METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 11, 2008, 3:30 p.m. Downtown Library 300 Park Avenue Oklahoma City, OK 73102 (Telephone: 231-8650)

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

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

Hugh Rice, Chair

3:30 – 3:40 pm INTRODUCTIONS

> Document #49 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their <u>residential</u> 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.

<u>3:40 – 3:50 pm</u> CONSENT DOCKET (#50 - #52)

- Document #50 Approval of Minutes of November 20, 2008 Meeting
- Document #51 Acceptance of Review of Expenditures for November 2008
- Document #52 Contract Awards and Purchases
 - Item A: Knoll Furniture

Item B: Microcomputers

<u>3:50 – 4:00 pm COMMITTEE REPORTS</u>

> Document #53 – Minutes from the A & P Committee meeting, November 20, 2008

<u>4:00 – 4:30 pm OLD BUSINESS</u>

Document #54 – Discussion, Consideration and Possible Action: Approval of MLS 2009 Library Holiday and Closing Schedule

4:30 – 4:35 pm SPECIAL PRESENTATIONS

> NW Library Architectural Concepts ~ Craig Foster, LWPB Architects

4:35 – 4:40 pm INFORMATION REPORTS

- Document #55 MLS Annual Statistical Report
- Document #56 MLS November 2008 Circulation Report
- Document #57 MLS November 2008 Computer Usage Report
- Document #58 MLS November 2008 System Reserve Report

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

<u>4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS</u>

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, January 15, 2009 Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

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

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in December 2008:

Employees

Years of Service

Angela K. Rupel, Library Page, Midwest City Library

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

DATE: November 20, 2008 TIME: 3:30 pm

MEETING PLACE: Edmond Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Edmond Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 18, 2008, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony Ralph Bullard Glenda Choate Carolvn Cornelius Fran Cory Margaret Graham David Greenwell, Disbursing Agent Deanna Hannah Lee Alan Leslie Penny McCaleb Tracy McDaniel Tracy McGehee Cynthia Mitas Lori Nelson Brenda Palmer Mukesh Patel Judy Smith Alyne Strube Beth Toland Ray Vaughn **Greg Womack** Hugh Rice, Chair

EXCUSED:

Mick Cornett, Mayor of Oklahoma City Jose Jimenez Kim Patterson Jim Shonts Alexandra Vera

Donna Morris, Executive Director (Secretary)

Estimate of general public and staff attending: 34

I. The meeting was called to order at 3:35 p.m. by Mr. Hugh Rice, Chair.

II. Roll was called to establish a quorum. Present: Anthony, Bullard, Choate, Cornelius, Cory, Graham, Hannah, Leslie, McCaleb, McDaniel, McGehee, Mitas, Nelson, Patel, Smith, Strube, Toland, Vaughn, Womack, Rice. (Arrived: Palmer, 3:36; Greenwell, 3:40).

III. Mr. Rice introduced Mr. Steve Commons, Assistant City Manager of Edmond. Mr. Commons welcomed the commission to the Edmond Library and stated the Edmond Library is a great asset to the community.

Mr. Rice introduced Ms. Karen Bays, Manager of the Edmond Library. Ms. Bays invited commission members for a tour of the library after the meeting.

IV. Mr. Rice called for comments from the general public. (Three *Citizens Request to Speak* forms are attached).

V. Mr. Rice presented the Consent Docket: Document #40 – Approval of Minutes of October 16, 2008 Meeting; Document #41 – Acceptance of Review of Expenditures for October 2008; and Document #42 – Contract Awards and Purchases.

Mr. Rice called for a motion.

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

VI. Mr. Rice called for a motion to go into 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).

Mrs. Nancy Anthony moved to go into Executive Session. Mr. Mukesh Patel seconded. No further Discussion. Motion passed unanimously.

The Commission went into Executive Session at 3:46 p.m.

The Commission ended Executive Session at 4:10 p.m.

Mr. Rice called for a motion to reconvene.

Mrs. Judy Smith moved to reconvene. Mrs. Brenda Palmer seconded. No further Discussion. Motion passed unanimously.

The Commission reconvened at 4:10 p.m.

VII. Mr. Rice referred to Document #43 – Discussion, Consideration and Possible Action: Report and Recommendations ~ A & P Committee meeting, November 5, 2008.

Mr. Rice referred to the first motion coming from the Administrative & Personnel Committee.

The Administrative & Personnel Committee moves to approve the recommendations 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. A motion coming from Committee requires no second. No further discussion. Motion passed unanimously.

Mr. Rice referred to the second motion coming from the Administrative & Personnel Committee.

The Administrative & Personnel Committee recommends 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. A motion coming from Committee requires no second. No further discussion. Motion passed unanimously.

VIII. Mr. Rice referred to Document #44 – Discussion, Consideration, and Possible Action: Approval of MLS 2009 Library Holiday Closing Schedule.

Mr. Rice called for a motion.

Mr. David Greenwell moved to approve the MLS 2009 Library Holiday and Closing Schedule as presented. Mrs. Carolyn Cornelius seconded. Mr. Rice called for questions.

Mrs. Anthony expressed her concerns with the library being closed four days in a row during the Christmas Holiday in 2009. Discussion followed.

Mr. Rice called for the vote.

Motion failed; 17-no, 5-yes.

Mr. Rice suggested library staff revise the proposed Library Holiday and Closing Schedule and bring a couple of alternates for approval to the December Commission meeting.

IX. Mr. Rice referred to Document #45 – Discussion, Consideration and Possible Action: Reconsideration of shelving location for "Family Talk" section.

Mr. Rice called on Mr. Ralph Bullard to express his concerns regarding the "Family Talk" section.

Mr. Bullard stated he was not a member of the commission when the "Family Talk" section was approved. Once Mr. Bullard was appointed, he was contacted by the Family Friendly Library Group. The group's main concern is that the books are not located out of the physical reach of young children. Mr. Bullard stated the "Family Talk" section is good, but in some libraries the books are on the bottom shelves. Mr. Bullard handed out copies of the motion that came from the Special Committee. Originally the Special Committee considered housing the books on the top shelves only. After discussion, the committee decided to remove that limit and leave it to the discretion of the staff. Discussion followed.

Mrs. Anthony stated the special committee met three times and discussed in length the issues at hand. There were lots of issues and the final motion was a compromise. The committee wanted to address the issue in a positive way and to not only find books of concern, but books that would be helpful to parents. There are a wide variety of concerns and just as many people who feel strongly that all books are accessible to all people.

Mrs. Nelson stated she loves the Library System and likes the "Family Talk" section. She explained her concerns with the books being in the reach of young children. Mrs. Nelson brought three books which are housed in the "Family Talk" section. She described each one and said at some time in the future she would probably share the books with her children, but right now they are not ready. Mrs. Nelson stated she would like for the books to be placed high enough so that the parents and guardians can pick and choose what subjects to share with their children and at what time.

Mrs. Brenda Palmer commented on an experience she had at the library when her children were younger and because of that experience she supports the recommendation to house the books on the top shelves. Mr. McDaniel commented that as a school administrator, his concern is for the children who don't have any adult supervision.

Mr. Bullard added it's not a matter of restricting books. The books are still there, but wants them housed where the parents could get them and check them out at their discretion.

Questions and discussion followed.

(During the discussion, Mrs. Penny McCaleb left the meeting at 4:48 p.m. and Ms. Cynthia Mitas left the meeting at 5:07 p.m.)

Mr. Ralph Bullard moved to revise the original motion pertaining to the Family Talk section approved by the Commission on February 16, 2006. The revision would specify the height of the shelves the Family Talk section would be housed on. Mr. Bullard recommends the materials be housed on the top shelf[ves] of units no less than 60" high. Mr. Tracy McDaniel seconded. Discussion followed. Motion passed; 14-yes, 6-no.

With the approved revision to the motion, the final motion reads as:

Mr. Bullard moves 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, 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 **(to be housed on the top shelf[ves]of units no less than 60" high)**. 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 patrons' needs in parenting, may be included.

X. Mr. Rice called on Mrs. Candace McDaniel, Headquarters Manager, to give a special presentation. Mrs. McDaniel extended a personal invitation to each commission member to Annual Holiday Open House, to be held December 11, 2008.

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

- Document #46 MLS October 2008 Circulation Gains & Losses
- Document #47 MLS October 2008 Computer Usage Report
- Document #48 MLS October 2008 System Reserve Report

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

Mrs. Morris briefly highlighted the report. She notified staff of the upcoming community meeting for the Northwest Library. The meeting will take place on December 2 at the new John Marshall High School. Mrs. Morris encouraged Commission members to attend.

XIII. The next Commission meeting will be held at the Downtown Library on December 11, 2008.

There being no further business, the meeting was adjourned at 5:18 pm.

onna Morris

Donna Morris, Executive Director (Secretary)

Prepared by: MLC Secretary Page 4 of 4

CITIZENS REQUEST TO SPEAK THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 11/20/08

Please complete this form if you are interested in addressing the Library Commission
Michael Jestes
PRINT NAME 8800 Autumn Rd 73151
Olclahoma
COUNTY OF RESIDENCE
Muchael Jestes
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU
ADDITIONAL CONTACT INFORMATION:
787-7744 Info @ OKFAMILYPC.00g
TELEPHONE E-MAIL
WHO YOU ARE REPRESENTING: ORGANIZATION: Ollahoma Family Policy Council SELF:
I ask to speak on the following Agenda Item(s) "Family Jalk" Stetion
I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 11-20-04

Please complete this form if you are interested in addressing the Library Commission

PRINT RESIDE COUNTY OF RESIDENCE SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU ADDITIONAL CONTACT INFORMATION: 3733 E-MAIL WHO YOU ARE REPRESENTING: **ORGANIZATION:** SELF: ~ I ask to speak on the following Agenda Item(s) DOC #45 I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE:

Please complete this form if you are interested in addressing the Library Commission

PAUL BLAIR
PRINT NAME 4325 The RANCH ROAD
RESIDENCE: ADDRESS/ZIP
OK
COUNTY OF RESIDENCE
M
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU ADDITIONAL CONTACT INFORMATION:
348-1745
TELEPHONE E-MAIL
WHO YOU ARE REPRESENTING:
ORGANIZATION: PASTOR, FAIRVIEW BAPTIST CHURCH
SELF:
I ask to speak on the following Agenda Item(s)
I ask to speak on the topic or issue(s) of FAMILT TALK

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations, and accusations against members of the public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

November 30, 2008

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

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

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2008.

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METROPOLITAN LIBRARY SYSTEM GENERAL FUND STATEMENT OF FINANCIAL CONDITION

November 30, 2008

ASSETS

CASH - Overnight Investment Account			\$ 2,694,083.10
INVESTMENTS (Schedule attached)			17,951,608.11
PREPAID ACCOUNTS			30,000.00
TAXES RECEIVABLE: 2008-09 Ad Valor Less: Reserve for Delinqu Budgeted Tax Revenue Less: Tax Received		26,993,368.00 (2,453,943.00) 24,539,425.00 518,305.98	25,057,730.98
Total Assets			\$45,733,422.19
LIABILITIES:	RED REVENUE AI	ND FUND BALANCE	
2007-08 Reserve for Appropriations 2008-09 Purchase Orders Outstandin 2007-08 Purchase Orders Outstandin 2008-09 Checks Outstanding 2007-08 Checks Outstanding Total Liabilities		\$116,638.78 4,340,764.04 47,823.13 332,746.48 401.17	4,838,373.60
DEFERRED TAX REVENUE:			
Current Year Ad Valorem Tax			25,057,730.98
FUND BALANCE:			
Beginning of the Year		\$28,059,672.84	
Add: Revenues Budgeted Other	748,305.98 1,433,735.64	2,182,041.62	
Less: Expenditures		(14,404,396.85)	
Total Fund Balance			15,837,317.61
Total Liabilities, Deferred Revenue and	Fund Balance		\$45,733,422.19

METROPOLITAN LIBRARY SYSTEM GENERAL FUND SCHEDULE OF INVESTMENT

As of November 30, 2008

Туре	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

\$ 17,951,608.11

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

October 1, 2008 to October 31, 2008

	Budget		Current Month Receipts		Year To Date Receipts	Percent Budget Received
BUDGETED:				-		
2007 Ad Valorem Tax	\$24,539,425.00	\$	518,305.98	\$	518,305.98	2.11%
State Aid	317,714.00		-		÷	0.00%
Fines	482,400.00	_	33,000.00	_	230,000.00	47.68%
Total Budgeted Revenue	\$ 25,339,539.00	\$	551,305.98	\$	748,305.98	2.95%
NOT BUDGETED:						
Prior Years Taxes		\$	157,664.90	\$	771,816.53	
Gifts and Lost Books Fees			0.00		75,000.00	
Investment Income			8,002.85		505,006.60	
Flexible Benefits Account Ba	lance		0.00		0.00	
Sale of Surplus Equipment			0.00		5,795.72	
Miscellaneous		_	7,197.56		76,116.79	
Total Miscellaneous Reven	ue	\$	172,865.31	\$	1,433,735.64	
Total Revenue	\$ 25,339,539.00	\$	724,171.29	\$	2,182,041.62	8.61%

METROPOLITAN LIBRARY SYSTEM SPECIAL FUNDS STATEMENT OF REVENUES AND EXPENDITURES

November 30, 2008

		BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
RE	VOLVING FUNDS:				
80	5 Gifts/Lost Books	\$ 17,778.04	\$ 4,076.97	\$ 321.37	\$ 21,533.64
	0 Prepaid Fees	1,499.32	0.00	250.60	1,248.72
	5 Fines	40,776.26	41,158.09	33,071.35	48,863.00
82		135,511.06	7,051.87	1,997.73	140,565.20
	0 Special Event Fund	1,915.12	0.00	0.00	1,915.12
	Total Revolving Funds	\$ 197,479.80	\$ 52,286.93	\$ 35,641.05	\$ 214,125.68
GR	ANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
	Special Grants				
85	7 DN/LC Donations	92,029.29	92,529.29	89,785.96	2,743.33
85	9 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
87	6 08/Guild/Choctaw Books	10,000.00	7,000.00	5,778.25	1,221.75
89	0 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,123.67	376.33
89	2 08/ALA/Great Stories Club	100.00	100.00	0.00	100.00
89	4 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	0.00	5,000.00
92	1 09 Walmart Del City	1,000.00	1,000.00	256.87	743.13
92	2 09/OAC/Aboriginal Stories and Song	3,500.00	0.00	3,500.00	(3,500.00)
92	3 09/OAC/Huun-Huur-Tu Tuvan	4,500.00	0.00	4,500.00	(4,500.00)
92	8 07/LET/Summer Reading	12,000.00	12,000.00	11,948.62	51.38
93		203.90	0.00	100.00	(100.00)
93	0 0	10,031.00	10,031.00	0.00	10,031.00
	2 Human Rights Video Project	750.00	750.00	660.56	89.44
	3 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
98	0 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
99	1 06 Inasmuch	60,000.00	60,000.00	59,324.49	675.51
99	4 06 WalMart/Village	2,000.00	2,000.00	1,967.62	32.38
99	5 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31
	Grants - Friends of MLS, Previous	s Years			
87	7 06 Las Clases Espanolas	8,000.00	8,000.00	7,800.00	200.00
86	0 08 Volunteer Recognition	2,000.00	2,000.00	1,777.53	222.47
86	1 08 Staff Recognition	6,845.00	7,004.45	6,897.83	106.62
86	4 08 LIFE	7,500.00	7,500.00	6,538.79	961.21
86	5 08 Author Visit	10,000.00	10,000.00	9,826.18	173.82
86	8 08 Author Visit - Bob Burke	3,266.00	3,266.00	2,791.02	474.98
86	9 08 Our World - System Prgrmmng	14,400.00	14,400.00	14,078.00	322.00
87		10,000.00	10,000.00	0.00	10,000.00
87	3 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,639.35	73.65

MLC - December 11, 2008Prepared by: Deputy Executive Director/Finance & SupportMLS - Financial Statement & Review of Expenditures November 2008Page 6 of 28

				MLC	ment #51 FY 2008-09 mber 11, 2008
GRA	NTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
875	08 Public Art	3,000.00	3,000.00	0.00	3,000.00
	Grants - Friends of MLS, Current F	iscal Year			
901	09 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
902	09/Staff Recognition	\$6,845.00	22.50	6,633.15	(6,610.65)
903	09 Brawner scholarships	\$7,000.00	7,000.00	2,250.00	4,750.00
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	10,000.00	(10,000.00)
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	345.72	(345.72)
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				\$58,556.50

Total Special Funds

\$ 272,682.18

Metropolitan Library System Statement of Encumbrances Month of November 2008

Personal Services

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
101 102 103 109 112 113 114	Salaries Wages - Part-time Payroll Taxes Workers Comp Insurance Group Insurance Employees' Retirement Unemployment Compensation	761,229.29 105,375.86 63,231.73 7,870.00 138,377.49 42,465.09 .00	4,152,725.39 612,394.86 350,222.58 47,287.00 690,024.36 230,268.53 6.908.15	38.86 36.80 36.59 37.77 38.01 17.21 34.54	10,685,220.00 1,664,141.00 957,089.00 125,211.00 1,815,292.00 1,337,774.00 20,000.00	6,532,494.61 1,051,746.14 606,866.42 77,924.00 1,125,267.64 1,107,505.47 13,091.85
	Total Personal Services	1,118,549.46	6,089,830.87	36.68	16,604,727.00	10,514,896.13

Maintenance & Operations - Contractual Services

	terms have seen and they have been been and they and they have				
Total Contractual Services	176,619.89	1,391,193.29	36.78	3,782,664.00	2,391,470.71
Network Catalog Services	.00	46,740.94	78.52		12,784.06
Automation Contractual	18,839.81	124,513.52	34.73	358,570.00	234,056.48
Other Library-related Services	3,764.09	49,549.05	12.42	399,051.00	349,501.95
Memberships	3,518.00	10,303.00	33.17	31,060.00	20,757.00
	10,270.42	80,597.76	42.64	189,000.00	108,402.24
	4,631.48	26,164.05	54.27	48,213.00	22,048.95
	2,811.49	8,206.60	12.92	63,516.00	55,309.40
	35,788.66	255,821.49	51.07	500,950.00	245,128.51
		70,524.13	26.29	268,231.00	197,706.87
			35.42	395,843.00	255,641.58
					210,088.17
		and the second			44,880.68
					101,968.23
				the second se	230,006.58
					247,023.66
					6,930.00
			1.0		34,213.35
					5,814.00
	1.2.2				9,209.00
Plda Droparty & Auto Inquir	00	120 057 00	02 42	110 000 00	0 000 00
	Other Library-related Services Automation Contractual Network Catalog Services	Liability/Bonding Insurance.00Rent of Library Buildings4,837.33Rent of Equipment.00Janitorial Services29,669.00Maintenance of Facilities16,900.51Parking & Transportation12,837.15Travel Expenses.223.62Professional Services10,746.53Security Services17,587.41Telephone Services35,788.66Gas Services2,811.49Water & Garbage Services10,270.42Memberships3,518.00Other Library-related Services3,764.09Automation Contractual18,839.81Network Catalog Services.00	Liability/Bonding Insurance .00 7,886.00 Rent of Library Buildings 4,837.33 24,586.65 Rent of Equipment .00 270.00 Janitorial Services 29,669.00 165,601.34 Maintenance of Facilities 16,900.51 98,347.42 Parking & Transportation 12,837.15 67,247.77 Travel Expenses 223.62 8,207.32 Professional Services 10,746.53 75,567.83 Security Services 17,587.41 140,201.42 Telephone Services 4,194.39 70,524.13 Electrical Services 35,788.66 255,821.49 Gas Services 2,811.49 8,206.60 Water & Garbage Services 10,270.42 80,597.76 Memberships 3,518.00 10,303.00 Other Library-related Services 3,764.09 49,549.05 Automation Contractual 18,839.81 124,513.52 Network Catalog Services .00 46,740.94	Liability/Bonding Insurance .00 7,886.00 57.56 Rent of Library Buildings 4,837.33 24,586.65 41.81 Rent of Equipment .00 270.00 3.75 Janitorial Services 29,669.00 165,601.34 40.13 Maintenance of Facilities 16,900.51 98,347.42 29.95 Parking & Transportation 12,837.15 67,247.77 39.74 Travel Expenses 223.62 8,207.32 15.46 Professional Services 10,746.53 75,567.83 26.45 Security Services 17,587.41 140,201.42 35.42 Telephone Services 4,194.39 70,524.13 26.29 Electrical Services 35,788.66 255,821.49 51.07 Gas Services 2,811.49 8,206.60 12.92 Water & Garbage Services 10,270.42 80,597.76 42.64 Memberships 3,518.00 10,303.00 33.17 Other Library-related Services 3,764.09 49,549.05 12.42 Automation Contractual 18,839.81 124,513.52 34.73 Network Catalog	Liability/Bonding Insurance .00 7,886.00 57.56 13,700.00 Rent of Library Buildings 4,837.33 24,586.65 41.81 58,800.00 Rent of Equipment .00 270.00 3.75 7,200.00 Janitorial Services 29,669.00 165,601.34 40.13 412,625.00 Maintenance of Facilities 16,900.51 98,347.42 29.95 328,354.00 Parking & Transportation 12,837.15 67,247.77 39.74 169,216.00 Travel Expenses 223.62 8,207.32 15.46 53,088.00 Professional Services 10,746.53 75,567.83 26.45 285,656.00 Security Services 17,587.41 140,201.42 35.42 395,843.00 Telephone Services 4,194.39 70,524.13 26.29 268,231.00 Electrical Services 2,811.49 8,206.60 12.92 63,516.00 Water & Garbage Services 10,270.42 80,597.76 42.64 189,000.00 Memberships 3,518.00 10,303.00 33.17

FY-09

Metropolitan Library System Statement of Encumbrances Month of November 2008

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301 302 303 310 312 321 322 330 331	Printing & Printing Supplies Postage Supplies Maintenance Supplies Safety Supplies & Equipment Gasoline & Oil Vehicle Parts & Repairs Programming Activities Other Commodities	10,387.23 40,431.10 14,256.77 8,417.90 609.03 2,621.25 5,790.94 10,460.73 770.99	48,653.02 109,108.37 124,337.25 25,870.79 3,484.12 13,620.24 8,538.30 60,131.23 4,196.12	30.01 39.08 29.72 36.44 34.16 28.38 42.69 29.56 12.02	162,100.00 279,175.00 418,318.00 71,000.00 10,200.00 48,000.00 20,000.00 203,395.00 34,900.00	113,446.98 170,066.63 293,980.75 45,129.21 6,715.88 34,379.76 11,461.70 143,263.77 30,703.88
	Total Commodities	93,745.94	397,939.44	31.91	1,247,088.00	849,148.56
Capi	ital Outlays					
401 404 405 407 408 409 410 450 490 499	Books & Materials Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixture, & Equipmnt Motor Vehicles Automation System & Equipment Capital Projects Capital Reserves - Current Reserve Carryover - Prior	332,323.01 .00 .00 111,633.87 9,182.59 .00 .00 16,351.45 .00 .00	1,287,822.15 .00 .00 130,238.29 31,604.38 .00 122,417.10 4,953,351.33 .00 .00	36.77 .00 .00 84.56 5.03 .00 24.71 48.23 .00 .00	3,502,400.00 5,000.00 2,200.00 154,020.00 628,227.00 75,000.00 495,463.00 10,271,327.00 -1,618,109.96 18,249,206.10	2,214,577.85 5,000.00 2,200.00 23,781.71 596,622.62 75,000.00 373,045.90 5,317,975.67 -1,618,109.96 18,249,206.10
	Total Capital Outlays =	469,490.92	6,525,433.25	20.54	31,764,733.14	25,239,299.89
	Total Budget =	1,858,406.21	14,404,396.85	26.97	53,399,212.14	38,994,815.29

FY-09

Monthly Journal Entries -- November 2008

Jrnl #	Acct #	Account Name and JE Description		Debits		Credits
Inves	stments	2				
91	1001 3602	Current Year Cash Interest Income MidFirst		\$ 5,573.44	\$	5,573.44
<u>Tax r</u>	evenue	<u>es</u>				
92	1001 1201 3601	Current Year Cash Ad Valorem Tax - Current year Prior year Tax Ad Valorem Tax apportioned by County for 10/16	to 10/31	\$ 186,711.87	\$\$ \$\$	29,134.87 157,577.00
93	1001 1201 3601	Current Year Cash Ad Valorem Tax - Current year Prior year Tax Ad Valorem Tax apportioned by County for 11/1 to	11/14	\$ 489,259.01	\$	489,171.11 87.90
Misc	ellanec	ous				
94	1001 3605	Current Year Cash Mic. Reimbursements café rent 500.00 Abitibi OCCC \$ 2,385.00 refunds total	4,121.94 22.32 168.30 7,197.56	\$ 7,197.56	\$	7,197.56
Fines	2					
95	1001 3403	Current Year Cash Projected Mic. Revenue - Fines Fines transferred to General Fund in November		\$ 33,000.00	\$	33,000.00
Paya	ble ent	ries				
96	3001 3011 3002 3012	Current Year Reserv. for Appropriations. Current Year P.O. Outstanding Prior Year Reserv. for Appropriations. Prior Year P.O. Outstanding		\$ 2,096,617.70 1,079.03	\$ \$	2,096,617.70
97	3011	Purchase orders issued in November Current Year P.O. Outstanding		\$ 2,096,381.86		
	3021 3012 3022	Current Year Warrants Outstanding Prior Year P.O. Outstanding Prior Year Warrants Outstanding Checks issued in November		\$ 16,680.41	\$	2,096,381.86

				MLC	FY	nt #51 2008-09 er 11, 2008
98	3021 1001	Current Year Warrants Outstanding Current Year Cash	\$	1,917,995.87		1,917,995.87
	3022 1001	Prior Year Warrants Outstanding Prior Year Cash Checks cleared Bank in November	\$	35,299.69	\$	35,299.69
Bank	intere	est and fees				
99	1001 3602	Current Year Cash Interest Income Interest from GF Checking Acct less fees	\$	2,429.41	\$	2,429.41
100	8000 8815	Special Fund Cash Fines Account Interest from SF Checking Acct less fees	\$	109.22	\$	109.22
Spec	ial fun	ds				
101	8000 8815 8820 8805	Special Fund Cash Fines Copy Gift/Lost Books	\$	51,927.11	00 00 00	36,208.47 7,051.87 4,076.97
	8810 8815	Prepaid Fees Credit card receipts, net Revenues of special funds received in November	\$	250.60	\$	4,840.40
102	8000 8815 8820 8805 8903 8931 8876 8902 8910 8890 8918 8815	Fines Copy Gift/Lost Books Expenditures of special funds in November	\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$	33,069.95 1,997.73 321.37 1,050.00 2,281.35 6,633.15 3,500.00 100.00 345.72 1.40	\$	49,400.67
Corre	ections	s, adjustments, and miscellaneous				
103	3011 3001	Current Year P.O. Outstanding Current Year Reserv. for Appropriations. Correction to the amount of PO's issued, in JE 96	\$	238,447.33	\$	238,447.33
		Grand Total	\$	7,228,360.78	\$	7,228,360.78

General Fund F.Y. 08-09

Warrant Register

November 2008

Number		Purpose		Amount
G-01625		Materials	2,903.00	2,903.00
G-01626		Materials	712.55	712.55
G-01627		Materials	5,003.94	5,003.94
G-01628		Materials	166.95	166.95
G-01629		Materials	355.84	355.84
G-01630		Materials	3,312.39	3,312.39
G-01631		Materials	72.74	72.74
G-01632		Materials	93.84	93.84
G-01633	•	Materials	4,490.00	4,490.00
G-01634		Materials	695.56	695.56
G-01635		Materials	2,743.02	2,743.02
G-01636	9	Materials	506.22	506.22
G-01637		Materials	8.00	8.00
G-01638		Materials	1,908.04	1,908.04
G-01639		Materials	1,863.99	1,863.99
G-01640	Daryle G. Murray	Materials	75.80	75.80
G-01641	Mediatrition	Materials	338.94	338.94
G-01642	Baker & Taylor Books	Materials	1,192.96	2.2.2.2.2
		Materials	1,033.20	
		Materials	3,360.24	
		Materials	3,382.51	
		Materials	5,573.22	
		Materials	9,979.61	
		Materials	9,388.02	
		Materials	8,382.33	
2	and the second second second	Materials	622.64	42,914.73
G-01643	Baker & Taylor Books	Materials	2,169.46	a for the prove
		Materials	7,815.36	
-	and the second second	Materials	8,788.08	18,772.90
G-01644	Baker & Taylor Books	Materials	3,795.28	3,795.28
G-01645	Baker & Taylor Entertainment	Materials	59.96	59.96
G-01646	Mackin	Materials	40.14	40.14
G-01647	Bank of Oklahoma	Payroll Transmittal-Chks	37,487.90	
		Payroll Transmittal-Chks	18,673.09	
0.04040	No. 1 August 1	Payroll Transmittal-Chks	165.00	56,325.99
G-01648	Bank of Oklahoma	Federal Witholding Tax	38,002.60	
0.04040		Federal Witholding Tax	2,480.00	40,482.60
G-01649	Oklahoma Tax Commission	State Witholding Tax	13,312.00	
0.04050	Mar Filling of States	State Witholding Tax	778.50	14,090.50
G-01650	Mun. Employees Credit Union	Employee Cr Union Deducts	11,746.13	
0 01051		Employee Cr Union Deducts	87.50	11,833.63
G-01651	United Way of Central Oklahoma	Employee Deductions	409.72	409.72
G-01652	Bank of America	Payroll Transmittal-DDep	201,642.95	
		Payroll Transmittal-DDep	24,000.63	
0 01050	Net 11 Day 10 10 10	Payroll Transmittal-DDep	1,210.00	226,853.58
G-01653	Nationwide Retirement Solution	Employee Deductions	7,734.92	7,734.92
G-01654	Transamerica Worksite Mrktg.	Employee Deductions	499.01	499.01
G-01655	Metro Library Sys Pension Trst	Employee Contrib DB PI	4,859.13	4,859.13
G-01656	Bank of Oklahoma	Employee Flexplan Deposit	21,998.70	21,998.70
G-01657	Bank of Oklahoma	Employee Soc/Sec Deposits	21,793.87	
		Employee Soc/Sec Deposits	3,089.61	
	** Continued **	Employee Medicare Deposit	5,183.72	
	** Continued **			

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General Fund F.Y. 08-09

Warrant Register

November 2008

Number	Vendor/Payee	Purpose		Amount
0 04057	** Continued **	Employee Medicare Deposit	722.50	
G-01657	Bank of Oklahoma	Employee Medicare Deposit Employer Soc/Sec Deposits	24,883.46	
		Employer Medicare Deposit	5,906.33	61,579.49
G-01658	MassMutual Financial Group	Employee Contrib DC PI	11,608.17	01,070.40
0-01000	Massing and Thansar Croup	Employer Contrib DC PI	21,168.53	32,776.70
G-01659	Love, Beal & Nixon, P.C.	Employee Deductions	373.89	373.89
G-01660	Vision Service Plan of	Grp Vision Ins Prem-NOV.	2,180.85	2,180.85
G-01661	ODHS Oklahoma Centralized	Employee Deductions	353.05	353.05
G-01662	Administrative Systems, Inc.	Employee Deductions	1,115.46	1,115.46
G-01663	OG&E	Electrical Services	7,550.42	7,550.42
G-01664	Oklahoma Natural Gas Co.	Gas Services	429.05	429.05
G-01665	City of Oklahoma City	Water & Garbage	165.29	165.29
G-01666	Locke Supply Co.	Maintenance of Facilities	96.78	
		Maintenance of Facilities	11.81	
		Maintenance of Facilities	19.66	400.00
0 01007	Toob Look	Maintenance of Facilities	272.71	400.96
G-01667 G-01668	Tech-Lock	Maintenance of Facilities Maintenance of Facilities	189.00 21.02	189.00 21.02
G-01669	Emsco Electric Supply Demco	Supplies	3,050.00	3,050.00
G-01670	UNUM Life Insurance	Grp L-T Disab InsNOV	4,900.37	4,900.37
G-01671	Frank Ray	Mileage	25.74	25.74
G-01672	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01673	Regina Wolfinger	Mileage	26.78	26.78
G-01674	CompSource Oklahoma	Workers Comp Insurance	7,870.00	7,870.00
G-01675	United Refrigeration, Inc.	Maintenance of Facilities	34.77	34.77
G-01676	Johnstone Supply	Maintenance of Facilities	45.85	45.85
G-01677	Tracy Stone	Memberships	35.00	35.00
G-01678	Hunter's Battery Warehouse	Maintenance of Facilities	68.98	68.98
G-01679	JoNita Normore	Mileage	13.46	13.46
G-01680	Mutual Assurance	Grp Med/Dtl Ins Prem-NOV	31,114.20	31,114.20
G-01681	Light Bulb Supply Co., Inc.	Maintenance of Facilities	122.94	122.94
G-01682	Staples Credit Plan	Supplies	107.99	
		Equipment Supplies	68.49 127.99	304.47
G-01683	Angie Paeltz	Mileage	21.06	21.06
G-01684	INTEGRIS Corporate Assistance	Professional Services	846.00	846.00
G-01685	Shawver & Son	Automation Contractual	748.90	748.90
G-01686	Downtown College Consortium	Professional Services	70.00	70.00
G-01687	AT&T	Telephone Services	893.75	893.75
G-01688	Little River Zoo	Programming Activities	105.00	105.00
G-01689	aha! Process, Inc.	Books & Materials	97.20	97.20
G-01690	Karen L.Litteral	Mileage	7.65	7.65
G-01691	XPEDX	Supplies	2,685.56	2,685.56
G-01692	Walker Companies	Supplies	6.95	6.95
G-01693	OverDrive, Inc fka	Network Catlog Services	82.50	82.50
G-01694	United States Postal Service	Postage	9,000.00	9,000.00
G-01695 G-01696	Porch School Supply	Programming Activities	24.39	24.39
G-01696 G-01697	Aqualife Aquarium Systems, Inc Town of Luther	Maintenance of Facilities	55.00	55.00
G-01698	Cherokee Building Materials	Water & Garbage Maintenance of Facilities	44.25 236.81	44.25
G-01699	Barnes & Noble, Inc.	Programming Activities	58.27	236.81
	** Casting 1 **	rogramming Activities	00.21	

** Continued **

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November 2008

General Fund F.Y. 08-09

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-01699	** Continued ** Barnes & Noble, Inc.	Programming Activities	200.40	007 45
G-01700	Anita Roesler	Programming Activities Mileage	209.18 68.56	267.45
G-01701	Jeffrey J. Crawford	Security Services	325.00	68.56
G-01702	Miguel A. Campos	Security Services		325.00
G-01702	Jurden Brown, Jr.	Security Services	212.50 162.50	212.50
G-01703	Stanley Campbell			162.50
G-01704	Pacer Fitness Center	Security Services Professional Services	212.50	212.50
G-01705	Sharon A. Nolan		4,451.00	4,451.00
0-01700	Sharon A. Nolan	Programming Activities	114.60	407.00
G-01707	Hewlett-Packard Co.	Programming Activities	73.02	187.62
G-01708	Clarion Meridian Hotel	Automation Equipment Professional Services	94,274.20	94,274.20
0-01700	Clarion Mendian Hoter		9,465.00	44 000 00
G-01709	Stanley Taucer	Professional Services	1,833.00	11,298.00
G-01703	City of Harrah	Mileage	5.95	5.95
G-01711	Amazon/GE Money Bank	Water & Garbage Services	73.58	73.58
0-01711	Amazon/OL Money Bank	Supplies	25.75	
		Supplies	20.94	70.00
G-01712	Office Depot Credit Plan	Programming Supplies	29.99	76.68
0-01712	Once Depot Credit Flan	Supplies	103.51	400 50
G-01713	Matropolitan Library System	Supplies	34.99	138.50
G-01714	Metropolitan Library System Walmart Community	Grp Med/Dtl Ins Prms-NOV	95,975.67	95,975.67
G-01715	Reef Shop Warehouse	Programming Activities	43.19	43.19
G-01716	Allied Waste Services #060	Maintenance of Facilities	88.94	88.94
G-01717	Cintas Corp.	Water & Garbage Services	844.19	844.19
G-01718	Lesli Jones	Maintenance of Facilities	378.40	378.40
G-01719	Kelley Hoffman	Library-Related Services	45.00	45.00
G-01719	Securitas Security USA, Inc.	Mileage	11.70	11.70
G-01720	Kelly Dalrymple	Security Services	5,605.49	5,605.49
G-01721	Mary Lynn Stephens	Mileage	21.14	21.14
G-01722	COTPA	Mileage	7.10	7.10
0-01720	COTTA	Parking & Transportation Parking & Transportation	2,979.61	
			2,116.00	0 202 07
G-01724	Midwest Single Source, Inc.	Parking & Transportation Supplies	4,208.26	9,303.87
0 01124	mawest oligie oburce, inc.		37.53	
		Supplies Supplies	143.85	
		Supplies	37.99	
		Supplies	599.04	055.00
G-01725	Stacy Schrank	Professional Services	36.98	855.39
0 01120	otacy comand	Supplies	85.52	00 75
G-01726	Postal Customer Council USPS	Other Commodities	3.23 18.50	88.75
G-01727	Dennis D. Delano	Mileage		18.50
G-01728	Joshua Pershica	Security Services	21.06	21.06
G-01729	Jessica Minter	Mileage	762.50 5.42	762.50
G-01730	Kenneth Edmonds	Equipment	175.00	5.42
G-01731	Darin R. Smith	Transportation	40.00	175.00
G-01732	Urban Neighbors	Memberships	100.00	40.00
G-01733	Careerbuilder, LLC	Library-Related Services		100.00
G-01734	Linda Cooper	Maintenance of Facilities	1,450.00 635.00	1,450.00
		Maintenance of Facilities		1 005 00
G-01735	Stormy Lee	Mileage	450.00	1,085.00
G-01736	Kathy Fritsch	Mileage	3.19 4.87	3.19
		imougo	4.07	4.87

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Warrant Register

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	82.97 897.95 107.40 130.73 45.00 5,014.96 2,491.10 332.50
G-01739Hunzicker Brothers, Inc.Supplies17.95G-01740DemcoSupplies107.40G-01741Eales Electronics Corp.Maintenance of Facilities25.00G-01742EBSCO Subscription ServicesSubscriptions34.96G-01743Gale ResearchMaterials14,980.0015	107.40 130.73 45.00 5,014.96 2,491.10
G-01739Hunzicker Brothers, Inc.Maintenance of Facilities107.40G-01740DemcoSupplies54.32G-01741Eales Electronics Corp.Maintenance of Facilities25.00G-01742EBSCO Subscription ServicesSubscriptions34.96G-01743Gale ResearchMaterials14,980.0015G-01743Gale ResearchMaterials2,491.1022	107.40 130.73 45.00 5,014.96 2,491.10
G-01740DemcoSupplies54.32G-01741Eales Electronics Corp.Maintenance of Facilities25.00G-01742EBSCO Subscription ServicesSubscriptions34.96G-01743Gale ResearchMaterials14,980.0015	130.73 45.00 5,014.96 2,491.10
G-01741Eales Electronics Corp.Supplies76.41G-01742EBSCO Subscription ServicesMaintenance of Facilities25.00G-01743Gale ResearchSubscriptions34.96Materials14,980.0015Materials2,491.102	45.00 5,014.96 2,491.10
G-01741Eales Electronics Corp.Maintenance of Facilities25.00G-01742EBSCO Subscription ServicesSubscriptions34.96G-01743Gale ResearchMaterials14,980.0015G-01743Gale ResearchMaterials2,491.102	45.00 5,014.96 2,491.10
G-01742EBSCO Subscription ServicesMaintenance of Facilities20.00G-01743Gale ResearchSubscriptions34.96Materials14,980.0015Materials2,491.102	5,014.96 2,491.10
G-01742EBSCO Subscription ServicesSubscriptions34.96G-01743Gale ResearchMaterials14,980.0015G-01743Gale ResearchMaterials2,491.102	5,014.96 2,491.10
G-01743 Gale Research Materials 14,980.00 15 Materials 2,491.10 2	,491.10
G-01743 Gale Research Materials 2,491.10 2	,491.10
G-01744 Journey House Travel, Inc. Travel Expenses 332.50	332 50
0.01210	
G-01745 Ernestine Clark Mileage 58.09	58.09
G-01746 Alma L. Brown Programming Activities 61.67	
Mileage 8.47	70.14
G-01747 Richard Rea Mileage 6.44	6.44
G-01748 Bruce Caesar Programming Activities 100.00	100.00
G-01749 Central Parking System Parking 156.00	156.00
G-01750 Oklahoma Library Association Professional Services 50.00	50.00
G-01751 U.S. Postal Service Postage 180.00	180.00
G-01752 Charles S. Isaacs Mileage 71.37	
Telephone Services 35.00	106.37
G-01753 Edgar Cruz Materials 15.99	15.99
G-01754 West Group Payment Center Materials 120.00	120.00
G-01755 ALA Membership CSC Memberships 220.00	220.00
G-01756 Maintenance Connection Maintenance of Facilities 396.00	396.00
G-01757 Barbara Beasley Mileage 21.06	21.06
	,827.03
G-01759 FedEx Postage 4.72	4.72
	,686.32
G-01761 ConocoPhillips Fleet Gasoline 141.49	141.49
G-01762 Eureka Water Co. Ralph Ellison Relocation 57.10	57.10
	,218.59
G-01764 Gale Group Materials 528.72	528.72
	,039.50
G-01766 Staples Business Advantage Supplies 79.95 G-01767 Anne G. Fischer Mileage 39.20	79.95
00.20	39.20
	273.85
0 04770	54.00
	147.42
C 01772 Elizabeth Keesler	,297.58
G 01773 Library Video Co	30.77
C 01774 Dringille Date	,072.85
C 01775 Evil Circle Destud	4.97
C 01776 Notice all service O	539.52
	60.31
G 01778 Oklohome Air Filter	149.00
C 01770 Jonethen Willia	69.60
C 01790 Linds II 41.04	41.54
G-01781 Random House Inc. Material	95.00
C 01792 A T 9 T Machiller	,120.00
G-01782 AT&T Mobility Telephone Services 85.34	85.34

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Number	Vendor/Payee	Purpose		Amount
G-01783	Scott's Printing & Copying	Printing	633.27	
	0 1, 0	Printing	145.00	
		Printing	829.50	
		Printing	124.00	1 721 77
G-01784	Brilliance Corporation	Materials		1,731.77
G-01785	Francie Pendleton		687.36	687.36
		Mileage	7.02	7.02
G-01786	Ingram Library Service	Materials	1,347.83	1,347.83
G-01787	R. R. Bowker	Materials	487.35	487.35
G-01788	Phyllis Davidson	Memberships	35.00	
-		Mileage	3.97	38.97
G-01789	Julia Ballou	Mileage	20.34	20.34
G-01790	Audio Editions	Materials	87.85	87.85
G-01791	Stuart Williamson	Mileage	18.14	18.14
G-01792	Scovil & Sides Hardware Co.	Maintenance of Facilities	1,767.26	1,767.26
G-01793	Crystal Roper	Mileage	18.85	18.85
G-01794	Matthew Cotter	Mileage	66.11	66.11
G-01795	Minuteman Press	Printing	337.03	337.03
G-01796	Ingram Library Service	Materials	477.59	477.59
G-01797	Voss Lighting	Maintenance of Facilities	247.00	247.00
G-01798	Frances V. Harbert	Mileage	38.67	38.67
G-01799	Perry Publishing Co.	Subscriptions	20.00	20.00
G-01800	Landon Holman	Mileage	68.45	68.45
G-01801	City of Edmond	Maintenance of Facilities	244.00	244.00
G-01802	Anderson News, LLC	Periodicals & Subscriptio	1,015.29	1,015.29
G-01803	Debbie Robertus	Mileage	3.23	
G-01804	Rena Gibson	Mileage	8.78	3.23 8.78
G-01805	Steve's Wholesale Distributors	Maintenance of Facilities	12.34	0.70
10,00000		Maintenance of Facilities	393.29	105 62
G-01806	OPUBCO Communications Group	Legal Notice Adv.	84.35	405.63
G-01807	Medco Supply Company	Safety Supplies	270.95	84.35
G-01808	Lisa Walker	Mileage		270.95
G-01809	Walter Wayne McEvilly	Materials	17.51	17.51
G-01810	Better Containers		150.00	150.00
G-01811	Ruby Soutiere	Supplies	78.00	78.00
G-01812	Bank of Oklahoma	Mileage	24.45	24.45
0-01012	Darik of Oklaholila	Flexible Benefits	300.00	
G-01813	BBC Audiobooks America	Flexible Benefis	800.00	1,100.00
G-01814	Sally Gray	Materials	267.84	267.84
G-01815	Kevin Colwell	Mileage	21.82	21.82
G-01815 G-01816		Mileage	11.70	11.70
G-01010	OHC of Oklahoma, L.L.C.	Professional Services	357.50	
C 01017	Allianas Damanda in 11.0	Professional Services	71.50	429.00
G-01817	Alliance Personnel Service LLC	Salaries	217.50	
0.04040	Di III A D	Salaries	348.00	565.50
G-01818	Priscilla A. Russell	Programming Activities	200.00	200.00
G-01819	Gregory Bennett	Mileage	11.12	11.12
G-01820	Polk Directories	Materials	2,943.00	2,943.00
G-01821	Crowe & Dunlevy	Professional Services	218.54	218.54
G-01822	Linda Jameson	Mileage	11.83	
0.01000		Mileage	10.53	22.36
G-01823	City of Choctaw	Water & Garbage Services	113.90	113.90
G-01824	Fariba Williams	Mileage	33.35	33.35
G-01825	Todd Olberding	Mileage	177.49	177.49
			2.5.02	

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G-01826	Ann Meeks	Mileage	15.51	15.51
G-01827	Baker & Taylor Books	Materials	1,942.83	1,942.83
G-01828	Bureau of Education & Research	Registration	199.00	199.00
G-01829	Baker & Taylor Entertainment	Materials	3,371.14	199.00
0-01020	baker & rayior Entertainment			0.000.00
G-01830	LaVatta Kinnay Dant	Materials	22.06	3,393.20
	LaVetta Kinsey Dent	Mileage	49.73	49.73
G-01831	LaWana D. Morgan	Mileage	5.85	5.85
G-01832	Bill's Pavement Maintenance	Maintenance of Facilities	1,262.50	1,262.50
G-01833	Dr. Max Price	Programming Activities	75.00	
		Programming Activities	75.00	150.00
G-01834	Deanna Biddle	Mileage	8.73	8.73
G-01835	Imagenation Promotional Group	Professional Services	196.34	196.34
G-01836	Pamela Buchanan	Mileage	18.14	18.14
G-01838	Barbara A. Johnson	Travel Expense	73.71	10.11
		Mileage	20.51	94.22
G-01839	Phillip M. Mitchell	Programming Activities	600.00	600.00
G-01840	Eye For Talent	Programming		
G-01841	Star Lighting		2,500.00	2,500.00
0-01041	Star Lighting	Maintenance of Facilities	114.00	
		Maintenance of Facilities	19.00	0.000
0 04040	Laboration and the second	Maintenance of Facilities	222.60	355.60
G-01842	John Utley	Telephone Services	35.00	
6 2 3 4		Mileage	38.03	73.03
G-01843	Melissa Weathers	Programming Activities	97.98	
		Supplies	66.44	
		Mileage	28.18	192.60
G-01844	Sheila Fixel	Mileage	9.72	9.72
G-01845	Lesli Jones	Library-Related Services	55.00	55.00
G-01846	Securitas Security USA, Inc.	Security Services	6,649.57	6,649.57
G-01847	Baker & Taylor Books	Materials	1,439.91	0,040.07
		Materials	1,365.70	
		Materials	1,336.32	
		Materials		
		Materials	3,218.88	
			3,261.35	
		Materials	8,829.25	
G-01848	Dokor 9 Toyler Dealer	Materials	6,424.01	25,875.42
G-01040	Baker & Taylor Books	Materials	1,254.89	
		Materials	3,146.50	
0.04040		Materials	6,686.15	11,087.54
G-01849	Baker & Taylor Books	Materials	1,267.50	1,267.50
G-01850	Emily Williams	Mileage	72.42	72.42
G-01851	Lena C. Loper	Mileage	10.05	10.05
G-01852	Mary R. McElroy	Mileage	5.85	5.85
G-01853	Christine Bassett	Mileage	2.60	2.60
G-01854	Sabre Technologies	Supplies	2,360.00	2,360.00
G-01855	Brenda Hammons	Mileage	7.37	7.37
G-01856	Smart Technologies	Automation Contractual	320.00	
G-01857	Cheryl Coleman	Travel Expense	72.54	320.00
G-01858	Kiona Millirons	Programming Activities		72.54
G-01859	Dan Holman		150.00	150.00
5 01000	Barrioman	Telephone Services	38.81	
G-01860	Terrie Thomas	Mileage	98.28	137.09
		Mileage	3.54	3.54
G-01861	Baker & Taylor Entertainment	Materials	113.09	113.09

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G-01862	Mackin	Materials	130.83	130.83
G-01863	R. Justin Herwig	Mileage	94.77	94.77
G-01864	Thomas B. Horne	Capital Projects	4,437.33	4,437.33
G-01865	Nicole Bungert	Mileage	19.95	19.95
G-01866	Overdrive, Inc.	Materials	468.50	468.50
G-01867	Savannah Mitchell	Programming Activities	100.00	100.00
G-01868	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-01869	Crisis Prevention Institute,	Professional Services	100.00	100.00
G-01870	Ameriworks Occupational	Professional Services	225.00	225.00
G-01871	Suzette V. Felton	Programming Activities	117.25	117.25
G-01872	Nancy Slusar	Mileage	4.14	4.14
G-01873	Mach 12 Graphics, Inc.	Printing	321.00	321.00
G-01874	Karla Y. Garcia	Library-Related Services	51.57	51.57
G-01875	Bernhardt Medical Association	Professional Services	75.51	75.51
G-01876	Matilde Olivera	Mileage	3.10	3.10
G-01877	Vladimir Oboronko	Materials	100.00	100.00
G-01878	Angie Oxtoby	Programming Activities	287.19	287.19
G-01879	Vernon L. Kriethe	Security Services	112.50	112.50
G-01880	Chris Kennedy	Mileage	23.11	23.11
G-01881	Charla Aucone	Mileage	22.23	22.23
G-01882	Kendra Williams	Mileage	11.83	11.83
G-01883	Metropolitan Library System	Maintenance of Facilities	3.19	11.00
	and the second	Professional Services	152.07	
		Postage	16.80	
		Supplies	32.13	
		Programming Activities	103.05	
		Other Commodities	7.25	314.49
G-01884	City of Midwest City, Inc.	Water & Garbage Services	314.03	314.03
G-01885	OG&E	Electrical Services	10,995.71	10,995.71
G-01886	Oklahoma Natural Gas Co.	Gas Services	688.10	688.10
G-01887	City of Oklahoma City	Water & Garbage	751.93	751.93
G-01888	Southwestern Stationery and	Supplies	449.88	101.00
		Printing	5,269.78	5,719.66
G-01889	Locke Supply Co.	Maintenance of Facilities	11.82	0,710.00
		Maintenance of Facilities	22.15	33.97
G-01890	Demco	Supplies	623.25	00.07
0 0.000	Donnoo	Supplies	24.34	647.59
G-01891	Gale Research	Materials	1,423.90	1,423.90
G-01892	Highsmith Co., Inc.	Supplies	31.98	1,420.00
	righterman berg mer	Programming Supplies	43.75	75.73
G-01893	Hewlett-Packard Co.	Automation Contractual	12,717.01	12,717.01
G-01894	AT&T	Telephone Services	891.30	12,111,01
	r tr ut	Telephone Services	761.01	
		Telephone Services	325.71	1,978.02
G-01895	City of Edmond	Electrical Services	3,622.53	3,622.53
G-01896	Baker & Taylor Books	Materials	4,518.89	4,518.89
G-01897	Mid-west Landscape, LLC	Maintenance of Facilities		4,010.09
5 0 1001	ma west canadape, ELO	Maintenance of Facilities	1,701.10	2 225 02
G-01898	Barbara Beasley		623.92	2,325.02
G-01899	Keystone Tape & Label, Inc.	Supplies	56.51	56.51
G-01900	United Refrigeration, Inc.	Library-Related Services Maintenance of Facilities	563.70	563.70
G-01901	WCA Waste Corporation	Maintenance of Facilities	77.35	77.35
5 01001		Maintenance of Facilities	27.43	27.43

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G-01902	Ronna Davis	Programming Activities	118.59	118.59	
G-01903	Recorded Books, LLC	Materials	445.50	445.50	
G-01904	Karen J. Davis	Mileage	5.85	5.85	
G-01905	U.S. Postmaster	Postage	49.10	49.10	
G-01906	Instructional Video, Inc.	Materials	61.40	61.40	
G-01907	Denyvetta Davis	Mileage	157.69	157.69	
G-01908	Gale Group	Materials	1,604.89	1,604.89	
G-01909	Hunter's Battery Warehouse	Maintenance of Facilities	43.90	1,004.09	
0-01000	Funder's Dattery Warehouse	Maintenance of Facilities	34.00	77.00	
G-01910	Anne G. Fischer			77.90	
G-01910	Friday	Telephone Services	50.00	50.00	
G-01912	Baudville	Subscriptions	25.00	25.00	
G-01912	baudville	Supplies	99.43	407.07	
0 01012	Capalinia Office Captor	Other Commodities	37.84	137.27	
G-01913	Copelin's Office Center	Supplies	27.98	20.07	
0.01014	Library Midae Ca	Supplies	11.99	39.97	
G-01914	Library Video Co.	Materials	67.91	67.91	
G-01915	Full Circle Bookstore	Programming Activities	47.88	47.88	
G-01916	Janet Brooks	Mileage	54.82	54.82	
G-01917	Mel Bay	Materials	42.29	42.29	
G-01918	Taleo Corporation	Professional Services	4,548.00	4,548.00	
G-01919	Blackstone Audio Books	Materials	270.00	270.00	
G-01920	Random House, Inc	Materials	10,858.40	10,858.40	
G-01921	Scott's Printing & Copying	Printing	962.15		
		Printing	1,093.92	2,056.07	
G-01922	Brilliance Corporation	Materials	1,966.46	1,966.46	
G-01923	Ursula Ward	Mileage	5.85	5.85	
G-01924	Ingram Library Service	Materials	664.45	664.45	
G-01925	Fuelman	Gasoline	2,479.76	2,479.76	
G-01926	Ingram Library Service	Materials	1,106.44	1,106.44	
G-01927	Jana Hausburg	Mileage	13.46	13.46	
G-01928	Center Point Large Print	Materials	477.51	477.51	
G-01929	Studio Architecture PC	Capital Projects	2,749.88	2,749.88	
G-01930	Kay L. Bauman	Mileage	98.48	98.48	
G-01931	Mae Dean Erb	Programming Activities	205.33		
		Programming Activities	205.33		
	and a state of the	Programming Activities	205.33	615.99	
G-01932	Jimmy Welch	Mileage	10.24		
an entrance		Telephone Services	50.00	60.24	
G-01933	Evans Hardware	Maintenance of Facilities	23.81		
		Maintenance of Facilities	46.25		
a sizes		Maintenance of Facilities	45.25	115.31	
G-01934	Jeffrey J. Crawford	Security Services	487.50	487.50	
G-01935	John Mark Dawson	Security Services	300.00	300.00	
G-01936	Jim Austin Sales	Maintenance of Facilities	54.00	54.00	
G-01937	Miguel A. Campos	Security Services	212.50	212.50	
G-01938	Jurden Brown, Jr.	Security Services	487.50	487.50	
G-01939	California State Library Fndn.	Supplies	45.00	45.00	
G-01940	Stanley Campbell	Security Services	212.50	212.50	
G-01941	Southwest Paper - OKC	Supplies	1,063.77	1,063.77	
G-01942	American Benefit Systems, Inc.	Professional Services	943.75	943.75	
G-01943	Heidi Johnson	Mileage	7.31	7.31	
G-01944	Kelly Fuselier	Programming Activities	100.00	100.00	

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Number	Vendor/Payee	Purpose		Amount
G-01945	Joan Porter	Mileage	16.38	16.38
G-01946	Findaway World, LLC	Materials	164.00	164.00
G-01947	Aaron Killough	Mileage	7.90	7.90
G-01948	Steve Crawford	Programming Activities	175.00	175.00
G-01949	OPHRA	Professional Services		
			65.00	65.00
G-01950	Stanley Taucer	Mileage	8.59	8.59
G-01951	Novalco, Inc	Maintenance of Facilities	105.00	105.00
G-01952	Kim Ventrella	Memberships	35.00	
		Mileage	5.27	40.27
G-01953	City of Edmond	Water & Garbage Services	715.40	715.40
G-01954	OHC of Oklahoma, L.L.C.	Professional Services	143.00	143.00
G-01955	Oklahoma Press Service	Library-Related Services	298.62	298.62
G-01956	Office Depot Credit Plan	Supplies	70.96	
	the second second second second	Automation Contractual	389.97	
		Supplies	95.51	556.44
G-01957	Baker & Taylor Books	Materials	2,277.38	
G-01958	Cheryl Pernell	Mileage		2,277.38
G-01959	International School Services		5.09	5.09
		Books & Materials	309.96	309.96
G-01960	Baker & Taylor Entertainment	Materials	4,068.76	A LAND DU
0.04004		Materials	1,103.76	5,172.52
G-01961	Daniel Fields	Programming Activities	44.46	
	and the state of the	Programming Activities	70.50	114.96
G-01962	LaVetta Kinsey Dent	Mileage	30.94	
		Other Commodities	68.81	99.75
G-01963	Walmart Community	Programming Activities	208.54	208.54
G-01964	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-01965	Jerry Baker	Books & Materials	254.61	254.61
G-01966	Commercial Card Solutions	Books & Materials	280.42	201.01
		Books & Materials	121.45	
		Books & Materials	214.70	
		Books & Materials	206.66	
		Books & Materials	98.05	
		Books & Materials		
			222.93	
		Books & Materials	210.45	
		Books & Materials	148.88	
		Books & Materials	354.81	
		Books & Materials	270.60	
		Books & Materials	370.06	
		Books & Materials	309.86	
	and the second second	Books & Materials	11.01	2,819.88
G-01967	Preston Bell	Transportation	40.00	40.00
G-01968	Reef Shop Warehouse	Maintenance of Facilities	65.95	65.95
G-01969	Evelyn Carol Gilbert	Mileage	58.67	58.67
G-01970	Pamela Buchanan	Telephone Services	35.00	35.00
G-01971	PSI	Capital Projects	484.00	484.00
G-01972	Teaching Company	Materials	114.90	
G-01973	Donna Morris	Parking & Transportation		114.90
G-01974	David Calhoun		450.00	450.00
G-01975	Marquis Who's Who	Mileage	2.44	2.44
G-01976	Robyn Poston	Materials	1,926.00	1,926.00
G-01970 G-01977		Programming Activities	85.00	85.00
	Oklahoma Watercolor Assoc.	Programming Activities	125.00	125.00
G-01978	Susan H. Wood	Programming Activities	125.00	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01978	Susan H. Wood	Programming Activities	285.00	410.00
G-01979	Lesli Jones	Library-Related Services	45.00	45.00
G-01980	Securitas Security USA, Inc.	Security Services	6,633.52	6,633.52
G-01981	Baker & Taylor Books	Materials	918.48	01000101
		Materials	797.37	
		Materials	1,985.00	
		Materials	1,863.70	
		Materials	1,067.17	
		Materials	4,404.92	
		Materials	3,181.03	
		Materials	3,551.64	
		Materials	4,661.55	
		Materials	925.97	23,356.83
G-01982	Baker & Taylor Books	Materials	593.39	
		Materials	4,188.09	
		Materials	3,484.40	8,265.88
G-01983	Baker & Taylor Books	Materials	2,091.12	2,091.12
G-01984	James Cain	Programming Activities	100.00	100.00
G-01985	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01986	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-01987	Trigen-OKC Energy Corporation	Engery Services	10,270.42	10,270.42
G-01988	Midwest Single Source, Inc.	Supplies	23.68	
		Supplies	20.32	
		Supplies	36.98	
		Supplies	28.81	
		Supplies Safety Supplies	45.83 17.23	172.85
G-01989	Christopher Carroll	Mileage	14.27	14.27
G-01990	Stacy Schrank	Professional Services	156.06	156.06
G-01991	Veronica Escobar	Mileage	14.63	14.63
G-01992	Joshua Pershica	Security Services	325.00	325.00
G-01993	HISPaints	Maintenance of Facilities	45.43	45.43
G-01994	Mackin	Materials	103.80	103.80
G-01995	Gregory Rodgers	Programming Activites	75.00	75.00
G-01996	ANDECO Flooring	Construction	157,000.00	20100
	C.	Construction	15,220.00	172,220.00
G-01997	Suzette V. Felton	Programming Activities	60.17	
		Programming Activities	69.52	129.69
G-01998	Vladimir Oboronko	Materials	240.00	240.00
G-01999	Vernon L. Kriethe	Security Services	106.25	106.25
G-02000	Montoya Security, Inc.	Security Service	112.50	112.50
G-02001	Brittany Barber	Mileage	5.85	5.85
G-02002	Bank of Oklahoma	Payroll Transmittal-Chks	41,293.23	
~ ~ ~ ~ ~ ~ ~		Payroll Transmittal-Chks	20,531.12	61,824.35
G-02003	Bank of Oklahoma	Federal Witholding Tax	40,174.60	
0.00004		Federal Witholding Tax	2,856.00	43,030.60
G-02004	Oklahoma Tax Commission	State Witholding Tax	13,986.00	
C 02005	Mun Employees Ore-little	State Witholding Tax	873.50	14,859.50
G-02005	Mun. Employees Credit Union	Employee Cr Union Deducts	11,746.13	
G-02006	United Way of Central Oklahoma	Employee Cr Union Deducts	87.50	11,833.63
0-02000	ormed way of Gential Okianoma	Employee Deductions	409.72	409.72

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Number	Vendor/Payee	Purpose		Amount
G-02007	Bank of America	Payroll Transmittal-DDep	209,434.94	
		Payroll Transmittal-DDep	26,946.76	236,381.70
G-02008	Nationwide Retirement Solution	Employee Deductions	7,734.92	7,734.92
G-02009	Transamerica Worksite Mrktg.	Employee Deductions	499.01	499.01
G-02010	Metro Library Sys Pension Trst	Employee Contrib DB PI	4,909.21	4,909.21
G-02011	Bank of Oklahoma	Employee Flexplan Deposit	10,381.00	10,381.00
G-02012	Bank of Oklahoma	Employee Soc/Sec Deposits	22,725.30	10,001.00
0-02012	Bank of Oklahoma	Employee Soc/Sec Deposits	3,443.75	
		Employee Medicare Deposit	5,467.53	
		Employee Medicare Deposit	805.40	
		Employee Soc/Sec Deposits	26,169.08	
		Employer Medicare Deposit	6,272.86	64,883.92
G-02013	MassMutual Financial Group	Employee Contrib DC Pl	11,676.18	04,000.02
0-02015	Massimutuar r manciar Group	Employee Contrib DC PI	21,296.56	32,972.74
G-02014	Love, Beal & Nixon, P.C.	Employee Deductions	369.49	369.49
G-02014 G-02015	ODHS Oklahoma Centralized		353.05	353.05
G-02015 G-02016		Employee Deductions	1,115.46	1,115.46
G-02018 G-02017	Administrative Systems, Inc.	Employee Deductions Rent of Library Buildings	400.00	400.00
G-02017 G-02018	City of Del City	Maintenance of Facilities	101.34	101.34
G-02018 G-02019	Grainger Oklahoma Natural Gas Co.	Gas Services	825.06	101.34
G-02019	Oklahoma Natural Gas Co.	Gas Services	196.28	1,021.34
G-02020	City of Bethany	Water & Garbage	182.84	182.84
G-02020 G-02021	City of Oklahoma City	Water & Garbage	1,055.49	102.04
G-02021	City of Okianoma City		649.61	1,705.10
G-02022	Triangle/A & E	Wate & Garbage	9.45	9.45
G-02022 G-02023	Brodart, Inc.	Capital Projects Supplies	984.96	9.40
G-02025	Brouan, mc.	Supplies	17.57	1,002.53
G-02024	Forest Building Materials	Maintenance of Facilities	7.76	1,002.55
0-02024	Porest building Materials	Maintenance of Facilities	11.48	19.24
G-02025	Demco	Supplies	533.21	13.24
0-02020	Demoo	Supplies	1,540.00	2,073.21
G-02026	EBSCO Subscription Services	Supscriptions	36,369.87	2,010.21
0-02020	EBOOD Subscription Dervices	Subscriptions	21,053.59	
		Subscriptions	20,094.81	
		Subscriptions	16,196.30	
		Subscriptions	8,644.43	
		Subscriptions	5,214.93	
		Subscriptions	962.51	
		Subscriptions	1,859.38	110,395.82
G-02027	Gale Research	Materials	3,115.75	3,115.75
G-02028	Strictly Jobs	Library-Related Services	175.00	175.00
G-02029	Baker & Taylor Books	Materials	690.83	690.83
G-02030	Donna Morris	Cell Phone Reimbursement	50.00	50.00
G-02031	Standard & Poor's	Materials	15,804.20	15,804.20
G-02032	Bill Warren Office Products	Supplies	205.12	205.12
G-02033	ALA Membership CSC	Memberships	159.00	200.12
	2 (2) (2) (2) (2) (2) (2) (4) (4) (2) (2)	Memberships	159.00	
		Memberships	159.00	
		Memberships	2,030.00	
		Memberships	230.00	2,737.00
G-02034	FedEx	Automation Contractual	14.36	2,101.00
	who regardly a	Postage	13.03	27.39
			10.00	21.00

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November 2008

General Fund F.Y. 08-09

Warrant Register

	G-02035 G-02036 G-02037 G-02038 G-02039 G-02040 G-02041 G-02041 G-02042 G-02043 G-02043 G-02044	Pure Service Corp. Instructional Video, Inc. JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall Oklahoma Air Filter	Jaintorial Services JANITORIAL SERVICES Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	$\begin{array}{c} 13,645.00\\ 6,760.00\\ 753.00\\ 690.00\\ 176.00\\ 4,325.00\\ 2,930.00\\ 390.00\\ 1,455.95\\ 21.18\\ 3,172.05\\ 457.44\\ 5.24\\ 80.52\\ 17.40\\ 10.64\end{array}$	29,669.00 1,455.95 21.18 3,172.05 457.44 5.24
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	6,760.00 753.00 690.00 176.00 4,325.00 2,930.00 390.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	753.00 690.00 176.00 4,325.00 2,930.00 390.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	690.00 176.00 4,325.00 2,930.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	176.00 4,325.00 2,930.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	4,325.00 2,930.00 390.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	2,930.00 390.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Janitorial Services Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	390.00 1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Materials Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	1,455.95 21.18 3,172.05 457.44 5.24 80.52 17.40	1,455.95 21.18 3,172.05 457.44
	G-02037 G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	JoNita Normore Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Mileage Furniture Materials Mileage Supplies Postage Programming Supplies	21.18 3,172.05 457.44 5.24 80.52 17.40	21.18 3,172.05 457.44
	G-02038 G-02039 G-02040 G-02041 G-02042 G-02042	Spaces, Inc. Hal Leonard Publishing Priscilla Doss Joan Kendall	Furniture Materials Mileage Supplies Postage Programming Supplies	3,172.05 457.44 5.24 80.52 17.40	3,172.05 457.44
	G-02039 G-02040 G-02041 G-02042 G-02042	Hal Leonard Publishing Priscilla Doss Joan Kendall	Materials Mileage Supplies Postage Programming Supplies	457.44 5.24 80.52 17.40	457.44
	G-02040 G-02041 G-02042 G-02043	Priscilla Doss Joan Kendall	Mileage Supplies Postage Programming Supplies	5.24 80.52 17.40	
	G-02041 G-02042 G-02043	Joan Kendall	Supplies Postage Programming Supplies	80.52 17.40	5.24
	G-02042 G-02043		Postage Programming Supplies	17.40	
	G-02043	Oklahoma Air Filter	Programming Supplies		
	G-02043	Oklahoma Air Filter			100 00
	G-02043	Oklanoma Air Fliter			108.56
			Maintenance of Facilities	208.52	1211.24
		Innothen M/III.	Maintenance of Facilities	35.28	243.80
	3-02044	Jonathan Willis	Cell Phone Reimbursement	35.00	35.00
		Edgar Cruz, Inc.	Programming Activities	600.00	600.00
	G-02045	Blackstone Audio Books	Materials	462.75	462.75
	G-02046	Oklahoma Gazette	Library-Related Services	607.50	607.50
	G-02047	Random House, Inc	Materials	848.00	848.00
	G-02048	Culinary Concepts, LLC	Professional Services	450.70	450.70
	G-02049	Ingram Library Service	Materials	1,354.84	1,354.84
	G-02050	Information Today, Inc.	Materials	2,548.40	2,548.40
	G-02051	Candace McDaniel	Fixtures and Equipment	178.33	178.33
	G-02052	Audio Editions	Materials	236.99	236.99
	G-02053	OverDrive, Inc fka	Materials	760.10	760.10
	G-02054	Ingram Library Service	Materials	95.18	95.18
	G-02055	Debbie Robertus	Mileage	5.97	5.97
()	G-02056	Quill Corporation	Supplies	82.35	82.35
(G-02057	OPUBCO Communications Group	Library-Related Services	80.40	80.40
(G-02058	Skillpath Seminars	Professional Services	149.00	149.00
	G-02059	Mary Daugherity	Mileage	7.84	7.84
(G-02060	ProQuest	Materials	15,000.00	15,000.00
	G-02061	Bank of America	Direct Deposit Fees	174.65	174.65
	G-02062	Contractors Supply Co.	Maintenance of Facilities	31.82	31.82
	G-02063	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	3,864.31	3,864.31
	G-02064	Kelly Fuselier	Programming Activities	150.00	150.00
	G-02065	Siemens Building Technologies	Maintenance of Facilities	6,019.23	6,019.23
	G-02066	Kelley Riha	Mileage	189.13	189.13
	G-02067	Dowell Parking Center	Parking & Transportation	50.00	50.00
	G-02068	Omnigraphics, Inc.	Materials	1,690.02	1,690.02
	G-02069	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
	G-02070	ACRL Oklahoma Chapter	Professional Services	130.00	130.00
(G-02071	Sally Gray	Registration	25.00	1.2.2.2.2.2
			Travel Expense	78.54	103.54
	G-02072	Alliance Personnel Service LLC	Temporary Help	266.80	266.80
		John Wood	Cell Phone Reimbursement	50.00	50.00
(G-02073	Office Depot Credit Plan	Supplies	10.99	00.00
			Supplies	50.97	61.96

General Fund F.Y. 08-09

Warrant Register

November 2008

	umber -02075	Vendor/Payee Baker & Taylor Books	Purpose	4 500 40	Amount
	-02076		Materials	1,500.46	1,500.46
G-1	-02070	Commercial Card Solutions	Supplies	8.50	
			Automation Supplies	114.45	
			Telephone Services	52.87	
			Supplies	69.98	
			Supplies	134.81	
			Travel Expenses	102.00	
			Library-Related Services	70.00	
			Professional Services	510.00	
			Travel Expenses	150.00	
			Gifts	242.83	
			Postage	682.00	
			Postage	295.00	
~	00077	Deline 0 To I I I I I I I	Professional Services	6.00	2,438.44
G-C	02077	Baker & Taylor Entertainment	Materials	3,906.46	
~	00070	NA - IC-LOW	Materials	3,871.64	7,778.10
	02078	Mediatrition	Books & Materials	165.06	165.06
	02079	Reef Shop Warehouse	Maintenance of Facilities	109.68	109.68
	02080	Sharon G. Bish	Travel Expenses	74.88	74.88
	02081 02082	Robyn Poston	Programming Activities	85.00	85.00
		Star Lighting	Maintenance of Facilities	1,326.00	1,326.00
	02083 02084	Upstart Books Lesli Jones	Materials	314.40	314.40
	02085	Faith Centered Resources	Library-Related Services	150.00	150.00
	02085		Materials	66.70	66.70
0-0	02000	Baker & Taylor Books	Materials	686.21	
			Materials	1,471.12	
			Materials Materials	1,706.98	
			Materials	3,248.81	
			Materials	4,853.15	
			Materials	9,448.74 4,087.12	
			Materials	1,345.99	26,848.12
G-0	02087	Baker & Taylor Books	Materials	1,043.97	20,040.12
			Materials	5,636.53	
			Materials	2,886.53	9,567.03
G-0	02088	Baker & Taylor Books	Materials	2,369.93	2,369.93
G-0	02089	Robert Brent Greenwood	Programming	100.00	100.00
	02090	William F Comstock, P.C.	Professional Services	593.75	593.75
G-0	02091	Maria Y. Bozarth	Programming Activities	225.00	225.00
	02092	Midwest Single Source, Inc.	Furniture	390.67	390.67
	02093	Stacy Schrank	Mileage	83.07	83.07
	02094	Terrie Thomas	Mileage	5.36	5.36
	02095	Overdrive, Inc.	Materials	1,830.96	1,830.96
	02096	UNUM Life Insurance	Grp LTC Insurance-DEC	1,731.40	1,731.40
	02097	Pacific Telemanagement Service	Telephone Services	78.00	78.00
	02098	Bill Thompson	Programming Activities	100.00	100.00
	02099	Jeremy Johnson	Programming	50.00	50.00
	02100	Jennifer I. Jones	Mileage	11.83	11.83
			Materials	30.00	30.00
				4.97	4.97
G-0	02103	Enca Rutland	Mileage	14.65	14.65
G-0 G-0	02100 02101 02102 02103	Andrea Davis Regina Fields Erica Rutland		30.00 4.97	

Total of FY 08-09 Warrants Issued

^{\$ 2,096,617.70}

General Fund F.Y. 07-08

Warrant Register

November 2008

Number	Vendor/Payee	Purpose		Amount
G-05465	Baker & Taylor Books	Materials	213.72	213.72
G-05466	J.L. Walker Construction	Construction	15,100.00	15,100.00
G-05467	Baker & Taylor Books	Materials	215.42	215.42
G-05468	Baker & Taylor Books	Materials	42.02	42.02
G-05469	Random House, Inc	Materials	240.00	240.00
G-05470	Meyer, Scherer & Rockcastle, Lt	Professional Services	497.00	
		Professional Services	4.38	501.38
G-05471	Baker & Taylor Books	Materials	82.20	82.20
G-05472	Baker & Taylor Books	Materials	15.85	15.85
G-05473	Baker & Taylor Books	Materials	82.32	82.32
G-05474	William F Comstock, P.C.	Professional Services	187.50	187.50
		Total of FY 07-08 Warrants Issued		\$ 16,680.41

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November 2008

Special Funds

Warrant Register

Number Vendor/Payee Purpose Amount S-14193 Landon Holman LB.Brawner Scholarship 1,050.00 1,050.00 S-14194 Constance A, Sharp Lost & Paid Book Returned 3,00 3,00 S-14195 Eli D. Payton Lost & Paid Book Returned 3,00 3,00 S-14195 Lauren K. Leppke Lost & Paid Book Returned 3,00 3,00 S-14196 Lauren K. Leppke Lost & Paid Book Returned 3,00 3,00 S-14201 Amber D. Moore Lost & Paid Book Returned 3,00 3,00 S-14201 Amber D. Moore Lost & Paid Book Returned 14,85 14,85 S-14204 BMI Systems Corp. Copier Maintenance 78,50 13,00 S-14204 BMI Systems Corp. Copier Maintenance 148,72 Copier Maintenance 162,50 S-14205 David Farris Programming 100.00 100.00 100.00 S-14206 Baker & Taylor Books Materials 277,20 277,20 S-14206 Baker & Taylor Books					
S-14194 Constance A. Sharp Lost & Paid Book Returned 3.00 3.00 S-14195 Lias K. Wilkes Lost & Paid Book Returned 3.00 3.00 S-14196 Eli D. Payton Lost & Paid Book Returned 3.00 3.00 S-14196 Luren K. Leppke Lost & Paid Book Returned 3.00 3.00 S-14197 Cherry P. Kelly Lost & Paid Book Returned 3.00 3.00 S-14200 Shannon M. Pappas Lost & Paid Book Returned 4.00 42.00 S-14201 Amber D. Moore Lost & Paid Book Returned 16.95 16.95 S-14203 Melissa A. Colvert Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 78.50 Copier Maintenance 16.95 Copier Maintenance 14.87 Copier Maintenance 16.95 16.95 S-14205 David Farris Programming 100.00 100.00 S-14205 David Farris Programming 20.00 295.00 295.00 S-14206	Number	Vendor/Payee			
S-14195 Lisa K. Wilkes Lost & Paid Book Returned 11.95 11.95 S-14196 Eli D. Payton Lost & Paid Book Returned 3.00 3.00 S-14197 Lauren K. Leppke Lost & Paid Book Returned 3.00 3.00 S-14198 Lauren K. Leppke Lost & Paid Book Returned 3.00 3.00 S-14201 Joseph B. McFail Lost & Paid Book Returned 3.00 3.00 S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.85 S-14202 Matthew E. Nichols Lost & Paid Book Returned 16.95 16.95 S-14204 BMI Systems Corp. Copier Maintenance 78.50 754.63 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14206 Baker & Taylor Books Materials	S-14193	Landon Holman	L.B.Brawner Scholarship		
S-14196 EII D. Payton Lost & Paid Book Returned 3.00 3.00 S-14197 Cherry P. Kelly Lost & Paid Book Returned 3.00 3.00 S-14199 Shannon M. Pappas Lost & Paid Book Returned 3.00 3.00 S-14200 Amber D. Moore Lost & Paid Book Returned 42.00 42.00 S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.85 S-14203 Melissa A. Colvert Lost & Paid Book Returned 16.95 16.95 S-14204 BMI Systems Corp. Copier Maintenance 78.50 13.00 S-14204 BMI Systems Corp. Copier Maintenance 16.95 14.872 Copier Maintenance 16.85 Copier Maintenance 16.85 14.872 Copier Maintenance 78.50 Copier Maintenance 16.85 14.872 Copier Maintenance 78.50 Copier Maintenance 16.81 18.15 S-14205 David Farris Prof gramming 100.00 100.00 S-14206 Baker & Taylor Books Materials </td <td>S-14194</td> <td>Constance A. Sharp</td> <td>Lost & Paid Book Returned</td> <td>3.00</td> <td>3.00</td>	S-14194	Constance A. Sharp	Lost & Paid Book Returned	3.00	3.00
S-14197 Cherry P [×] Kelly Lost & Paid Book Returned 3.00 3.00 S-14198 Lauren K. Leppke Lost & Paid Book Returned 3.00 3.00 S-14200 Joseph B. McFall Lost & Paid Book Returned 42.00 42.00 S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.45 S-14202 Mathew E. Nichols Lost & Paid Book Returned 16.95 16.95 S-14204 BMI Systems Corp. Copier Maintenance 78.50 76.50 S-14204 BMI Systems Corp. Copier Maintenance 18.7 75.65 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14206 Baker & Taylor Books Materials 277.20 255.00 250.00 S-14207 The Centre Staff Recognition 18.15 18.15 18.15 S-14208 MTM Midwest Trophy Staff Recognition Program 400.00 400.00 S-14212 The Centre	S-14195	Lisa K. Wilkes	Lost & Paid Book Returned	11.95	11.95
S-14198 Lauren K. Lepipke Lost & Paid Book Returned 3.00 3.00 S-14209 Joseph B. McFall Lost & Paid Book Returned 42.00 42.00 S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.85 S-14203 Matthew E. Nichols Lost & Paid Book Returned 16.95 16.95 S-14204 BMI Systems Corp. Copier Maintenance 78.60 76.00 S-14204 BMI Systems Corp. Copier Maintenance 18.21 76.00 S-14205 David Farris Programming 100.00 100.00 S-14205 David Farris Programming 100.00 100.00 S-14207 Copier Maintenance 49.3 754.63 S-14208 Baker & Taylor Books Materials 277.20 277.72 S-14207 Copier Maintenance 49.3 754.63 S-14208 Garcia S Tarver Jr Staff Recognition 18.15 18.15 S-14209 Garcia S Tarver Jr Staff Recognition 29.00 5,920.00 5,920.00	S-14196	Eli D. Payton	Lost & Paid Book Returned	3.00	3.00
S-14198 Lauren K. Leppke Lost & Paid Book Returned 3.00 3.00 S-14199 Shannon M. Pappas Lost & Paid Book Returned 3.00 3.00 S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.85 S-14202 Mathew E. Nichols Lost & Paid Book Returned 16.95 16.95 S-14203 Melissa A. Colvert Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 78.50 76.63 S-14205 David Farris Copier Maintenance 18.21 75.463 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14207 Copier Maintenance 49.3 754.63 S-14208 Garcia S Tarver Jr Staff Recognition 18.15 18.15 S-14209 Garcia S Tarver Jr Staff Recognition 29.50 295.00 S-14210 The Centre Staff Recognition 29.00 5.92	S-14197		Lost & Paid Book Returned	3.00	3.00
S-14199 Shannon M. Pappas Lost & Paid Book Returned 3.00 3.00 S-14200 Joseph B. McFall Lost & Paid Book Returned 14.85 14.85 S-14202 Amber D. Moore Lost & Paid Book Returned 16.95 16.95 S-14203 Meilssa A. Colvert Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 36.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 18.72 13.00 Copier Maintenance 18.72 Copier Maintenance 18.72 10.00 Copier Maintenance 19.50 100.00 100.00 100.00 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14206 Garcia S Tarver Jr Staff Recognition 18.15 18.15 S-14208 MTM Midwest Trophy Staff Recognition Program 400.00 400.00 S-14210 The centre Staff Recognition Program			Lost & Paid Book Returned	3.00	3.00
S-14200 Joseph B. McFäil Lost & Paid Book Returned 42.00 42.00 S-14201 Amber D. Moore Lost & Paid Book Returned 16.95 16.95 S-14203 Matthew E. Nichols Lost & Paid Book Returned 16.95 16.95 S-14204 BMI Systems Corp. Copier Maintenance 78.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 18.72 Copier Maintenance 18.72 Copier Maintenance 12.14 Copier Maintenance 18.72 Copier Maintenance 78.50 S-14205 David Farris Programming 100.00 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14207 Copelin's Office Center Staff Recognition 28.50 29.000 S-14210 Georgiana T. Peterson Lost & Paid Book Returned 23.00 23.00 S-14214 Georgiana T. Peterson Lost & Paid Book Returned 3.00 3.00 S-14212 Vicki J. Dimmer Lost & Paid Book Returned 3.00 3.00					
S-14201 Amber D. Moore Lost & Paid Book Returned 14.85 14.85 S-14202 Matthew E. Nichols Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 78.50 78.50 S-14204 BMI Systems Corp. Copier Maintenance 31.62 78.50 Copier Maintenance 128.14 Copier Maintenance 128.14 Copier Maintenance 129.17 754.63 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14207 Gogrian S Tarver Jr Staff Recognition 18.15 18.16 S-14208 MTM Midwest Trophy Staff Recognition 5.920.00 5.920.00 S-14210 The Centre Staff Recognition 5.920.00 5.920.00 S-14214 Georgian T. Peterson Lost & Paid Book Returned 2.00 23.00 S-14213 Dennis J. Goodwin Lost & Paid Book Returned 3.00 3.00 3.00					
S-14202 Matthew E. Nichols Lost & Paid Book Returned 16.95 S-14203 Melissa A. Colvert Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 78.50 Copier Maintenance 31.62 Copier Maintenance 16.95 Copier Maintenance 18.72 Copier Maintenance 120.17 Copier Maintenance 59.65 Copier Maintenance 49.33 754.63 S-14205 David Farris Programming 100.00 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 277.20 S-14207 Copelin's Office Center Staff Recognition 18.15 18.15 S-14208 MTM Midwest Trophy Staff Recognition 23.00 23.00 S-14210 The Centre Staff Recognition 9.25 9.25 S-14212 Vicki J. Dimmer Lost & Paid Book Returned 9.25 9.25 S-14214 Georgiana T. Peterson Lost & Paid Book Returned 1.00 21.00 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
S-14203 Melissa A. Colvert Lost & Paid Book Returned 13.00 13.00 S-14204 BMI Systems Corp. Copier Maintenance 78.50 Copier Maintenance 31.62 Copier Maintenance 31.62 Copier Maintenance 148.72 Copier Maintenance 152.14 Copier Maintenance 19.65 Copier Maintenance 152.14 Copier Maintenance 19.65 Copier Maintenance 152.14 Copier Maintenance 19.00 100.00 100.00 S-14205 David Farris Programming 100.00 100.00 S-14206 Baker & Taylor Books Materials 277.20 277.20 S-14207 Gedrids Tarver Jr Staff Recognition 18.15 18.15 S-14208 MTM Midwest Trophy Staff Recognition 5.920.00 5.920.00 S-14210 The Centre Staff Recognition 5.920.00 2.925 S-14214 Georgiana T. Peterson Lost & Paid Book Returned 9.00 3.00 S-14214 Barios J. Goodwin Lost & Paid Book					
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MLC – December 11, 2008 Prepared by: Deputy Executive Director/Finance & Support MLS – Financial Statement & Review of Expenditures November 2008 Page 26 of 28

Special Funds

Warrant Register

November 2008

Number	Vendor/Payee	Purpose		Amount
S-14236	Orit Rabkin	Adult Programming	100.00	100.00
S-14237	Oklahoma Tax Commission	State Sales Tax-Oct. 2008	45.94	45.94
S-14238	Jerry E. Stephens	Lost & Paid Book Returned	9.95	9.95
S-14239	Kimberly A. Schichman	Lost & Paid Book Returned	13.25	13.25
S-14240	Candelaria Nunez	Lost & Paid Book Returned	3.00	3.00
S-14241	Ranada M. Gentry	Lost & Paid Book Returned	5.00	5.00
S-14242	Sam J. Jenkins	Lost & Paid Book Returned	3.00	3.00
S-14243	Lavina L. Berglund	Lost & Paid Book Returned	3.00	3.00
S-14244	Patty A. Williamson	Lost & Paid Book Returned	3.00	3.00
S-14245	Rachel L. Roquemore	Lost & Paid Book Returned	3.00	3.00
S-14246	Ron E. Duncan	Lost & Paid Book Returned	13.95	13.95
S-14247	Commercial Card Solutions	Transaction Fees	59.95	59.95
S-14248	Commercial Card Solutions	Programming Supplies	345.72	345.72
S-14249	Oklahoma Tax Commission	State Sales Tax-Oct. 2008	691.91	691.91
S-14250	Baker & Taylor Books	Materials	23.46	23.46

Total of Special Funds Warrants Issued

\$ 49,540.39

- I, Donna Morris, certify that:
 - 1. I have reviewed these monthly financial statements of the Metropolitan Library System;
 - 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.

Onna Morin

Donna Morris, Executive Director

12-4-08

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.

12-4-00

Lloyd Lovely, Deputy Executive Director of Finance and Support

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: Knoll Furniture for Library Operations

Provided for in the FY 2008-09 budget is the request for new Knoll Furniture for the remodeling of the Wiley Post room on the 4th floor for the Library Manager.

Knoll furniture is requested so as to match the rest of the furniture in the Downtown Library.

Spaces is offering the Knoll furniture at prices based on the US Community Contract. The prices offered by this contract are less than the discounts offered on the open market by Knoll to Spaces. Spaces is the area vendor for Knoll furniture on the US Community Contract.

	Retail Cost	Open Market Quote	US Community Contract
Knoll Furniture for Wiley Post Room	\$25,833.26	\$11,793.08	\$10,670.83

Spaces is located in Oklahoma County.

Recommendation:

That the Commission award the contract for Knoll furniture for the Wiley Post Room to Spaces in the amount of \$10,670.83. Adequate funding for this project is provided for in the FY 2008-09 budget account 450.

CONTRACT AWARDS AND PURCHASES (cont'd)

Item B: Microcomputers

Provided for in the FY2008-09 budget is the request for microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. This includes both staff and public computers. We will also be adding a few additional public computers.

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

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

Computers with MonitorsVendorPrice Each						
Vendor	Price Each					
Hewlett-Packard	\$945.00					
Dell	\$962.44					

RECOMMENDATION:

That the Commission award the contract for the purchase of 180 microcomputers to Hewlett-Packard in the amount of \$170,100. Funding for the purchase is provided for in the FY2008-09 budget, account 410.

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, November 20, 2008 TIME: 3:00 PM MEETING PLACE: Edmond Library 10 S. Boulevard Edmond, OK 73034 (405) 341-9282

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, November 12, 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 Edmond Library and Downtown Library, 300 Park Avenue, Oklahoma City, on November 18, 2008, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Carolyn Cornelius, Chair Margaret Graham Cynthia Mitas Mukesh Patel

COMMITTEE MEMBERS EXCUSED:

Alexandra Vera

OTHERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:15 p.m. by Mrs. Carolyn Cornelius, Chair.

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

II. Mrs. Cornelius called for a motion to move into Executive Session. To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statues § 307, (B)(1).

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

The Committee went into Executive Session at 3:17 p.m.

Mr. Patel moved to end Executive Session. Ms. Cynthia Mitas seconded. No further discussion. Motion passed unanimously.

The Committee ended Executive Session at 3:32 p.m.

III. There being no further business, the meeting was adjourned at 3:32 p.m.

Maria Watkins

Respectfully Submitted, Maria Watkins, Executive Assistant

Document #54 MLC FY 2008-09 December 11, 2008 REPORT AND RECOMMENDATION FROM ADMINISTRATION

EFORT AND RECOMMENDATION FROM ADMINISTRATIC

MLS 2009 LIBRARY HOLIDAY AND CLOSING SCHEDULE

Attached are two possible Library System Holiday and Closing Schedules for 2009.

Current library policy and practices 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. The number and the days remain unchanged.

The closing schedule is submitted with two alternatives as requested and is incorporated with the holiday schedule into the combined document. For the last several years the list of closed days (but not paid holidays) has included the following:

Easter Sunday The Sunday immediately proceeding Memorial Day Monday The Sunday immediately proceeding Labor Day Monday Columbus Day for Staff Development Day The Sunday before Christmas The Sunday before News Year

- <u>Alternate 1</u> goes back to how we have been doing it for several years, closed both the Sunday before Christmas and the Sunday before New Year's Day.
- <u>Alternate 2</u> eliminates the Sunday before Christmas with no substitution.

The Administration requested input from library manager and department head regarding the holiday schedule. We asked for feedback on several different proposals. Staffing considerations are more difficult for the five libraries that provide Sunday service, but the majority believes staffing would be easier to accomplish with the libraries being closed on the Sunday before Christmas and the Sunday between Christmas and New Years, which has been our normal pattern for many years.

We have provided a 2^{nd} alternate schedule as requested by the commission, but our preference is for the 1^{st} alternative.

Attachments

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

RECOMMENDATION:

That the Commission approves Alternate 1 as the MLS 2009 Library Holiday and Closing schedule.

Document #54 MLC FY 2008-09 December 11, 2008

ALTERNATE 1

F-T Workweek

2009 LIBRARY HOLIDAY AND CLOSING SCHEDULE

Workweek of December 22 – December 28, 2008

Sun., December 28, 2008 - Libraries Closed

Sun., December 28, 2008 - Libraries Closed	
2009 Library Holiday and Closing Schedule Workweek of December 29, 2008 – January 4, 2009 (New Year's) Wed., December 31, 2008 – Libraries Close at 6 p.m. except DN @ 5 p.m. Thurs., January 1, 2009 - Libraries Closed – Paid Holiday	32
Mon., January 19, 2009 - Libraries Closed – Faid Holiday Mon., January 19, 2009 - Libraries Closed - Paid Holiday	32
Workweek of April 6 - 12, 2009 (Easter Week) Sun., April 12, 2009 - Libraries Closed	40
<u>Workweek of May 18 - 24, 2009 (Memorial Day Weekend)</u> Sun., May 24, 2009 - Libraries Closed	40
<u>Workweek of May 25 – May 31, 2009 (Memorial Day)</u> Mon., May 25, 2009 - Libraries Closed – Paid Holiday	32
<u>Workweek of June 29 – July 5, 2009 (Independence Day)</u> Fri., July 3, 2009 – Libraries Closed – Paid Holiday Sat., July 4, 2009 – Libraries Closed	32
Workweek of August 31 – September 6, 2009 (Labor Day Weekend) Sun., September 6, 2009 - Libraries Closed	40
<u>Workweek of September 7– 13 2009 (Labor Day)</u> Mon., September 7, 2009 – Libraries Closed - Paid Holiday	32
Workweek of October 12 - 18, 2009, (Staff Development Day) Mon., October 12, 2009 – Libraries Closed	40
Workweek of November 23 - 29, 2009 (Thanksgiving Period) 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 14 - 20, 2009 (Christmas Period)	24
Sun., December 20, 2009 – Libraries Closed Workweek of December 21 - 27, 2009 (Christmas Period) Thurs, December 24, 2009 – Libraries Closed - Paid Holiday Fri., December 25, 2009 – Libraries Closed - Paid Holiday	24
Workweek of December 21 – 27, 2009 (New Year's Period) Sun., December 27, 2009 – Libraries Closed	
2010 Library Holiday and Closing Schedule Workweek of December 28, 2009 - January 3, 2010 (New Year's) Thu., December 31, 2009 – Libraries Close at 6 p.m. except DN @ 5 p.m. Fri., January 1, 2010 - Libraries Closed – Paid Holiday	32

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.

2009 LIBRARY HOLIDAY AND CLOSING SCHEDULE ALTERNATE 2	2 <u>F-T Workweek</u>
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) Wed., December 31, 2008 – Libraries Close at 6 p.m. except DN @ 5 p.m. Thurs., January 1, 2009 - Libraries Closed – Paid Holiday	32
Workweek of January 19 - 25, 2009 (Martin Luther King, Jr. Day) Mon., January 19, 2009 - Libraries Closed - Paid Holiday	32
Workweek of April 6 - 12, 2009 (Easter Week) Sun., April 12, 2009 - Libraries Closed	40
Workweek of May 18 – 24, 2009 (Memorial Day Weekend) Sun., May 24, 2009 - Libraries Closed	40
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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.

Report Statistical Annual FY07-08

Metropolitan Library System

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ABOUT THIS REPORT

The Annual Statistical Report is a fixture of our yearly reporting practices. The Planning Department begins the process at the close of each fiscal year by gathering the past year's data from each agency. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is required for MLS to be eligible for state aid in the coming year (\$353,015 in FY07-08). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted to various agencies and organizations thereafter.

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

Sometimes these factors all work in tandem to produce clear effects. An example of this is the shift underway from VHS and cassette tapes to CDs and DVDs. Over the past year we have reduced our VHS holdings by 49.5% (or 13,035 volumes) and our cassette tape holdings by 32.8% (or 3,467 volumes). Consequently, circulation (the loaning of materials) in these areas was down drastically. There were 48.5% (172,394) fewer VHS circulations and 41.1% (39,760) fewer cassette tape circulations this year. To put this in perspective, combined, the magnitude of the decline in circulation of these two media formats is 92.8% as large as the total decline in circulation this year. Similarly, regarding inventory, the magnitude of the decline is 89.3% as large as the total decline in inventory.

We are offsetting these declines in VHS and cassette tapes by replacing withdrawn titles and adding new ones as they become available in new formats. Additionally, we are looking to the future as we expand our e-media collection of downloadable audio books to include titles that are now compatible with iPods. Our customers used this service to download materials 10,572 times in the past fiscal year.

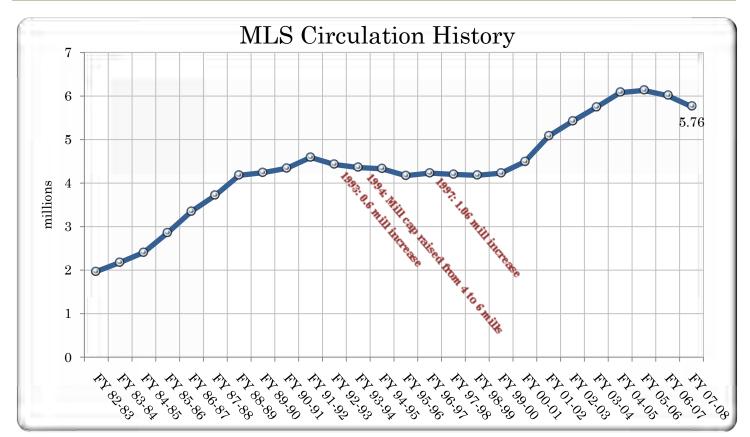
Finally, as we continue marketing the library to promote controlled and sustainable growth, there are often considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to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

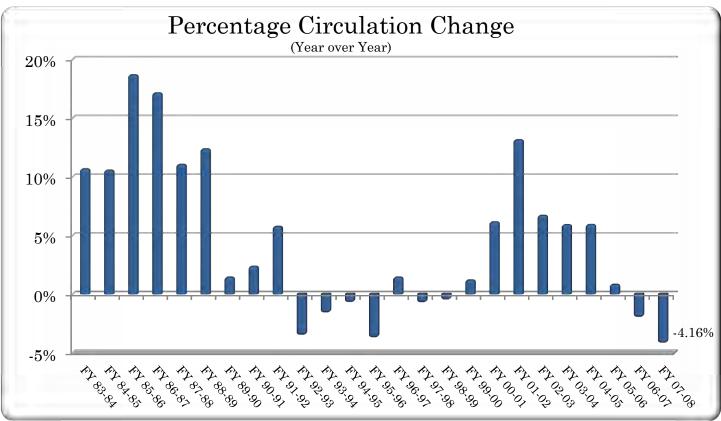
INVENTORY HISTORY



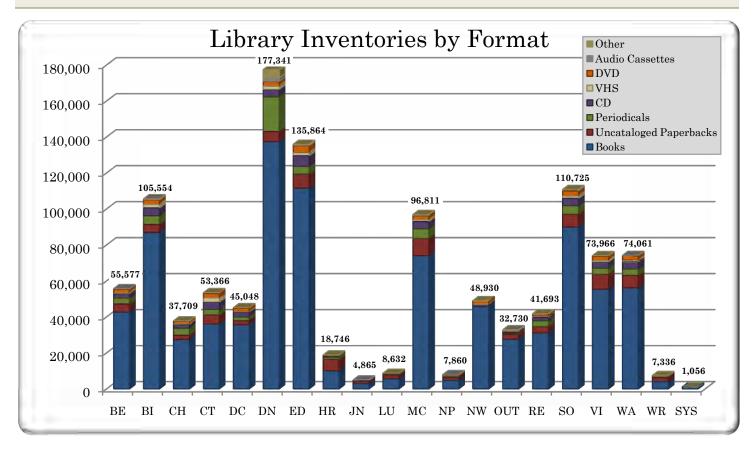


CIRCULATION HISTORY

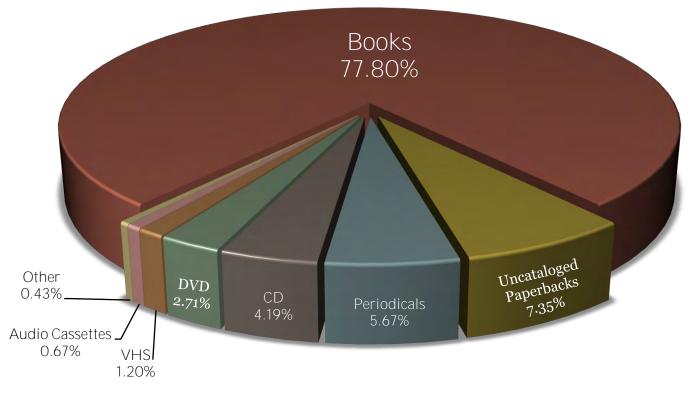




LIBRARY INVENTORIES

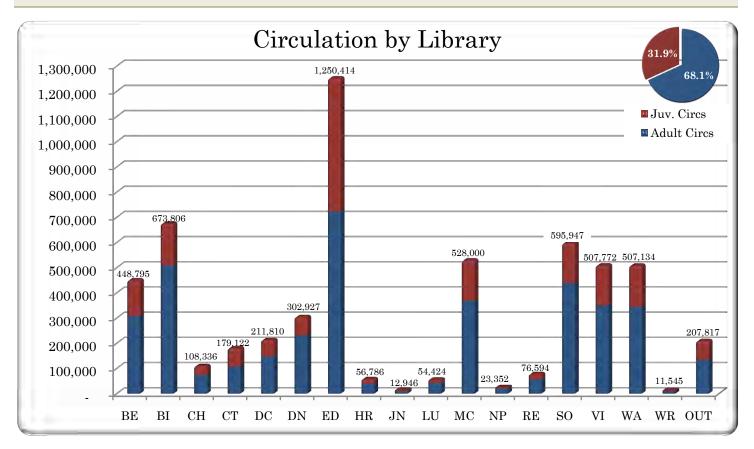


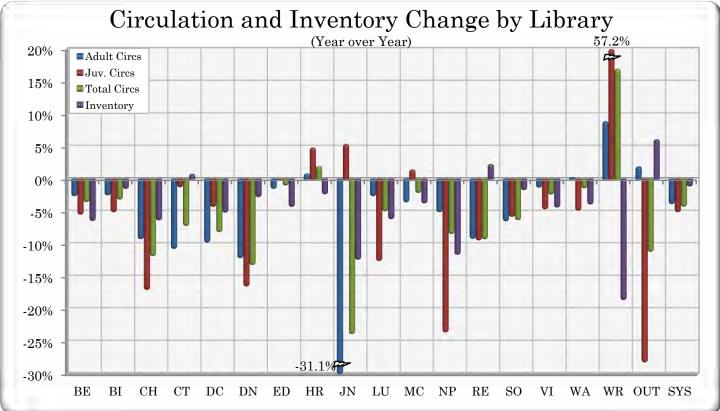
System Collection by Format



Document #55 MLC FY 2008-09 December 11, 2008

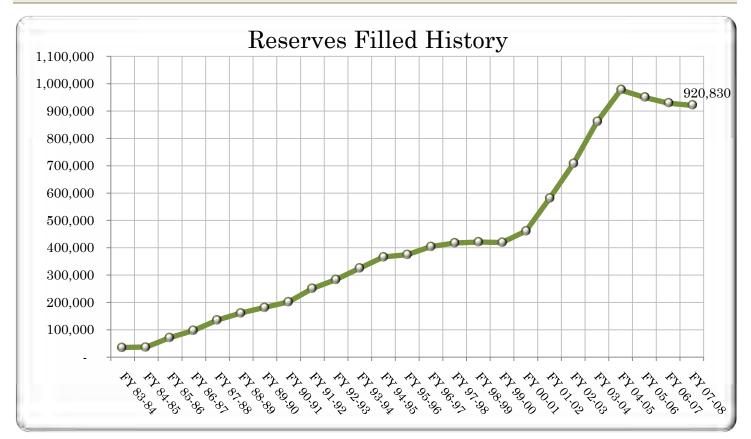
LIBRARY CIRCULATIONS

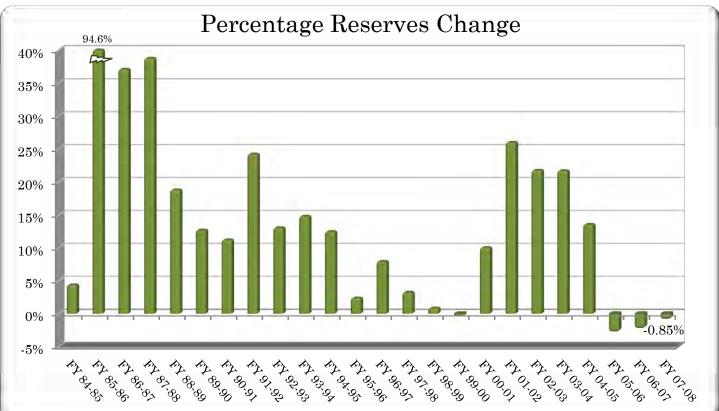




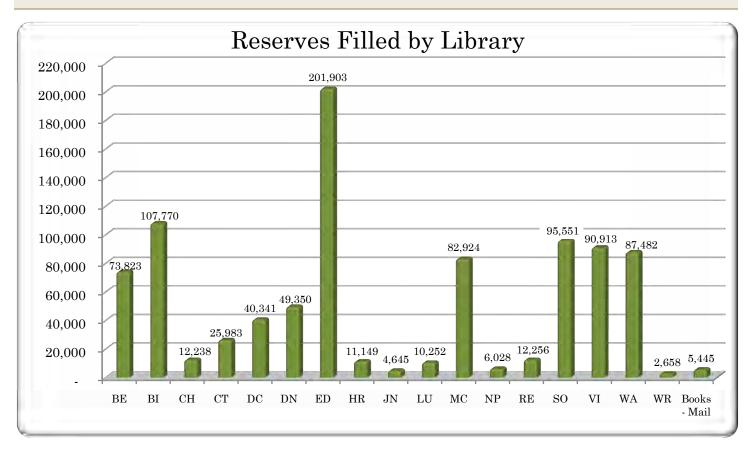
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RESERVES HISTORY

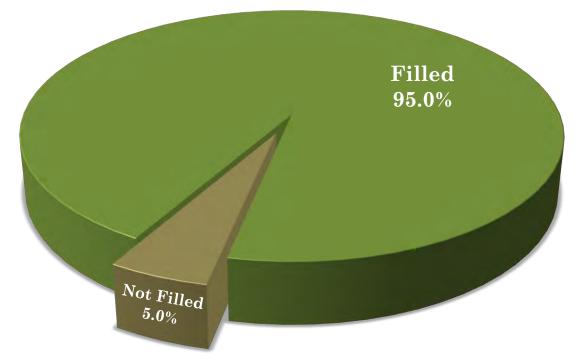




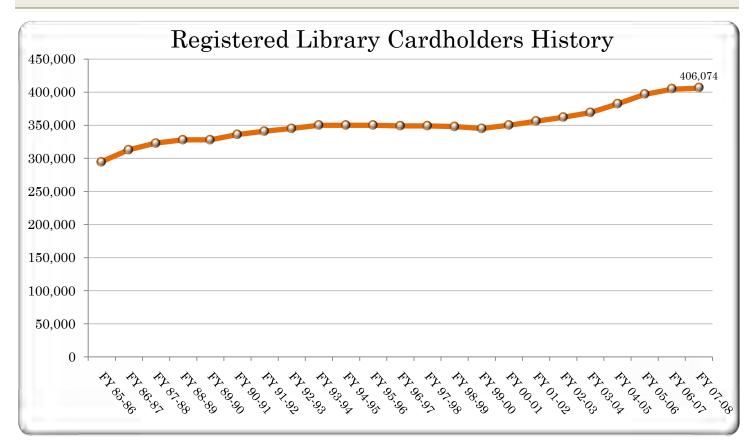
LIBRARY RESERVES



System Reserve Fill-Rate

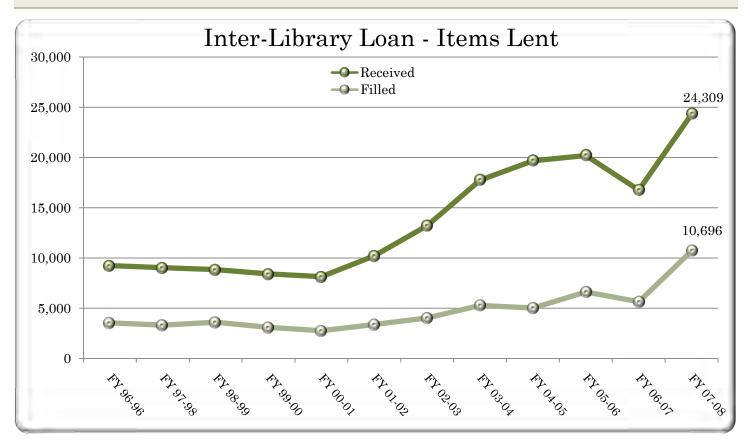


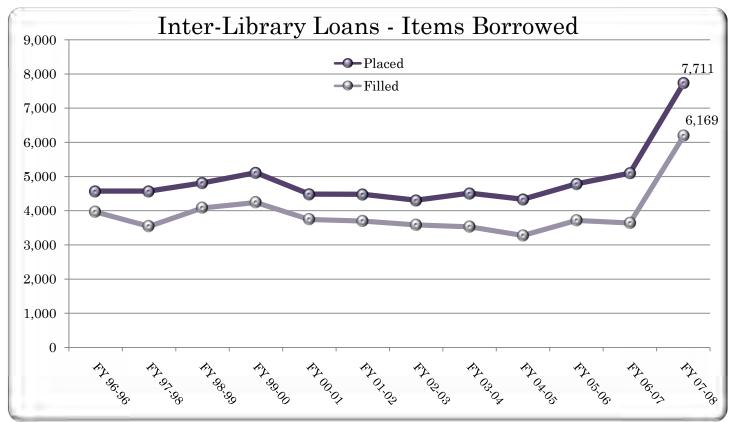
LIBRARY CARDS





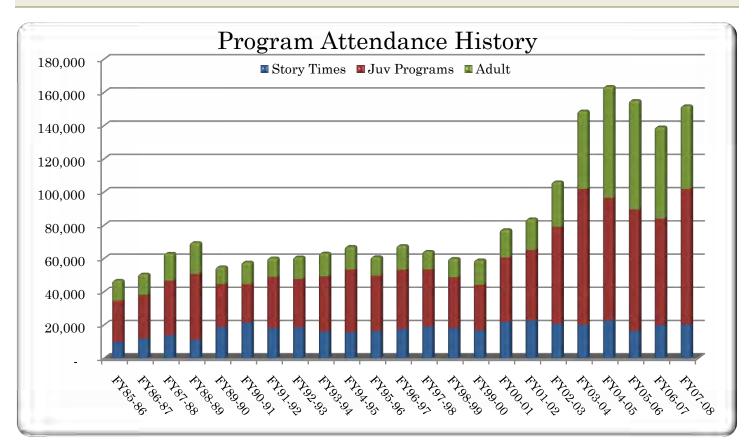
INTER-LIBRARY LOANS





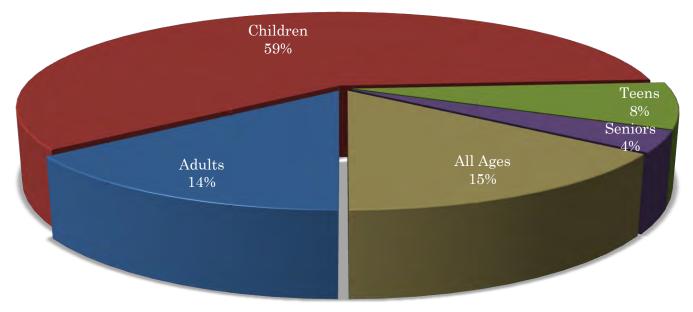
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PROGRAM ATTENDANCE



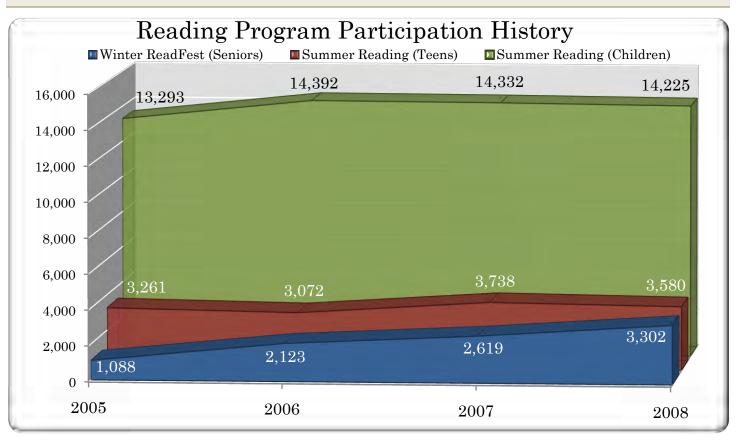
Program Attendence by Intended Audience

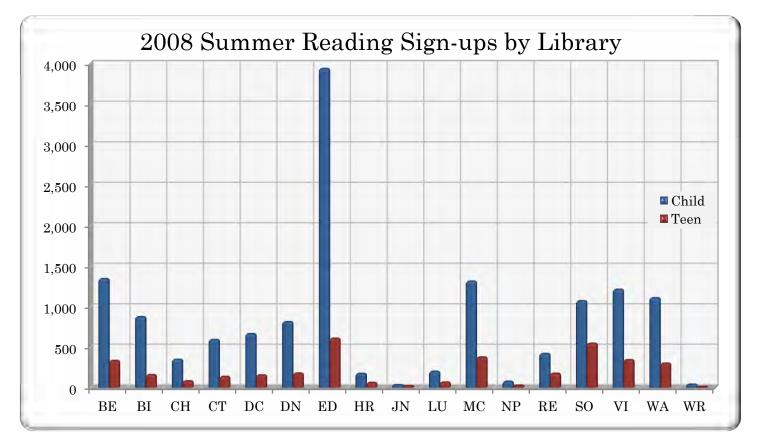
FY07-08 Total Attendance = 151,717



Document #55 MLC FY 2008-09 December 11, 2008

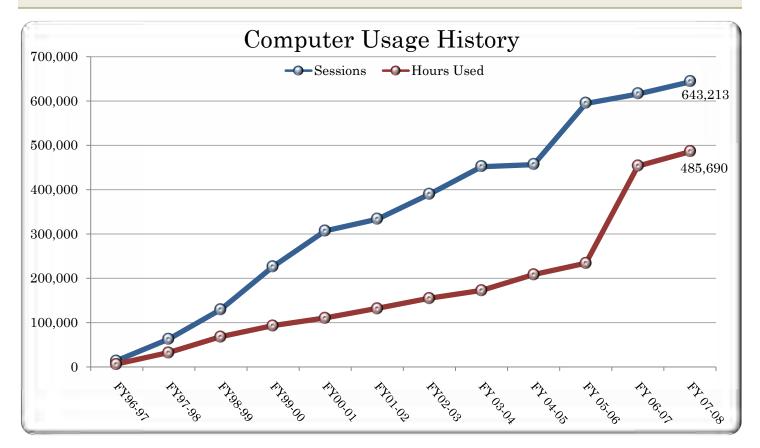
SUMMER READING

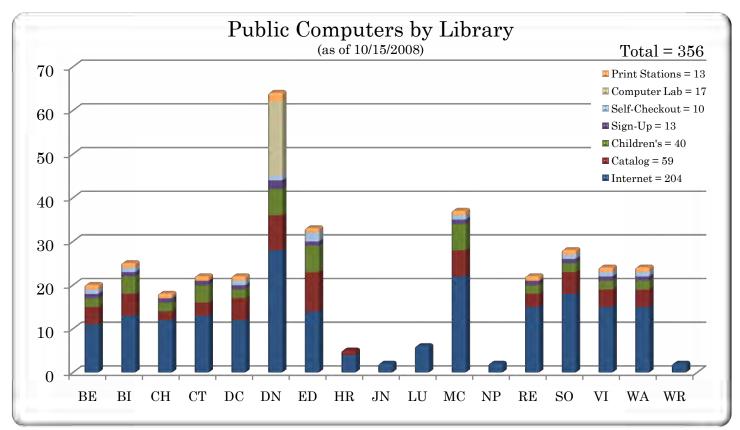




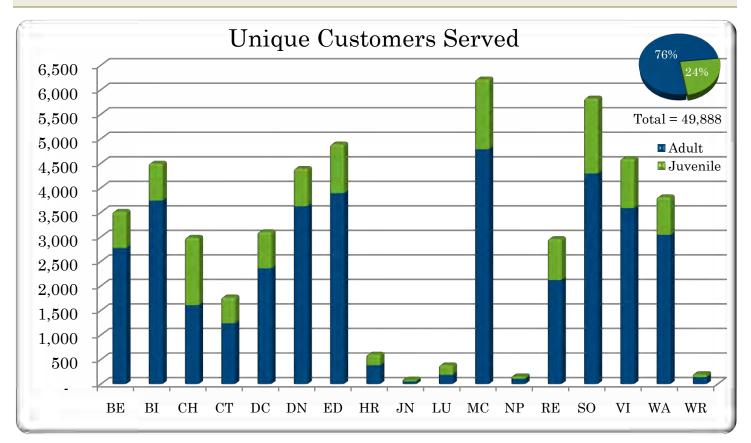
Page 13 of 19

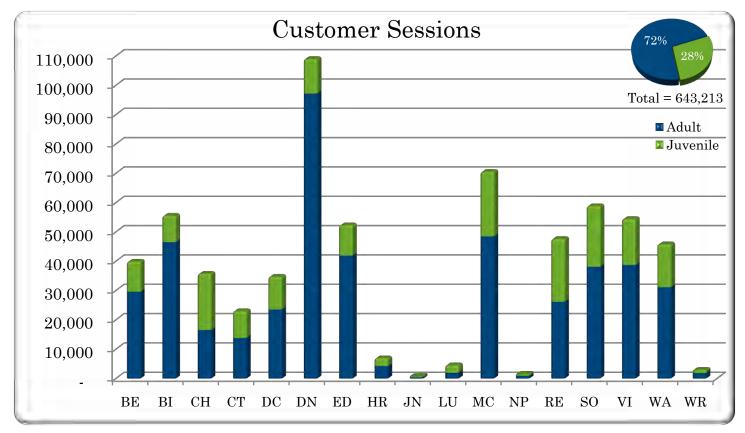
COMPUTER USAGE HISTORY



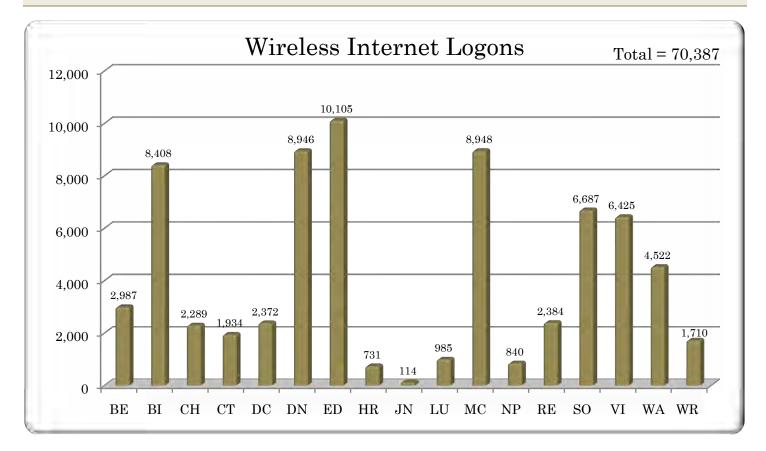


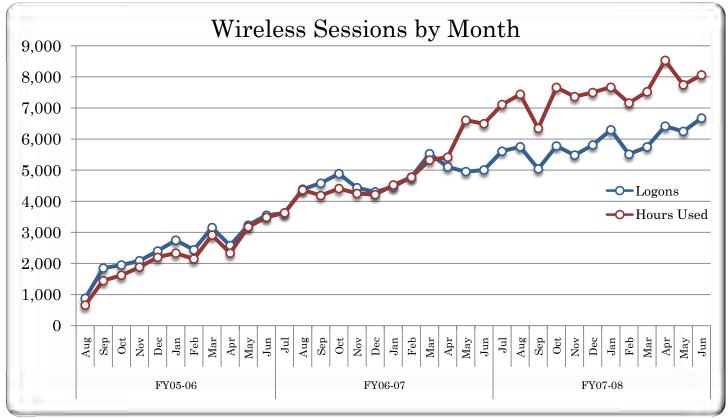
LIBRARY COMPUTER USAGE



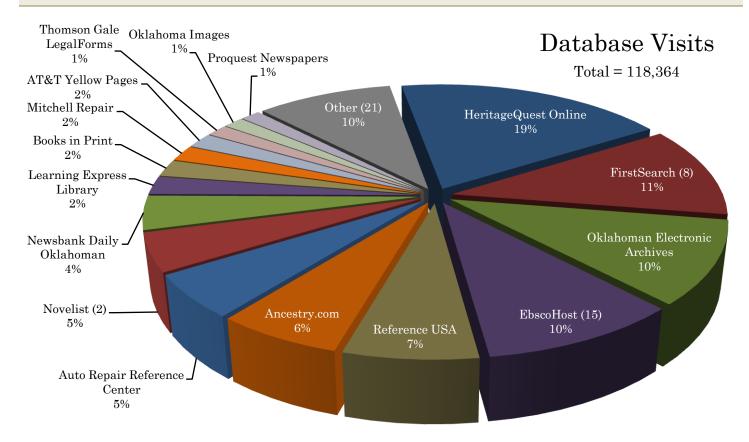


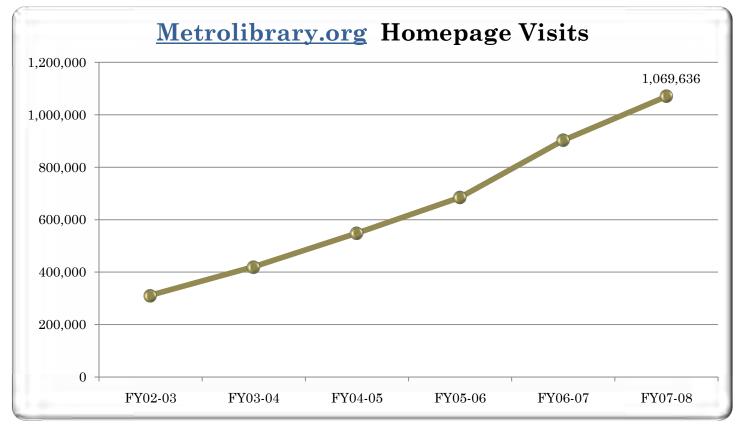
WIRELESS INTERNET ACCESS



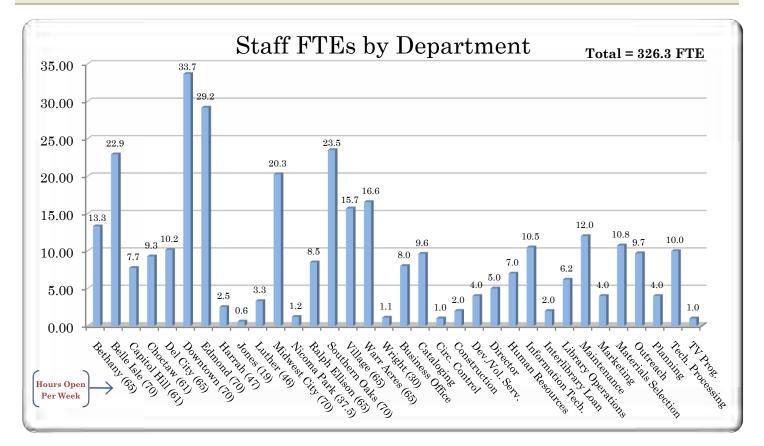


DATABASES AND WEBSITE





MLS STAFF



		Staf	f FTEs	by Po	sitior	1	
Library Manager		0					
Assist. Library Manager	5.0						
Librarian	Ĭ	10.0			44.5		
Associate Librarian		19.8					
Library Assistant	■ 3.0						
Circulation Clerk	ŕ	ľ				51.7	
Extension Specialist	7.6						
Technology Assistant	8.2						
Page _							65 .0
Directors	12.	0					
Managers –	11.0						
Coordinators	10.0						
Materials Selector	4.0						
Cataloger	— 4.1						
Tech. Processor	6.0						
IT Technician 🛛 🖛	4.0						
Maintenance Technician 🛛 🖛	8.0						
Other Technicians	1	20.8					
Assistants & Specialists		1 6.7					
Other		2.9					
	1	ſ	ŕ	ľ		ľ	7
0	10	20	30	40	50	60	70

CONCLUSION

The past year has been full of milestones for the Metropolitan Library System. Looking back reveals improvements and additions to virtually every service we provide. Many of the improvements to our facilities would not be possible without the continued support of Oklahoma County residents, 98% of whom value having a public library in their community¹. With their support, nearly \$10 million was approved in the 2007 Oklahoma City bond package to fund the Northwest Library and renovations at the Belle Isle and Capitol Hill Libraries. These



projects are in addition to the new service center under construction, the ongoing renovation of the Ralph Ellison Library, and the renovations being prepared for the Southern Oaks Library.

Throughout the year we have actively taken steps to solidify and grow this base of support for the Metropolitan Library System by making our services more convenient, enjoyable, and relevant to customers in accordance with our new strategic plan. The Luther Library is now open to the public an additional twenty hours per week. RFID-tagged materials now allow our



staff to dispense with scanning barcodes and focus on customer interactions while checking out materials. Updated rules of conduct and staff trained on how to apply them are contributing to a more inviting atmosphere in our libraries. An innovative approach to programming is bringing in children to read to dogs and attracting teens with gaming programs and wizard rock concerts. The availability of RSS feeds enables our customers to now receive regular updates when new materials become available in topics of their

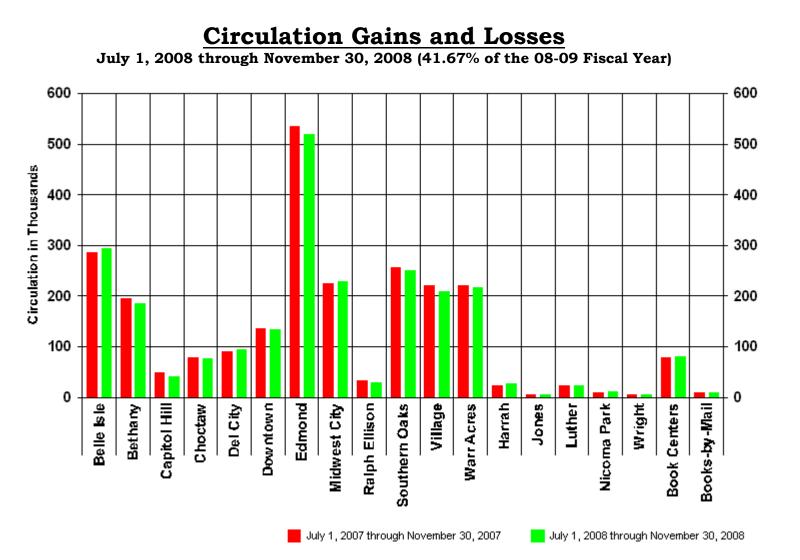
interest. Additionally, our e-media collection is being expanded to include formats that are compatible with the media players most commonly used by our customers.

While recent developments mark our achievements, it is our staff that continues to make the Metropolitan Library System great. Each morning, staff review and discuss principles aimed at improving our service to Oklahoma County. Our Leadership MLS classes I & II showcased and prepared new leaders that will help guide us into the future. At the *FOCUS 2007* staff development day, Lt. Gov. Jerri Askins inspired attendees with her personal account of the positive impact libraries have on their customers. At the Metropolitan Library System, we look forward to continuing this tradition of service.

Prepared by: Planning Services November 2008

¹ MLS telephone survey of Oklahoma County, Jan-Feb 2008.

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MLC - December 11, 2008 MLS - November 2008 Circulation Gains & Losses

Prepared by: Information Technology Page 1 of 3

Circulation Gains and Losses

July 1, 2008 through November 30, 2008 (41.67% of the 08-09 Fiscal Year)

NOVEMBER 30, 200	8	ADULT <u>MONTH</u>	ADULT <u>YEAR</u>	JUVENILE <u>MONTH</u>	JUVENILE <u>YEAR</u>	TOTAL <u>MONTH</u>	TOTAL <u>YEAR</u>	<u>%</u>
BELLE ISLE	08 09	39217 40696 1479	215736 219525 3789	12432 13126 694	70000 73804 3804	51649 53822 2173	285736 293329 7593	2.7
BETHANY	08 09	24701 22696 -2005	132397 125765 -6632	11302 10186 -1116	63260 59584 - 3676	36003 32882 -3121	195657 185349 -10308	-5.3
CAPITOL HILL	08 09	5917 5624 -293	33593 29302 -4291	2654 2302 - 352	15319 11869 -3450	8571 7926 - 645	48912 41171 -7741	-15.8
CHOCTAW	08 09	8379 8319 - 60	46438 47248 810	5728 4895 -833	30879 29275 - 1604	14107 13214 - 893	77317 76523 -794	-1.0
DEL CITY	08 09	11653 11543 - 110	63172 63870 698	4913 4650 -263	26742 29965 3223	16566 16193 - 373	89914 93835 3921	4.4
DOWNTOWN	08 09	18512 19548 1036	103579 102229 - 1350	5465 5774 309	32057 30766 - 1291	23977 25322 1345	135636 132995 - 2641	-1.9
EDMOND	08 09	55811 56280 469	306474 295555 - 10919	38223 38628 405	227557 222993 - 4564	94034 94908 874	534031 518548 - 15483	-2.9
MIDWEST CITY	08 09	28026 29253 1227	157762 159660 1898	11948 12699 751	66278 68586 2308	39974 41952 1978	224040 228246 4206	1.9
RALPH ELLISON	08 09	4597 4154 -443	24926 21047 - 3879	1467 1266 -201	8554 7262 - 1292	6064 5420 - 644	33480 28309 -5171	-15.4
SOUTHERN OAKS	08 09	33934 33077 - 857	186989 181802 -5187	12039 12221 182	69085 68314 -771	45973 45298 - 675	256074 250116 -5958	-2.3
VILLAGE	08 09	26634 26583 - 51	150964 143765 - 7199	12967 11765 - 1202	68622 65191 -3431	39601 38348 - 1253	219586 208956 - 10630	-4.8
WARR ACRES	08 09	26688 24756 - 1932	148229 144154 -4075	13277 11857 -1420	72803 71919 - 884	39965 36613 -3352	221032 216073 - 4959	-2.2

MLC - December 11, 2008 MLS - November 2008 Circulation Gains & Losses

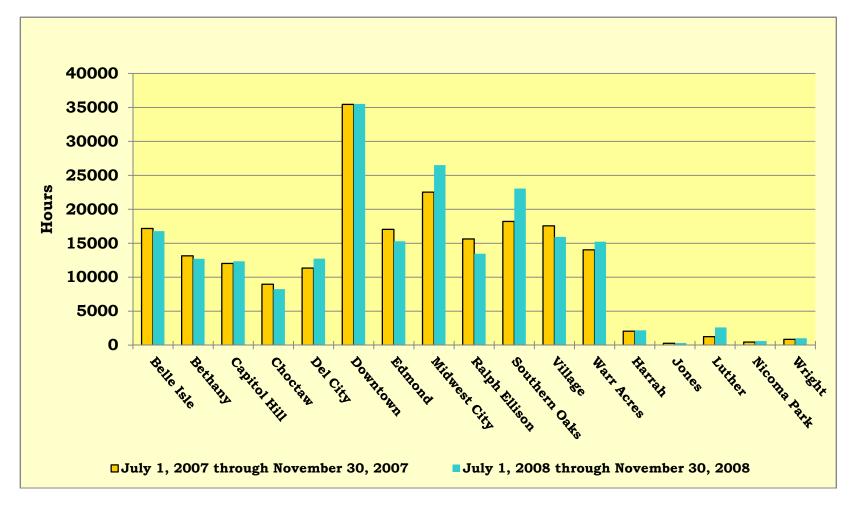
<u>Circulation Gains and Losses</u> July 1, 2008 through November 30, 2008 (41.67% of the 08-09 Fiscal Year)

NOVEMBER 30, 2008		ADULT <u>MONTH</u>	ADULT <u>YEAR</u>	JUVENILE <u>MONTH</u>	JUVENILE <u>YEAR</u>	TOTAL <u>MONTH</u>	TOTAL <u>YEAR</u>	<u>%</u>
EXTENSION LIBRAR	RIES:							
HARRAH	08 09	3098 3444 346	15888 18724 2836	1201 1522 321	6882 8319 1437	4299 4966 667	22770 27043 4273	18.8
JONES	08 09	578 702 124	4176 3909 - 267	257 166 -91	1359 1504 145	835 868 33	5535 5413 -122	-2.2
LUTHER	08 09	3602 3420 - 182	18001 17814 -187	670 971 301	5216 5897 681	4272 4391 119	23217 23711 494	2.1
NICOMA PARK	08 09	1463 1654 191	7210 8674 1464	283 426 143	1406 2252 846	1746 2080 334	8616 10926 2310	26.8
WRIGHT	08 09	683 819 136	3375 3604 229	137 146 9	1058 846 -212	820 965 145	4433 4450 17	.4
OTHER:								
BOOK CENTERS	08 09	9655 9946 291	47827 49446 1619	6120 6171 51	30362 30982 620	15775 16117 342	78189 80428 2239	2.9
BOOKS-BY-MAIL	08 09	1596 1405 - 191	8832 8447 -385	0 0 0	0 0 0	1596 1405 - 191	8832 8447 - 385	-4.4
TOTALS	08 09	304744 303919 - 825	1675568 1644540 - 31028	141083 138771 -2312	797439 789328 - 8111	445827 442690 - 3137	2473007 2433868 - 39139	-1.6

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Total Computer Hours Used by Library

July 1, 2008 through November 30, 2008 (41.67% of the 08-09 Fiscal Year)



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Total Computer Usage

July 1, 2008 through November 30, 2008 (41.67% of the 08-09 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	08	255		4,435		3,232.43		2,579		24,139		17,172.81	
	09	273		4,168		3,098.07		2,775		22,700		16,779.14	
		18	7.1	-267	-6.0	-134.36	-4.2	196	7.6	-1,439	-6.0	-393.67	-2.3
BETHANY	08	221		3,227		2,475.93		2,077		17,780		13,138.91	
	09	245		2,912		2,249.41		2,104		16,582		12,707.10	
		24	10.9	-315	-9.8	-226.52	-9.1	27	1.3	-1,198	-6.7	-431.81	-3.3
CAPITOL HILL	08	192		2,652		2,197.05		1,803		15,482		12,028.75	
	09	204		2,605		2,188.86		1,804		14,649		12,344.00	
		12	6.3	-47	-1.8	-8.19	4	1	.1	-833	-5.4	315.25	2.6
CHOCTAW	08	101		1,912		1,602.27		1,122		10,991		8,958.08	
	09	124		1,687		1,523.32		1,114		9,084		8,249.09	
		23	22.8	-225	-11.8	-78.95	-4.9	-8	7	-1,907	-17.4	-708.99	-7.9
DEL CITY	08	175		2,688		2,139.13		1,814		15,010		11,340.72	
	09	243		2,858		2,304.02		1,955		15,766		12,735.94	
		68	38.9	170	6.3	164.89	7.7	141	7.8	756	5.0	1,395.22	12.3
DOWNTOWN	08	253		9,001		6,709.09		2,678		49,349		35,439.18	
	09	285		8,864		6,527.85		2,730		47,770		35,510.03	
		32	12.6	-137	-1.5	-181.24	-2.7	52	1.9	-1,579	-3.2	70.85	.2
EDMOND	08	323		4,031		3,143.37		2,956		23,114		17,046.20	
	09	317		3,718		2,987.83		2,737		19,708		15,283.86	
		-6	-1.9	-313	-7.8	-155.54	-4.9	-219	-7.4	-3,406	-14.7	-1,762.34	-10.3
MIDWEST CITY	08	389		5,458		4,128.24		3,806		31,085		22,517.84	
	09	383		6,044		4,895.93		3,892		33,249		26,500.46	
		-6	-1.5	586	10.7	767.69	18.6	86	2.3	2,164	7.0	3,982.62	17.7
RALPH ELLISON	08	167		3,642		2,934.15		1,849		21,187		15,631.12	
	09	204		3,387		2,696.40		1,650		17,348		13,454.59	
		37	22.2	-255	-7.0	-237.75	-8.1	-199	-10.8	-3,839	-18.1	-2,176.53	-13.9

Total Computer Usage

July 1, 2008 through November 30, 2008 (41.67% of the 08-09 Fiscal Year)

	FY	Month	%	Month	%	Month	%	Year Customers	%	Year Visits	%	Year Hours Used	%
	FI	Customers	70	Visits	70	Hours Used	70	Customers	70	VISIUS	70	Hours Used	70
SOUTHERN OAKS	08	392		4,461		3,374.11		3,384		25,071		18,207.37	
	09	391		5,720		4,268.14		3,595		31,363		23,048.02	
		-1	3	1,259	28.2	894.03	26.5	211	6.2	6,292	25.1	4,840.65	26.6
VILLAGE	08	291		4,197		3,235.44		2,772		24,713		17,559.58	
	09	341		3,871		3,055.76		2,768		20,697		15,932.42	
		50	17.2	-326	-7.8	-179.68	-5.6	-4	1	-4,016	-16.3	-1,627.16	-9.3
WARR ACRES	08	270		3,575		2,609.94		2,214		20,361		14,032.23	
	09	244		3,871		3,031.79		2,325		20,350		15,228.78	
		-26	-9.6	296	8.3	421.85	16.2	111	5.0	-11	1	1,196.55	8.5
HARRAH	08	27		518		404.34		343		2,716		2,054.17	
	09	38		486		391.53		386		2,859		2,183.69	
		11	40.7	-32	-6.2	-12.81	-3.2	43	12.5	143	5.3	129.52	6.3
JONES	08	5		62		54.77		50		339		269.97	
	09	4		50		66.67		46		340		323.27	
		-1	-20.0	-12	-19.4	11.90	21.7	-4	-8.0	1	.3	53.30	19.7
LUTHER	08	23		287		231.81		218		1,538		1,244.68	
	09	19		541		429.97		259		3,162		2,601.84	
		-4	-17.4	254	88.5	198.16	85.5	41	18.8	1,624	105.6	1,357.16	109.0
NICOMA PARK	08	10		96		58.12		85		635		448.34	
	09	12		158		150.42		97		720		601.49	
		2	20.0	62	64.6	92.30	158.8	12	14.1	85	13.4	153.15	34.2
WRIGHT	08	17		210		150.53		106		1,154		846.35	
	09	9		200		163.64		108		1,284		1,008.88	
		-8	-47.1	-10	-4.8	13.11	8.7	2	1.9	130	11.3	162.53	19.2
TOTAL	08	3,111		50,452		38,680.72		29,856		284,664		207,936.30	
	09	3,336		51,140		40,029.61		30,345		277,631		214,492.60	
		225	7.2	688	1.4	1,348.89	3.5	489	1.6	-7,033	-2.5	6,556.30	3.2

Computer Usage by Adult Customers

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	08	223		3,768		2,743.27		2,168		20,991		14,890.61	
	09	222		3,336		2,488.56		2,276		18,552		13,692.73	
		-1	4	-432	-11.5	-254.71	-9.3	108	5.0	-2,439	-11.6	-1,197.88	-8.0
BETHANY	08	179		2,273		1,717.47		1,606		12,448		9,142.96	
	09	190		2,168		1,664.07		1,635		12,555		9,576.05	
		11	6.1	-105	-4.6	-53.40	-3.1	29	1.8	107	.9	433.09	4.7
CAPITOL HILL	08	95		1,243		1,155.33		951		7,252		6,062.95	
	09	121		1,308		1,224.88		966		7,117		6,371.04	
		26	27.4	65	5.2	69.55	6.0	15	1.6	-135	-1.9	308.09	5.1
CHOCTAW	08	76		1,258		1,023.23		789		6,722		5,296.15	
	09	77		972		858.97		752		5,429		4,786.12	
		1	1.3	-286	-22.7	-164.26	-16.1	-37	-4.7	-1,293	-19.2	-510.03	-9.6
DEL CITY	08	127		1,839		1,473.75		1,388		10,009		7,560.88	
	09	182		1,997		1,607.42		1,478		10,905		8,820.73	
		55	43.3	158	8.6	133.67	9.1	90	6.5	896	9.0	1,259.85	16.7
DOWNTOWN	08	209		8,317		6,156.64		2,224		44,289		31,608.16	
	09	245		7,996		5,822.54		2,246		41,818		30,899.14	
		36	17.2	-321	-3.9	-334.10	-5.4	22	1.0	-2,471	-5.6	-709.02	-2.2
EDMOND	08	253		3,279		2,532.26		2,324		18,057		13,265.29	
	09	256		3,111		2,487.93		2,221		16,126		12,499.55	
		3	1.2	-168	-5.1	-44.33	-1.8	-103	-4.4	-1,931	-10.7	-765.74	-5.8
MIDWEST CITY	08	302		3,818		2,953.28		2,923		21,847		16,073.96	
	09	311		4,269		3,531.26		3,005		22,206		18,274.19	
		9	3.0	451	11.8	577.98	19.6	82	2.8	359	1.6	2,200.23	13.7
RALPH ELLISON	08	127		2,327		1,882.99		1,329		11,331		8,520.65	
	09	149		2,040		1,645.27		1,108		8,898		7,188.75	
		22	17.3	-287	-12.3	-237.72	-12.6	-221	-16.6	-2,433	-21.5	-1,331.90	-15.6

Computer Usage by Adult Customers

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
SOUTHERN OAKS	08	274		3,085		2,363.54		2,460		16,728		12,388.44	
	09	294		3,687		2,835.61		2,559		18,667		14,318.77	
		20	7.3	602	19.5	472.07	20.0	99	4.0	1,939	11.6	1,930.33	15.6
VILLAGE	08	231		3,079		2,390.04		2,157		16,768		12,125.35	
	09	262		2,969		2,314.80		2,147		15,271		11,686.43	
		31	13.4	-110	-3.6	-75.24	-3.1	-10	5	-1,497	-8.9	-438.92	-3.6
WARR ACRES	08	230		2,518		1,854.68		1,795		14,270		9,937.74	
	09	207		2,743		2,178.86		1,839		14,192		10,730.56	
		-23	-10.0	225	8.9	324.18	17.5	44	2.5	-78	5	792.82	8.0
HARRAH	08	18		335		255.41		226		1,846		1,349.18	
	09	21		293		231.76		237		1,800		1,382.65	
		3	16.7	-42	-12.5	-23.65	-9.3	11	4.9	-46	-2.5	33.47	2.5
JONES	08	5		44		42.59		30		190		156.84	
	09	3		37		48.76		24		157		133.11	
		-2	-40.0	-7	-15.9	6.17	14.5	-6	-20.0	-33	-17.4	-23.73	-15.1
LUTHER	08	9		150		128.25		105		754		632.01	
	09	5		240		185.48		121		1,340		1,098.33	
		-4	-44.4	90	60.0	57.23	44.6	16	15.2	586	77.7	466.32	73.8
NICOMA PARK	08	6		65		37.44		59		437		271.78	
	09	12		111		110.49		76		538		431.13	
		6	100.0	46	70.8	73.05	195.1	17	28.8	101	23.1	159.35	58.6
WRIGHT	08	10		133		92.46		72		739		535.95	
	09	8		171		144.90		77		969		771.11	
		-2	-20.0	38	28.6	52.44	56.7	5	6.9	230	31.1	235.16	43.9
TOTAL	08	2,374		37,531		28,802.63		22,606		204,678		149,818.90	
	09	2,565		37,448		29,381.56		22,767		196,540		152,660.39	
		191	8.0	-83	2	578.93	2.0	161	.7	-8,138	-4.0	2,841.49	1.9

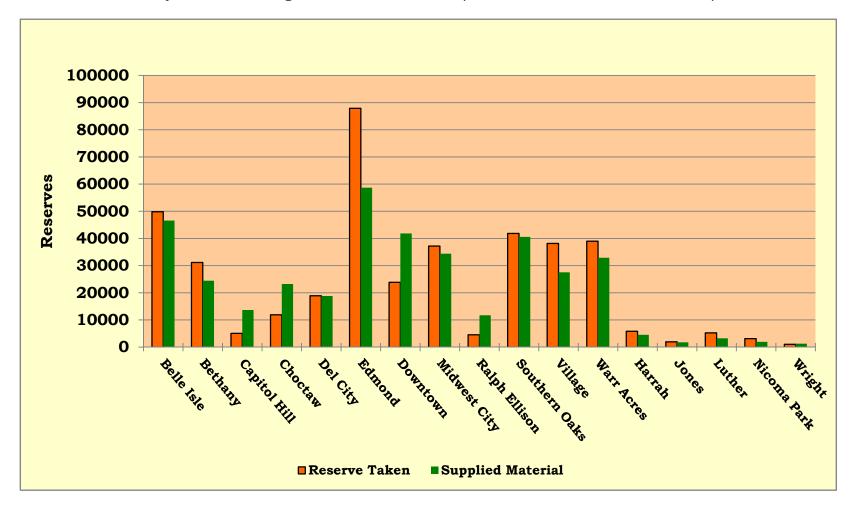
Computer Usage by Minor Customers

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	08	32		667		489.16		411		3,148		2,282.20	
	09	51		832		609.51		499		4,148		3,086.41	
		19	59.4	165	24.7	120.35	24.6	88	21.4	1,000	31.8	804.21	35.2
BETHANY	08	42		954		758.46		471		5,332		3,995.95	
	09	55		744		585.34		469		4,027		3,131.05	
		13	31.0	-210	-22.0	-173.12	-22.8	-2	4	-1,305	-24.5	-864.90	-21.6
CAPITOL HILL	08	97		1,409		1,041.72		852		8,230		5,965.80	
	09	83		1,297		963.98		838		7,532		5,972.96	
		-14	-14.4	-112	-7.9	-77.74	-7.5	-14	-1.6	-698	-8.5	7.16	.1
CHOCTAW	08	25		654		579.04		333		4,269		3,661.93	
	09	47		715		664.35		362		3,655		3,462.97	
		22	88.0	61	9.3	85.31	14.7	29	8.7	-614	-14.4	-198.96	-5.4
DEL CITY	08	48		849		665.38		426		5,001		3,779.84	
	09	61		861		696.60		477		4,861		3,915.21	
		13	27.1	12	1.4	31.22	4.7	51	12.0	-140	-2.8	135.37	3.6
DOWNTOWN	08	44		684		552.45		454		5,060		3,831.02	
	09	40		868		705.31		484		5,952		4,610.89	
		-4	-9.1	184	26.9	152.86	27.7	30	6.6	892	17.6	779.87	20.4
EDMOND	08	70		752		611.11		632		5,057		3,780.91	
	09	61		607		499.90		516		3,582		2,784.31	
		-9	-12.9	-145	-19.3	-111.21	-18.2	-116	-18.4	-1,475	-29.2	-996.60	-26.4
MIDWEST CITY	08	87		1,640		1,174.96		883		9,238		6,443.88	
	09	72		1,775		1,364.67		887		11,043		8,226.27	
		-15	-17.2	135	8.2	189.71	16.1	4	.5	1,805	19.5	1,782.39	27.7
RALPH ELLISON	08	40		1,315		1,051.16		520		9,856		7,110.47	
	09	55		1,347		1,051.13		542		8,450		6,265.84	
		15	37.5	32	2.4	03	.0	22	4.2	-1,406	-14.3	-844.63	-11.9

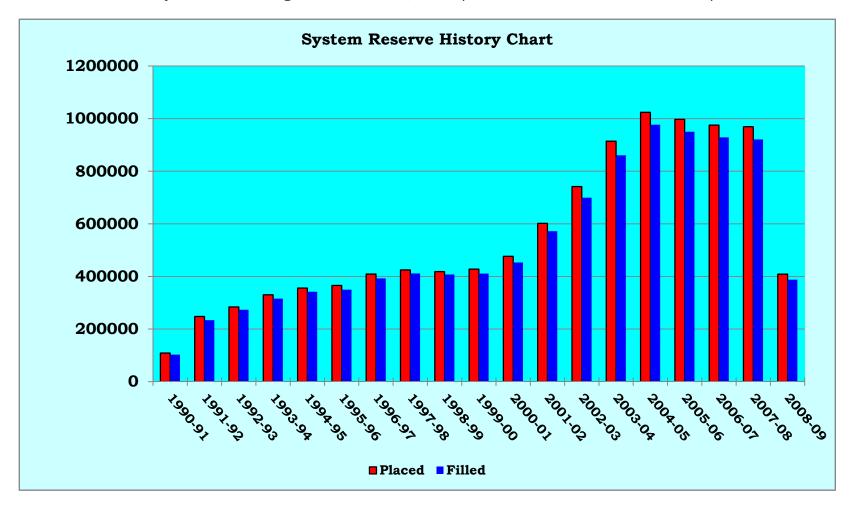
Computer Usage by Minor Customers

		Month	o/	Month	0/	Month	0/	Year	o/	Year	0/	Year	a l
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
SOUTHERN OAKS	08	118		1,376		1,010.57		924		8,343		5,818.93	
	09	97		2,033		1,432.53		1,036		12,696		8,729.25	
		-21	-17.8	657	47.7	421.96	41.8	112	12.1	4,353	52.2	2,910.32	50.0
VILLAGE	08	60		1,118		845.40		615		7,945		5,434.23	
	09	79		902		740.96		621		5,426		4,245.99	
		19	31.7	-216	-19.3	-104.44	-12.4	6	1.0	-2,519	-31.7	-1,188.24	-21.9
WARR ACRES	08	40		1,057		755.26		419		6,091		4,094.49	
	09	37		1,128		852.93		486		6,158		4,498.22	
		-3	-7.5	71	6.7	97.67	12.9	67	16.0	67	1.1	403.73	9.9
HARRAH	08	9		183		148.93		117		870		704.99	
	09	17		193		159.77		149		1,059		801.04	
		8	88.9	10	5.5	10.84	7.3	32	27.4	189	21.7	96.05	13.6
JONES	08			18		12.18		20		149		113.13	
	09	1		13		17.91		22		183		190.16	
		1		-5	-27.8	5.73	47.0	2	10.0	34	22.8	77.03	68.1
LUTHER	08	14		137		103.56		113		784		612.67	
	09	14		301		244.49		138		1,822		1,503.51	
			.0	164	119.7	140.93	136.1	25	22.1	1,038	132.4	890.84	145.4
NICOMA PARK	08	4		31		20.68		26		198		176.56	
	09			47		39.93		21		182		170.36	
		-4	-100.0	16	51.6	19.25	93.1	-5	-19.2	-16	-8.1	-6.20	-3.5
WRIGHT	08	7		77		58.07		34		415		310.40	
	09	1		29		18.74		31		315		237.77	
		-6	-85.7	-48	-62.3	-39.33	-67.7	-3	-8.8	-100	-24.1	-72.63	-23.4
TOTAL	08	737		12,921		9,878.09		7,250		79,986		58,117.40	
	09	771		13,692		10,648.05		7,578		81,091		61,832.21	
		34	4.6	771	6.0	769.96	7.8	328	4.5	1,105	1.4	3,714.81	6.4

System Reserve Report



System Reserve Report



System Reserves Report

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	08	8,239	47,870		8,183	45,946	
	09	9,013	49,815		7,806	46,885	
		774	1,945	4.1	-377	939	2.0
BETHANY	08	6,298	33,480		6,137	32,030	
	09	5,719	31,155		5,149	29,616	
		-579	-2,325	-6.9	-988	-2,414	-7.5
CAPITOL HILL	08	1,018	6,268		973	5,727	
	09	1,086	5,079		952	4,559	
		68	-1,189	-19.0	-21	-1,168	-20.4
CHOCTAW	08	2,163	11,937		2,047	11,300	
	09	2,076	11,882		1,794	11,145	
		-87	-55	5	-253	-155	-1.4
DEL CITY	08	3,441	18,328		3,407	17,479	
	09	3,505	18,910		3,176	18,009	
		64	582	3.2	-231	530	3.0
EDMOND	08	16,164	88,579		15,729	85,197	
	09	16,028	87,905		15,921	83,724	
		-136	-674	8	192	-1,473	-1.7
DOWNTOWN	08	4,142	22,238		4,014	21,149	
	09	4,109	23,843		3,841	22,648	
		-33	1,605	7.2	-173	1,499	7.1
MIDWEST CITY	08	6,940	38,054		6,700	36,334	
	09	6,534	37,193		5,889	35,278	
		-406	-861	-2.3	-811	-1,056	-2.9
RALPH ELLISON	08	1,021	5,596		984	5,322	
	09	997	4,539		901	4,231	
		-24	-1,057	-18.9	-83	-1,091	-20.5
SOUTHERN OAKS	08	8,219	44,242		8,063	41,966	
	09	7,773	41,850		6,890	39,439	
		-446	-2,392	-5.4	-1,173	-2,527	-6.0
VILLAGE	08	7,035	41,495		7,019	39,698	
	09	6,529	38,175		5,862	36,404	
		-506	-3,320	-8.0	-1,157	-3,294	-8.3
WARR ACRES	08	7,039	40,287		6,982	38,726	
	09	6,892	38,984		6,210	37,328	
		-147	-1,303	-3.2	-772	-1,398	-3.6

System Reserves Report

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	08	1,088	4,780		985	4,385	
	09	1,009	5,827		857	5,375	
		-79	1,047	21.9	-128	990	22.6
JONES	08	251	2,380		341	2,291	
	09	306	1,949		311	1,854	
		55	-431	-18.1	-30	-437	-19.1
LUTHER	08	1,008	4,360		1,004	4,161	
	09	920	5,237		898	4,850	
		-88	877	20.1	-106	689	16.6
NICOMA PARK	08	388	2,579		494	2,504	
	09	565	3,110		494	2,980	
		177	531	20.6		476	19.0
WRIGHT	08	292	1,313		293	1,239	
	09	252	1,041		223	989	
		-40	-272	-20.7	-70	-250	-20.2
BOOKS-BY-MAIL	08	425	2,400		456	2,334	
	09	426	2,491		409	2,389	
		1	91	3.8	-47	55	2.4
TOTAL	08	75,171	416,189		73,811	397,791	
	09	73,739	408,985		67,583	387,703	
		-1,432	-7,204	-1.7	-6,228	-10,088	-2.5

EXECUTIVE DIRECTOR'S REPORT

DECEMBER 2008

Service Center Change Orders

As directed by the Library Commission on October 16th, 2008, change orders for the Service Center Project less than \$25,000 should be reported to the commission individually and cumulatively.

To date, we have had 4 items that have required MLS, working with the architect & the contractor, to modify the contract.

Item 1 includes the labor and materials needed to remove an existing well pump; plugging the well in accordance with the State of Oklahoma requirements and to remove hazardous material from an existing storage shed:

Cost \$4,102.00 Time 0 days

Item 2 includes the labor and materials needed to extend the water line tie-in point to underneath 50th street including the associated street lane closing, and street removal & repair.

Cost \$10,499.00

Time 0 days

Item 3 includes the labor and materials needed to provide termite protections including a 5 year warranty

Cost \$5280.00 Time 0 days

Item 4 includes the additional time requested from the contractor resulting from abnormally wet weather as defined by the Oklahoma Department of Transportation

In summary		Cost \$0.00 Time 5 days
	Original Contract Amount Total Contact Change Cost Revised Contract Amount	\$ 4,052,000.00 <u>19,881.00</u> \$ 4,071,881.00
	Original Completion Date (390 days) Additional Time Revised Completion Date (395 days)	September 8, 2009 5 days September 13, 2009

Holiday Open House

We invite you to the annual Holiday Open House to be held on Thursday, December 11th. Come early for the commission meeting and enjoy refreshments, music, and holiday wishes from the Metropolitan Library System.

Executive Director's Report MLC FY 2008-09 December 11, 2008

New Innovations in Interlibrary Loan Service Begin

On December 1st, a new system for checking out interlibrary loans to customers was implemented. This system allows customers to receive notice that ILL materials are ready to be picked up via e-mail or postal mail, instead of requiring library staff to contact customers by phone. It allows customers to check out ILL materials using their library cards; due dates for ILL materials appear in customers' borrower records and on their circulation receipts. Library customers will receive e-mail or postal mail notice of overdue ILL materials.

This new system was created by Information Technology, in cooperation with ILL staff. It helps to streamline the Interlibrary Loan Department's processes so that ILL materials are made available to customers as quickly as possible, and helps staff to cope with the continuing increase in ILL requests. It speeds the process of checking out ILL materials for both library staff and customers, and brings it into line with the checkout process for MLS materials. It also assists libraries and customers in tracking due dates for ILL materials.

Oklahoma Moments

As many of you are aware, during the last few months "Read About It" has been airing short video segments chronicling some of the Oklahoma Images pictures. These exceptional videos, written by our own Buddy Johnson, are now available for everyone to view and enjoy on our website.

The Videos About Oklahoma have been added to the <u>Oklahoma Memories</u> section which is the gateway to the Oklahoma Images, Oklahoma Moments, and Oklahoma Folklore collections (available via the Quick Links on our website-www.metrolibrary.org).

Oklahoma City Mayors Project

In August, Buddy Johnson, Downtown Librarian was approached by Kristy Yager, Mayor Mick Cornett's public relations officer, seeking information about Oklahoma City's mayors. Her intern was upgrading the city's website to include a photo and short bio of each mayor. In the course of the discussion, she expressed her frustration with the dearth of photos available for reproduction for use on the website. They have the official portrait of each mayor hanging along a hallway and a conference room in the mayor's office, but they are too large for a conventional scanner.

Buddy felt like this was an area where the library could help them out. He and Chris Larwig, a technical assistant at the downtown library, who has expertise with photography and framing, consulted about the feasibility of removing the mayor's photos from the frames, scanning them, and reframing them or taking quality photos of them in their frames. After examining the photos, it was decided the best way would be to bring the photos over to the Oklahoma Room and set up a little studio in the Oklahoma Room to take the photos of the photos.

As they worked with the photos, they realized the importance of what we were doing because the originals were in terrible condition and needed to be preserved. Chris took excellent photos and Buddy processed them on the computer. The mayor was so impressed with the work that he decided to commission a photographic mural that makes a timeline of the city with the scans of the mayors displayed along the line.

Executive Director's Report MLC FY 2008-09 December 11, 2008

Recently, Buddy and Chris went to City Hall and met with Kristy Yager and other city staff to discuss a project which would allow the library to scan all the city's historical photos and keep a copy for ourselves. Kristy was also excited to hear about Oklahoma Voices and planned to have several long time city employees sit down for interviews.

Great work Buddy and Chris!

Downtown Library celebrates Opening Night

We are pleased to once again be a venue for the annual Opening Night celebration on New Year's Eve. This year we will have two bands performing: Visions and Studio B. Studio B will perform from 7:00pm – 9:45pm and Visions will perform from 10:00PM until 11:30pm. Both bands play mostly jazz and classic rock. Thanks to Candace McDaniel for coordinating and arranging the details for this wonderful evening.

NonStop System Upgraded

The NonStop System is the backbone of the library's computer network. It houses all of the bibliographic records and item records of the library's materials collection as well as customer records, accounts payable information, and payroll and personnel information. This system was last upgraded in 2003. The Commission approved purchase of a new system at the September meeting and staff begin planning for the upgrade that required the system to be inaccessible to both staff and customers for several hours.

IT staff completed the upgrade on the Wednesday night before Thanksgiving. The system went down at 6pm when the library closed and was back up and accessible to customers by 1am Thursday morning. The IT staff is very happy with the performance of the new system as the time needed to run several of the support programs for the library has been reduced in half from the old system. Overall, the upgrade went very smoothly and should provide better performance and service for the next few years.

Compensation Study completed

Attached is the executive summary of the Compensation study which was conducted by James Associates and completed in April of 2008. Administrative staff met with the consultant to review the findings and then met again to determine our next course of action.

The administration believes the research related to the benchmarks in the report to be less than accurate. This determination is based on a number of factors:

- only 5 of the 28 benchmarked positions appear to have a sufficient number of matches and/or matches that we believe to be valid. (18%)
- The remaining 23 positions either do not have a sufficient number of responses, a sufficient number of matches, or matches that we believe to be accurate (82%).
- Therefore, it appears that the information as presented is not reliable enough to recommend any type of salary adjustments.

The administration plans to include dollars for a full compensation and classification study in next year's budget request. We will be working over the coming months to revise and update job descriptions and also prepare a comprehensive request for proposal for the study. We will also be identifying prospective vendors on a national scale so that we can expect more competitive bids if the commission approves the study in next year's budget.

Library Holiday Closing

All libraries of the Metropolitan Library System will close on Wednesday and Thursday, December 24th and 25th for the Christmas Holiday. Also, Sunday libraries will be closed on Sunday, December 21st and Sunday December 28th. Libraries will close at 6:00pm on Wednesday December 31, and all day on January 1st, 2009 for the New Year's holiday.

Capital Projects Update

The Architectural selection process for the Southern Oaks Expansion/Renovation project is underway. Oklahoma City has requested Letters of Interest from architectural firms for the project by the first week in January. We expect to interviews will be held during the latter part of January 2009.

The Northwest Library design development is moving forward on schedule. We had a very successful community meeting on December 2nd at John Marshall High School. Approximately 75-80 people attended the meeting, viewed a power point presentation on the architectural concepts for the building and asked questions. The majority of the attendees were from the 2 adjacent neighborhoods, Glenhurst and Hidden Creek and they are all very excited about the new library and anxious for it to be completed.

Ralph Ellison and the Service Center projects continue to move along in a timely fashion.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Committee Meetings
- Attended Community NW Meeting
- NW Conference Call
- ODL Legislative Committee Meetings

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Exhibit: Dear Mr. President

Exhibit: Jan 2-29, Library Hours, Atrium

Location: Downtown

All Ages

The photography exhibit, Dear Mr. President, will open in the Downtown Library Jan. 2 and continue through Jan. 29.

On Jan. 10, 2-4p.m. will be a reception for M.J. Alexander, creator of the Dear Mr. President photo exhibit and multimedia presentation.

At the reception, M.J. Alexander will share her inspiration and more about the Wilson Arts-Integration Elementary School students who were her models for this exhibit. Each child had advice for the new President-elect Obama and shared their advice with Ms. Alexander. These humorous bits of wisdom will not only lighten your day but touch your hearts. Everyone is invited to hear Ms. Alexander and to view the photography exhibit. Reception will follow.

Warr Acres Book Club

Monday, January 12, 2009 Time: 11:00am-12:00pm Location: Warr Acres Adults The Warr Acres Library Book Club meets the second Monday of each month. We will discuss William Bernhardt's book, "Capitol Conspiracy." Mr. Bernhardt will be joining us for our March Book Club meeting at Warr Acres.

Computer Basics for Adults

Thursday, January 15, 2009 Time: 6:30pm-8:00pm Location: Village Adults Free computer class for adults! Learn to use Microsoft Windows on and off the Internet. Learn the features of a Word Window and an Internet Window, how to open and close a Word Window, how to create and print a Word document and how to find and print information from the Internet. Come in or call Village Library (405) 755-0710 to sign-up.

Fun, Snacks, Coffee & Games

Friday, January 16, 2009 Time: 10:00am-11:30am Location: Bethany Adults Fun! Snacks! Coffee! Tea & Games! It's the 3rd Friday of the month and time to get together. Bring your own game if you want or use one of the many we will furnish.

CyberMARS for Seniors

Saturday, January 17, 2009 Time: 2:00pm-3:00pm Location: Edmond Adults

Have you ever wondered where the old Card Catalog went? Well, it has resurfaced in another format and now we call it CyberMARS ! In this class we will learn how to find a Book, CD, Cassette, or a DVD, and this includes a search in all 17 Metro Area Libraries. We are also able to search by: General Keyword, Author, Shelf # (Dewey Decimal), Title, or Subject. The neat thing about this is if you have internet access at home, you are able to do all this from your home computer. Please call 341-9282 to register.

Vegetarian and Vegan Cooking for a Healthy New Year

Tuesday, January 20, 2009 Time: 7:00pm-8:00pm Location: Del City Adults

It's the start of a new year and a great time to adopt a fresh, new approach to achieving a healthy lifestyle. Come sample a variety of vegetarian and vegan dishes and watch a demonstration of a simple vegetarian dish that you can make at home. Please call 672-1377 for more information and to register.

Child Guidance Parent Talk

Friday, January 23, 2009 Time: 1:00pm-4:30pm Location: Warr Acres Adults

Free sessions include discussion about the normal range of early development as well as any parenting questions you may have in the areas of Speech, Language, Development, and Behavior. Children do not have to be present at these sessions. Please call 425-4412, Child Guidance. to schedule your appointment with Robyn Sears M.S. Child Development Specialist and Deborah Shapiro M.S. CCC-SLP Speech-Language Pathologist.

Conversational Spanish

Monday, January 26, 2009 Time: 5:00pm-6:00pm Location: Choctaw Teens and Adults

Teens and adults are invited to participate in these conversational Spanish sessions. All levels of students have an opportunity to practice and improve their language skills. Native speaker Maria Bozarth will lead these sessions. Pre-registration required

Hayao Miyazaki Film Festival

Saturday, January 31, 2009 Time: 10:00am-4:30pm Location: Downtown All Ages To kick off the 2nd appual A

To kick off the 2nd annual Asian Festival, the Downtown Library is proud to present a Film Festival of the works of Hayao Miyazaki, award-winning and renowned animator and director. Films shown will be "My Neighbor Totoro," "Castle in the Sky" and "Spirited Away." Call 606-3876 for more information.