

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, February 21, 2008, 3:30 p.m.

The Village Library

10307 N. Penn

Oklahoma City, OK 73120

(Telephone: 755-0710)

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 #68 – Presentation of Service Certificates for Library Staff

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

## **3:45 – 4:00 pm CONSENT DOCKET (#69 - #71)**

- Document #69 – Approval of Minutes of January 17, 2008 Meeting
  - Document #70 – Acceptance of Review of Expenditures for January 2008
  - Document #71 – Approval of Contract Awards and Purchases
- Item A: Compensation Study

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

- Document #72 – Discussion, Consideration and Possible Action: Report and Minutes ~ A & P Committee grievance hearing January 16, 2008 – Dr. Ann Caine, Chair
- Document #73 – Discussion, Consideration and Possible Action: Report and Minutes ~ A & P Committee grievance hearing January 24, 2008 – Dr. Ann Caine, Chair

## **4:15 – 4:30 pm EXECUTIVE SESSION**

Discussion, Consideration and Possible Action regarding Confidential communications, between a public body and its attorney concerning a pending investigation, claim, or action, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(4)

## **4:30 – 4:40 pm SPECIAL PRESENTATIONS**

- *Literary Voices* – Rita Gunter Dearmon and Jane Harlow
- *Friends Booksale* – Ernestine Clark, Director of Development and Carol Gilbert, Friends Coordinator

## **4:40 – 4:45 pm INFORMATION REPORTS**

- Document #74 – MLS January 2008 Circulation Report
- Document #75 – MLS January 2008 Computer Usage Report
- Document #76 – MLS January 2008 System Reserve Report

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

## **4:50 – 4:55 pm COMMISSION CHAIR'S REPORT**

- MLC 2008 Standing Committee Assignments

## **4:55 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

*A tour of this library will be available for Commission members at the conclusion of the meeting.*

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

Thursday, March 20, 2008

Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139

## **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 February 2008:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Cheryll R. Smith, Associate Librarian, Southern Oaks Library	5

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

DATE: January 17, 2008

TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 19, 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 January 14, 2008, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

**PRESENT:**

Ralph Bullard  
Dr. Ann Caine  
Glenda Choate  
Carolyn Cornelius  
Fran Cory  
Margaret Graham  
Deanna Hannah  
Jose Jimenez  
Lee Alan Leslie  
Tracy McGehee  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Marguerite Ross  
Jim Shonts  
Judy Smith  
Beth Toland  
Ray Vaughn  
Alexandra Vera  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma City  
David Greenwell, Disbursing Agent  
Tracy McDaniel  
Alyne Strube  
Greg Womack

Estimate of general public and staff attending: 21

**I.** The meeting was called to order at 3:30 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Caine, Choate, Cornelius, Cory, Graham, Hannah, Jimenez, Leslie, McCaleb, McGehee, Patel, Patterson, Ross, Shonts, Smith, Toland, Vaughn, Rice. (Arrived: Vera, 3:31; Nelson, 3:35).

**II.** Mr. Rice introduced Mrs. Barbara Beasley, Manager of the Warr Acres Library. Mrs. Beasley welcomed the Commission.

**III.** Mr. Rice called for Presentation of Service Certificates for January 2008: Jim Nimmo, Page, Downtown Library ~ 15 years of service; Vickie Dixon, Librarian, Downtown Library ~ 10 years of service; Tim Fisher, Assistant Manager, Downtown Library ~ 10 years of service; Buddy Johnson, Librarian, Downtown Library ~ 10 years of service

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

**V.** Mr. Rice presented the Consent Docket; Document #59 – Approval of Minutes of the December 13, 2007 meeting; Document #60 – Acceptance of Review of Expenditures for December 2007; Document #61 – Approval of Contract Awards and Purchases; Document #62 – Request to Declare Vehicles and Equipment Surplus.

Mr. Rice called for a motion.

**Mr. Ray Vaughn moved to accept the consent docket. Mr. Lee Alan Leslie seconded. Questions and discussion followed. Motion passed unanimously.**

**VI.** Mr. Rice presented the Committee Reports; Document #63 – Minutes from the A & P Committee meeting, December 13, 2007, Dr. Ann Caine-Chair.

Dr. Caine stated the Administrative and Personnel Committee met in Executive Session, prior to the December Commission meeting, with Mrs. Donna Morris to discuss the results of the Executive Director Evaluation. No action is needed.

**VII.** Mr. Rice called on Mr. Jose Jimenez to provide the 2008 Nominating Committee Report.

**Mr. Jose Jimenez stated the motion coming from the nominating committee is to re-elect Mr. Hugh Rice, Chair, Dr. Ann Caine, Vice-Chair, and Mr. David Greenwell, Disbursing Agent to serve for another one-year term for the Metropolitan Library Commission. A motion coming from Committee requires no second. Motion passed unanimously.**

**VIII.** Mr. Rice referred to Special Presentations ~ *Portable Family Place* – Presented by: Lisa Wood, Children's Service Coordinator, Outreach

Ms. Wood introduced the Portable Family Place: 1, 2, 3 Play with Me (On the Road). This is a parent and child workshop, which is currently being done in 11 of the system's branch libraries. It is a four week series that focuses on the importance of play and reading to children under the age of four. This Outreach program began in October of 2007. Twelve sessions have been conducted since then and several more are scheduled for 2008. Questions and Discussion followed.

Mr. Rice called on Mrs. Anita Roesler, Senior Services Coordinator, Outreach for the presentation of *Winter ReadFest 2008*.

Ms. Roesler stated *Winter ReadFest* begins February 1 and runs through March 31. She referred to

the brochure relating to the program and explained the details. Participants must be 55 years or older. Mrs. Roesler shared some kudos from customers who have participated in the program. She called for questions and discussion followed.

**IX.** Mr. Rice referred to the Information Reports.

- ◆ Document #64 – MLS January 2008 Circulation Report
- ◆ Document #65 – MLS January 2008 Computer Usage Report
- ◆ Document #66 – MLS January 2008 System Reserve Report
- ◆ Document #67 – MLS 2007 Annual Report

Discussion followed.

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


Plans are underway for new monumental signage at all locations. This project will provide exterior signs at each library that are similar and uniform. The beginning order for the new signage will be The Village, Warr Acres, Southern Oaks and Belle Isle.

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

Mr. Rice stated he will be making the Standing Committee Assignments at the February Commission meeting. If there is a particular committee any member is interested in serving on, or if the interest is to remain on the current committee, please notify Mr. Hugh Rice by February 10<sup>th</sup>.

**XII.** The next Commission meeting will be held at The Village Library on February 21, 2008.

There being no further business, the meeting was adjourned at 4:13 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

January 31, 2008

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2008.

For comparison, 58.33% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of January 2008.

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

**January 31, 2008**

**ASSETS**

CASH - Overnight Investment Account		\$ 4,508,294.14
INVESTMENTS (Schedule attached)		28,393,198.83
TAXES RECEIVABLE: 2007-08 Ad Valorem Tax	25,551,797.00	
Less: Reserve for Delinquent Tax	(2,322,891.00)	
Budgeted Tax Revenue	23,228,906.00	
Less: Tax Received	(19,083,586.27)	
		4,145,319.73
<b>Total Assets</b>		<b><u>\$37,046,812.70</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2006-07 Reserve for Appropriations	\$166,867.21	
2007-08 Purchase Orders Outstanding	550,163.89	
2006-07 Purchase Orders Outstanding	61,854.10	
2007-08 Checks Outstanding	417,118.93	
2006-07 Checks Outstanding	283.59	
<b>Total Liabilities</b>		<b>1,196,287.72</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	4,145,319.73
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**FUND BALANCE:**

Beginning of the Year	\$23,823,209.10	
Add: Revenues		
Budgeted	19,399,586.27	
Other	2,748,659.24	22,148,245.51
Less: Expenditures	(14,266,249.36)	
<b>Total Fund Balance</b>		<b>31,705,205.25</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$37,046,812.70</u></b>



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

**As of January 31, 2008**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/16/2007	11/16/2014	5.686%	\$ 95,000.00
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.	12/20/2007	12/20/2008	4.180%	95,000.00
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	12/7/2007	6/7/2008	4.500%	95,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
CD - Intrust Bank	7/9/2007	7/7/2008	5.050%	100,000.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	3/5/2008	5.200%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
Fed Home LN 06-08	8/1/2005	2/25/2008	4.400%	2,000,000.00
Fed Home LN MC '08 DISC NTS	1/2/2008	6/30/2008	4.030%	1,470,375.00
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
Fed Home LN BKS 08-10	12/3/2007	9/3/2010	4.350%	1,000,000.00
Fed Home LN BKS 08-10	12/17/2007	12/17/2010	4.300%	2,000,000.00
FNMA '08 DISC NTS	1/3/2008	7/2/2008	4.044%	1,470,587.50
Fed Home LN BKS 08-11	1/14/2008	7/14/2011	4.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
Fed Home LN BKS 09-13	1/15/2008	1/23/2013	4.000%	2,000,000.00
Fed Home LN BKS 08-11	1/28/2008	1/28/2011	4.200%	2,000,000.00
Fed Home LN BKS 08-10	1/29/2008	7/29/2010	4.000%	2,000,000.00
Total Investments				<u>\$ 28,393,198.83</u>

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

**January 1, 2008 to January 31, 2008**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 9,173,565.39	\$19,083,586.27	82.15%
State Aid	282,936.00	-	-	0.00%
Fines	513,000.00	37,000.00	316,000.00	61.60%
<b>Total Budgeted Revenue</b>	<b><u>\$ 24,024,842.00</u></b>	<b><u>\$ 9,210,565.39</u></b>	<b><u>\$19,399,586.27</u></b>	80.75%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 1,507.49	\$ 1,767,376.20	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		109,526.88	791,300.04	
Flexible Benefits Account Balance		0.00	4,725.31	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		2,671.98	105,462.81	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 113,706.35</u></b>	<b><u>\$ 2,748,659.24</u></b>	
<b>Total Revenue</b>	<b><u>\$ 24,024,842.00</u></b>	<b><u>\$ 9,324,271.74</u></b>	<b><u>\$22,148,245.51</u></b>	92.19%



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

**January 31, 2008**

	BEGINNING OF MONTH	RECEIPTS January	EXPEND. January	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 40,994.60	\$ 7,027.22	\$ 976.79	\$ 47,045.03
810 Prepaid Fees	(2,183.11)	761.45	0.00	(1,421.66)
815 Fines	37,466.52	55,113.35	37,053.50	55,526.37
820 Copy	106,497.16	4,558.45	1,791.47	109,264.14
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
<b>Total Revolving Funds</b>	<b>\$ 184,690.29</b>	<b>\$ 67,460.47</b>	<b>\$ 39,821.76</b>	<b>\$ 212,329.00</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b>GRANTS:</b>				
<u><b>Special Grants</b></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	26,510.02	211.79
876 08/Guild/Choctaw Books	3,500.00	3,500.00	3,242.96	257.04
879 08/Krisman/Books by Mail	1,000.00	1,000.00	70.24	929.76
884 08/OAC/Indian Classical Music	4,500.00	4,500.00	4,500.00	0.00
887 08/WalMart/MWC	300.00	300.00	0.00	300.00
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 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

**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
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	9,737.94	0.00
915 07 Library Enhancement - CH	1,108.00	1,108.00	1,108.00	0.00

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	1,706.34	293.66
861	08 Staff Recognition	6,845.00	7,004.45	6,557.19	447.26
863	08 123 Play with Me	3,000.00	3,000.00	3,042.72	(42.72)
864	08 LIFE	7,500.00	7,500.00	1,669.05	5,830.95
866	08 System-wide Adult Programs	5,000.00	0.00	5,000.00	(5,000.00)
868	08 Author Visit - Bob Burke	3,266.00	3,266.00	2,491.02	774.98
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	5,000.00	0.00
873	08 Teen & Children's Furnishings	1,713.00	1,713.00	0.00	1,713.00
<b>Total Grants</b>					<u>\$59,261.23</u>
<b>Total Special Funds</b>					<u>\$ 271,590.23</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2008

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	1,110,256.24	5,734,967.21	57.70	9,939,418.00	4,204,450.79
102	Wages - Part-time	149,865.79	844,980.72	49.05	1,722,782.00	877,801.28
103	Payroll Taxes	94,375.99	486,487.70	60.27	807,177.00	320,689.30
109	Workers Comp Insurance	7,072.00	64,598.00	54.12	119,370.00	54,772.00
112	Group Insurance	119,739.61	853,030.02	52.84	1,614,468.00	761,437.98
113	Employees' retirement	60,411.52	1,112,868.19	84.77	1,312,852.00	199,983.81
114	Unemployment Compen.	5,115.00	12,650.00	63.25	20,000.00	7,350.00
Total Personal Services		1,546,836.15	9,109,581.84	58.64	15,536,067.00	6,426,485.16

**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	3,200.00	66.67	4,800.00	1,600.00
206	Rent of Equipment	.00	993.00	14.82	6,700.00	5,707.00
207	Janitorial Services	18,884.00	177,757.38	49.91	356,180.00	178,422.62
208	Maintenance of Facilities	30,226.90	155,020.84	55.39	279,875.00	124,854.16
211	Parking & Transportation	10,352.25	85,709.59	49.18	174,265.00	88,555.41
212	Travel Expenses	279.50	20,797.28	25.15	82,708.00	61,910.72
213	Professional Services	-26,844.69	195,808.18	51.12	383,045.00	187,236.82
214	Security Services	29,723.42	199,935.15	50.91	392,693.00	192,757.85
216	Telephone Services	8,988.58	72,756.87	25.71	282,960.00	210,203.13
217	Electrical Services	20,779.42	262,674.16	50.95	515,530.00	252,855.84
218	Gas Services	10,372.85	18,153.84	26.86	67,585.00	49,431.16
219	Water & Garbage Services	2,533.56	29,578.07	62.26	47,510.00	17,931.93
220	Trigen Energy Services	11,111.97	92,746.38	50.68	183,000.00	90,253.62
226	Memberships	3,334.50	19,178.00	70.37	27,255.00	8,077.00
230	Other Library-Related Services	11,029.00	199,121.82	60.32	330,087.00	130,965.18
231	Automation Contractual	17,246.48	162,631.42	49.52	328,417.00	165,785.58
236	Network Catalog Services	.00	56,169.65	89.48	62,775.00	6,605.35
Total Contractual Services		148,417.74	1,881,220.63	50.87	3,697,750.00	1,816,529.37

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2008

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	9,238.90	62,616.46	30.63	204,420.00	141,803.54
302	Postage	27,825.99	141,354.37	51.07	276,765.00	135,410.63
303	Supplies	16,247.31	534,395.95	80.47	664,100.00	129,704.05
310	Maintenance Supplies	2,092.96	21,600.14	30.42	71,000.00	49,399.86
312	Safety Supplies & Equipment	931.15	2,566.80	19.90	12,900.00	10,333.20
321	Gasoline & Oil	1,849.61	14,505.14	32.23	45,000.00	30,494.86
322	Vehicle Parts & Repairs	218.17	2,894.91	16.08	18,000.00	15,105.09
330	Programming Activities	12,476.25	77,971.88	38.50	202,525.00	124,553.12
331	Other Commodities	722.21	7,756.02	25.01	31,015.00	23,258.98
Total Commodities		71,602.55	865,661.67	56.74	1,525,725.00	660,063.33
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	295,843.46	1,723,329.00	52.62	3,275,170.00	1,551,841.00
404	Government Documents	52.50	1,552.50	31.05	5,000.00	3,447.50
405	Book Repairs & Bindings	.00	177.99	8.09	2,200.00	2,022.01
407	Periodicals & Subscriptions	1,226.00	136,846.28	88.38	154,830.00	17,983.72
408	Furniture, Fixture, & Equipmnt	2,614.37	56,646.17	34.42	164,569.00	107,922.83
409	Motor Vehicles	.00	45,420.00	90.84	50,000.00	4,580.00
410	Automation System & Equipment	23,269.80	380,760.48	79.37	479,719.00	98,958.52
450	Capital Projects	6,892.10	65,052.80	1.38	4,707,815.00	4,642,762.20
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		329,898.23	2,409,785.22	8.90	27,088,509.10	24,678,723.88
		=====	=====		=====	=====
Total Budget		2,096,754.67	14,266,249.36	29.82	47,848,051.10	33,581,801.74
		=====	=====		=====	=====



General Fund F.Y. 07-08

Warrant Register

January 2008

Number	Vendor/Payee	Purpose	Amount	
G-02368	Bank of Oklahoma	Payroll Transmittal-Chks	39,532.44	
		Payroll Transmittal-Chks	18,278.29	
		Payroll Transmittal-Chks	220.00	58,030.73
G-02369	Bank of Oklahoma	Federal Withholding Tax	35,688.60	
		Federal Withholding Tax	2,326.00	38,014.60
G-02370	Oklahoma Tax Commission	State Withholding Tax	12,404.00	
		State Withholding Tax	802.50	13,206.50
G-02371	Mun. Employees Credit Union	Employee Cr Union Deducts	11,375.51	
		Employee Cr Union Deducts	217.50	11,593.01
G-02372	United Way of Central Oklahoma	Employee Deductions	429.72	
		Employee Deductions	8.00	437.72
G-02373	Oklahoma Tax Commission	Employee Deductions	273.95	273.95
G-02374	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09	150.09
G-02375	Bank of America	Payroll Transmittal-DDep	187,690.74	
		Payroll Transmittal-DDep	21,942.70	
		Payroll Transmittal-DDep	1,045.00	210,678.44
G-02376	Nationwide Retirement Solution	Employee Deductions	7,888.69	7,888.69
G-02377	Transamerica Worksite Mrktg.	Employee Deductions	553.07	553.07
G-02378	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,846.01	4,846.01
G-02379	Bank of Oklahoma	Employee Flexplan Deposit	18,822.26	18,822.26
G-02380	Bank of Oklahoma	Employee Soc/Sec Deposits	21,073.96	
		Employee Soc/Sec Deposits	2,925.41	
		Employee Medicare Deposit	4,928.61	
		Employee Medicare Deposit	684.19	
		Employer Soc/Sec Deposits	23,999.58	
		Employer Medicare Deposit	5,612.76	59,224.51
G-02381	MassMutual Financial Group	Employee Contrib -- DC PI	10,661.13	
		Employee Contrib -- DC PI	19,503.04	30,164.17
G-02382	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02383	ODHS Oklahoma Centralized	Employee Deductions	102.55	102.55
G-02384	Administrative Systems, Inc.	Employee Deductions	954.68	954.68
G-02385	Oklahoma Natural Gas Co.	Gas Services	1,143.63	1,143.63
G-02386	Triangle/A & E	Capital Projects	177.30	177.30
G-02387	Locke Supply Co.	Maintenance of Facilities	22.95	22.95
G-02388	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02389	Amazon Credit Plan	Supplies	27.44	27.44
G-02390	City of Warr Acres	Water & Garbage Services	53.50	53.50
G-02391	AT&T	Telephone Services	141.34	141.34
G-02392	Standard Printing Co., Inc.	Supplies	474.90	
		Printing	1,290.00	1,764.90
G-02393	Central Oklahoma Winnelson	Maintenance of Facilities	42.35	42.35
G-02394	TDS Telecom	Telephone Services	115.47	115.47
G-02395	Southwest Trailers & Equipment	Maintenance of Facilities	262.48	262.48
G-02396	Denyveta Davis	Mileage	32.25	32.25
G-02397	Priscilla Doss	Mileage	24.74	24.74
G-02398	Culinary Concepts, LLC	Professional Services	470.28	
		Professional Services	389.00	
		Professional Services	1,034.55	1,893.83
G-02399	Summit Mailing Systems, Inc.	Maintenance of Facilities	473.75	
		Rent of Equipment	270.00	743.75
G-02400	Walker Companies	Supplies	42.26	42.26
G-02401	OSCPA	Professional Services	49.00	49.00



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Number	Vendor/Payee	Purpose		Amount
G-02402	Lynda G. Bahr	Mileage	69.08	69.08
G-02403	The Oklahoma Academy	Memberships	250.00	250.00
G-02404	OK Codes, Inc	Maintenance of Facilities	80.00	80.00
G-02405	Jason's Deli/Deli Partners	Professional Services	118.85	118.85
G-02406	Secure Computing Corp.	Automation Contractual	5,296.16	5,296.16
G-02407	Jeffrey J. Crawford	Security Services	112.50	112.50
G-02408	Jurden Brown, Jr.	Security Service	325.00	325.00
G-02409	John Paull	Security Services	375.00	375.00
G-02410	Dowell Parking Center	Parking	150.00	150.00
G-02411	Meyer,Scherer & Rockcastle, Lt	Professional Services	1,198.32	
		Professional Services	1.75	1,200.07
G-02412	Timothy W. Brewer, Jr.	Security Services	162.50	162.50
G-02413	Lou Dean Jacobs	Programming Activities	125.00	125.00
G-02414	Todd Olberding	Postage	71.05	
		Mileage	161.21	
		Telephone Services	45.45	277.71
G-02415	Walmart Community	Programming Activities	9.96	
		Programming Activities	76.72	86.68
G-02416	USPS/BME	Postage	175.00	175.00
G-02417	Reef Shop Warehouse	Maintenance of Facilities	69.97	69.97
G-02418	Van Bielstein	Mileage	14.55	14.55
G-02419	ESS	Automation Contractual	487.50	487.50
G-02420	John Utley	Telephone Services	35.00	35.00
G-02421	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-02422	AT&T	Telephone Services	55.38	55.38
G-02423	Corporate Express, Inc.	Supplies	101.71	
		Supplies	18.48	
		Supplies	7.38	127.57
G-02424	Securitas Security USA, Inc.	Security Services	6,191.24	
		Security Services	4,610.24	10,801.48
G-02425	Tonda Kelly	Mileage	10.19	10.19
G-02426	Midwest Single Source, Inc.	Furniture	237.00	237.00
G-02427	Bradford Industrial Suppl Corp	Maintenance of Facilities	15.28	15.28
G-02428	O G & E	Electrical Services	3,997.78	3,997.78
G-02429	City of Oklahoma City	Water & Garbage Services	655.52	655.52
G-02430	Brodart, Inc.	Supplies	848.64	848.64
G-02431	Southwestern Stationery and	Supplies	808.00	
		Supplies	32.19	
		Supplies	1,990.80	2,830.99
G-02432	Locke Supply Co.	Maintenance of Facilities	20.91	
		Maintenance of Facilities	105.98	
		Maintenance of Facilities	4.98	131.87
G-02433	Demco	Supplies	376.17	
		Furniture	405.00	
		Supplies	43.30	824.47
G-02434	MASSCO Maintenance Co.	Maintenance Supplies	152.02	152.02
G-02435	Gale Research	Materials	5,444.50	5,444.50
G-02436	UNUM Life Insurance	Grp L-T Disab. Ins.-JAN	6,589.95	6,589.95
G-02437	Alma L. Brown	Programming Activities	69.37	69.37
G-02438	Weston Woods Accts Receivable	Materials	614.34	614.34
G-02439	Baker & Taylor Books	Materials	6,162.38	6,162.38
G-02440	Dun & Bradstreet	Materials	36,477.00	36,477.00



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Number	Vendor/Payee	Purpose		Amount
G-02441	Cheryl Mann	Mileage	5.34	5.34
G-02442	CompSource Oklahoma	Workers Comp Insurance	7,072.00	7,072.00
G-02443	Recorded Books, LLC	Materials	3,663.41	3,663.41
G-02444	The Penworthy Co.	Materials	622.95	622.95
G-02445	Instructional Video, Inc.	Materials	472.41	472.41
G-02446	Gale Group	Materials	4,469.91	4,469.91
G-02447	Salem Press Accounting Office	Materials	335.00	335.00
G-02448	Production Services	Library-Related Services	480.00	480.00
G-02449	Mutual Assurance	Grp Life/AD&D Ins Prm-JAN	29,081.32	29,081.32
G-02450	Anne G. Fischer	Mileage	84.39	84.39
G-02451	BayScan Technologies	Supplies	1,900.00	1,900.00
G-02452	Library Video Co.	Materials	46.85	46.85
G-02453	Martindale-Hubbell	Materials	1,065.00	1,065.00
G-02454	Janet Brooks	Mileage	6.31	6.31
G-02455	INTEGRIS Corporate Assistance	Professional Services	830.00	830.00
G-02456	Oklahoma Air Filter	Maintenance of Facilities	51.48	51.48
G-02457	Blick Art Materials	Supplies	145.80	145.80
G-02458	Oklahoma City Employment Guide	Library-Related Services	298.00	298.00
G-02459	AT&T	Telephone Services	893.75	893.75
G-02460	Kristin Williamson	Professional Services	225.00	225.00
G-02461	Blackstone Audio Books	Materials	378.00	378.00
G-02462	Random House, Inc	Materials	6,553.60	6,553.60
G-02463	A T & T Mobility	Telephone Services	86.00	86.00
G-02464	Brilliance Corporation	Materials	2,633.55	2,633.55
G-02465	Ingram Library Service	Materials	3,059.31	3,059.31
G-02466	R. R. Bowker	Materials	499.50	499.50
G-02467	Bottom Line Personal	Subscription	39.00	39.00
G-02468	XPEDX	Maintenance Supplies	69.23	69.23
G-02469	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	
		Maintenance of Facilities	209.70	913.50
G-02470	Audio Editions	Materials	549.83	549.83
G-02471	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	83.50	83.50
G-02472	Matthew Cotter	Mileage	9.70	9.70
G-02473	Stone Computer & Copier	Other Contr.Svcs-Supplies	48.99	48.99
G-02474	Minuteman Press	Printing	129.35	
		Printing	783.17	912.52
G-02475	Ingram Library Service	Materials	710.49	710.49
G-02476	Tandem Library Group	Materials	99.22	99.22
G-02477	Voss Lighting	Maintenance of Facilities	758.56	
		Maintenance of Facilities	703.32	1,461.88
G-02478	Town of Luther	Water & Garbage	44.25	44.25
G-02479	Barnes & Noble, Inc.	Programming Activities	52.21	52.21
G-02480	Three Ring Circus	Materials	202.35	202.35
G-02481	Center Point Large Print	Materials	122.22	122.22
G-02482	Landon Holman	Mileage	8.73	8.73
G-02483	Anita Roesler	Mileage	15.13	15.13
G-02484	The Library Store, Inc.	Furniture	4,323.84	4,323.84
G-02485	Evans Hardware	Maintenance of Facilities	6.58	
		Maintenance of Facilities	12.38	18.96
G-02486	Dell Marketing L.P.	Computers	3,724.60	
		Computers	38,484.60	
		Computers	43,066.10	

\*\* Continued \*\*



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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02486	Dell Marketing L.P.	Computers	11,911.90	
		Computers	18,326.00	
		Computers	21,074.90	
		Computers	916.30	137,504.40
G-02487	Kelly Fuselier	Programming Activities	100.00	100.00
G-02488	Ruby Soutiere	Mileage	15.52	15.52
G-02489	ExaminerEnterprise	Subscriptions	192.00	192.00
G-02490	Omnigraphics, Inc.	Materials	1,690.02	1,690.02
G-02491	BBC Audiobooks America	Materials	187.50	187.50
G-02492	MCC Centers of Oklahoma	Maintenance of Facilities	23.08	23.08
G-02493	Integrated Technology Group	Supplies	88,862.00	
		Supplies	59,000.00	
		Supplies	59,000.01	
		Supplies	59,000.00	
		Equipment	11,783.55	277,645.56
G-02494	Kevin Colwell	Mileage	12.13	12.13
G-02495	Hard Edge Design, Inc.	Other Commodities	1,350.00	1,350.00
G-02496	City of Harrah	Water & Garbage	48.57	48.57
G-02497	Arkansas Research	Materials	142.50	142.50
G-02498	Eastman Kodak Company	Computer Equipment	1,673.00	1,673.00
G-02499	City of Oklahoma City	Programming Activities	60.00	60.00
G-02500	Crowe & Dunlevy	Professional Services	820.00	
		Professional Services	140.00	960.00
G-02501	John Wood	Mileage	4.85	4.85
G-02502	City of Choctaw	Water & Garbage Services	94.50	94.50
G-02503	Vision Service Plan of	Grp Vision Ins Prem-JAN	2,190.99	2,190.99
G-02504	World Book School & Library	Materials	14,263.00	14,263.00
G-02505	Joshua Schell	Professional Services	936.70	
		Mileage	11.16	947.86
G-02506	Baker & Taylor Entertainment	Materials	4,974.90	
		Materials	67.17	5,042.07
G-02507	Metropolitan Library System	Grp Med/Dtl Ins Prem-JAN	80,612.35	80,612.35
G-02508	Imagination Promotional Group	Professional Services	231.97	231.97
G-02509	Construction Industries Board	Professional Services	30.00	30.00
G-02510	Allied Waste Services #060	Water & Garbage	549.04	549.04
G-02511	Pamela Buchanan	Mileage	17.70	17.70
G-02512	Star Lighting	Maintenance of Facilities	339.89	
		Maintenance of Facilities	199.43	539.32
G-02513	Faith Centered Resources	Materials	376.50	376.50
G-02514	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	130.00
G-02515	Corporate Express, Inc.	Supplies	35.40	
		Supplies	58.56	93.96
G-02516	Securitas Security USA, Inc.	Security Services	5,943.27	5,943.27
G-02517	Baker & Taylor Books	Materials	1,110.87	
		Materials	1,447.40	
		Materials	1,328.43	
		Materials	2,641.95	
		Materials	4,008.81	
		Materials	5,978.42	
		Materials	9,284.23	25,800.11



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Number	Vendor/Payee	Purpose		Amount
G-02518	Baker & Taylor Books	Materials	4,067.75	
		Materials	4,197.84	
		Materials	3,382.13	11,647.72
G-02519	Baker & Taylor Books	Materials	1,149.75	1,149.75
G-02520	Kone Inc	Maintenance of Facilities	252.73	252.73
G-02521	Angela Wall	Programming Activities	60.00	60.00
G-02522	Cheryl Coleman	Programming Activities	61.40	
		Mileage	11.64	73.04
G-02523	Midwest Single Source, Inc.	Supplies	694.40	694.40
G-02524	U.S. Postmaster	Box Rental	52.00	52.00
G-02525	Metropolitan Library System	Professional Services	105.00	
		Library-Related Services	13.53	
		Automation Contractual	24.62	
		Postage	61.17	
		Supplies	64.21	
		Programming Activities	140.97	
		Programming Activities	77.38	
		Other Commodities	43.56	530.44
G-02526	City of Midwest City, Inc.	Water & Garbage Services	231.30	231.30
G-02527	Oklahoma Natural Gas Co.	Gas Services	6,897.50	6,897.50
G-02528	Brodart, Inc.	Supplies	840.00	
		Supplies	28.75	868.75
G-02529	Gaylord Bros.	Supplies	272.36	272.36
G-02530	Gale Research	Materials	4,451.10	4,451.10
G-02531	Highsmith Co., Inc.	Supplies	25.42	25.42
G-02532	Hewlett-Packard Co.	Automation Contractual	12,787.00	12,787.00
G-02533	City of Edmond	Electrical Services	4,299.73	4,299.73
G-02534	Ernestine Clark	Other Commodities	64.99	
		Mileage	14.55	79.54
G-02535	Baker & Taylor Books	Materials	998.22	998.22
G-02536	Central Oklahoma Winnelson	Maintenance of Facilities	9.23	9.23
G-02537	Charles S. Isaacs	Mileage	12.37	
		Telephone Services	35.00	47.37
G-02538	West Group Payment Center	Materials	411.00	411.00
G-02539	Recorded Books, LLC	Materials	440.97	440.97
G-02540	Oklahoma Employment	Unemployment Compen	5,115.00	5,115.00
G-02541	Marilyn E. Backus	Mileage	20.37	20.37
G-02542	City Bites	Programming Activites	140.00	140.00
G-02543	Arphax Publishing Co	Materials	1,056.03	1,056.03
G-02544	Journal Record Publishing	Materials	440.00	440.00
G-02545	Oklahoma Genealogical Society	Professional Services	65.00	65.00
G-02546	Gale Group	Materials	585.41	585.41
G-02547	The Edmond Evening Sun	Subscriptions	87.00	87.00
G-02548	Staples Business Advantage	Supplies	37.97	
		Supplies	185.80	223.77
G-02549	LexisNexis Matthew Bender	Materials	2,041.50	2,041.50
G-02550	Rand McNally	Materials	1,206.88	1,206.88
G-02551	Anne G. Fischer	Telephone Services	50.00	50.00
G-02552	Light Bulb Supply Co., Inc.	Maintenance of Facilities	49.90	49.90
G-02553	Copelin's Office Center	Supplies	19.99	19.99
G-02554	Staples Credit Plan	Supplies	129.99	
		Supplies	37.97	167.96



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Number	Vendor/Payee	Purpose		Amount
G-02555	Library Video Co.	Materials	319.30	319.30
G-02556	Neal-Schuman Publishers, Inc.	Materials	74.25	74.25
G-02557	Commercial Concepts	Maintenance of Facilities	620.00	
		Automation Contractual	500.00	1,120.00
G-02558	H & H Manufacturing &	Maintenance of Facilities	92.00	92.00
G-02559	Beth Wilson	Materials	120.00	120.00
G-02560	Kristin Williamson	Programming Activities	70.93	70.93
G-02561	Ingram Library Service	Materials	3,168.72	3,168.72
G-02562	Julia Ballou	Mileage	20.37	20.37
G-02563	OKC Business	Subscriptions	117.00	117.00
G-02564	XPEDX	Supplies	2,272.11	2,272.11
G-02565	Walker Companies	Programming Supplies	1,268.32	
		Supplies	18.00	1,286.32
G-02566	Fuelman	Fuel	1,849.61	
		Vehicle Parts & Repairs	6.00	1,855.61
G-02567	Chickasaw Telecom, Inc.	Automation Contractual	1,924.00	1,924.00
G-02568	Ingram Library Service	Materials	322.61	322.61
G-02569	Tandem Library Group	Materials	22.09	22.09
G-02570	Voss Lighting	Maintenance of Facilities	67.02	
		Maintenance of Facilities	170.68	
		Maintenance of Facilities	940.75	1,178.45
G-02571	Frances V. Harbert	Mileage	1.84	
		Mileage	.39	
		Programming Activities	143.62	145.85
G-02572	Jimmy Welch	Telephone Services	50.00	50.00
G-02573	Jeffrey J. Crawford	Security Services	112.50	112.50
G-02574	John Mark Dawson	Security Services	300.00	300.00
G-02575	Jurden Brown, Jr.	Security Services	437.50	437.50
G-02576	John Paull	Security Services	450.00	450.00
G-02577	Stanley Campbell	Security Services	212.50	212.50
G-02578	Bank of America	Library-Related Services	203.04	203.04
G-02579	Right Management	Professional Services	8,812.50	8,812.50
G-02580	Meyer,Scherer & Rockcastle, Lt	Professional Services	9,652.50	9,652.50
G-02581	City of Edmond	Water& Garbage Services	192.35	192.35
G-02582	Margaret Collins	Programming Activities	100.00	100.00
G-02583	Jeran Stevens	Security Services	212.50	212.50
G-02584	D C Artists Management	Programming Activities	350.00	350.00
G-02585	Fariba Williams	Mileage	9.22	9.22
G-02586	Office Depot Credit Plan	Supplies	173.98	
		Supplies	112.56	286.54
G-02587	Baker & Taylor Books	Materials	1,702.10	1,702.10
G-02588	Baker & Taylor Entertainment	Materials	2,356.55	
		Materials	123.31	2,479.86
G-02589	Walmart Community	Programming Activities	49.88	49.88
G-02590	Preston Bell	Transportation	40.00	40.00
G-02591	Reef Shop Warehouse	Maintenance of Facilities	61.41	61.41
G-02592	O'Reilly Automotive, Inc.	Maintenance of Facilities	32.28	32.28
G-02593	Marquis Who's Who	Materials	332.00	332.00
G-02594	Melissa Weathers	Mileage	11.64	11.64
G-02595	Cintas Corp.	Maintenance of Facilities	235.11	235.11
G-02596	Accuity	Materials	2,414.00	2,414.00
G-02597	Baker & Taylor Books	Materials	917.75	

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02597	Baker & Taylor Books	Materials	1,525.49
		Materials	6,227.15
		Materials	8,906.73
G-02598	Baker & Taylor Books	Materials	2,476.08
		Materials	5,718.60
		Materials	1,217.12
G-02599	Baker & Taylor Books	Materials	402.75
G-02600	Kone Inc	Maintenance of Facilities	975.00
G-02601	Lloyd Lovely	Mileage	323.50
G-02602	Trigen-OKC Energy Corporation	Engery Services	11,111.97
G-02603	COTPA	Staff Parking	2,576.00
		Staff Parking	2,116.00
		Staff Parking	4,048.00
G-02604	Stacy Schrank	Professional Services	60.97
G-02605	Bank of Oklahoma	Payroll Transmittal-Chks	46,565.12
		Payroll Transmittal-Chks	20,201.97
G-02606	Bank of Oklahoma	Federal Withholding Tax	40,840.60
		Federal Withholding Tax	2,597.00
G-02607	Oklahoma Tax Commission	State Withholding Tax	14,040.00
		State Withholding Tax	860.50
G-02608	Mun. Employees Credit Union	Employee Cr Union Deducts	11,557.51
		Employee Cr Union Deducts	167.50
G-02609	United Way of Central Oklahoma	Employee Deductions	429.72
		Employee Deductions	240.00
		Employee Deductions	8.00
G-02610	Oklahoma Tax Commission	Employee Deductions	476.12
G-02611	Rausch, Sturm, Israel & Hornik	Employee Deductions	155.58
G-02612	Bank of America	Payroll Transmittal-DDep	202,588.49
		Payroll Transmittal-DDep	23,826.76
G-02613	Nationwide Retirement Solution	Employee Deductions	7,888.69
G-02614	Transamerica Worksite Mrktg.	Employee Deductions	553.07
G-02615	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,157.05
G-02616	Bank of Oklahoma	Employee Flexplan Deposit	8,903.53
G-02617	Bank of Oklahoma	Employee Soc/Sec Deposits	23,016.51
		Employee Soc/Sec Deposits	3,199.87
		Employee Medicare Deposit	5,382.88
		Employee Medicare Deposit	748.36
		Employer Soc/Sec Deposits	26,216.11
		Employer Medicare Deposit	6,131.20
G-02618	MassMutual Financial Group	Employee Contrib -- DC PI	11,197.08
		Employer Contrib -- DC PI	20,590.24
G-02619	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-02620	ODHS Oklahoma Centralized	Employee Deductions	102.55
G-02621	Administrative Systems, Inc.	Employee Deductions	954.69
G-02622	Metropolitan Library System	Professional Services	45.00
		Postage	13.97
		Supplies	64.50
		Programming Activities	87.96
		Other Commodities	25.28
G-02623	O G & E	Electrical Services	3,429.00
		Electrical Services	9,052.91



General Fund F.Y. 07-08

Warrant Register

January 2008

Number	Vendor/Payee	Purpose		Amount
G-02624	Oklahoma Natural Gas Co.	Gas Services	606.51	
		Gas Services	1,725.21	2,331.72
G-02625	City of Bethany	Water & Garbage Services	141.24	141.24
G-02626	City of Oklahoma City	Water & Garbage Services	444.71	444.71
G-02627	City of the Village	Water & Garbage Services	80.98	80.98
G-02628	Southwestern Stationery and	Printing	3,921.00	
		Printing	2,004.00	5,925.00
G-02629	Tech-Lock	Maintenance of Facilities	122.00	122.00
G-02630	Demco	Supplies	618.38	
		Supplies	1,262.00	
		Supplies	80.55	
		Supplies	152.75	
		Supplies	1,540.00	
		Supplies	50.70	3,704.38
G-02631	Highsmith Co., Inc.	Furniture	452.23	452.23
G-02632	AT&T	Telephone Services	950.19	
		Telephone Services	1,351.92	
		Telephone Services	328.99	2,631.10
G-02633	Strictly Jobs	Library-Related Services	175.00	175.00
G-02634	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02635	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02636	FedEx	Printing Supplies	4.62	4.62
G-02637	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	
		Maintenance of Facilities	10,150.00	
		Maintenance of Facilities	2,525.00	
		Maintenance of Facilities	285.00	31,844.00
G-02638	Johnstone Supply	Maintenance of Facilities	76.29	76.29
G-02639	The Edmond Evening Sun	Subscriptions	87.00	87.00
G-02640	Hunter's Battery Warehouse	Maintenance of Facilities	137.50	
		Maintenance of Facilities	29.10	166.60
G-02641	School of Metaphysics	Programming Activities	65.00	65.00
G-02642	Full Circle Bookstore	Programming Activities	65.83	65.83
G-02643	Rosemary Czarski	Postage	41.00	
		Programming	18.34	59.34
G-02644	Oklahoma Air Filter	Maintenance of Facilities	49.95	49.95
G-02645	Jonathan Willis	Telephone Services	35.00	35.00
G-02646	Scott's Printing & Copying	Printing	660.87	660.87
G-02647	A. Rifkin Co.	Supplies	80.45	80.45
G-02648	Oklahoma County Newspapers	Subscriptions	72.00	72.00
G-02649	Rotary Club of Oklahoma City	Memberships	54.50	
		Other Commodities	188.50	243.00
G-02650	Chickasaw Telecom, Inc.	Equipment	648.95	648.95
G-02651	Evans Hardware	Maintenance of Facilities	47.01	47.01
G-02652	OPUBCO Communications Group	Library-Related Services	429.91	429.91
G-02653	Heidi Johnson	Memberships	35.00	35.00
G-02654	Harry Hoang	Mileage	3.03	3.03
G-02655	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	126.65	126.65
G-02656	Documation, Inc	Furniture	4,734.60	4,734.60



General Fund F.Y. 07-08

Warrant Register

January 2008

Number	Vendor/Payee	Purpose		Amount
G-02657	Karen Horner	Programming Activities	100.00	100.00
G-02658	ULINE	Supplies	60.83	
		Programming Supplies	61.85	122.68
G-02659	Oklahoma Press Service	Library-Related Services	146.51	146.51
G-02660	John Wood	Telephone Services	50.00	50.00
G-02661	Todd Olberding	Other Commodities	24.51	24.51
G-02662	Cox Communications, Inc.	Telephone Services	2,203.19	
		Telephone Services	1,694.76	3,897.95
G-02663	Commercial Card Solutions	Travel Expense	541.63	
		Travel Expenses	910.15	
		Travel Expenses	541.63	
		Telephone Services	89.70	
		Photography Supplies	115.25	
		Supplies	112.60	
		Supplies	34.19	
		Professional Services	2.00	2,347.15
G-02664	Bureau of Education & Research	Professional Services	195.00	195.00
G-02665	Shawnee News - Star	Subscriptions	132.00	132.00
G-02666	Commercial Card Solutions	Books	399.69	
		Books	912.65	
		Books	141.40	1,453.74
G-02667	Imagenation Promotional Group	Library-Related Services	855.59	855.59
G-02668	Donna Morris	Parking & Transportation	450.00	450.00
G-02669	Susan H. Wood	Programing Activities	250.00	250.00
G-02670	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-02671	Cox Communications, Inc.	Telephone Service - DEC	816.10	816.10
G-02672	Securitas Security USA, Inc.	Security Services	3,874.27	
		Security Services	4,559.92	8,434.19
G-02673	Lloyd Lovely	Other Commodities	51.00	51.00
G-02674	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-02675	City of Del City	Rent of Library Buildings	400.00	400.00
G-02676	HSM Electronic Protection Serv	Maintenance of Facilities	265.80	265.80
G-02677	Triangle/A & E	Capital Projects	62.10	
		Printing	12.20	74.30
G-02678	Brodart, Inc.	Equipment	2,272.80	2,272.80
G-02679	Locke Supply Co.	Maintenance of Facilities	49.34	
		Maintenance of Facilities	37.92	87.26
G-02680	Gale Research	Materials	471.70	471.70
G-02681	Highsmith Co., Inc.	Programming Supplies	22.95	22.95
G-02682	City of Warr Acres	Water & Garbage Services	52.30	52.30
G-02683	AT&T	Telephone Services	140.98	140.98
G-02684	Weston Woods Accts Receivable	Materials	224.45	224.45
G-02685	Baker & Taylor Books	Materials	6,923.72	6,923.72
G-02686	Donna Morris	Travel Expenses	861.84	
		Travel Expenses	375.75	1,237.59
G-02687	Central Oklahoma Winnelson	Maintenance of Facilities	22.30	22.30
G-02688	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00	
		Maintenance of Facilities	2,335.00	3,825.00
G-02689	TDS Telecom	Telephone Services	116.53	116.53
G-02690	Best of Books	Materials	629.20	629.20
G-02691	Barbara Beasley	Other Commodities	27.75	
		Supplies	41.58	69.33



General Fund F.Y. 07-08

Warrant Register

January 2008

Number	Vendor/Payee	Purpose		Amount
G-02692	Recorded Books, LLC	Materials	1,424.43	1,424.43
G-02693	Instructional Video, Inc.	Materials	1,805.35	1,805.35
G-02694	Gale Group	Materials	2,411.05	2,411.05
G-02695	Staples Business Advantage	Supplies	76.58	
		Supplies	47.29	
		Supplies	144.69	
		Supplies	165.99	
		Supplies	46.15	480.70
G-02696	Spaces, Inc.	Maintenance of Facilities	100.00	100.00
G-02697	Hal Leonard Publishing	Materials	448.09	448.09
G-02698	Library Video Co.	Materials	159.75	159.75
G-02699	Worldwide Directories	Materials	131.73	131.73
G-02700	Random House, Inc	Materials	4,739.61	4,739.61
G-02701	Crystal Data/Business Products	Supplies	4,165.50	4,165.50
G-02702	Brilliance Corporation	Materials	2,278.23	2,278.23
G-02703	Ingram Library Service	Materials	1,081.88	
		Materials	1,279.79	2,361.67
G-02704	Audio Editions	Materials	950.43	950.43
G-02705	United States Postal Service	Postage	9,000.00	9,000.00
G-02706	Jason Meyers	Programming Activities	1,160.94	1,160.94
G-02707	Ingram Library Service	Materials	1,187.61	
		Materials	52.50	1,240.11
G-02708	Tandem Library Group	Materials	1,103.05	1,103.05
G-02709	Voss Lighting	Maintenance of Facilities	756.91	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	95.00	946.91
G-02710	Barnes & Noble, Inc.	Materials	2,080.07	2,080.07
G-02711	True Colors Association	Memberships	35.00	35.00
G-02712	Center Point Large Print	Materials	826.14	826.14
G-02713	Dana Phillips	Professional Services	600.00	600.00
G-02714	Landon Holman	Professional Services	450.00	450.00
G-02715	Maverick Books	Materials	91.96	91.96
G-02716	Jeffrey J. Crawford	Security Services	437.50	437.50
G-02717	CDW Government, Inc.	Computer Equipment	490.00	490.00
G-02718	Miguel A. Campos	Security Services	212.50	212.50
G-02719	Jurden Brown, Jr.	Security Services	650.00	650.00
G-02720	John Paull	Security Services	437.50	437.50
G-02721	ProQuest	Materials	4,300.00	4,300.00
G-02722	Kelly Mitchell Osborne	Programming Activities	380.00	380.00
G-02723	Omniplex	Programming Activities	150.00	150.00
G-02724	Postmaster	Postage	2,500.00	2,500.00
G-02725	Beacon Publishing Company	Subscriptions	50.00	50.00
G-02726	BBC Audiobooks America	Materials	8.00	8.00
G-02727	Kim Ventrella	Other Commodities	50.00	50.00
G-02728	Rhodes, Hieronymus, Jones	Professional Services	350.40	350.40
G-02729	Arkansas Research	Materials	31.00	31.00
G-02730	Office Depot Credit Plan	Repair of Equipment	144.99	
		Automation Contractual	59.99	
		Supplies	121.30	326.28
G-02731	Baker & Taylor Books	Materials	3,291.16	3,291.16
G-02732	Upstate Networks, Inc.	Automation Contractual	1,288.45	1,288.45
G-02733	Baker & Taylor Entertainment	Materials	6,958.56	

\*\* Continued \*\*



General Fund F.Y. 07-08

Warrant Register

January 2008

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02733	Baker & Taylor Entertainment	Materials	3,526.37	10,484.93
G-02734	C.O.V.A.	Memberships	20.00	20.00
G-02735	Reef Shop Warehouse	Maintenance of Facilities	61.50	61.50
G-02736	The Tribune	Library-Related Services	42.30	42.30
G-02737	Giac Quang Temple	Programming Activities	200.00	200.00
G-02738	Evelyn Carol Gilbert	Mileage	104.83	104.83
G-02739	Canyon Records	Materials	59.78	59.78
G-02740	Star Lighting	Maintenance of Facilities	40.35	
		Maintenance of Facilities	759.84	800.19
G-02741	AT&T	Telephone Services	58.68	58.68
G-02742	Corporate Express, Inc.	Supplies	80.31	80.31
G-02743	Securitas Security USA, Inc.	Security Services	6,263.20	6,263.20
G-02744	Baker & Taylor Books	Materials	768.72	
		Materials	905.00	
		Materials	4,060.84	
		Materials	2,633.94	
		Materials	8,896.83	
		Materials	3,857.03	
		Materials	8,835.31	
		Materials	5,594.30	35,551.97
G-02745	Baker & Taylor Books	Materials	1,026.08	
		Materials	9,714.84	
		Materials	4,772.94	
		Materials	7,291.58	
		Materials	781.04	23,586.48
G-02746	Baker & Taylor Books	Materials	2,369.46	2,369.46
G-02747	Laura Schaller	Programming Activities	50.00	50.00
G-02748	Daily Ardmoreite	Subscriptions	115.00	115.00
G-02749	Sabre Technologies	Supplies	3,540.00	
		Supplies	1,050.00	4,590.00
G-02750	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-02751	Kiona Millirons	Programming Activities	150.00	150.00
G-02752	Bank of Oklahoma	Payroll Transmittal-Chks	44,227.73	
		Payroll Transmittal-Chks	19,531.16	63,758.89
G-02753	Bank of Oklahoma	Federal Withholding Tax	40,957.60	
		Federal Withholding Tax	2,489.00	43,446.60
G-02754	Oklahoma Tax Commission	State Withholding Tax	14,175.00	
		State Withholding Tax	807.50	14,982.50
G-02755	Mun. Employees Credit Union	Employee Cr Union Deducts	11,855.13	
		Employee Cr Union Deducts	167.50	12,022.63
G-02756	Oklahoma Tax Commission	Employee Deductions	317.46	317.46
G-02757	Rausch, Sturm, Israel & Hornik	Employee Deductions	155.58	155.58
G-02758	Bank of America	Payroll Transmittal-DDep	208,384.48	
		Payroll Transmittal-DDep	24,169.16	232,553.64
G-02759	Nationwide Retirement Solution	Employee Deductions	7,888.69	7,888.69
G-02760	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,961.28	4,961.28
G-02761	Bank of Oklahoma	Employee Soc/Sec Deposits	23,105.84	
		Employee Soc/Sec Deposits	3,166.40	
		Employee Medicare Deposit	5,403.84	
		Employee Medicare Deposit	740.52	
		Employer Soc/Sec Deposits	26,272.10	

\*\* Continued \*\*

General Fund F.Y. 07-08

**Warrant Register**

January 2008

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02761	Bank of Oklahoma	Employer Medicare Deposit	6,144.24
G-02762	MassMutual Financial Group	Employee Contrib -- DC PI	11,040.86
		Employer Contrib -- DC PI	20,318.24
G-02763	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-02764	ODHS Oklahoma Centralized	Employee Deductions	102.55
		Total of FY 07-08 Warrants Issued	\$ 2,549,292.61

General Fund F.Y. 06-07

**Warrant Register**

January 2008

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05398	Label Design & Supplies	Supplies	11,133.04	11,133.04
G-05399	Studio Architecture PC	Capital Projects	38,748.40	38,748.40
Total of FY 06-07 Warrants Issued				\$ 49,881.44



Special Funds

Warrant Register

January 2008

Number	Vendor/Payee	Purpose		Amount
S-13484	MTM Midwest Trophy	Staff Recognition Expense	75.00	75.00
S-13485	Culinary Concepts, LLC	Reception	1,219.00	1,219.00
S-13486	Oklahoma City Florist	Floral Decorations	499.00	499.00
S-13487	Gale Group	Materials	51.92	51.92
S-13488	Center Point Large Print	Materials	40.14	40.14
S-13489	Baker & Taylor Books	Materials	9.85	9.85
S-13490	Barnes & Noble, Inc.	Books	819.14	819.14
S-13491	Pam Schalk	Meeting Room Refund	20.00	20.00
S-13492	BMI Systems Corp.	Copy Fund	78.50	
		Copy Fund	31.62	
		Copy Fund	313.75	
		Copy Fund	93.63	
		Copy Fund	73.30	
		Copy Fund	78.50	
		Copy Fund	61.71	731.01
S-13493	Standley Systems	Copier Usage	155.50	
		Copier Usage	251.49	406.99
S-13494	Hard Edge Design, Inc.	Volunteer Recognition	1,500.00	1,500.00
S-13495	Baker & Taylor Books	Materials	9.85	9.85
S-13496	Jacquelyn J. Taylor	Lost & Paid Book Returned	260.15	260.15
S-13497	Gale Group	Materials	27.96	27.96
S-13498	Susan E. Reynolds	Lost & Paid Book Returned	9.00	9.00
S-13499	Georgiana T. Peterson	Lost & Paid Book Returned	44.71	44.71
S-13500	St Louis County Library	Lost IL Loan Material	11.99	11.99
S-13501	Lisa N. Johnston	Lost & Paid Book Returned	3.00	3.00
S-13502	Jennifer L. Ayotte	Lost & Paid Book Returned	3.00	3.00
S-13503	Kearstyn E. Murphy	Lost & Paid Book Returned	3.00	3.00
S-13504	Ashely M. Stewart	Lost & Paid Book Returned	9.99	9.99
S-13505	Jill R. Miller	Lost & Paid Book Returned	6.99	6.99
S-13506	Marcia M. Vanwormer	Lost & Paid Book Returned	20.00	20.00
S-13507	Louis M. Gasbarra	Lost & Paid Book Returned	18.28	18.28
S-13508	Sherry L. Black	Lost & Paid Book Returned	8.99	8.99
S-13509	Malcolm G. Owens	Lost & Paid Book Returned	3.00	3.00
S-13510	Billie R. Dunn	Lost & Paid Book Returned	3.00	3.00
S-13511	Michelle R. Brooks	Lost & Paid Book Returned	3.00	3.00
S-13512	Lani S. Griffin	Lost & Paid Book Returned	3.00	3.00
S-13513	Lynnetta M. Banks	Lost & Paid Book Returned	3.00	3.00
S-13514	Robbie E. Orr	Lost & Paid Book Returned	6.00	6.00
S-13515	Ariel Benny	Lost & Paid Book Returned	12.50	12.50
S-13517	John Brandon Pratt	Lost & Paid Book Returned	16.95	16.95
S-13518	Jessica L. Dye	Lost & Paid Book Returned	9.99	9.99
S-13519	Amber A. Shockey	Lost & Paid Book Returned	5.69	5.69
S-13520	Gretchen A. Reasner	Lost & Paid Book Returned	3.00	3.00
S-13521	Gayle L. Brown	Lost & Paid Book Returned	3.00	3.00
S-13522	Metropolitan Library System	Transfer of Fines & Fees	37,000.00	37,000.00
S-13523	Friends of the Metro. Library	Grant Balance Refund	145.03	145.03
S-13524	The University of Arizona	Borrowing Fees	25.00	25.00
S-13525	Metropolitan Library System	Petty Cash	442.00	442.00
S-13526	MTM Midwest Trophy	Staff Recognition Expense	5.00	5.00
S-13527	Walker Companies	Programming Supplies	5,000.00	5,000.00
S-13528	Baker & Taylor Books	Materials	8.21	8.21
S-13529	Carri D. Nelson	Lost & Paid Book Returned	3.00	3.00



Special Funds

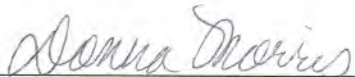
Warrant Register

January 2008

Number	Vendor/Payee	Purpose		Amount
S-13530	Jacquelyn J. Taylor	Lost & Paid Book Returned	81.00	81.00
S-13531	Oklahoma Tax Commission	State Sales Tax-Dec 2007	58.08	58.08
S-13532	Sharon A. Nolan	Lost & Paid Book Returned	20.00	20.00
S-13533	Sammie S. Dunn	Lost & Paid Book Returned	13.95	13.95
S-13534	Alexander J. Capps	Lost & Paid Book Returned	8.99	8.99
S-13535	Camryn E. Sturgill	Lost & Paid Book Returned	3.00	3.00
S-13536	Debbie Nevard	Lost & Paid Book Returned	21.00	21.00
S-13537	Katie L. Oliphant	Lost & Paid Book Returned	4.95	4.95
S-13538	Nyla H. Hicks	Lost & Paid Book Returned	4.65	4.65
S-13539	David T. Rodgers	Lost & Paid Book Returned	3.00	3.00
S-13540	Oklahoma Tax Commission	State Sales Tax-Dec 2007	211.47	211.47
S-13541	Full Circle Bookstore	Programming Books	268.32	268.32
S-13542	Gale Group	Materials	49.96	49.96
S-13543	Jerry E. Stephens	Lost & Paid Book Returned	10.49	10.49
S-13544	Center Point Large Print	Materials	40.14	40.14
S-13545	Tina L. Ware	Lost & Paid Book Returned	3.99	3.99
S-13546	Gamuchirai J. Hativagone	Lost & Paid Book Returned	3.00	3.00
S-13547	Christian I. Respicio	Lost & Paid Book Returned	16.95	16.95
S-13548	Beverly A. Lassiter	Lost & Paid Book Returned	4.00	4.00
S-13549	Jaron Z. Keller	Lost & Paid Book Returned	7.54	7.54
S-13550	Amber L. Hensley	Lost & Paid Book Returned	3.00	3.00
S-13551	Magdalena Rensvold	Lost & Paid Book Returned	3.00	3.00
S-13552	Lynsey M. Glass	Lost & Paid Book Returned	3.00	3.00
S-13553	Timothy Lyon	Lost & Paid Book Returned	6.00	6.00
S-13554	Beverly Morgan	Lost & Paid Book Returned	3.00	3.00
S-13555	Minnesota Historical Society	ILL Borrowing Fees	8.50	8.50
S-13556	Baker & Taylor	OCCF/Invisible Man	947.42	947.42
S-13557	Jason Meyers	Programming	151.38	151.38
S-13558	Full Circle Bookstore	Books	70.24	70.24
Total of Special Funds Warrants Issued				\$ 50,539.35

I, Donna Morris, certify that:

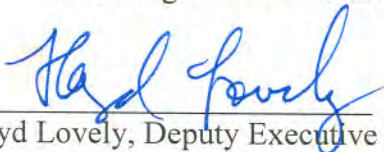
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

2-13-08  
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

2-13-08  
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: Compensation Study**

Provided for in the FY 2007-2008 budget is the request for a comprehensive compensation survey of the Metropolitan Library System.

Specifications were prepared and bids were let for 23 days and were advertised for two days (November 27 and 29, 2007) in ***The Oklahoman***. Bids were sent to two prospective vendors.

A pre-bid meeting was conducted on Thursday, December 6, 2007. One vendor attended.

Bids were received and publicly opened on Tuesday December 18, 2007. One vendor responded.

**James Associates**

**\$15,400.00**

The vendor is located in Oklahoma City.

The staff has reviewed the bid received and the references submitted by James Associates and have found the proposal to be acceptable to the Library.

This is the second time this request for bids has been let. Only one bid was received on the first letting. That bid was rejected.

### **RECOMMENDATION:**

That the Commission award the contract for a Compensation Survey to James Associates in the amount of \$15,400. Adequate funding is available in the FY 2007-08 budget, account 213.

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

### ***The A & P Committee met January 16, 2008, for:***

#### **I. Executive Session**

To discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Review the grievance of Peter Roberson, Maintenance Technician, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director.



**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Wednesday, January 16, 2008 TIME: 3:00 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, January 10, 2008. 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 January 14, 2008, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Dr. Ann Caine  
Carolyn Cornelius  
Margaret Graham  
Alexandra Vera

**COMMITTEE MEMBERS EXCUSED:**

Marguerite Ross

**OTHERS PRESENT:**

Raymond C. Durbin, Attorney for Peter Roberson  
Peter Roberson  
Courtney K. Warmington, Attorney for Metropolitan Library System

**ESTIMATE OF OTHERS PRESENT: 3**

I. The meeting was called to order at 3:07 p.m. by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Graham, Vera, Caine.

II. Dr. Caine called for a motion to move into Executive Session to review the grievance of Peter Roberson, Maintenance Technician I, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

**Ms. Margaret Graham moved to go into Executive Session. Mrs. Carolyn Cornelius seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 3:09 p.m.

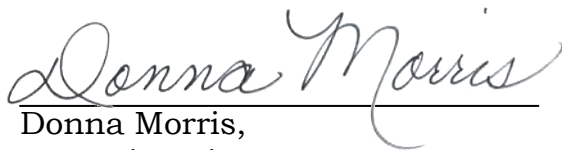
**Ms. Graham moved to end Executive Session. Mrs. Cornelius seconded. No further discussion. Motion passed unanimously.**

The Committee ended Executive Session at 5:55 p.m.

III. Dr. Caine called for the motion from committee.

**Mrs. Alexandra Vera recommended to move the January 16, 2008 meeting of the Administrative and Personnel Committee concerning the grievance of Peter Roberson be adjourned and reconvened at a date to be determined by the parties involved and in accordance with the Oklahoma Open Meeting Act. Mrs. Cornelius seconded. No further discussion. Motion passed unanimously.**

IV. Dr. Caine adjourned the meeting at 6:00 p.m.

  
Donna Morris,  
Executive Director  
(Secretary)

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

### ***The A & P Committee met January 24, 2008, for:***

#### **I. Executive Session**

To discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Review the grievance of Peter Roberson, Maintenance Technician, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director.

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Thursday, January 24, 2008 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, January 18, 2008. 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 January 22, 2008, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Dr. Ann Caine  
Carolyn Cornelius  
Margaret Graham  
Alexandra Vera

**COMMITTEE MEMBERS EXCUSED:**

Marguerite Ross

**OTHERS PRESENT:**

Raymond C. Durbin, Attorney for Peter Roberson  
Peter Roberson  
Courtney K. Warmington, Attorney for Metropolitan Library System

**ESTIMATE OF OTHERS PRESENT: 3**

I. The meeting was called to order at 3:32 p.m. by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Graham, Vera, Caine.

II. Dr. Caine called for a motion to move into Executive Session to review the grievance of Peter Roberson, Maintenance Technician I, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

**Mrs. Carolyn Cornelius moved to go into Executive Session.  
Mrs. Alexandra Vera seconded. No further discussion. Motion  
passed unanimously.**

The Committee went into Executive Session at 3:34 p.m.

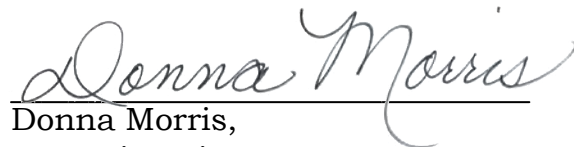
**Mrs. Cornelius moved to end Executive Session. Mrs. Vera  
seconded. No further discussion. Motion passed unanimously.**

The Committee ended Executive Session at 7:01 p.m.

III. Dr. Caine called for the motion from committee.

**Ms. Margaret Graham moved to reinstate Mr. Peter Roberson,  
effective immediately. Mrs. Vera seconded. Discussion followed.  
Motion passed unanimously.**

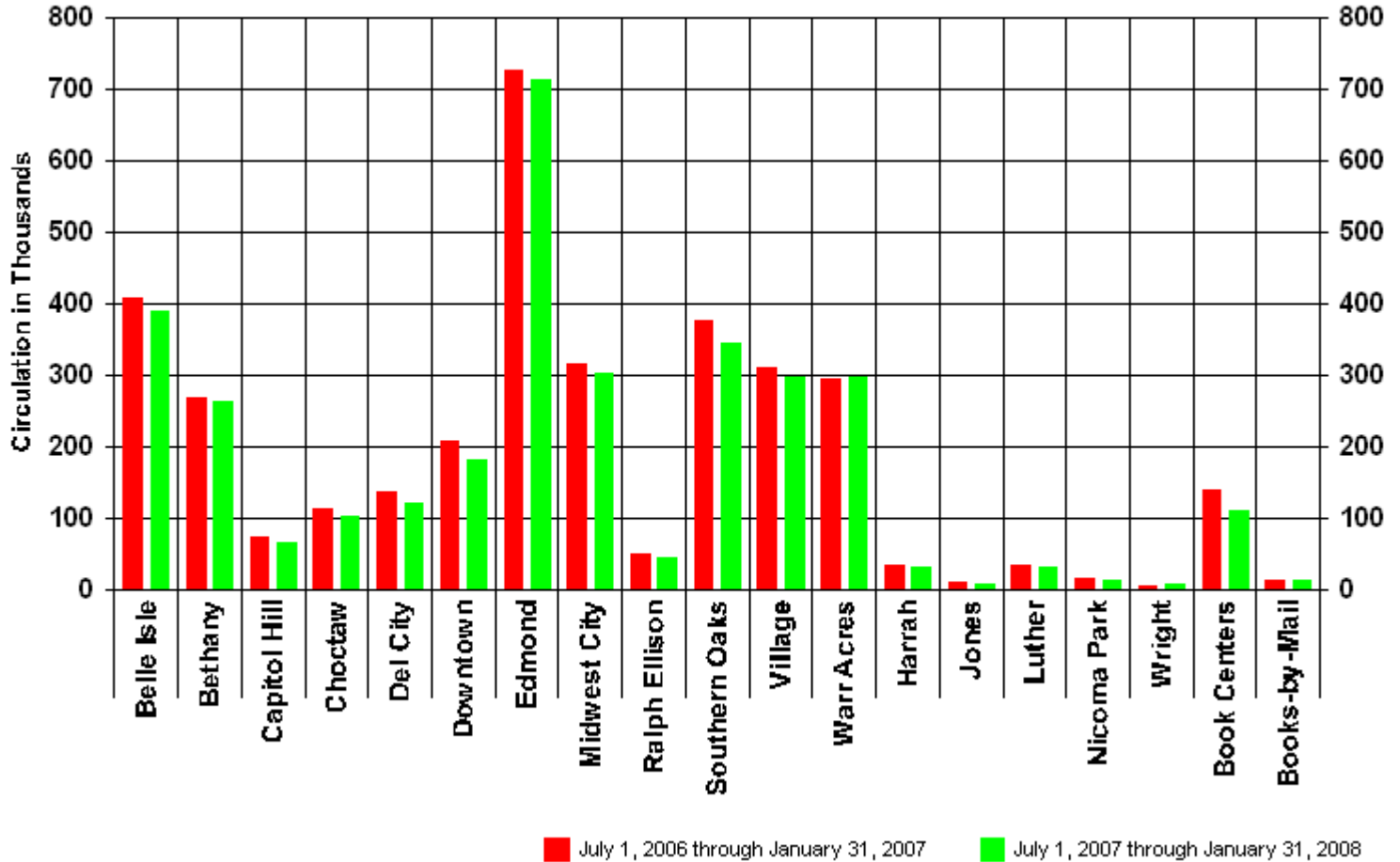
IV. Dr. Caine adjourned the meeting at 7:05 p.m.



Donna Morris,  
Executive Director  
(Secretary)

## **Circulation Gains and Losses**

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

<b>JANUARY 31, 2008</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	07	45256	306846	13711	101170	58967	408016	
	08	43541	296459	12657	92782	56198	389241	
		<b>-1715</b>	<b>-10387</b>	<b>-1054</b>	<b>-8388</b>	<b>-2769</b>	<b>-18775</b>	<b>-4.6</b>
BETHANY	07	27757	183251	11452	84212	39209	267463	
	08	25985	180508	10300	81633	36285	262141	
		<b>-1772</b>	<b>-2743</b>	<b>-1152</b>	<b>-2579</b>	<b>-2924</b>	<b>-5322</b>	<b>-2.0</b>
CAPITOL HILL	07	6755	47591	3304	24338	10059	71929	
	08	6122	44723	2575	19793	8697	64516	
		<b>-633</b>	<b>-2868</b>	<b>-729</b>	<b>-4545</b>	<b>-1362</b>	<b>-7413</b>	<b>-10.3</b>
CHOCTAW	07	10908	70941	5299	41291	16207	112232	
	08	8647	61571	5428	40001	14075	101572	
		<b>-2261</b>	<b>-9370</b>	<b>129</b>	<b>-1290</b>	<b>-2132</b>	<b>-10660</b>	<b>-9.5</b>
DEL CITY	07	13748	96606	4889	38665	18637	135271	
	08	11890	85878	4316	35017	16206	120895	
		<b>-1858</b>	<b>-10728</b>	<b>-573</b>	<b>-3648</b>	<b>-2431</b>	<b>-14376</b>	<b>-10.6</b>
DOWNTOWN	07	21419	156336	6280	51975	27699	208311	
	08	18614	138373	5563	42021	24177	180394	
		<b>-2805</b>	<b>-17963</b>	<b>-717</b>	<b>-9954</b>	<b>-3522</b>	<b>-27917</b>	<b>-13.4</b>
EDMOND	07	64576	425855	39870	300647	104446	726502	
	08	60306	418465	38025	295081	98331	713546	
		<b>-4270</b>	<b>-7390</b>	<b>-1845</b>	<b>-5566</b>	<b>-6115</b>	<b>-12956</b>	<b>-1.8</b>
MIDWEST CITY	07	33200	226160	11817	87643	45017	313803	
	08	30107	213670	11978	87659	42085	301329	
		<b>-3093</b>	<b>-12490</b>	<b>161</b>	<b>16</b>	<b>-2932</b>	<b>-12474</b>	<b>-4.0</b>
RALPH ELLISON	07	5982	37409	2173	12088	8155	49497	
	08	5115	33564	1380	11095	6495	44659	
		<b>-867</b>	<b>-3845</b>	<b>-793</b>	<b>-993</b>	<b>-1660</b>	<b>-4838</b>	<b>-9.8</b>
SOUTHERN OAKS	07	40282	279576	13983	96560	54265	376136	
	08	36092	254809	11749	90342	47841	345151	
		<b>-4190</b>	<b>-24767</b>	<b>-2234</b>	<b>-6218</b>	<b>-6424</b>	<b>-30985</b>	<b>-8.2</b>
VILLAGE	07	29691	211071	12843	97799	42534	308870	
	08	29172	205548	12076	91248	41248	296796	
		<b>-519</b>	<b>-5523</b>	<b>-767</b>	<b>-6551</b>	<b>-1286</b>	<b>-12074</b>	<b>-3.9</b>
WARR ACRES	07	29738	197622	14044	97394	43782	295016	
	08	28046	200938	11838	94969	39884	295907	
		<b>-1692</b>	<b>3316</b>	<b>-2206</b>	<b>-2425</b>	<b>-3898</b>	<b>891</b>	<b>.3</b>



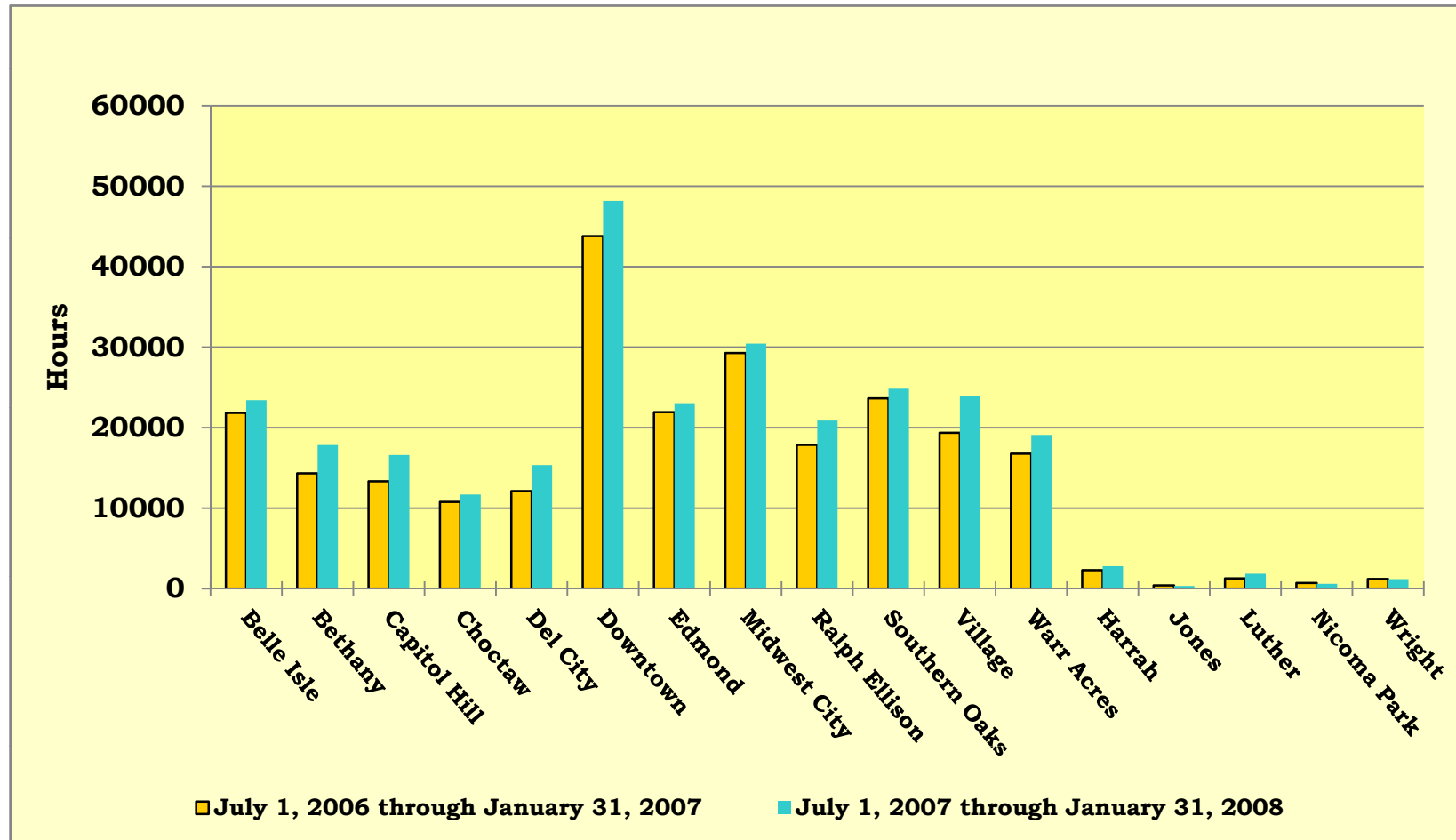
## **Circulation Gains and Losses**

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

<b>JANUARY 31, 2008</b>		<b><u>ADULT</u></b> <b><u>MONTH</u></b>	<b><u>ADULT</u></b> <b><u>YEAR</u></b>	<b><u>JUVENILE</u></b> <b><u>MONTH</u></b>	<b><u>JUVENILE</u></b> <b><u>YEAR</u></b>	<b><u>TOTAL</u></b> <b><u>MONTH</u></b>	<b><u>TOTAL</u></b> <b><u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	07	3285	22696	1149	9245	4434	31941	
	08	3455	21962	1416	9171	4871	31133	
		<b>170</b>	<b>-734</b>	<b>267</b>	<b>-74</b>	<b>437</b>	<b>-808</b>	<b>-2.5</b>
JONES	07	1044	7761	226	1796	1270	9557	
	08	743	5531	301	1799	1044	7330	
		<b>-301</b>	<b>-2230</b>	<b>75</b>	<b>3</b>	<b>-226</b>	<b>-2227</b>	<b>-23.3</b>
LUTHER	07	3789	24247	812	7556	4601	31803	
	08	3605	23461	869	6525	4474	29986	
		<b>-184</b>	<b>-786</b>	<b>57</b>	<b>-1031</b>	<b>-127</b>	<b>-1817</b>	<b>-5.7</b>
NICOMA PARK	07	1603	12867	325	2907	1928	15774	
	08	1748	10467	225	1830	1973	12297	
		<b>145</b>	<b>-2400</b>	<b>-100</b>	<b>-1077</b>	<b>45</b>	<b>-3477</b>	<b>-22.0</b>
WRIGHT	07	540	4360	88	970	628	5330	
	08	712	4722	126	1375	838	6097	
		<b>172</b>	<b>362</b>	<b>38</b>	<b>405</b>	<b>210</b>	<b>767</b>	<b>14.4</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	07	9465	65652	6001	71678	15466	137330	
	08	9594	67094	6136	42588	15730	109682	
		<b>129</b>	<b>1442</b>	<b>135</b>	<b>-29090</b>	<b>264</b>	<b>-27648</b>	<b>-20.1</b>
BOOKS-BY-MAIL	07	1730	10834	0	0	1730	10834	
	08	1851	11976	0	0	1851	11976	
		<b>121</b>	<b>1142</b>	<b>0</b>	<b>0</b>	<b>121</b>	<b>1142</b>	<b>10.5</b>
TOTALS	07	350768	2387681	148266	1127934	499034	3515615	
	08	325345	2279719	136958	1044929	462303	3324648	
		<b>-25423</b>	<b>-107962</b>	<b>-11308</b>	<b>-83005</b>	<b>-36731</b>	<b>-190967</b>	<b>-5.4</b>

## Total Computer Hours Used by Library

July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)



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## Total Computer Usage

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	266		4,244		3,048.60		3,371		31,062		21,841.73	
	08	292		4,599		3,359.71		3,232		32,762		23,404.60	
		<b>26</b>	<b>9.8</b>	<b>355</b>	<b>8.4</b>	<b>311.11</b>	<b>10.2</b>	<b>-139</b>	<b>-4.1</b>	<b>1,700</b>	<b>5.5</b>	<b>1,562.87</b>	<b>7.2</b>
BETHANY	07	209		3,212		2,397.80		2,128		19,526		14,329.80	
	08	249		3,296		2,506.08		2,561		23,910		17,850.44	
		<b>40</b>	<b>19.1</b>	<b>84</b>	<b>2.6</b>	<b>108.28</b>	<b>4.5</b>	<b>433</b>	<b>20.3</b>	<b>4,384</b>	<b>22.5</b>	<b>3,520.64</b>	<b>24.6</b>
CAPITOL HILL	07	133		2,466		1,985.07		2,008		17,612		13,331.05	
	08	215		2,887		2,386.64		2,201		20,993		16,599.95	
		<b>82</b>	<b>61.7</b>	<b>421</b>	<b>17.1</b>	<b>401.57</b>	<b>20.2</b>	<b>193</b>	<b>9.6</b>	<b>3,381</b>	<b>19.2</b>	<b>3,268.90</b>	<b>24.5</b>
CHOCTAW	07	83		1,486		1,443.61		1,244		12,350		10,774.49	
	08	96		1,827		1,599.28		1,309		14,194		11,702.35	
		<b>13</b>	<b>15.7</b>	<b>341</b>	<b>22.9</b>	<b>155.67</b>	<b>10.8</b>	<b>65</b>	<b>5.2</b>	<b>1,844</b>	<b>14.9</b>	<b>927.86</b>	<b>8.6</b>
DEL CITY	07	165		2,203		1,661.34		1,927		16,340		12,123.40	
	08	192		2,639		2,106.12		2,289		20,201		15,351.29	
		<b>27</b>	<b>16.4</b>	<b>436</b>	<b>19.8</b>	<b>444.78</b>	<b>26.8</b>	<b>362</b>	<b>18.8</b>	<b>3,861</b>	<b>23.6</b>	<b>3,227.89</b>	<b>26.6</b>
DOWNTOWN	07	289		7,558		5,984.67		3,601		56,412		43,791.23	
	08	293		9,257		6,903.63		3,261		66,185		48,173.85	
		<b>4</b>	<b>1.4</b>	<b>1,699</b>	<b>22.5</b>	<b>918.96</b>	<b>15.4</b>	<b>-340</b>	<b>-9.4</b>	<b>9,773</b>	<b>17.3</b>	<b>4,382.62</b>	<b>10.0</b>
EDMOND	07	289		4,150		3,114.61		3,697		30,841		21,922.74	
	08	320		4,359		3,344.88		3,620		30,914		23,040.58	
		<b>31</b>	<b>10.7</b>	<b>209</b>	<b>5.0</b>	<b>230.27</b>	<b>7.4</b>	<b>-77</b>	<b>-2.1</b>	<b>73</b>	<b>.2</b>	<b>1,117.84</b>	<b>5.1</b>
MIDWEST CITY	07	385		5,675		4,105.76		4,657		40,284		29,272.99	
	08	362		6,116		4,457.43		4,611		41,859		30,435.53	
		<b>-23</b>	<b>-6.0</b>	<b>441</b>	<b>7.8</b>	<b>351.67</b>	<b>8.6</b>	<b>-46</b>	<b>-1.0</b>	<b>1,575</b>	<b>3.9</b>	<b>1,162.54</b>	<b>4.0</b>
RALPH ELLISON	07	213		3,369		2,654.77		2,439		22,026		17,867.53	
	08	202		4,067		3,199.05		2,214		27,665		20,888.34	
		<b>-11</b>	<b>-5.2</b>	<b>698</b>	<b>20.7</b>	<b>544.28</b>	<b>20.5</b>	<b>-225</b>	<b>-9.2</b>	<b>5,639</b>	<b>25.6</b>	<b>3,020.81</b>	<b>16.9</b>

## Total Computer Usage

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	340		4,677		3,287.34		4,247		33,689		23,647.81	
	08	380		4,816		3,570.48		4,173		34,031		24,837.66	
		<b>40</b>	<b>11.8</b>	<b>139</b>	<b>3.0</b>	<b>283.14</b>	<b>8.6</b>	<b>-74</b>	<b>-1.7</b>	<b>342</b>	<b>1.0</b>	<b>1,189.85</b>	<b>5.0</b>
VILLAGE	07	297		4,339		3,211.11		3,224		27,608		19,355.83	
	08	308		4,625		3,415.58		3,379		33,086		23,942.56	
		<b>11</b>	<b>3.7</b>	<b>286</b>	<b>6.6</b>	<b>204.47</b>	<b>6.4</b>	<b>155</b>	<b>4.8</b>	<b>5,478</b>	<b>19.8</b>	<b>4,586.73</b>	<b>23.7</b>
WARR ACRES	07	221		3,291		2,493.58		2,646		23,454		16,766.20	
	08	244		3,777		2,790.90		2,706		27,298		19,093.87	
		<b>23</b>	<b>10.4</b>	<b>486</b>	<b>14.8</b>	<b>297.32</b>	<b>11.9</b>	<b>60</b>	<b>2.3</b>	<b>3,844</b>	<b>16.4</b>	<b>2,327.67</b>	<b>13.9</b>
HARRAH	07	44		494		377.93		342		3,126		2,301.17	
	08	50		549		432.41		422		3,650		2,790.76	
		<b>6</b>	<b>13.6</b>	<b>55</b>	<b>11.1</b>	<b>54.48</b>	<b>14.4</b>	<b>80</b>	<b>23.4</b>	<b>524</b>	<b>16.8</b>	<b>489.59</b>	<b>21.3</b>
JONES	07	7		90		70.52		64		564		413.02	
	08	8		70		53.59		60		432		344.22	
		<b>1</b>	<b>14.3</b>	<b>-20</b>	<b>-22.2</b>	<b>-16.93</b>	<b>-24.0</b>	<b>-4</b>	<b>-6.3</b>	<b>-132</b>	<b>-23.4</b>	<b>-68.80</b>	<b>-16.7</b>
LUTHER	07	10		207		165.00		238		1,645		1,278.03	
	08	34		507		457.44		263		2,245		1,859.12	
		<b>24</b>	<b>240.0</b>	<b>300</b>	<b>144.9</b>	<b>292.44</b>	<b>177.2</b>	<b>25</b>	<b>10.5</b>	<b>600</b>	<b>36.5</b>	<b>581.09</b>	<b>45.5</b>
NICOMA PARK	07	12		101		63.68		106		902		705.00	
	08	7		136		89.16		109		883		607.84	
		<b>-5</b>	<b>-41.7</b>	<b>35</b>	<b>34.7</b>	<b>25.48</b>	<b>40.0</b>	<b>3</b>	<b>2.8</b>	<b>-19</b>	<b>-2.1</b>	<b>-97.16</b>	<b>-13.8</b>
WRIGHT	07	13		308		213.62		118		1,797		1,195.40	
	08	12		271		182.51		139		1,637		1,190.84	
		<b>-1</b>	<b>-7.7</b>	<b>-37</b>	<b>-12.0</b>	<b>-31.11</b>	<b>-14.6</b>	<b>21</b>	<b>17.8</b>	<b>-160</b>	<b>-8.9</b>	<b>-4.56</b>	<b>-.4</b>
TOTAL	07	2,976		47,870		36,279.01		36,057		339,238		250,917.42	
	08	3,264		53,798		40,854.89		36,549		381,945		282,113.80	
		<b>288</b>	<b>9.7</b>	<b>5,928</b>	<b>12.4</b>	<b>4,575.88</b>	<b>12.6</b>	<b>492</b>	<b>1.4</b>	<b>42,707</b>	<b>12.6</b>	<b>31,196.38</b>	<b>12.4</b>

## Computer Usage by Adult Customers

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	228		3,696		2,666.11		2,843		27,050		19,017.61	
	08	235		3,670		2,660.21		2,707		27,993		19,924.04	
		<b>7</b>	<b>3.1</b>	<b>-26</b>	<b>-.7</b>	<b>-5.90</b>	<b>-.2</b>	<b>-136</b>	<b>-4.8</b>	<b>943</b>	<b>3.5</b>	<b>906.43</b>	<b>4.8</b>
BETHANY	07	170		2,443		1,847.18		1,698		15,387		11,404.50	
	08	209		2,531		1,903.03		2,008		17,125		12,644.13	
		<b>39</b>	<b>22.9</b>	<b>88</b>	<b>3.6</b>	<b>55.85</b>	<b>3.0</b>	<b>310</b>	<b>18.3</b>	<b>1,738</b>	<b>11.3</b>	<b>1,239.63</b>	<b>10.9</b>
CAPITOL HILL	07	84		1,168		1,016.49		1,120		7,682		6,181.97	
	08	125		1,329		1,244.66		1,163		9,613		8,368.73	
		<b>41</b>	<b>48.8</b>	<b>161</b>	<b>13.8</b>	<b>228.17</b>	<b>22.4</b>	<b>43</b>	<b>3.8</b>	<b>1,931</b>	<b>25.1</b>	<b>2,186.76</b>	<b>35.4</b>
CHOCTAW	07	65		987		898.59		872		7,958		6,711.55	
	08	73		1,131		984.17		926		8,681		6,916.85	
		<b>8</b>	<b>12.3</b>	<b>144</b>	<b>14.6</b>	<b>85.58</b>	<b>9.5</b>	<b>54</b>	<b>6.2</b>	<b>723</b>	<b>9.1</b>	<b>205.30</b>	<b>3.1</b>
DEL CITY	07	117		1,507		1,138.78		1,481		12,402		9,107.76	
	08	155		1,901		1,518.75		1,725		13,461		10,189.59	
		<b>38</b>	<b>32.5</b>	<b>394</b>	<b>26.1</b>	<b>379.97</b>	<b>33.4</b>	<b>244</b>	<b>16.5</b>	<b>1,059</b>	<b>8.5</b>	<b>1,081.83</b>	<b>11.9</b>
DOWNTOWN	07	239		6,808		5,383.59		2,989		50,363		39,289.67	
	08	239		8,299		6,158.24		2,681		59,570		43,084.80	
			<b>.0</b>	<b>1,491</b>	<b>21.9</b>	<b>774.65</b>	<b>14.4</b>	<b>-308</b>	<b>-10.3</b>	<b>9,207</b>	<b>18.3</b>	<b>3,795.13</b>	<b>9.7</b>
EDMOND	07	244		3,275		2,467.78		2,996		25,241		17,995.49	
	08	258		3,586		2,776.70		2,833		24,689		18,410.80	
		<b>14</b>	<b>5.7</b>	<b>311</b>	<b>9.5</b>	<b>308.92</b>	<b>12.5</b>	<b>-163</b>	<b>-5.4</b>	<b>-552</b>	<b>-2.2</b>	<b>415.31</b>	<b>2.3</b>
MIDWEST CITY	07	312		3,937		2,914.64		3,671		28,973		21,320.52	
	08	293		4,216		3,121.56		3,549		29,142		21,498.94	
		<b>-19</b>	<b>-6.1</b>	<b>279</b>	<b>7.1</b>	<b>206.92</b>	<b>7.1</b>	<b>-122</b>	<b>-3.3</b>	<b>169</b>	<b>.6</b>	<b>178.42</b>	<b>.8</b>
RALPH ELLISON	07	147		2,240		1,831.20		1,835		15,335		12,288.77	
	08	153		2,661		2,118.63		1,607		15,678		12,081.82	
		<b>6</b>	<b>4.1</b>	<b>421</b>	<b>18.8</b>	<b>287.43</b>	<b>15.7</b>	<b>-228</b>	<b>-12.4</b>	<b>343</b>	<b>2.2</b>	<b>-206.95</b>	<b>-1.7</b>

## Computer Usage by Adult Customers

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	270		3,209		2,283.14		3,153		22,740		16,284.95	
	08	289		3,145		2,369.16		3,043		22,528		16,751.77	
		<b>19</b>	<b>7.0</b>	<b>-64</b>	<b>-2.0</b>	<b>86.02</b>	<b>3.8</b>	<b>-110</b>	<b>-3.5</b>	<b>-212</b>	<b>-.9</b>	<b>466.82</b>	<b>2.9</b>
VILLAGE	07	245		3,211		2,407.21		2,537		20,106		14,300.21	
	08	240		3,528		2,630.77		2,627		22,990		16,891.40	
		<b>-5</b>	<b>-2.0</b>	<b>317</b>	<b>9.9</b>	<b>223.56</b>	<b>9.3</b>	<b>90</b>	<b>3.5</b>	<b>2,884</b>	<b>14.3</b>	<b>2,591.19</b>	<b>18.1</b>
WARR ACRES	07	190		2,584		1,982.25		2,169		18,085		12,998.79	
	08	194		2,539		1,916.61		2,178		18,767		13,247.77	
		<b>4</b>	<b>2.1</b>	<b>-45</b>	<b>-1.7</b>	<b>-65.64</b>	<b>-3.3</b>	<b>9</b>	<b>.4</b>	<b>682</b>	<b>3.8</b>	<b>248.98</b>	<b>1.9</b>
HARRAH	07	24		340		234.77		235		2,261		1,548.70	
	08	34		360		274.49		269		2,409		1,781.27	
		<b>10</b>	<b>41.7</b>	<b>20</b>	<b>5.9</b>	<b>39.72</b>	<b>16.9</b>	<b>34</b>	<b>14.5</b>	<b>148</b>	<b>6.5</b>	<b>232.57</b>	<b>15.0</b>
JONES	07	2		26		27.52		32		208		164.09	
	08	8		55		42.87		39		257		212.92	
		<b>6</b>	<b>300.0</b>	<b>29</b>	<b>111.5</b>	<b>15.35</b>	<b>55.8</b>	<b>7</b>	<b>21.9</b>	<b>49</b>	<b>23.6</b>	<b>48.83</b>	<b>29.8</b>
LUTHER	07	5		122		100.60		125		868		710.49	
	08	16		175		150.89		125		998		830.44	
		<b>11</b>	<b>220.0</b>	<b>53</b>	<b>43.4</b>	<b>50.29</b>	<b>50.0</b>		<b>.0</b>	<b>130</b>	<b>15.0</b>	<b>119.95</b>	<b>16.9</b>
NICOMA PARK	07	10		64		41.67		72		485		327.39	
	08	5		98		64.60		76		585		354.81	
		<b>-5</b>	<b>-50.0</b>	<b>34</b>	<b>53.1</b>	<b>22.93</b>	<b>55.0</b>	<b>4</b>	<b>5.6</b>	<b>100</b>	<b>20.6</b>	<b>27.42</b>	<b>8.4</b>
WRIGHT	07	7		208		143.31		77		1,349		916.35	
	08	8		160		112.00		94		1,024		734.29	
		<b>1</b>	<b>14.3</b>	<b>-48</b>	<b>-23.1</b>	<b>-31.31</b>	<b>-21.8</b>	<b>17</b>	<b>22.1</b>	<b>-325</b>	<b>-24.1</b>	<b>-182.06</b>	<b>-19.9</b>
TOTAL	07	2,359		35,825		27,384.83		27,905		256,493		190,568.81	
	08	2,534		39,384		30,047.34		27,650		275,510		203,924.37	
		<b>175</b>	<b>7.4</b>	<b>3,559</b>	<b>9.9</b>	<b>2,662.51</b>	<b>9.7</b>	<b>-255</b>	<b>-.9</b>	<b>19,017</b>	<b>7.4</b>	<b>13,355.56</b>	<b>7.0</b>

## Computer Usage by Minor Customers

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	38		548		382.49		528		4,012		2,824.12	
	08	57		929		699.50		525		4,769		3,480.56	
		<b>19</b>	<b>50.0</b>	<b>381</b>	<b>69.5</b>	<b>317.01</b>	<b>82.9</b>	<b>-3</b>	<b>-.6</b>	<b>757</b>	<b>18.9</b>	<b>656.44</b>	<b>23.2</b>
BETHANY	07	39		769		550.62		430		4,139		2,925.30	
	08	40		765		603.05		553		6,785		5,206.31	
		<b>1</b>	<b>2.6</b>	<b>-4</b>	<b>-.5</b>	<b>52.43</b>	<b>9.5</b>	<b>123</b>	<b>28.6</b>	<b>2,646</b>	<b>63.9</b>	<b>2,281.01</b>	<b>78.0</b>
CAPITOL HILL	07	49		1,298		968.58		888		9,930		7,149.08	
	08	90		1,558		1,141.98		1,038		11,380		8,231.22	
		<b>41</b>	<b>83.7</b>	<b>260</b>	<b>20.0</b>	<b>173.40</b>	<b>17.9</b>	<b>150</b>	<b>16.9</b>	<b>1,450</b>	<b>14.6</b>	<b>1,082.14</b>	<b>15.1</b>
CHOCTAW	07	18		499		545.02		372		4,392		4,062.94	
	08	23		696		615.11		383		5,513		4,785.50	
		<b>5</b>	<b>27.8</b>	<b>197</b>	<b>39.5</b>	<b>70.09</b>	<b>12.9</b>	<b>11</b>	<b>3.0</b>	<b>1,121</b>	<b>25.5</b>	<b>722.56</b>	<b>17.8</b>
DEL CITY	07	48		696		522.56		446		3,938		3,015.64	
	08	37		738		587.37		564		6,740		5,161.70	
		<b>-11</b>	<b>-22.9</b>	<b>42</b>	<b>6.0</b>	<b>64.81</b>	<b>12.4</b>	<b>118</b>	<b>26.5</b>	<b>2,802</b>	<b>71.2</b>	<b>2,146.06</b>	<b>71.2</b>
DOWNTOWN	07	50		750		601.08		612		6,049		4,501.56	
	08	54		958		745.39		580		6,615		5,089.05	
		<b>4</b>	<b>8.0</b>	<b>208</b>	<b>27.7</b>	<b>144.31</b>	<b>24.0</b>	<b>-32</b>	<b>-5.2</b>	<b>566</b>	<b>9.4</b>	<b>587.49</b>	<b>13.1</b>
EDMOND	07	45		875		646.83		701		5,600		3,927.25	
	08	62		773		568.18		787		6,225		4,629.78	
		<b>17</b>	<b>37.8</b>	<b>-102</b>	<b>-11.7</b>	<b>-78.65</b>	<b>-12.2</b>	<b>86</b>	<b>12.3</b>	<b>625</b>	<b>11.2</b>	<b>702.53</b>	<b>17.9</b>
MIDWEST CITY	07	73		1,738		1,191.12		986		11,311		7,952.47	
	08	69		1,900		1,335.87		1,062		12,717		8,936.59	
		<b>-4</b>	<b>-5.5</b>	<b>162</b>	<b>9.3</b>	<b>144.75</b>	<b>12.2</b>	<b>76</b>	<b>7.7</b>	<b>1,406</b>	<b>12.4</b>	<b>984.12</b>	<b>12.4</b>
RALPH ELLISON	07	66		1,129		823.57		604		6,691		5,578.76	
	08	49		1,406		1,080.42		607		11,987		8,806.52	
		<b>-17</b>	<b>-25.8</b>	<b>277</b>	<b>24.5</b>	<b>256.85</b>	<b>31.2</b>	<b>3</b>	<b>.5</b>	<b>5,296</b>	<b>79.2</b>	<b>3,227.76</b>	<b>57.9</b>



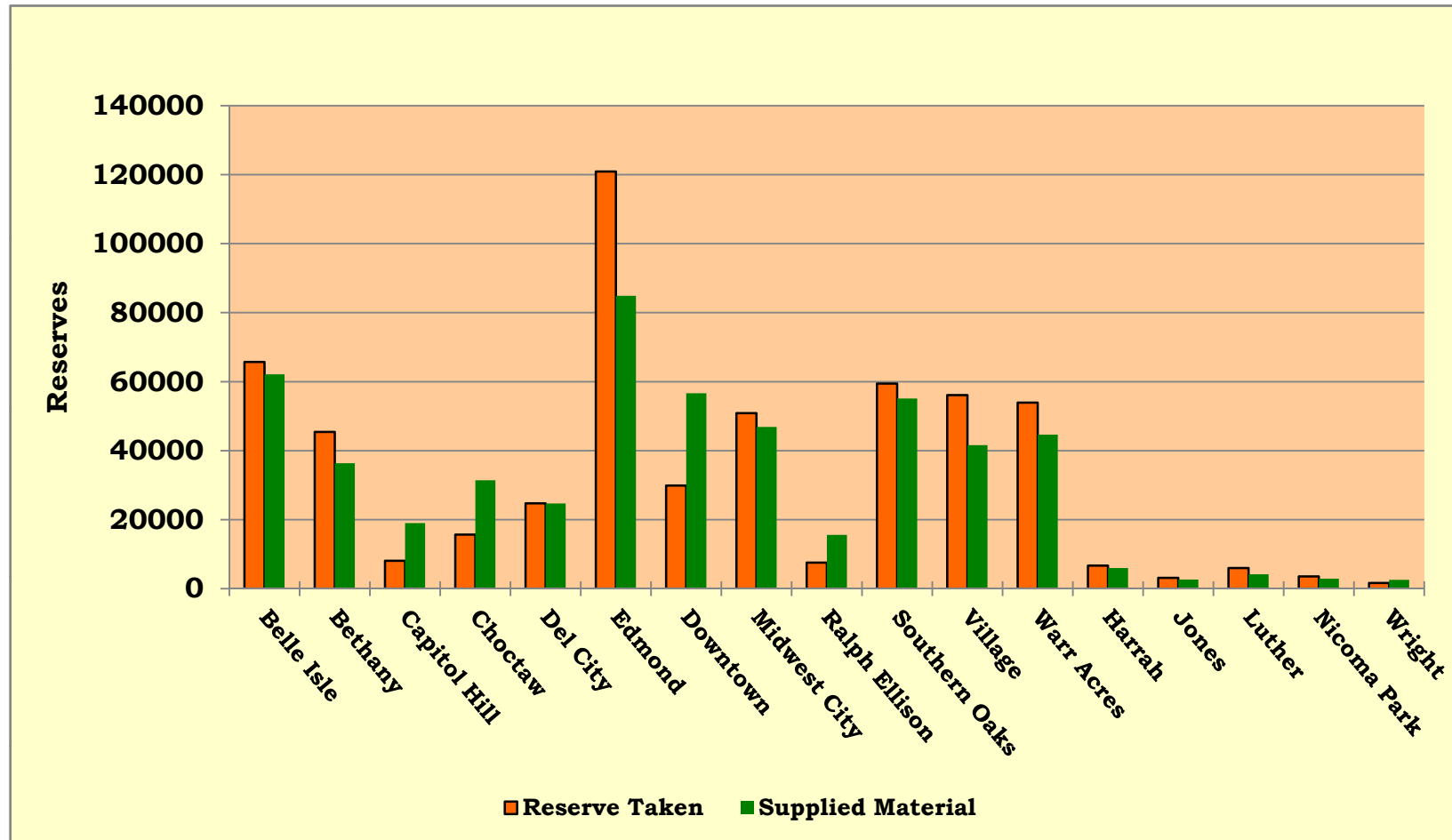
## Computer Usage by Minor Customers

**July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	70		1,468		1,004.20		1,094		10,949		7,362.86	
	08	91		1,671		1,201.32		1,130		11,503		8,085.89	
		<b>21</b>	<b>30.0</b>	<b>203</b>	<b>13.8</b>	<b>197.12</b>	<b>19.6</b>	<b>36</b>	<b>3.3</b>	<b>554</b>	<b>5.1</b>	<b>723.03</b>	<b>9.8</b>
VILLAGE	07	52		1,128		803.90		687		7,502		5,055.62	
	08	68		1,097		784.81		752		10,096		7,051.16	
		<b>16</b>	<b>30.8</b>	<b>-31</b>	<b>-2.7</b>	<b>-19.09</b>	<b>-2.4</b>	<b>65</b>	<b>9.5</b>	<b>2,594</b>	<b>34.6</b>	<b>1,995.54</b>	<b>39.5</b>
WARR ACRES	07	31		707		511.33		477		5,369		3,767.41	
	08	50		1,238		874.29		528		8,531		5,846.10	
		<b>19</b>	<b>61.3</b>	<b>531</b>	<b>75.1</b>	<b>362.96</b>	<b>71.0</b>	<b>51</b>	<b>10.7</b>	<b>3,162</b>	<b>58.9</b>	<b>2,078.69</b>	<b>55.2</b>
HARRAH	07	20		154		143.16		107		865		752.47	
	08	16		189		157.92		153		1,241		1,009.49	
		<b>-4</b>	<b>-20.0</b>	<b>35</b>	<b>22.7</b>	<b>14.76</b>	<b>10.3</b>	<b>46</b>	<b>43.0</b>	<b>376</b>	<b>43.5</b>	<b>257.02</b>	<b>34.2</b>
JONES	07	5		64		43.00		32		356		248.93	
	08			15		10.72		21		175		131.30	
		<b>-5</b>	<b>-100.0</b>	<b>-49</b>	<b>-76.6</b>	<b>-32.28</b>	<b>-75.1</b>	<b>-11</b>	<b>-34.4</b>	<b>-181</b>	<b>-50.8</b>	<b>-117.63</b>	<b>-47.3</b>
LUTHER	07	5		85		64.40		113		777		567.54	
	08	18		332		306.55		138		1,247		1,028.68	
		<b>13</b>	<b>260.0</b>	<b>247</b>	<b>290.6</b>	<b>242.15</b>	<b>376.0</b>	<b>25</b>	<b>22.1</b>	<b>470</b>	<b>60.5</b>	<b>461.14</b>	<b>81.3</b>
NICOMA PARK	07	2		37		22.01		34		417		377.61	
	08	2		38		24.56		33		298		253.03	
			<b>.0</b>	<b>1</b>	<b>2.7</b>	<b>2.55</b>	<b>11.6</b>	<b>-1</b>	<b>-2.9</b>	<b>-119</b>	<b>-28.5</b>	<b>-124.58</b>	<b>-33.0</b>
WRIGHT	07	6		100		70.31		41		448		279.05	
	08	4		111		70.51		45		613		456.55	
		<b>-2</b>	<b>-33.3</b>	<b>11</b>	<b>11.0</b>	<b>.20</b>	<b>.3</b>	<b>4</b>	<b>9.8</b>	<b>165</b>	<b>36.8</b>	<b>177.50</b>	<b>63.6</b>
TOTAL	07	617		12,045		8,894.18		8,152		82,745		60,348.61	
	08	730		14,414		10,807.55		8,899		106,435		78,189.43	
		<b>113</b>	<b>18.3</b>	<b>2,369</b>	<b>19.7</b>	<b>1,913.37</b>	<b>21.5</b>	<b>747</b>	<b>9.2</b>	<b>23,690</b>	<b>28.6</b>	<b>17,840.82</b>	<b>29.6</b>

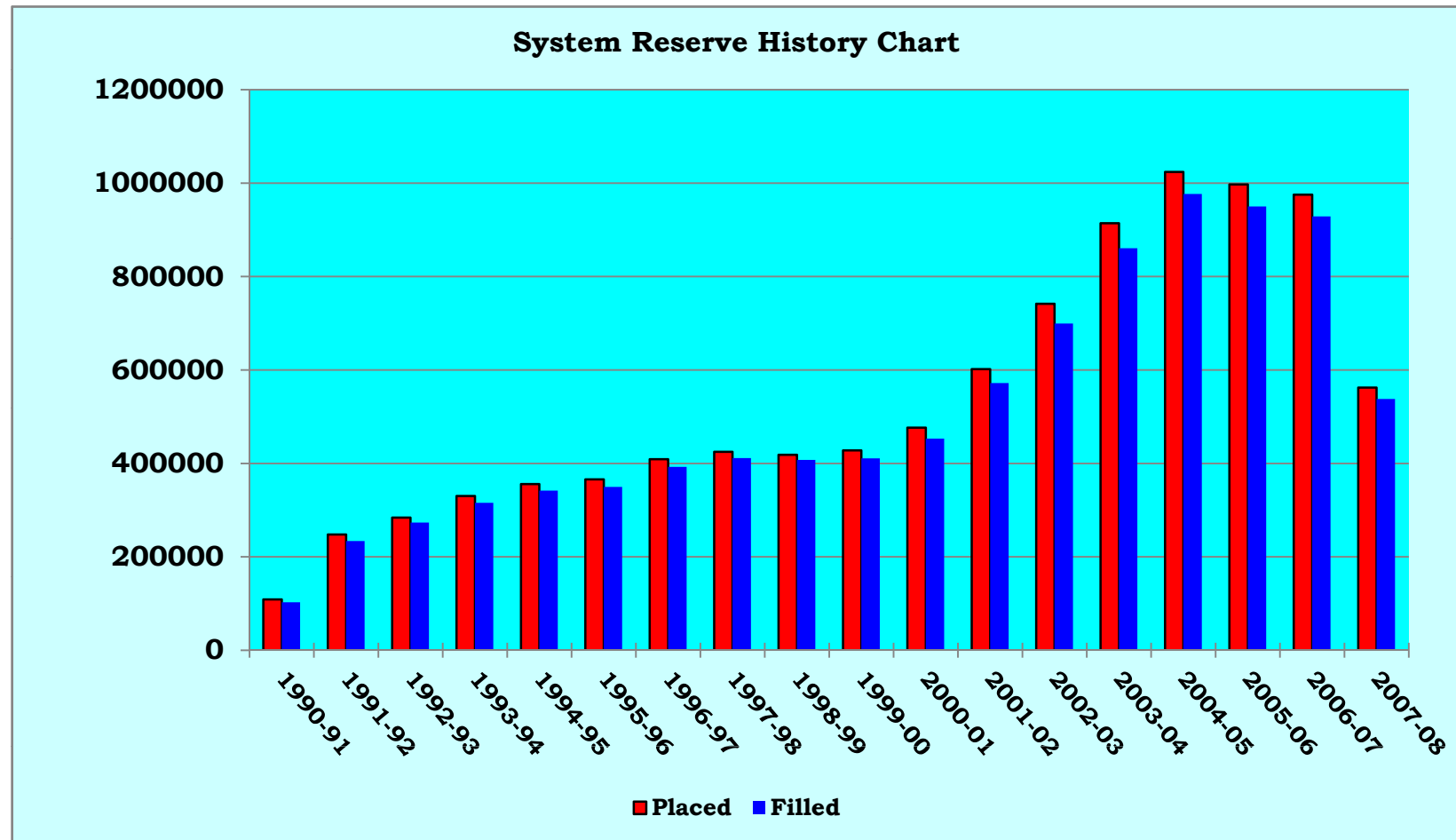
## System Reserve Report

July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)



## System Reserve Report

July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)



## System Reserves Report

July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	10,100	66,817		9,761	64,147	
	08	10,442	65,723		9,845	62,939	
		<b>342</b>	<b>-1,094</b>	<b>-1.6</b>	<b>84</b>	<b>-1,208</b>	<b>-1.9</b>
BETHANY	07	7,561	45,292		7,051	43,319	
	08	7,199	45,424		6,697	43,405	
		<b>-362</b>	<b>132</b>	<b>.3</b>	<b>-354</b>	<b>86</b>	<b>.2</b>
CAPITOL HILL	07	1,297	8,838		1,172	8,205	
	08	1,048	8,087		1,016	7,487	
		<b>-249</b>	<b>-751</b>	<b>-8.5</b>	<b>-156</b>	<b>-718</b>	<b>-8.8</b>
CHOCTAW	07	2,676	16,983		2,500	16,298	
	08	2,383	15,668		2,177	14,883	
		<b>-293</b>	<b>-1,315</b>	<b>-7.7</b>	<b>-323</b>	<b>-1,415</b>	<b>-8.7</b>
DEL CITY	07	4,023	26,457		3,758	25,220	
	08	3,504	24,724		3,229	23,546	
		<b>-519</b>	<b>-1,733</b>	<b>-6.6</b>	<b>-529</b>	<b>-1,674</b>	<b>-6.6</b>
EDMOND	07	19,089	116,456		17,899	111,894	
	08	18,752	120,902		18,143	116,345	
		<b>-337</b>	<b>4,446</b>	<b>3.8</b>	<b>244</b>	<b>4,451</b>	<b>4.0</b>
DOWNTOWN	07	4,990	32,679		4,699	31,149	
	08	4,519	29,906		4,159	28,431	
		<b>-471</b>	<b>-2,773</b>	<b>-8.5</b>	<b>-540</b>	<b>-2,718</b>	<b>-8.7</b>
MIDWEST CITY	07	7,487	51,118		7,066	49,104	
	08	7,732	50,873		7,248	48,686	
		<b>245</b>	<b>-245</b>	<b>-.5</b>	<b>182</b>	<b>-418</b>	<b>-.9</b>
RALPH ELLISON	07	1,298	8,375		1,247	8,070	
	08	1,287	7,541		1,217	7,225	
		<b>-11</b>	<b>-834</b>	<b>-10.0</b>	<b>-30</b>	<b>-845</b>	<b>-10.5</b>
SOUTHERN OAKS	07	9,674	61,514		8,961	58,268	
	08	8,636	59,428		8,229	56,538	
		<b>-1,038</b>	<b>-2,086</b>	<b>-3.4</b>	<b>-732</b>	<b>-1,730</b>	<b>-3.0</b>
VILLAGE	07	8,335	56,041		7,945	53,580	
	08	8,312	56,127		7,977	53,699	
		<b>-23</b>	<b>86</b>	<b>.2</b>	<b>32</b>	<b>119</b>	<b>.2</b>
WARR ACRES	07	8,585	53,552		8,107	51,525	
	08	8,008	53,911		7,568	51,826	
		<b>-577</b>	<b>359</b>	<b>.7</b>	<b>-539</b>	<b>301</b>	<b>.6</b>

## System Reserves Report

July 1, 2007 through January 31, 2008 (58.33% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	928	5,610		861	5,440	
	08	1,249	6,688		1,089	6,152	
		<b>321</b>	<b>1,078</b>	<b>19.2</b>	<b>228</b>	<b>712</b>	<b>13.1</b>
JONES	07	700	4,339		508	4,032	
	08	446	3,131		359	2,988	
		<b>-254</b>	<b>-1,208</b>	<b>-27.8</b>	<b>-149</b>	<b>-1,044</b>	<b>-25.9</b>
LUTHER	07	924	5,748		732	5,461	
	08	1,188	5,989		1,019	5,638	
		<b>264</b>	<b>241</b>	<b>4.2</b>	<b>287</b>	<b>177</b>	<b>3.2</b>
NICOMA PARK	07	462	3,933		480	3,735	
	08	629	3,557		549	3,388	
		<b>167</b>	<b>-376</b>	<b>-9.6</b>	<b>69</b>	<b>-347</b>	<b>-9.3</b>
WRIGHT	07	173	1,490		166	1,469	
	08	176	1,657		188	1,603	
		<b>3</b>	<b>167</b>	<b>11.2</b>	<b>22</b>	<b>134</b>	<b>9.1</b>
BOOKS-BY-MAIL	07	652	3,995		584	3,846	
	08	565	3,305		512	3,203	
		<b>-87</b>	<b>-690</b>	<b>-17.3</b>	<b>-72</b>	<b>-643</b>	<b>-16.7</b>
TOTAL	07	88,954	569,246		83,497	544,770	
	08	86,075	562,644		81,221	537,985	
		<b>-2,879</b>	<b>-6,602</b>	<b>-1.2</b>	<b>-2,276</b>	<b>-6,785</b>	<b>-1.2</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**FEBRUARY 2008**

### **TECHNOLOGY UPDATE**

The **LPT: One Print Management** system has been installed at eight libraries. The implementation has gone very smoothly and staff has been really pleased in the reduction of wasted paper left on the printers. We even had one customer that uses multiple libraries call and say that it was about time that we did something like this and asked how soon we were going to get it installed at Warr Acres.

We are still working with the vendor on some issues regarding printing for wireless customers so that part of the service is not working yet.

We have now completed the **RFID tagging** process at the five largest libraries. Fifty-one percent of the system's collection has now been tagged. We are currently tagging at the Warr Acres Library and will be moving shortly to Village. This project has gone very smoothly and is way ahead of original time projections that were based on information provided by the vendor. We believe that most of the system will be done before the beginning of summer reading which should really help staff with the higher circulation during the summer.

### **FRIENDS BOOK SALE**

Just a reminder that the Friends of the Library annual Book Sale will be held at the Oklahoma Expo Hall, Oklahoma State Fairgrounds, on Saturday and Sunday, February 23<sup>rd</sup> and 24<sup>th</sup>. Friends Members can shop at the annual Pre-Sale Party Friday night. Please call the Directors office for more details.

### **Staff Undergo Sexual Harassment Training**

Adam Childers, labor and employment attorney for Crowe and Dunlevy, P. C. is teaching several classes on sexual harassment for library employees. 2 sessions were held at the Downtown Library last week and 3 more are scheduled for February 19<sup>th</sup> at Edmond, March 5<sup>th</sup> at Midwest City and March 12<sup>th</sup> at Warr Acres. This is another example of some of the excellent training opportunities that are made available to library employees.

### **Capital Projects Update**

Work continues on the final plans for the **Service Center** project. We expect the contract award to be presented to the Commission at the April meeting.

Richard Bauer + LWPB is the 1<sup>st</sup> choice for the architectural firm to design the **Northwest Library**. The Oklahoma City Council will meet on February 19<sup>th</sup> to authorize negotiations with this firm. LWPB is a well respected local architectural firm that has joined with the firm of Richard Bauer, (from the Phoenix area) who specializes in designing libraries. We are very excited about working with these firms. Library consultant Jeff Schere and MLS staff have completed the building program for the **Northwest Library** and this document will be the "blueprint" for the design phase.



Donna Morris, Todd Olberding and Kay Bauman will be taking a quick 2 day trip to Phoenix to look at several libraries designed by Richard Bauer.

Work continues on the **Ralph Ellison** expansion project. This week we began looking at furniture, finishes, and color schemes; which is one of the most fun parts of any building project. We continue to remain on target for a summer contract award for construction.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Friends of the Library Booksale
- OLA Advocacy Workshop
- Public Library Directors Council
- LIFE Committee (Literacy is for everyone-Oklahoma Community Foundation)
- Sexual Harassment Training

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

### ***Exhibit: All About Oklahoma—Centennial Celebration***

Saturday, March 1, 2008

Time: Library Hours

Location: Edmond Library

Exhibit: March 1-31, Library Hours

Girl Scout Troop 728 provides a display about Oklahoma. Yesterday and today with Facts about tornadoes, teepees, Oklahoma Bombing Memorial chair, photos and decorated bison. Co-Sponsor: Girl Scouts Troop 728.

### ***St. Patrick's Day Event***

Saturday, March 8, 2008

Time: 2:00 pm – 3:00 pm

Location: Bethany Library

All Ages

Jean Hill and the Irish Arts Dancers will be at Bethany Library for this fun and educational event. Refreshments will be served after the program. Limited seating, please arrive 15 minutes early for assured seating.

### ***Annual and Perennials***

Saturday, March 8, 2008

Time: 2:00 pm – 3:00 pm

Location: Warr Acres Library

Adults

Master Gardner Jo Vincent-Martin will present an informative PowerPoint presentation. Learn about adding color to your garden, and selecting and growing great annuals and perennials. Presentation will be followed with a question and answer session. Light refreshments will be served.

***Multi-Media Parenting: A Three-Week Series***

Thursday, March 13; 20; 27, 2008

Time: 5:00 pm – 6:00 pm

Location: Downtown Library

Parents and teachers of young children

**Week one:** Raising Media-Savvy Kids. Learn about the influence of media on a young child's development. Get tips on how to use media to support, rather than harm, your child's development and well-being.

**Week two:** Reading with Babies. Watch a video showing young children in multi-cultural families, reading books with their parents according to their development. Age-appropriate books and other suggestions will follow.

**Week three:** World Wide Web Sites. Add some new sites to your files with information on parenting, child development ages and stages, and family fun.

Facilitated by Katherine Broekhuysen, Child Development Specialist of the Child Guidance Division of the Heath Department. Call 425-4412 to register for each session.

***Eth-Noh-Tec presents Asian Treasure Bag***

Monday, March 17, 2008

Time: 10:30 am – 11:30 am

Location: Ralph Ellison Library

Ages 6 and Older

Together since 1982, Nancy Wang and Robert Kikuchi-Yngojo of Eth-Noh-Tec have performed stories for adults and children alike nationally and internationally. Nancy and Robert weave music, dance, rhythmic dialogue, lively facial expressions and the spoken word to inspire the imagination and to bring their stories alive. Their highly stylized and lyrical movement is often accompanied by musical instruments such as Japanese taiko drums, voice and the ditze and shakuhachi bamboo flutes of Asia. Eth-Noh-Tec works to bridge cultural gaps while addressing a worldwide humanity that is important to us all. They have performed for President Clinton's Inauguration and appeared at the Smithsonian, NPR "All Things Considered" and on Public Broadcast Television. Their stories originate from countries throughout Asia, including China, Tibet, Japan, Cambodia and the Philippines. Co-sponsors: Friends of the Metropolitan Library System, Oklahoma Arts Council, and National Endowment of the Arts.

***Please see the entire MLS schedule in the March info magazine.***

***Conversational Spanish Class***

March 17, 2008

Time: 5:30 pm – 7:00 pm

Location: Capitol Hill Library

Adults

This Course is intended to teach basic conversational skills that would help you survive, if you were visiting a Spanish country. The class involves learning Spanish for common questions: (Who, What When and Where). The class will meet for 13 sessions, starting on Monday February 11<sup>th</sup> and will continue on Monday evenings until May 5<sup>th</sup>. We will be studying from the text Spanish for Gringos 2<sup>nd</sup> Ed. Please call the library to register for this course, or to find out more details about the class.

***Hill Irish School Dancers in Concert***

Saturday, March 22, 2008

Time: 2:00 pm – 3:00 pm

Location: Choctaw Library

All Ages

The community is cordially invited to a celebration of St. Patrick's Day festivities of most things Irish and a few things Scottish. The Hill Irish Dance School dancers, under the tutelage of TBRG Certified Dance Instructor Jean Hill, will perform in colorful costumes using precise formations and graceful athleticism of Irish step dancing and other dances from the Emerald Isle.

"Erin go Braugh" Ireland Forever!

Refreshments of green punch and shortbread cookies will be served following the performance.

***Diabetes Information***

Tuesday, March 25, 2008

Time: 6:30 pm – 7:30 pm

Location: Del City Library

Adults

Michelle Dennison-Farris, licensed dietician from the University of Oklahoma Health Science Center will share information about diabetes such as: what your blood sugar level should be and how to get it there; how a healthy diet can improve diabetes symptoms. Call 672-1377 to pre-register.

***Author Event: Oklahoma Outlaw Tales***

Saturday, March 29, 2008

Time: 2:00 pm – 3:00 pm

Location: Belle Isle Library

All Ages

Join David A. Farris, author of the books "Mysterious Oklahoma", "More Mysterious Oklahoma". As 89er Day approaches, he'll share stories from his book "Oklahoma Outlaw Tales". Learn some fascinating stories from Oklahoma's colorful history. Books will be available for signing and purchase. Refreshments provided, so sign up at the Belle Isle Reference Desk.