

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 13, 2007, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

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

- Document #49 – 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 (#50 - #52)

- Document #50 – Approval of Minutes of November 15, 2007 Meeting
- Document #51 – Acceptance of Review of Expenditures for November 2007
- Document #52 – Approval of Contract Awards and Purchases
 - Item A: 3/4 Ton Cab & Chassis Truck
 - Item B: 1/2 Ton Passenger Van
 - Item C: Service Body with Canopy Top and Ladder Rack
 - Item D: Microcomputers
 - Item E: Construction and Installation of Illuminated Exterior Signs

3:55 – 4:10 pm EXECUTIVE SESSION

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

4:10 – 4:20 pm COMMITTEE REPORTS

- Document #53 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ A & P Committee meeting, December 6, 2007 – Dr. Ann Caine, Chair

4:20 – 4:30 pm SPECIAL PRESENTATIONS

- Service Center Design and Finishes ~ Studio Architects
- *Leadership MLS* – Stacy Schrank, Employee Development Coordinator

4:30 – 4:40 pm INFORMATION REPORTS

- Document #54 – MLS Annual Statistical Report
- Document #55 – MLS November 2007 Circulation Report
- Document #56 – MLS November 2007 Computer Usage Report
- Document #57 – MLS November 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, January 17, 2008
Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

*DECEMBER'S REFRESMENTS HOSTED BY CAPITOL HILL LIBRARY
PHIL TOLBERT, MANAGER*

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in December 2007:

<u>Employees</u>	<u>Years of Service</u>
Edward Ahad Marand, Circulation Clerk, Edmond Library	10
Joshua N. Schell, Associate Librarian, Village Library	10
Diane Rice, Technology Assistant, Village Library	5

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

DATE: November 15, 2007 TIME: 3:30 pm

MEETING PLACE: Edmond Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Edmond Library and Downtown Library, 300 Park Avenue, Oklahoma City, on November 13, 2007, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Glenda Choate
Carolyn Cornelius
Fran Cory
Margaret Graham
David Greenwell
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Alexandra Vera
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Ralph Bullard
Dr. Ann Caine, Vice-Chair
Mick Cornett, Mayor of Oklahoma City
Tracy McDaniel
Kim Patterson
Marguerite Ross
Ray Vaughn

Estimate of general public and staff attending: 22

I. The meeting was called to order at 3:34 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Choate, Cornelius, Cory, Graham, Jimenez, Leslie, McGehee, Nelson, Shonts, Smith, Strube, Toland, Vera, Rice. (Arrived: Womack, 3:35; Hannah, 3:37; McCaleb, 3:37; Greenwell, 3:41.)

II. Mr. Rice introduced Mr. Dennis Clowers, Director, OKC Public Works Department.

Mr. Clowers provided information on the December 11th Oklahoma City Bond Election. The total bond issue of \$835.5 million, if passed, will be used to improve and/or replace the city's infrastructure. Libraries are listed as Proposition #8 on the ballot and include \$12,845,000 for library projects. This proposition adds funding for two new branch libraries, one in southwest (Pioneer Library system) and another in northwest (Metropolitan Library System) Oklahoma City. Funding is also included for renovation of Capitol Hill and Belle Isle libraries. Questions and Discussion followed.

Mr. Rice called on Mrs. Millicent Gillogly and Mr. Jim Roth, former commission members. Mr. Rice presented Mrs. Gillogly and Mr. Roth with a resolution of appreciation, previously approved by the commission. Mr. Rice thanked Mrs. Gillogly and Mr. Roth for their dedication and service to the Metropolitan Library Commission.

Mr. Rice introduced Ms. Karen Bays, Manager of the Edmond Library. Ms. Bays welcomed the Commission. She invited the Commission members to join her at the conclusion of the meeting for a tour of the Edmond Library.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificates recipients for November 2007: Denyvetta Davis, Director of Library Operations, 25 years of service; Cheryl Ann Coleman, Associate Librarian, Warr Acres Library, 5 years of service.

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

V. Mr. Rice presented the Consent Docket; Document #41 – Approval of Minutes for October 18, 2007 Meeting; Document #42 – Acceptance of Review of Expenditures for October 2007.

Mrs. Lori Nelson requested the minutes of the October 18, 2007 minutes be amended to reflect her attendance at the meeting.

Mr. Rice called for a motion.

**Mrs. Penny McCaleb moved to accept the consent docket as amended.
Mr. Greg Womack seconded. Questions and discussion followed. Motion
passed unanimously.**

VI. Mr. Rice referred to Document #43 – Discussion, Consideration, and Possible Action: ~ A & P Committee Meeting, October 16, 2007-Dr. Ann Cain, Chair.

In Dr. Caine's absence, Mrs. Morris provided the report and recommendations from the A & P Committee meeting. She referred to the minutes and reviewed the recommended revisions to the MLS Policy and Procedure Manual. Discussion followed.

Mr. Rice called for a vote.

**The motion coming from committee is to approve the recommendations
from Administration for adoption to the Metropolitan Library Sstem
Policy and 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. A motion coming from committee requires no second. Questions and discussion followed. Motion passed unanimously.

VII. Mr. Rice referred to Document #44 – Discussion, Consideration and Possible Action: Report and Recommendation ~ Long-Range Planning Committee Meeting November 6, 2007- Penny McCaleb, Chair.

Mrs. McCaleb stated the Long-Range Planning Committee met on November 6. The committee reviewed the historical background regarding library facilities planning and the role of the Long-Range Planning committee.

Mrs. McCaleb highlighted the library facilities improvements which include Bethany, Capitol Hill, Del City, Northwest, Southern Oaks, The Village and Warr Acres and are currently included in the cash reserves.

Mrs. McCaleb highlighted the proposed library facilities improvements, which include Belle Isle, Capitol Hill, a second Edmond Library, Northwest, Harrah, Jones, and the Service Center. Discussion followed.

Mrs. McCaleb stated the motion coming from committee is to approve the direction outlined in the Inventory of Library Facilities Improvements. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

VIII. Mr. Rice referred to Document #45 – Discussion, Consideration and Possible Action: Revision to Metropolitan Library Commission By-Laws.

Mrs. Morris stated as a result of the recently passed legislating changing the composition and numbers of members of the commission, the By-Laws of the Metropolitan Library Commission need to be changed. The proposed changes were also included in the October 18 Commission packets for review. Mrs. Morris highlighted the proposed changes.

Mr. Rice called for a motion.

Mr. Lee Alan Leslie moved to approve the proposed revisions to the Metropolitan Library Commission By-Laws as presented. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

IX. Mr. Rice referred to Document #46 – 48 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

Discussion followed.

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

Mrs. Morris provided a brief update on the RFID (Radio Frequency Identification Device).


Mrs. Morris thanked the Commission members who attended the annual Staff Recognition Event on Saturday, November 10. On behalf of the entire library system, Mrs. Morris also expressed her gratitude for the Friends of the Library who make the special event possible.

Mrs. Morris provided an updated on the Capital Projects.

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

The next Commission meeting will be held at the Downtown Library on December 13, 2007.

There being no further business, the meeting was adjourned at 4:35 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

November 30, 2007

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

For comparison, 41.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2007.

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

November 30, 2007

ASSETS

CASH - Overnight Investment Account	\$ 3,510,812.72
INVESTMENTS (Schedule attached)	15,470,257.45
Total Assets	<u>\$18,981,070.17</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$162,768.03	
2007-08 Purchase Orders Outstanding	767,951.36	
2006-07 Purchase Orders Outstanding	115,901.81	
2007-08 Checks Outstanding	191,138.24	
2006-07 Checks Outstanding	<u>1,359.16</u>	
Total Liabilities		1,239,118.60

FUND BALANCE:

Beginning of the Year		\$23,823,209.10	
Add: Revenues			
Budgeted	1,626,501.37		
Other	<u>2,481,538.75</u>	4,108,040.12	
Less: Expenditures		<u>(10,189,297.65)</u>	
Total Fund Balance			<u>17,741,951.57</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$18,981,070.17</u>

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

As of November 30, 2007

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/13/2007	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
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>\$ 15,470,257.45</u>

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

November 1, 2007 to November 30, 2007

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 1,389,359.46	\$ 1,389,501.37	5.98%
State Aid	282,936.00	-	-	0.00%
Fines	<u>513,000.00</u>	<u>44,000.00</u>	<u>237,000.00</u>	46.20%
Total Budgeted Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 1,433,359.46</u></u>	<u><u>\$ 1,626,501.37</u></u>	6.77%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 362,112.85	\$ 1,676,825.05	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		116,749.96	630,999.79	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		<u>4,159.96</u>	<u>93,919.03</u>	
Total Miscellaneous Revenue		<u><u>\$ 483,022.77</u></u>	<u><u>\$ 2,481,538.75</u></u>	
Total Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 1,916,382.23</u></u>	<u><u>\$ 4,108,040.12</u></u>	17.10%

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>				
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	6,477.19	510.31
863 08 123 Play with Me	3,000.00	3,000.00	2,822.72	177.28
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	5,000.00	9,400.00
870 08 Oklahoma Voices - Phase 3	5,000.00	5,000.00	2,543.74	2,456.26
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	0.00	1,713.00
Total Grants				<u>\$68,825.90</u>
Total Special Funds				<u>\$ 252,826.46</u>

Metropolitan Library System
Statement of Encumbrances
Month of November 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	708,021.54	3,911,245.47	39.35	9,939,418.00	6,028,172.53
102	Wages - Part-time	98,612.89	598,577.11	34.74	1,722,782.00	1,124,204.89
103	Payroll Taxes	59,065.85	332,192.72	41.15	807,177.00	474,984.28
109	Workers Comp Insurance	8,490.00	49,555.00	41.51	119,370.00	69,815.00
112	Group Insurance	121,149.80	613,470.03	38.00	1,614,468.00	1,000,997.97
113	Employees' retirement	840,752.06	1,013,685.38	77.21	1,312,852.00	299,166.62
114	Unemployment Compen.	.00	7,535.00	37.68	20,000.00	12,465.00
Total Personal Services		1,836,092.14	6,526,260.71	42.01	15,536,067.00	9,009,806.29
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.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	2,400.00	50.00	4,800.00	2,400.00
206	Rent of Equipment	.00	496.50	7.41	6,700.00	6,203.50
207	Janitorial Services	26,544.00	139,756.00	39.24	356,180.00	216,424.00
208	Maintenance of Facilities	15,834.75	104,672.56	37.40	279,875.00	175,202.44
211	Parking & Transportation	11,688.63	63,958.17	36.70	174,265.00	110,306.83
212	Travel Expenses	1,751.90	20,579.20	24.88	82,708.00	62,128.80
213	Professional Services	70,393.22	148,965.73	38.89	383,045.00	234,079.27
214	Security Services	33,252.96	144,887.44	36.90	392,693.00	247,805.56
216	Telephone Services	4,904.80	59,138.53	20.90	282,960.00	223,821.47
217	Electrical Services	35,460.91	216,805.67	42.05	515,530.00	298,724.33
218	Gas Services	1,334.69	5,327.32	7.88	67,585.00	62,257.68
219	Water & Garbage Services	5,296.86	23,872.53	50.25	47,510.00	23,637.47
220	Trigen Energy Services	9,809.16	79,749.17	43.58	183,000.00	103,250.83
226	Memberships	8,410.00	15,243.50	55.93	27,255.00	12,011.50
230	Other Library-Related Services	7,939.12	47,837.14	14.49	330,087.00	282,249.86
231	Automation Contractual	16,103.29	120,951.41	36.83	328,417.00	207,465.59
236	Network Catalog Services	.00	56,128.00	89.41	62,775.00	6,647.00
Total Contractual Services		249,124.29	1,379,757.87	37.31	3,697,750.00	2,317,992.13
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of November 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	8,972.86	52,243.63	25.56	204,420.00	152,176.37
302	Postage	25,271.14	97,967.80	35.40	276,765.00	178,797.20
303	Supplies	28,688.35	495,175.94	74.56	664,100.00	168,924.06
310	Maintenance Supplies	969.37	18,163.70	25.58	71,000.00	52,836.30
312	Safety Supplies & Equipment	323.99	1,635.65	12.68	12,900.00	11,264.35
321	Gasoline & Oil	2,349.89	10,189.54	22.64	45,000.00	34,810.46
322	Vehicle Parts & Repairs	51.66	2,338.22	12.99	18,000.00	15,661.78
330	Programming Activities	8,468.86	55,343.44	27.33	202,525.00	147,181.56
331	Other Commodities	1,698.44	6,982.34	22.51	31,015.00	24,032.66
Total Commodities		76,794.56	740,040.26	48.50	1,525,725.00	785,684.74

Capital Outlays

401	Books & Materials	298,192.10	1,241,932.67	37.92	3,275,170.00	2,033,237.33
404	Government Documents	1,500.00	1,500.00	30.00	5,000.00	3,500.00
405	Book Repairs & Bindings	177.99	177.99	8.09	2,200.00	2,022.01
407	Periodicals & Subscriptions	1,470.86	25,325.77	16.36	154,830.00	129,504.23
408	Furniture, Fixture, & Equipmnt	26,456.08	44,286.81	26.91	164,569.00	120,282.19
409	Motor Vehicles	.00	.00	.00	50,000.00	50,000.00
410	Automation System & Equipment	.00	208,201.53	43.40	479,719.00	271,517.47
450	Capital Projects	3,065.75	21,814.04	.46	4,707,815.00	4,686,000.96
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		330,862.78	1,543,238.81	5.70	27,088,509.10	25,545,270.29
Total Budget		2,492,873.77	10,189,297.65	21.30	47,848,051.10	37,658,753.45

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

November 30, 2007

	BEGINNING OF MONTH	RECEIPTS November	EXPEND. November	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 24,884.91	\$ 12,303.08	\$ 652.73	\$ 36,535.26
810 Prepaid Fees	(1,743.48)	0.00	264.24	(2,007.72)
815 Fines	44,947.17	41,462.18	44,020.00	42,389.35
820 Copy	102,535.86	3,631.75	999.06	105,168.55
900 Special Event Fund	2,150.92	0.00	235.80	1,915.12
Total Revolving Funds	\$ 172,775.38	\$ 57,397.01	\$ 46,171.83	\$ 184,000.56

	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	3,138.61	361.39
879 08/Krisman/Books by Mail	1,000.00	1,000.00	0.00	1,000.00
884 08/OAC/Indian Classical Music	4,500.00	0.00	4,500.00	(4,500.00)
901 07/Endowment/Vehicle	18,000.00	18,000.00	17,476.86	523.14
928 07/LET/Summer Reading	12,000.00	12,000.00	38.63	11,961.37
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	41,783.89	18,216.11
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	630.00	0.00

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	6,280.00	1,720.00
905 07 Staff Recognition	6,100.00	6,170.64	6,170.64	0.00
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	8,918.80	819.14
913 07 Oklahoma Voices	11,175.00	11,175.00	11,175.00	0.00
915 07 Library Enhancement - CH	1,108.00	1,108.00	962.97	145.03

General Fund F.Y. 07-08

Warrant Register

November 2007

Number	Vendor/Payee	Purpose		Amount
G-01553	Metropolitan Library System	Professional Services	95.36	
		Telephone Services	20.40	
		Postage	70.66	
		Supplies	53.88	
		Programming Activities	90.32	
		Programming Activities	45.02	
		Other Commodities	17.42	393.06
G-01554	O G & E	Electrical Services	16,526.70	16,526.70
G-01555	Oklahoma Natural Gas Co.	Gas Services	544.51	544.51
G-01556	Triangle/A & E	Capital Projects	9.72	
		Capital Projects	102.60	
		Printing	108.00	
		Printing	36.00	256.32
G-01558	Eales Electronics Corp.	Maintenance of Facilities	170.00	
		Maintenance of Facilities	25.00	195.00
G-01559	Gale Research	Materials	542.25	542.25
G-01560	Journey House Travel, Inc.	Travel Expenses	319.10	
		Travel Expenses	298.10	
		Travel Expenses	397.99	1,015.19
G-01561	Journal Record Publishing	Subscriptions	507.00	507.00
G-01562	UNUM Life Insurance	Grp L-T Disab. Ins.-NOV	6,515.32	6,515.32
G-01563	Synergy Datacom Supply, Inc.	Maintenance of Facilities	24.88	24.88
G-01564	Ernestine Clark	Mileage	81.00	81.00
G-01565	Alma L. Brown	Mileage	9.46	9.46
G-01566	Oklahoma Historical Society	Subscriptions	75.00	75.00
G-01567	Mary Patton	Supplies	81.95	81.95
G-01568	Baker & Taylor Books	Materials	2,520.21	2,520.21
G-01569	Donna Morris	Telephone Services	50.00	50.00
G-01570	Central Oklahoma Winnelson	Maintenance of Facilities	38.94	38.94
G-01571	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01572	Bill Warren Office Products	Supplies	389.20	
		Supplies	363.20	752.40
G-01573	CompSource Oklahoma	Workers Comp Insurance	8,490.00	8,490.00
G-01574	ALA Membership CSC	Memberships	220.00	220.00
G-01575	Legal Directories Publishing	Materials	348.75	348.75
G-01576	Tracy Stone	Memberships	35.00	35.00
G-01577	Instructional Video, Inc.	Materials	674.38	674.38
G-01578	Denyveta Davis	Mileage	149.14	149.14
G-01579	Gale Group	Materials	1,987.29	1,987.29
G-01580	Ann Aliotta	Memberships	35.00	35.00
G-01581	Live Oak Media	Materials	121.66	121.66
G-01582	Oklahoma Municipal League, Inc.	Materials	550.00	550.00
G-01583	Mutual Assurance	Grp Life/AD&D Ins Prm-NOV	29,452.36	29,452.36
G-01584	Hal Leonard Publishing	Materials	203.02	203.02
G-01585	Angie Paeltz	Programming Activities	68.91	68.91
G-01586	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-01587	Priscilla Doss	Mileage	3.40	3.40
G-01588	Full Circle Bookstore	Programming Activities	26.35	
		Programming Activities	150.99	
		Programming Activities	11.99	189.33
G-01589	Julianna Link	Travel Expense	10.15	10.15
G-01590	INTEGRIS Corporate Assistance	Professional Services	802.00	802.00

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Number	Vendor/Payee	Purpose		Amount
G-01591	Audio Forum	Materials	1,323.35	1,323.35
G-01592	Oklahoma Air Filter	Maintenance of Facilities	201.60	201.60
G-01593	Random House, Inc	Materials	2,457.01	2,457.01
G-01594	Culinary Concepts, LLC	Professional Services	242.94	242.94
G-01595	Brilliance Corporation	Materials	2,328.71	2,328.71
G-01596	Gateway Films/Vision Video	Materials	88.95	88.95
G-01597	Ingram Library Service	Materials	1,178.03	1,178.03
G-01598	XPEDX	Maintenance Supplies	128.53	128.53
G-01599	Summit Mailing Systems, Inc.	Supplies	205.35	205.35
G-01600	Walker Companies	Printing Supplies	355.00	355.00
G-01601	Audio Editions	Materials	1,658.36	1,658.36
G-01602	Digital Library Reserve, Inc	Materials	1,840.62	1,840.62
G-01603	United States Postal Service	Postage	270.00	270.00
G-01604	JoNita White	Mileage	27.16	27.16
G-01605	Linda Temple	Memberships	35.00	35.00
G-01606	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	81.50	81.50
G-01607	Ingram Library Service	Materials	390.09	390.09
G-01608	Tandem Library Group	Materials	111.06	111.06
G-01609	Town of Luther	Water & Garbage	44.25	44.25
G-01610	Jana Hausburg	Memberships	35.00	35.00
G-01611	Center Point Large Print	Materials	506.22	506.22
G-01612	Sears Commercial One Account	Maintenance of Facilities	48.37	48.37
G-01613	Robert Ruiz	Programming Activities	400.00	400.00
G-01614	Jason's Deli/Deli Partners	Professional Services	63.71	63.71
G-01615	Landon Holman	Mileage	14.07	14.07
G-01616	Maverick Books	Materials	131.94	131.94
G-01617	Jeffrey J. Crawford	Security Services	437.50	437.50
G-01618	Samuel Weehunt	Travel Expenses	61.60	61.60
G-01619	Jurden Brown, Jr.	Security Services	650.00	650.00
G-01620	Associated Appliance, Inc.	Maintenance of Facilities	32.99	32.99
G-01621	Michael Corley	Programming Activities	145.00	145.00
G-01622	John Paull	Security Services	325.00	325.00
G-01623	Stanley Campbell	Security Services	325.00	325.00
G-01624	OPUBCO Communications Group	Library-Related Services	225.33	
		Library-Related Services	300.27	525.60
G-01625	Skillpath Seminars	Professional Services	149.00	149.00
G-01626	Aaron Killough	Memberships	35.00	35.00
G-01627	Postmaster	Postage	2,500.00	2,500.00
G-01628	BBC Audiobooks America	Materials	278.03	278.03
G-01629	American Logo & Sign, Inc	Supplies	315.00	315.00
G-01630	MCC Centers of Oklahoma	Maintenance of Facilities	18.41	18.41
G-01631	Thomas Daugherty	Security Services	212.50	212.50
G-01632	Clyde Herrod	Memberships	35.00	35.00
G-01633	Crowe & Dunlevy	Professional Services	289.00	289.00
G-01634	City of Choctaw	Water & Garbage Services	94.13	94.13
G-01635	Joshua Schell	Mileage	36.86	
		Programming Supplies	84.92	121.78
G-01636	Office Depot Credit Plan	Supplies	18.82	18.82
G-01637	Roy Ballou	Mileage	45.59	45.59
G-01638	Public Library Association	Registration	180.00	
		Registration	180.00	
		Registration	180.00	540.00

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Number	Vendor/Payee	Purpose		Amount
G-01639	Baker & Taylor Books	Materials	2,846.70	2,846.70
G-01640	Baker & Taylor Entertainment	Materials	7,545.02	7,545.02
G-01641	Metropolitan Library System	Grp Med/Dtl Ins Prem-NOV	81,888.70	81,888.70
G-01642	Manpower, Inc.	Salaries	499.38	499.38
G-01643	FBD Consulting, Inc.	Professional Services	465.00	465.00
G-01644	Walmart Community	Programming Activities	138.64	138.64
G-01645	Preston Bell	Transportation	40.00	40.00
G-01646	Darrie Breathwit	Mileage	12.61	12.61
G-01647	Barbara A. Johnson	Mileage	31.04	31.04
G-01648	Melissa Weathers	Mileage	42.68	42.68
G-01649	Oklahoma Watercolor Assoc.	Programming Activities	125.00	125.00
G-01650	Lesli Jones	Library-Related Services	50.00	
		Library-Related Services	135.00	185.00
G-01651	Charleen Miller	Programming Activities	62.83	62.83
G-01652	Kelley Hoffman	Mileage	5.34	5.34
G-01653	Cheryll Smith	Programming Activities	89.90	89.90
G-01654	Securitas Security USA, Inc.	Security Services	6,129.22	6,129.22
G-01655	Baker & Taylor Books	Materials	442.94	
		Materials	2,232.47	
		Materials	1,323.57	
		Materials	1,160.35	
		Materials	1,640.98	
		Materials	4,702.65	
		Materials	12,846.15	
		Materials	3,143.23	27,492.34
G-01656	Baker & Taylor Books	Materials	2,130.18	
		Materials	6,705.93	
		Materials	2,557.71	11,393.82
G-01657	Baker & Taylor Books	Materials	2,365.38	2,365.38
G-01658	Maria Y. Bozarth	Programming Activities	150.00	150.00
G-01659	Smart Technologies	Automation Contractual	320.00	320.00
G-01660	Angela Wall	Programming Activities	60.00	60.00
G-01661	Sharon Maine	Mileage	8.73	8.73
G-01662	COTPA	Staff Parking	2,798.58	
		Staff Parking	2,863.48	
		Staff Parking	3,279.36	8,941.42
G-01663	Cox Systems Technology, Inc.	Maintenance of Facilities	292.00	292.00
G-01664	Midwest Single Source, Inc.	Supplies	1,728.50	
		Supplies	92.74	1,821.24
G-01665	John C. Hill	Maintenance of Facilities	547.00	547.00
G-01666	Bank of Oklahoma	Payroll Transmittal-Chks	39,542.10	
		Payroll Transmittal-Chks	19,129.56	
		Payroll Transmittal-Chks	220.00	58,891.66
G-01667	Bank of Oklahoma	Federal Withholding Tax	35,024.60	
		Federal Withholding Tax	2,384.00	37,408.60
G-01668	Oklahoma Tax Commission	State Withholding Tax	12,860.00	
		State Withholding Tax	940.50	13,800.50
G-01669	Mun. Employees Credit Union	Employee Cr Union Deducts	11,280.51	
		Employee Cr Union Deducts	217.50	11,498.01
G-01670	United Way of Central Oklahoma	Employee Deductions	382.56	
		Employee Deductions	3.00	385.56
G-01671	Oklahoma Tax Commission	Employee Deductions	308.87	308.87

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Number	Vendor/Payee	Purpose		Amount
G-01672	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09	150.09
G-01673	Bank of America	Payroll Transmittal-DDep	185,551.71	
		Payroll Transmittal-DDep	22,487.44	
		Payroll Transmittal-DDep	935.00	208,974.15
G-01674	Nationwide Retirement Solution	Employee Deductions	7,888.69	7,888.69
G-01675	Transamerica Worksite Mrktg.	Employee Deductions	551.67	551.67
G-01676	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,800.40	4,800.40
G-01677	Bank of Oklahoma	Employee Flexplan Deposit	18,807.26	18,807.26
G-01678	Bank of Oklahoma	Employee Soc/Sec Deposits	20,516.89	
		Employee Soc/Sec Deposits	3,031.99	
		Employee Medicare Deposit	4,879.33	
		Employee Medicare Deposit	709.10	
		Employer Soc/Sec Deposits	23,548.92	
		Employer Medicare Deposit	5,588.48	58,274.71
G-01679	MassMutual Financial Group	Employee Contrib -- DC PI	10,475.68	
		Employer Contrib -- DC PI	19,214.38	29,690.06
G-01680	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-01681	Vision Service Plan of	Grp Vision Ins Prem-Nov.	2,138.42	2,138.42
G-01682	ODHS Oklahoma Centralized	Employee Deductions	102.55	102.55
G-01683	Administrative Systems, Inc.	Employee Deductions	939.28	939.28
G-01684	Metropolitan Library System	Professional Services	106.39	
		Postage	10.80	
		Supplies	80.25	
		Programming Activities	153.02	
		Programming Activities	141.85	
		Other Commodities	12.36	504.67
G-01685	O G & E	Electrical Services	6,869.73	6,869.73
G-01686	Oklahoma Natural Gas Co.	Gas Services	85.93	85.93
G-01687	City of the Village	Water & Garbage Services	80.98	80.98
G-01688	Southwestern Stationery and	Supplies	11.68	
		Supplies	10.82	
		Supplies	42.85	
		Supplies	56.20	
		Supplies	1.42	122.97
G-01689	Locke Supply Co.	Maintenance of Facilities	63.99	63.99
G-01690	Demco	Supplies	243.02	
		Equipment	386.99	
		Furniture	561.41	
		Supplies	389.30	1,580.72
G-01691	MASSCO Maintenance Co.	Maintenance Supplies	300.04	300.04
G-01692	EBSCO Subscription Services	Materials	10,219.00	10,219.00
G-01693	Gaylord Bros.	Furniture	145.02	145.02
G-01694	Gale Research	Materials	989.75	989.75
G-01695	Hewlett-Packard Co.	Automation Contractual	13,125.00	13,125.00
G-01696	Ernestine Clark	Other Commodities	60.20	60.20
G-01697	Alma L. Brown	Programming Activities	18.15	18.15
G-01698	Baker & Taylor Books	Materials	2,515.56	2,515.56
G-01699	Susie Beasley	Mileage	12.13	12.13
G-01700	U.S. Postal Service	Postage	175.00	175.00
G-01701	Susan Ryan	Mileage	20.37	20.37
G-01702	Standard & Poor's	Materials	11,836.30	11,836.30
G-01703	Charles S. Isaacs	Mileage	22.55	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01703	Charles S. Isaacs	Telephone Services	35.00	57.55
G-01704	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01705	Best of Books	Materials	208.00	208.00
G-01706	Barbara Beasley	Mileage	10.67	10.67
G-01707	Blackbaud	Automation Contractual	6,628.18	6,628.18
G-01708	Recorded Books, LLC	Materials	1,227.12	1,227.12
G-01709	Kent Adhesive Products Co.	Supplies	110.55	110.55
G-01710	Pure Service Corp.	Maintenance of Facilities	400.00	400.00
G-01711	Instructional Video, Inc.	Materials	2,135.05	2,135.05
G-01712	Staples Business Advantage	Supplies	74.19	74.19
G-01713	Production Services	Library-Related Services	1,300.00	1,300.00
G-01714	Light Bulb Supply Co., Inc.	Maintenance of Facilities	19.95	
		Maintenance of Facilities	179.70	199.65
G-01715	Council for Community	Materials	840.00	840.00
G-01716	Hal Leonard Publishing	Materials	483.81	483.81
G-01717	California Newsreel	Materials	55.95	55.95
G-01718	Library Video Co.	Materials	1,957.89	1,957.89
G-01719	Janet Brooks	Mileage	29.59	29.59
G-01720	Debbie Langston	Programming Activities	50.00	50.00
G-01721	Teen Ink	Library-Related Services	149.00	149.00
G-01722	Jonathan Willis	Mileage	69.84	69.84
G-01723	AT&T	Telephone Services	893.75	893.75
G-01724	Blackstone Audio Books	Materials	1,267.50	1,267.50
G-01725	Random House, Inc	Materials	7,998.40	7,998.40
G-01727	Scott's Printing & Copying	Printing	368.30	
		Printing	679.19	
		Printing	597.16	1,644.65
G-01728	Brilliance Corporation	Materials	1,408.14	1,408.14
G-01729	Flower City	Furniture, Fixtures	2,154.90	2,154.90
G-01730	Ursula Ward	Travel Expenses	79.54	79.54
G-01731	Oklahoma Dept. of Commerce	Materials	1,100.00	1,100.00
G-01732	Francie Pendleton	Mileage	5.82	5.82
G-01733	Ingram Library Service	Materials	2,380.95	2,380.95
G-01734	Julia Ballou	Mileage	24.01	24.01
G-01735	Information Today, Inc.	Materials	2,479.60	2,479.60
G-01736	Candace McDaniel	Furniture, Fixtures	107.17	107.17
G-01737	XPEDX	Maintenance Supplies	168.64	
		Supplies	2,272.11	2,440.75
G-01738	Dana Morrow	Supplies	60.09	60.09
G-01739	Audio Editions	Materials	1,553.55	1,553.55
G-01740	Chickasaw Telecom, Inc.	Equipment	614.80	614.80
G-01741	Matthew Cotter	Mileage	13.82	13.82
G-01742	Elizabeth L. Wilson	Mileage	14.55	14.55
G-01743	Minuteman Press	Printing	542.36	542.36
G-01744	Ingram Library Service	Materials	457.28	457.28
G-01745	Tandem Library Group	Materials	106.83	106.83
G-01746	Frances V. Harbert	Mileage	8.63	8.63
G-01747	Perry Publishing Co.	Subscriptions	20.00	20.00
G-01748	Landon Holman	Professional Services	450.00	450.00
G-01749	Anita Roesler	Mileage	39.43	39.43
G-01750	Home Depot Credit Services	Maintenance of Facility	123.92	123.92

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Number	Vendor/Payee	Purpose		Amount
G-01751	Pauline Rodriguez-Atkins	Travel Expenses	68.87	68.87
G-01752	Evans Hardware	Maintenance of Facilities	81.79	
		Maintenance of Facilities	22.44	104.23
G-01753	Melissa O'Neil	Mileage	14.55	14.55
G-01754	BMI Systems Corp.	Maintenance of Facilities	78.50	
		Maintenance of Facilities	31.62	
		Maintenance of Facilities	305.63	
		Maintenance of Facilities	93.62	
		Maintenance of Facilities	81.43	
		Maintenance of Facilities	78.50	669.30
G-01755	American Benefit Systems, Inc.	Professional Services	1,118.75	1,118.75
G-01756	OPUBCO Communications Group	Library Related Services	125.16	125.16
G-01757	Bank of America	Library-Related Services	142.22	142.22
G-01758	Oklahoma Center for Nonprofits	Professional Services	40.00	40.00
G-01759	Kelly Fuselier	Programming Activities	100.00	100.00
G-01760	Ruby Soutiere	Mileage	23.28	23.28
G-01761	Joan Porter	Mileage	16.49	16.49
G-01762	Aaron Killough	Travel Expense	72.75	72.75
G-01763	Kelley Riha	Mileage	148.41	148.41
G-01764	Richard Ray Whitman	Programming Activities	75.00	75.00
G-01765	Integrated Technology Group	Equipment	6,975.00	
		Equipment	29,295.00	
		Equipment	27,900.00	
		Equipment	32,085.00	96,255.00
G-01766	Triple T Printing	Printing	346.00	346.00
G-01767	Right Management	Professional Services	6,651.73	6,651.73
G-01768	MG Rose Enterprises, Inc.	Professional Services	400.00	400.00
G-01769	Kim Ventrella	Mileage	6.79	6.79
G-01770	Carol L. Roberts	Mileage	13.10	13.10
G-01771	James S. Yager, Inc.	Capital Projects	2,470.00	2,470.00
G-01772	Sally Gray	Mileage	11.16	11.16
G-01773	Shailendra Kumar	Programming Activities	1,500.00	1,500.00
G-01774	Clyde Herrod	Travel Expense	62.08	62.08
G-01775	Kimberly Rickey	Mileage	15.42	15.42
G-01776	Norman Music Center	Equipment	1,935.00	
		Supplies	749.00	2,684.00
G-01777	Ford Audio-Video	Maintenance of Equipment	255.00	255.00
G-01778	Linda Jameson	Mileage	13.58	13.58
G-01779	Abolghasem Siavashi	Mileage	4.85	4.85
G-01780	Joshua Schell	Programming Activities	77.60	77.60
G-01781	Office Depot Credit Plan	Supplies	38.90	
		Supplies	51.83	
		Supplies	44.94	135.67
G-01782	Baker & Taylor Books	Materials	2,426.12	2,426.12
G-01783	Christy O'Brien	Mileage	7.28	7.28
G-01784	Baker & Taylor Entertainment	Materials	5,871.09	5,871.09
G-01785	Metro Family	Library-Related Services	683.00	683.00
G-01786	Construction Industries Board	Professional Services	50.00	50.00
G-01787	Allied Waste Services #060	Water & Garbage	542.81	542.81
G-01788	Pamela Buchanan	Mileage	10.19	10.19
G-01789	Teaching Company	Materials	199.90	199.90
G-01790	O'Reilly Auto Parts	Maintenance of Facilities	25.94	25.94

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Number	Vendor/Payee	Purpose		Amount
G-01791	Susan H. Wood	Programming Activities	125.00	
		Programming Activities	285.00	410.00
G-01792	Cheryll Smith	Mileage	14.31	14.31
G-01793	Faith Centered Resources	Materials	27.04	27.04
G-01794	Corporate Express, Inc.	Supplies	16.43	16.43
G-01795	Baker & Taylor Books	Materials	1,355.55	
		Materials	1,630.73	
		Materials	1,424.73	
		Materials	1,837.23	
		Materials	2,675.14	
		Materials	8,127.95	
		Materials	3,461.70	
		Materials	5,585.56	26,098.59
G-01796	Baker & Taylor Books	Materials	825.28	
		Materials	3,821.37	
		Materials	7,735.11	
		Materials	495.99	12,877.75
G-01797	Baker & Taylor Books	Materials	1,302.26	1,302.26
G-01798	Maria Watkins	Mileage	5.82	5.82
G-01799	Emily Williams	Mileage	71.49	71.49
G-01800	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01801	Sabre Technologies	Computer Equipment	4,575.00	4,575.00
G-01802	Erika Diel	Maiontenance of Facilitie	120.00	120.00
G-01803	Metropolitan Library System	Parking	23.00	
		Professional Services	90.04	
		Postage	57.40	
		Supplies	94.71	
		Supplies	46.45	
		Programming Activities	140.81	
		Programming Activities	147.72	
		Other Commodities	149.67	749.80
G-01804	City of Midwest City, Inc.	Water & Garbage Services	262.44	262.44
G-01805	O G & E	Electrical Services	9,132.76	9,132.76
G-01806	Oklahoma Natural Gas Co.	Gas Services	385.43	385.43
G-01807	City of Bethany	Water & Garbage Services	148.75	148.75
G-01808	City of Oklahoma City	Water & Garbage Services	1,177.28	1,177.28
G-01809	Triangle/A & E	Printing	132.81	
		Printing	36.00	168.81
G-01810	Brodart, Inc.	Supplies	1,209.60	1,209.60
G-01811	Southwestern Stationery and	Printing	4,854.90	
		Supplies	1,137.47	5,992.37
G-01812	Eales Electronics Corp.	Maintenance of Facilities	215.00	215.00
G-01813	Gale Research	Materials	2,636.55	2,636.55
G-01814	U.S. Govt. Printing Office	Government Documents	1,500.00	1,500.00
G-01815	AT&T	Telephone Services	953.28	
		Telephone Services	1,425.56	
		Telephone Services	327.47	2,706.31
G-01816	City of Edmond	Electrical Services	2,931.72	2,931.72
G-01817	Weston Woods Accts Receivable	Materials	91.28	91.28
G-01818	Baker & Taylor Books	Materials	1,698.39	1,698.39
G-01819	Spence & Associates, Inc	Library Related Services	2,050.00	2,050.00
G-01820	Standard & Poor's	Materials	5,054.72	5,054.72

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Number	Vendor/Payee	Purpose		Amount
G-01821	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00	
		Maintenance of Facilities	935.00	2,425.00
G-01822	Susan E. Hall	Memberships	35.00	35.00
G-01823	West Group Payment Center	Materials	384.00	384.00
G-01824	ALA Membership CSC	Memberships	220.00	220.00
G-01825	Recorded Books, LLC	Materials	13.90	13.90
G-01826	Instructional Video, Inc.	Materials	506.82	506.82
G-01827	Gale Group	Materials	3,204.71	3,204.71
G-01828	Anne G. Fischer	Telephone Services	50.00	
		Mileage	90.21	140.21
G-01829	U.S. Postmaster	Postage	52.00	52.00
G-01830	Copelin's Office Center	Supplies	79.35	79.35
G-01831	Library Video Co.	Materials	139.30	139.30
G-01832	Full Circle Bookstore	Programming Activities	98.17	98.17
G-01833	Frances Kay Samaripa	Mileage	57.96	57.96
G-01834	Conney Safety Products	Safety Supplies	280.75	280.75
G-01835	Liberty Flags Inc.	Supplies	120.00	120.00
G-01836	Oklahoma Air Filter	Maintenance of Facilities	36.48	36.48
G-01837	Downtown College Consortium	Professional Services	99.00	99.00
G-01838	Jonathan Willis	Telephone Services	35.00	35.00
G-01839	TheStreet.com	Materials	448.95	448.95
G-01840	Random House, Inc	Materials	1,736.00	1,736.00
G-01841	Culinary Concepts, LLC	Professional Services	616.20	616.20
G-01842	Brilliance Corporation	Materials	820.88	820.88
G-01843	Karen L.Litteral	Mileage	10.67	10.67
G-01844	Ingram Library Service	Materials	172.07	172.07
G-01845	R. R. Bowker	Materials	467.86	467.86
G-01846	Candace McDaniel	Supplies	153.27	153.27
G-01847	Audio Editions	Materials	296.75	296.75
G-01848	Digital Library Reserve, Inc	Materials	5,625.00	5,625.00
G-01849	United States Postal Service	Postage	6,000.00	
		Postage	1,030.00	7,030.00
G-01850	Fuelman	Gasoline & Oil	2,349.89	2,349.89
G-01851	Minuteman Press	Printing	79.32	79.32
G-01852	Ingram Library Service	Materials	1,044.55	1,044.55
G-01853	Barnes & Noble, Inc.	Materials	1,094.46	1,094.46
G-01854	Center Point Large Print	Materials	1,032.87	1,032.87
G-01855	Anderson News, LLC	Subscriptions	1,308.06	1,308.06
G-01856	Jeffrey J. Crawford	Security Service	437.50	437.50
G-01857	John Mark Dawson	Security Service	100.00	100.00
G-01858	Samuel Weehunt	Programming Activities	76.43	76.43
G-01859	Miguel A. Campos	Security Service	325.00	325.00
G-01860	Jurden Brown, Jr.	Security Service	487.50	487.50
G-01861	John Paull	Security Service	487.50	487.50
G-01862	Stanley Campbell	Security Service	212.50	212.50
G-01863	Kevin Connywerdy	Programming Activities	100.00	100.00
G-01864	Kimberly Edwards	Programming Activities	145.21	145.21
G-01865	Heidi Johnson	Mileage	28.62	28.62
G-01866	Kelly Mitchell Osborne	Programming	380.00	380.00
G-01867	OK State Dept. of Education	Materials	11.68	11.68
G-01868	Emekwulu's Educational Publish	Materials	76.25	76.25
G-01869	Metro Library Sys Pension Trst	Retirement Contribution	802,450.00	802,450.00

General Fund F.Y. 07-08

Warrant Register

November 2007

Number	Vendor/Payee	Purpose		Amount
G-01870	Sigma Educational Media	Materials	4,098.65	4,098.65
G-01871	Dean Johnson	Programming	150.00	150.00
G-01872	American Bldg Specialties, Inc	Maintenance of Facilities	36.00	36.00
G-01873	City of Edmond	Water& Garbage Services	294.30	294.30
G-01874	Kevin Colwell	Mileage	2.43	2.43
G-01875	City of Harrah	Water & Garbage	64.82	64.82
G-01876	Oklahoma Press Service	Library-Related Services	136.25	136.25
G-01877	John Wood	Telephone Service	50.00	50.00
G-01878	Fariba Williams	Mileage	9.22	9.22
G-01879	Office Depot Credit Plan	Supplies	449.94	449.94
G-01880	Producers Playhouse	Library Related Services	120.00	120.00
G-01881	Commercial Card Solutions	Travel Expense	249.00	
		Travel Expense	249.00	
		Travel Expenses	249.00	
		Programming Supplies	101.34	
		Supplies	99.00	
		Equipment	570.00	
		Supplies	64.20	
		Postage	610.00	
		Supplies	84.91	
		Equipment	39.90	
		Equipment	1,133.27	
		Professional Services	180.00	
		Supplies	528.65	
		Supplies	203.66	
		Professional Services	6.00	4,367.93
G-01882	Bureau of Education & Research	Professional Services	195.00	195.00
G-01883	Baker & Taylor Entertainment	Materials	4,551.27	4,551.27
G-01884	Daniel Fields	Programming Activities	35.03	
		Programming Activities	49.52	
		Programming Activities	72.35	
		Programming Activities	71.71	228.61
G-01885	Walmart Community	Programming Activities	221.85	
		Programming Activities	158.72	380.57
G-01886	Commercial Card Solutions	Books & Materials	255.32	
		Books & Materials	221.55	
		Books & Materials	142.19	
		Books & Materials	294.03	
		Books & Materials	196.90	
		Books & Materials	191.60	1,301.59
G-01887	Dr. Max Price	Programming Activities	75.00	75.00
G-01888	Imagination Promotional Group	Professional Services	544.62	544.62
G-01889	Classic Paper Supply	Supplies	118.30	118.30
G-01890	Donna Morris	Parking & Transportation	450.00	450.00
G-01891	Star Lighting	Maintenance of Facilities	53.96	53.96
G-01892	John Utley	Telephone Service	35.00	35.00
G-01893	Lesli Jones	Library Related Services	130.00	130.00
G-01894	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-01895	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-01896	Securitas Security USA, Inc.	Security Services	6,172.39	
		Security Services	6,104.91	12,277.30
G-01897	Baker & Taylor Books	Materials	1,661.13	
	** Continued **			

General Fund F.Y. 07-08

Warrant Register

November 2007

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01897	Baker & Taylor Books	Materials	1,492.60
		Materials	2,222.83
		Materials	12,470.65
		Materials	6,823.97
			24,671.18
G-01898	Baker & Taylor Books	Materials	1,125.08
		Materials	5,010.73
		Materials	3,011.04
			9,146.85
G-01899	Baker & Taylor Books	Materials	3,637.51
			3,637.51
G-01900	Robert Brent Greenwood	Programming Activities	75.00
			75.00
G-01901	Woods Downtown Floral	Other Commodities	60.00
			60.00
G-01902	Howard Parts Distribution Ctr	Maintenance of Facilities	51.66
			51.66
G-01903	Heartland Payphone Service	Telephone Services	232.25
			232.25
G-01904	Cheryl Coleman	Mileage	10.33
			10.33
G-01905	COTPA	Parking	600.00
			600.00
G-01906	Midwest Single Source, Inc.	Supplies	1,781.00
		Supplies	136.32
			1,917.32
G-01907	Kiona Millirons	Programming Activities	100.00
			100.00
G-01908	Bank of Oklahoma	Payroll Transmittal-Chks	40,387.19
		Payroll Transmittal-Chks	19,435.61
			59,822.80
G-01909	Bank of Oklahoma	Federal Withholding Tax	36,451.60
		Federal Withholding Tax	2,510.00
			38,961.60
G-01910	Oklahoma Tax Commission	State Withholding Tax	13,363.00
		State Withholding Tax	961.50
			14,324.50
G-01911	Mun. Employees Credit Union	Employee Cr Union Deducts	11,375.51
		Employee Cr Union Deducts	217.50
			11,593.01
G-01912	United Way of Central Oklahoma	Employee Deductions	382.56
		Employee Deductions	3.00
			385.56
G-01913	Oklahoma Tax Commission	Employee Deductions	338.59
			338.59
G-01914	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09
			150.09
G-01915	Bank of America	Payroll Transmittal-DDep	191,212.17
		Payroll Transmittal-DDep	22,779.39
			213,991.56
G-01916	Nationwide Retirement Solution	Employee Deductions	7,888.69
			7,888.69
G-01917	Transamerica Worksite Mrktg.	Employee Deductions	551.67
			551.67
G-01918	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,780.99
			4,780.99
G-01919	Bank of Oklahoma	Employee Flexplan Deposit	8,878.53
			8,878.53
G-01920	Bank of Oklahoma	Employee Soc/Sec Deposits	21,053.36
		Employee Soc/Sec Deposits	3,082.00
		Employee Medicare Deposit	5,072.47
		Employee Medicare Deposit	720.80
		Employer Soc/Sec Deposits	24,135.47
		Employer Medicare Deposit	5,792.98
			59,857.08
G-01921	MassMutual Financial Group	Employee Contrib -- DC PI	10,357.68
		Employer Contrib -- DC PI	19,087.68
			29,445.36
G-01922	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
			85.00
G-01923	ODHS Oklahoma Centralized	Employee Deductions	102.55
			102.55
G-01924	Administrative Systems, Inc.	Employee Deductions	943.32
			943.32
G-01925	City of Del City	Rent of Library Buildings	400.00
			400.00
G-01926	Oklahoma Natural Gas Co.	Gas Services	318.82
			318.82
G-01927	Locke Supply Co.	Maintenance of Facilities	20.88
			20.88
G-01928	Emsco Electric Supply	Maintenance of Facilities	105.41
			105.41
G-01929	Demco	Supplies	3,050.00
	** Continued **		

General Fund F.Y. 07-08

Warrant Register

November 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-01929	Demco	Supplies	91.12	3,141.12
G-01930	Gaylord Bros.	Supplies	114.12	
		Supplies	87.69	
		Supplies	59.74	261.55
G-01931	Journey House Travel, Inc.	Travel Expenses	407.98	407.98
G-01932	City of Warr Acres	Water & Garbage Services	57.10	57.10
G-01933	AT&T	Telephone Services	141.34	141.34
G-01934	Baker & Taylor Books	Materials	3,660.30	3,660.30
G-01935	American Library Assoc.	Promotional Material	21.00	21.00
G-01936	Recorded Books, LLC	Materials	1,365.07	1,365.07
G-01937	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	
		Janitorial Services	4,660.00	
		Janitorial Services	2,265.00	
		Janitorial Services	335.00	26,144.00
G-01938	The Penworthy Co.	Materials	3,084.66	3,084.66
G-01939	Instructional Video, Inc.	Materials	472.96	472.96
G-01940	Gale Group	Materials	1,063.82	1,063.82
G-01941	Hunter's Battery Warehouse	Maintenance of Facilities	21.95	21.95
G-01942	JoNita Normore	Mileage	9.22	9.22
G-01943	Staples Credit Plan	Automation Contractual	68.29	68.29
G-01944	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-01945	Library Video Co.	Materials	139.75	139.75
G-01946	AVID Products	Supplies	1,575.00	1,575.00
G-01947	Full Circle Bookstore	Materials	38.28	38.28
G-01948	Teen Ink	Library Related Service	149.00	149.00
G-01949	Oklahoma Gazette	Library-Related Services	607.50	607.50
G-01950	Random House, Inc	Materials	5,460.80	5,460.80
G-01951	Scott's Printing & Copying	Printing	684.75	
		Printing	470.00	
		Printing	555.04	1,709.79
G-01952	Brilliance Corporation	Materials	320.93	320.93
G-01953	Ingram Library Service	Materials	1,701.03	1,701.03
G-01954	Central Oklahoma Winnelson	Maintenance of Facilities	16.34	16.34
G-01955	Candace McDaniel	Supplies	73.66	
		Fixtures & Equipment	123.86	197.52
G-01956	Audio Editions	Materials	1,070.84	1,070.84
G-01957	Karen R. Bray	Mileage	7.03	7.03
G-01958	Desiree Webber	Programming	100.00	100.00
G-01959	Ingram Library Service	Materials	1,404.08	1,404.08
G-01960	Voss Lighting	Maintenance of Facilities	2.88	
		Maintenance of Facilities	33.80	
		Maintenance of Facilities	53.26	
		Maintenance of Facilities	61.08	
		Maintenance of Facilities	533.00	
		Maintenance of Facilities	52.18	736.20
G-01961	Frances V. Harbert	Programming Supplies	66.53	66.53
G-01962	Center Point Large Print	Materials	506.22	506.22

General Fund F.Y. 07-08

Warrant Register

November 2007

Number	Vendor/Payee	Purpose		Amount
G-01963	Jimmy Welch	Telephone Service	46.29	46.29
G-01964	J & B Graphics	Maintenance of Facilities	65.00	65.00
G-01965	1st Edition Cafe	Programming	30.95	30.95
G-01966	Deborah Willis	Other Commodities	52.18	52.18
G-01967	Dowell Parking Center	Parking & Transportation	150.00	150.00
G-01968	BBC Audiobooks America	Materials	197.50	197.50
G-01969	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
G-01970	Novalco, Inc	Maintenance of Facilities	231.30	231.30
G-01971	Triple T Printing	Supplies	1,141.84	1,141.84
G-01972	Christopher G. Wiser	Programming Activities	250.00	250.00
G-01973	Kim Ventrella	Programming Supplies	76.88	76.88
G-01974	Gregory Bennett	Mileage	5.82	5.82
G-01975	Baker & Taylor Entertainment	Materials	1,426.20	1,426.20
G-01976	John L. Hilbert	Programming Supplies	80.79	80.79
G-01977	Reef Shop Warehouse	Maintenance of Facilities	169.99	169.99
G-01978	O'Reilly Auto Parts	Maintenance of Facilities	57.87	57.87
G-01979	Worth Hydrochem of Oklahoma	Maintenance of Facilities	80.00	80.00
G-01980	Faith Centered Resources	Materials	20.84	20.84
G-01981	AT&T	Telephone Services	55.38	55.38
G-01982	Securitas Security USA, Inc.	Security Services	6,168.23	6,168.23
G-01983	Baker & Taylor Books	Materials	1,113.72	
		Materials	710.73	
		Materials	2,058.52	
		Materials	2,533.96	
		Materials	3,982.97	
		Materials	4,699.58	
		Materials	5,984.42	21,083.90
G-01984	Baker & Taylor Books	Materials	2,050.39	
		Materials	1,476.55	
		Materials	3,261.67	
		Materials	1,021.22	7,809.83
G-01985	Baker & Taylor Books	Materials	2,494.43	2,494.43
G-01986	Beatriz Meyer	Programming Activities	444.00	444.00
G-01987	Trigen-OKC Energy Corporation	Energy Services	9,809.16	9,809.16
Total of FY 07-08 Warrants Issued				\$ 2,488,719.12

General Fund F.Y. 06-07

Warrant Register

November 2007

Number	Vendor/Payee	Purpose		Amount
G-05384	David Farris	Materials	508.50	508.50
G-05385	Ingram Library Service	Materials	144.06	144.06
G-05386	Constructive Playthings	Programming Supplies	177.97	177.97
G-05387	Baker & Taylor Books	Materials	239.34	239.34
G-05388	Ingram Library Service	Materials	34.55	34.55
G-05389	Baker & Taylor Books	Materials	151.20	151.20
G-05390	Southwestern Stationery and	Printing	965.00	965.00
G-05391	Studio Architecture PC	Capital Projects	47,705.73	47,705.73
G-05392	Walmart Community	Programming Supplies	3.61	3.61
G-05393	Baker & Taylor Books	Materials	498.97	
		Materials	123.48	622.45
G-05395	Baker & Taylor Books	Materials	173.69	173.69
Total of FY 06-07 Warrants Issued				\$ 50,726.10

Special Funds

Warrant Register

November 2007

Number	Vendor/Payee	Purpose		Amount
S-13342	Mathis Brothers Furniture	Special Events	235.80	235.80
S-13343	Amalia M Cruzan	Lost & Paid Book Returned	3.00	3.00
S-13344	Jessica Q. Dinh	Lost & Paid Book Returned	3.99	3.99
S-13345	Angelina S. Morrison	Lost & Paid Book Returned	9.95	9.95
S-13346	Christian W. Wende	Lost & Paid Book Returned	21.00	21.00
S-13347	Edward E. Odonnell	Lost & Paid Book Returned	9.95	9.95
S-13348	Courtney A. Calbert	Lost & Paid Book Returned	17.00	17.00
S-13349	Teresa L. Ramos	Lost & Paid Book Returned	3.00	3.00
S-13350	Paula S. Ramirez	Lost & Paid Book Returned	3.00	3.00
S-13351	Robert K. Fisher	Lost & Paid Book Returned	5.59	5.59
S-13352	Marissa D. Schichman	Lost & Paid Book Returned	9.95	9.95
S-13353	Metropolitan Library System	07/Friends/Oklahoma Voice	18.31	18.31
S-13354	Susan Pierce	Programming	333.93	333.93
S-13355	Sandra L. McMillon	Programming	241.50	241.50
S-13356	University of Chicago Library	ILL Borrow Fee	20.00	20.00
S-13357	Garcia S Tarver Jr	Staff Recognition	200.00	200.00
S-13358	Kimberly Rickey	Retiree Gifts	124.95	124.95
S-13359	The Centre	Staff Recognition	5,508.75	5,508.75
S-13360	Dr. Max Price	Programming	75.00	75.00
S-13361	Random House, Inc	Materials	535.20	535.20
S-13362	Ingram Library Service	Materials	155.21	155.21
S-13363	Audio Editions	Materials	55.90	55.90
S-13364	Baker & Taylor Entertainment	Materials	119.53	119.53
S-13365	Baker & Taylor Books	Materials	168.81	168.81
S-13366	Claudia C. Marin	Programming	120.00	120.00
S-13367	Mickey Sherman	Programming	70.00	70.00
S-13368	Satish Kamar	Furniture Fixtures Equip	630.00	630.00
S-13369	Baker & Taylor Books	Materials	6.03	6.03
S-13370	Midwest Trophy Mfg. Co., Inc.	Staff Recog. Supplies	192.50	
		Staff Recognition Expense	11.31	203.81
S-13371	Barbara J. Doyle	Lost & Paid Book Returned	6.95	6.95
S-13372	Jill Ann Colon	Lost & Paid Book Returned	12.95	12.95
S-13373	Larissa Hooper	Lost & Paid Book Returned	3.00	3.00
S-13374	Janice K. Hixson	Lost & Paid Book Returned	11.19	11.19
S-13375	Jerry E. Jones	Lost & Paid Book Returned	32.70	32.70
S-13376	Mackenzie A. Howard	Lost & Paid Book Returned	3.00	3.00
S-13377	Kristi L. Gilchrist	Lost & Paid Book Returned	3.00	3.00
S-13378	Jennie L. Hentges	Lost & Paid Book Returned	15.99	15.99
S-13379	Baker & Taylor Books	Materials	30.16	30.16
S-13380	Jason Meyers	Programming	116.26	116.26
S-13381	Metropolitan Library System	Transfer of Fines & Fees	44,000.00	44,000.00
S-13382	Standley Systems	Copier Usage	201.27	
		Copier Usage	315.95	517.22
S-13383	Midwest Trophy Mfg. Co., Inc.	Staff Pin Arrangements	290.00	
		Staff Recognition Expense	18.69	308.69
S-13384	Walmart Community	Staff Recognition	47.52	47.52
S-13385	Early Childhood Manufacturing	123 Play with Me	193.41	193.41
S-13386	Susan Pierce	Programming	322.00	322.00
S-13387	Shailendra Kumar	Programming	5,000.00	5,000.00
S-13388	Jason Meyers	Programming	1,304.74	1,304.74
S-13389	Random House, Inc	Materials	43.20	43.20
S-13390	Baker & Taylor Entertainment	Materials	11.24	11.24

Special Funds

Warrant Register

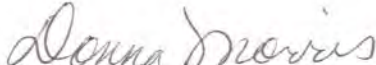
November 2007

Number	Vendor/Payee	Purpose		Amount
S-13391	Teaching Company	Materials	704.85	704.85
S-13392	Baker & Taylor Books	Materials	89.96	89.96
S-13393	Shailendra Kumar	Programming	4,500.00	4,500.00
S-13394	Oklahoma Tax Commission	State Sales Tax-Oct 2007	61.49	61.49
S-13395	Lila D. Beasley	Lost & Paid Book Returned	3.00	3.00
S-13396	Katie D. Maher	Lost & Paid Book Returned	17.50	17.50
S-13397	Lana K. Nowicki	Lost & Paid Book Returned	3.95	3.95
S-13398	Michael K. Dixon	Lost & Paid Book Returned	92.10	92.10
S-13399	Ashley K. Sides	Lost & Paid Book Returned	3.99	3.99
S-13400	Marie Ellen Smith	Lost & Paid Book Returned	15.00	15.00
S-13401	Yu-Jung Shen	Lost & Paid Book Returned	3.00	3.00
S-13402	Heather E. Slutz	Lost & Paid Book Returned	39.95	39.95
S-13403	Jo McCoy	Lost & Paid Book Returned	5.69	5.69
S-13404	Hope E. Barton	Lost & Paid Book Returned	9.95	9.95
S-13405	Jamey Phommavong	Lost & Paid Book Returned	8.99	8.99
S-13406	Eileen D. McRoy	Lost & Paid Book Returned	11.95	11.95
S-13407	Commercial Card Solutions	Equipment	147.80	147.80
S-13408	Xerox Corp.	Copy Fund	186.00	186.00
S-13409	Oklahoma Tax Commission	State Sales Tax-Oct 2007	295.84	295.84
S-13410	Party Galaxy M.G.	Staff Recognition	47.29	47.29
S-13411	Kimberly Rickey	Staff Recognition	39.99	39.99
S-13412	Disney Educational Products	Materials	67.45	67.45
S-13413	Baker & Taylor Books	Materials	63.61	63.61
S-13414	Mickey Sherman	Programming	70.00	70.00
S-13415	Southwestern Stationery and	Printing	240.00	240.00
S-13416	Brooksie D. Bruner	Lost & Paid Book Returned	3.00	3.00
S-13417	Sharon A. Nolan	Lost & Paid Book Returned	22.95	22.95
S-13418	Cassandra A. Gibbons	Lost & Paid Book Returned	18.95	18.95
S-13419	Tama M. Wilson	Lost & Paid Book Returned	7.47	7.47
S-13420	Tina L. Ware	Lost & Paid Book Returned	3.99	3.99
S-13421	Ginger K. Sutterfield	Lost & Paid Book Returned	14.99	14.99
S-13422	Annie L. Griffin	Lost & Paid Book Returned	12.00	12.00
S-13423	Barnes & Noble, Inc.	Books	1,418.80	1,418.80
S-13424	Robyn Poston	Programming	95.00	95.00
S-13425	Baker & Taylor Books	Materials	21.01	21.01
S-13426	Claudia C. Marin	Programming	120.00	120.00
S-13427	Mickey Sherman	Programming	70.00	70.00
S-13428	Imagination Promotional Group	Promotional	158.28	158.28

Total of Special Funds Warrants Issued \$ 69,588.17

I, Donna Morris, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Donna Morris, Executive Director

12-7-07
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

12-7-07
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: ¾ TON CAB AND CHASSIS TRUCK

Provided for in the FY 2007-08 budget is the request for one new ¾ ton cab and chassis truck to be used as a service vehicle for the Maintenance Department. The new service truck would replace a 1997 Ford service truck.

Chevrolet, ¾ ton cab and chassis trucks are included in the Oklahoma State Contract for Vehicles, #SW0035. The Library's purchasing policy allows the Library to purchase equipment from state contracts.

City Chevrolet, located in Oklahoma City, is the contracted dealer for the ¾ ton Chevrolet cab and chassis truck. The Library wishes to purchase one ¾ ton Chevrolet cab and chassis truck.

Quantity	Model or Code	Description	Contract Price
1	2500 HD	¾ Ton Cab and Chassis, 9200 GVW	\$16,486.00
1	ZW9	Delete 8' Bed	(155.00)
1	DF2	Extended Mirrors	256.00
1	Z85	Heavy Duty Suspension Package	95.00
Total			\$16,682.00

RECOMMENDATION:

That the Commission approve the purchase of one Chevrolet 2500HD, ¾ ton cab and chassis truck, from City Chevrolet in the amount of \$16,682.00. Adequate funding for this purchase is provided for in the FY 2007-08 budget, account 409.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: ½ TON PASSENGER VAN

Provided for in the FY2007-08 budget is the request for a new ½ ton passenger van for Outreach Services. The new van will replace 1997 Ford Club Wagon van.

Chevrolet, ½ ton passenger vans are included in the Oklahoma State Contract for Vehicles, SW0035. The Library's purchasing policy allows the Library to purchase equipment from state contracts.

Hudiburg Chevrolet, located in Midwest City, is the contracted dealer for the ½ ton Chevrolet Express vans. The Library wishes to purchase one ½ ton Chevrolet Express, 8-passenger van.

Quantity	Model or Code	Description	Contract Price
1	CC13406	½ Ton Express Van	\$16,790.00
1	C49	Rear Window Defogger	155.00
1	PDN	Power Windows, Mirrors and Locks	575.00
1	C69	Rear Heat & Air Conditioning	1,020.00
1	U1C	AM/FM/CD Player Radio	200.00
Total			\$18,740.00

RECOMMENDATION:

That the Commission approve the purchase of one Chevrolet Express, ½ ton 8-passenger van, from Hudiburg Chevrolet in the amount of \$18,740.00. Adequate funding for this purchase is provided for in the FY 2007-08 budget, account 409.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: SERVICE BODY WITH CANOPY TOP AND LADDER RACK

Provided for in the FY2007-08 budget is the request for one service body with canopy top and ladder rack to be installed on the new 2008 Chevrolet, $\frac{3}{4}$ ton cab and chassis truck. When completed the truck with the service body will become a new maintenance service truck. This new service truck will replace the 1997 Ford service truck.

Omaha Standard service bodies, model 96H, are included on the Oklahoma State Contract for Truck Bodies, SW106. The Library's purchasing policy allows the Library to purchase equipment from state contracts.

Southwest Trailer, located in Oklahoma City, is the contracted dealer for the Omaha Standard service bodies. The Library wishes to purchase one Omaha Standard service body, model 96H, with canopy top and ladder rack.

Quantity	Model Number	Description	Contract Price
1	96H	Omaha Standard Low Profile, Service Body	\$6,264.00
1	72"	Omaha Standard HiRoof & Ladder Rack	\$2,741.00
Total			\$9,005.00

RECOMMENDATION:

That the Commission approve the purchase of one Omaha Standard 96H service body with 72" HiRoof and ladder rack, from Southwest Trailer in the amount of \$9,005.00. Adequate funding for this purchase is provided for in the FY 2007-08 budget, account 409.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: MICROCOMPUTERS

Provided for in the FY2007-08 budget is the request for microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. This includes both staff and public computers. We will also be adding a few additional public computers.

There are now two state contracts on microcomputers. The State of Oklahoma still participates in the Western States Contracting Alliance for computers under State Contract #SW206. There is also a separate Dell State Contract #SW207. The Library's purchasing policy allows the Library to purchase off of any state contract.

The State Contract is with the following computer manufacturers: Hewlett-Packard and Dell. The Library's specification for computers was developed and this specification was then priced with each vendor's state contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price Each
Dell	\$916.30
Hewlett-Packard	\$940.81

RECOMMENDATION:

That the Commission approve the purchase of 150 microcomputers to Dell in the amount of \$137,445. Funding for the purchase is provided for in the FY2007-08 budget, account 410.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM E: CONSTRUCTION AND INSTALLATION OF ILLUMINATED EXTERIOR SIGNS

Provided for in the FY2007-08 budget is the request for illuminated exterior signs for four library locations.. These library locations are: Belle Isle, Southern Oaks, Village and Warr Acres. The illuminated signs will be standard and uniform for all locations.

Specifications were prepared and bids were let for 23 days and were advertised for three days (October 23, 25 and 30, 2007) in ***The Oklahoman***. Bids were also sent to six prospective vendors.

A pre-bid conference was scheduled at the Downtown Library, Thursday, November 1, 2007. Three vendors attended.

Bids were received and publicly opened on Tuesday, November 13, 2007. Three vendors responded.

Library Location	Metro Sign	Signfx	SignTec
Belle Isle Library	\$ 9,550.00	\$10,515.17	\$10,429.84
Southern Oaks Library	\$ 9,150.00	\$10,252.67	\$10,429.84
Village Library	\$11,669.00	\$10,124.42	\$ 9,604.84
Warr Acres Library	\$13,513.00	\$10,513.42	\$10,604.84
Total	\$43,882.00	\$41,405.68	\$41,069.36

All vendors are located in Oklahoma County.

All vendors meet specifications. SignTec is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for four Illuminated Exterior Signs to SignTec in the amount of \$41,069.36. Funding for this purchase is provided for in the FY2007-08 budget, account 450 and Special Fund 938.

**REPORT AND RECOMMENDATION FROM
ADMINISTRATIVE & PERSONNEL COMMITTEE**

The Administrative & Personnel Committee met on December 6, 2007 for:

I. Executive Session

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of this discussion the Committee makes the following recommendation for Commission action.

COMMISSION ACTION:

To approve the Administrative & Personnel Committee's recommendation to renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase, effective December 31, 2007.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, December 6, 2007 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, November 30, 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 December 4, 2007, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Dr. Ann Caine, Chair
Carolyn Cornelius
Marguerite Ross
Alexandra Vera

COMMITTEE MEMBERS EXCUSED:

Margaret Graham

OTHERS PRESENT:

Maria Watkins, MLS Executive Assistant
Ric Rea, MLS Director Human Resources

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:35 p.m. by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Ross, Caine (Arrived: Vera, 3:36 p.m.).

II. Dr. Caine called for a motion to move into Executive Session.

Mrs. Carolyn Cornelius moved to go into Executive Session. Ms. Marguerite Ross seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:43 p.m.

III. Dr. Caine called for a motion to reconvene.

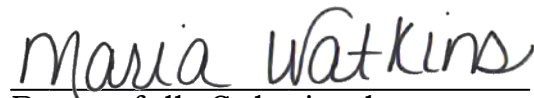
Ms. Ross moved to reconvene. Mrs. Cornelius seconded. No further discussion. Motion passed unanimously.

The Committee reconvened at 4:19 p.m.

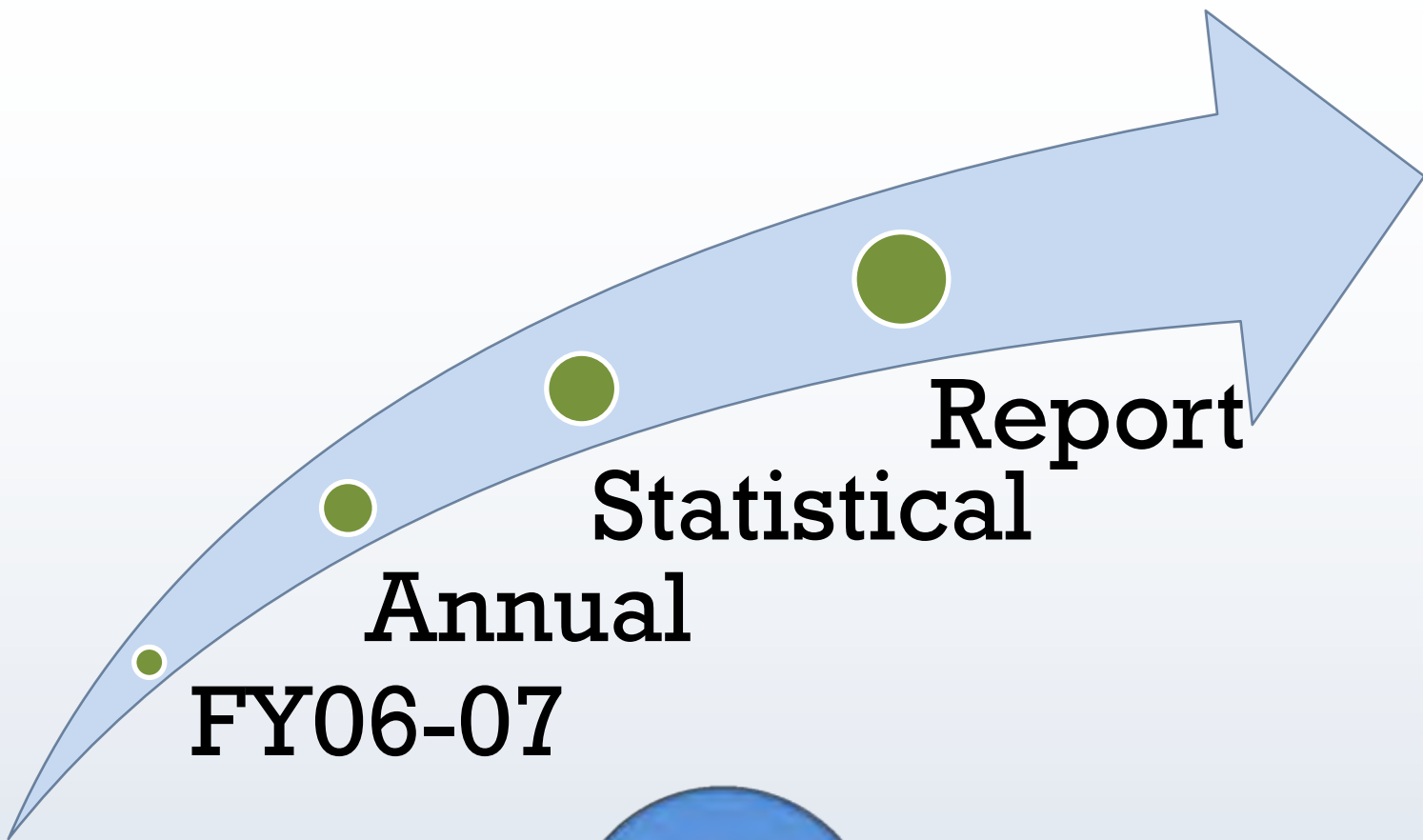
Ms. Ross moved to recommend the Commission renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase, effective December 31, 2007. Mrs. Alexandra Vera seconded. No further discussion. Motion passed unanimously.

By Committee consensus it will next meet for an Executive Session at 3:00 p.m. on December 13, 2007 prior to the regularly scheduled meeting of the Commission at the Downtown Library.

IV. By Committee consensus meeting adjourned at 4:21 p.m.



Respectfully Submitted,
Maria Watkins, Executive Assistant



FY06-07

Annual

Statistical

Report



**Metropolitan Library
System**

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ABOUT THIS REPORT

The Annual Statistical Report is a fixture of our yearly reporting practices. The Planning Department begins the process at the close of each fiscal year by gathering the past year's data from each agency. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is required for MLS to be eligible for state aid in the coming year (\$314,374 in FY06-07). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted thereafter.

The Annual Statistical Report is intended to provide a fiscal year summary to the staff and Commission and to serve as a record for reference in future years. Some elements of this report vary from year to year but, where possible, numbers have been placed in context to illustrate multi-year trends. These trends are the result of a combination of factors that can be broadly classified as either stemming from library policies and available resources or as the effects of larger social, demographic, and/or technological trends.

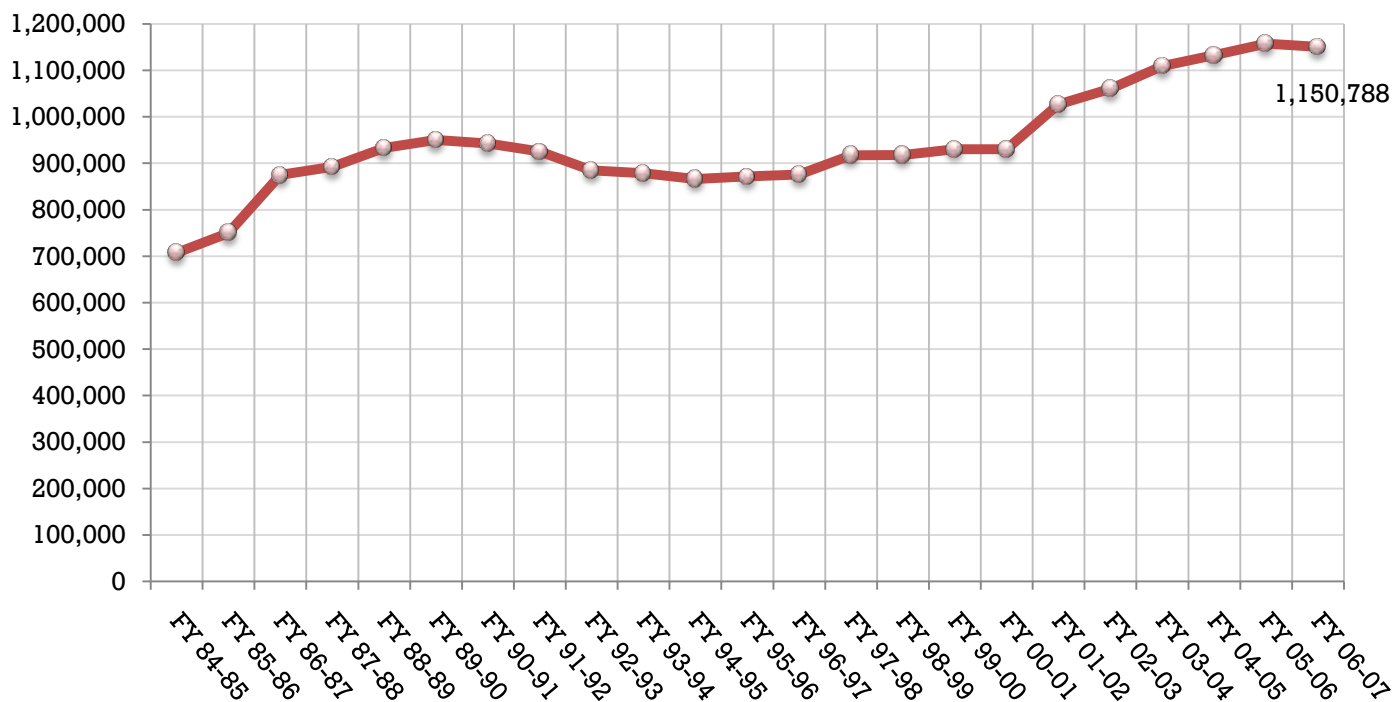
Sometimes these factors all work together to produce clear effects. For instance, the upward trend in computer usage can be attributed in part to policies created in conjunction with a new sign-up system, additional resources in the form of extra computers, as well as the social and technological changes that continue to increase the public's desire to use this service. In anticipation of this trend continuing, there are plans to increase the system's available bandwidth by adding a second internet connection.

Other times, however, such relationships are less clear. Many considerations underlie circulation (loaning of our materials) and inventory figures. Some variables such as the economy, property values or Oprah's next book club selection we cannot control. However, there are elements we can influence, and plans are in place to improve or enhance our processing capacity, shelf space and operating efficiency. These plans include a new service center and Northwest Library that will increase our system's processing capacity and shelf space; as well as implementation of radio frequency identification (RFID) tags and a new reserves handling process which will improve our operating efficiency by enabling staff to return items to the shelves more quickly and accurately where they are accessible to customers.

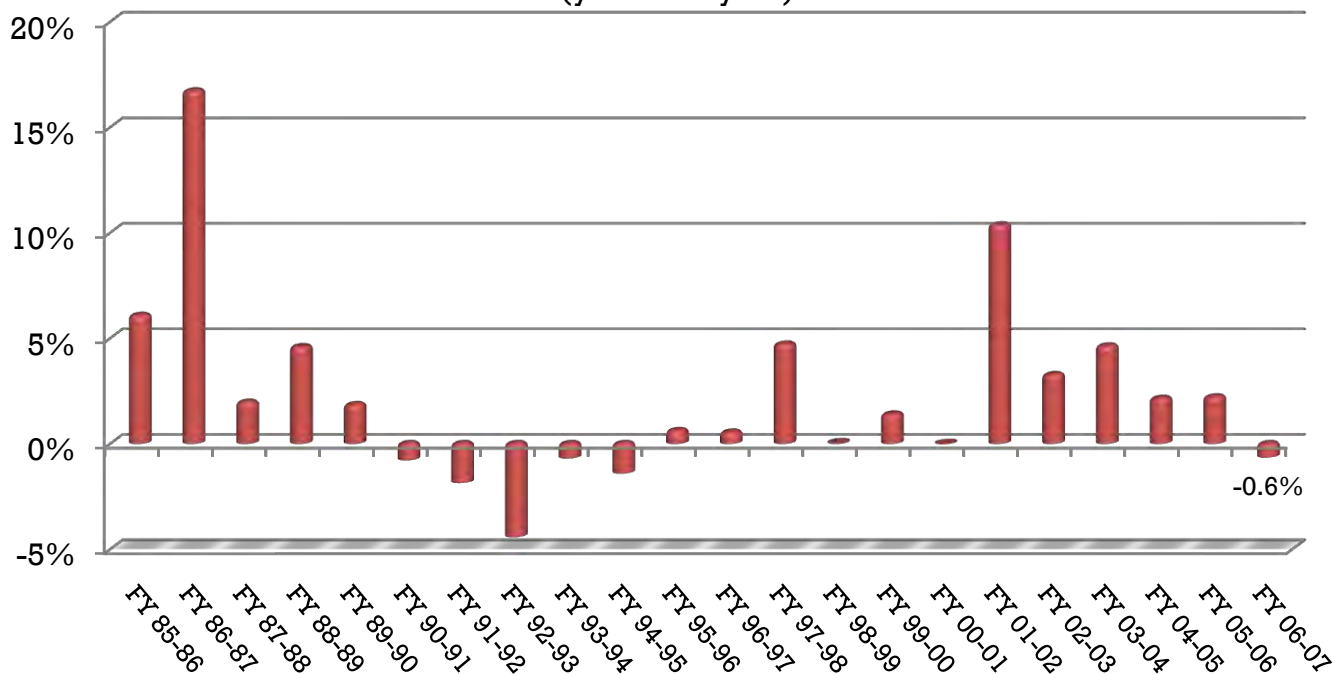
Finally, as we continue marketing the library to promote controlled and sustainable growth, there are often considerations, such as maintaining a current and diverse collection, which are more important than maximizing circulation or other measures. Therefore, while reading this report it is important to regard the information presented herein as a balancing of the resources used to fulfill our mission of providing materials, services and programs to Oklahoma County's diverse community.

INVENTORY HISTORY

MLS Inventory History

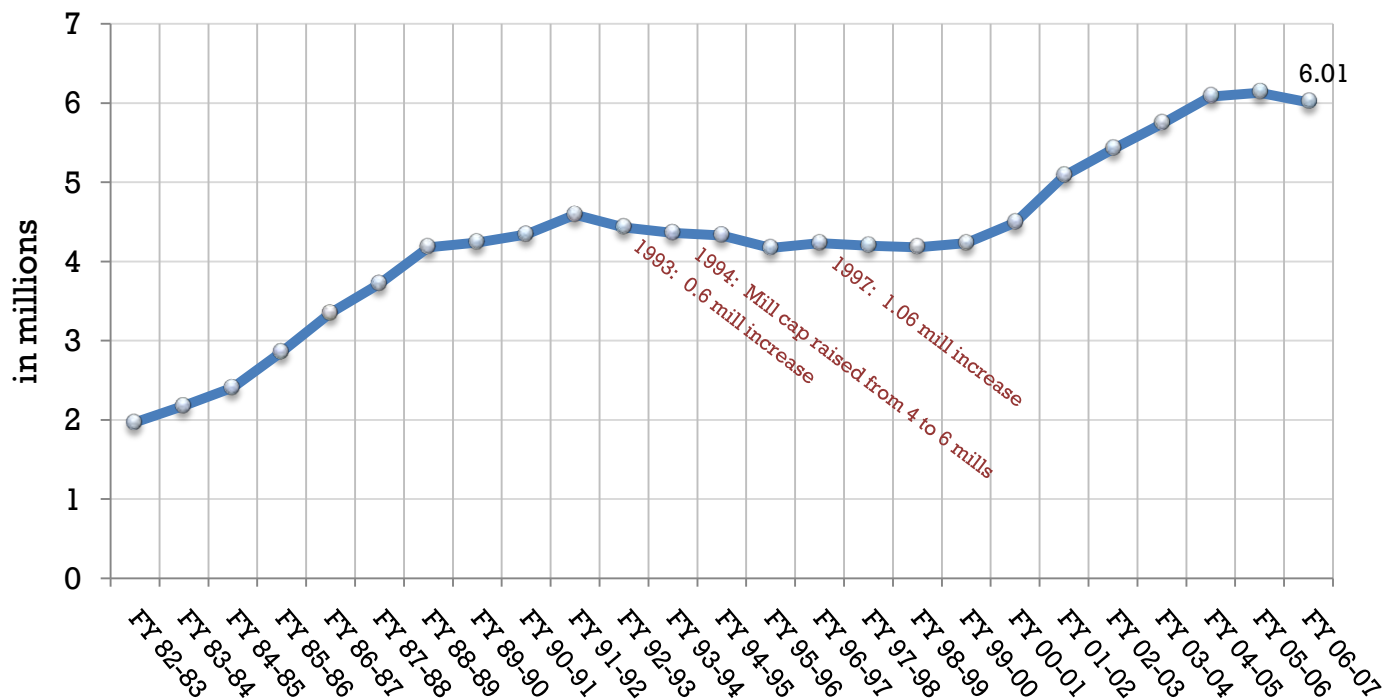


Percentage Inventory Change (year over year)



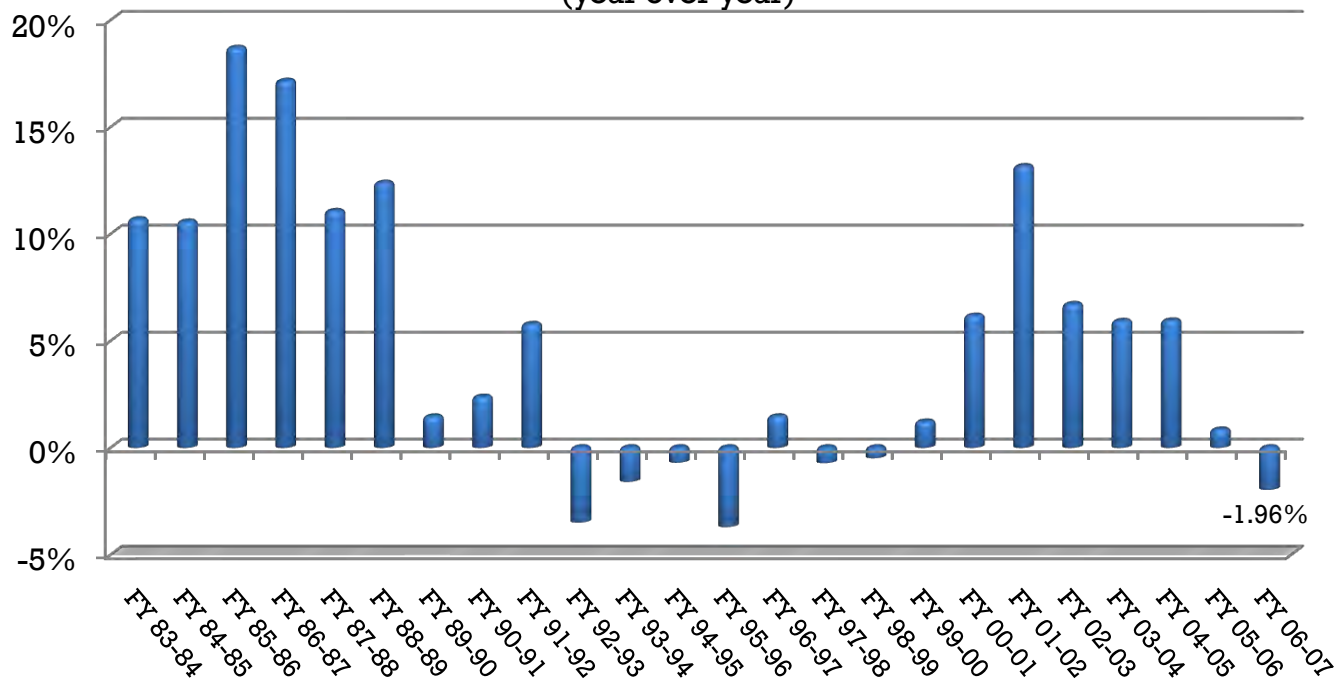
CIRCULATION HISTORY

MLS Circulation History



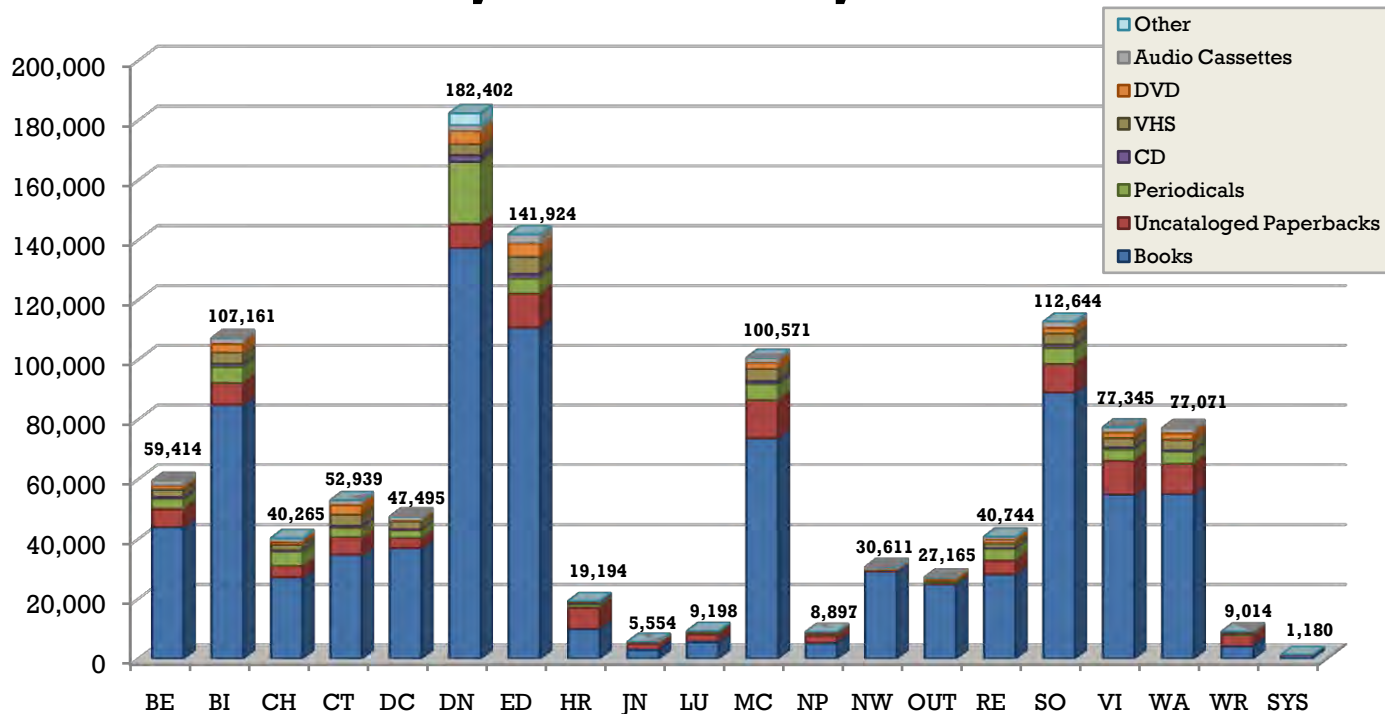
Percentage Circulation Change

(year over year)

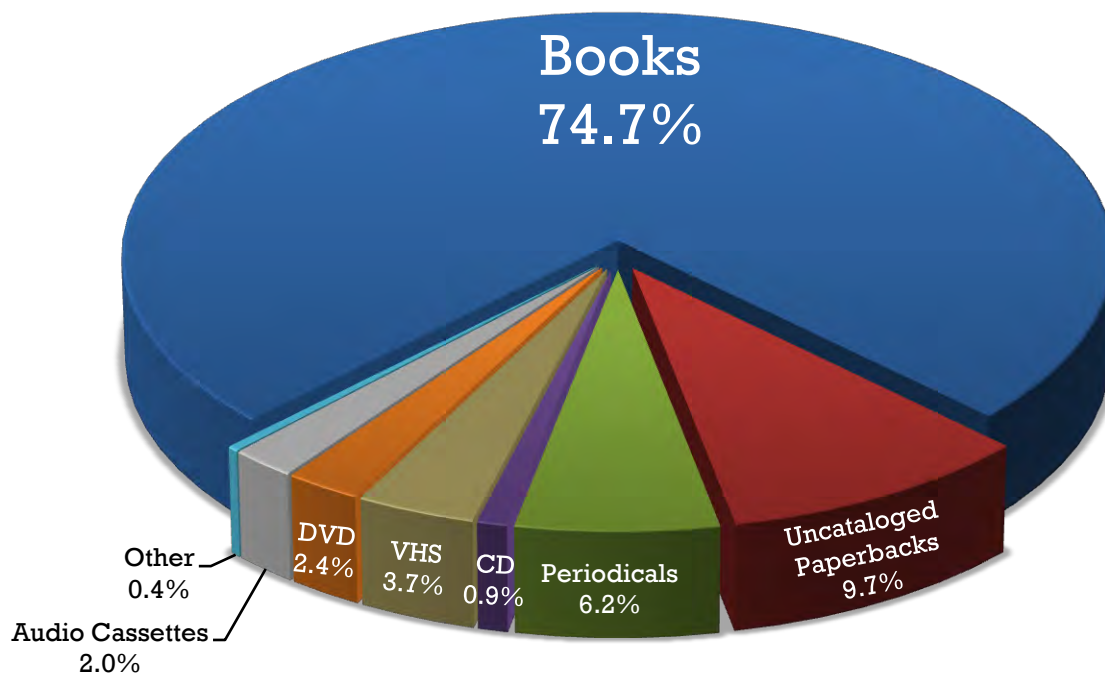


LIBRARY INVENTORIES

Library Inventories by Format

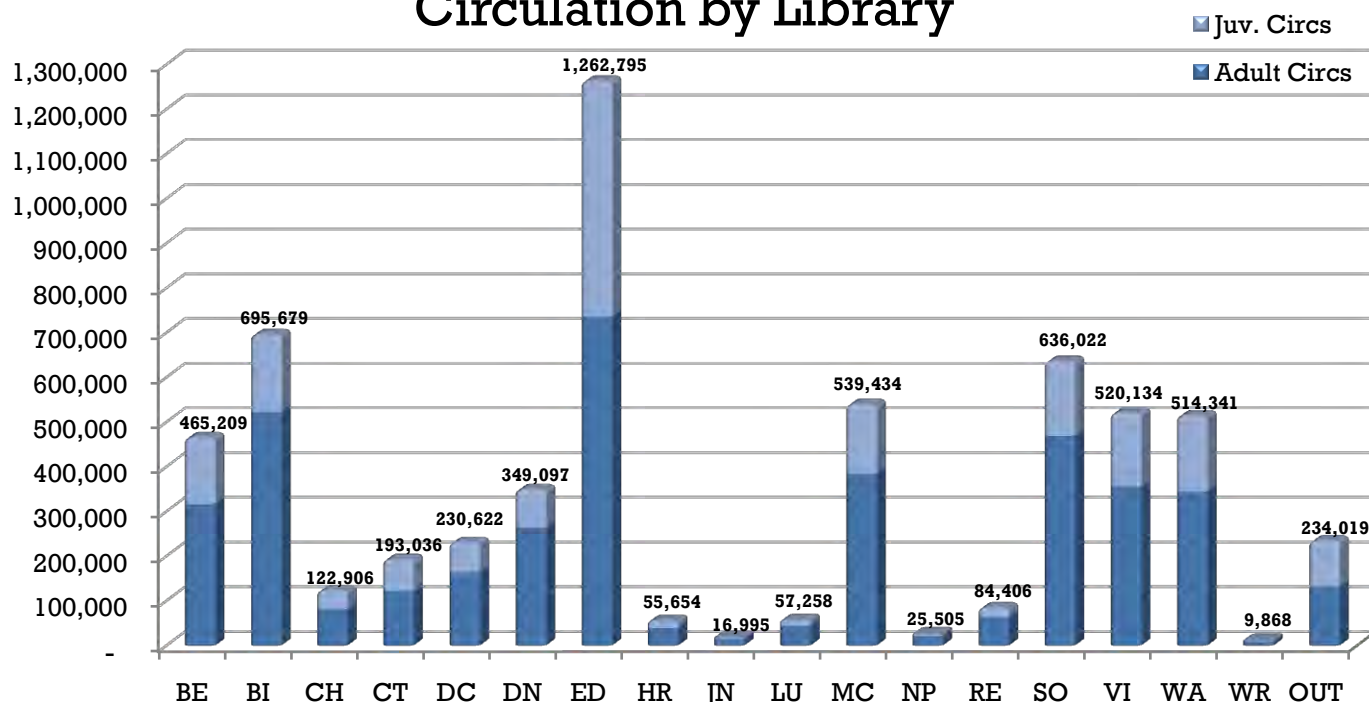


System Inventory by Format

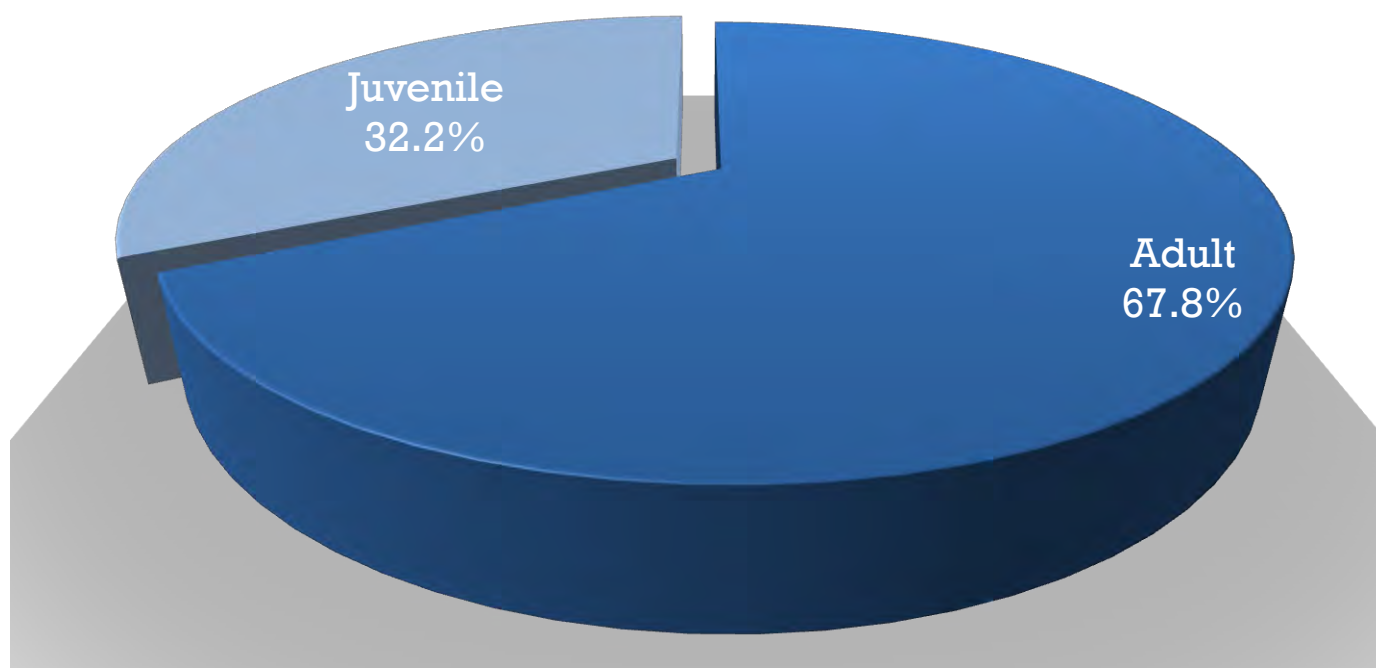


LIBRARY CIRCULATIONS

Circulation by Library

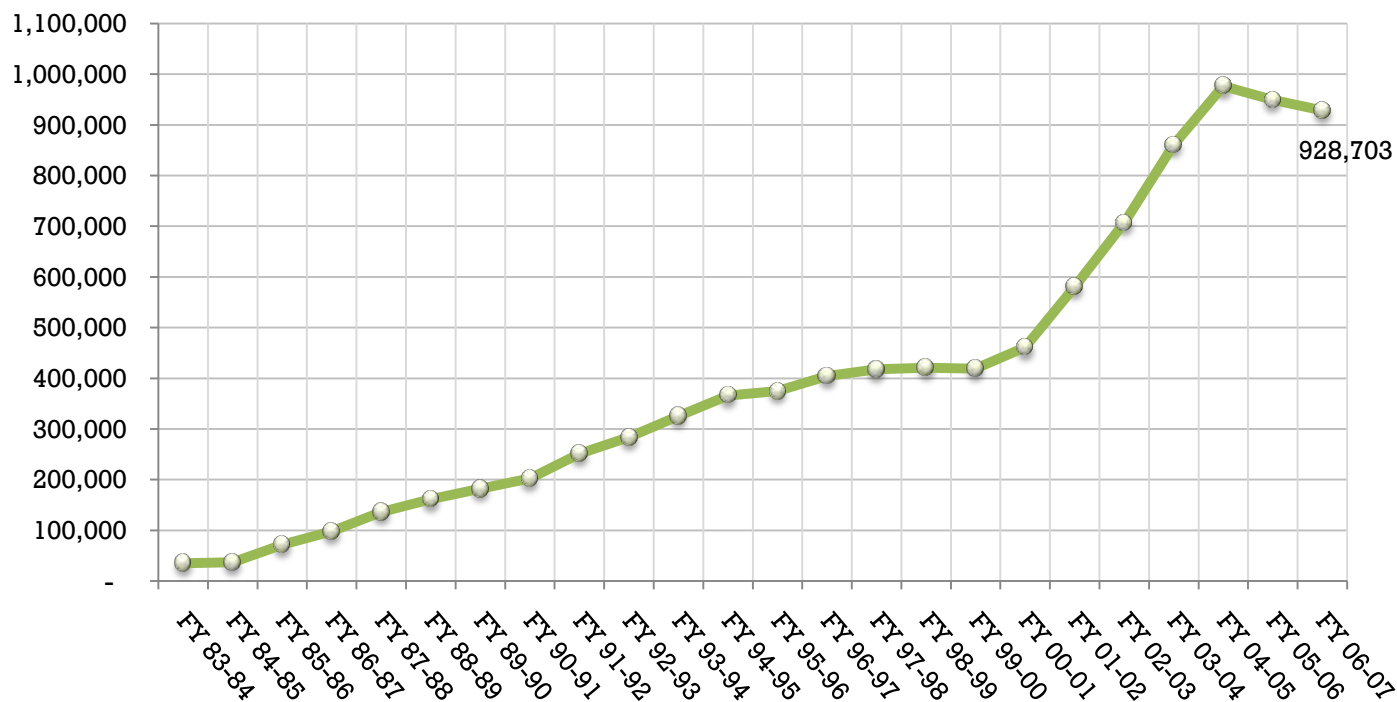


System Circulation by Age Level

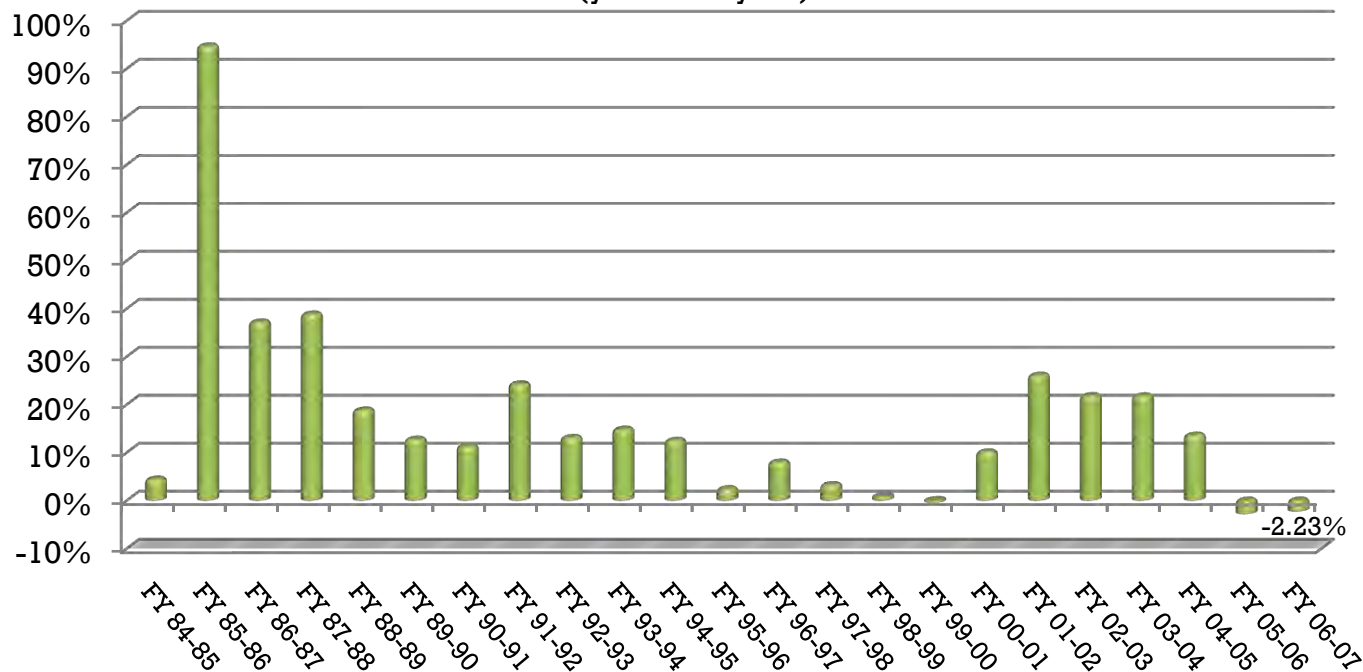


RESERVES HISTORY

MLS System Reserves Filled History

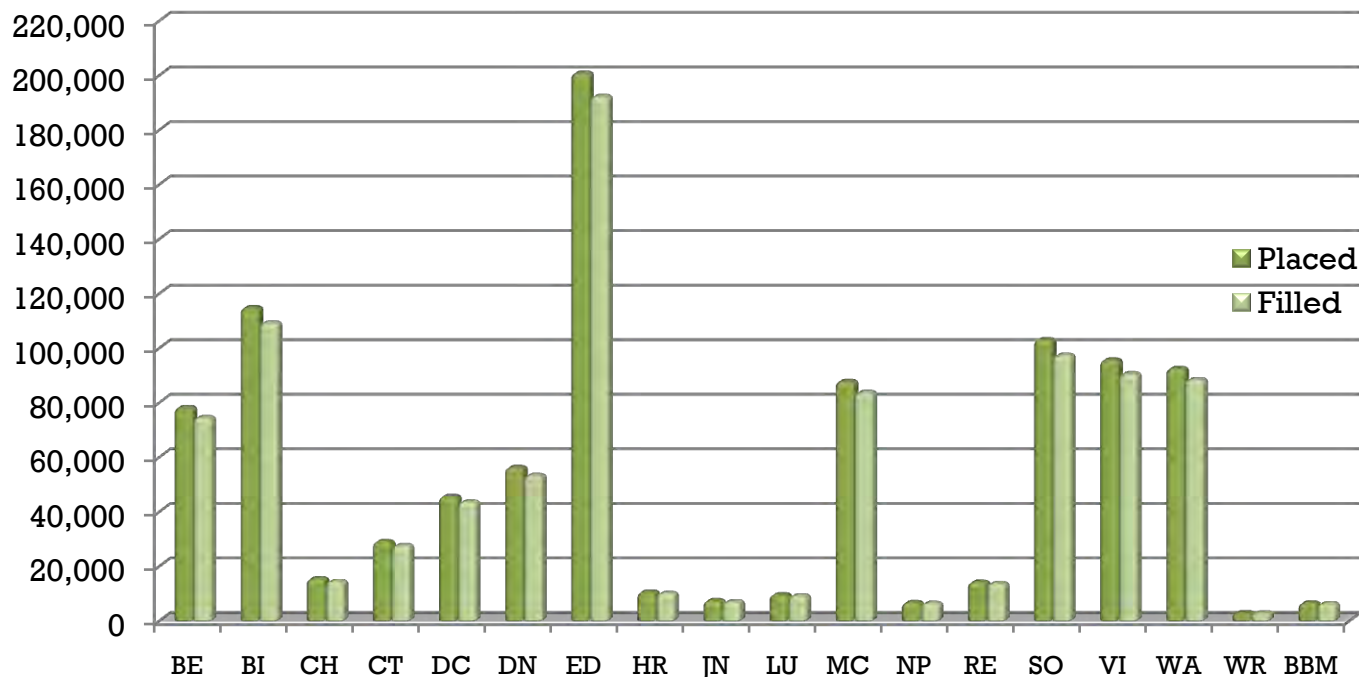


Percentage Reserves Change (year over year)

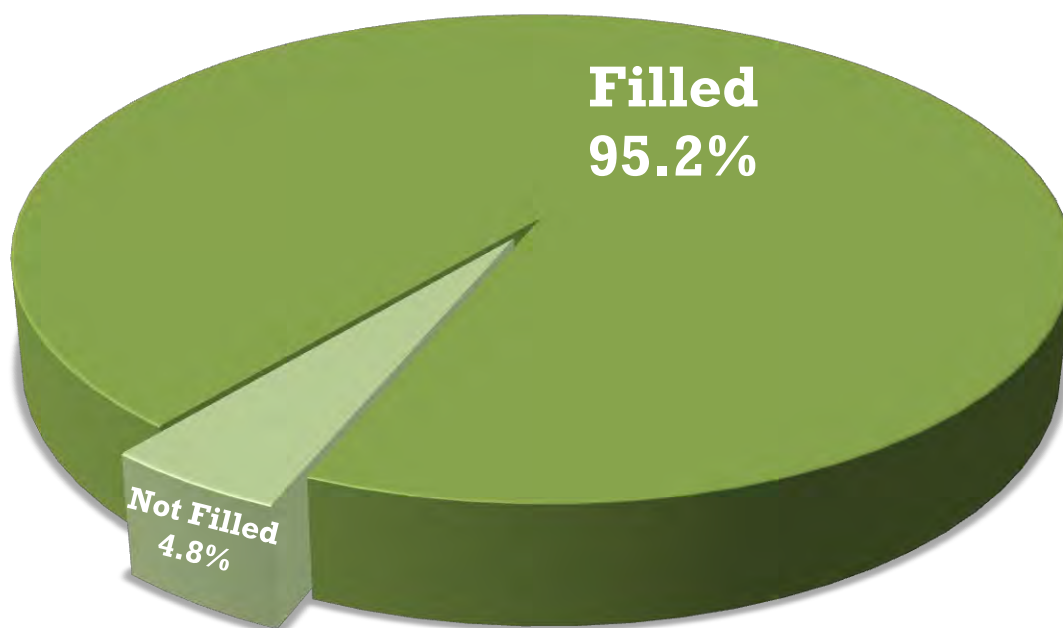


LIBRARY RESERVES

Reserves by Library

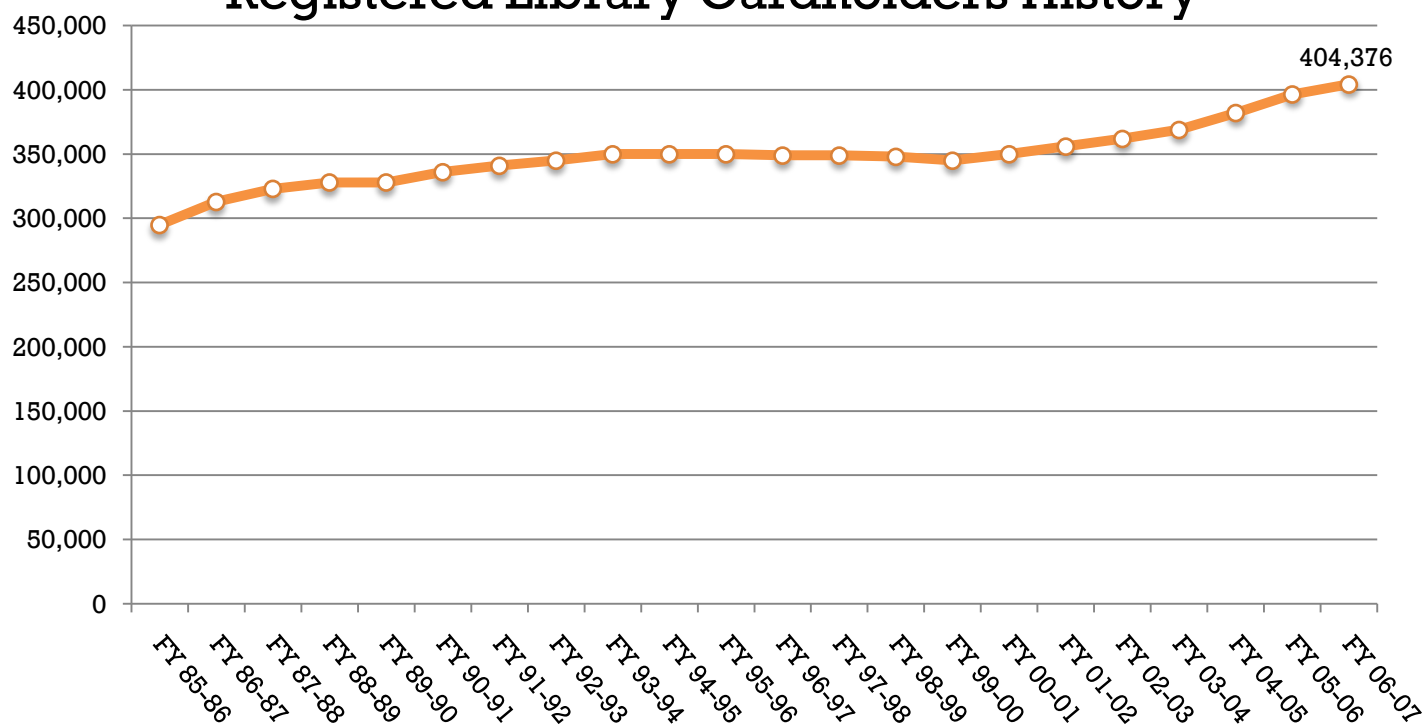


FY06-07 System Reserves Fill-Rate



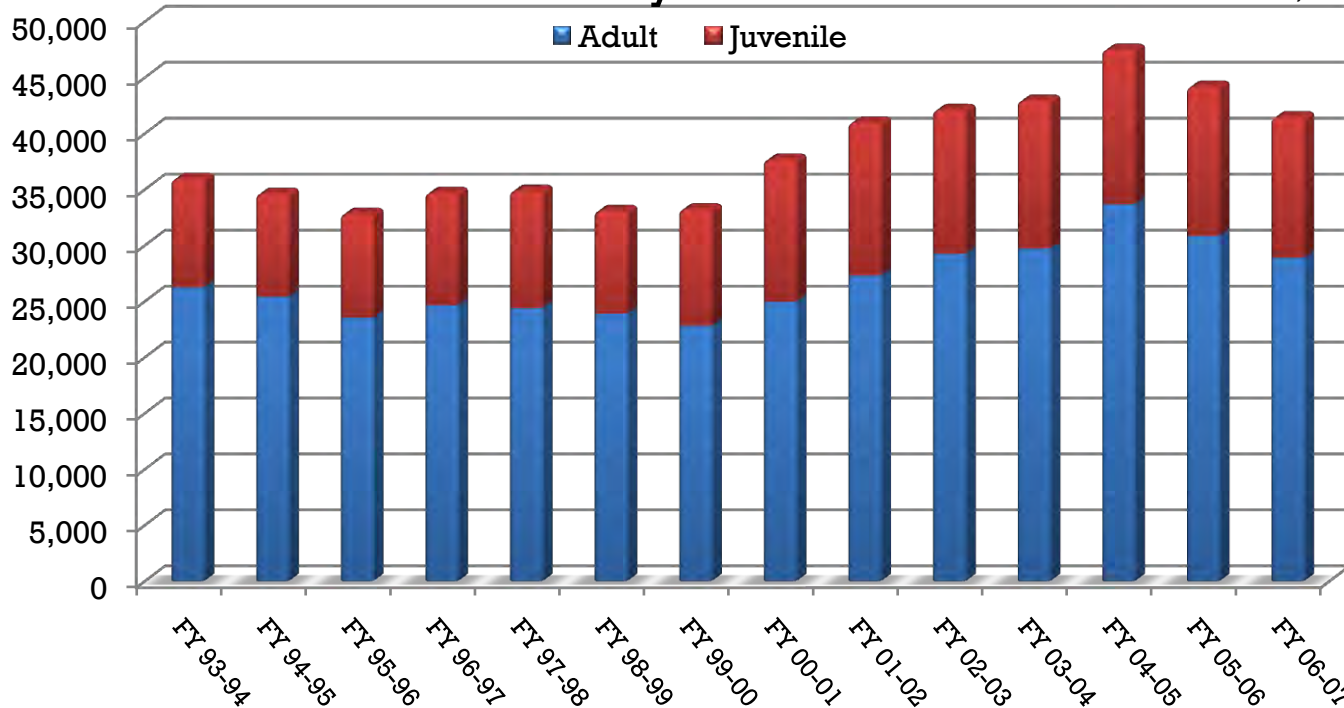
LIBRARY CARDS

Registered Library Cardholders History



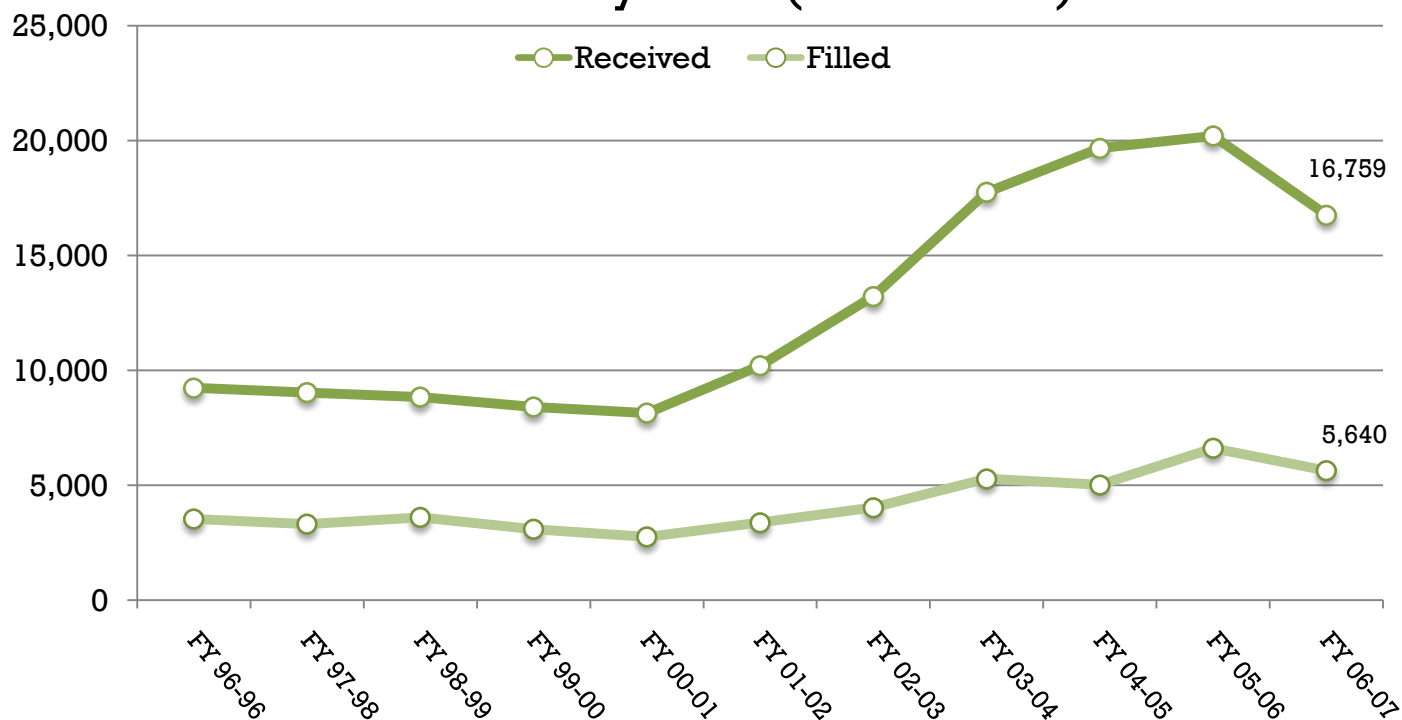
New Library Cards Issued

FY06-07 = 41,435

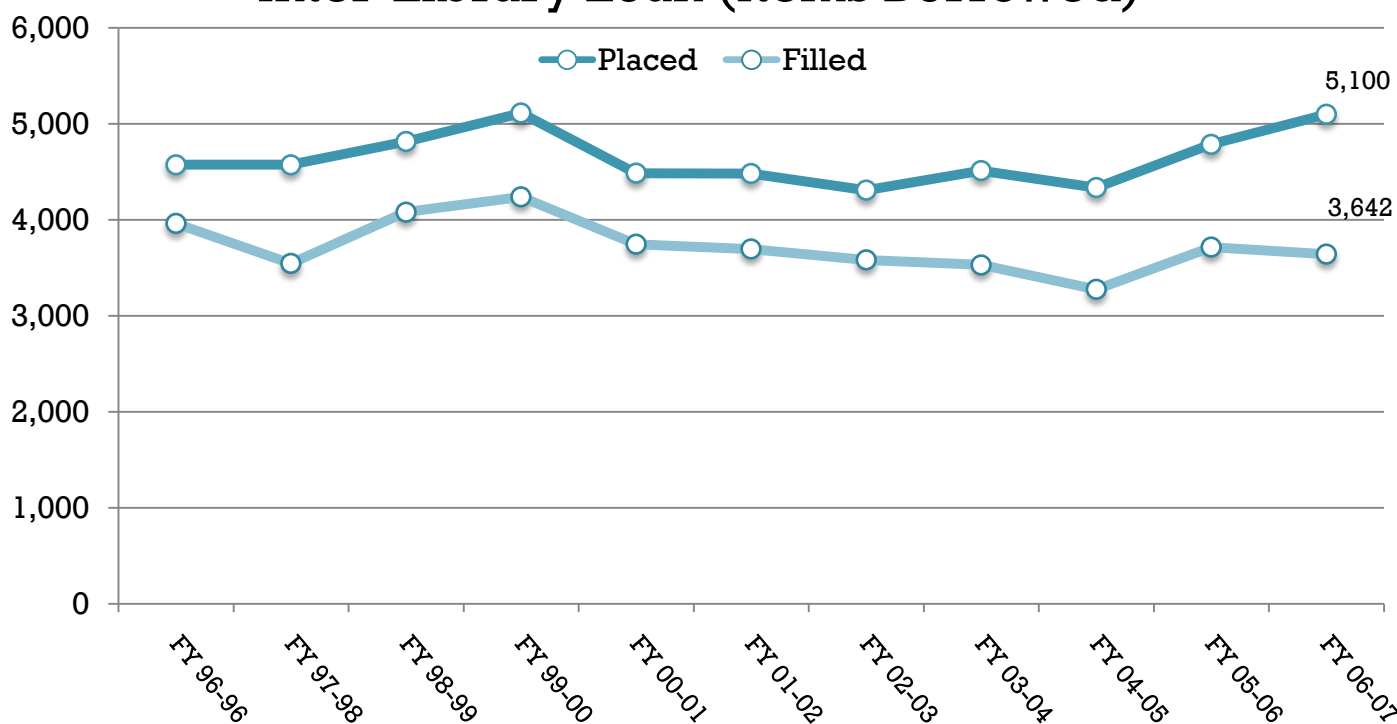


INTER-LIBRARY LOANS

Inter-Library Loan (Items Lent)

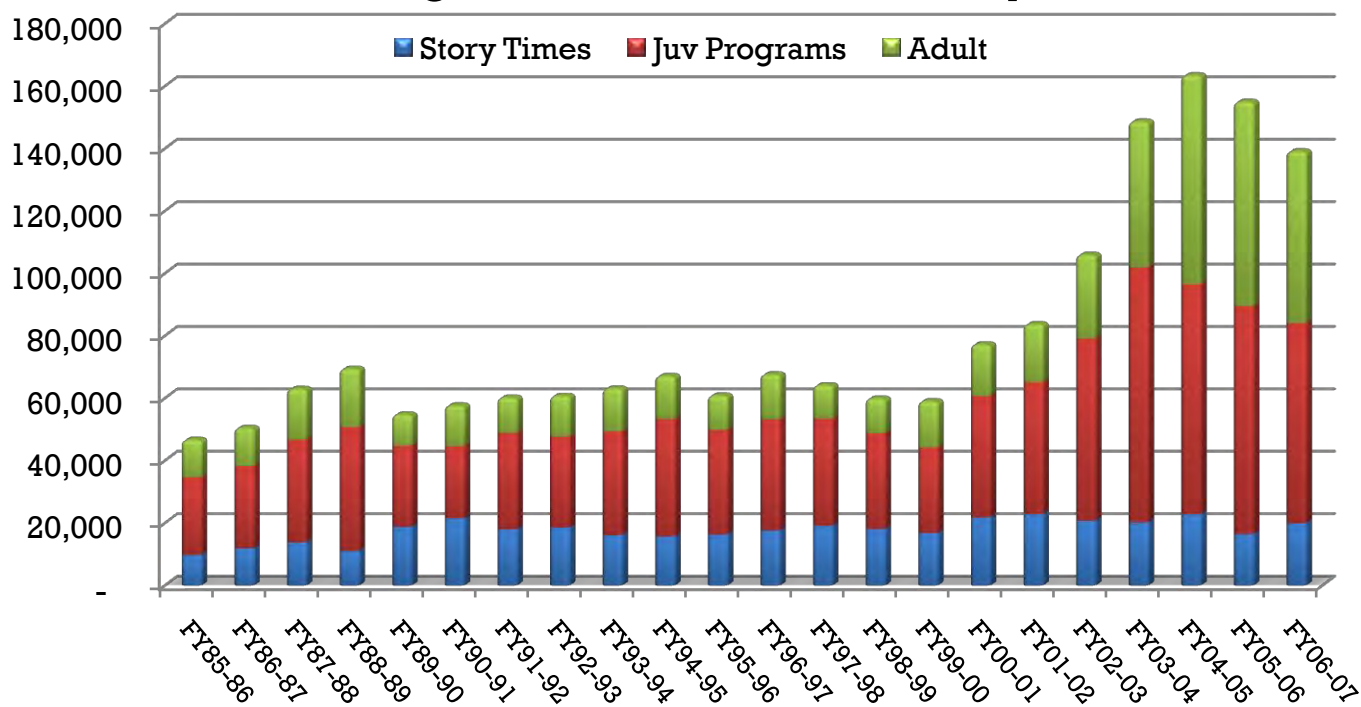


Inter-Library Loan (Items Borrowed)



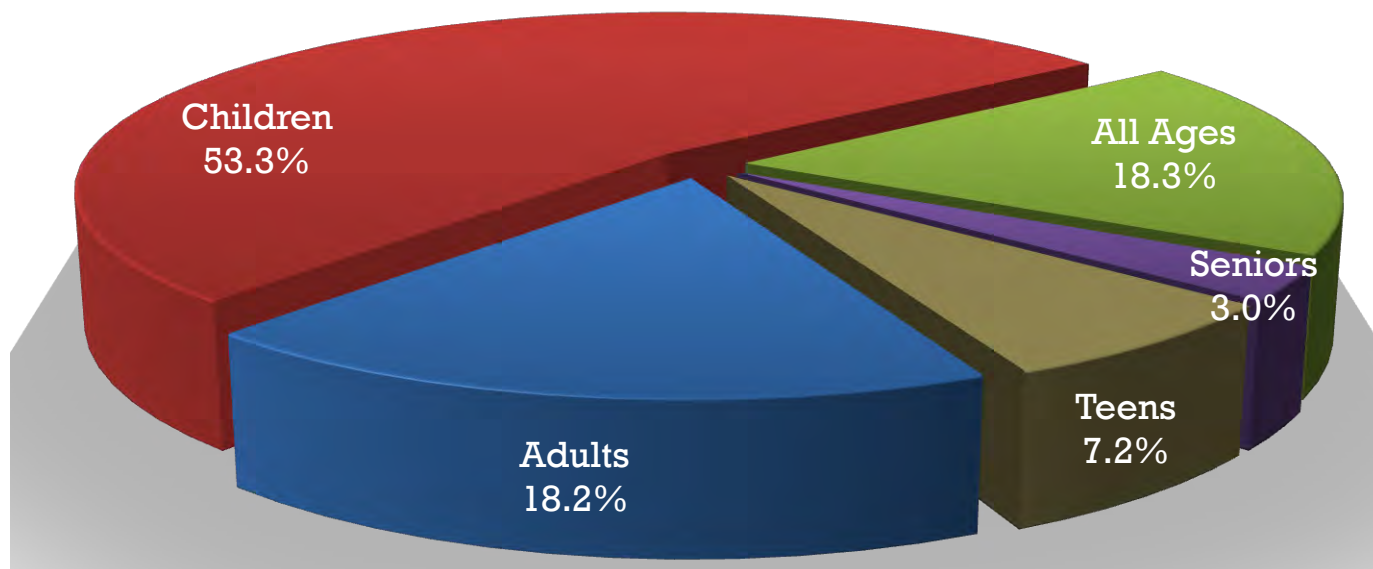
PROGRAM ATTENDANCE

Program Attendance History



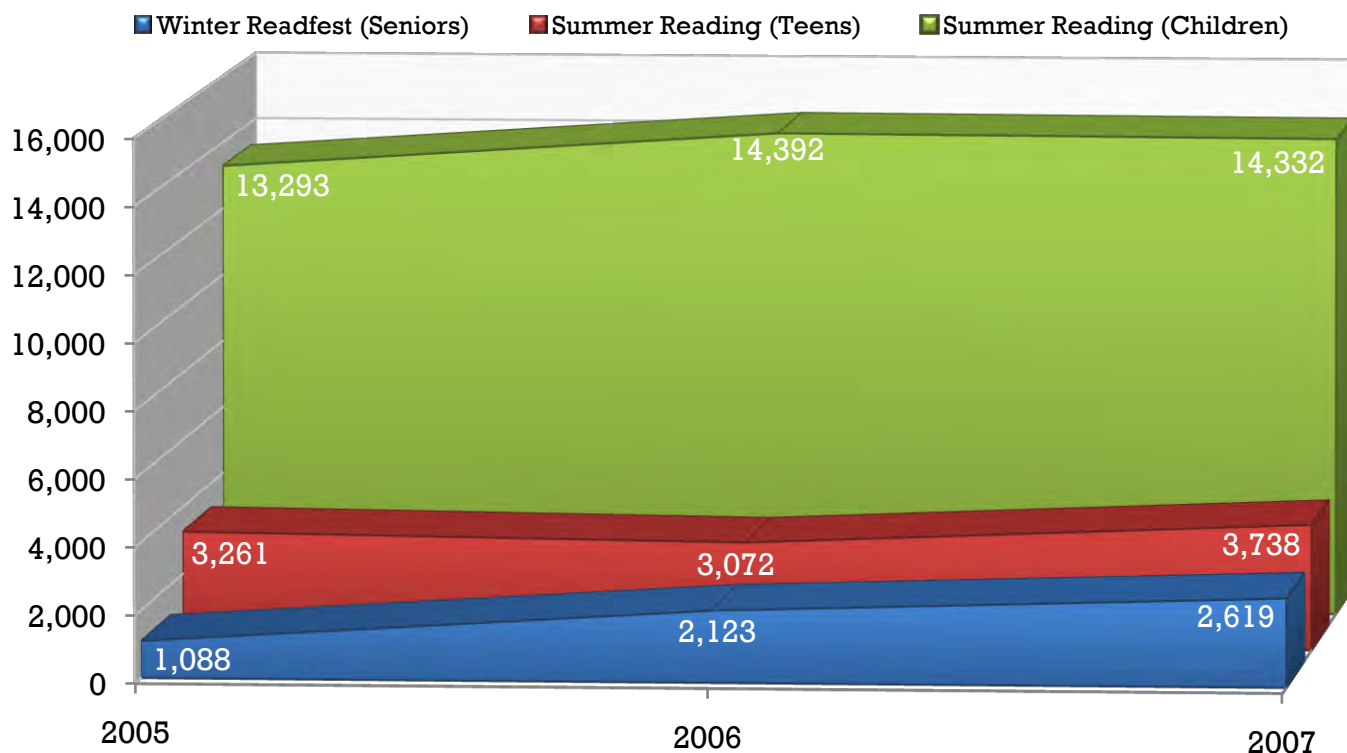
Program Attendance by Intended Audience

FY06-07 Total Attendance = 139,061

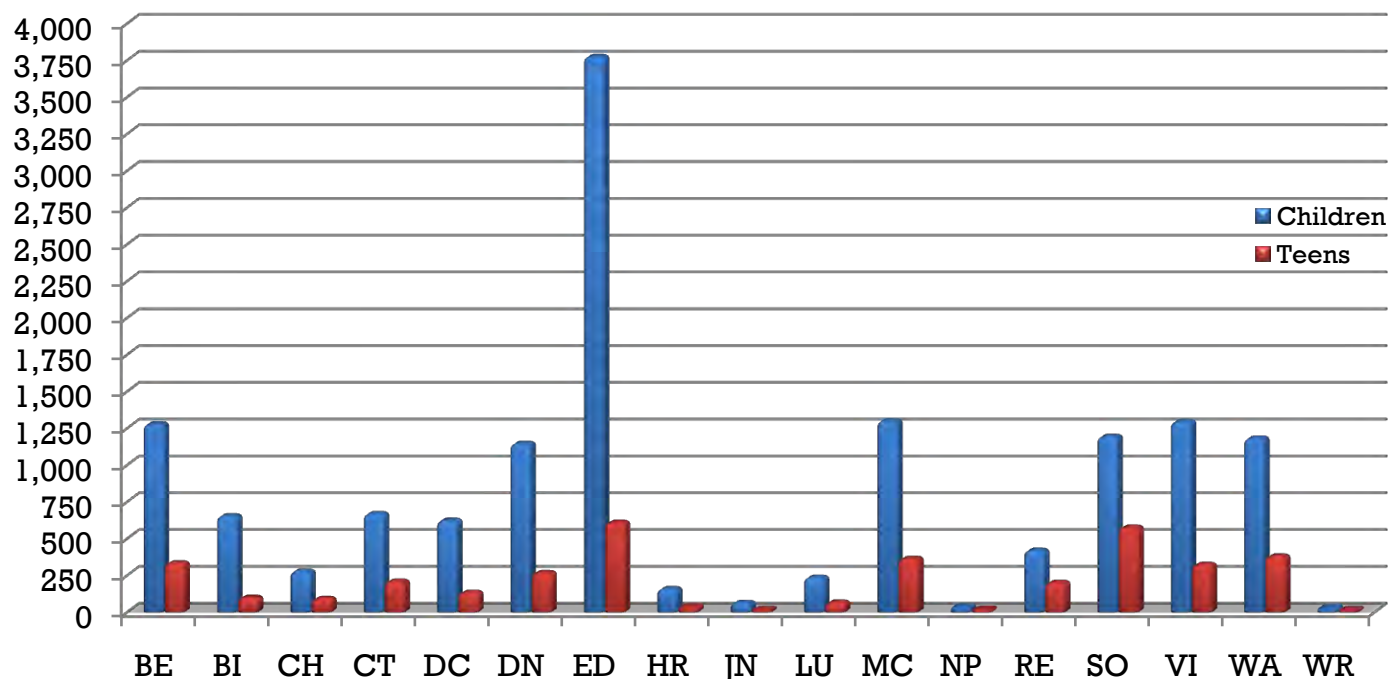


SUMMER READING

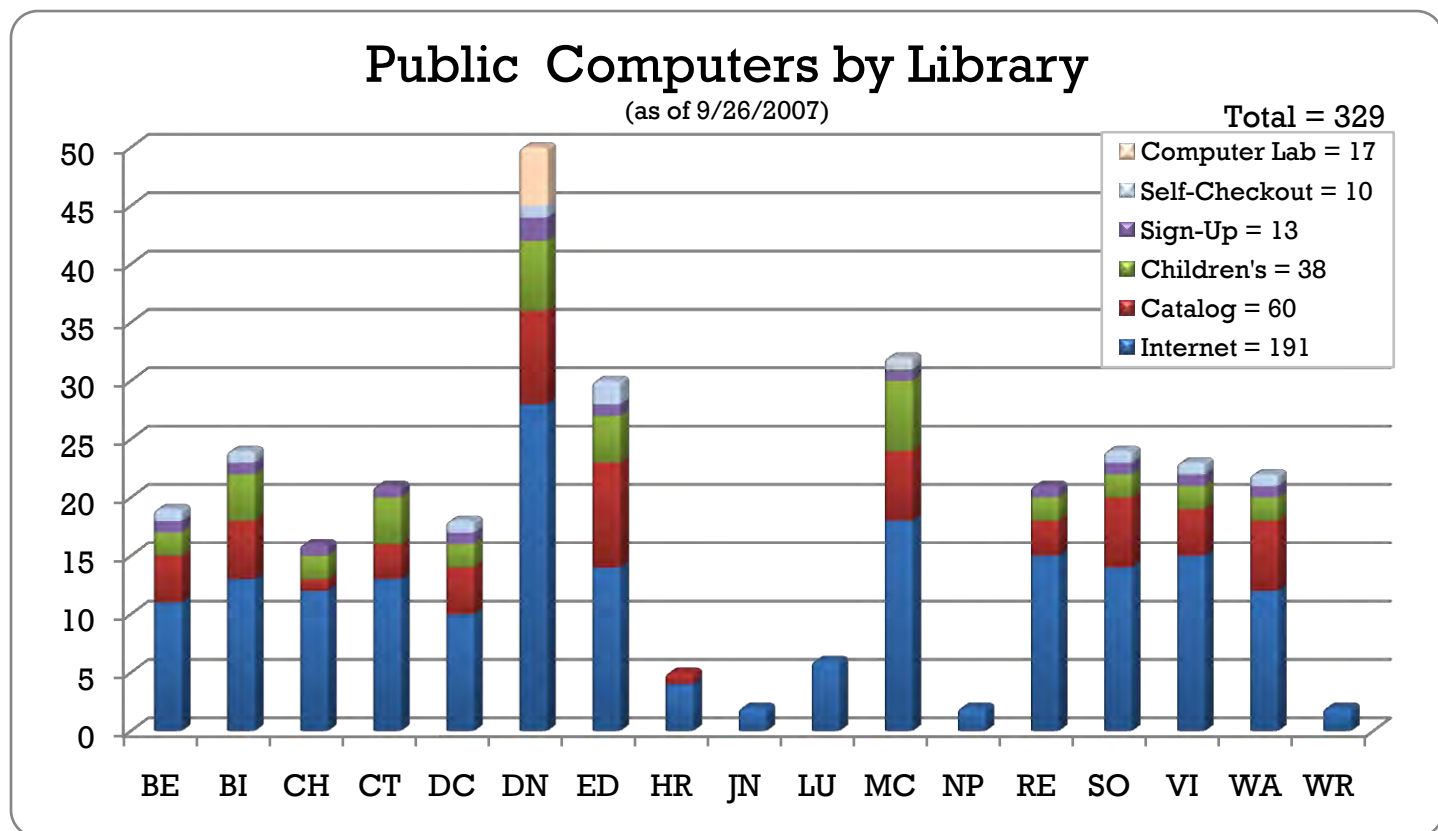
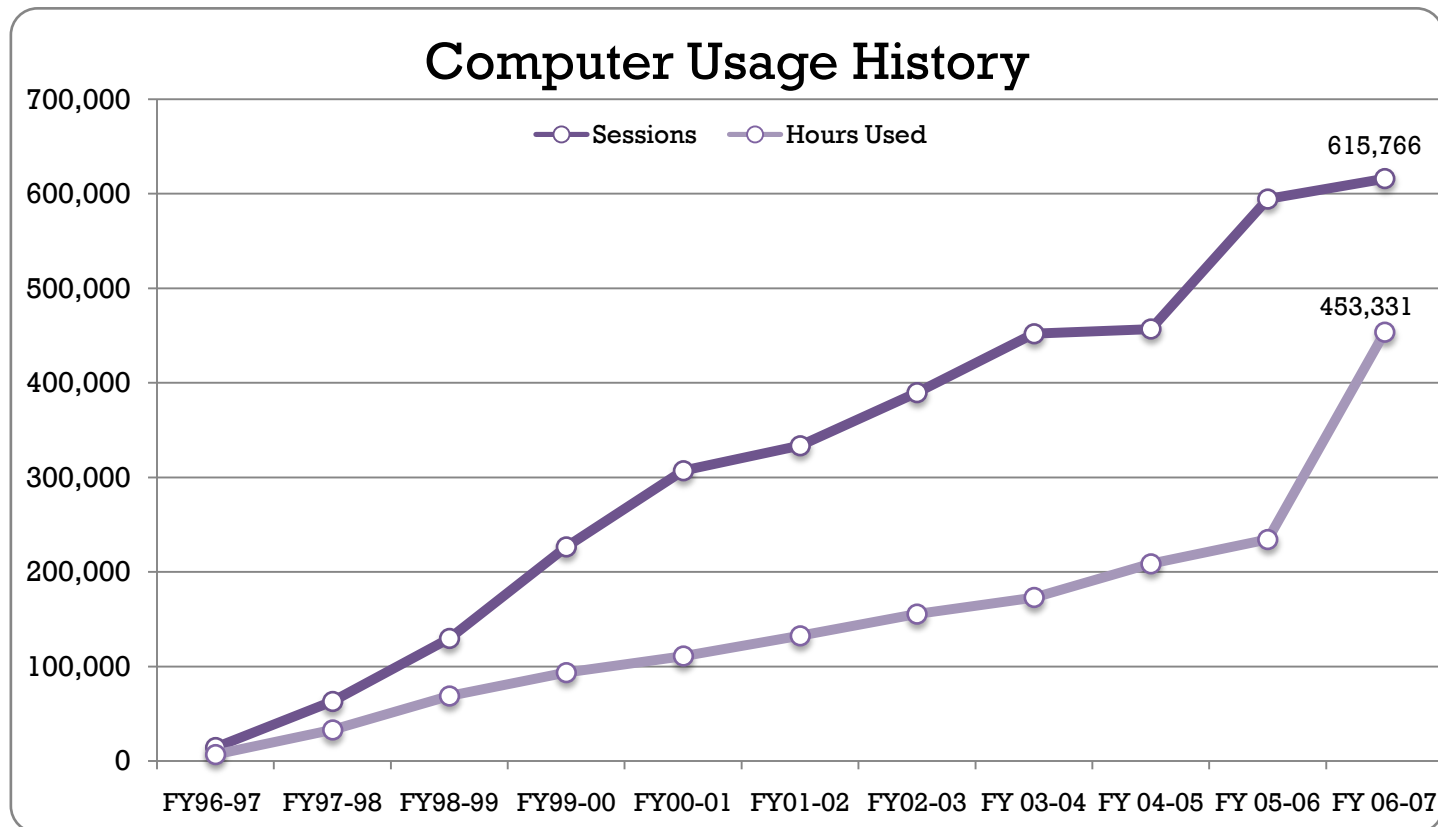
Reading Program Participation History



2007 Summer Reading Sign-ups by Library

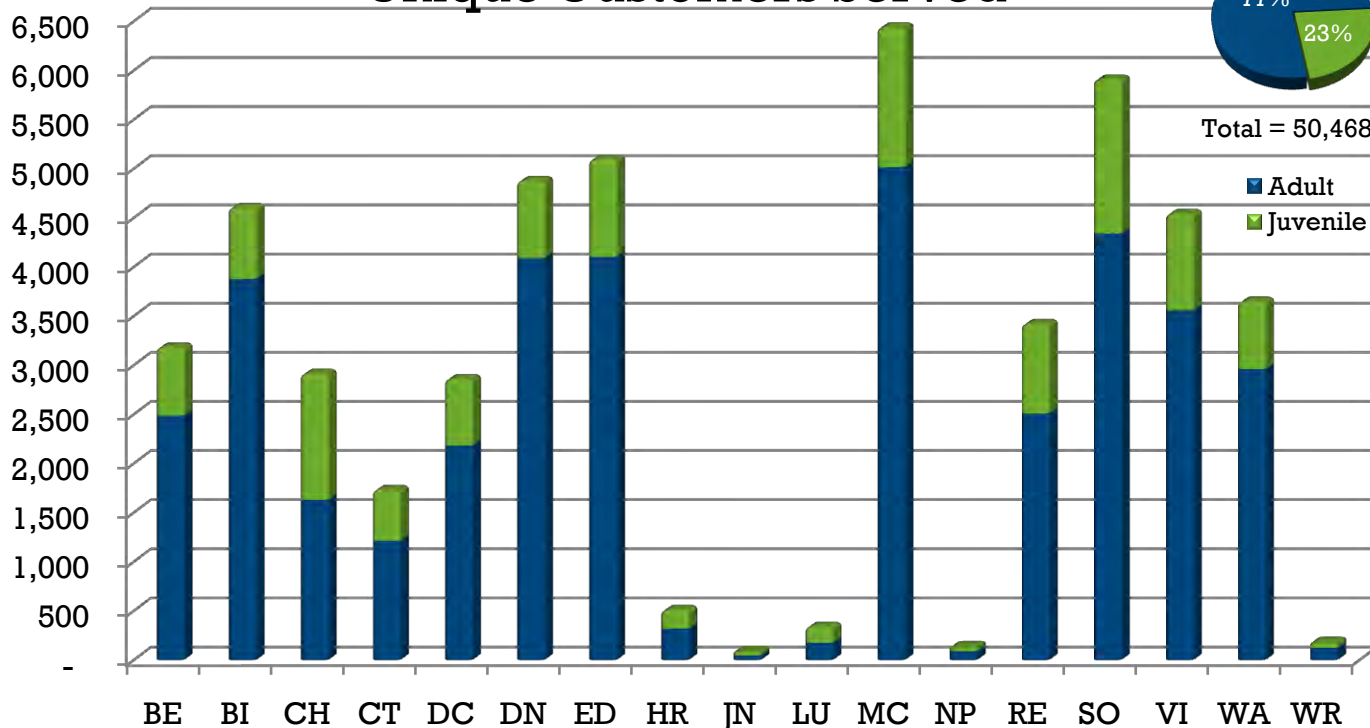


COMPUTER USAGE HISTORY

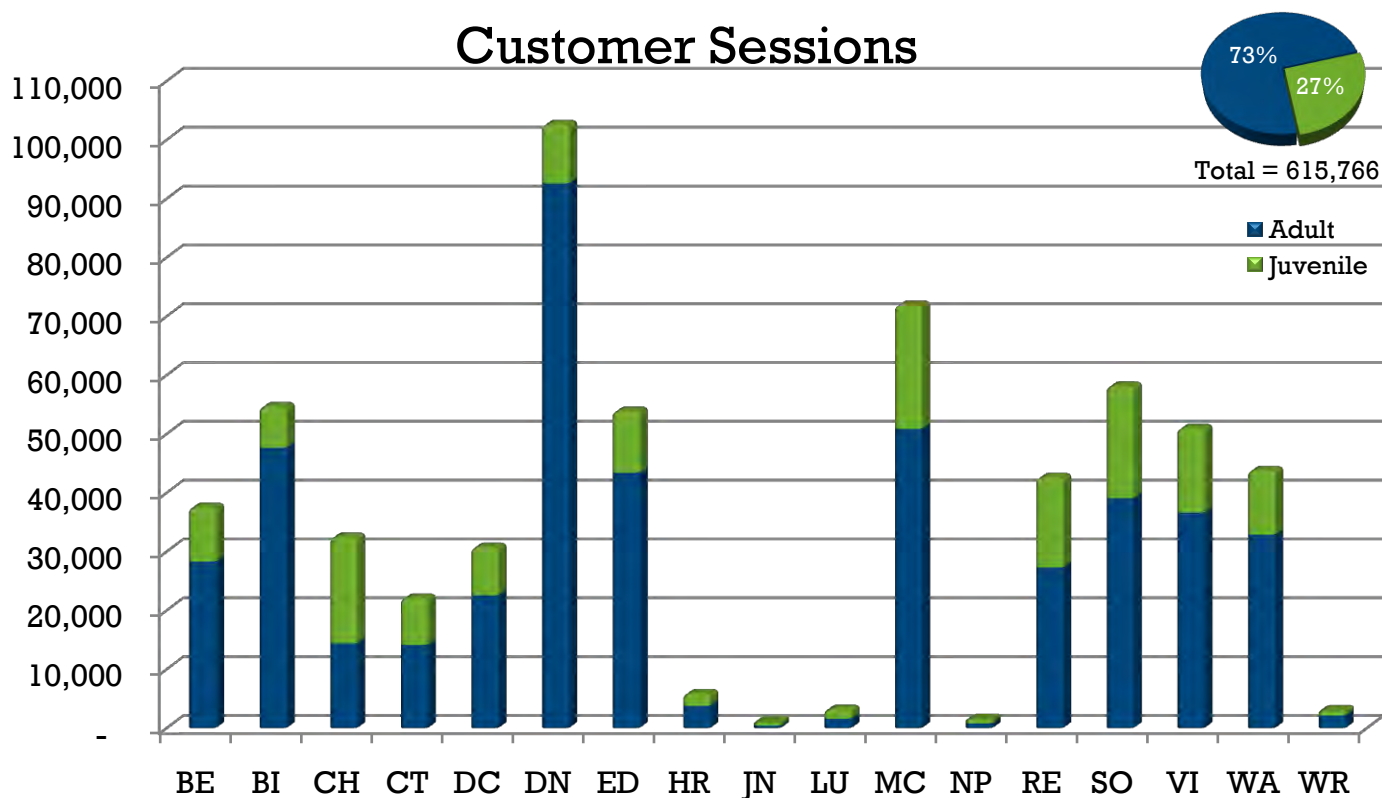


LIBRARY COMPUTER USAGE

Unique Customers Served



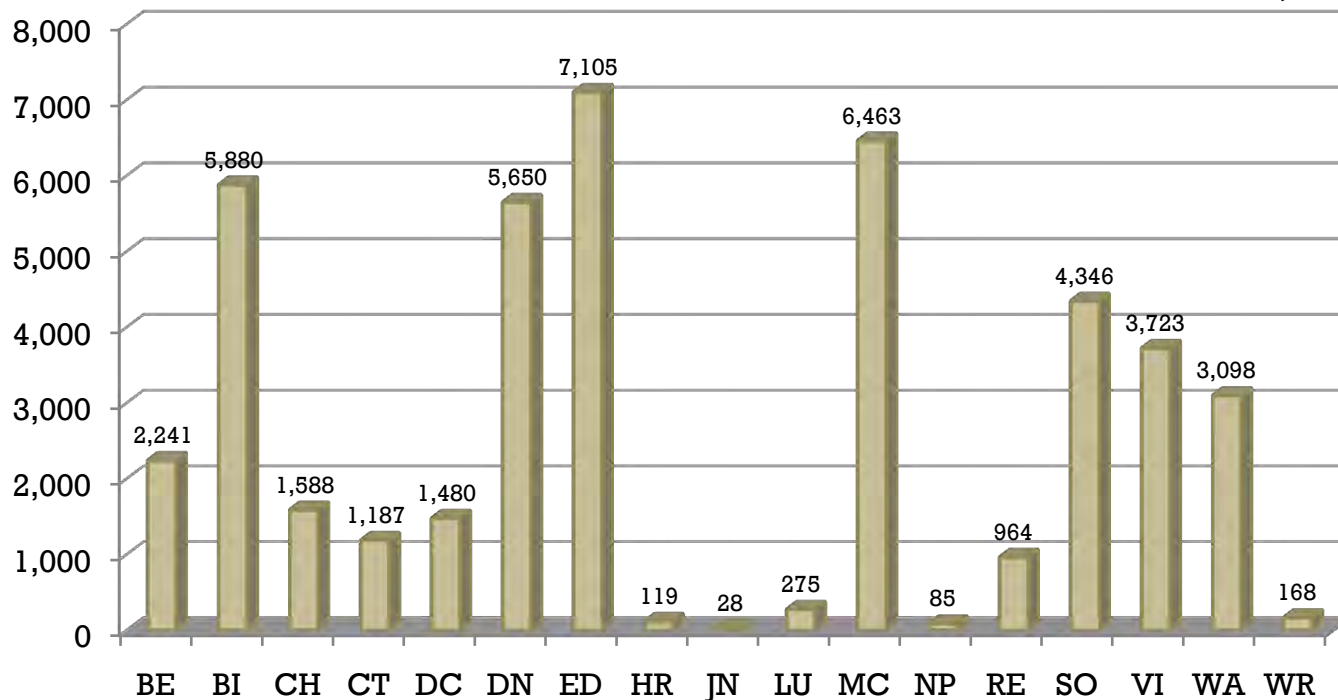
Customer Sessions



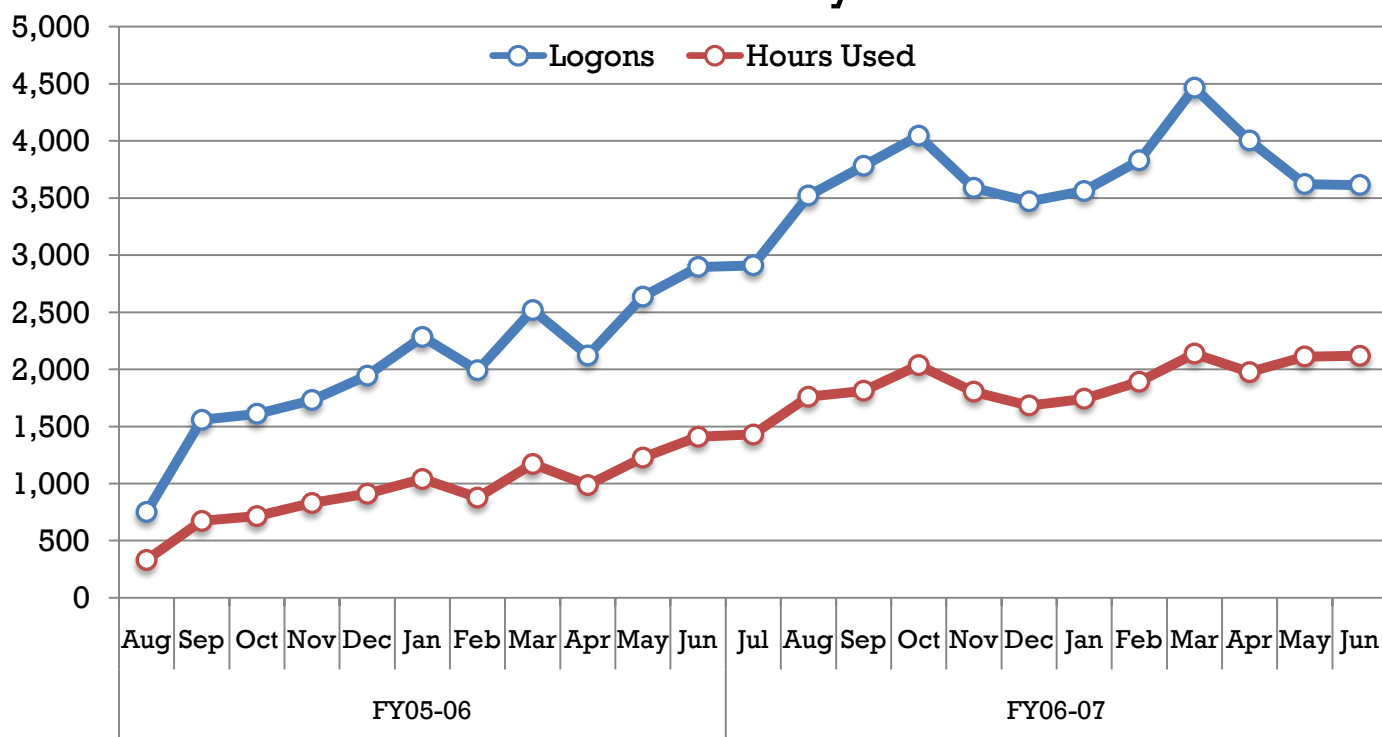
WIRELESS INTERNET ACCESS

Wireless Internet Logons

Total = 44,400



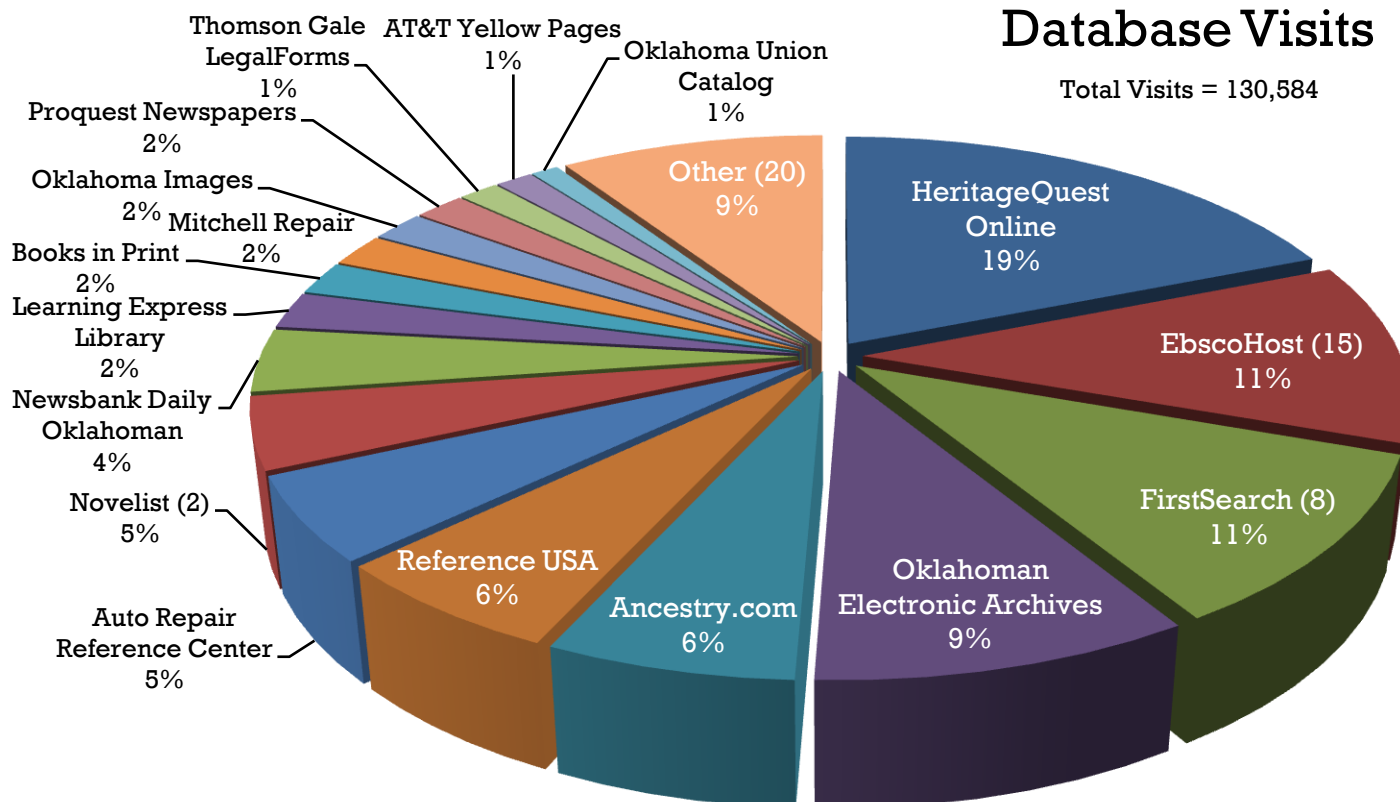
Wireless Sessions by Month



DATABASES AND WEBSITE

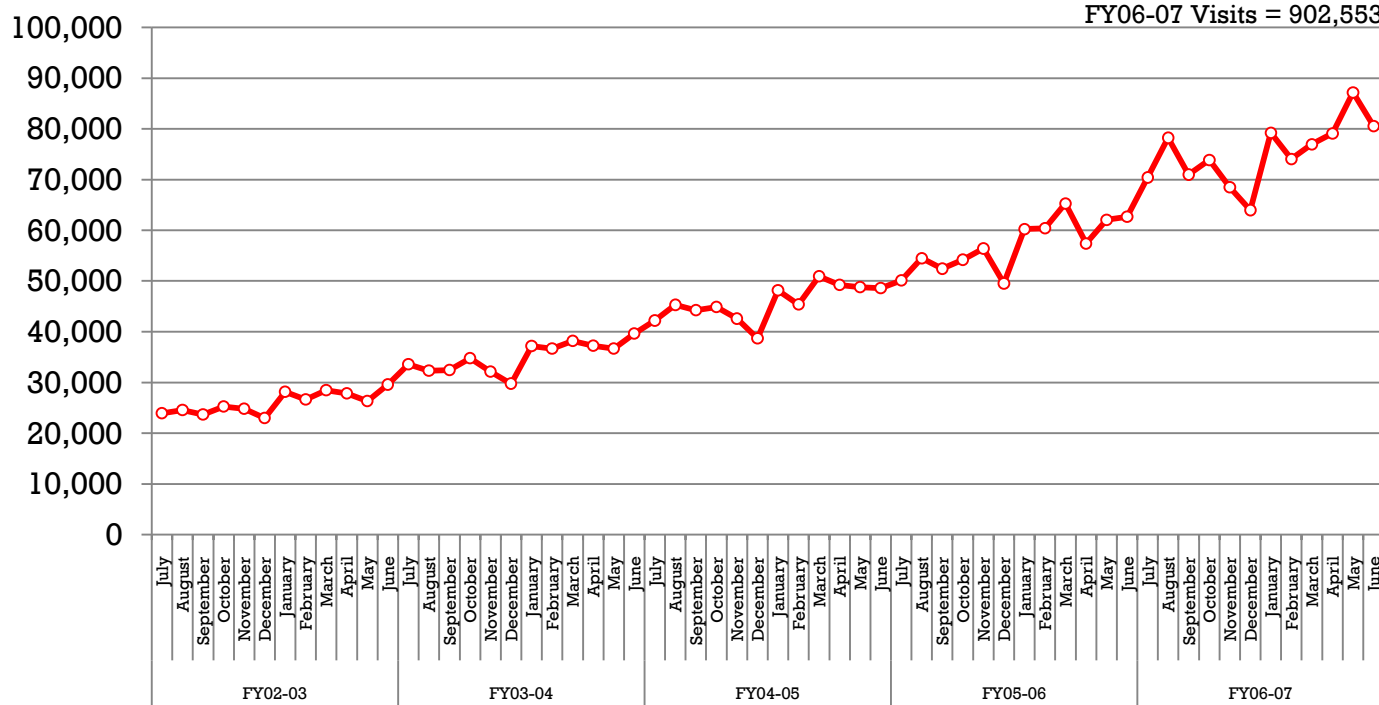
Database Visits

Total Visits = 130,584



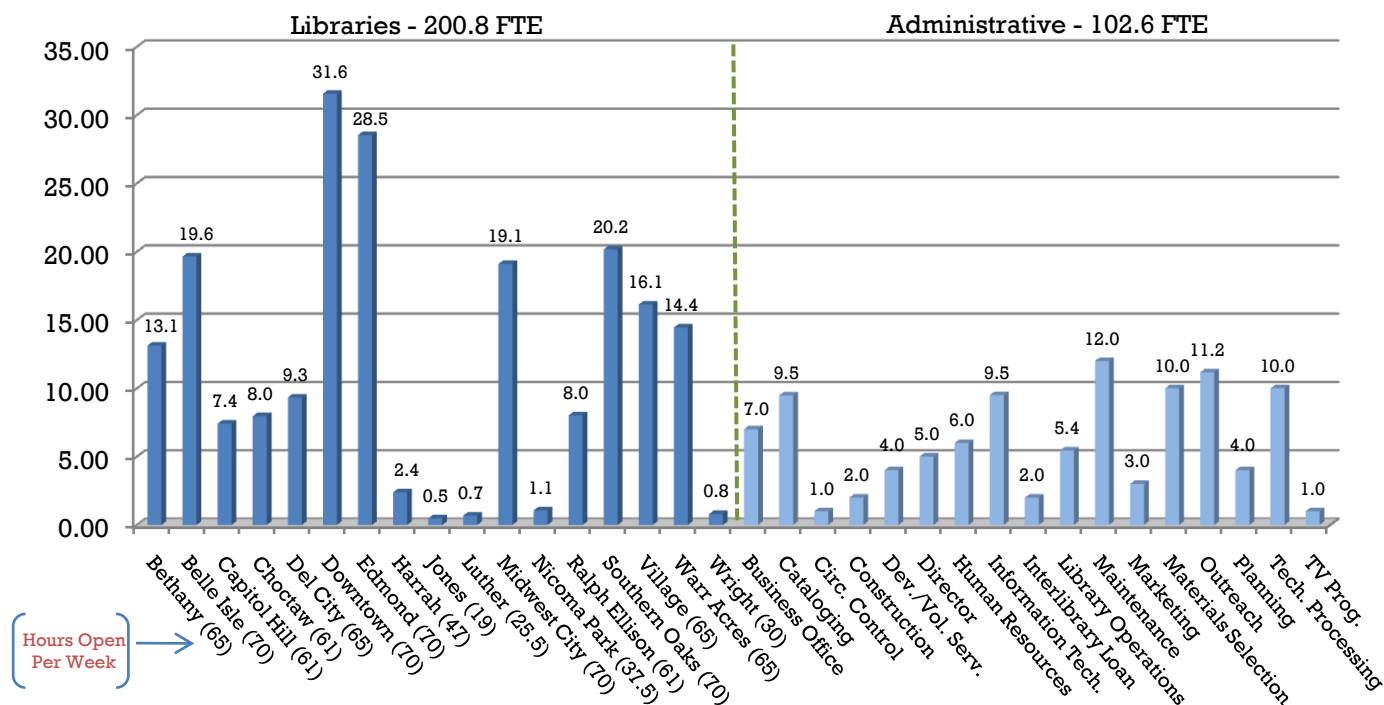
Metrolibrary.org Homepage Visits by Month

FY06-07 Visits = 902,553



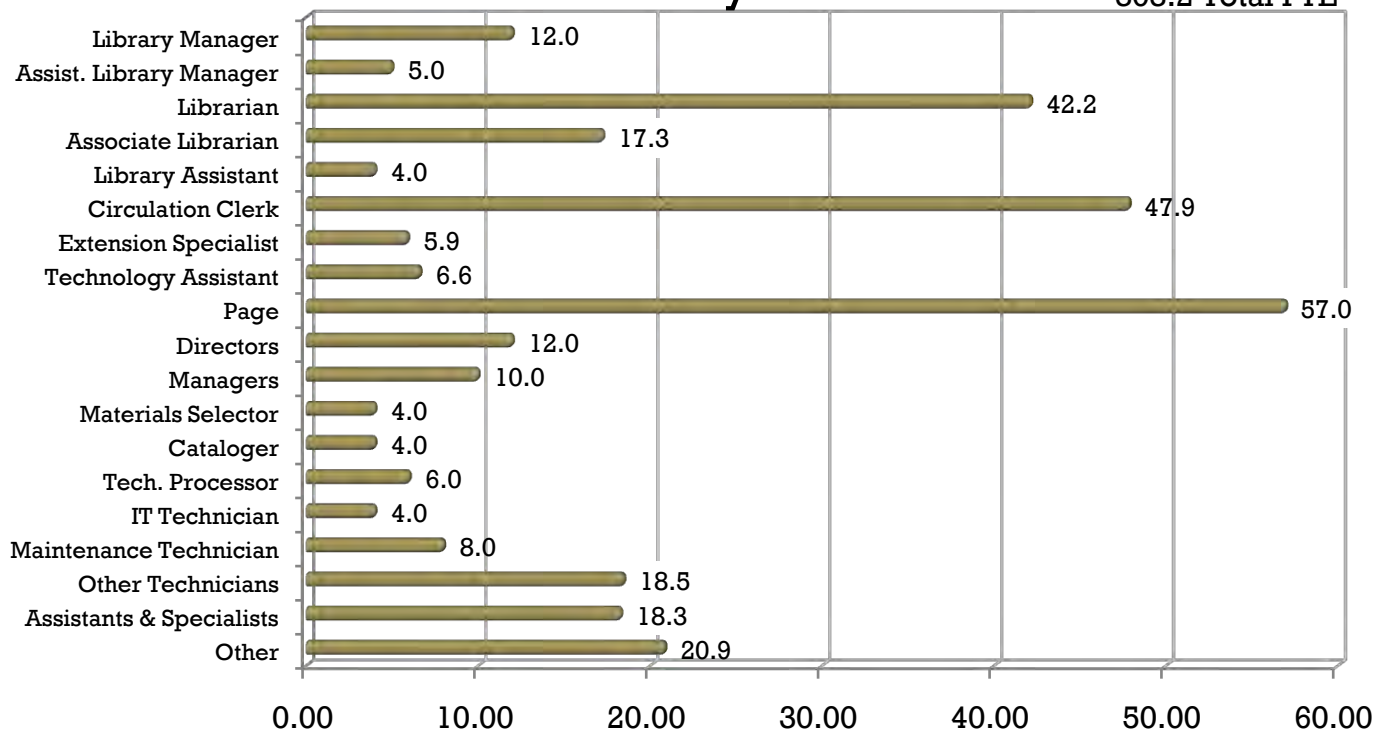
MLS STAFF

Staff FTEs by Department



Staff FTEs by Position

303.2 Total FTE



CONCLUSION

Once again, it's been a great year for The Metropolitan Library System...



We celebrated our state's centennial year by inviting Oklahomans to interview notable citizens, friends, and family for *Oklahoma Voices*, an oral history initiative conducted by our Outreach Department. Both the newly digitized *Oklahoma Folklore Collection* database and *Oklahoma Moments* (with former Gov.

George Nigh narrating brief historical videos produced for MLS's weekly television show *Read About It*) were made available on our website www.metrolibrary.org. Finally, we showcased our unique *Oklahoma Images Collection* with a series of collector bookmarks and a brochure guide to those images on display at the Downtown Library.

The past year also saw the demand for our computers and online resources continue to grow by leaps and bounds. Public computer usage nearly doubled thanks in large part to the new sign-up process installed system-wide in July of 2006. The number of wireless internet sessions *more* than doubled in the second year Wi-Fi has been available, and this year marked the beginning of our Overdrive service that allows customers to download audio books. And while some of the traditional library measures such as circulation (down 1.8% to 6.01 million) and inventory (down 0.6% to 1.15 million) declined slightly due to the constrained materials processing capacity of our current service center, work on the new service center is well under way with ground-breaking scheduled for this February. The close of the Rainbow Fleet book center impacted circulation of our Outreach juvenile collection, but the Edmond Library continues to keep pace with the city of Edmond, circulating one and a quarter million items in the community. Construction of a new Northwest Library, the renovation of the Ralph Ellison Library, and other construction and renovation projects on the horizon promise to keep MLS growing in the years to come.

Summer at the Library 2007 was again our largest program with 14,332 children and 3,738 teens participating. The sign-ups for children changed little from last year; however, participation among the



hard-to-reach teenage segment increased an impressive 22%. We repeated the practice of providing Summer Reading training to every MLS staff member to ensure a positive experience for our customers taking part in this tradition.

The MLS Planning Office implemented many other training opportunities for staff to sharpen existing skills and discover new ones. Staff members

availed themselves of *Metro University's* 150 course offerings with 1,482 total enrollments. On Columbus Day, FOCUS! 2006 gathered 275 MLS employees together in one place for our annual staff development day. The theme for 2006 was *Passport to Success* and each participant took in four workshops as well as a

keynote address by Myra Golden, an award-winning professional speaker, who presented a passionate customer-service presentation entitled "Beyond Wow!".

With the addition of a Headquarters Manager last fiscal year and through initiatives such as our Holiday Open House on December 4th, public awareness and use of the Downtown Library's meeting room facilities has grown substantially. Hours of use and the collection of room fees in FY06-07 increased by 86% and 95% respectively over the previous year.

Your Inviting, Innovative Link to the World...

Last year also marked the end of our previous strategic plan and the beginnings of a new one. The development process was guided by our library's new vision of being *Your Inviting, Innovative Link to the World*. Through a series of discussions and focus groups a plan came together that is rooted in what customers can expect from us and how we want them to perceive the Metropolitan Library System five years from now. A

video and brochure were created as the most effective means of disseminating the plan throughout the system, and surveys of our customers will be conducted to track our progress. The trends we see in statistics such as those in this report, will be monitored and considered as we strive to achieve the goals in our strategic plan.

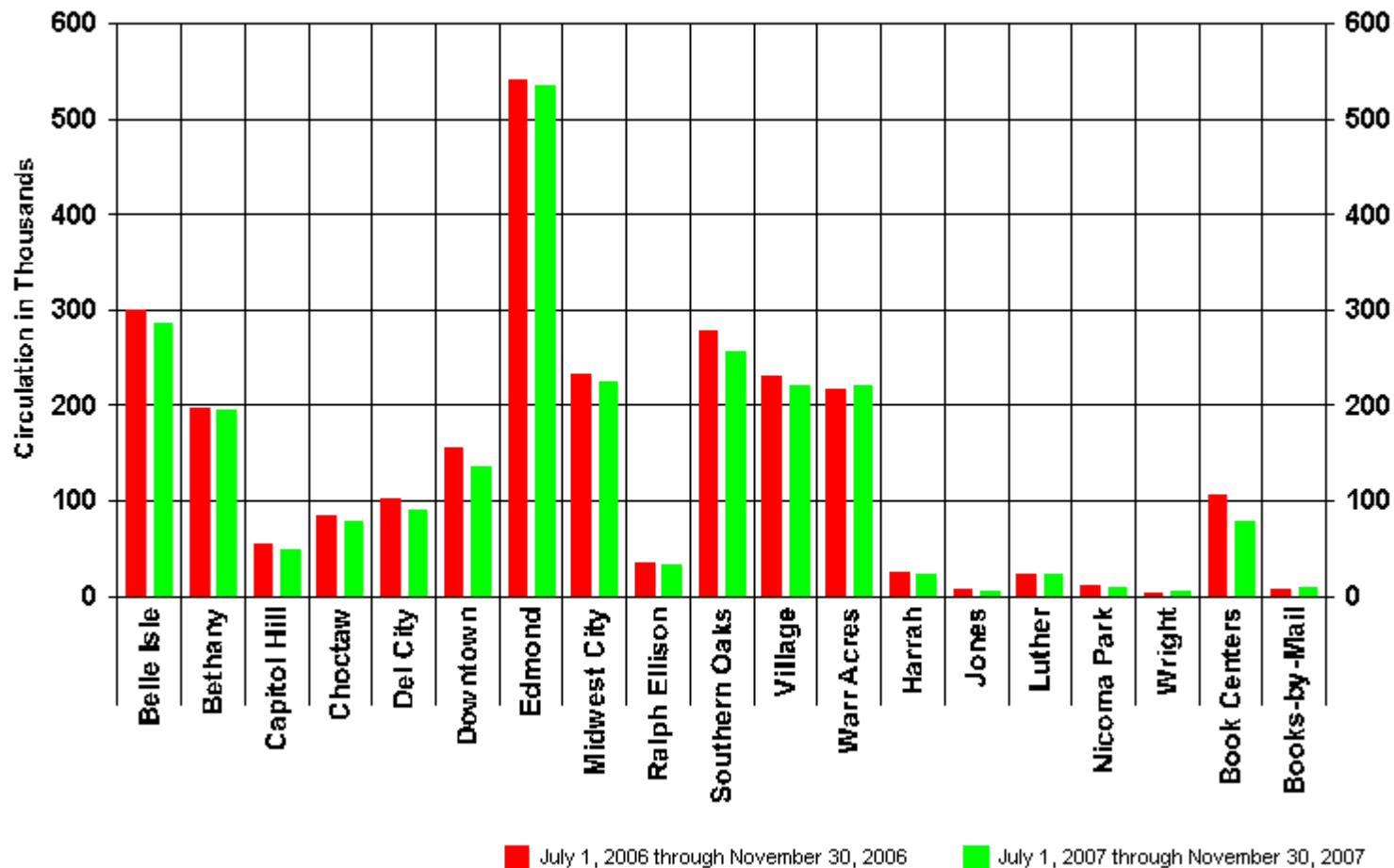
The new *Leadership MLS* program is another part of our library's bright future. Eight staff members were selected for the program which allows promising future leaders to acquire skills beyond the scope of their current positions. Participants attended a variety of administrative meetings and met to select a project to benefit MLS. The group chose to conduct pilot sessions with one library and one administrative department on how to realize the vision of the new strategic plan within their own library or department.

What's in store for FY07-08? The Information Technology Department has already designed and rolled out a streamlined method for processing reserves. And, they are currently hard at work installing equipment, writing software, and tagging items as part of a new RFID (radio frequency identification) infrastructure for circulating library materials. This monumental undertaking represents the largest enhancement to our ability to track and manage library materials since the introduction of barcodes in 1975. Another important event is coming up on December 11, 2007 - Oklahoma City's bond election which includes nearly \$13 million in funding for MLS capital projects. These monies are vital to ensuring the Metropolitan Library System continues to grow and flourish as Oklahoma County's Inviting, Innovative Link to the World!

Prepared by: Planning Services
November 2007

Circulation Gains and Losses

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

NOVEMBER 30, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
BELLE ISLE	07	40363	222994	14097	76393	54460	299387	
	08	39217	215736	12432	70000	51649	285736	
		-1146	-7258	-1665	-6393	-2811	-13651	-4.6
BETHANY	07	24124	132464	11739	63711	35863	196175	
	08	24701	132397	11302	63260	36003	195657	
		577	-67	-437	-451	140	-518	-.3
CAPITOL HILL	07	6504	35181	3359	18678	9863	53859	
	08	5917	33593	2654	15319	8571	48912	
		-587	-1588	-705	-3359	-1292	-4947	-9.2
CHOCTAW	07	9574	51751	5859	31887	15433	83638	
	08	8379	46438	5728	30879	14107	77317	
		-1195	-5313	-131	-1008	-1326	-6321	-7.6
DEL CITY	07	13074	71367	5034	29827	18108	101194	
	08	11653	63172	4913	26742	16566	89914	
		-1421	-8195	-121	-3085	-1542	-11280	-11.1
DOWNTOWN	07	21310	115901	6856	39907	28166	155808	
	08	18512	103579	5465	32057	23977	135636	
		-2798	-12322	-1391	-7850	-4189	-20172	-12.9
EDMOND	07	56654	309244	39905	231460	96559	540704	
	08	55811	306474	38223	227557	94034	534031	
		-843	-2770	-1682	-3903	-2525	-6673	-1.2
MIDWEST CITY	07	29947	165794	11950	67315	41897	233109	
	08	28026	157762	11948	66278	39974	224040	
		-1921	-8032	-2	-1037	-1923	-9069	-3.9
RALPH ELLISON	07	4966	26139	1460	8445	6426	34584	
	08	4597	24926	1467	8554	6064	33480	
		-369	-1213	7	109	-362	-1104	-3.2
SOUTHERN OAKS	07	35932	205397	12593	71873	48525	277270	
	08	33934	186989	12039	69085	45973	256074	
		-1998	-18408	-554	-2788	-2552	-21196	-7.6
VILLAGE	07	27783	155575	13126	74609	40909	230184	
	08	26634	150964	12967	68622	39601	219586	
		-1149	-4611	-159	-5987	-1308	-10598	-4.6
WARR ACRES	07	24992	143425	12394	72952	37386	216377	
	08	26688	148229	13277	72803	39965	221032	
		1696	4804	883	-149	2579	4655	2.2

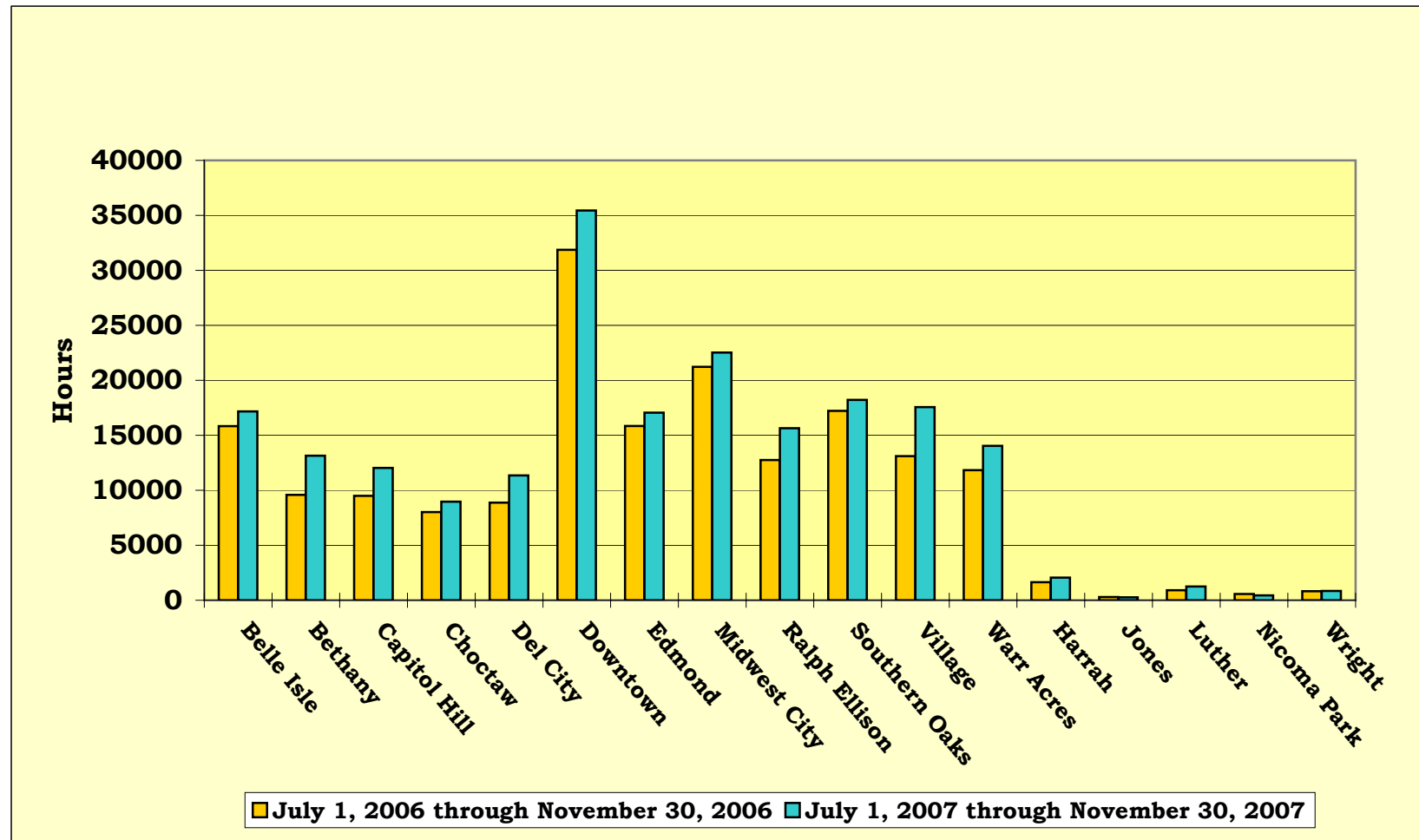
Circulation Gains and Losses

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

NOVEMBER 30, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	07	3096	16709	1228	7252	4324	23961	
	08	3098	15888	1201	6882	4299	22770	
		2	-821	-27	-370	-25	-1191	-5.0
JONES	07	1171	5745	219	1374	1390	7119	
	08	578	4176	257	1359	835	5535	
		-593	-1569	38	-15	-555	-1584	-22.3
LUTHER	07	3426	17297	1023	5784	4449	23081	
	08	3602	18001	670	5216	4272	23217	
		176	704	-353	-568	-177	136	.6
NICOMA PARK	07	2359	9528	416	2310	2775	11838	
	08	1463	7210	283	1406	1746	8616	
		-896	-2318	-133	-904	-1029	-3222	-27.2
WRIGHT	07	681	3214	108	797	789	4011	
	08	683	3375	137	1058	820	4433	
		2	161	29	261	31	422	10.5
<u>OTHER:</u>								
BOOK CENTERS	07	9464	46815	11918	59679	21382	106494	
	08	9655	47827	6120	30362	15775	78189	
		191	1012	-5798	-29317	-5607	-28305	-26.6
BOOKS-BY-MAIL	07	1435	7835	0	0	1435	7835	
	08	1596	8832	0	0	1596	8832	
		161	997	0	0	161	997	12.7
TOTALS	07	316855	1742375	153284	864253	470139	2606628	
	08	304744	1675568	141083	797439	445827	2473007	
		-12111	-66807	-12201	-66814	-24312	-133621	-5.1

Total Computer Hours Used by Library

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)



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Total Computer Usage

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	317		4,327		3,039.22		2,847		22,685		15,834.32	
	08	256		4,435		3,232.43		2,594		24,146		17,177.01	
		-61	-19.2	108	2.5	193.21	6.4	-253	-8.9	1,461	6.4	1,342.69	8.5
BETHANY	07	215		3,183		2,352.36		1,744		13,170		9,584.66	
	08	222		3,228		2,476.48		2,093		17,787		13,142.14	
		7	3.3	45	1.4	124.12	5.3	349	20.0	4,617	35.1	3,557.48	37.1
CAPITOL HILL	07	187		2,183		1,647.19		1,703		12,855		9,498.95	
	08	198		2,656		2,199.40		1,834		15,492		12,034.55	
		11	5.9	473	21.7	552.21	33.5	131	7.7	2,637	20.5	2,535.60	26.7
CHOCTAW	07	114		1,737		1,497.42		1,070		9,248		8,021.68	
	08	101		1,912		1,602.27		1,133		10,994		8,960.44	
		-13	-11.4	175	10.1	104.85	7.0	63	5.9	1,746	18.9	938.76	11.7
DEL CITY	07	155		2,241		1,677.87		1,594		12,067		8,872.32	
	08	177		2,689		2,139.58		1,848		15,020		11,346.11	
		22	14.2	448	20.0	461.71	27.5	254	15.9	2,953	24.5	2,473.79	27.9
DOWNTOWN	07	321		7,963		6,062.96		3,026		41,136		31,862.77	
	08	257		9,002		6,710.09		2,698		49,353		35,443.01	
		-64	-19.9	1,039	13.0	647.13	10.7	-328	-10.8	8,217	20.0	3,580.24	11.2
EDMOND	07	360		4,274		3,058.12		3,136		22,712		15,841.90	
	08	325		4,032		3,143.75		2,976		23,127		17,052.62	
		-35	-9.7	-242	-5.7	85.63	2.8	-160	-5.1	415	1.8	1,210.72	7.6
MIDWEST CITY	07	393		5,537		4,051.44		3,963		29,416		21,224.09	
	08	395		5,461		4,129.74		3,840		31,099		22,527.34	
		2	.5	-76	-1.4	78.30	1.9	-123	-3.1	1,683	5.7	1,303.25	6.1
RALPH ELLISON	07	238		3,030		2,530.31		2,032		15,788		12,754.45	
	08	170		3,643		2,935.15		1,875		21,200		15,641.81	
		-68	-28.6	613	20.2	404.84	16.0	-157	-7.7	5,412	34.3	2,887.36	22.6

Total Computer Usage

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	371		4,339		3,144.49		3,603		24,647		17,226.24	
	08	393		4,461		3,374.11		3,419		25,083		18,214.51	
		22	5.9	122	2.8	229.62	7.3	-184	-5.1	436	1.8	988.27	5.7
VILLAGE	07	281		3,680		2,699.21		2,620		19,338		13,106.43	
	08	292		4,197		3,235.44		2,803		24,725		17,566.64	
		11	3.9	517	14.0	536.23	19.9	183	7.0	5,387	27.9	4,460.21	34.0
WARR ACRES	07	251		3,364		2,444.85		2,214		16,859		11,830.07	
	08	274		3,578		2,613.06		2,226		20,367		14,036.03	
		23	9.2	214	6.4	168.21	6.9	12	.5	3,508	20.8	2,205.96	18.6
HARRAH	07	27		435		295.65		279		2,246		1,643.11	
	08	27		518		404.34		345		2,716		2,054.17	
			.0	83	19.1	108.69	36.8	66	23.7	470	20.9	411.06	25.0
JONES	07	2		66		54.02		50		402		289.63	
	08	5		62		54.77		50		339		269.97	
		3	150.0	-4	-6.1	.75	1.4		.0	-63	-15.7	-19.66	-6.8
LUTHER	07	19		257		186.13		206		1,179		904.66	
	08	23		287		231.81		219		1,539		1,245.31	
		4	21.1	30	11.7	45.68	24.5	13	6.3	360	30.5	340.65	37.7
NICOMA PARK	07	9		93		70.44		86		691		565.15	
	08	10		96		58.12		86		636		448.36	
		1	11.1	3	3.2	-12.32	-17.5		.0	-55	-8.0	-116.79	-20.7
WRIGHT	07	11		203		146.12		95		1,236		818.42	
	08	18		210		150.53		109		1,155		847.27	
		7	63.6	7	3.4	4.41	3.0	14	14.7	-81	-6.6	28.85	3.5
TOTAL	07	3,271		46,912		34,957.80		30,268		245,675		179,878.85	
	08	3,143		50,467		38,691.07		30,148		284,778		208,007.29	
		-128	-3.9	3,555	7.6	3,733.27	10.7	-120	-.4	39,103	15.9	28,128.44	15.6

Computer Usage by Adult Customers

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	249		3,660		2,576.30		2,400		19,783		13,811.37	
	08	224		3,783		2,753.04		2,171		21,009		14,896.56	
		-25	-10.0	123	3.4	176.74	6.9	-229	-9.5	1,226	6.2	1,085.19	7.9
BETHANY	07	171		2,449		1,839.10		1,380		10,685		7,842.99	
	08	179		2,291		1,728.18		1,615		12,533		9,183.10	
		8	4.7	-158	-6.5	-110.92	-6.0	235	17.0	1,848	17.3	1,340.11	17.1
CAPITOL HILL	07	104		993		785.90		937		5,421		4,285.58	
	08	99		1,208		1,143.77		950		7,066		5,989.71	
		-5	-4.8	215	21.7	357.87	45.5	13	1.4	1,645	30.3	1,704.13	39.8
CHOCTAW	07	74		1,140		947.85		740		5,977		5,067.08	
	08	74		1,224		996.55		787		6,670		5,250.58	
			.0	84	7.4	48.70	5.1	47	6.4	693	11.6	183.50	3.6
DEL CITY	07	112		1,656		1,210.53		1,241		9,500		6,927.26	
	08	129		1,827		1,456.10		1,393		9,968		7,478.99	
		17	15.2	171	10.3	245.57	20.3	152	12.2	468	4.9	551.73	8.0
DOWNTOWN	07	271		7,292		5,572.30		2,513		36,823		28,675.02	
	08	210		8,327		6,160.41		2,220		44,353		31,642.23	
		-61	-22.5	1,035	14.2	588.11	10.6	-293	-11.7	7,530	20.4	2,967.21	10.3
EDMOND	07	290		3,601		2,605.79		2,533		18,782		13,128.39	
	08	252		3,290		2,552.30		2,324		18,186		13,387.51	
		-38	-13.1	-311	-8.6	-53.49	-2.1	-209	-8.3	-596	-3.2	259.12	2.0
MIDWEST CITY	07	305		3,879		2,880.46		3,121		21,427		15,625.03	
	08	302		3,798		2,934.66		2,921		21,770		16,023.25	
		-3	-1.0	-81	-2.1	54.20	1.9	-200	-6.4	343	1.6	398.22	2.5
RALPH ELLISON	07	174		2,088		1,757.38		1,538		11,113		8,745.10	
	08	130		2,358		1,913.89		1,337		11,462		8,632.69	
		-44	-25.3	270	12.9	156.51	8.9	-201	-13.1	349	3.1	-112.41	-1.3

Computer Usage by Adult Customers

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	265		2,940		2,163.93		2,653		16,636		11,863.83	
	08	271		3,060		2,343.85		2,466		16,664		12,343.75	
		6	2.3	120	4.1	179.92	8.3	-187	-7.0	28	.2	479.92	4.0
VILLAGE	07	221		2,681		2,015.33		2,045		13,967		9,621.56	
	08	226		3,037		2,359.92		2,164		16,679		12,058.49	
		5	2.3	356	13.3	344.59	17.1	119	5.8	2,712	19.4	2,436.93	25.3
WARR ACRES	07	205		2,580		1,872.02		1,805		13,095		9,264.66	
	08	234		2,496		1,833.89		1,792		14,099		9,805.51	
		29	14.1	-84	-3.3	-38.13	-2.0	-13	-.7	1,004	7.7	540.85	5.8
HARRAH	07	19		300		184.67		197		1,599		1,081.94	
	08	18		328		248.41		221		1,806		1,311.28	
		-1	-5.3	28	9.3	63.74	34.5	24	12.2	207	12.9	229.34	21.2
JONES	07	1		14		13.94		25		145		109.06	
	08	5		44		42.59		29		187		154.10	
		4	400.0	30	214.3	28.65	205.5	4	16.0	42	29.0	45.04	41.3
LUTHER	07	7		130		98.64		108		593		483.31	
	08	9		150		128.25		104		750		627.34	
		2	28.6	20	15.4	29.61	30.0	-4	-3.7	157	26.5	144.03	29.8
NICOMA PARK	07	9		62		46.82		55		341		226.76	
	08	6		63		35.16		58		408		243.47	
		-3	-33.3	1	1.6	-11.66	-24.9	3	5.5	67	19.6	16.71	7.4
WRIGHT	07	7		132		99.63		61		964		667.13	
	08	11		134		93.41		73		743		538.97	
		4	57.1	2	1.5	-6.22	-6.2	12	19.7	-221	-22.9	-128.16	-19.2
TOTAL	07	2,484		35,597		26,670.59		23,352		186,851		137,426.07	
	08	2,379		37,418		28,724.38		22,625		204,353		149,567.53	
		-105	-4.2	1,821	5.1	2,053.79	7.7	-727	-3.1	17,502	9.4	12,141.46	8.8

Computer Usage by Minor Customers

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	68		667		462.92		447		2,902		2,022.95	
	08	32		652		479.39		423		3,137		2,280.45	
		-36	-52.9	-15	-2.2	16.47	3.6	-24	-5.4	235	8.1	257.50	12.7
BETHANY	07	44		734		513.26		364		2,485		1,741.67	
	08	43		937		748.30		478		5,254		3,959.04	
		-1	-2.3	203	27.7	235.04	45.8	114	31.3	2,769	111.4	2,217.37	127.3
CAPITOL HILL	07	83		1,190		861.29		766		7,434		5,213.37	
	08	99		1,448		1,055.63		884		8,426		6,044.84	
		16	19.3	258	21.7	194.34	22.6	118	15.4	992	13.3	831.47	15.9
CHOCTAW	07	40		597		549.57		330		3,271		2,954.60	
	08	27		688		605.72		346		4,324		3,709.86	
		-13	-32.5	91	15.2	56.15	10.2	16	4.8	1,053	32.2	755.26	25.6
DEL CITY	07	43		585		467.34		353		2,567		1,945.06	
	08	48		862		683.48		455		5,052		3,867.12	
		5	11.6	277	47.4	216.14	46.2	102	28.9	2,485	96.8	1,922.06	98.8
DOWNTOWN	07	50		671		490.66		513		4,313		3,187.75	
	08	47		675		549.68		478		5,000		3,800.78	
		-3	-6.0	4	.6	59.02	12.0	-35	-6.8	687	15.9	613.03	19.2
EDMOND	07	70		673		452.33		603		3,930		2,713.51	
	08	73		742		591.45		652		4,941		3,665.11	
		3	4.3	69	10.3	139.12	30.8	49	8.1	1,011	25.7	951.60	35.1
MIDWEST CITY	07	88		1,658		1,170.98		842		7,989		5,599.06	
	08	93		1,663		1,195.08		919		9,329		6,504.09	
		5	5.7	5	.3	24.10	2.1	77	9.1	1,340	16.8	905.03	16.2
RALPH ELLISON	07	64		942		772.93		494		4,675		4,009.35	
	08	40		1,285		1,021.26		538		9,738		7,009.12	
		-24	-37.5	343	36.4	248.33	32.1	44	8.9	5,063	108.3	2,999.77	74.8

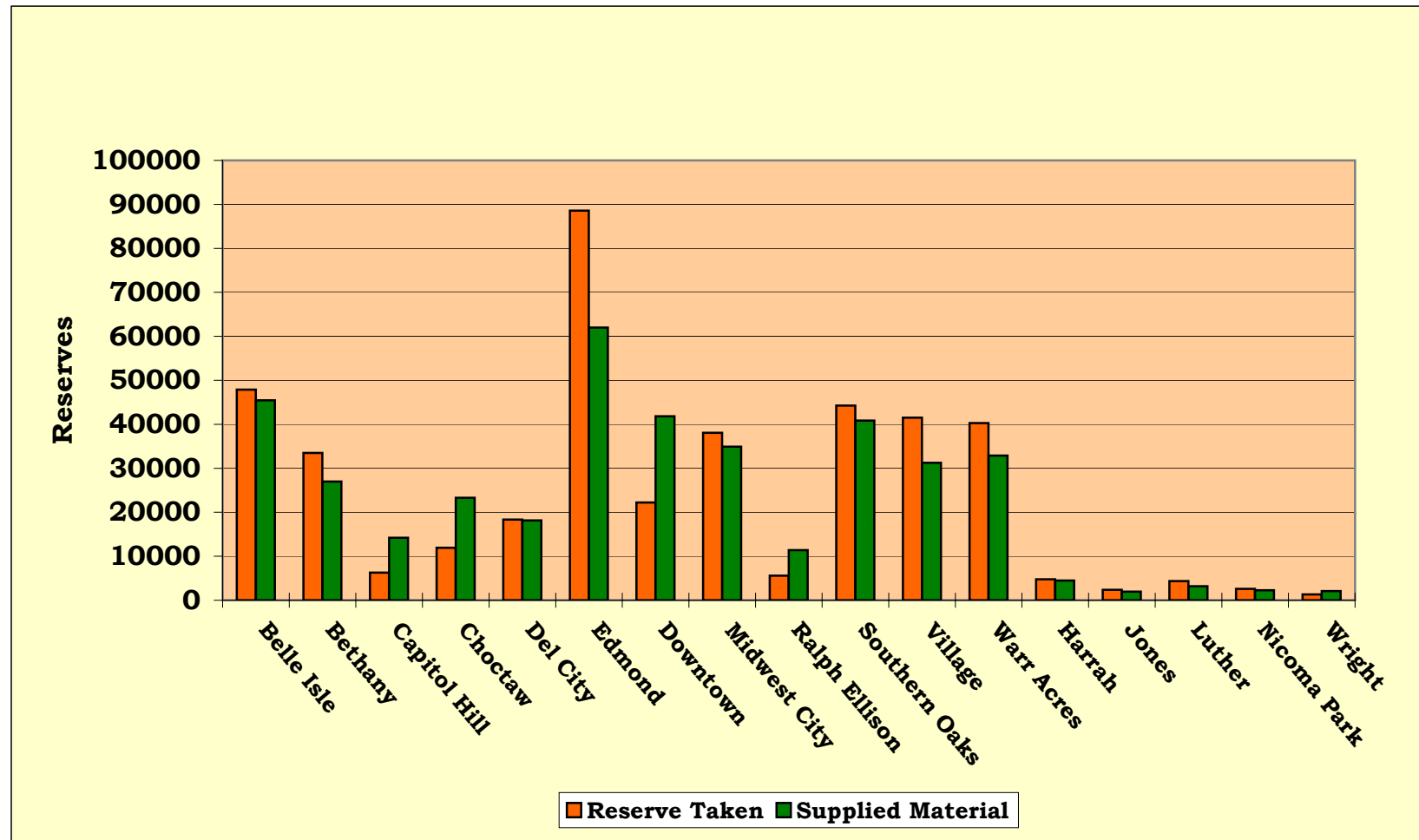
Computer Usage by Minor Customers

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	106		1,399		980.56		950		8,011		5,362.41	
	08	122		1,401		1,030.26		953		8,419		5,870.76	
		16	15.1	2	.1	49.70	5.1	3	.3	408	5.1	508.35	9.5
VILLAGE	07	60		999		683.88		575		5,371		3,484.87	
	08	66		1,160		875.52		639		8,046		5,508.15	
		6	10.0	161	16.1	191.64	28.0	64	11.1	2,675	49.8	2,023.28	58.1
WARR ACRES	07	46		784		572.83		409		3,764		2,565.41	
	08	40		1,082		779.17		434		6,268		4,230.52	
		-6	-13.0	298	38.0	206.34	36.0	25	6.1	2,504	66.5	1,665.11	64.9
HARRAH	07	8		135		110.98		82		647		561.17	
	08	9		190		155.93		124		910		742.89	
		1	12.5	55	40.7	44.95	40.5	42	51.2	263	40.6	181.72	32.4
JONES	07	1		52		40.08		25		257		180.57	
	08			18		12.18		21		152		115.87	
		-1	-100.0	-34	-65.4	-27.90	-69.6	-4	-16.0	-105	-40.9	-64.70	-35.8
LUTHER	07	12		127		87.49		98		586		421.35	
	08	14		137		103.56		115		789		617.97	
		2	16.7	10	7.9	16.07	18.4	17	17.3	203	34.6	196.62	46.7
NICOMA PARK	07			31		23.62		31		350		338.39	
	08	4		33		22.96		28		228		204.89	
		4		2	6.5	-.66	-2.8	-3	-9.7	-122	-34.9	-133.50	-39.5
WRIGHT	07	4		71		46.49		34		272		151.29	
	08	7		76		57.12		36		412		308.30	
		3	75.0	5	7.0	10.63	22.9	2	5.9	140	51.5	157.01	103.8
TOTAL	07	787		11,315		8,287.21		6,916		58,824		42,452.78	
	08	764		13,049		9,966.69		7,523		80,425		58,439.76	
		-23	-2.9	1,734	15.3	1,679.48	20.3	607	8.8	21,601	36.7	15,986.98	37.7

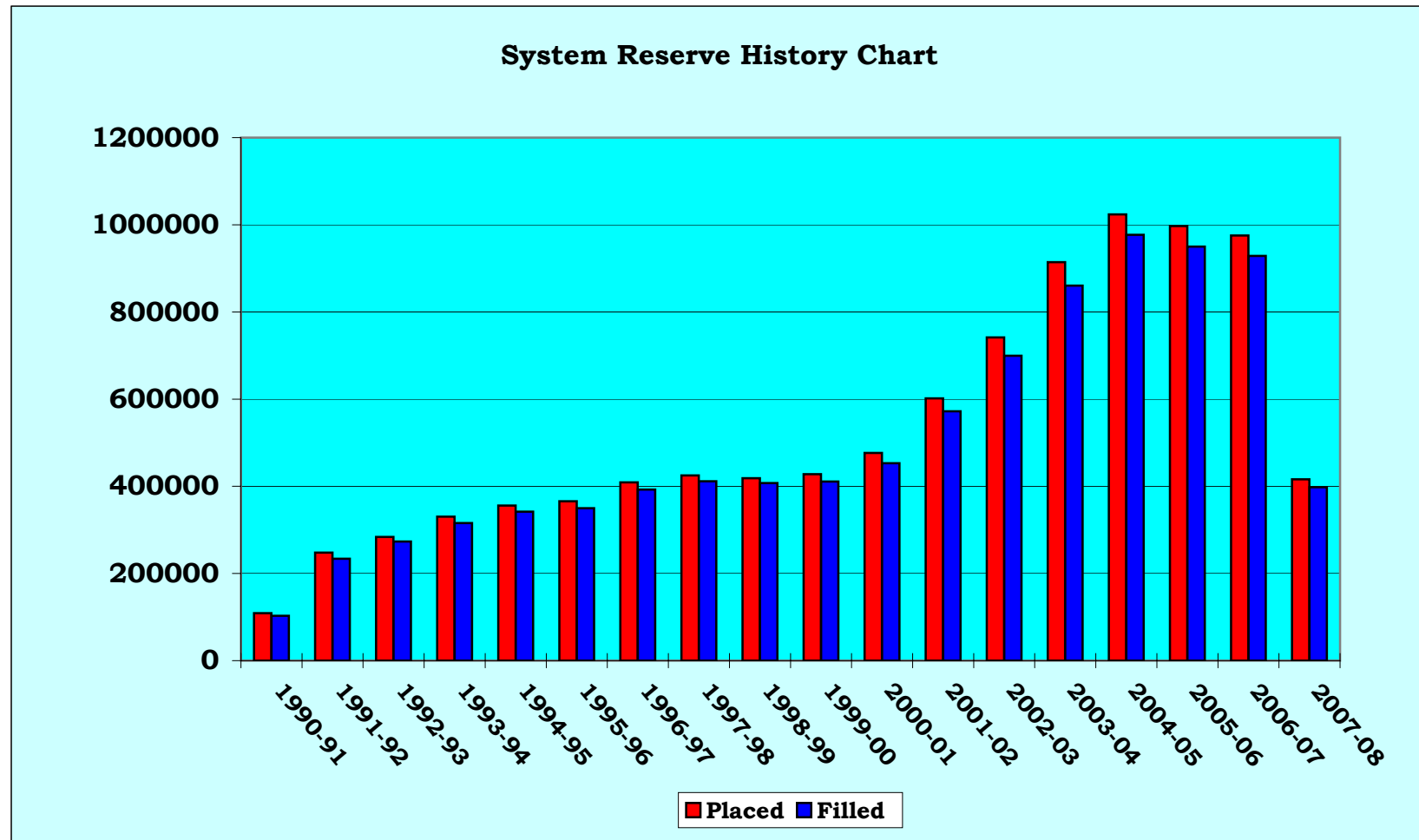
System Reserve Report

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	07	8,896	48,578		8,525	46,311	
	08	8,239	47,870		8,183	45,946	
		-657	-708	-1.5	-342	-365	-.8
BETHANY	07	5,742	32,788		5,504	31,174	
	08	6,298	33,480		6,137	32,030	
		556	692	2.1	633	856	2.7
CAPITOL HILL	07	1,215	6,530		1,148	6,010	
	08	1,018	6,268		973	5,727	
		-197	-262	-4.0	-175	-283	-4.7
CHOCTAW	07	2,275	12,601		2,201	12,069	
	08	2,163	11,937		2,047	11,300	
		-112	-664	-5.3	-154	-769	-6.4
DEL CITY	07	3,340	19,315		3,247	18,468	
	08	3,441	18,328		3,407	17,479	
		101	-987	-5.1	160	-989	-5.4
EDMOND	07	14,858	84,725		14,101	81,392	
	08	16,164	88,579		15,729	85,197	
		1,306	3,854	4.5	1,628	3,805	4.7
DOWNTOWN	07	4,527	23,740		4,211	22,501	
	08	4,142	22,238		4,014	21,149	
		-385	-1,502	-6.3	-197	-1,352	-6.0
MIDWEST CITY	07	6,821	37,992		6,384	36,316	
	08	6,940	38,054		6,700	36,334	
		119	62	.2	316	18	.0
RALPH ELLISON	07	1,051	6,045		1,030	5,803	
	08	1,021	5,596		984	5,322	
		-30	-449	-7.4	-46	-481	-8.3
SOUTHERN OAKS	07	7,790	44,633		7,543	42,138	
	08	8,219	44,242		8,063	41,966	
		429	-391	-.9	520	-172	-.4
VILLAGE	07	7,464	41,589		6,977	39,395	
	08	7,035	41,495		7,019	39,698	
		-429	-94	-.2	42	303	.8
WARR ACRES	07	6,924	38,964		6,781	37,325	
	08	7,039	40,287		6,982	38,726	
		115	1,323	3.4	201	1,401	3.8

System Reserves Report

July 1, 2007 through November 30, 2007 (41.67% of the 07-08 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	07	717	4,092		712	3,964	
	08	1,088	4,780		985	4,385	
		371	688	16.8	273	421	10.6
JONES	07	605	3,322		446	3,003	
	08	251	2,380		341	2,291	
		-354	-942	-28.4	-105	-712	-23.7
LUTHER	07	923	4,160		862	3,983	
	08	1,008	4,360		1,004	4,161	
		85	200	4.8	142	178	4.5
NICOMA PARK	07	616	3,034		709	2,777	
	08	388	2,579		494	2,504	
		-228	-455	-15.0	-215	-273	-9.8
WRIGHT	07	252	1,167		206	1,119	
	08	292	1,313		293	1,239	
		40	146	12.5	87	120	10.7
BOOKS-BY-MAIL	07	455	2,905		427	2,787	
	08	425	2,400		456	2,334	
		-30	-505	-17.4	29	-453	-16.3
TOTAL	07	74,471	416,185		71,014	396,538	
	08	75,171	416,189		73,811	397,791	
		700	4	.0	2,797	1,253	.3

EXECUTIVE DIRECTOR'S REPORT

DECEMBER 2007

OPENING NIGHT

The Ronald J. Norick Downtown Library will once again be a venue for the Opening Night Celebration. Boru's Ghost, a Celtic rock band, will once again be the featured act. In addition, the Kristen Butke School of Irish Dance will also be performing. The location will be in the atrium and will begin at 7:00pm and last until 11:30pm. The First Edition café will be open to serve coffee and hot chocolate.

AMERICAN LIBRARY ASSOCIATION MIDWINTER CONFERENCE TO BE HELD IN PHILADELPHIA

3 staff members will journey to Philadelphia the 2nd week of January to participate in this annual midwinter conference. Denyveta Davis, Stacy Schrank and Donna Morris are active members of ALA and PLA committee's and will be representing MLS and our state at these meetings.

HUMAN RIGHTS VIDEO COLLECTION

Recently the United Nations Association of Greater Oklahoma City donated to the library system a new video lending library – the UNA-OKC Human Rights Video Collection. This collection was established with the support from the Oklahoman Humanities Council. The collection is designed to be a resource for teachers, students and community leaders. The acclaimed 10 set DVD collection is available for viewing at no charge through our partnership with UNA-OKC. The videos can be previewed at their website www.una-okc.org/videos which provides a link directly to MLS website so that customers can reserve the DVD's for pickup at one of our libraries.

HOLIDAY CLOSINGS

All libraries in our system will be closed for the holidays for several days during the Christmas and New Year's holidays. As is our tradition, Sunday libraries are closed on the 2 Sundays that fall during that 2 week span – December 23rd and December 30th. In addition all libraries will be closed for the Christmas and New Year's holidays on December 24th and 25th and January 1st. All libraries will close early on New Year's Eve, December 31st, at 6:00pm with the exception of the Downtown Library which will close at 5:00pm to prepare for opening night.

CAPITAL PROJECTS UPDATE

The **Service Center** project continues to be on schedule for a February contract award. We are in the final stages of design with the review of the 95% construction documents underway. We expect to issue the plans for bidding on January 15th with the bids due back on February 7th.

NORTHWEST

A great deal has happened this month in relation to the **Northwest** Library. After discussing and planning this new branch for over 30 years, Oklahoma City closed on the purchase of the site on November 28th. The advertisement for Architects was published on November 30th. Interviews for the project architect have been scheduled for January 22nd with the award of the design contract to the selected architectural firm expected in February.

Work on the building program for the **Northwest** Library continues and is scheduled to be finished by the end of the year. By the time of the commission meeting, we will know the outcome of the OKC 2007 Bond Election. We would anticipate the opening of this new library in late 2010. Library staff continue to work with Allen Brown, architect for the **Ralph Ellison** expansion project. The Preliminary Report was submitted on November 27th for MLS staff review. As mentioned last month approximately \$200,000 from the sale of the old Downtown Library building is to be applied to this project. 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 PLDC Meeting
- ◆ Attended Literary Voices Meeting
- ◆ Attended Read About It Event
- ◆ Attended OKC Chamber Meeting
- ◆ Attended Rotary/Salvation Army Bell Ringing

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Exhibit: Passion and Ambition

Wednesday & Thursday, January 2-6, 2008

Time: During Library Hours

Location: Midwest City Library

All Ages

"Passion and Ambition," Anna Webb's Senior Project, featuring the work of eight young local artists, will be on display in the Lobby Gallery at the Midwest City Library from January 2-6. Anna, a senior at Midwest City High School, chose this topic because of her concern about the future of art education. "It is an alarming trend in our nation that more and more school districts are being forced to cut budgets," Anna says. "Unfortunately, art education programs are usually the first to go." One component of her project is to collect donated art supplies for a local elementary school that does not have an art program. The exhibit is free and open to the public.

Interpreting Dreams for Self Discovery

Monday, January 7, 2008

Time: 7:00pm – 8:00pm

Location: Southern Oaks Library

Adults

Dreams are a communication from our inner subconscious mind to our outer conscious mind. Dreams are always present, honest, truthful feedback. Dreams are symbolic rather than literal. The Interpreting Dreams for Self Discovery lecture will include information on basic dream symbols, a few different ways to apply dreams to like and exploring experiential and interactive elements. The instructor will provide handouts and a question and answer session.

Call 631-4468 to register for the free dream workshop.

Co-sponsor: School of Metaphysics.

Caldecott Art Club for Children

Saturday, January 12, 2008

Time: 10:30am – 11:30am 2:00pm – 3:00pm

Location: Warr Acres Library Downtown Library

MLC – November 15, 2007

MLS – Executive Director's Report

Ages: 5 years and older

Children and their families will have creative fun making 3-D art, after viewing illustrations of winners of the Caldecott Medal. Join us on the second Saturday of each month for more art fun. Please call 721-2616 to pre-register.

A Year of Piano Masterworks

Sunday, January 13, 12008

Time: 2:00pm – 3:00pm

Location: Downtown Library

All Ages

Second Sundays at the Downtown Library will continue to bring Wayne McEvilly in concert with “A Year of Piano Masterworks.” This concert will include Schubert’s “The B Flat Sonata.” Bring the whole family to enjoy an hour of extraordinary piano music in a relaxed and comfortable setting. Seating is limited and begins at 1:30pm in the 46th Star Auditorium. Admission is free.

Take a Look at Office 2007

Thursday, January 17, 2008

Time: 6:30pm – 8:00pm

Location: Village Library

Adults

After the holidays can be a time of chaos for many families. Routines have been disrupted: children have been “spoiled” by well meaning friends and family; homes are overrun with new toys and gifts mixed with the old ones. Let’s regroup and get back on track.

Facilitated by Deborah Shapiro and Robyn Sears.

Co-sponsor: OCCHD.

Organize Your World

Saturday, January 26, 2008

Time: 2:00pm – 3:00pm

Location: Warr Acres Library

Adults

Karen Horner of Karen’s Professional Services will show you how to “restore order to your space, clarity to your vision and freedom to your life’ by organizing your papers, your home, your time and your life.

Ghost Towns and Spooklights

Monday, January 28, 2008

Time: 6:00pm - 7:00pm

Location: Del City Library

Teens

Oklahoma is littered with ghostly legends and tales. Travel through the Spooktown Triangle and investigate the strange phenomena of ghost light. Come and find out if you can recreate this effect and decide for yourself if there is a natural explanation or if its origin will forever remain a mystery.

Introduction to Microsoft Excel

Monday, January 28, 2008

Time: 6:30pm – 8:30pm

Location: Village Library

Adults

Free individualized instruction in Microsoft Excel. Learn to create workbooks and spreadsheets, use formulas and functions, format data, create charts, and more. Monday evenings from 6:30 to 8:30 pm. Scheduled in 30 minute to one hour sessions per individual.

Come in or call Village Library 755-0710 to reserve your instruction time.

How to Write Your Personal and Family History

Tuesday, January 29, 2008

Time: 6:30pm – 7:30pm

Location: Del City Library

Adults

The New Year would be a good time to begin writing your personal and family history. If this seems like an overwhelming task, you may just need some help with planning and getting started. Let us show you how to use timelines, list, and photographs to jog your memory. We'll give you organizational options, writing tips and encouragement to help you commit to this worthwhile project.

Call 672-1377 to pre-register.