

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 20, 2008, 3:30 p.m.

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

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM

Hugh Rice, Chair

3:30 – 3:40 pm INTRODUCTIONS

- Document #39 – 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.

3:40 – 3:50 pm CONSENT DOCKET (#40 - #42)

- Document #40 – Approval of Minutes of October 16, 2008 Meeting
- Document #41 – Acceptance of Review of Expenditures for October 2008
- Document #42 – Contract Awards and Purchases
 - Item A: RFID Tags
 - Item B: Hewlett Packard LaserJet Toner Cartridges

3:50 – 4:10 pm EXECUTIVE SESSION

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

4:10 – 4:20 pm COMMITTEE REPORTS

- Document #43 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ A & P Committee, November 5, 2008

4:20 – 4:30 pm NEW BUSINESS

- Document #44 – Discussion, Consideration and Possible Action: Approval of MLS 2009 Library Holiday and Closing Schedule
- Document #45 – Discussion, Consideration and Possible Action: Reconsideration of shelving location for “Family Talk” section

4:30 – 4:35 pm SPECIAL PRESENTATIONS

- Annual Holiday Open House ~ Candace McDaniel, Headquarters Manager

4:35 – 4:40 pm INFORMATION REPORTS

- Document #46 – MLS October 2008 Circulation Report
- Document #47 – MLS October 2008 Computer Usage Report
- Document #48 – MLS October 2008 System Reserve Report

4:40 – 4:50 pm EXECUTIVE DIRECTOR’S REPORT

4:50 – 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, December 11, 2008
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in November 2008:

<u>Employees</u>	<u>Years of Service</u>
Lois McKenna, Library Page, Southern Oaks Library	10
Lisa Coker, Materials Selection Technician, Materials Selection	5
Linda Elston, Library Page, Choctaw Library	5
Linda Hyams, Security Manager, Human Resources	5
Alicia Ruzyski, Library Page, Choctaw Library	5
Andrew Tolly, Circulation Clerk, Southern Oaks Library	5

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

DATE: October 16, 2008 TIME: 3:30 pm

MEETING PLACE: Del City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Del City Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on October 14, 2008, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Ralph Bullard
Fran Cory
Margaret Graham
Deanna Hannah
Lee Alan Leslie
Penny McCaleb
Cynthia Mitas
Lori Nelson
Mukesh Patel
Kim Patterson
Jim Shonts
Judy Smith
Beth Toland
Ray Vaughn
Hugh Rice, Chair

Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Glenda Choate
Carolyn Cornelius
David Greenwell, Disbursing Agent
Jose Jimenez
Tracy McDaniel
Tracy McGehee
Brenda Palmer
Alyne Strube
Alexandra Vera
Greg Womack

Estimate of general public and staff attending: 27

- I.** The meeting was called to order at 3:30 p.m. by Mr. Hugh Rice, Chair.
- II.** Roll was called to establish a quorum. Present: Anthony, Bullard, Cory, Graham, Hannah, Leslie, Mitas, Nelson, Patel, Patterson, Shonts, Smith, Toland, Vaughn, Rice. (Arrived: McCaleb, 3:35).
- III.** Mr. Rice introduced Ms. Denyvetta Davis, Director of Library Operations for the Metropolitan Library System. Ms. Davis introduced two new library managers, Mrs. Julie Ballou, Manager at the Downtown Library and Mr. Michael Owens, Manager at the Ralph Ellison Library. Mr. Rice introduced Mrs. Melissa Weathers, Manager of the Del City Library. Mrs. Weathers welcomed the commission, provided information on the current events at the Del City Library and invited commission members for a tour after the meeting. Mr. Rice introduced Ms. Carolyn Levings, Auditor, Eide Bailly, LLP.
- IV.** Mr. Rice called for Presentation of Service Certificates for October 2008: Ruby Soutiere, Materials Selector, Materials Selection~30 years of service.
- V.** Mr. Rice called for comments from the general public. (One *Citizens Request to Speak* form is attached).
- VI.** Mr. Rice presented the Consent Docket: Document #30 – Approval of Minutes of September 18, 2008 Meeting; and Document #31 – Acceptance of Review of Expenditures for September 2008.

Mr. Rice called for a motion.

Mrs. Judy Smith moved to accept the consent docket. Mr. Ray Vaughn seconded. Questions and discussion followed. Motion passed unanimously.

- VII.** Mr. Rice presented the Committee Reports: Document #32 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ Finance Committee Meeting October 9, 2008.

Mr. Rice called on Mrs. Nancy Anthony in the absence of Mr. David Greenwell to summarize the actions of the Finance Committee. Mrs. Anthony referred to Finance Committee Recommendations #s 1 and 2. Mrs. Anthony called on Ms. Carolyn Levings, Auditor, Eide Bailly, LLP. Ms. Levings introduced Ms. Mary Johnson, Audit Director with Eide Bailly, LLP. Ms. Levings summarized the audit report. Eide Bailly recommended that as another level of oversight, the Finance Committee review monthly journal entries from the Business Office.

Questions and discussion followed.

The motion is to approve the recommendations from the Finance Committee, Recommendation #1 – That the Commission approve the auditor recommendation that journal entries made by the Deputy Executive Director of Finance & Support be reviewed by the Metropolitan Library Commission as part of the regular monthly review of expenditures, and #2 – That the Commission approve the annual audit report FY 2007-08 as presented by Eide Bailly LLP. A motion coming from committee requires no second. Motion passed unanimously.

Mr. Rice called on Mrs. Anthony to discuss Finance Committee Recommendation #3. Mrs. Anthony explained that there is a correction of the Metropolitan Library System FY 2008-09 annual budget reducing the Total Ad Valorem Taxes budget by \$441,256 from \$24,980,681 to \$24,539,425. This reduction is because the number used to calculate Total Ad Valorem

Taxes was the total assessed valuation when it should have been the total county valuation. Therefore, the Finance Committee recommends reducing the Future Capital improvements component on the schedule of Cash Reserve by the same amount, \$441,256.

The motion is to approve the revision of the FY 2008-2009 annual budget reducing the Total Ad Valorem Taxes budget by \$441,256 from \$24,980,681 to \$24,539,425, therefore reducing the Future Capital Improvements component on the schedule of Cash Reserve from \$2,989,903 to \$2,548,647. A motion coming from committee requires no second. Motion passed unanimously.

Mr. Rice called on Mrs. Anthony to explain Finance Committee Recommendation #4. Mrs. Anthony explained that the Finance Committee discussed the need for a procedure for change orders to the Service Center construction project. The Finance Committee discussed the issue at length and concluded that the Construction Manager, the Deputy Executive Director of Finance & Support, and the Executive Director could approve individual change orders up to a value of \$25,000.

Questions and discussion followed.

The motion is to approve implementation of a procedure for change orders related to the Service Center construction contract requiring that change orders have prior approval from the Commission should the change order exceed \$25,000 and any change orders less than \$25,000 be reported to the Commission individually as well as cumulatively. The Construction Manager, Deputy Executive Director of Finance & Support, and Executive Director are therefore authorized to approve any change orders under \$25,000. Should the cumulative change orders exceed \$250,000, the Finance Committee will reconvene and reexamine the project. A motion coming from committee requires no second. Motion passed unanimously.

VIII. Mr. Rice referred to Document #33 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2009

Mrs. Anthony moved to accept the 2009 commission meeting dates. Mrs. Penny McCaleb seconded. Motion passed unanimously.

IX. Mr. Rice referred to Document #34 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Southern Oaks Project Agreement.

The Library System and the City of Oklahoma City are beginning the architect selection process for the Southern Oaks Project, which is part of the OKC Obligation Bond Package of 2000. In order to facilitate this process, the library needs to enter into an agreement with the city regarding the funding for the architectural services.

Mrs. Anthony moved to accept the agreement between the City and Metropolitan Library System. Mrs. Smith seconded. Motion passed unanimously.

X. Mr. Rice called on Mrs. Rondia Banks, Chair, Staff Recognition Committee, to give a special presentation. Mrs. Banks extended a personal invitation to each commission member to attend the 23rd Annual Staff Recognition Dinner, to be held November 15, 2008. Mrs. Banks explained that the dinner recognizes staff for years of service with the system. Each commissioner has been sent an invitation. The Dinner is generously funded by a grant from the Friends of the Library.

XI. Mr. Rice called on Mrs. Morris to present the Information Reports.

- ◆ Document #35 – MLS Strategic Plan Report ~ Kay Bauman, Deputy Executive Director of Library Operations
- ◆ Document #36 – MLS September 2008 Circulation Gains & Losses
- ◆ Document #37 – MLS September 2008 Computer Usage Report
- ◆ Document #38 – MLS September 2008 System Reserve Report

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director of Library Operations, to present a report of the MLS Five-Year Strategic Plan.

Questions and discussion followed.

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

The Metropolitan Library System now offers syndicated news feeds of some of its web contents in the RSS (Really Simple Syndicate) format. This allows anyone with Internet access to keep up to date automatically with what is happening at MLS.

Chris Kennedy will be taking over the reins as Midwest City Library Manager on October 20. Chris comes to us from Pioneer Library System, where he has spent the past 8 years, most recently a Manager of the Noble Public Library.

Edmond Library will be closed from Monday, October 20, through Wednesday, October 29, for the installation of new carpeting.

The Staff Association announced its new officers. Sheldon Beach, Librarian at Downtown Library, will be taking over as Chair of the Staff Association. Others officers are Terry Thomas, Belle Isle–Vice Chair, and Joan Kendall, Edmond–Treasurer.


Construction of the new Devon Building will have a temporary impact on operations at the Downtown Library. A new loading dock area must be built from Hudson Avenue for the Corporate Tower and Oklahoma Tower Buildings. Construction is scheduled to begin on December 1.

All of our capital projects are on track with construction at both Ralph Ellison and the Service Center. The design phase of the Northwest Library is moving well. Library staff, Richard + Bauer, LWPB architects, and Oklahoma City staff are meeting weekly via teleconference.

XIII. Mr. Rice called for comments from Commissioners.

XIV. The next Commission meeting will be held at the Edmond Library on November 20, 2008.

There being no further business, the meeting was adjourned at 4:28 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

October 31, 2008

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

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

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2008.

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

October 31, 2008

ASSETS

CASH - Overnight Investment Account		\$ 3,923,207.37
INVESTMENTS (Schedule attached)		17,951,608.11
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2008-09 Ad Valorem Tax	26,993,368.00	
Less: Reserve for Delinquent Tax	(2,453,943.00)	
Budgeted Tax Revenue	24,539,425.00	
Less: Tax Received	0.00	
		24,539,425.00
Total Assets		<u>\$46,444,240.48</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2007-08 Reserve for Appropriations	\$117,717.81	
2008-09 Purchase Orders Outstanding	4,578,975.53	
2007-08 Purchase Orders Outstanding	63,424.51	
2008-09 Checks Outstanding	154,360.49	
2007-08 Checks Outstanding	19,020.45	
Total Liabilities		4,933,498.79

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	24,539,425.00
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FUND BALANCE:

Beginning of the Year	\$28,059,672.84	
Add: Revenues		
Budgeted	197,000.00	
Other	<u>1,260,870.33</u>	<u>1,457,870.33</u>
Less: Expenditures	<u>(12,546,226.48)</u>	
Total Fund Balance		<u>16,971,316.69</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$46,444,240.48</u>

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

As of October 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	2/18/2008	2/18/2009	3.850%	95,000.00
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	9/12/2008	12/12/2008	2.420%	96,608.11
CD - Coppermark Bank	9/15/2008	6/15/2009	3.350%	95,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.830%	100,000.00
CD - Rose Rock/Union Bank	9/5/2008	10/5/2009	3.040%	95,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	6/7/2008	12/7/2008	3.100%	95,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
CD - Intrust Bank	7/7/2008	7/7/2009	2.500%	95,000.00
CD - Valliance Bank	3/6/2008	3/6/2009	3.500%	95,000.00
CD - IronStone Bank	9/23/2008	9/23/2009	4.070%	95,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
Fed Home LN MTG CORP 08-10	10/1/2007	4/1/2010	5.000%	2,400,000.00
Fed Home LN BKS 09-12	10/30/2008	10/30/2012	4.125%	1,000,000.00
Fed Home LN BKS 10-12	7/30/2008	1/30/2012	4.020%	2,000,000.00
Fed Home LN BKS 08-10	12/17/2007	12/17/2010	4.300%	2,000,000.00
Fed Home LN BKS 09-12	10/30/2008	10/30/2012	4.150%	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
FNMA 09-13	9/25/2008	9/25/2013	4.125%	2,000,000.00
Total Investments				<u>\$ 17,951,608.11</u>

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

October 1, 2008 to October 31, 2008

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$24,539,425.00	\$ -	\$ -	0.00%
State Aid	317,714.00	-	-	0.00%
Fines	<u>482,400.00</u>	<u>43,000.00</u>	<u>197,000.00</u>	40.84%
Total Budgeted Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 43,000.00</u>	<u>\$ 197,000.00</u>	0.78%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 80,763.07	\$ 614,151.63	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		134,847.03	497,003.75	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		5,795.72	5,795.72	
Miscellaneous		<u>30,328.93</u>	<u>68,919.23</u>	
Total Miscellaneous Revenue		<u>\$ 251,734.75</u>	<u>\$ 1,260,870.33</u>	
Total Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 294,734.75</u>	<u>\$ 1,457,870.33</u>	5.75%

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

October 31, 2008

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 13,472.11	\$ 4,915.49	\$ 609.56	\$ 17,778.04
810 Prepaid Fees	(2,210.86)	3,710.18	0.00	1,499.32
815 Fines	43,755.94	40,442.47	43,422.15	40,776.26
820 Copy	127,457.95	9,189.78	1,136.67	135,511.06
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	\$ 184,390.26	\$ 58,257.92	\$ 45,168.38	\$ 197,479.80

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
857 DN/LC Donations	92,029.29	92,529.29	89,785.96	2,743.33
859 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
876 08/Guild/Choctaw Books	10,000.00	7,000.00	3,496.90	3,503.10
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,023.67	476.33
892 08/ALA/Great Stories Club	100.00	100.00	0.00	100.00
894 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	0.00	5,000.00
921 09 Walmart Del City	1,000.00	1,000.00	256.87	743.13
922 09/OAC/Aboriginal Stories and Son	3,500.00	0.00	3,500.00	(3,500.00)
923 09/OAC/Huun-Huur-Tu Tuvan	4,500.00	0.00	4,500.00	(4,500.00)
928 07/LET/Summer Reading	12,000.00	12,000.00	11,948.62	51.38
932 09/Village/Shelving	10,031.00	10,031.00	0.00	10,031.00
952 Human Rights Video Project	750.00	750.00	660.56	89.44
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
991 06 Inasmuch	60,000.00	60,000.00	59,324.49	675.51
994 06 WalMart/Village	2,000.00	2,000.00	1,967.62	32.38
995 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31

Grants - Friends of MLS, Previous Years

877 06 Las Clases Espanolas	8,000.00	8,000.00	7,800.00	200.00
860 08 Volunteer Recognition	2,000.00	2,000.00	1,777.53	222.47
861 08 Staff Recognition	6,845.00	7,004.45	6,897.83	106.62
864 08 LIFE	7,500.00	7,500.00	6,538.79	961.21
865 08 Author Visit	10,000.00	10,000.00	9,826.18	173.82
868 08 Author Visit - Bob Burke	3,266.00	3,266.00	2,791.02	474.98
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	14,078.00	322.00
872 08 Big Cozy Book Furniture	10,000.00	10,000.00	0.00	10,000.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,639.35	73.65
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
901	09 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
902	09/Staff Recognition	\$6,845.00	22.50	0.00	22.50
903	09 Brawner scholarships	\$7,000.00	7,000.00	1,200.00	5,800.00
904	09 Summer at the Library	\$5,000.00	0.00	0.00	0.00
905	09 L.I.F.E.	\$7,500.00	7,500.00	0.00	7,500.00
906	09 YA Author Visit	\$13,100.00	0.00	0.00	0.00
907	09 System-wide adult programming	\$2,500.00	0.00	0.00	0.00
908	09 System-wide senior programmin	\$6,000.00	0.00	0.00	0.00
909	09 Noon Tunes	\$19,000.00	19,000.00	4,624.00	14,376.00
910	09 Our World - System Programmin	\$18,000.00	0.00	6,500.00	(6,500.00)
911	09 Celebration of Black History & C	\$1,000.00	0.00	0.00	0.00
912	09 Piano	\$5,000.00	7,500.00	7,480.00	20.00
913	09 Teen Café Tables	\$1,420.00	0.00	0.00	0.00
914	09 Children's Furniture	\$10,000.00	0.00	0.00	0.00
915	09 Big Cozy Books Furniture	\$8,000.00	0.00	0.00	0.00
916	09 Inviting Storytime Rug	\$580.69	580.69	484.77	95.92
917	09 Public Art in Libraries	\$3,000.00	0.00	0.00	0.00
918	09 Harlem Renaissance Arts Projec	\$360.00	0.00	0.00	0.00
919	09 Library Endowment Trust	\$1,000.00	0.00	0.00	0.00
920	09 MLS TV Ad Production	\$15,000.00	15,000.00	0.00	15,000.00
Total Grants					<u>\$72,566.72</u>
Total Special Funds					<u>\$ 270,046.52</u>

Metropolitan Library System
Statement of Encumbrances
Month of October 2008

FY-09

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	751,871.63	3,391,496.10	31.74	10,685,220.00	7,293,723.90
102	Wages - Part-time	105,418.71	507,019.00	30.47	1,664,141.00	1,157,122.00
103	Payroll Taxes	62,510.22	286,990.85	29.99	957,089.00	670,098.15
109	Workers Comp Insurance	7,847.00	39,417.00	31.48	125,211.00	85,794.00
112	Group Insurance	133,497.24	551,646.87	30.39	1,815,292.00	1,263,645.13
113	Employees' Retirement	41,587.52	187,803.44	14.04	1,337,774.00	1,149,970.56
114	Unemployment Compensation	6,908.15	6,908.15	34.54	20,000.00	13,091.85
Total Personal Services		1,109,640.47	4,971,281.41	29.94	16,604,727.00	11,633,445.59
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	126,117.00	130,857.00	93.43	140,066.00	9,209.00
202	Liability/Bonding Insurance	7,886.00	7,886.00	57.56	13,700.00	5,814.00
205	Rent of Library Buildings	3,104.49	19,749.32	33.59	58,800.00	39,050.68
206	Rent of Equipment	270.00	270.00	3.75	7,200.00	6,930.00
207	Janitorial Services	30,809.00	135,932.34	32.94	412,625.00	276,692.66
208	Maintenance of Facilities	19,224.22	81,446.91	24.80	328,354.00	246,907.09
211	Parking & Transportation	11,600.77	54,410.62	32.15	169,216.00	114,805.38
212	Travel Expenses	2,775.42	8,085.70	15.23	53,088.00	45,002.30
213	Professional Services	32,977.34	64,719.30	22.66	285,656.00	220,936.70
214	Security Services	35,674.57	122,614.01	30.98	395,843.00	273,228.99
216	Telephone Services	18,955.82	66,329.74	24.73	268,231.00	201,901.26
217	Electrical Services	45,361.69	220,032.83	43.92	500,950.00	280,917.17
218	Gas Services	1,255.13	5,395.11	8.49	63,516.00	58,120.89
219	Water & Garbage Services	4,742.75	21,532.57	44.66	48,213.00	26,680.43
220	Trigen Energy Services	13,551.05	70,327.34	37.21	189,000.00	118,672.66
226	Memberships	409.50	6,785.00	21.84	31,060.00	24,275.00
230	Other Library-related Services	9,580.64	45,784.96	11.47	399,051.00	353,266.04
231	Automation Contractual	1,857.11	105,673.71	29.47	358,570.00	252,896.29
236	Network Catalog Services	82.50	46,740.94	78.52	59,525.00	12,784.06
Total Contractual Services		366,235.00	1,214,573.40	32.11	3,782,664.00	2,568,090.60
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of October 2008

FY-09

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	9,801.29	38,265.79	23.61	162,100.00	123,834.21
302	Postage	488.10	68,677.27	24.60	279,175.00	210,497.73
303	Supplies	23,034.25	110,080.48	26.32	418,318.00	308,237.52
310	Maintenance Supplies	2,652.61	17,452.89	24.58	71,000.00	53,547.11
312	Safety Supplies & Equipment	270.95	2,875.09	28.19	10,200.00	7,324.91
321	Gasoline & Oil	3,331.37	10,998.99	22.91	48,000.00	37,001.01
322	Vehicle Parts & Repairs	.00	2,747.36	13.74	20,000.00	17,252.64
330	Programming Activities	13,119.63	49,906.34	24.54	203,395.00	153,488.66
331	Other Commodities	502.00	3,425.13	9.81	34,900.00	31,474.87
Total Commodities		53,200.20	304,429.34	24.41	1,247,088.00	942,658.66
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	268,616.90	955,499.14	27.28	3,502,400.00	2,546,900.86
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	.00	18,604.42	12.08	154,020.00	135,415.58
408	Furniture, Fixture, & Equipmnt	6,809.44	22,421.79	3.57	628,227.00	605,805.21
409	Motor Vehicles	.00	.00	.00	75,000.00	75,000.00
410	Automation System & Equipment	2,321.70	122,417.10	24.71	495,463.00	373,045.90
450	Capital Projects	-131,497.41	4,936,999.88	48.07	10,271,327.00	5,334,327.12
490	Capital Reserves - Current	.00	.00	.00	-1,618,109.96	-1,618,109.96
499	Reserve Carryover - Prior	.00	.00	.00	18,249,206.10	18,249,206.10
Total Capital Outlays		146,250.63	6,055,942.33	19.06	31,764,733.14	25,708,790.81
		=====	=====		=====	=====
Total Budget		1,675,326.30	12,546,226.48	23.50	53,399,212.14	40,852,985.66
		=====	=====		=====	=====

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
G-01113	O G & E	Electrical Services	19,459.81	19,459.81
G-01114	City of Oklahoma City	Water & Garbage	140.51	140.51
G-01115	Brodart, Inc.	Supplies	29.72	29.72
G-01116	Locke Supply Co.	Maintenance of Facilities	80.31	
		Maintenance of Facilities	22.39	102.70
G-01117	Tech-Lock	Maintenance of Facilities	8.99	8.99
G-01118	Demco	Supplies	97.75	
		Supplies	2,015.00	2,112.75
G-01119	MASSCO Maintenance Supply Co.	Maintenance Supplies	500.80	
		Maintenance Supplies	932.60	1,433.40
G-01120	Eales Electronics Corp.	Maintenance of Facilities	25.00	
		Maintenance of Facilities	20.00	45.00
G-01121	UNUM Life Insurance	Grp L-T Disab Ins.-OCT	4,868.96	4,868.96
G-01122	City of Warr Acres	Water & Garbage	67.90	67.90
G-01123	AT&T	Telephone Services	140.18	140.18
G-01124	Oklahoma Historical Society	Subscriptions	75.00	75.00
G-01125	Standard Printing Co., Inc.	Printing	324.00	324.00
G-01126	Oklahoma Library Association	Professional Services	80.00	
		Professional Services	80.00	160.00
G-01127	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01128	TDS Telecom	Telephone Services	117.13	117.13
G-01129	CompSource Oklahoma	Workers Comp Insurance	7,847.00	7,847.00
G-01130	American Library Assoc.	Programming Supplies	115.40	
		Supplies	141.00	256.40
G-01131	Keystone Tape & Label, Inc.	Printing	152.58	152.58
G-01132	FedEx	Automatin Contractual	16.22	
		Postage	4.77	20.99
G-01133	Ronna Davis	Programming Activities	56.40	56.40
G-01134	Phillip Tolbert	Supplies	59.45	59.45
G-01135	Denyveta Davis	Travel Expenses	186.50	186.50
G-01136	JoNita Normore	Mileage	11.12	11.12
G-01137	Mutual Assurance	Grp Med/Dtl Ins Prem-OCT	30,416.78	30,416.78
G-01138	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-01139	Oklahoma Air Filter	Maintenance of Facilities	15.84	
		Maintenance of Facilities	3.96	19.80
G-01140	Southwest Solutions Group, Inc	Storage System	134,877.50	134,877.50
G-01141	Shawver & Son	Maintenance of Facilities	144.98	144.98
G-01142	Scott's Printing & Copying	Printing	703.24	
		Printing	126.24	
		Printing	492.00	1,321.48
G-01143	Printing Equipment Inc.	Supplies	237.00	237.00
G-01144	Francie Pendleton	Mileage	18.14	18.14
G-01145	R. R. Bowker	Network Catalog Services	1,563.94	1,563.94
G-01146	Julia Ballou	Mileage	8.78	8.78
G-01147	James E. Garling	Programming Activities	500.00	500.00
G-01148	Dana Morrow	Travel Expense	207.50	
		Travel Expense	643.14	850.64
G-01149	High-Tech-Tronics, Inc.	Maintenance of Facilities	209.70	209.70
G-01150	Walker Companies	Ralph Ellison Relocation	210.00	
		Ralph Ellison Relocation	305.00	515.00
G-01151	FOI Oklahoma	Professional Services	15.00	
		Professional Services	15.00	30.00

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
G-01152	Friends of Libraries U.S.A.	Memberships	100.00	100.00
G-01153	Frances V. Harbert	Programming Activities	51.33	51.33
G-01154	True Colors Association	Memberships	35.00	35.00
G-01155	Evans Hardware	Maintenance of Facilities	32.75	
		Maintenance of Facilities	12.36	
		Maintenance of Facilities	7.11	
		Maintenance of Facilities	13.61	65.83
G-01156	Jeffrey J. Crawford	Security Services	412.50	412.50
G-01157	John Mark Dawson	Security Services	300.00	300.00
G-01158	Debbie Robertus	Mileage	9.95	9.95
G-01159	Miguel A. Campos	Security Services	212.50	212.50
G-01160	Jurden Brown, Jr.	Security Services	162.50	162.50
G-01161	Stanley Campbell	Security Services	150.00	150.00
G-01162	Contractors Supply Co.	Maintenance of Facilities	107.91	107.91
G-01163	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	231.74	231.74
G-01164	Edward Ahad Marand	Mileage	6.44	6.44
G-01165	Kelly Mitchell Osborne	Programming Activities	200.00	200.00
G-01166	Joan Porter	Mileage	8.19	8.19
G-01167	Dowell Parking Center	Parking	25.00	25.00
G-01168	OHC of Oklahoma, L.L.C.	Professional Services	143.00	
		Professional Services	500.50	643.50
G-01169	Dr. Gary M. Gray	Programming Activities	250.00	250.00
G-01170	Karen Horner	Programming Activities	150.00	150.00
G-01171	SignTec	Ralph Ellison Relocation	4,825.00	4,825.00
G-01172	AFP	Memberships	265.00	265.00
G-01173	Todd Olberding	Telephone Services	37.33	37.33
G-01174	Metropolitan Library System	Grp Med/Dtl Ins Prms-OCT	92,923.34	92,923.34
G-01175	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	12.00
G-01176	AIRSO	Professional Services	75.00	75.00
G-01177	Star Lighting	Maintenance of Facilities	55.92	
		Maintenance of Facilities	27.96	
		Maintenance of Facilities	190.96	
		Maintenance of Facilities	97.70	372.54
G-01178	Cintas Corp.	Maintenance of Facilities	302.72	302.72
G-01179	Barbara Byrd	Programming Activities	85.00	85.00
G-01180	MSC Technologies	Supplies	2,499.01	2,499.01
G-01181	Lesli Jones	Library-Related Services	260.00	260.00
G-01182	Oklahoma City Police Dept.	Maintenance of Facilities	130.00	
		Maintenance of Facilities	195.00	325.00
G-01183	Securitas Security USA, Inc.	Security Services	5,340.51	
		Security Services	6,659.51	12,000.02
G-01184	SimplexGrinnell	Maintenance of Facilities	1,724.80	
		Maintenance of Facilities	227.36	1,952.16
G-01185	Kone Inc	Maintenance of Facilities	3,807.00	3,807.00
G-01186	Erma Stewart	Programming Activities	250.00	250.00
G-01187	Sabre Technologies	Supplies	8,170.00	8,170.00
G-01188	COTPA	Parking & Transportation	2,852.00	
		Parking & Transportation	2,116.00	
		Parking & Transportation	3,934.53	8,902.53
G-01189	Tonda Kelly	Mileage	7.14	7.14
G-01190	Midwest Single Source, Inc.	Supplies	63.33	
		Supplies	61.98	

** Continued **

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01190	Midwest Single Source, Inc.	Supplies	63.17	188.48
G-01191	Joshua Pershica	Security Services	437.50	437.50
G-01192	H I S Paints	Maintenance of Facilities	35.81	35.81
G-01193	Blinds & Designs Too	Ralph Ellison Relocation	212.00	212.00
G-01194	Jarrold L. Hubbard	Security Services	325.00	325.00
G-01195	Jim Grant Gorton	Programming Activities	200.00	200.00
G-01196	Farrington Truck Towing	Ralph Ellison Renovation	640.50	640.50
G-01197	Oklahoma City/County	Other Commodities	50.00	50.00
G-01198	Frankfurt Short Bruza	Ralph Ellison Renovation	168.24	168.24
G-01199	Sharon L. Young	Mileage	5.67	5.67
G-01200	Shelley Ashmon	Supplies	59.88	59.88
G-01201	Paul Taylor	Programming	2,500.00	2,500.00
G-01202	Metropolitan Library System	Professional Services	135.00	
		Postage	83.76	
		Supplies	171.09	
		Programming Activities	102.87	
		Other Commodities	48.09	540.81
G-01203	O G & E	Electrical Services	9,945.40	9,945.40
G-01204	Oklahoma Natural Gas Co.	Gas Services	218.92	
		Gas Services	440.95	659.87
G-01205	Triangle/A & E	Supplies	119.64	119.64
G-01206	Southwestern Stationery and	Supplies	12.04	
		Supplies	20.53	32.57
G-01207	Dagwell Dixie Inc	Maintenance of Facilities	30.70	
		Maintenance of Facilities	86.73	117.43
G-01208	Forest Building Materials	Maintenance of Facilities	104.52	104.52
G-01209	Demco	Supplies	795.78	
		Supplies	18.39	
		Supplies	76.84	
		Supplies	1,262.00	2,153.01
G-01210	Gale Research	Materials	6,668.60	6,668.60
G-01211	Ernestine Clark	Mileage	66.58	66.58
G-01212	Edmond Chamber of Commerce	Memberships	284.00	284.00
G-01213	Baker & Taylor Books	Materials	626.57	626.57
G-01214	Spence & Associates, Inc	Library-Related Services	4,000.00	4,000.00
G-01215	Cheryl Mann	mileage	2.93	2.93
G-01216	Barbara Beasley	Mileage	11.41	11.41
G-01217	FedEx	Automation Contractual	7.12	7.12
G-01218	Recorded Books, LLC	Materials	1,713.13	1,713.13
G-01219	Instructional Video, Inc.	Materials	998.55	998.55
G-01220	Gale Group	Materials	3,321.16	3,321.16
G-01221	Staples Business Advantage	Supplies	26.43	26.43
G-01222	Anne G. Fischer	Mileage	100.04	100.04
G-01223	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-01224	Library Video Co.	Materials	179.55	179.55
G-01225	Full Circle Bookstore	Programming Activities	102.27	102.27
G-01226	INTEGRIS Corporate Assistance	Professional Services	828.00	828.00
G-01227	Shawver & Son	Automation Contractual	310.25	310.25
G-01228	AT&T	Telephone Services	893.75	893.75
G-01229	Random House, Inc	Materials	800.86	800.86
G-01230	Brilliance Corporation	Materials	2,998.47	2,998.47

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
G-01231	Ingram Library Service	Materials	1,364.60	1,364.60
G-01232	Audio Editions	Materials	2,614.60	2,614.60
G-01233	JoNita White	Mileage	16.38	16.38
G-01234	Ingram Library Service	Materials	478.14	478.14
G-01235	Frances V. Harbert	Travel Expenses	6.00	6.00
G-01236	Town of Luther	Water & Garbage	44.25	44.25
G-01237	Jana Hausburg	Mileage	8.78	8.78
G-01238	Barnes & Noble, Inc.	Programming Activities	60.76	60.76
G-01239	Center Point Large Print	Materials	179.70	179.70
G-01240	Landon Holman	Mileage	74.88	74.88
G-01241	City of Edmond	Maintenance of Facilities	20.00	20.00
G-01242	Krocket Rhoads	Programming Activities	150.00	150.00
G-01243	Jeffrey J. Crawford	Security Services	487.50	487.50
G-01244	Miguel A. Campos	Security Service	212.50	212.50
G-01245	Jurden Brown, Jr.	Security Service	162.50	162.50
G-01246	Franklin Covey Co.	Supplies	11.96	11.96
G-01247	Judy Howard	Programming Activities	250.00	250.00
G-01248	Stanley Campbell	Security Service	212.50	212.50
G-01249	Kelly Fuselier	Programming Activities	100.00	100.00
G-01250	Joan Porter	Travel Expense	10.68	10.68
G-01251	Rainbow Pennant Co.	Supplies	249.94	249.94
G-01252	Novalco, Inc	Maintenance of Facilities	315.00	315.00
G-01253	Kim Ventrella	Travel Expenses	10.68	10.68
G-01254	City of Harrah	Water & Garbage Services	69.55	69.55
G-01255	City of Choctaw	Water & Garbage Services	94.21	94.21
G-01256	Fariba Williams	Mileage	33.35	33.35
G-01257	C. L. Frates & Co.	Insurance	126,117.00	
		Insurance	7,886.00	134,003.00
G-01258	Office Depot Credit Plan	Supplies	68.33	68.33
G-01260	Roy Ballou	Mileage	119.63	119.63
G-01261	Baker & Taylor Books	Materials	3,088.28	3,088.28
G-01262	Baker & Taylor Entertainment	Materials	3,309.79	3,309.79
G-01263	Mediatriton	Books & Materials	338.94	338.94
G-01264	Allied Waste Services #060	Water & Garbage Services	820.56	820.56
G-01265	Teaching Company	Materials	124.95	124.95
G-01266	Robyn Poston	Programming Activities	85.00	
		Programming Activities	85.00	170.00
G-01267	John Utley	Telephone Services	35.00	35.00
G-01268	Scott Delsigne	Programming Activities	80.00	80.00
G-01269	Lesli Jones	Library-Related Services	105.00	105.00
G-01270	Kelley Hoffman	Mileage	32.70	32.70
G-01271	AT&T	Telephone Services	58.22	58.22
G-01272	Securitas Security USA, Inc.	Security Services	6,626.36	6,626.36
G-01273	Baker & Taylor Books	Materials	1,271.34	
		Materials	1,921.60	
		Materials	3,350.30	
		Materials	2,709.40	
		Materials	2,776.26	
		Materials	2,259.15	
		Materials	3,360.11	17,648.16
G-01274	Baker & Taylor Books	Materials	3,170.07	
		Materials	6,918.50	

** Continued **

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01274	Baker & Taylor Books	Materials	3,858.63	13,947.20
G-01275	Baker & Taylor Books	Materials	1,567.12	1,567.12
G-01276	Emily Williams	Mileage	24.28	24.28
G-01277	Mascots, Etc.	Library-Related Services	175.00	175.00
G-01278	Lloyd Lovely	Mileage	71.96	71.96
G-01279	Sabre Technologies	Printing Supplies	264.00	
		Supplies	495.00	
		Supplies	2,580.00	3,339.00
G-01280	Cheryl Coleman	Mileage	11.12	11.12
G-01281	Midwest Single Source, Inc.	Supplies	47.11	47.11
G-01282	Christopher Carroll	Mileage	21.11	21.11
G-01283	Stacy Schrank	Mileage	140.57	140.57
G-01284	Dan Holman	Telephone Services	40.36	
		Mileage	109.98	150.34
G-01285	Veronica Escobar	Mileage	8.78	8.78
G-01286	Joshua Pershica	Security Service	650.00	650.00
G-01287	Richard T. Steele	Security Services	100.00	100.00
G-01288	Baker & Taylor Entertainment	Materials	194.74	194.74
G-01289	Mackin	Materials	1,050.58	1,050.58
G-01290	R. Justin Herwig	Mileage	93.60	93.60
G-01291	Thomas B. Horne	Capital Projects	2,704.49	2,704.49
G-01292	Overdrive, Inc.	Materials	1,274.82	1,274.82
G-01293	Jarrod L. Hubbard	Security Services	112.50	112.50
G-01294	Polina M. Ezhkova	Programming Activities	95.00	95.00
G-01295	Felisha Nicole Williams	Library-Related Services	600.00	600.00
G-01296	Bank of Oklahoma	Payroll Transmittal-Chks	37,552.93	
		Payroll Transmittal-Chks	20,030.14	
		Payroll Transmittal-Chks	165.00	57,748.07
G-01297	Bank of Oklahoma	Federal Withholding Tax	37,954.60	
		Federal Withholding Tax	2,634.00	40,588.60
G-01298	Oklahoma Tax Commission	State Withholding Tax	13,220.00	
		State Withholding Tax	852.50	14,072.50
G-01299	Mun. Employees Credit Union	Employee Cr Union Deducts	11,746.13	
		Employee Cr Union Deducts	87.50	11,833.63
G-01300	United Way of Central Oklahoma	Employee Deductions	409.72	409.72
G-01301	Bank of America	Payroll Transmittal-DDep	199,025.10	
		Payroll Transmittal-DDep	24,086.39	
		Payroll Transmittal-DDep	1,210.00	224,321.49
G-01302	Nationwide Retirement Solution	Employee Deductions	7,334.92	7,334.92
G-01303	Transamerica Worksite Mktg.	Employee Deductions	497.85	497.85
G-01304	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,849.21	4,849.21
G-01305	Bank of Oklahoma	Employee Flexplan Deposit	21,782.95	21,782.95
G-01306	Bank of Oklahoma	Employee Soc/Sec Deposits	21,570.77	
		Employee Soc/Sec Deposits	3,201.71	
		Employee Medicare Deposit	5,131.54	
		Employee Medicare Deposit	748.79	
		Employer Soc/Sec Deposits	24,772.68	
		Employer Medicare Deposit	5,880.35	61,305.84
G-01307	MassMutual Financial Group	Employee Contrib -- DC PI	11,396.70	
		Employer Contrib -- DC PI	20,800.24	32,196.94
G-01308	Love, Beal & Nixon, P.C.	Employee Deductions	373.89	373.89

General Fund F.Y. 08-09

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
G-01309	Vision Service Plan of	Grp Vision Ins Prem-Oct.	2,201.56	2,201.56
G-01310	ODHS Oklahoma Centralized	Employee Deductions	353.05	353.05
G-01311	Administrative Systems, Inc.	Employee Deductions	1,108.37	1,108.37
G-01312	City of Midwest City, Inc.	Water & Garbage Services	313.23	313.23
G-01313	City of Oklahoma City	Water & Garbage	701.06	701.06
G-01314	City of the Village	Water & Garbage	82.97	82.97
G-01315	Eales Electronics Corp.	Maintenance of Facilities	485.05	485.05
G-01316	Gale Research	Materials	3,349.25	
		Materials	1,037.00	4,386.25
G-01317	Highsmith Co., Inc.	Programming Supplies	30.00	30.00
G-01318	United Mechanical	Maintenance of Facilities	661.50	661.50
G-01319	Hewlett-Packard Co.	Automation Contractual	12,450.00	12,450.00
G-01320	City of Edmond	Electrical Services	4,409.47	4,409.47
G-01321	Alma L. Brown	Programming Activities	24.60	24.60
G-01322	Laurie F. Mack-Clark	Mileage	15.80	15.80
G-01323	Oklahoma Library Association	Professional Services	50.00	
		Professional Services	50.00	
		Professional Services	100.00	200.00
G-01324	Weston Woods Accts Receivable	Materials	74.22	74.22
G-01325	Baker & Taylor Books	Materials	1,656.38	1,656.38
G-01326	Donna Morris	Telephone Services	50.00	50.00
G-01327	Karen Marriott	Mileage	31.88	31.88
G-01328	Mid-west Landscape, LLC	Maintenance of Facilities	1,701.10	
		Maintenance of Facilities	823.92	2,525.02
G-01329	Charles S. Isaacs	Mileage	23.99	23.99
G-01330	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01331	FedEx	Automation Contractual	14.12	14.12
G-01332	Stryker-Post Publications	Materials	157.95	157.95
G-01333	ConocoPhillips Fleet	Gasoline	94.89	94.89
G-01334	Eureka Water Co.	Ralph Ellison Relocation	60.60	
		Ralph Ellison Relocation	96.50	157.10
G-01335	Instructional Video, Inc.	Materials	590.11	590.11
G-01336	Journal Record Publishing	Filing Fees	93.80	93.80
G-01337	Denyvetta Davis	Mileage	213.23	213.23
G-01338	Gale Group	Materials	408.96	408.96
G-01339	Staples Business Advantage	Supplies	49.32	49.32
G-01340	Anne G. Fischer	Telephone Services	50.00	50.00
G-01341	BayScan Technologies	Supplies	3,390.00	3,390.00
G-01342	Friday	Library-Related Services	280.00	280.00
G-01343	Staples Credit Plan	Supplies	94.50	94.50
G-01344	Elizabeth Kessler	Mileage	19.31	19.31
G-01345	Full Circle Bookstore	Programming Activities	97.30	97.30
G-01346	Janet Brooks	Mileage	42.12	42.12
G-01347	Jonathan Willis	Mileage	18.72	18.72
G-01348	Blackstone Audio Books	Materials	90.00	90.00
G-01349	Random House, Inc	Materials	4,064.80	4,064.80
G-01350	A T & T Mobility	Telephone Services	104.27	104.27
G-01351	Scott's Printing & Copying	Printing	484.58	
		Printing	311.50	
		Printing	42.55	
		Printing	85.92	924.55
G-01352	Brilliance Corporation	Materials	287.93	287.93

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Number	Vendor/Payee	Purpose		Amount
G-01353	Allen's Floor Systems, Inc.	Carpet Tile	72,480.00	72,480.00
G-01354	Hobby Lobby	Supplies	41.62	41.62
G-01355	Ingram Library Service	Materials	1,108.82	1,108.82
G-01356	Phyllis Davidson	Mileage	3.63	3.63
G-01357	High-Tech-Tronics, Inc.	Ralph Ellison Relocation	263.25	263.25
G-01358	Walker Companies	Supplies	18.00	
		Supplies	25.95	43.95
G-01359	FOI Oklahoma	Professional Services	15.00	15.00
G-01360	Cummins Southern Plains, Ltd.	Maintenance of Facilities	930.43	930.43
G-01361	Fuelman	Gasoline	3,236.48	3,236.48
G-01362	Rotary Club of Oklahoma City	Memberships	54.50	
		Other Commodities	205.50	260.00
G-01363	Matthew Cotter	Mileage	8.78	8.78
G-01364	Regina Kirkham	Mileage	4.68	4.68
G-01365	Ingram Library Service	Materials	929.28	929.28
G-01366	Barnes & Noble, Inc.	Materials	86.32	86.32
G-01367	Studio Architecture PC	Capital Projects	2,749.88	2,749.88
G-01368	Deli Partners of Little Rock	Professional Services	80.23	
		Professional Services	154.22	234.45
G-01369	City of Edmond	Maintenance of Facilities	162.66	162.66
G-01370	Jimmy Welch	Telephone Services	50.00	50.00
G-01371	Quill Corporation	Equipment	229.98	229.98
G-01372	OPUBCO Communications Group	Legal Notice Retail Sale	87.35	
		Advertisement Retail Sale	214.55	301.90
G-01373	Sharon A. Nolan	Programming Activities	116.54	
		Programming Activities	50.00	166.54
G-01374	Oklahoma Center for Nonprofits	Professional Services	40.00	40.00
G-01375	Kelly Fuselier	Programming Activities	115.00	115.00
G-01376	Ruby Soutiere	Mileage	32.18	32.18
G-01377	Omniplex	Programming Activities	150.00	150.00
G-01378	Pleasant Pools	Maintenance of Facilities	88.88	88.88
G-01379	City of Edmond	Water & Garbage Services	350.65	350.65
G-01380	Carol L. Roberts	Mileage	38.61	38.61
G-01381	Kevin Colwell	Mileage	11.70	11.70
G-01382	OHC of Oklahoma, L.L.C.	Professional Services	643.50	
		Professional Services	357.50	1,001.00
G-01383	Trinity Products	Programming Activities	191.50	191.50
G-01384	Alliance Personnel Service LLC	Professional Services	782.10	782.10
G-01385	Amazon/GE Money Bank	Supplies	196.61	
		Maintenance of Facility	105.90	302.51
G-01386	Eastman Kodak Company	Maintenance of Facilities	1,743.00	1,743.00
G-01387	Lisa M. Wood	Programming Activities	84.81	
		Other Commodities	50.86	135.67
G-01388	Crowe & Dunlevy	Professional Services	900.00	900.00
G-01389	John Wood	Mileage	28.37	28.37
G-01390	Fariba Williams	Programming Activities	60.00	60.00
G-01391	Beautiful Feet Books	Books & Materials	195.83	195.83
G-01392	AT&T Yellow Pages	Library-Related Services	720.00	720.00
G-01393	Baker & Taylor Books	Materials	740.00	740.00
G-01394	Cheryl Pernell	Mileage	12.58	12.58
G-01395	Baker & Taylor Entertainment	Materials	2,184.40	2,184.40
G-01396	Daniel Fields	Programming Activities	51.37	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-01396	Daniel Fields	Programming Activities	30.29	81.66
G-01397	LaVetta Kinsey Dent	Other Commodities	137.81	137.81
G-01398	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-01400	John L. Hilbert	Programming Activities	96.93	
		Programming Activities	32.73	
		Programming Activities	148.02	277.68
G-01401	Donna Morris	Parking & Transportation	450.00	450.00
G-01402	Darrie Breathwit	Mileage	3.22	3.22
G-01404	Star Lighting	Maintenance of Facilities	135.80	
		Maintenance of Facilities	139.64	
		Maintenance of Facilities	40.44	
		Maintenance of Facilities	17.94	
		Maintenance of Facilities	445.20	
		Maintenance of Facilities	93.00	
		Maintenance of Facilities	53.92	
		Maintenance of Facilities	97.78	1,023.72
G-01405	John Utley	Mileage	10.53	10.53
G-01406	Lesli Jones	Library-Related Services	50.00	50.00
G-01407	Baker & Taylor Books	Materials	1,945.41	
		Materials	1,611.85	
		Materials	1,643.52	
		Materials	1,228.61	
		Materials	5,714.56	
		Materials	7,706.12	
		Materials	4,730.02	
		Materials	5,684.81	
		Materials	3,471.38	33,736.28
G-01408	Baker & Taylor Books	Materials	383.66	
		Materials	4,443.11	
		Materials	1,155.05	
		Materials	3,442.63	9,424.45
G-01409	Baker & Taylor Books	Materials	1,009.45	1,009.45
G-01410	SimplexGrinnell	Maintenance of Facilities	4,361.00	
		Furniture, Fixture & Equip	1,046.00	
		Maintenance of Facilities	168.00	5,575.00
G-01411	Angela Wall	Programming Activities	60.00	60.00
G-01412	Trigen-OKC Energy Corporation	Engery Services	13,551.05	13,551.05
G-01413	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-01414	Midwest Single Source, Inc.	Supplies	623.22	
		Supplies	51.89	
		Supplies	507.50	1,182.61
G-01415	H I S Paints	Maintenance of Facilities	32.87	
		Maintenance of Facilities	15.59	
		Maintenance of Facilities	32.78	81.24
G-01416	Forty-Sixth Star Press	Materials	255.20	255.20
G-01417	Overdrive, Inc.	Materials	374.78	374.78
G-01418	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-01419	Ameriworks Occupational	Professional Services	300.00	300.00
G-01420	En Pointe Technologies	Automation Contractual	6,621.00	6,621.00
G-01421	Donna J. Dickson	Programming Activities	450.00	450.00
G-01422	Shannon Sommers	Programming Activities	100.00	100.00

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Number	Vendor/Payee	Purpose		Amount
G-01423	Suzette V. Felton	Programming Activities	50.54	50.54
G-01424	Gary A.Boyer D.O.	Professional Services	201.00	201.00
G-01425	Baker & Taylor Books	Materials	3,221.31	3,221.31
G-01426	H.W. Wilson Company Lockbox	Materials	819.00	819.00
G-01427	Gale Group	Materials	2,998.68	2,998.68
G-01428	Library Video Co.	Materials	967.38	967.38
G-01429	Audio Forum	Materials	221.80	221.80
G-01430	Random House, Inc	Materials	2,344.00	2,344.00
G-01431	Ingram Library Service	Materials	11.87	11.87
G-01432	Ingram Library Service	Materials	246.50	246.50
G-01433	Beautiful Feet Books	Materials	388.00	388.00
G-01434	Baker & Taylor Books	Materials	3,704.74	3,704.74
G-01435	Baker & Taylor Entertainment	Materials	3,041.86	
		Materials	810.83	3,852.69
G-01436	Baker & Taylor Books	Materials	663.06	
		Materials	1,609.34	
		Materials	1,729.60	
		Materials	1,250.90	
		Materials	3,249.06	
		Materials	5,158.11	
		Materials	3,144.47	
		Materials	5,022.40	
		Materials	4,252.32	26,079.26
G-01437	Baker & Taylor Books	Materials	1,544.90	
		Materials	3,856.33	
		Materials	3,731.72	9,132.95
G-01438	Baker & Taylor Books	Materials	1,040.04	1,040.04
G-01439	Baker & Taylor Entertainment	Materials	364.31	364.31
G-01440	Overdrive, Inc.	Materials	652.93	652.93
G-01441	Oklahoma Dept. of Corrections	Materials	105.00	105.00
G-01442	Milton Smith Enterprises	Materials	140.00	140.00
G-01443	Bank of Oklahoma	Payroll Transmittal-Chks	41,178.42	
		Payroll Transmittal-Chks	21,503.05	62,681.47
G-01444	Bank of Oklahoma	Federal Withholding Tax	39,825.60	
		Federal Withholding Tax	2,742.00	42,567.60
G-01445	Oklahoma Tax Commission	State Withholding Tax	13,880.00	
		State Withholding Tax	880.50	14,760.50
G-01446	Mun. Employees Credit Union	Employee Cr Union Deducts	11,746.13	
		Employee Cr Union Deducts	87.50	11,833.63
G-01447	United Way of Central Oklahoma	Employee Deductions	407.72	407.72
G-01448	Bank of America	Payroll Transmittal-DDep	206,405.16	
		Payroll Transmittal-DDep	24,450.65	230,855.81
G-01449	Nationwide Retirement Solution	Employee Deductions	7,734.92	7,734.92
G-01450	Transamerica Worksite Mrktg.	Employee Deductions	499.01	499.01
G-01451	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,908.53	4,908.53
G-01452	Bank of Oklahoma	Employee Flexplan Deposit	10,002.03	10,002.03
G-01453	Bank of Oklahoma	Employee Soc/Sec Deposits	22,413.49	
		Employee Soc/Sec Deposits	3,334.24	
		Employee Medicare Deposit	5,329.71	
		Employee Medicare Deposit	779.74	
		Employer Soc/Sec Deposits	25,747.79	
		Employer Medicare Deposit	6,109.40	63,714.37

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Number	Vendor/Payee	Purpose		Amount
G-01454	MassMutual Financial Group	Employee Contrib -- DC PI	11,411.16	
		Employer Contrib -- DC PI	20,787.28	32,198.44
G-01455	Love, Beal & Nixon, P.C.	Employee Deductions	369.49	369.49
G-01456	ODHS Oklahoma Centralized	Employee Deductions	353.05	353.05
G-01457	Administrative Systems, Inc.	Employee Deductions	1,099.48	1,099.48
G-01458	O G & E	Electrical Services	15,652.14	15,652.14
G-01459	Oklahoma Natural Gas Co.	Gas Services	516.12	516.12
G-01460	City of Bethany	Water & Garbage	155.09	155.09
G-01461	City of Oklahoma City	Water & Garbage	1,020.42	1,020.42
G-01462	Southwestern Stationery and	Supplies	1,911.20	
		Supplies	1,664.70	
		Printing	5,378.45	8,954.35
G-01463	Locke Supply Co.	Maintenance of Facilities	10.17	
		Maintenance of Facilities	33.14	
		Maintenance of Facilities	103.94	147.25
G-01464	Dagwell Dixie Inc	Maintenance of Facilities	44.72	44.72
G-01465	Eales Electronics Corp.	Maintenance of Facilities	125.00	125.00
G-01466	Highsmith Co., Inc.	Supplies	91.56	91.56
G-01467	AT&T	Telephone Services	888.80	
		Telephone Services	765.19	
		Telephone Services	328.08	1,982.07
G-01468	Susie Beasley	Programming Activities	63.16	63.16
G-01469	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01470	Oklahoma Opry, LLC	Programming Activities	300.00	300.00
G-01472	Oklahoma Employment	Unemployment Compensation	6,908.15	6,908.15
G-01473	John Pansze	Programming Activities	175.00	175.00
G-01474	Oklahoma Air Filter	Maintenance of Facilities	31.68	
		Maintenance of Facilities	770.40	802.08
G-01475	Jonathan Willis	Telephone Services	35.00	35.00
G-01476	Ursula Ward	Mileage	5.85	5.85
G-01477	MPLC	Programming Activities	195.00	195.00
G-01478	Walker Companies	Library-Related Services	310.00	310.00
G-01479	OSCPA	Professional Services	178.00	178.00
G-01480	Neopost, Inc.	Postage	225.00	225.00
G-01481	Chickasaw Telecom, Inc.	Automation Contractual	30,234.19	30,234.19
G-01482	Porch School Supply	Programming Activities	29.10	29.10
G-01483	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-01484	Voss Lighting	Maintenance of Facilities	412.50	412.50
G-01485	Frances V. Harbert	Mileage	5.03	5.03
G-01486	Jeffrey J. Crawford	Security Services	487.50	487.50
G-01487	John Mark Dawson	Security Services	300.00	300.00
G-01488	Debbie Robertus	Programming Activities	216.00	216.00
G-01489	Miguel A. Campos	Security Services	212.50	212.50
G-01490	Jurden Brown, Jr.	Security Services	162.50	162.50
G-01491	Stanley Campbell	Security Services	325.00	325.00
G-01492	Bank of America	Library-Related Services	171.27	171.27
G-01493	Kelly Mitchell Osborne	Programming Activities	380.00	380.00
G-01494	Kelly Fuselier	Programming Activities	100.00	100.00
G-01495	Aaron Killough	Travel Expenses	480.60	
		Travel Expenses	54.43	535.03
G-01496	Steve Crawford	Programming Activities	175.00	175.00
G-01497	Walterine Alfredia Pickett	Programming Activities	140.00	140.00

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Number	Vendor/Payee	Purpose		Amount
G-01498	The Candy Basket	Programming Activities	180.00	180.00
G-01499	OHC of Oklahoma, L.L.C.	Professional Services	143.00	143.00
G-01500	Crowe & Dunlevy	Professional Services	445.00	445.00
G-01501	Oklahoma Press Service	Library-Related Services	250.43	250.43
G-01502	John Wood	Telephone Services	50.00	50.00
G-01503	Producers Playhouse	Library-Related Services	255.00	255.00
G-01504	Commercial Card Solutions	Ralph Ellison Relocation	349.00	
		Programming Supplies	29.40	
		Professional Services	300.00	
		Automation Supplies	158.92	
		Travel Expenses	168.85	
		Programming Supplies	25.00	
		Safety Supplies	18.75	
		Other Commodities	320.00	
		Programming Supplies	242.31	
		Maintenance of Equipment	32.71	
		Maintenance Supplies	42.12	
		Equipment	949.05	
		Professional Services	150.00	
		Programming Supplies	28.98	
		Supplies	65.03	
		Professional Services	32.00	
		Professional Services	300.00	
		Travel Expense	168.85	3,380.97
G-01505	Walmart Community	Programming Activities	60.00	
		Professional Services	44.14	104.14
G-01506	Commercial Card Solutions	Books & Materials	158.35	
		Books & Materials	124.66	
		Books & Materials	175.09	
		Books & Materials	148.08	
		Books & Materials	349.30	
		Books & Materials	187.34	
		Books & Materials	185.65	
		Books & Materials	198.13	
		Books & Materials	109.76	
		Books & Materials	82.21	1,718.57
G-01507	Preston Bell	Transportation	40.00	40.00
G-01508	Imagination Promotional Group	Customer Appreciation	25.20	25.20
G-01509	Construction Industries Board	Professional Services	50.00	50.00
G-01510	Robyn Poston	Programming Activities	85.00	85.00
G-01511	Star Lighting	Maintenance of Facilities	91.89	
		Maintenance of Facilities	33.97	
		Maintenance of Facilities	147.00	272.86
G-01512	Melissa Weathers	Mileage	4.68	
		Postage	70.00	
		Supplies	74.78	149.46
G-01513	Susan H. Wood	Programming Activities	125.00	125.00
G-01514	Lesli Jones	Library-Related Services	50.00	50.00
G-01515	Worth Hydrochem of Oklahoma	Maintenance of Facilities	222.00	222.00
G-01516	Budget Flag & Banner	Programming Supplies	96.00	96.00
G-01517	Securitas Security USA, Inc.	Security Services	6,310.80	
		Security Services	6,418.68	12,729.48

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Number	Vendor/Payee	Purpose		Amount
G-01518	SimplexGrinnell	Maintenance of Facilities	21.92	21.92
G-01519	Heartland Payphone Service	Telephone Services	261.35	261.35
G-01520	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-01521	Quik Print	Library-Related Services	502.61	502.61
G-01522	Joshua Pershica	Security Services	762.50	762.50
G-01523	Denise D. Ryan	Mileage	9.37	9.37
G-01524	Cynthia Selinger	Mileage	9.65	9.65
G-01525	Savannah Mitchell	Programming Activities	35.00	35.00
G-01526	North American Enterprise	Ralph Ellison Relocation	184.20	184.20
G-01527	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01528	Atlas General Contractors, LLC	Capital Projects	64,976.00	64,976.00
G-01529	Sharon L. Young	Mileage	4.91	4.91
G-01530	Donna J. Dickson	Programming Activities	450.00	450.00
G-01531	Finishing Line Press	Books & Materials	42.00	42.00
G-01532	Jessica Minter	Mileage	11.41	11.41
G-01533	JobDig	Library-Related Services	366.00	366.00
G-01534	Progressive Gifts & Incentives	Programming Activities	82.82	82.82
G-01535	Metropolitan Library System	Professional Services	150.00	
		Postage	49.90	
		Supplies	107.40	
		Supplies	50.70	
		Programming Activities	85.23	
		Programming Activities	22.26	
		Other Commodities	12.97	478.46
G-01536	City of Del City	Rent of Library Buildings	400.00	400.00
G-01537	Grainger	Maintenance of Facilities	29.52	29.52
G-01538	O G & E	Electrical Services	18,444.87	18,444.87
G-01539	Oklahoma Natural Gas Co.	Gas Services	79.14	79.14
G-01540	City of Oklahoma City	Wate & Garbage	916.85	916.85
G-01541	Triangle/A & E	Capital Projects	10.00	
		Capital Projects	30.42	40.42
G-01542	Brodart, Inc.	Supplies	24.60	24.60
G-01543	Borders Group, Inc.	Materials	115.05	115.05
G-01544	Forest Building Materials	Maintenance of Facilities	23.70	23.70
G-01545	Demco	Supplies	29.95	
		Supplies	136.33	
		Supplies	83.10	249.38
G-01546	Gaylord Bros.	Supplies	6.27	
		Supplies	59.55	65.82
G-01547	Gale Research	Materials	668.85	668.85
G-01548	City of Warr Acres	Water & Garbage	65.50	65.50
G-01549	Synergy Datacom Supply, Inc.	Maintenance of Equipment	8.00	
		Maintenance of Equipment	11.34	19.34
G-01550	AT&T	Telephone Services	140.18	140.18
G-01551	Ernestine Clark	Postage	126.40	126.40
G-01552	Weston Woods Accts Receivable	Materials	169.06	169.06
G-01553	Baker & Taylor Books	Materials	1,733.18	1,733.18
G-01554	H.W. Wilson Company Lockbox	Materials	451.00	451.00
G-01555	TDS Telecom	Telephone Services	117.13	117.13
G-01556	United Refrigeration, Inc.	Maintenance of Facilities	52.18	
		Maintenance of Facilities	659.57	
		Maintenance of Facilities	9.94	721.69

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Number	Vendor/Payee	Purpose		Amount
G-01557	Legal Directories Publishing	Materials	360.75	360.75
G-01558	Recorded Books, LLC	Materials	360.70	360.70
G-01559	Pure Service Corp.	Janitorial Services	13,645.00	
		JANITORIAL SERVICES	6,760.00	
		Janitorial Services	753.00	
		Janitorial Services	690.00	
		Janitorial Services	176.00	
		Janitorial Services	4,800.00	
		Janitorial Services	3,220.00	
		Janitorial Services	765.00	30,809.00
G-01560	Eureka Water Co.	Capital Projects	31.90	31.90
G-01561	Instructional Video, Inc.	Materials	1,076.22	1,076.22
G-01562	Gale Group	Materials	984.23	984.23
G-01563	Council for Community	Materials	840.00	840.00
G-01564	Hoover's, Inc.	Materials	1,210.00	1,210.00
G-01565	Great American Glass & Tinting	Maintenance of Facilities	569.00	569.00
G-01566	Oklahoma Gazette	Library-Related Services	1,107.50	
		Library-Related Services	807.50	1,915.00
G-01567	Random House, Inc	Materials	1,668.42	1,668.42
G-01568	Scott's Printing & Copying	Printing	1,153.32	
		Printing	1,114.80	2,268.12
G-01569	Brilliance Corporation	Materials	2,104.02	2,104.02
G-01570	Christine Francis	Programming Activities	490.00	490.00
G-01571	Ingram Library Service	Materials	2,182.36	2,182.36
G-01572	Information Today, Inc.	Materials	1,064.00	1,064.00
G-01573	Dana Morrow	Programming Activities	200.05	200.05
G-01574	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-01575	Summit Mailing Systems, Inc.	Maintenance of Facilities	270.00	
		Maintenance of Facilities	473.75	743.75
G-01576	Audio Editions	Materials	1,852.56	1,852.56
G-01577	DWe Williams	Programming Activities	3,000.00	3,000.00
G-01578	Ingram Library Service	Materials	1,275.67	1,275.67
G-01579	Evans Hardware	Maintenance of Facilities	30.78	
		Maintenance of Facilities	13.57	
		Maintenance of Facilities	56.25	100.60
G-01580	First Edition Cafe	Supplies	42.00	42.00
G-01581	OPUBCO Communications Group	Library-Related Services	76.60	76.60
G-01582	Kimberly Edwards	Programming Activities	197.18	
		Programming Activities	120.00	
		Programming Activities	30.00	347.18
G-01583	Contractors Supply Co.	Maintenance of Facilities	112.32	112.32
G-01584	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-01585	BBC Audiobooks America	Materials	310.12	310.12
G-01587	Carol L. Roberts	Travel Expense	7.00	
		Professional Services	25.00	32.00
G-01588	OHC of Oklahoma, L.L.C.	Professional Services	286.00	286.00
G-01589	Fariba Williams	Other Commodities	40.87	40.87
G-01590	Baker & Taylor Entertainment	Materials	2,731.42	2,731.42
G-01591	Walmart Community	Programming Activities	170.00	
		Programming Activities	7.45	
		Programming Activities	72.04	249.49
G-01592	LaWana D. Morgan	Mileage	19.89	19.89

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Number	Vendor/Payee	Purpose		Amount
G-01593	AFP Oklahoma Chapter	Professional Services	135.00	135.00
G-01594	Reef Shop Warehouse	Maintenance of Facilities	71.95	71.95
G-01595	Imagination Promotional Group	Professional Services	1,564.40	1,564.40
G-01596	Teaching Company	Materials	159.90	159.90
G-01597	Fred Pryor Seminars/	Professional Services	119.00	119.00
G-01598	Carol Hunter	Mileage	17.55	17.55
G-01599	Lesli Jones	Library-Related Services	45.00	45.00
G-01600	Oklahoma City Police Dept.	Maintenance of Facilities	27.00	
		Maintenance of Facilities	65.00	92.00
G-01601	AT&T	Telephone Services	58.22	58.22
G-01602	Securitas Security USA, Inc.	Security Services	6,765.03	6,765.03
G-01603	Baker & Taylor Books	Materials	2,294.40	
		Materials	1,776.62	
		Materials	1,877.64	
		Materials	3,690.89	
		Materials	5,143.87	
		Materials	5,318.52	
		Materials	7,602.25	
		Materials	6,986.09	
		Materials	1,035.37	35,725.65
G-01604	Baker & Taylor Books	Materials	1,870.84	
		Materials	13,845.82	
		Materials	8,500.54	24,217.20
G-01605	Baker & Taylor Books	Materials	2,287.90	2,287.90
G-01606	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01607	Sabre Technologies	Automation Equipment	539.00	539.00
G-01608	Smart Technologies	Automation Contractual	611.75	611.75
G-01609	Tonda Kelly	Mileage	6.44	6.44
G-01610	Midwest Single Source, Inc.	Supplies	50.10	
		Supplies	52.95	
		Supplies	9.73	112.78
G-01611	Stacy Schrank	Professional Services	93.32	93.32
G-01612	Doyle Wilcox	Supplies	86.98	86.98
G-01613	H I S Paints	Maintenance of Facilities	188.52	
		Maintenance of Facilities	38.46	
		Maintenance of Facilities	64.29	291.27
G-01614	Mackin	Materials	352.08	352.08
G-01615	Wayne Stein	Programming Activities	50.00	50.00
G-01616	Overdrive, Inc.	Materials	477.65	477.65
G-01617	UNUM Life Insurance	Grp LTC Insurance-NOV	1,711.60	1,711.60
G-01618	Eide Bailly LLP	Professional Services	7,800.00	7,800.00
G-01619	Ponca Prairie Press	Materials	179.70	179.70
G-01620	EcoGeek, LLC	Programming Activities	1,250.00	1,250.00
G-01621	Atlas Glass & Mirror Company	Capital Projects	1,060.00	1,060.00
G-01622	Gabriel Evan Friedman	Programming Activities	250.00	250.00
G-01623	David L. May	Programming Activities	200.00	200.00
G-01624	Bricktown Capital L.L.C.	Programming Activities	68.33	68.33
Total of FY 08-09 Warrants Issued				\$ 2,169,870.72

General Fund F.Y. 07-08

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
G-05447	National Pen Company	Supplies	107.23	107.23
G-05448	Oklahoma City Police Dept.	Maintenance of Facilities	195.00	195.00
G-05449	Instructional Video, Inc.	Materials	57.48	57.48
G-05450	Ingram Library Service	Materials	171.66	171.66
G-05451	Baker & Taylor Books	Materials	837.38	837.38
G-05452	Brodart, Inc.	Fixtures	395.81	395.81
G-05453	Laurie F. Mack-Clark	Mileage	61.61	61.61
G-05454	Gateway Films/Vision Video	Materials	58.94	58.94
G-05455	City of Edmond	Maintenance of Facilities	81.34	81.34
G-05456	Meyer, Scherer & Rockcastle, Lt	Professional Services	852.00	
		Professional Services	3.87	855.87
G-05457	Baker & Taylor Books	Materials	345.19	345.19
G-05458	Baker & Taylor Books	Materials	28.39	28.39
G-05459	Aida Gomez	Programming Activities	85.00	85.00
G-05460	Ingram Library Service	Materials	13.11	13.11
G-05461	Baker & Taylor Books	Materials	326.05	326.05
G-05462	Baker & Taylor Books	Materials	8.78	8.78
G-05463	Baker & Taylor Books	Materials	98.76	98.76
G-05464	Tyler Outdoor Advertising, LLC	Printing	18,400.00	18,400.00
		Total of FY 07-08 Warrants Issued		\$ 22,127.60

Special Funds

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
S-14139	David L. Crane	Lost & Paid Book Returned	3.00	3.00
S-14140	Michele C. Siler	Lost & Paid Book Returned	3.00	3.00
S-14141	Davis S. Dunkleburger	Lost & Paid Book Returned	9.95	9.95
S-14142	Rigoberto Garcia	Lost & Paid Book Returned	15.95	15.95
S-14143	Carolyn E. King-Leggins	Lost & Paid Book Returned	3.95	3.95
S-14144	Wanjiku N. Kingara	Lost & Paid Book Returned	15.95	15.95
S-14145	Mary J. Peters	Lost & Paid Book Returned	3.00	3.00
S-14146	Nick N. Herrin	Lost & Paid Book Returned	3.00	3.00
S-14147	Theresa W. Karras	Lost & Paid Book Returned	3.00	3.00
S-14148	Yvonne L. Mouton	Lost & Paid Book Returned	13.85	13.85
S-14149	Amy M. Holt	Lost & Paid Book Returned	3.00	3.00
S-14150	Angela J. Parker	Lost & Paid Book Returned	3.00	3.00
S-14151	Lisa J. Schoeffler	Lost & Paid Book Returned	10.85	10.85
S-14152	Pamela F. Schafer	Lost & Paid Book Returned	9.95	9.95
S-14153	Lauryl M. Johnson	Lost & Paid Book Returned	3.00	3.00
S-14154	Susan Pierce	Programming	462.00	462.00
S-14155	Kelly E. Bass	Lost & Paid Book Returned	10.95	10.95
S-14156	Elizabeth M. Fleming	Lost & Paid Book Returned	3.00	3.00
S-14157	Maria D. Hernandez	Lost & Paid Book Returned	13.95	13.95
S-14158	Carolyn E. Jones	Lost & Paid Book Returned	3.00	3.00
S-14159	Robert L. Whittaker	Lost & Paid Book Returned	3.00	3.00
S-14160	Richard E. Chambers	Lost & Paid Book Returned	42.65	42.65
S-14161	Aspen N. Fryer	Lost & Paid Book Returned	20.79	20.79
S-14162	Robert M. Carpenter II	Lost & Paid Book Returned	10.50	10.50
S-14163	Shanna D. Harrington	Lost & Paid Book Returned	24.90	24.90
S-14164	Ruth M. Hughes	Lost & Paid Book Returned	12.95	12.95
S-14165	Crystal D. Shelton	Lost & Paid Book Returned	9.95	9.95
S-14166	Maria Hernandez	Lost & Paid Book Returned	8.95	8.95
S-14167	Eye For Talent	Programming	1,500.00	1,500.00
S-14168	Metropolitan Library System	Transfer of Fines & Fees	43,000.00	43,000.00
S-14169	Standley Systems	Copier Usage	267.80	
		Copier Usage	237.74	505.54
S-14170	Eye For Talent	Programming	4,500.00	4,500.00
S-14171	Arthur D. Sudik	Lost & Paid Book Returned	11.95	11.95
S-14172	Sharon A. Nolan	Lost & Paid Book Returned	43.90	43.90
S-14173	Candace L. Daugherty	Lost & Paid Book Returned	6.95	6.95
S-14174	Patricia L. Oglesby	Lost & Paid Book Returned	6.90	6.90
S-14175	Vivian Nhung Pham	Lost & Paid Book Returned	24.20	24.20
S-14176	Charlotte E. Wood-Wilson	Lost & Paid Book Returned	16.95	16.95
S-14177	Baylee L. Bork	Lost & Paid Book Returned	4.75	4.75
S-14178	Jeffrey D. Walker	Lost & Paid Book Returned	122.85	122.85
S-14179	Jayne A. Shover	Lost & Paid Book Returned	21.85	21.85
S-14180	Commercial Card Solutions	Automation Contract	56.15	56.15
S-14181	Imagination Promotional Group	Other Commodities	366.00	366.00
S-14182	Orit Rabkin	Adult Programming	100.00	100.00
S-14183	Oklahoma Tax Commission	State Sales Tax-Sep. 2008	64.13	64.13
S-14184	Ashley N. Thomas	Lost & Paid Book Returned	12.60	12.60
S-14185	Sydney L. Martinek	Lost & Paid Book Returned	15.00	15.00
S-14186	Micah and/or Linn Heagan	Lost & Paid CD Refund	22.95	22.95
S-14187	Stacy D. Soukup	Lost & Paid Book Returned	4.20	4.20
S-14188	Lisa Schnorrenberg	Lost & Paid Book Returned	6.99	6.99
S-14189	William M. Bledsoe	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

October 2008

Number	Vendor/Payee	Purpose		Amount
S-14190	Jonna M. Mason	Lost & Paid Book Returned	15.95	15.95
S-14191	Susan Pierce	Atrium Noon Tunes	560.00	
		Atrium Noon Tunes	1,300.00	1,860.00
S-14192	Oklahoma Tax Commission	State Sales Tax-Sep. 2008	631.13	631.13
		Total of Special Funds Warrants Issued		\$ 53,654.98

Monthly Journal Entries -- October 2008

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
69	1001	Cash	\$ 1,025,000.00	
	3602	Interest Income		\$ 25,000.00
	1101	Investments		\$ 1,000,000.00
		Fed Home LN 3133xmn64		
70	1001	Cash	\$ 1,024,000.00	
	3602	Interest Income		\$ 24,000.00
	1101	Investments		\$ 1,000,000.00
		Fed Home LN 3133xmn72		
71	1001	Cash	\$ 2,020,000.00	
	3602	Interest Income		\$ 20,000.00
	1101	Investments		\$ 2,000,000.00
		Fed Home LN 3133xnxs3		
72	1001	Cash	\$ 60,000.00	
	3602	Interest Income		\$ 60,000.00
		Fed Home LN interest 3128x6ms2		
73	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Fed Home LN 3133xsh92		
74	1101	Investments	\$ 1,000,000.00	
	1001	Cash		\$ 1,000,000.00
		Fed Home LN 3133xsk56		

Tax Revenues

75	1001	Current Year Cash	\$ 80,701.54	
	3601	Prior year Tax		\$ 80,701.54
		Ad Valorem Tax apportioned by County for 9/17 to 9/28		
76	1001	Current Year Cash	\$ 61.53	
	3601	Prior year Tax		\$ 61.53
		Ad Valorem Tax apportioned by County for 10/1 to 10/15		

Miscellaneous

77	1001	Current Year Cash	\$ 30,276.92	
	3605	Mic. Reimbursements		\$ 30,276.92
		café rent 500.00 Abitibi 19.68		
		badge replacements 2.00 AT&T 29,755.24		
		total 30,276.92		
78	1001	cash	\$ 5,795.72	
	3606	surplus sale revenue		\$ 5,795.72

Proceeds from sale at Southern Oaks

Fines

79	1001	Current Year Cash	\$	43,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 43,000.00
		Fines transferred from Special Funds in October			

Payable entries

80	3001	Current Year Reserv. for Appropriations.	\$	1,675,226.30	
	3011	Current Year P.O. Outstanding			\$ 1,675,226.30
	3002	Prior Year Reserv. for Appropriations.	\$	2,080.23	
	3012	Prior Year P.O. Outstanding			\$ 2,080.23
		Purchase orders issued in October			
81	3011	Current Year P.O. Outstanding	\$	2,170,106.56	
	3021	Current Year Warrants Outstanding			\$ 2,170,106.56
	3012	Prior Year P.O. Outstanding	\$	22,127.60	
	3022	Prior Year Warrants Outstanding			\$ 22,127.60
		Checks issued in October			
82	3021	Current Year Warrants Outstanding	\$	2,182,951.25	
	1001	Current Year Cash			\$ 2,182,951.25
	3022	Prior Year Warrants Outstanding	\$	7,824.43	
	1001	Prior Year Cash			\$ 7,824.43
		Checks cleared Bank in October			

Bank interest and fees

83	1001	Current Year Cash	\$	5,847.03	
	3602	Interest Income			\$ 5,847.03
		Interest from GF checking account less fees			
84	8000	Special Fund Cash	\$	187.29	
	8815	Fines Account			\$ 187.29
		Interest from SF checking account less fees			

Special funds

85	8000	Special Fund Cash	\$	59,165.02	
	8815	Fines			\$ 32,584.53
	8820	Copy			\$ 8,640.73
	8805	Gift/Lost Books			\$ 4,489.94
	8810	Prepaid Fees			\$ 3,396.32
	8902				\$ 22.50
	8932				\$ 10,031.00
		Revenues of special funds received in October			
86	8000	Special Fund Cash			\$ 53,590.38
	8815	Fines	\$	43,422.15	
	8820	Copy	\$	1,136.67	

8805	Gift/Lost Books	\$	609.56
8909		\$	2,322.00
8910		\$	1,500.00
8923		\$	4,500.00
8890		\$	100.00


Expenditures of special funds paid in October

Corrections, Adjustments, and Miscellaneous

87	1001	Cash	\$	52.01	
	3605	Miscellaneous revenue			\$ 52.01
		bank balance corrections and voided checks			
88	1201				\$ 485,381.00
	1251		\$	44,125.00	
	3001		\$	441,256.00	
		To adjust budget, per September Commission approval			
89	8000		\$	5,288.05	
	8815				\$ 5,288.05
		Credit card receipts for October, net			
90	8000		\$	3,671.06	
	8815				\$ 2,382.60
	8820				\$ 549.05
	8805				\$ 425.55
	8810				\$ 313.86
		October special funds entry, retro-posted to subsidiary ledger for September			
		Grand Total		\$ 13,962,333.92	\$ 13,962,333.92
				\$	-

I, Donna Morris, certify that:

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


Donna Morris, Executive Director

11-12-08
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

11-11-08
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: RFID TAGS

Provided for in the FY 2008-09 budget is the request for 250,000 additional RFID tags to continue tagging new material received by the Library.

Specifications were prepared and bids were let for 14 days. Bids were published for two days in *The Oklahoman* (November 4th and 6th, 2008). Bid packets were also sent to five prospective vendors.

A pre-bid meeting was scheduled for Thursday, November 6, 2008. No vendors attended.

A public bid opening was conducted on Thursday, November 13, 2008. Four vendors responded.

Vendors	250,000 RFID Tags		
	Unit Cost	Shipping & Handling	Extended Cost
Bayscan	.209	\$200.00	\$52,450.00
Libramation	.269	\$500.00	\$67,750.00
Intergrated	.280	\$245.00	\$70,245.00
Southwest Solution	.32	\$250.00	80,250.00

Southwest Solution Group is located in Oklahoma County. The other three vendors are located out of state.

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

RECOMMENDATION:

That the Commission award the contract for 250,000 RFID tags to Bayscan in the amount of \$52,450.00. Adequate funding for this project is provided for in the FY 2008-09 budget account 303.

CONTRACT AWARDS AND PURCHASES (Cont'd)

ITEM B: HEWLETT PACKARD LASERJET TONER CARTRIDGES

Provided for in the annual budget is the continuous requirement for various types of LaserJet toner cartridges for the various Hewlett Packard printers used throughout the Library system. The total purchase cost of these toner cartridges exceeds the maximum open market amount allowed by the purchasing policy.

A contract was awarded for HP Laserjet Toner Cartridges on June 19, 2008, Document #106, Item B for the FY 08-09. Sabre Technologies was lowest bidder. On October 20, 2008, Sabre Technologies notified the Library System that HP had substantially increased the cost of the toner cartridges to their suppliers. This has been confirmed by the 2nd lowest bidder. Therefore, since Sabre Technologies won't honor their prices, the current contract is cancelled. The Library has readvertised for bids for the remainder of the fiscal year.

Revised specifications were prepared and bids were let for 15 days. Bids were published for two days in ***The Oklahoman on October 28, 2008 and October 30, 2008***. Bid packets were also sent to 10 prospective vendors.

A pre-bid conference was held on Tuesday, November 4, 2008. No vendors attended. Bids were received and publicly opened Tuesday, November 11, 2008. Six vendors responded.

LaserJet Toner Cartridges for Various Models

Vendors	HP Printer 4100 Series	HP Printer 2300 Series	HP Printer 4200 Series	HP Printer 2400 Series	HP Printer 4250/4350 Series
Crystal Data and Business Products	\$111.62	\$104.97	\$133.94	\$182.05	\$130.22
Oklahoma Business Systems	\$116.00	\$110.00	\$137.50	\$183.00	\$135.00
Sabre Technologies	\$108.00	\$103.00	\$129.00	\$174.00	\$126.00
Southwestern Stationery & Bank Supply	\$125.00	\$117.00	\$149.00	\$214.00	\$146.95
Stone Computer	\$113.95	\$107.95	\$135.87	\$188.15	\$131.75
Sunbelt Data Systems, Inc.	\$114.00	\$108.00	\$137.00	\$186.00	\$133.00

LaserJet Toner Cartridges for the Model HPCP3505DN

Vendors	HP Printer HPQ6470A	HP Printer HPQ7581A	HP Printer HPQ7582A	HP Printer HPQ7583A
Crystal Data and Business Products	\$115.61	\$148.81	\$148.81	\$148.81
Oklahoma Business Systems	\$120.00	\$152.00	\$152.00	\$152.00
Sabre Technologies	\$112.00	\$144.00	\$144.00	\$144.00
Southwestern Stationery & Bank Supply	\$138.50	\$176.00	\$176.00	\$176.00
Stone Computer	\$119.90	\$153.70	\$153.55	\$153.55
Sunbelt Data Systems, Inc.	\$118.50	\$152.00	\$152.00	\$152.00

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM B: HEWLETT PACKARD LASERJET TONER CARTRIDGES(CONTINUED)

LaserJet Toner Cartridges for the Model HPCP4005N

Vendors	HP Printer HPCB400A	HP Printer HPCB401A	HP Printer HPCB402A	HP Printer HPCB403A
Crystal Data and Business Products	\$141.52	\$210.26	\$210.26	\$210.26
Oklahoma Business Systems	\$145.00	\$210.00	\$210.00	\$210.00
Sabre Technologies	\$137.00	\$202.00	\$202.00	\$202.00
Southwestern Stationery & Bank Supply	\$164.25	\$247.00	\$247.00	\$247.00
Stone Computer	\$145.65	\$216.35	\$216.35	\$216.35
Sunbelt Data Systems, Inc.	\$145.00	\$215.00	\$215.00	\$215.00

All vendors meet specifications and are located in Oklahoma County. Specifications required that this was an "All or None" bid. Sabre Technologies is the best and lowest bidder for the LaserJet toner cartridges.

RECOMMENDATION:

That the Commission award the contract for LaserJet toner cartridges to Sabre Technologies in the amounts indicated above for the Fiscal Year 2008-09. Funding for these purchases is provided for the FY 2008-09 Budget, account 303.

REPORT AND RECOMMENDATIONS FROM A & P COMMITTEE

The A & P Committee met November 5, 2008, for:

- I. Discussion, Consideration, and Possible Action: Selection of Committee Chair
- II. Discussion, Consideration, and Possible Action: Revisions to the MLS Policy and Procedure Manual
 - SH 510 Discrimination & Harassment
 - SH 512 Firearms/Weapons & Workplace Violence Policy
- III. Discussion, Consideration, and Possible Action: Executive Session

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

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

Reviewed and discussed all items.

COMMISSION ACTION:

1. To approve the recommendations from the Administrative and Personnel committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 510 Civil Rights Policy and SH 512 Firearms/Weapons & Workplace Violence Policy
2. To approve the Administrative & Personnel Committee's recommendation to renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase, effective with the beginning of the pay period, which includes January 1, 2009

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
ADMINISTRATIVE & PERSONNEL COMMITTEE
MINUTES

DATE: Wednesday, November 5, 2008 TIME: 2:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 24, 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 November 3, 2008, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Carolyn Cornelius
Margaret Graham
Cynthia Mitas
Mukesh Patel

COMMITTEE MEMBERS EXCUSED:

Alexandra Vera

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 5

I. The meeting was called to order at 3:35 pm by Mrs. Donna Morris, Secretary.

Roll was called to establish a quorum. Present: Cornelius, Graham, Mitas, Patel.

II. Mrs. Morris called for Agenda Item II – Selection of Committee Chair.

Mrs. Margaret Graham moved to nominate Mrs. Carolyn Cornelius as Chair of the Administrative and Personnel Committee. Mrs. Cynthia Mitas seconded. Mrs. Morris asked if there were any objections. There were none. Mrs. Cornelius was selected as Chair by unanimous consent.

III. Mrs. Morris referred to Discussion, Consideration, and Possible Action: Revisions to the MLS Policy and Procedure Manual

Mrs. Morris stated as requested previously by the A & P Committee, the Administration has made revisions to the MLS Policy and Procedure manual. For consideration is a revision to the SH 510 Civil Rights Policy and one new policy SH 512 Firearms/Weapons & Workplace Violence Policy.

Specific definitions and examples for each prohibited action of harassment and discrimination were added to the SH 510 Civil Rights Policy. The Firearms and Violence in the Workplace sections were removed from SH 510 and a new policy was created, SH 512 Firearms/Weapons & Workplace Violence. The new policy was expanded to define weapons, searches, and workplace violence. Questions and Discussion followed.

Some grammatical changes were recommended to the presented policies. The Policy and Procedure committee will make the recommended changes.

Mrs. Morris called for a motion.

Mrs. Graham moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 510 Civil Rights Policy and SH 512 Firearms/Weapons & Workplace Violence Policy. Mrs. Cornelius seconded. No further discussion; motion passed unanimously.

IV. Mrs. Cornelius called for a motion to move into Executive Session to discuss the Executive Director evaluation.

Mr. Mukesh Patel moved to go into Executive Session. Mrs. Graham seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:54 p.m.

V. Mrs. Cornelius called for a motion to reconvene.

Mrs. Graham moved to reconvene. Mr. Patel seconded. No further discussion. Motion passed unanimously.

The Committee reconvened at 4:40 p.m.

Mr. Patel moved to recommend the Commission renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase, effective with the beginning of the pay period, which includes January 1, 2009. Mrs. Mitas seconded. No further discussion. Motion passed unanimously.

By Committee consensus it will next meet for an Executive Session at 3:00 p.m. on November 20, 2008 prior to the regularly scheduled meeting of the Commission at the Edmond Library.

VI. Mrs. Cornelius adjourned the meeting at 4:43 p.m.

A handwritten signature in dark ink that reads "Maria Watkins". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Respectfully Submitted,
Maria Watkins, Executive Assistant

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2009 LIBRARY HOLIDAY AND CLOSING SCHEDULE

Attached is the proposed Library System Holiday and Closing Schedule for 2009.

Current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two “floating holidays” to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays. The proposed holiday schedule closely follows the Federal Holiday observance calendar for holidays falling on Saturdays and Sundays and includes nine paid fixed holidays. The provisions of the floating holidays are unchanged.

In addition to the nine paid holidays, the Library System has a very limited number of other days on which all library facilities are closed. These include Easter Sunday, the Sunday before Memorial Day, the Sunday before Labor Day, Staff Development Day (Columbus Day), the Sunday before Christmas and the Sunday between Christmas and New Years Day.

In 2009, Christmas falls on a Friday. Both Christmas Eve day and Christmas Day are among the nine paid holidays. On the Sunday before and the Sunday after Christmas, libraries have traditionally been closed but not paid holidays. This creates the situation where the libraries would be closed on Sunday, December 20 and Sunday, December 27. December 20 seems somewhat early to close. Instead, it is proposed that the Sunday before Christmas (December 20) be a day that the libraries are open and that in lieu of that Sunday closing, the libraries would be closed on Saturday, December 26. We have found precedence for this in prior years in which Christmas Day was a Friday. Staffing is always a concern around the holidays and scheduling staff to work on the 26th creates some difficulty. With the libraries closed on that Saturday, staff would be scheduled for three days of work on Monday, Tuesday and Wednesday, which is easier to accomplish. Accordingly, it is proposed that for 2009, the libraries would be closed (but not as paid holidays) on Saturday, December 26 and Sunday, December 27, remaining open on Sunday, December 20.

Attachments

- MLS 2009 Library Holiday and Closing Schedule
- MLS ~ Holiday Policy

RECOMMENDATION FOR COMMISSION ACTION:

That the Commission approve the MLS 2009 Library Holiday and Closing Schedule as presented.

2009 LIBRARY HOLIDAY AND CLOSING SCHEDULE

F-T Workweek

Workweek of December 22 – December 28, 2008

Sun., December 28, 2008 - Libraries Closed

2009 Library Holiday and Closing Schedule

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

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

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

Workweek of January 19 - 25, 2009 (Martin Luther King, Jr. Day) 32

Mon., January 19, 2009 - Libraries Closed - **Paid Holiday**

Workweek of April 6 - 12, 2009 (Easter Week) 40

Sun., April 12, 2009 - Libraries Closed

Workweek of May 18 – 24, 2009 (Memorial Day Weekend) 40

Sun., May 24, 2009 - Libraries Closed

Workweek of May 25 – May 31, 2009 (Memorial Day) 32

Mon., May 25, 2009 - Libraries Closed – **Paid Holiday**

Workweek of June 29 – July 5, 2009 (Independence Day) 32

Fri., July 3, 2009 – Libraries Closed – **Paid Holiday**

Sat., July 4, 2009 – Libraries Closed

Workweek of August 31 – September 6, 2009 (Labor Day Weekend) 40

Sun., September 6, 2009 - Libraries Closed

Workweek of September 7– 13 2009 (Labor Day) 32

Mon., September 7, 2009 – Libraries Closed - **Paid Holiday**

Workweek of October 12 - 18, 2009, (Staff Development Day) 40

Mon., October 12, 2009 – Libraries Closed

Workweek of November 23 - 29, 2009 (Thanksgiving Period) 24

Wed., November 25, 2009 - Libraries Close at 6 p.m.

Thurs., November 26, 2009 - Libraries Closed - **Paid Holiday**

Fri., November 27, 2009 - Libraries Closed - **Paid Holiday**

Workweek of December 21 - 27, 2009 (Christmas Period) 24

Thurs., December 24, 2009 – Libraries Closed - **Paid Holiday**

Fri., December 25, 2009 – Libraries Closed - **Paid Holiday**

Sat., December 26, 2009 – Libraries Closed

Sun., December 27, 2009 – Libraries Closed

2010 Library Holiday and Closing Schedule

Workweek of December 28, 2009 - January 3, 2010 (New Year's) 32

Thu., December 31, 2009 – Libraries Close at 6 p.m. except DN @ 5 p.m.

Fri., January 1, 2010 - Libraries Closed – **Paid Holiday**

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

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

Employees eligible for partial holiday pay should be prorated accordingly.

METROPOLITAN LIBRARY SYSTEM HOLIDAY POLICY

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

RECONSIDERATION OF SHELVING LOCATION FOR “FAMILY TALK” SECTION

At the request of commission member Ralph Bullard and joined by 7 other commission members a request has been made to reconsider the physical shelving of the “family talk” section.

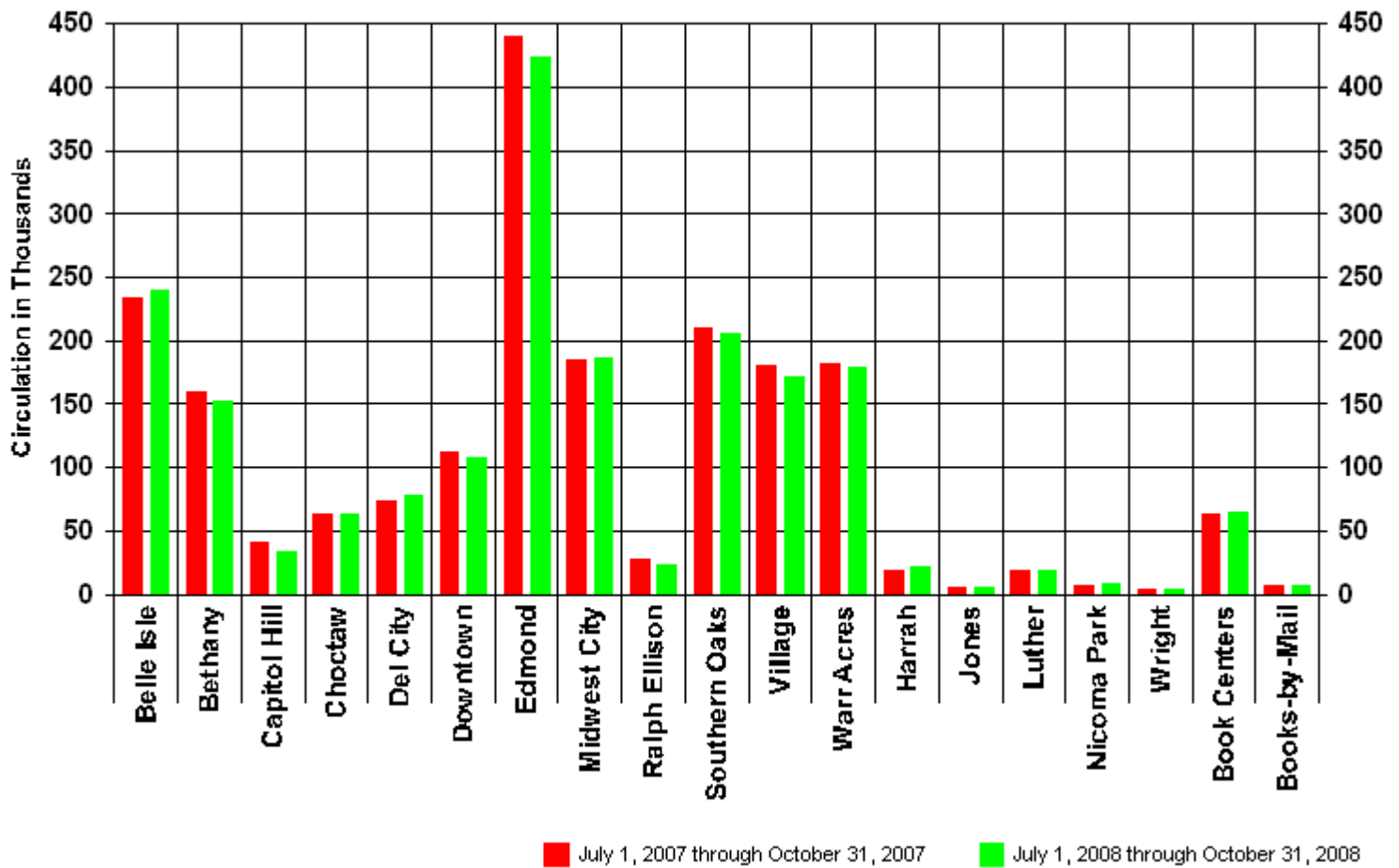
In January of 2006, a special committee of the commission was formed and this committee unanimously voted to create a section within the children’s area. The motion as passed is below:

“That a special section be created within the children’s area of all MLS locations. Materials for easy readers, readers and tweens will be shelved in this section. The collection within this section would include all books/materials identified as: child abuse prevention, child sexual abuse, child sexual abuse prevention, domestic/family violence, drug abuse, substance abuse, medication abuse, alcoholism, homosexuality, premarital sex and extramarital sex. Other subjects identified as useful to families based on requests, patterns of use or, in the judgment of staff, which are thought to support our patron’s needs in parenting may be included.”

The full commission approved this motion on February 16, 2006 by a vote of 12 yes and 1 no.

Circulation Gains and Losses

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)



Circulation Gains and Losses

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

OCTOBER 31, 2008		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	08	42719	176519	14256	57568	56975	234087	
	09	42781	178829	14882	60678	57663	239507	
		62	2310	626	3110	688	5420	2.3
BETHANY	08	26332	107696	13094	51958	39426	159654	
	09	25242	103069	11932	49398	37174	152467	
		-1090	-4627	-1162	-2560	-2252	-7187	-4.5
CAPITOL HILL	08	7148	27676	3588	12665	10736	40341	
	09	6276	23678	3203	9567	9479	33245	
		-872	-3998	-385	-3098	-1257	-7096	-17.6
CHOCTAW	08	9178	38059	6466	25151	15644	63210	
	09	9855	38929	6125	24380	15980	63309	
		677	870	-341	-771	336	99	.2
DEL CITY	08	13168	51519	5546	21829	18714	73348	
	09	12835	52327	5535	25315	18370	77642	
		-333	808	-11	3486	-344	4294	5.9
DOWNTOWN	08	20034	85067	6051	26592	26085	111659	
	09	20333	82681	6040	24992	26373	107673	
		299	-2386	-11	-1600	288	-3986	-3.6
EDMOND	08	58422	250663	43694	189334	102116	439997	
	09	44714	239275	35255	184365	79969	423640	
		-13708	-11388	-8439	-4969	-22147	-16357	-3.7
MIDWEST CITY	08	32019	129736	13683	54330	45702	184066	
	09	31305	130407	13571	55887	44876	186294	
		-714	671	-112	1557	-826	2228	1.2
RALPH ELLISON	08	4932	20329	1598	7087	6530	27416	
	09	4546	16893	1399	5996	5945	22889	
		-386	-3436	-199	-1091	-585	-4527	-16.5
SOUTHERN OAKS	08	36722	153055	14340	57046	51062	210101	
	09	36175	148725	14177	56093	50352	204818	
		-547	-4330	-163	-953	-710	-5283	-2.5
VILLAGE	08	29863	124330	13565	55655	43428	179985	
	09	32019	117182	14485	53426	46504	170608	
		2156	-7148	920	-2229	3076	-9377	-5.2
WARR ACRES	08	28828	121541	14763	59526	43591	181067	
	09	26844	119398	14007	60062	40851	179460	
		-1984	-2143	-756	536	-2740	-1607	-.9

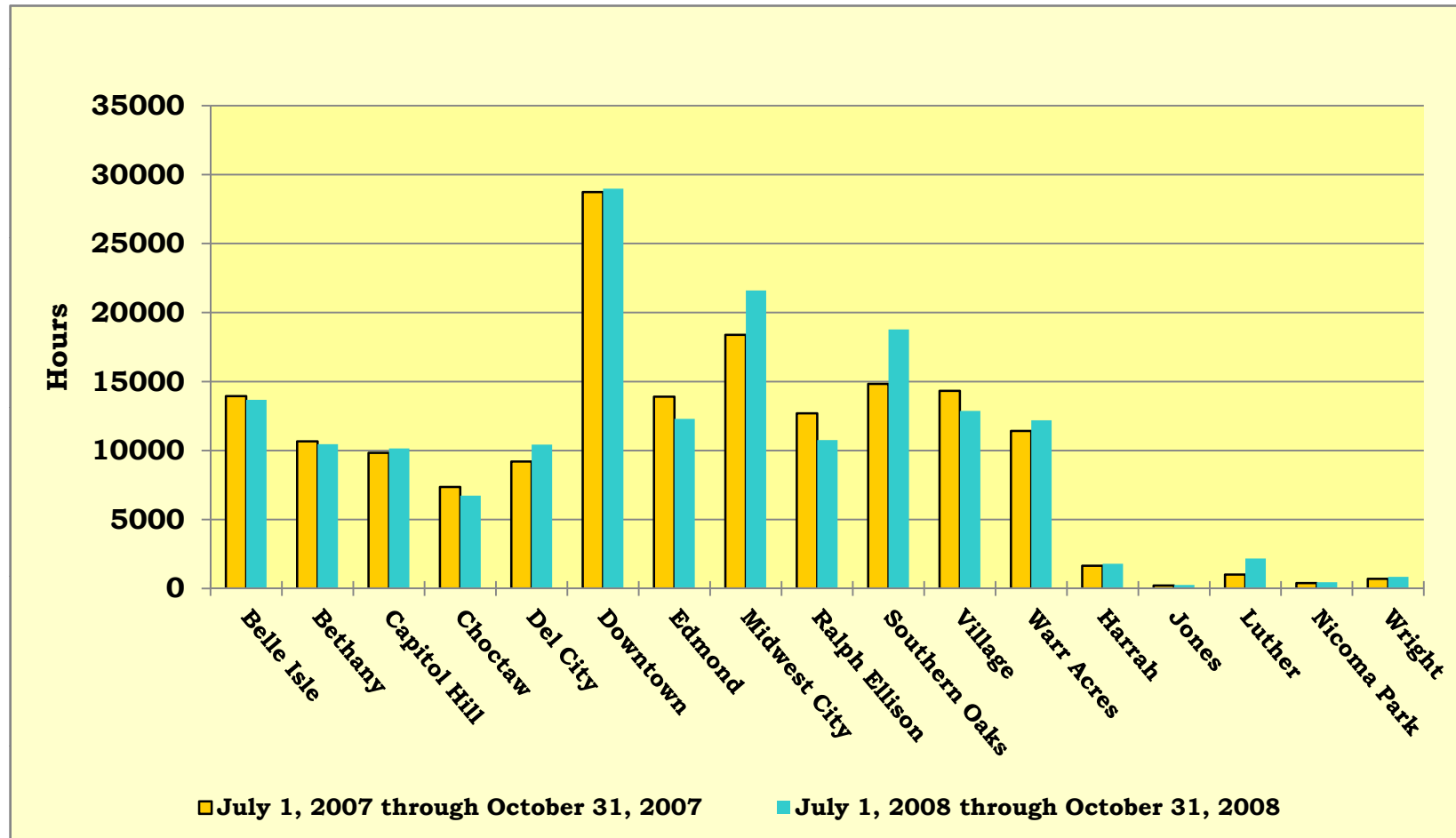
Circulation Gains and Losses

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

OCTOBER 31, 2008		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	08	3290	12790	1567	5681	4857	18471	
	09	3868	15280	2057	6797	5925	22077	
		578	2490	490	1116	1068	3606	19.5
JONES	08	790	3598	235	1102	1025	4700	
	09	670	3207	248	1338	918	4545	
		-120	-391	13	236	-107	-155	-3.3
LUTHER	08	2848	14399	853	4546	3701	18945	
	09	3680	14394	1003	4926	4683	19320	
		832	-5	150	380	982	375	2.0
NICOMA PARK	08	1683	5747	311	1123	1994	6870	
	09	1727	7020	336	1826	2063	8846	
		44	1273	25	703	69	1976	28.8
WRIGHT	08	657	2692	197	921	854	3613	
	09	870	2785	169	700	1039	3485	
		213	93	-28	-221	185	-128	-3.5
<u>OTHER:</u>								
BOOK CENTERS	08	9561	38172	6071	24242	15632	62414	
	09	9899	39500	6140	24811	16039	64311	
		338	1328	69	569	407	1897	3.0
BOOKS-BY-MAIL	08	1810	7236	0	0	1810	7236	
	09	1852	7042	0	0	1852	7042	
		42	-194	0	0	42	-194	-2.7
TOTALS	08	330004	1370824	159878	656356	489882	2027180	
	09	315491	1340621	150564	650557	466055	1991178	
		-14513	-30203	-9314	-5799	-23827	-36002	-1.8

Total Computer Hours Used by Library

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)



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Total Computer Usage

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	338		4,958		3,540.78		2,325		19,705		13,940.55	
	09	420		4,638		3,438.51		2,503		18,533		13,681.42	
		82	24.3	-320	-6.5	-102.27	-2.9	178	7.7	-1,172	-5.9	-259.13	-1.9
BETHANY	08	275		3,645		2,697.75		1,856		14,553		10,662.98	
	09	252		3,347		2,622.38		1,859		13,670		10,457.69	
		-23	-8.4	-298	-8.2	-75.37	-2.8	3	.2	-883	-6.1	-205.29	-1.9
CAPITOL HILL	08	258		3,165		2,518.95		1,611		12,830		9,831.70	
	09	273		2,986		2,503.07		1,600		12,044		10,155.14	
		15	5.8	-179	-5.7	-15.88	-6	-11	-.7	-786	-6.1	323.44	3.3
CHOCTAW	08	145		2,350		1,897.50		1,021		9,079		7,355.81	
	09	142		1,781		1,570.41		990		7,397		6,725.77	
		-3	-2.1	-569	-24.2	-327.09	-17.2	-31	-3.0	-1,682	-18.5	-630.04	-8.6
DEL CITY	08	208		2,980		2,334.72		1,639		12,322		9,201.59	
	09	259		3,307		2,671.14		1,712		12,908		10,431.92	
		51	24.5	327	11.0	336.42	14.4	73	4.5	586	4.8	1,230.33	13.4
DOWNTOWN	08	363		10,185		7,392.82		2,426		40,348		28,730.09	
	09	321		9,631		7,247.85		2,446		38,907		28,982.43	
		-42	-11.6	-554	-5.4	-144.97	-2.0	20	.8	-1,441	-3.6	252.34	.9
EDMOND	08	417		4,597		3,469.84		2,633		19,083		13,902.83	
	09	219		2,551		2,038.14		2,421		15,991		12,297.13	
		-198	-47.5	-2,046	-44.5	-1,431.70	-41.3	-212	-8.1	-3,092	-16.2	-1,605.70	-11.5
MIDWEST CITY	08	523		6,294		4,636.99		3,418		25,627		18,389.60	
	09	512		6,757		5,475.11		3,512		27,206		21,605.45	
		-11	-2.1	463	7.4	838.12	18.1	94	2.8	1,579	6.2	3,215.85	17.5
RALPH ELLISON	08	307		4,411		3,271.18		1,682		17,545		12,696.97	
	09	236		3,969		3,122.86		1,446		13,961		10,758.19	
		-71	-23.1	-442	-10.0	-148.32	-4.5	-236	-14.0	-3,584	-20.4	-1,938.78	-15.3

Total Computer Usage

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	463		5,071		3,772.34		2,993		20,611		14,834.21	
	09	534		6,266		4,748.74		3,204		25,643		18,779.88	
		71	15.3	1,195	23.6	976.40	25.9	211	7.0	5,032	24.4	3,945.67	26.6
VILLAGE	08	398		5,002		3,657.70		2,481		20,516		14,324.14	
	09	398		4,408		3,419.57		2,427		16,826		12,876.66	
			.0	-594	-11.9	-238.13	-6.5	-54	-2.2	-3,690	-18.0	-1,447.48	-10.1
WARR ACRES	08	295		4,060		2,911.99		1,944		16,786		11,422.29	
	09	345		4,261		3,432.50		2,081		16,479		12,196.99	
		50	16.9	201	5.0	520.51	17.9	137	7.0	-307	-1.8	774.70	6.8
HARRAH	08	53		611		475.97		316		2,198		1,649.83	
	09	57		622		466.46		348		2,373		1,792.16	
		4	7.5	11	1.8	-9.51	-2.0	32	10.1	175	8.0	142.33	8.6
JONES	08	6		65		48.27		45		277		215.20	
	09	3		57		49.41		42		290		256.60	
		-3	-50.0	-8	-12.3	1.14	2.4	-3	-6.7	13	4.7	41.40	19.2
LUTHER	08	27		306		270.08		195		1,251		1,012.87	
	09	26		682		516.91		240		2,621		2,171.87	
		-1	-3.7	376	122.9	246.83	91.4	45	23.1	1,370	109.5	1,159.00	114.4
NICOMA PARK	08	12		103		72.03		75		539		390.22	
	09	14		156		104.23		85		562		451.07	
		2	16.7	53	51.5	32.20	44.7	10	13.3	23	4.3	60.85	15.6
WRIGHT	08	13		233		184.75		89		944		695.82	
	09	25		299		228.45		99		1,084		845.24	
		12	92.3	66	28.3	43.70	23.7	10	11.2	140	14.8	149.42	21.5
TOTAL	08	4,101		58,036		43,153.66		26,749		234,214		169,256.70	
	09	4,036		55,718		43,655.74		27,015		226,495		174,465.61	
		-65	-1.6	-2,318	-4.0	502.08	1.2	266	1.0	-7,719	-3.3	5,208.91	3.1

Computer Usage by Adult Customers

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	268		4,191		3,006.45		1,946		17,224		12,147.51	
	09	338		3,870		2,864.49		2,055		15,218		11,204.70	
		70	26.1	-321	-7.7	-141.96	-4.7	109	5.6	-2,006	-11.6	-942.81	-7.8
BETHANY	08	215		2,598		1,891.81		1,427		10,175		7,425.49	
	09	198		2,431		1,901.78		1,444		10,386		7,911.35	
		-17	-7.9	-167	-6.4	9.97	.5	17	1.2	211	2.1	485.86	6.5
CAPITOL HILL	08	131		1,490		1,295.10		855		6,008		4,906.67	
	09	141		1,515		1,369.22		845		5,809		5,146.16	
		10	7.6	25	1.7	74.12	5.7	-10	-1.2	-199	-3.3	239.49	4.9
CHOCTAW	08	108		1,412		1,105.59		712		5,457		4,271.74	
	09	99		1,070		936.16		673		4,453		3,926.63	
		-9	-8.3	-342	-24.2	-169.43	-15.3	-39	-5.5	-1,004	-18.4	-345.11	-8.1
DEL CITY	08	152		2,033		1,599.29		1,260		8,164		6,082.66	
	09	198		2,393		1,930.35		1,295		8,907		7,212.18	
		46	30.3	360	17.7	331.06	20.7	35	2.8	743	9.1	1,129.52	18.6
DOWNTOWN	08	302		9,318		6,744.03		2,015		35,971		25,450.52	
	09	264		8,511		6,385.72		2,002		33,823		25,076.85	
		-38	-12.6	-807	-8.7	-358.31	-5.3	-13	-.6	-2,148	-6.0	-373.67	-1.5
EDMOND	08	319		3,697		2,764.86		2,070		14,777		10,732.16	
	09	171		2,153		1,724.33		1,967		13,016		10,012.27	
		-148	-46.4	-1,544	-41.8	-1,040.53	-37.6	-103	-5.0	-1,761	-11.9	-719.89	-6.7
MIDWEST CITY	08	401		4,495		3,344.67		2,620		18,024		13,117.66	
	09	416		4,528		3,801.46		2,691		17,785		14,637.04	
		15	3.7	33	.7	456.79	13.7	71	2.7	-239	-1.3	1,519.38	11.6
RALPH ELLISON	08	228		2,665		1,986.60		1,202		9,004		6,637.66	
	09	167		2,236		1,844.45		959		6,858		5,543.48	
		-61	-26.8	-429	-16.1	-142.15	-7.2	-243	-20.2	-2,146	-23.8	-1,094.18	-16.5

Computer Usage by Adult Customers

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	350		3,346		2,554.23		2,185		13,642		10,023.87	
	09	390		4,149		3,230.47		2,265		14,980		11,483.16	
		40	11.4	803	24.0	676.24	26.5	80	3.7	1,338	9.8	1,459.29	14.6
VILLAGE	08	300		3,445		2,594.16		1,926		13,689		9,735.31	
	09	314		3,370		2,579.26		1,885		12,302		9,371.63	
		14	4.7	-75	-2.2	-14.90	-6	-41	-2.1	-1,387	-10.1	-363.68	-3.7
WARR ACRES	08	237		2,963		2,140.69		1,564		11,751		8,083.48	
	09	285		3,029		2,476.90		1,633		11,451		8,553.02	
		48	20.3	66	2.2	336.21	15.7	69	4.4	-300	-2.6	469.54	5.8
HARRAH	08	34		422		313.39		208		1,511		1,093.77	
	09	38		387		283.06		216		1,507		1,150.89	
		4	11.8	-35	-8.3	-30.33	-9.7	8	3.8	-4	-.3	57.12	5.2
JONES	08	3		41		33.86		25		146		114.25	
	09	2		30		22.13		21		120		84.35	
		-1	-33.3	-11	-26.8	-11.73	-34.6	-4	-16.0	-26	-17.8	-29.90	-26.2
LUTHER	08	15		141		149.01		96		604		503.76	
	09	16		291		226.17		116		1,100		912.85	
		1	6.7	150	106.4	77.16	51.8	20	20.8	496	82.1	409.09	81.2
NICOMA PARK	08	7		74		45.73		52		370		234.29	
	09	12		125		77.18		64		427		320.64	
		5	71.4	51	68.9	31.45	68.8	12	23.1	57	15.4	86.35	36.9
WRIGHT	08	7		141		111.77		62		606		443.49	
	09	20		237		188.14		69		798		626.21	
		13	185.7	96	68.1	76.37	68.3	7	11.3	192	31.7	182.72	41.2
TOTAL	08	3,077		42,472		31,681.24		20,225		167,123		121,004.29	
	09	3,069		40,325		31,841.27		20,200		158,940		123,173.41	
		-8	-.3	-2,147	-5.1	160.03	.5	-25	-.1	-8,183	-4.9	2,169.12	1.8

Computer Usage by Minor Customers

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	70		767		534.33		379		2,481		1,793.04	
	09	82		768		574.02		448		3,315		2,476.72	
		12	17.1	1	.1	39.69	7.4	69	18.2	834	33.6	683.68	38.1
BETHANY	08	60		1,047		805.94		429		4,378		3,237.49	
	09	54		916		720.60		415		3,284		2,546.34	
		-6	-10.0	-131	-12.5	-85.34	-10.6	-14	-3.3	-1,094	-25.0	-691.15	-21.3
CAPITOL HILL	08	127		1,675		1,223.85		756		6,822		4,925.03	
	09	132		1,471		1,133.85		755		6,235		5,008.98	
		5	3.9	-204	-12.2	-90.00	-7.4	-1	-.1	-587	-8.6	83.95	1.7
CHOCTAW	08	37		938		791.91		309		3,622		3,084.07	
	09	43		711		634.25		317		2,944		2,799.14	
		6	16.2	-227	-24.2	-157.66	-19.9	8	2.6	-678	-18.7	-284.93	-9.2
DEL CITY	08	56		947		735.43		379		4,158		3,118.93	
	09	61		914		740.79		417		4,001		3,219.74	
		5	8.9	-33	-3.5	5.36	.7	38	10.0	-157	-3.8	100.81	3.2
DOWNTOWN	08	61		867		648.79		411		4,377		3,279.57	
	09	57		1,120		862.13		444		5,084		3,905.58	
		-4	-6.6	253	29.2	213.34	32.9	33	8.0	707	16.2	626.01	19.1
EDMOND	08	98		900		704.98		563		4,306		3,170.67	
	09	48		398		313.81		454		2,975		2,284.86	
		-50	-51.0	-502	-55.8	-391.17	-55.5	-109	-19.4	-1,331	-30.9	-885.81	-27.9
MIDWEST CITY	08	122		1,799		1,292.32		798		7,603		5,271.94	
	09	96		2,229		1,673.65		821		9,421		6,968.41	
		-26	-21.3	430	23.9	381.33	29.5	23	2.9	1,818	23.9	1,696.47	32.2
RALPH ELLISON	08	79		1,746		1,284.58		480		8,541		6,059.31	
	09	69		1,733		1,278.41		487		7,103		5,214.71	
		-10	-12.7	-13	-.7	-6.17	-.5	7	1.5	-1,438	-16.8	-844.60	-13.9

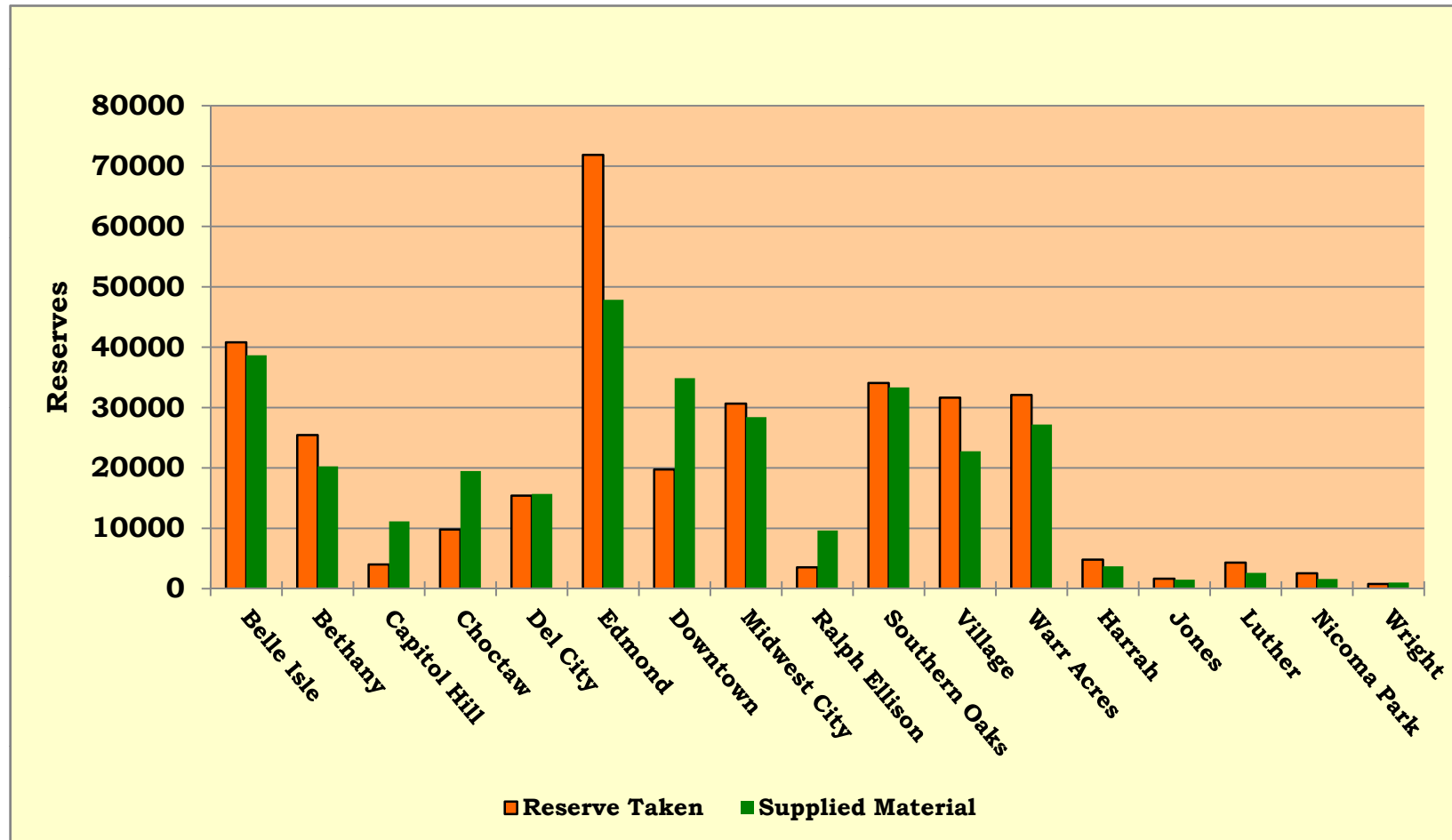
Computer Usage by Minor Customers

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	113		1,725		1,218.11		808		6,969		4,810.34	
	09	144		2,117		1,518.27		939		10,663		7,296.72	
		31	27.4	392	22.7	300.16	24.6	131	16.2	3,694	53.0	2,486.38	51.7
VILLAGE	08	98		1,557		1,063.54		555		6,827		4,588.83	
	09	84		1,038		840.31		542		4,524		3,505.03	
		-14	-14.3	-519	-33.3	-223.23	-21.0	-13	-2.3	-2,303	-33.7	-1,083.80	-23.6
WARR ACRES	08	58		1,097		771.30		380		5,035		3,338.81	
	09	60		1,232		955.60		448		5,028		3,643.97	
		2	3.4	135	12.3	184.30	23.9	68	17.9	-7	-1	305.16	9.1
HARRAH	08	19		189		162.58		108		687		556.06	
	09	19		235		183.40		132		866		641.27	
			.0	46	24.3	20.82	12.8	24	22.2	179	26.1	85.21	15.3
JONES	08	3		24		14.41		20		131		100.95	
	09	1		27		27.28		21		170		172.25	
		-2	-66.7	3	12.5	12.87	89.3	1	5.0	39	29.8	71.30	70.6
LUTHER	08	12		165		121.07		99		647		509.11	
	09	10		391		290.74		124		1,521		1,259.02	
		-2	-16.7	226	137.0	169.67	140.1	25	25.3	874	135.1	749.91	147.3
NICOMA PARK	08	5		29		26.30		23		169		155.93	
	09	2		31		27.05		21		135		130.43	
		-3	-60.0	2	6.9	.75	2.9	-2	-8.7	-34	-20.1	-25.50	-16.4
WRIGHT	08	6		92		72.98		27		338		252.33	
	09	5		62		40.31		30		286		219.03	
		-1	-16.7	-30	-32.6	-32.67	-44.8	3	11.1	-52	-15.4	-33.30	-13.2
TOTAL	08	1,024		15,564		11,472.42		6,524		67,091		48,252.41	
	09	967		15,393		11,814.47		6,815		67,555		51,292.20	
		-57	-5.6	-171	-1.1	342.05	3.0	291	4.5	464	.7	3,039.79	6.3

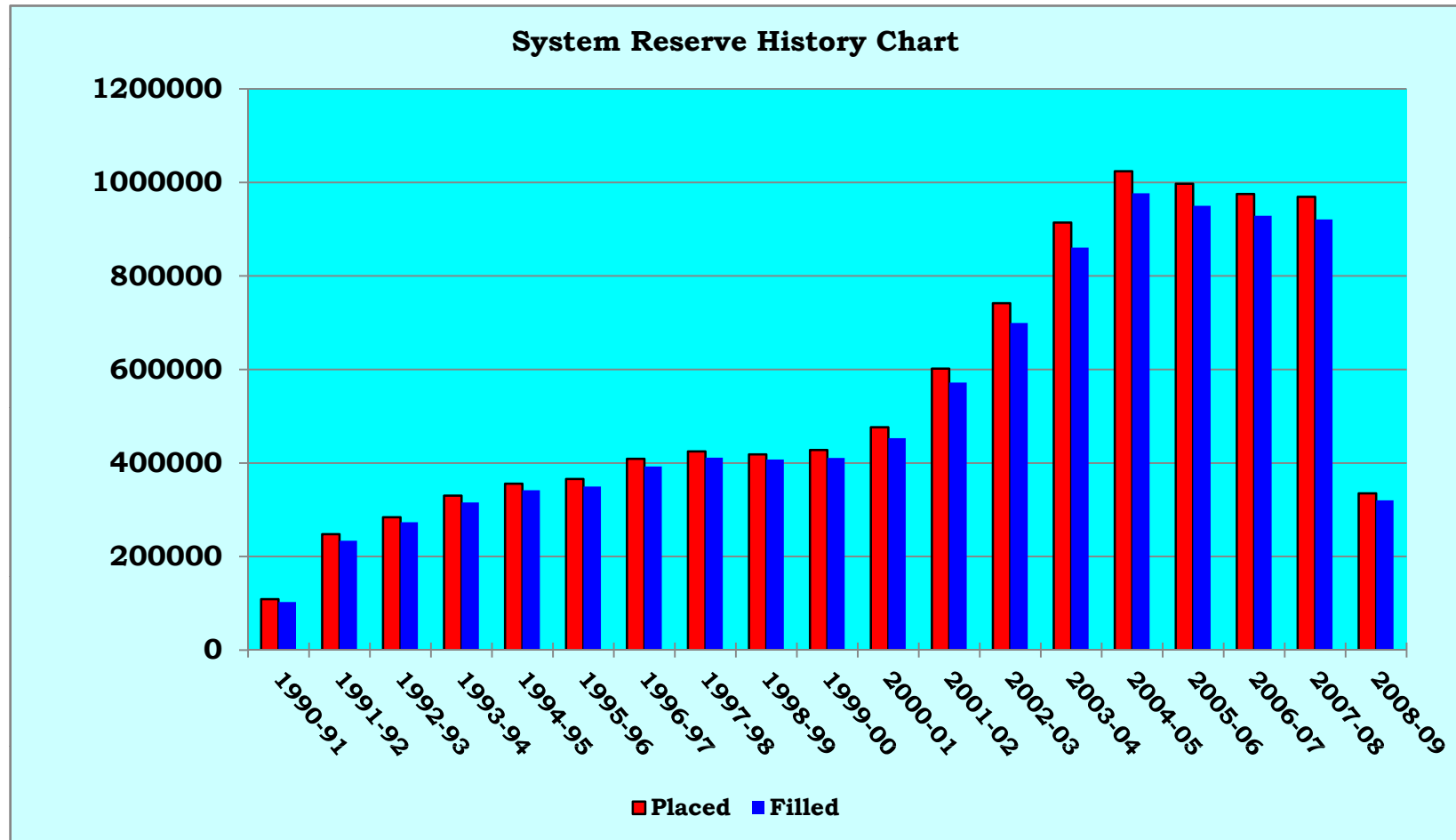
System Reserve Report

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)



System Reserve Report

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)



System Reserves Report

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	9,516	39,617		9,098	37,763	
	09	9,638	40,802		9,306	39,079	
		122	1,185	3.0	208	1,316	3.5
BETHANY	08	6,438	27,178		6,169	25,893	
	09	6,162	25,433		6,035	24,467	
		-276	-1,745	-6.4	-134	-1,426	-5.5
CAPITOL HILL	08	1,236	5,250		1,103	4,754	
	09	1,010	3,993		926	3,607	
		-226	-1,257	-23.9	-177	-1,147	-24.1
CHOCTAW	08	2,254	9,773		2,196	9,253	
	09	2,334	9,805		2,284	9,351	
		80	32	.3	88	98	1.1
DEL CITY	08	3,686	14,887		3,516	14,073	
	09	3,837	15,403		3,722	14,833	
		151	516	3.5	206	760	5.4
EDMOND	08	17,143	72,408		16,821	69,468	
	09	13,953	71,861		12,072	67,811	
		-3,190	-547	-.8	-4,749	-1,657	-2.4
DOWNTOWN	08	4,411	18,096		4,228	17,136	
	09	4,708	19,731		4,600	18,807	
		297	1,635	9.0	372	1,671	9.8
MIDWEST CITY	08	7,451	31,106		7,087	29,642	
	09	7,163	30,652		6,983	29,389	
		-288	-454	-1.5	-104	-253	-.9
RALPH ELLISON	08	1,201	4,573		1,142	4,338	
	09	1,012	3,542		919	3,331	
		-189	-1,031	-22.5	-223	-1,007	-23.2
SOUTHERN OAKS	08	8,766	36,022		8,241	33,903	
	09	8,459	34,071		8,143	32,549	
		-307	-1,951	-5.4	-98	-1,354	-4.0
VILLAGE	08	8,168	34,452		7,784	32,680	
	09	7,690	31,643		10,853	30,543	
		-478	-2,809	-8.2	3,069	-2,137	-6.5
WARR ACRES	08	7,966	33,236		7,487	31,744	
	09	7,522	32,091		7,445	31,118	
		-444	-1,145	-3.4	-42	-626	-2.0

System Reserves Report

July 1, 2008 through October 31, 2008 (33.33% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	08	912	3,692		832	3,400	
	09	1,235	4,817		1,173	4,518	
		323	1,125	30.5	341	1,118	32.9
JONES	08	550	2,129		429	1,950	
	09	461	1,643		403	1,543	
		-89	-486	-22.8	-26	-407	-20.9
LUTHER	08	732	3,352		791	3,157	
	09	1,320	4,317		1,137	3,952	
		588	965	28.8	346	795	25.2
NICOMA PARK	08	481	2,191		529	2,010	
	09	592	2,545		610	2,486	
		111	354	16.2	81	476	23.7
WRIGHT	08	266	1,021		216	946	
	09	302	789		274	766	
		36	-232	-22.7	58	-180	-19.0
BOOKS-BY-MAIL	08	629	1,975		531	1,878	
	09	492	2,065		488	1,980	
		-137	90	4.6	-43	102	5.4
TOTAL	08	81,806	340,961		78,200	323,991	
	09	77,890	335,203		77,373	320,130	
		-3,916	-5,758	-1.7	-827	-3,861	-1.2

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 2008

CONGRATULATIONS TO PENNY MCCALED

It is my pleasure to announce that Penny McCaleb, will be awarded the Lee B. Brawner Award at the Library Endowment Trust's annual Literary Voices dinner on April 14, 2009. Penny has been a dedicated member of the Metropolitan Library Commission since 1984 and served as chair for several terms during a period of growth and expansion for the library system. She has also served as the Liaison from the commission to the Endowment Trust for many years in addition to service in a wide variety of community activities. I hope many of you can come to the gala event in April as we recognize Penny for her service to libraries and reading.

CAROLYN CORNELIUS ELECTED AS CHAIR OF ADMINISTRATIVE AND PERSONNEL COMMITTEE

Per the bylaws of the Metropolitan Library Commission, regular committees of the commission may elect a chair of the committee or the chairman of the commission appoints a chair. Chairman Rice requested that the A & P elect a chair at their next meeting. Carolyn Cornelius, a long time member of the committee was elected chair at the meeting which was held on November 5th.

NEW TIF DISTRICT APPROVED

At a regular meeting of the Downtown TIF Committee, Larry Nichols, CEO of Devon Energy, requested consideration of a TIF district which would encompass the new Devon Tower property. Hugh Rice is the library system's representative on that committee and was present at both of the meetings where the request for the new district was made and the subsequent meeting where the district was approved. Hugh will provide an update at this month's meeting.

UPDATE ON MIDWEST CITY CUSTOMER COMPLAINT

At the October 2008 commission meeting at the Del City Library, a Midwest City customer spoke to the commission regarding teen customer's behavior at the library and that staff did not provide her with accurate information on when and how to speak to the commission about her issues. Chairman Rice asked Deputy Executive Director Kay Bauman to meet with the customer to identify her concerns and discuss the issue. Kay was able to visit with the customer immediately following the October meeting where she was better able to understand the customer's experiences. Kay offered to meet with her and the new manager along with a commission member, but the customer declined. Kay and Denyveta Davis shared with the Managers of Library Operations at their October meeting (one week later) the customer's concerns and the appropriate guidelines and form for customers to speak at commission meetings. They also requested that the managers ensure that staff is aware of the correct information.

Regarding the customer's concern about the disruptive behavior and staff not addressing it, Kay shared with the customer our revised Rules of Conduct and that we are in the process of providing training to all of the staff on the new policy as well as ways to implement it. At

Midwest City, which is where the customer visits, we are in the process of training a new manager. Kay left the customer her business card and encouraged her to call any time and share her observations as we want all visitors to feel welcomed in our libraries. She also apologized for the unpleasant experiences and thanked her for taking the time to talk to us.

LIBRARY HOLIDAY CLOSING

All libraries of the Metropolitan Library System will close at 6:00pm on Wednesday, November 26th, and be closed Thursday and Friday November 27th and 28th in observance of the Thanksgiving holiday. We will re-open on Saturday, November 29th.

CAPITAL PROJECTS UPDATE

We are continuing work on all of the various library projects. As the service center and Ralph Ellison are under construction, we have turned a great deal of our attention to the furniture packages for both of those projects. We are working on finalizing colors, fabrics and types of furniture needed so that these items can go out for bid in the spring.

Following approval of the Project agreement for the Southern Oaks Library, library staff has been meeting to develop a scope of work for the proposed expansion and renovation of Southern Oaks.

Director Outreach Activities

- ◆ Attended Rotary 29 Club Meetings
- ◆ Attended Legislative meetings at ODL
- ◆ Attended PLDC Meeting
- ◆ Attended OKC Chamber Meeting
- ◆ Library Retirement Pension Board
- ◆ Leadership OKC Luncheon
- ◆ OKCCC Luncheon

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Monday, December 1, 2008

Artwork of Lee Williams

Location: Midwest City

All Ages

Exhibit: Dec. 1-31, Library Hours

Local artist Lee Williams will be featured in the Gallery Exhibit at the MC Library during the month of December. The exhibit is free and open to the public all library hours.

Tuesday, December 2, 2008

Boosting Your Child's Brain Power!

Time: 2:30pm-4:00pm

Location: Warr Acres

Adults

This workshop will focus on fun, age appropriate, activities that will not only enhance the relationship between you and your child, but will developmentally stimulating.

Playing helps your children develop emotionally, physically, socially, and cognitively.
Call 425-4412 to pre-register.

Tuesday, December 2, 2008

Heartland Voices: In Concert

Time: 6:30pm-7:30pm

Location: Choctaw

All Ages

The Heartland Voices under the direction of Chris Moore will present a medley of spirit-filled songs to celebrate the holiday season. The Heartland Voices are comprised of talented women from Central Oklahoma. This event is free and open to the public. Light refreshments will be served. The event complements the City of Choctaw's "Christmas on Main Street" celebration.

Wednesday, December 3, 2008

Wednesday Night at the Movies!

Time: 6:00pm-8:00pm

Location: Downtown

All Ages

"Ho-Ho-Ho...It's Christmas Time! Join the Downtown Library for Wednesday Night at the Movies! Tonight's movie will be the 1950 film "A Christmas Wish." Please call 606-3876 for more information.

Saturday, December 6, 2008

Bethany Holiday Open House

Time: 2:00pm-3:00pm

Location: Bethany

All Ages

The Merry Sisters, an instrumental trio, will perform authentic Irish Christmas and Celtic songs for this year's open house. Holiday food and drinks will be served after the musical event. Special treats for the children

Saturday, December 6, 2008

Happy Holiday Extravaganza

Time: 2:00pm-3:00pm

Location: Southern Oaks

Families & Kids of all ages

Christmas crafts, cookies, tree-trimming, and more. Come enjoy getting into the spirit of Christmas with us! Please sign-up by calling 631-4468 or by visiting the Information Desk.

Monday, December 8, 2008

Book Club

Time: 11:00am-12:00pm

Location: Warr Acres

Adults

The Warr Acres Library Book Club meets the second Monday of each month. We will have a "pot luck" lunch and discuss William Bernhardt's book, *The Midnight Before Christmas*.

Monday, December 8, 2008

Beaded Icicle Ornament Creations

Time: 6:30pm-7:30pm

Location: Del City

All Ages

Making personal ornaments is a tradition that has fallen by the wayside in many homes, but if you want to learn how it's done, make plans to attend the Beaded Icicle Ornament Creations workshop. These ornaments are made with beads and wire, and they make great gifts for your friends and family, and terrific keepsakes for you. The library supplies the materials. Children 10 & under must have an adult present.

Please pre-register

Thursday, December 11, 2008

Holiday Open House

Time: 11:00am-4:00pm

Location: Downtown

All Ages

You are invited to celebrate with us the culturally diverse community we serve with our annual Holiday Open House. Our libraries from around the community will display a holiday celebration from a different culture of the world and some of the materials and programs offered by the library to learn about and celebrate the holiday. Refreshments will be served and entertainment is planned throughout the day.

Sunday, December 14, 2008

Spiritful Volices: Tribute to Glenn Burleigh

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Spiritful Voices Community Choir presents a free holiday concert featuring a special tribute to Oklahoma-born composer and pianist Glenn Edward Burleigh. Many will recognize his composition "Lay Aside Every Weight" as performed by Whitney Houston and the Georgia Mass Choir performed in the motion picture, *The Preacher's Wife*. The tribute will include special musical artists and guests, including the composer's sister, LaVonne Burleigh and Sam P. Vladovich, who founded the choir in 1999. Everyone is invited to this holiday musical treat. Co-sponsor: Spiritful Voices Community Choir. Co-Sponsor: Spiritful Voices Community Choir.