

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 10, 2009, 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 #43 – Presentation of Service Certificates for Library Staff

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

3:40 – 3:50 pm CONSENT DOCKET (#44 - #45)

- Document #44 – Approval of Minutes of November 19, 2009 Meeting
- Document #45 – Acceptance of Review of Expenditures for November 2009

3:50 – 4:00 pm COMMITTEE REPORTS

- Document #46 – Minutes from the A & P Committee Meeting, November 19, 2009.

4:00 – 4:10 pm SPECIAL PRESENTATIONS

- *Leadership MLS Awards Presentation* – Stacy Schrank, Employee Development Coordinator

4:10 – 4:30 pm INFORMATION REPORTS

- Document #47 – MLS Annual Statistical Report
- Document #48 – MLS November 2009 Circulation Report
- Document #49 – MLS November 2009 Computer Usage Report
- Document #50 – MLS November 2009 System Reserve Report

4:30 – 4:40 pm EXECUTIVE DIRECTOR'S REPORT

4:40 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

Appointment of Nominating Committee – Mr. Hugh Rice

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 21, 2010
Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

*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 2009:

<u>Employees</u>	<u>Years of Service</u>
Joan G. Kendall, Circulation Clerk, Edmond Library	10
Amy Kathryn Upchurch, Project Specialist, Outreach	10
Reginald Walker, Technology Assistant, Ralph Ellison Library	5

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

DATE: November 19, 2009 TIME: 3:30 pm

MEETING PLACE: Edmond Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 31, 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 17, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Glenda Choate
Fran Cory
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Lee Alan Leslie
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Lori Nelson
Mukesh Patel
Alyne Strube
Beth Toland
Carolyn Willis, Vice-Chair
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Cynthia Friedemann
Jose Jimenez
Brenda Palmer
Kim Patterson
Jim Shonts
Judy Smith
Ray Vaughn
Greg Womack

Estimate of general public and staff attending: 20

- I.** The meeting was called to order at 3:34 p.m. by Mr. Hugh Rice, Chair.
- II.** Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Choate, Cory, Graham, Greenwell, Hannah, Leslie, McGehee, Patel, Toland, Willis, and Rice. (Arrived: Strube, 3:36; McCaleb, 3:37; McDaniel, 3:39).
- III.** Mr. Rice introduced Ms. Karen Bays, Manager of the Edmond Library. Ms. Bays welcomed the commission.
- IV.** Mr. Rice called for Presentation of Service Certificates for September 2009; Rondia Banks, Librarian, Downtown Library, 10 years of service; Joyce McCauley-Johnson, Mail Technician, Director's Office, 25 years of service; and Dana Morrow, Director of Outreach Services, 30 years of service, were in attendance to receive their certificates.
- V.** Mr. Rice called for comments from the general public. There were none.
- VI.** Mr. Rice presented the Consent Docket: Document #27 – Approval of Minutes of September 17, 2009 Meeting; Document #28 – Acceptance of Review of Expenditures for September 2009; Document #29 – Acceptance of Review of Expenditures for October 2009; Document #30 – Contract Awards and Purchases; Document #31 – Request to Declare Equipment Surplus.

Mr. Rice called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Mukesh Patel seconded.

Mr. Lee Alan Leslie inquired if the library has researched the feasibility of using vehicles in the library's fleet that use alternative fuels such as compressed natural gas (cng).

Mr. Loyld Lovely, Deputy Executive Director/Finance & Support stated that this had not been done for the two vehicles in the contract awards but it will be made a priority to investigate alternative fuel vehicles for future purchase.

No further discussion. Motion passed unanimously.

- VII.** 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. Alyne Strube moved to go into Executive Session. Mrs. Nancy Anthony seconded. No further Discussion. Motion passed unanimously.

The Commission went into Executive Session at 3:44 p.m.

The Commission ended Executive Session at 4:02 p.m.

Mr. Rice called for a motion to reconvene.

Mrs. Anthony moved to reconvene. Mr. Tracy McDaniel seconded. No further Discussion. Motion passed unanimously.

The Commission reconvened at 4:04 p.m.

- VIII.** Mr. Rice referred to Document #32 – Discussion, Consideration and Possible Action: Report and Recommendations ~ A & P Committee meeting, November 9, 2009.

Mr. Rice referred to the 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 2.5% for merit increase, effective with the beginning of the pay period, which includes January 1, 2010. A motion coming from Committee requires no second. No further discussion. Motion passed; 17-yes, 1-no.

Mrs. Willis stated she would like the record to reflect that it was Mrs. Morris' request that her merit increase not exceed the average staff merit increase of 2.5%; although the A & P committee feels that she merits the maximum merit increase.

IX. Mr. Rice referred to Document #33 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit ~ Eide Bailly LLP

Mr. Rice called on and introduced Ms. Carolyn Levings and Ms. Jill Lukes, Eide Bailly, LLP. Ms. Levings summarized the audit report. During the audit a significant deficiency was identified. The Library's year end process did not completely identify capital assets. Eide Bailly recommends that the Library change the process for capturing capital assets at year end to include a retrospective review of all events that should be reported as capital assets.

Questions and discussion followed.

Mr. Rice called for a motion.

Mr. David Greenwell moved to accept the annual audit report FY 08-09 as presented by Eide Bailly LLP. Mrs. Anthony seconded. No further discussion. Motion passed unanimously.

X. Mr. Rice referred to Document #34 – Discussion, Consideration, and Possible Action: Approval of Metropolitan Library System Commission Meeting Dates 2010.

Mr. Ralph Bullard moved to approve the regularly scheduled commission meeting dates for 2010. Mrs. Beth Toland seconded. Questions and Discussion followed. Motion passed unanimously.

XI. Mr. Rice referred to Document #35 – Discussion, Consideration, and Possible Action: Approval of MLS 2010 Library Holiday and Closing Schedule.

Mrs. Toland moved to approve the proposed Library Holiday and Closing Schedule for 2010. Mrs. Anthony seconded. Questions and Discussion followed. Motion passed 17- yes; 1- no.

XII. Mr. Rice referred to the Special Presentations – *Annual Holiday Open House, Candace McDaniel, Headquarters Manager*

Mrs. Morris stated Mrs. McDaniel was unable to attend the meeting. She wanted to extend an invitation to the commission to attend the Annual Holiday Open House at the Downtown Library on December 10, 2009 from 11 to 3:30.

XIII. Mr. Rice referred to the Information Reports.

- ♦Document #36 – MLS Strategic Plan Year 2 Highlights
- ♦Document #37 – MLS September 2009 Computer Usage Report
- ♦Document #38 – MLS September 2009 System Reserve Report
- ♦Document #39 – MLS September 2009 Circulation Report
- ♦Document #40 – MLS October 2009 Computer Usage Report
- ♦Document #41– MLS October 2009 System Reserve Report

♦Document #42 – MLS October 2009 Circulation Report

Questions and discussion followed.

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

The Grand Re-Opening of the Ralph Ellison Library will be Monday, December 14 at 2:00 p.m. Invitations will be mailed out tomorrow. Ralph Ellison will close in the temporary location on Monday, November 30 to move.

Congratulations to Emily Williams, Young Adult Services Coordinator, Outreach. She was selected to this year's Leadership Oklahoma City Loyal class.

Mrs. Morris highlighted the Service Center Change Orders. As directed by the commission, change orders for the service center project less than \$25,000 should be reported to the commission individually and cumulatively.

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

XVI. The next Commission meeting will be held at the Downtown Library on December 10, 2009.

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


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

November 30, 2009

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of November 2009.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2009.

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

November 30, 2009

ASSETS

CASH - Overnight Investment Account		\$ 486,128.93
INVESTMENTS (Schedule attached)		18,313,784.85
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2009-10 Ad Valorem Tax	28,553,467.00	
Less: Reserve for Delinquent Tax	(2,595,770.00)	
Budgeted Tax Revenue	25,957,697.00	
Less: Tax Received	510,955.34	
		26,468,652.34
Total Assets		<u>\$45,298,566.12</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,774,534.65	
2009-10 Purchase Orders Outstanding	640,424.82	
2008-09 Purchase Orders Outstanding	1,000,910.08	
2009-10 Checks Outstanding	143,119.57	
2008-09 Checks Outstanding	64,939.03	
Total Liabilities		3,623,928.15

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	26,468,652.34
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FUND BALANCE:

Beginning of the Year	\$25,077,529.31	
Add: Revenues		
Budgeted	772,955.34	
Other	980,651.94	1,753,607.28
Less: Expenditures	(11,625,150.96)	
Total Fund Balance		<u>15,205,985.63</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u>\$45,298,566.12</u>
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of November 30, 2009

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	6/22/2009	5/22/2010	2.015%	240,000.00
CD - Weekie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/18/2009	3/18/2010	2.800%	95,000.00
CD - Stillwater National Bank	5/23/2009	12/23/2009	2.100%	240,000.00
CD - National Bank of Commerce.	12/19/2008	12/19/2009	3.000%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	10/14/2009	6/14/2010	1.800%	95,647.77
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	10/8/2009	4/8/2010	1.500%	98,130.88
CD - Fidelity Bank	10/19/2009	4/19/2011	1.490%	100,000.00
CD - Quail Creek Bank	6/7/2009	6/7/2011	2.260%	240,000.00
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	100,000.00
CD - Valliance Bank	3/5/2009	3/5/2010	2.250%	95,000.00
CD - Ironstone	9/23/2009	3/23/2011	2.000%	240,000.00
Fed Natl Mtg Assoc 10-14	11/17/2009	11/17/2014	3.250%	3,000,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
Fed Home LN BKS 10-12	7/30/2008	1/30/2012	4.020%	2,000,000.00
Fed NATL MTG ASSN 09/12	12/18/2008	12/18/2012	3.150%	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 09-11	12/30/2008	12/30/2011	2.100%	2,000,000.00
Fed Farm CR BKS 10-13	7/16/2009	7/16/2013	2.450%	1,000,000.00
FED HOME LN MTG CORP 10-13	7/30/2009	1/30/2013	2.350%	2,000,000.00
FED NATL MTG ASSC 10-13	7/22/2009	7/22/2013	2.500%	1,000,000.00
Total Investments				<u>\$ 18,313,784.85</u>

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

November 1, 2009 to November 30, 2009

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2009 Ad Valorem Tax	\$25,957,697.00	\$ 510,955.34	\$ 510,955.34	1.97%
State Aid	318,966.00	-	-	0.00%
Fines	486,000.00	42,000.00	262,000.00	53.91%
Total Budgeted Revenue	<u>\$ 26,762,663.00</u>	<u>\$ 552,955.34</u>	<u>\$ 772,955.34</u>	2.89%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 82,689.41	\$ 598,399.33	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		977.09	278,436.26	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		8,399.77	8,399.77	
Miscellaneous		3,347.09	95,416.58	
Total Miscellaneous Revenue		<u>\$ 95,413.36</u>	<u>\$ 980,651.94</u>	
Total Revenue	<u>\$ 26,762,663.00</u>	<u>\$ 648,368.70</u>	<u>\$ 1,753,607.28</u>	6.55%

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

November 30, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 69,847.43	\$ 4,437.83	\$ 615.82	\$ 73,669.44
810 Prepaid Fees	(12,718.20)	7,673.84	0.00	(5,044.36)
815 Fines	42,806.70	34,219.81	42,119.90	34,906.61
820 Copy	162,864.96	8,003.35	4,076.67	166,791.64
900 Special Event Fund	1,645.12	0.00	728.35	916.77
Total Revolving Funds	\$ 264,446.01	\$ 54,334.83	\$ 47,540.74	\$ 271,240.10

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
GRANTS:				
<u>Special Grants</u>				

854 10/OAC/Music of Iraq	\$4,750.00	\$0.00	\$4,750.00	(4,750.00)
855 10/OAC/Oklahoma Fancy Dancers	\$4,500.00	\$4,500.00	\$4,500.00	0.00
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	0.00	25,000.00
857 DN/LC Donations	92,529.29	92,529.29	89,785.96	2,743.33
858 10/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
859 10/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memoria	1,600.00	1,390.00	0.00	1,390.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,212.84	787.16
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,490.95	9.05
921 09/Walmart Del City	2,000.00	2,000.00	2,100.68	(100.68)
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
934 09/Guild/Tai Chi	1,400.00	1,400.00	1,190.00	210.00
935 09/Guild/Creative Teen Arts	300.00	300.00	234.10	65.90
936 09/Guild/Scottish Heritage	500.00	500.00	496.21	3.79
937 09/Guild/Spanish Classes	350.00	350.00	0.00	350.00
940 09/Sams/Programming MWC	1,000.00	1,000.00	725.15	274.85
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	2,500.00	500.00
946 09/Guild/5th Anniversary - Progr	1,500.00	1,500.00	1,500.00	0.00
948 09/Walmart/MWC Teen Events	1,000.00	1,000.00	0.00	1,000.00
949 09/WalMart/ Del City	1,000.00	1,000.00	600.00	400.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
981 Downtown Club/Children's	300.00	300.00	133.09	166.91
991 06/Inasmuch	60,000.00	60,000.00	59,928.49	71.51

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
902 09 Staff Recognition	\$6,845.00	6,924.35	6,877.53	46.82

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
904	09 Summer at the Library	\$5,000.00	5,000.00	2,050.00	2,950.00
906	09 YA Author Visit	\$13,100.00	13,100.00	9,927.90	3,172.10
908	09 System-wide senior programmin	\$6,000.00	6,000.00	5,600.00	400.00
909	09 Noon Tunes	\$19,000.00	19,000.00	19,000.00	0.00
913	09 Teen Café Tables	\$1,420.00	1,420.00	1,192.50	227.50
914	09 Children's Furniture	\$10,000.00	10,000.00	1,357.74	8,642.26
915	09 Big Cozy Books Furniture	\$8,000.00	8,000.00	7,598.00	402.00
918	09 Harlem Renaissance Arts Projec	\$360.00	360.00	345.72	14.28

Grants - Friends of MLS, Current Fiscal Year

831	10 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
832	10 Staff Recognition	\$9,051.00	81.36	9,033.04	(8,951.68)
833	10 Summer at the Library	\$10,000.00	10,000.00	0.00	10,000.00
835	10 L.I.F.E.	\$7,500.00	7,500.00	2,297.21	5,202.79
836	10 ICBIST Teen Film Festival	\$950.00	950.00	499.16	450.84
838	10 Winter Readfest	\$7,000.00	7,000.00	0.00	7,000.00
839	10 Our World/Systemwide Prog	\$26,000.00	26,000.00	12,550.00	13,450.00
841	10 Native American Celebration	\$1,300.00	1,300.00	885.00	415.00
842	10 Multicultural Festivals	\$3,000.00	3,000.00	1,317.37	1,682.63
843	10 Noon Tunes	\$19,900.00	19,900.00	2,419.21	17,480.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,390.00	5,610.00
848	10 Lee B. Brawner Scholarships	\$15,000.00	15,000.00	2,350.00	12,650.00
850	10 Bethany Centennial Mural	\$5,300.00	5,300.00	0.00	5,300.00

Total Grants

\$196,331.21

Total Special Funds

\$ 467,571.31

Metropolitan Library System
Statement of Encumbrances
Month of November 2009

FY-10

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	821,111.80	4,440,767.44	39.02	11,381,463.00	6,940,695.56
102	Wages - Part-time	121,451.44	683,286.42	38.10	1,793,262.00	1,109,975.58
103	Payroll Taxes	69,125.12	376,686.06	39.97	942,537.00	565,850.94
109	Workers Comp. Insurance	14,545.00	49,893.00	44.41	112,340.00	62,447.00
112	Group Insurance	147,705.93	748,734.97	38.85	1,927,470.00	1,178,735.03
113	Employees' Retirement	1,060,623.79	1,243,172.45	73.00	1,702,992.00	459,819.55
114	Unemployment Compen.	-70.78	12,154.87	60.77	20,000.00	7,845.13
Total Personal Services		2,234,492.30	7,554,695.21	42.25	17,880,064.00	10,325,368.79

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	143,172.00	98.37	145,544.00	2,372.00
202	Liability/Bonding Insurance	.00	6,312.00	47.91	13,175.00	6,863.00
205	Rent of Library Buildings	4,837.33	24,586.65	49.37	49,800.00	25,213.35
206	Rent of Equipment	.00	270.00	4.35	6,200.00	5,930.00
207	Janitorial Services	33,564.00	185,538.40	44.29	418,925.00	233,386.60
208	Maintenance of Facilities	13,596.81	86,184.36	20.14	427,910.00	341,725.64
211	Parking & Transportation	11,173.10	68,333.25	40.74	167,720.00	99,386.75
212	Travel Expenses	7,144.20	25,427.11	30.05	84,605.00	59,177.89
213	Professional Services	14,062.73	108,963.30	39.39	276,611.00	167,647.70
214	Security Services	31,585.99	156,750.83	36.87	425,123.00	268,372.17
216	Telephone Services	-7,971.54	55,862.41	20.33	274,763.00	218,900.59
217	Electrical Services	32,170.55	215,084.38	40.21	534,949.00	319,864.62
218	Gas Services	3,532.59	8,102.47	13.00	62,347.00	54,244.53
219	Water & Garbage Services	4,184.56	23,034.61	44.03	52,320.00	29,285.39
220	Trigen Energy Services	14,613.68	90,226.36	47.49	189,998.00	99,771.64
226	Memberships	3,736.00	11,875.00	61.07	19,445.00	7,570.00
230	Other Library-Related Serv.	19,608.28	78,244.76	17.49	447,439.00	369,194.24
231	Automation Contractual	17,072.22	108,761.31	39.29	276,841.00	168,079.69
236	Network Catalog Services	.00	42,586.24	91.88	46,350.00	3,763.76
Total Contractual Services		202,910.50	1,439,315.44	36.72	3,920,065.00	2,480,749.56

Metropolitan Library System
Statement of Encumbrances
Month of November 2009

FY-10

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	3,844.43	49,717.84	26.86	185,100.00	135,382.16
302	Postage	30,585.50	114,039.00	40.49	281,650.00	167,611.00
303	Supplies	83,171.70	179,672.68	40.19	447,027.00	267,354.32
310	Maintenance Supplies	2,393.22	18,480.79	26.03	71,000.00	52,519.21
312	Safety Supplies & Equip.	.00	259.00	2.45	10,550.00	10,291.00
321	Gasoline & Oil	2,241.29	8,567.09	19.92	43,000.00	34,432.91
322	Vehicle Parts & Repairs	98.48	5,517.82	22.07	25,000.00	19,482.18
330	Programming Activities	15,050.54	70,619.38	31.29	225,705.00	155,085.62
331	Other Commodities	659.06	3,830.47	11.64	32,904.00	29,073.53
Total Commodities		138,044.22	450,704.07	34.09	1,321,936.00	871,231.93

Capital Outlays

401	Books & Materials	361,424.38	1,570,319.61	39.26	4,000,000.00	2,429,680.39
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	110,654.86	138,200.36	87.20	158,480.00	20,279.64
408	Furniture, Fixture, & Equip.	2,604.24	26,788.15	3.27	820,211.00	793,422.85
409	Motor Vehicles	42,483.86	42,513.86	85.03	50,000.00	7,486.14
410	Automation System & Equip.	194,341.32	220,915.08	47.06	469,468.00	248,552.92
450	Capital Projects	129,915.82	181,699.18	4.61	3,942,448.00	3,760,748.82
490	Capital Reserves - Current	.00	.00	.00	2,639,224.17	2,639,224.17
499	Reserve Carryover - Prior	.00	.00	.00	16,631,096.14	16,631,096.14
Total Capital Outlays		841,424.48	2,180,436.24	7.59	28,718,127.31	26,537,691.07
Total Budget		3,416,871.50	11,625,150.96	22.42	51,840,192.31	40,215,041.35

Monthly Journal Entries -- November 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
76	1001	Cash	\$ 423.98	
	3602	Interest Income Stillwater		\$ 423.98
77	1001	Cash	\$ 126.54	
	3602	Interest Income Fidelity		\$ 126.54
78	1101	Investments	\$ 3,000,000.00	
	1001	Cash Purchase from BOK of FED NATL MTG ASSOC 31398azw5		\$ 3,000,000.00
<u>Tax revenues</u>				
79	1001	Cash	\$ 82,586.15	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 10/16 to 10/30		\$ 82,586.15
80	1001	Cash	\$ 511,058.60	
	1201	Ad Valorem Tax - Current year		\$ 510,955.34
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 11/1 to 11/14		\$ 103.26
<u>Miscellaneous</u>				
81	1001	Cash	\$ 3,346.59	
	3605	Mic. Reimbursements		\$ 3,346.59
		Endowment 3,293.59 Abitibi 23.26		
		Monument Life-refund \$ 8.27 Abitibi 21.47		
		total 3,346.59		
82	1001	Cash	\$ 8,399.77	
	3606	surplus sale revenue Proceeds from sale at Southern Oaks		\$ 8,399.77
<u>Fines</u>				
83	1001	Cash	\$ 42,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in November		\$ 42,000.00
<u>Payable entries</u>				
84	3001	Current Year Reserv. for Appropriations.	\$ 3,415,893.60	
	3011	Current Year P.O. Outstanding		\$ 3,415,893.60
	3002	Prior Year Reserv. for Appropriations.		\$ 7,229.17

	3012	Prior Year P.O. Outstanding	\$	7,229.17	
		Purchase orders issued in November			
85	3011	Current Year P.O. Outstanding	\$	3,061,232.92	
	3021	Current Year Warrants Outstanding			\$ 3,061,232.92
	3012	Prior Year P.O. Outstanding	\$	154,675.44	
	3022	Prior Year Warrants Outstanding			\$ 154,675.44
		Checks issued in November			
86	3021	Current Year Warrants Outstanding	\$	3,040,592.08	
	1001	Cash			\$ 3,040,592.08
	3022	Prior Year Warrants Outstanding	\$	166,630.00	
	1001	Cash			\$ 166,630.00
		Checks cleared Bank in November			

Bank interest and fees

87	1001	Cash	\$	426.57	
	3602	Analysis fee	\$	230.52	
	3602	Interest Income			\$ 657.09
		Interest from GF Checking Acct less fees			
88	8000	Special Fund Cash			\$ 67.99
	8815	Analysis fee	\$	158.08	
	8815	Interest Income			\$ 90.09
		Interest from SF Checking Acct less fees			

Special funds

89	8000	Special Fund Cash	\$	58,984.18	
	8815	Fines			\$ 30,582.42
	8820	Copy			\$ 8,003.35
	8805	Gift/Lost Books			\$ 4,437.83
	8810	Prepaid Fees			\$ 21.62
	8832				\$ 81.36
	8855				\$ 4,500.00
	8810	Prepaid Fees			\$ 7,652.22
	8815		\$	7,652.22	
	8815	Credit card receipts, net			\$ 11,357.60
		Revenues of special funds received in November			
90	8000				\$ 98,120.06
	8815	Fines	\$	42,119.90	
	8820	Copy	\$	4,076.67	
	8805	Gift/Lost Books	\$	615.82	
	8900		\$	728.35	
	8832		\$	9,033.04	
	8839		\$	5,250.00	
	8841		\$	885.00	
	8844		\$	29,390.00	
	8854		\$	4,750.00	
	8876		\$	294.59	

8981	\$	12.60
8946	\$	914.93
8836	\$	49.16

Expenditures of special funds in November

Corrections, adjustments, and miscellaneous

91	1001	\$	0.50	
	3605			\$ 0.50

bank adjustment

Grand Total

\$ 13,659,766.97	\$ 13,659,766.97
\$	-

General Fund F.Y. 09-10

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
G-01627	O G & E	Electrical Services	5,146.61	5,146.61
G-01628	Oklahoma Natural Gas Co.	Gas Services	187.13	187.13
G-01629	City of Oklahoma City	Water & Garbage	161.54	161.54
G-01630	Brodart, Inc.	Supplies	8.87	8.87
G-01631	Locke Supply Co.	Maintenance of Facilities	13.30	13.30
G-01632	Tech-Lock	Maintenance of Facilities	153.00	153.00
G-01633	Demco	Supplies	1,925.00	1,925.00
G-01634	Standard Printing Co., Inc.	Supplies	404.25	404.25
G-01635	Weston Woods Accts Receivable	Materials	620.20	620.20
G-01636	Baker & Taylor Books	Materials	759.21	759.21
G-01637	Susie Beasley	Memberships	35.00	35.00
G-01638	Donna Morris	Telephone Services	50.00	50.00
G-01639	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01640	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-01641	Chester 'Jack' Kinzie, Jr.	Mileage	6.05	6.05
G-01642	Recorded Books, LLC	Materials	1,774.51	1,774.51
G-01643	Oklahoma Employment	Unemployment Compen.	11,490.68	11,490.68
G-01644	Instructional Video, Inc.	Materials	1,717.22	1,717.22
G-01645	Gale Group	Materials	2,358.76	2,358.76
G-01646	JoNita Normore	Mileage	12.10	12.10
G-01647	Light Bulb Supply Co., Inc.	Maintenance of Facilities	145.77	145.77
G-01648	Ergoguys.com	Computer Equipment	509.30	
		Computer Equipment	509.30	1,018.60
G-01649	Downtown College Consortium	Professional Services	95.00	95.00
G-01650	Dana Bickford	Professional Services	1,200.00	1,200.00
G-01651	Random House, Inc	Materials	7,515.95	7,515.95
G-01652	Brilliance Corporation	Materials	2,583.57	2,583.57
G-01653	Ingram Library Service	Materials	2,224.42	2,224.42
G-01654	Candace McDaniel	Supplies	47.27	47.27
G-01655	Summit Mailing Systems, Inc.	Rent of Equipment	270.00	
		Maintenance of Facilities	473.75	743.75
G-01656	Audio Editions	Materials	1,120.19	1,120.19
G-01657	OverDrive, Inc fka	Materials	6,489.89	6,489.89
G-01658	Neopost, Inc.	Postage	520.00	520.00
G-01659	Wade L. Spence	Security Services	162.50	162.50
G-01660	Metro Parking Garage	Parking & Transportation	2,070.00	2,070.00
G-01661	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00
G-01662	Ingram Library Service	Materials	2,672.00	2,672.00
G-01663	Voss Lighting	Maintenance of Facilities	140.20	140.20
G-01664	Frances V. Harbert	Programming Activities	64.66	64.66
G-01665	Town of Luther	Water & Garbage Services	44.25	44.25
G-01666	Barnes & Noble, Inc.	Materials	55.90	55.90
G-01667	Center Point Large Print	Materials	118.62	118.62
G-01668	Evans Hardware	Maintenance of Facilities	15.73	
		Maintenance of Facilities	23.66	
		Maintenance of Facilities	11.33	
		Maintenance of Facilities	10.16	
		Maintenance of Facilities	11.77	
		Maintenance of Facilities	26.48	
		Maintenance of Facilities	12.74	
		Maintenance of Facilities	19.96	
		Maintenance of Facilities	44.36	176.19

General Fund F.Y. 09-10

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
G-01669	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01670	Miguel A. Campos	Security Services	212.50	212.50
G-01671	Jurden Brown, Jr.	Security Services	162.50	162.50
G-01672	John Paull	Security Services	162.50	162.50
G-01673	Stanley Campbell	Security Services	125.00	125.00
G-01674	Pacer Fitness Center	Professional Services	4,282.00	4,282.00
G-01675	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	2,528.65	2,528.65
G-01676	Barbara J. Williams	Group Insurance	8.27	8.27
G-01677	Clarion Meridian Hotel	Professional Services	12,378.20	12,378.20
G-01678	Novalco, Inc	Maintenance of Facilities	165.00	165.00
G-01679	Kim Ventrella	Programming Activities	57.75	57.75
G-01680	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50
G-01681	City of Harrah	Water & Garbage Services	47.45	47.45
G-01682	Amazon/GE Money Bank	Supplies	75.48	
		Supplies	45.04	
		Supplies	61.05	
		Supplies	45.43	
		Supplies	29.00	256.00
G-01683	Crowe & Dunlevy	Professional Services	166.50	166.50
G-01684	City of Choctaw	Water & Garbage Services	478.73	478.73
G-01685	Office Depot Credit Plan	Supplies	41.61	
		Supplies	52.77	
		Supplies	35.42	129.80
G-01686	DailyAccess Corporation	Benefit Calculation	165.00	165.00
G-01687	Todd Olberding	Telephone Services	38.88	38.88
G-01688	Public Library Association	Professional Services	195.00	195.00
G-01689	Baker & Taylor Books	Materials	1,774.29	1,774.29
G-01690	Baker & Taylor Entertainment	Materials	1,971.86	1,971.86
G-01691	Walmart Community	Programming Activities	102.75	
		Programming Activities	437.51	
		Other Commodities	17.18	
		Supplies	3.97	561.41
G-01692	Dr. Max Price	Programming Activities	80.00	80.00
G-01693	Betty Scott	Mileage	6.60	6.60
G-01694	Allied Waste Services #060	Water & Garbage Services	754.25	754.25
G-01695	Papa John's Pizza	Programming Activities	79.00	79.00
G-01696	Robyn Poston	Programming Activities	95.00	95.00
G-01697	Lesli Jones	Library-Related Services	160.00	
		Library-Related Services	150.00	310.00
G-01698	Firetrol Protection Systems	Maintenance of Facilities	2,490.00	2,490.00
G-01699	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	755.00	
		Maintenance of Facilities	1,750.00	4,045.00
G-01700	Securitas Security USA, Inc.	Security Services	6,791.72	
		Security Services	6,500.54	13,292.26
G-01701	Baker & Taylor Books	Materials	1,866.16	
		Materials	1,196.07	
		Materials	1,591.34	
		Materials	1,018.64	
		Materials	3,089.43	
		Materials	3,739.21	
		Materials	5,187.18	

** Continued **

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Warrant Register

November 2009

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01701	Baker & Taylor Books	Materials	2,437.96
		Materials	5,331.22
		Materials	4,176.18
		Materials	1,488.06
		Materials	1,610.55
		Materials	2,150.86
		Materials	5,977.12
		Materials	4,075.44
		Materials	4,933.59
G-01703	Baker & Taylor Books	Materials	4,933.59
G-01704	COTPA	Parking & Transportation	1,514.16
		Parking & Transportation	838.32
		Parking & Transportation	2,241.81
		Telephone Services	39.64
G-01705	Dan Holman	Materials	303.84
G-01706	Baker & Taylor Entertainment	Supplies	2,752.47
G-01707	Provantage	Programming Activities	400.00
G-01708	Alexandra Brodt	Library-Related Services	175.00
G-01709	JobDig	Security Services	112.50
G-01710	Vernon L. Kriethe	Fixtures	525.00
G-01711	Egan Visual Inc.	Security Services	275.00
G-01712	Jason K. Saxon	Programming Activities	200.00
G-01713	Sarah Baker	Programming Activities	120.00
G-01714	Boe Toahty	Programming Activities	250.00
G-01715	Matthew Maggiacomo	Supplies	50.59
G-01716	Shoplet	Grp L-T Disab Ins Prm-NOV	5,175.59
G-01717	UNUM Life Insurance	Payroll Transmittal-Chks	39,462.31
G-01718	Bank of Oklahoma	Payroll Transmittal-Chks	18,948.41
		Payroll Transmittal-Chks	165.00
		Federal Withholding Tax	36,297.60
		Federal Withholding Tax	1,498.00
		State Withholding Tax	13,456.00
		State Withholding Tax	830.50
		Employee Cr Union Deducts	11,232.13
		Employee Cr Union Deducts	87.50
		Employee Deductions	415.56
		Workers Comp. Insurance	14,545.00
		Grp Life/AD&D Ins Prm-NOV	31,315.44
		Payroll Transmittal-DDep	224,925.43
		Payroll Transmittal-DDep	33,935.39
		Payroll Transmittal-DDep	990.00
		Employee Deductions	7,105.98
		Employee Deductions	469.29
		Employee Contrib -- DB PI	4,625.81
		Employee Flexplan Deposit	23,573.40
		Employee Soc/Sec Deposits	23,770.01
		Employee Soc/Sec Deposits	3,712.61
		Employee Medicare Deposit	5,582.30
		Employee Medicare Deposit	868.27
		Employer Soc/Sec Deposits	27,482.42
		Employer Medicare Deposit	6,450.54
		Employee Contrib -- DC PI	13,116.36
G-01731	MassMutual Financial Group		
	** Continued **		

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Warrant Register

November 2009

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01731	MassMutual Financial Group	Employer Contrib -- DC PI	23,873.50	36,989.86
G-01732	Love, Beal & Nixon, P.C.	Employee Deductions	399.89	399.89
G-01733	Vision Service Plan of	Grp Vision Insurance-Nov.	2,406.14	2,406.14
G-01734	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-NOV	105,118.26	105,118.26
G-01735	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-01736	Randall's Fudge	Employee Deductions	78.49	78.49
G-01737	Administrative Systems, Inc.	Employee Deductions	1,076.38	1,076.38
G-01738	UNUM Life Insurance	Employee Deductions	1,444.60	
		Employee Deductions	34.00	
		Grp LTC Insurance - Nov.	1,609.60	3,088.20
G-01739	O G & E	Electrical Services	296.98	296.98
G-01740	Oklahoma Natural Gas Co.	Gas Services	270.56	
		Gas Services	154.52	
		Gas Services	610.97	1,036.05
G-01741	City of Oklahoma City	Water & Garbage	380.61	
		Water & Garbage	305.99	686.60
G-01742	City of the Village	Water & Garbage	82.97	82.97
G-01743	Locke Supply Co.	Maintenance of Facilities	5.42	5.42
G-01744	Eales Electronics Corp.	Maintenance of Facilities	70.00	70.00
G-01745	Gaylord Bros.	Supplies	867.36	
		Supplies	59.62	926.98
G-01746	Highsmith Co., Inc.	Supplies	44.94	
		Supplies	9.04	53.98
G-01747	Journey House Travel, Inc.	Tavel Expenses	368.90	
		Travel Expenses	458.90	827.80
G-01748	Oklahoma Library Association	Professional Services	60.00	60.00
G-01749	Edmond Chamber of Commerce	Memberships	298.00	298.00
G-01750	Susie Beasley	Travel Expenses	12.00	
		Professional Services	25.00	37.00
G-01751	Donna Morris	Telephone Services	50.00	50.00
G-01752	Spence & Associates, Inc	Library-Related Services	675.00	675.00
G-01753	Charles S. Isaacs	Telephone Services	35.00	
		Mileage	111.93	146.93
G-01754	ALA Membership CSC	Memberships	159.00	159.00
G-01755	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01756	Keystone Tape & Label, Inc.	Printing	365.67	365.67
G-01757	FedEx	Postage	6.48	6.48
G-01758	Johnstone Supply	Maintenance of Facilities	4.73	4.73
G-01759	Eureka Water Co.	Ralph Ellison Relocation	25.80	25.80
G-01760	Instructional Video, Inc.	Materials	3,863.46	3,863.46
G-01761	Journal Record Publishing	Library-Related Services	750.00	750.00
G-01762	Films for the Humanities	Materials	181.85	181.85
G-01763	Denyvetta Davis	Mileage	325.47	325.47
G-01764	DVA, Inc	Materials	179.92	179.92
G-01765	Anne G. Fischer	Mileage	52.53	
		Telephone Services	50.00	102.53
G-01766	U.S. Postmaster	Postage	56.00	56.00
G-01767	Nancy Lytle	Mileage	8.98	8.98
G-01768	Janet Brooks	Mileage	169.82	169.82
G-01769	Great American Glass & Tinting	Maintenance of Facilities	590.00	590.00
G-01770	INTEGRIS Corporate Assistance	Group Insurance	892.00	892.00

General Fund F.Y. 09-10

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
G-01771	The Oil & Gas Directory	Materials	270.00	270.00
G-01772	Jonathan Willis	Mileage	6.60	6.60
G-01773	Diane Sarantakos	Mileage	111.65	111.65
G-01774	IPMA-HR	Professional Services	125.00	125.00
G-01775	Linda Hyams	Mileage	101.75	101.75
G-01776	Kristin Williamson	Programming Activities	59.56	59.56
G-01777	Oklahoma Dept. of Libraries	Professional Services	40.00	
		Professional Services	40.00	80.00
G-01778	Cheryll Jones	Programming Activities	89.36	89.36
G-01779	5th Street Garage	Parking	32.29	32.29
G-01780	A T & T Mobility	Telephone Services	87.32	87.32
G-01781	Scott's Printing & Copying	Printing	560.94	560.94
G-01782	Karen L. Litteral	Mileage	7.18	7.18
G-01783	R. R. Bowker	Network Catalog Services	1,485.74	1,485.74
G-01784	Phyllis Davidson	Mileage	14.71	14.71
G-01785	Julia Ballou	Mileage	17.60	17.60
G-01786	Larry G. Johnson	Parking	108.38	108.38
G-01787	OverDrive, Inc fka	Materials	969.25	969.25
G-01788	Hannelore A. Chan	Programming Activities	105.00	105.00
G-01789	Victoria Dixon	Parking	108.38	108.38
G-01790	JoNita White	Mileage	84.70	84.70
G-01791	Oklahoma City Zoo Educ. Dept.	Programming Activities	100.00	100.00
G-01792	Matthew Cotter	Mileage	18.15	18.15
G-01793	Specialty Roll Products	Supplies	739.20	739.20
G-01794	Oklahoma Secretary of State	Library-Related Services	10.00	10.00
G-01795	Voss Lighting	Maintenance of Facilities	625.00	625.00
G-01796	Perry Publishing Co.	Subscriptions	20.00	20.00
G-01797	Barnes & Noble, Inc.	Periodicals	2,545.87	2,545.87
G-01798	Dana Phillips	Parking	108.38	
		Mileage	12.65	121.03
G-01799	Kay L. Bauman	Parking	108.38	108.38
G-01800	Landon Holman	Mileage	70.40	70.40
G-01801	Anita Roesler	Mileage	62.15	62.15
G-01802	Jimmy Welch	Telephone Services	50.00	50.00
G-01803	Evans Hardware	Maintenance of Facilities	12.47	
		Maintenance of Facilities	60.47	
		Maintenance of Facilities	66.93	139.87
G-01804	Jim Austin Sales	Maintenance of Facilities	15.00	15.00
G-01805	Southwest Paper - OKC	Maintenance Supplies	204.85	204.85
G-01806	Kimberly Edwards	Programming Activities	63.74	
		Programming Activities	147.21	210.95
G-01807	Ruby Soutiere	Mileage	23.72	23.72
G-01808	Aaron Killough	Travel Expenses	83.60	83.60
G-01809	Envisionware	Automation Contractual	5,867.05	5,867.05
G-01810	Kim Ventrella	Mileage	33.55	33.55
G-01811	Sally Gray	Mileage	7.04	7.04
G-01812	Clyde Herrod	Travel Expenses	70.40	70.40
G-01813	Amazon/GE Money Bank	Programming Supplies	48.50	
		Supplies	128.99	177.49
G-01814	C. L. Frates & Co.	Library Related Services	30.00	30.00
G-01815	Public Library Association	Professional Services	195.00	
		Professional Services	290.00	

** Continued **

General Fund F.Y. 09-10

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01815	Public Library Association	Professional Services	195.00	680.00
G-01816	Baker & Taylor Books	Materials	1,725.99	1,725.99
G-01817	KFOR-TV	Library-Related Services	3,600.00	3,600.00
G-01818	Cheryl Pernell	Parking	108.38	
		Mileage	4.79	113.17
G-01819	Linda Holmberg	Mileage	3.91	3.91
G-01820	Walmart Community	Programming Activities	218.54	
		Other Commodities	42.39	260.93
G-01821	Dr. Max Price	Programming Activities	80.00	80.00
G-01822	Evelyn Carol Gilbert	Mileage	47.14	47.14
G-01823	Pamela Buchanan	Mileage	54.45	
		Telephone Services	35.00	89.45
G-01824	Teaching Company	Materials	269.85	269.85
G-01825	Shirley Wolf	Mileage	15.28	15.28
G-01826	Matthew Price	Programming Activities	50.00	50.00
G-01827	Robyn Poston	Programming Activities	95.00	95.00
G-01828	Star Lighting	Maintenance of Facilities	112.64	
		Maintenance of Facilities	54.01	
		Maintenance of Facilities	19.96	
		Maintenance of Facilities	69.98	
		Maintenance of Facilities	121.91	378.50
G-01829	John Utley	Mileage	41.80	
		Telephone Services	35.00	76.80
G-01830	Cintas Corp.	Maintenance of Facilities	502.88	502.88
G-01831	Susan H. Wood	Programming Activities	125.00	125.00
G-01832	Cynthia Daniel Wolf	Programming Activities	150.00	150.00
G-01833	Firetrol Protection Systems	Maintenance of Facilities	911.25	
		Maintenance of Facilities	372.50	
		Maintenance of Facilities	79.00	
		Maintenance of Facilities	243.75	1,606.50
G-01834	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-01835	Securitas Security USA, Inc.	Security Services	6,674.57	6,674.57
G-01836	Baker & Taylor Books	Materials	2,132.81	
		Materials	1,212.76	
		Materials	2,355.25	
		Materials	3,036.76	
		Materials	5,260.84	
		Materials	9,293.77	
		Materials	4,293.26	27,585.45
G-01837	Baker & Taylor Books	Materials	1,676.30	
		Materials	1,265.86	
		Materials	6,181.97	
		Materials	1,438.40	10,562.53
G-01838	Baker & Taylor Books	Materials	1,384.27	1,384.27
G-01839	Emily Williams	Mileage	30.09	30.09
G-01840	Mary Lynn Stephens	Mileage	9.02	9.02
G-01841	Sabre Technologies	Supplies	8,000.00	8,000.00
G-01842	Lisa Bradley	Parking	108.38	108.38
G-01843	Sarkeys Foundation	Professional Services	200.00	200.00
G-01844	Stacy Schrank	Parking	108.38	108.38
G-01845	Dan Holman	Mileage	46.20	46.20

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G-01846	H I S Paints	Maintenance of Facilities	9.81	9.81
G-01847	Baker & Taylor Entertainment	Materials	3,744.50	3,744.50
G-01848	R. Justin Herwig	Mileage	48.40	48.40
G-01849	Sheldon Beach	Mileage	14.58	14.58
G-01850	Tyler Outdoor Advertising, LLC	Library-Related Services	4,240.00	4,240.00
G-01851	Thomas B. Horne	Rent of Facility	4,437.33	4,437.33
G-01852	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-01853	Suzette V. Felton	Mileage	32.73	32.73
G-01854	Jessica Minter	Mileage	4.77	4.77
G-01855	Darin R. Smith	Transportation	40.00	40.00
G-01856	Chris Kennedy	Mileage	69.85	69.85
G-01857	Brittany Barber	Travel Expenses	92.95	92.95
G-01858	Donna Hilton	Programming Activities	216.00	216.00
G-01859	Shoplet	Furniture	209.51	
		Maintenance Supplies	60.60	270.11
G-01860	Kathy C. Brown	Programming Activities	175.00	175.00
G-01861	Thomas Peter Fletcher	Programming Activities	400.00	400.00
G-01862	Metropolitan Library System	Professional Services	212.45	
		Memberships	35.00	
		Postage	8.80	
		Supplies	86.96	
		Programming Activities	163.47	
		Programming Activities	108.37	
		Other Commodities	47.27	662.32
G-01863	City of Midwest City, Inc.	Water & Garbage Services	397.16	397.16
G-01864	O G & E	Electrical Services	9,057.97	9,057.97
G-01865	Oklahoma Natural Gas Co.	Gas Services	627.43	
		Gas Services	82.53	709.96
G-01866	City of Oklahoma City	Water & Garbage	314.24	314.24
G-01867	Brodart, Inc.	Supplies	18.94	18.94
G-01868	Southwestern Stationers, Inc.	Supplies	26.36	
		Supplies	20.88	
		Supplies	13.77	
		Supplies	3,468.15	3,529.16
G-01869	Locke Supply Co.	Maintenance of Facilities	54.62	
		Maintenance of Facilities	21.56	76.18
G-01870	Demco	Fixtures	376.50	
		Equipment/Supplies	1,721.11	
		Supplies	57.53	
		Programming Supplies	73.20	
		Supplies	33.90	
		Supplies	44.44	2,306.68
G-01871	Highsmith Co., Inc.	Programming Supplies	86.51	
		Supplies	50.85	137.36
G-01872	Journey House Travel, Inc.	Travel Expenses	403.90	403.90
G-01873	Journal Record Publishing	Subscriptions	179.00	179.00
G-01874	Hewlett-Packard Co.	Automation Contractual	6,750.35	6,750.35
G-01875	City of Edmond	Electrical Services	2,693.99	2,693.99
G-01876	Alma L. Brown	Programming Activities	42.34	42.34
G-01877	Laurie F. Mack-Clark	Group Insurance	33.90	33.90
G-01878	Frank Ray	Parking	108.38	108.38
G-01879	Oklahoma Historical Society	Materials	57.51	57.51

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Number	Vendor/Payee	Purpose		Amount
G-01880	Baker & Taylor Books	Materials	2,068.76	2,068.76
G-01881	U.S. Postal Service	Postage	185.00	185.00
G-01882	Spence & Associates, Inc	Library-Related Services	2,630.00	
		Library-Related Services	450.00	3,080.00
G-01883	H.W. Wilson Company Lockbox	Materials	598.50	598.50
G-01884	Standard & Poor's	Materials	12,071.30	12,071.30
G-01885	Regina Wolfinger	Mileage	17.05	17.05
G-01886	Recorded Books, LLC	Materials	2,044.55	2,044.55
G-01887	U.S. Postmaster	Postage	49.62	49.62
G-01888	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	8,005.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	4,325.00	
		Janitorial Services	2,930.00	
		Janitorial Services	390.00	33,564.00
G-01889	Instructional Video, Inc.	Materials	1,965.34	1,965.34
G-01890	Journal Record Publishing	Library-Related Services	550.00	550.00
G-01891	Gale Group	Materials	1,723.12	1,723.12
G-01892	Ann Aliotta	Mileage	22.00	22.00
G-01893	Live Oak Media	Materials	531.52	531.52
G-01894	Custom Trailer Sales, Inc.	Maintenance of Facilities	18.95	18.95
G-01895	Friday	Subscriptions	25.00	25.00
G-01896	Library Video Co.	Materials	106.70	106.70
G-01897	School of Metaphysics	Programming Activities	50.00	50.00
G-01898	Morningstar	Materials	165.00	165.00
G-01899	Teen Ink	Library-Related Services	189.00	189.00
G-01900	Diane Sarantakos	Travel Expenses	271.78	271.78
G-01901	Random House, Inc	Materials	2,359.75	2,359.75
G-01902	Scott's Printing & Copying	Printing	214.00	
		Printing	928.07	1,142.07
G-01903	Brilliance Corporation	Materials	484.95	484.95
G-01904	Ingram Library Service	Materials	928.49	928.49
G-01905	R. R. Bowker	Materials	513.00	513.00
G-01906	Julia Ballou	Supplies	71.46	71.46
G-01907	Walker Companies	Supplies	10.95	
		Supplies	30.00	
		Supplies	25.45	66.40
G-01908	Audio Editions	Materials	832.73	832.73
G-01909	Lynda G. Bahr	Mileage	153.79	153.79
G-01910	Fuelman	Gasoline	2,241.29	
		Vehicle Parts & Repairs	83.48	2,324.77
G-01911	DWe Williams	Programming Activities	3,000.00	3,000.00
G-01912	Perfection Truck Parts&Equip.	Maintenance of Facilities	1,510.26	1,510.26
G-01913	Ginger Waldrip	Programming Activities	100.00	100.00
G-01914	AV Cafe Inc	Materials	115.14	115.14
G-01915	Ingram Library Service	Materials	423.07	423.07
G-01916	Oklahoma Secretary of State	Library Related Service	10.00	10.00
G-01917	Frances V. Harbert	Mileage	52.42	52.42
G-01918	Deli Partners of Little Rock	Professional Services	291.80	291.80
G-01919	Jimmy Welch	Mileage	23.43	23.43

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Number	Vendor/Payee	Purpose		Amount
G-01920	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01921	John Mark Dawson	Security Services	300.00	300.00
G-01922	Miguel A. Campos	Security Services	212.50	212.50
G-01923	Jurden Brown, Jr.	Security Services	600.00	600.00
G-01924	Jerry O'Hare	Mileage	19.25	19.25
G-01925	John Paull	Security Services	162.50	162.50
G-01926	Stanley Campbell	Security Services	212.50	212.50
G-01927	Briefings Media Group	Professional Services	369.00	369.00
G-01928	Steve Crawford	Programming Activities	200.00	200.00
G-01929	Kelley Riha	Mileage	153.45	153.45
G-01930	BBC Audiobooks America	Materials	269.37	269.37
G-01931	Novalco, Inc	Maintenance of Facilities	105.00	105.00
G-01932	City of Edmond	Water & Garbage Services	356.75	356.75
G-01933	ULINE	Supplies	48.69	48.69
G-01934	SignTec	Capital Projects	10,604.84	10,604.84
G-01935	Oklahoma Press Service	Library-Related Services	199.08	199.08
G-01936	Teresa Goggins	Parking	108.38	108.38
G-01937	Fariba Williams	Mileage	33.00	33.00
G-01938	C. L. Frates & Co.	Library-Related Services	30.00	30.00
G-01939	Office Depot Credit Plan	Furniture	299.97	
		Supplies	72.95	
		Supplies	49.96	422.88
G-01940	CPI Office Products	Supplies	59.95	
		Supplies	47.94	107.89
G-01941	Producers Playhouse	Library-Related Services	75.00	75.00
G-01942	Ann Meeks	Mileage	29.98	29.98
G-01943	Baker & Taylor Books	Materials	4,857.37	4,857.37
G-01944	Cox Communications, Inc.	Telephone Services	2,303.62	
		Telephone Services	1,488.23	3,791.85
G-01945	Baker & Taylor Entertainment	Materials	2,214.57	
		Materials	250.64	2,465.21
G-01946	Walmart Community	Programming Activities	38.87	
		Professional Services	49.21	
		Supplies	84.56	172.64
G-01947	LaWana D. Morgan	Mileage	7.70	7.70
G-01948	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-01949	Preston Bell	Transportation	40.00	40.00
G-01950	Risa White	Mileage	14.44	14.44
G-01951	Thomas P. Gallagher	Transportation	20.00	20.00
G-01952	Donna Morris	Parking & Transportation	450.00	450.00
G-01953	Marquis Who's Who	Materials	1,926.00	1,926.00
G-01954	Star Lighting	Maintenance of Facilities	20.00	
		Maintenance of Facilities	1.38	
		Maintenance of Facilities	89.70	111.08
G-01955	Cintas Corp.	Maintenance of Facilities	1,303.26	1,303.26
G-01956	Susan H. Wood	Programing Activities	380.00	380.00
G-01957	Lesli Jones	Library-Related Services	65.00	
		Library-Related Services	185.00	250.00
G-01958	Worth Hydrochem of Oklahoma	Maintenance of Facilities	95.00	
		Maintenance of Facilities	227.00	322.00
G-01959	Cox Communications, Inc.	Telephone Service	2,559.64	2,559.64
G-01960	Securitas Security USA, Inc.	Security Services	6,939.19	6,939.19

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G-01961	Baker & Taylor Books	Materials	740.39
		Materials	1,090.72
		Materials	1,620.48
		Materials	1,689.39
		Materials	5,535.83
		Materials	5,266.36
		Materials	4,826.12
		Materials	3,345.72
		Materials	5,580.39
G-01962	Baker & Taylor Books	Materials	1,378.23
		Materials	4,316.84
		Materials	4,002.50
		Materials	6,705.90
G-01963	Baker & Taylor Books	Materials	4,124.74
G-01964	Kone Inc	Maintenance of Facilities	975.00
G-01965	Mary Lynn Stephens	Mileage	21.45
G-01966	Erika Sterling	Maintenance of Facilities	120.00
G-01967	Trigen-OKC Energy Corporation	Energy Services	14,613.68
G-01968	McBride Clinic, Inc.	Professional Services	30.00
G-01969	Stacy Schrank	Professional Services	53.65
G-01970	Joshua Pershica	Security Services	112.50
G-01971	Baker & Taylor Entertainment	Materials	284.52
G-01972	Provantage	Supplies	1,877.40
G-01973	JobDig	Library-Related Services	175.00
G-01974	Vernon L. Kriethe	Security Services	112.50
G-01975	Regina Fields	Mileage	11.00
G-01976	Casey Samuel Friedman	Programming Activities	700.00
G-01977	Lindsay Jones Egle	Mileage	28.33
		Programming	52.46
G-01978	Jason K. Saxon	Security Services	162.50
G-01979	Strategic Government Resources	Professional Services	733.65
G-01980	Shopleet	Supplies	117.86
G-01981	Bank of Oklahoma	Payroll Transmittal-Chks	42,100.20
		Payroll Transmittal-Chks	18,999.65
G-01982	Bank of Oklahoma	Federal Withholding Tax	38,713.60
		Federal Withholding Tax	1,673.00
G-01983	Oklahoma Tax Commission	State Withholding Tax	14,273.00
		State Withholding Tax	884.50
G-01984	Mun. Employees Credit Union	Employee Cr Union Deducts	11,566.13
		Employee Cr Union Deducts	87.50
G-01985	United Way of Central Oklahoma	Employee Deductions	415.56
G-01986	Bank of America	Payroll Transmittal-DDep	237,145.82
		Payroll Transmittal-DDep	35,216.05
G-01987	Nationwide Retirement Solution	Employee Deductions	7,145.98
G-01988	Transamerica Worksite Mrktg.	Employee Deductions	468.07
G-01989	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,705.25
G-01990	Bank of Oklahoma	Employee Flexplan Deposit	11,347.65
G-01991	Bank of Oklahoma	Employee Soc/Sec Deposits	24,576.37
		Employee Soc/Sec Deposits	3,817.29
		Employee Medicare Deposit	5,905.65
		Employee Medicare Deposit	892.77
		Employer Soc/Sec Deposits	28,393.80

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01991	Bank of Oklahoma	Employer Medicare Deposit	6,798.36	70,384.24
G-01992	MassMutual Financial Group	Employee Contrib -- DC PI	13,267.21	
		Employer Contrib -- DC PI	24,128.29	37,395.50
G-01993	Love, Beal & Nixon, P.C.	Employee Deductions	395.42	395.42
G-01994	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-01995	Randall's Fudge	Employee Deductions	78.49	78.49
G-01996	Administrative Systems, Inc.	Employee Deductions	1,096.22	1,096.22
G-01997	City of Del City	Rent of Library Buildings	400.00	400.00
G-01998	O G & E	Electrical Services	2,073.89	2,073.89
G-01999	Oklahoma Natural Gas Co.	Gas Services	50.08	
		Gas Services	335.64	
		Gas Services	183.07	
		Gas Services	40.66	609.45
G-02000	City of Bethany	Water & Garbage	124.20	124.20
G-02001	City of Oklahoma City	Water & Garbage	665.40	
		Water & Garbage	323.01	988.41
G-02002	Brodart, Inc.	Furniture	3,016.25	
		Supplies	672.00	3,688.25
G-02003	EBSCO Subscription Services	Subscriptions	37,146.49	
		Subscriptions	21,235.71	
		Subscriptions	19,336.04	
		Subscriptions	14,446.76	
		Subscriptions	8,012.34	
		Subscriptions	5,052.00	
		Subscriptions	1,041.88	
		Subscriptions	1,613.77	
		Materials	18,777.00	126,661.99
G-02004	Gaylord Bros.	Equipment	755.38	
		Supplies	65.13	820.51
G-02005	Gale Research	Materials	200.00	200.00
G-02006	Highsmith Co., Inc.	Supplies	50.54	50.54
G-02007	City of Warr Acres	Water & Garbage Services	54.00	54.00
G-02008	Standard Printing Co., Inc.	Supplies	475.00	475.00
G-02009	Baker & Taylor Books	Materials	5,370.30	5,370.30
G-02010	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02011	Standard & Poor's	Materials	3,732.90	3,732.90
G-02012	Facts On File, Inc.	Materials	13,030.80	13,030.80
G-02013	CCH Incorporated	Materials	94.15	94.15
G-02014	Recorded Books, LLC	Materials	2,002.42	2,002.42
G-02015	Gale Group	Materials	1,716.72	1,716.72
G-02016	Hunter's Battery Warehouse	Maintenance of Facilities	21.90	21.90
G-02017	Staples Business Advantage	Supplies	46.10	46.10
G-02018	Baudville	Supplies	152.20	152.20
G-02019	Hal Leonard Corporation	Materials	437.92	437.92
G-02020	Library Video Co.	Materials	411.15	411.15
G-02021	Priscilla Doss	Memberships	35.00	35.00
G-02022	Full Circle Bookstore	Materials	23.92	23.92
G-02023	Taylor & Francis/Routledge	Materials	975.74	975.74
G-02024	Debbie Langston	Programming Activities	60.00	60.00
G-02025	Jonathan Willis	Telephone Services	35.00	35.00
G-02026	Metrocall Wireless	Telephone Services	74.96	74.96

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Number	Vendor/Payee	Purpose		Amount
G-02027	Oklahoma City Employment Guide	Library-Related Services	600.00	600.00
G-02028	Blackstone Audio Books	Materials	225.00	225.00
G-02029	Random House, Inc	Materials	5,941.00	5,941.00
G-02030	Brilliance Corporation	Materials	714.79	714.79
G-02031	Oklahoma Dept. of Commerce	Materials	1,100.00	1,100.00
G-02032	Filtration Services Group, LLC	Maintenance of Facilities	214.78	
		Maintenance of Facilities	94.46	
		Maintenance of Facilities	35.28	
		Maintenance of Facilities	109.60	454.12
G-02033	Ingram Library Service	Materials	1,154.35	1,154.35
G-02034	Dana Morrow	Mileage	83.88	
		Other Commodities	338.72	422.60
G-02035	Summit Mailing Systems, Inc.	Postage	494.95	494.95
G-02036	Audio Editions	Materials	2,064.90	2,064.90
G-02037	OverDrive, Inc fka	Materials	7,180.59	7,180.59
G-02038	Wade L. Spence	Security Services	212.50	212.50
G-02039	Metro Parking Garage	Parking & Transportation	2,070.00	
		Parking & Transportation	90.00	2,160.00
G-02040	Scovil & Sides Hardware Co.	Maintenance of Facilities	300.00	
		Maintenance of Facilities	2,986.00	
		Maintenance of Facilities	225.00	3,511.00
G-02041	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-02042	Evans Enterprises Inc-OKC	Maintenance of Facilities	281.00	281.00
G-02043	AV Cafe Inc	Materials	293.43	293.43
G-02044	Ingram Library Service	Materials	141.60	141.60
G-02045	Center Point Large Print	Materials	932.25	932.25
G-02046	J & B Graphics	Maintenance of Facilities	120.00	120.00
G-02047	Evans Hardware	Maintenance of Facilities	21.94	
		Maintenance of Facilities	66.90	
		Maintenance of Facilities	6.73	95.57
G-02048	Jeffrey J. Crawford	Security Services	325.00	325.00
G-02049	Debbie Robertus	Memberships	35.00	35.00
G-02050	Jim Austin Sales	Maintenance of Facilities	29.00	29.00
G-02051	Miguel A. Campos	Security Services	212.50	212.50
G-02052	Jurden Brown, Jr.	Security Services	487.50	487.50
G-02053	John Paull	Security Services	325.00	325.00
G-02054	American Benefit Systems, Inc.	Professional Services	1,050.00	1,050.00
G-02055	ProQuest	Materials	15,750.00	15,750.00
G-02056	Bank of America	Library-Related Services	192.37	192.37
G-02057	Sharon A. Nolan	Programming Activities	421.47	421.47
G-02058	Oklahoma Center for Nonprofits	Professional Services	40.00	40.00
G-02059	Aaron Killough	Mileage	99.55	99.55
G-02060	OK State Dept. of Education	Books & Materials	17.52	17.52
G-02061	Metro Library Sys Pension Trst	Retirement Contribution	1,012,622.00	1,012,622.00
G-02062	Dowell Parking Center	Parking & Transportation	387.00	387.00
G-02063	BBC Audiobooks America	Materials	158.33	158.33
G-02064	Garcia S Tarver Jr	Programming Activities	400.00	400.00
G-02065	Meyer, Scherer & Rockcastle, Lt	Professional Services	1,358.50	1,358.50
G-02066	Kim Ventrella	Programming Activities	117.76	117.76
G-02067	Carol L. Roberts	Mileage	46.20	46.20
G-02068	Alliance Personnel Service LLC	Salaries	46.40	46.40
G-02069	Darlene S. Browsers	Supplies	58.44	58.44

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Number	Vendor/Payee	Purpose		Amount
G-02070	Oklahoma Press Service	Materials	165.00	165.00
G-02071	John Wood	Telephone Services	50.00	50.00
G-02072	DailyAccess Corporation	Professional Services	330.00	330.00
G-02073	CPI Office Products	Supplies	107.98	107.98
G-02074	Alice Murphy	Supplies	24.00	24.00
G-02075	Baker & Taylor Books	Materials	3,373.55	3,373.55
G-02076	Commercial Card Solutions	Registration	60.00	
		Supplies	227.28	
		Programming Supplies	81.89	
		Equipment	708.96	
		Supplies	178.90	
		Furniture	1,014.90	
		Professional Services	12.00	2,283.93
G-02077	International School Services	Books & Materials	260.00	260.00
G-02078	Baker & Taylor Entertainment	Materials	2,169.59	
		Materials	6,667.08	
		Materials	53.97	8,890.64
G-02079	Manpower, Inc.	Salaries	123.20	123.20
G-02080	Walmart Community	Programming Activities	192.93	
		Books & Materials	2.28	195.21
G-02081	Commercial Card Solutions	Books & Materials	750.27	
		Books & Materials	1,259.33	
		Books & Materials	1,386.13	3,395.73
G-02082	Kimberly A Terry	Library-Related Services	149.50	149.50
G-02083	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00	15.00
G-02084	Jennifer R. Jones	Mileage	44.28	
		Mileage	5.50	49.78
G-02085	Robyn Poston	Programming Activities	120.00	120.00
G-02086	Securitas Security USA, Inc.	Security Services	6,812.79	
		Security Services	6,841.90	13,654.69
G-02087	Baker & Taylor Books	Materials	1,753.65	
		Materials	1,775.22	
		Materials	5,410.90	
		Materials	6,949.74	
		Materials	2,602.60	
		Materials	10,922.47	
		Materials	926.65	30,341.23
G-02088	Baker & Taylor Books	Materials	313.09	
		Materials	2,113.74	
		Materials	740.42	3,167.25
G-02089	Baker & Taylor Books	Materials	1,062.27	1,062.27
G-02090	Mickey Sherman	Programming	160.07	160.07
G-02091	Cooper Bros., Inc.	Capital Projects	1,385.00	1,385.00
G-02092	Sabre Technologies	Supplies	4,215.00	
		Supplies	3,530.00	7,745.00
G-02093	Smart Technologies	Capital Projects	2,026.50	
		Automation Contractual	305.00	2,331.50
G-02094	Baker & Taylor Entertainment	Materials	6,637.63	6,637.63
G-02095	Eide Bailly LLP	Professional Services	4,600.00	4,600.00
G-02096	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-02097	En Pointe Technologies	Software	5,694.00	5,694.00
G-02098	Vernon L. Kriethe	Security Services	112.50	112.50

General Fund F.Y. 09-10

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
G-02099	Jason K. Saxon	Security Services	162.50	162.50
G-02100	Jamar Rahming	Mileage	45.65	45.65
G-02101	Boe Toahty	Programming Activities	180.00	180.00
G-02102	Comfort Inn @ Founders Towers	Programming Activities	1,020.00	1,020.00
G-02103	Gay M. Snyder	Programming Activities	300.00	300.00
G-02104	Shoplet	Supplies	52.96	52.96
G-02105	Metro Parking Garage	Parking & Transportation	32.50	32.50
Total of FY 09-10 Warrants Issued				\$ 3,062,210.82

General Fund F.Y. 08-09

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
G-05764	Bob Howard Downtown Ford	Vehicle	16,740.00	16,740.00
G-05765	Ingram Library Service	Materials	14.73	14.73
G-05766	Cox Media Oklahoma City	Library-Related Services	6,729.00	6,729.00
G-05767	Baker & Taylor Books	Materials	55.35	55.35
G-05768	Baker & Taylor Books	Materials	134.71	134.71
G-05769	CompSource Oklahoma	Workers' Comp Insurance	219.00	219.00
G-05770	Spaces, Inc.	Furniture	28,368.14	
		Furniture	12,277.31	
		Furniture	4,570.34	
		Furniture	3,660.55	
		Furniture	1,045.87	
		Furniture	2,211.30	
		Furniture	2,203.85	
		Furniture	2,145.20	
		Furniture	3,723.38	60,205.94
G-05771	Baker & Taylor Books	Materials	10.68	10.68
G-05772	Baker & Taylor Books	Materials	80.75	80.75
G-05773	Smart Technologies	Construction	6,468.80	6,468.80
G-05774	OverDrive, Inc fka	Materials	2,667.64	2,667.64
G-05775	Ingram Library Service	Materials	49.76	49.76
G-05776	Performance Painting Co.	Ralph Ellison Relocation	320.00	320.00
G-05777	Baker & Taylor Books	Materials	96.90	96.90
G-05778	Baker & Taylor Entertainment	Materials	14.23	14.23
G-05779	J.L. Walker Construction	Construction	56,574.90	56,574.90
G-05780	Cox Media Oklahoma City	Printing	8,191.00	8,191.00
Total of FY 08-09 Warrants Issued				\$ 158,573.39

Special Funds

Warrant Register

November 2009

Number	Vendor/Payee	Purpose		Amount
S-15089	Candace McDaniel	Special Events	84.10	84.10
S-15090	Dana Morrow	Programming	94.29	94.29
S-15091	Jeremy Abraham	Lost & Paid Book Returned	3.00	3.00
S-15092	Janie C. Pipes	Lost & Paid Book Returned	10.20	10.20
S-15093	Melissa D. Wolf	Lost & Paid Book Returned	3.00	3.00
S-15094	Nicole R. Carpenter	Lost & Paid Book Returned	3.00	3.00
S-15095	The Field Library	Interlibrary Loan Fees	14.95	14.95
S-15096	Amber H. Tran	Lost & Paid Book Returned	11.95	11.95
S-15097	Alkek Library	Interlibrary Loan Fees	93.00	93.00
S-15098	Public Library of Enid &	Interlibrary Loan Fees	25.00	25.00
S-15099	University of Central Oklahoma	Interlibrary Loan Fees	30.00	30.00
S-15100	Amarillo Public Library	Interlibrary Loan Fees	33.95	33.95
S-15101	Sharon A. Nolan	Lost & Paid Book Returned	13.50	13.50
S-15102	Tulsa City/County Library	Interlibrary Loan Fees	40.00	40.00
S-15103	Houston Public Library	Interlibrary Loan Fees	47.90	47.90
S-15104	Barbara J. Wagner	Lost & Paid Book Returned	20.10	20.10
S-15105	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	201.17	
		Copier Maintenance	159.34	
		Copier Maintenance	69.94	
		Copier Maintenance	50.23	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-15106	Standley Systems	Equipment	2,047.50	2,047.50
S-15107	Candace McDaniel	Staff Recognition Dinner	279.27	279.27
S-15108	Rahim Alhaj	Programming	5,250.00	5,250.00
S-15109	Brian Frejo	Programming	750.00	750.00
S-15110	Westquip, Inc	Equipment	25,045.00	
		Equipment	4,345.00	29,390.00
S-15111	Rahim Alhaj	Programming	4,750.00	4,750.00
S-15112	Baker & Taylor Books	Materials	294.59	294.59
S-15113	Ingram Library Service	Materials	12.60	12.60
S-15114	Pam M. Wagner	Lost & Paid Book Returned	3.00	3.00
S-15115	Ginger Adair	Lost & Paid Book Returned	22.60	22.60
S-15116	Christa E. Smith	Lost & Paid Book Returned	3.85	3.85
S-15117	Renea E. Belcher	Lost & Paid Book Returned	3.95	3.95
S-15118	Sylvia L. Effinger	Lost & Paid Book Returned	3.00	3.00
S-15119	Miranda B. Combs	Lost & Paid Book Returned	14.55	14.55
S-15120	Brenda L. Caskey	Lost & Paid Book Returned	12.90	12.90
S-15121	Laura E. Henry	Lost & Paid Book Returned	3.00	3.00
S-15122	Sharon A. Nolan	Lost & Paid Book Returned	24.95	24.95
S-15123	Nancy A. Scaff	Lost & Paid Book Returned	3.00	3.00
S-15124	Marianne's Rentals	Programming	135.00	135.00
S-15125	Heartland Voices	Programming	150.00	150.00
S-15126	Christopher G. Wiser	Programming Activities	500.00	500.00
S-15127	Casey Samuel Friedman	Special Events Programmin	100.00	100.00
S-15128	Sara E. Williams	Lost & Paid Book Returned	11.95	11.95
S-15129	Richard M. Fehrmann	Lost & Paid Book Returned	22.60	22.60
S-15130	Joseph C. Lee	Lost & Paid Book Returned	16.95	16.95
S-15131	Olga L. Rey	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

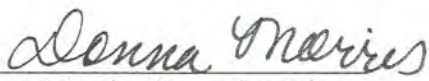
November 2009

Number	Vendor/Payee	Purpose		Amount
S-15132	Avis G. Gaines	Lost & Paid Book Returned	15.95	15.95
S-15133	Adrian E. Elimian	Lost & Paid Book Returned	3.00	3.00
S-15134	Imani D. Jackson	Lost & Paid Book Returned	3.00	3.00
S-15135	Oklahoma Tax Commission	State Sales Tax-Oct 2009	47.62	47.62
S-15136	Christina L. Todd	Lost & Paid Book Returned	5.60	5.60
S-15137	Judith Lawler	Lost & Paid Book Returned	13.95	13.95
S-15138	Lisa J. Schoeffler	Lost & Paid Book Returned	13.95	13.95
S-15139	Metropolitan Library System	Transfer of Fines & Fees	42,000.00	42,000.00
S-15140	Oklahoma Tax Commission	State Sales Tax-Oct 2009	636.58	636.58
S-15141	Standley Systems	Copier Usage	329.33	
		Copier Usage	302.96	632.29
S-15142	Albert Bostick	Staff Recognition Event	150.00	150.00
S-15143	Toby Tobin	Staff Recognition Event	250.00	250.00
S-15144	Metropolitan Library System	ICBIST Teen Film	49.16	49.16
S-15145	Commercial Card Solutions	Programming Supplies	99.96	99.96
S-15146	Rogers Middle School	Programming	350.00	350.00
S-15147	Hannah L.D. Hendricks	Lost & Paid Book Returned	3.00	3.00
S-15148	Derian M. Neal	Lost & Paid Book Returned	5.95	5.95
S-15149	Gail S. Johnson	Lost & Paid Book Returned	14.95	14.95
S-15150	Kyra M. Jackson	Lost & Paid Book Returned	15.95	15.95
S-15151	Howard B. Hopps	Lost & Paid Book Returned	19.95	19.95
S-15152	Karri S. Hoss	Lost & Paid Book Returned	19.95	19.95
S-15153	Helen L. Collum	Lost & Paid Book Returned	3.95	3.95
S-15154	Gena L. Gibson	Lost & Paid Book Returned	3.00	3.00
S-15155	Virginia M. Jones	Lost & Paid Book Returned	23.95	23.95
S-15156	Jack H. Brown	Lost & Paid Book Returned	10.00	10.00
S-15157	Jo McCoy	Lost & Paid Book Returned	3.00	3.00
S-15158	Robert E. Murphy	Lost & Paid Book Returned	8.95	8.95
S-15159	Commercial Card Solutions	Fines Account	119.90	119.90
S-15160	Staples Business Advantage	Supplies	35.77	35.77
S-15161	MTM Midwest Trophy	Staff Recognition	70.00	70.00
S-15162	Clarion Meridian Hotel	Staff Recognition	7,980.80	7,980.80
S-15163	Darrie Breathwit	Staff Recognition	267.20	267.20
S-15164	Walter Wayne McEvilly	Celebrate Choctaw Program	250.00	250.00
S-15165	Judy Howard	Celebrate Choctaw Program	250.00	250.00
S-15166	Kelly Thompson	Celebrate Choctaw Program	125.00	125.00
S-15167	Mickey Sherman	Celebrate Choctaw Program	139.93	139.93
S-15168	Kenneth D. Kerr, Jr	Lost & Paid Book Returned	3.00	3.00
S-15169	Charlotte L. Hines	Lost & Paid Book Returned	11.95	11.95

Total of Special Funds Warrants Issued \$ 98,753.71

I, Donna Morris, certify that:

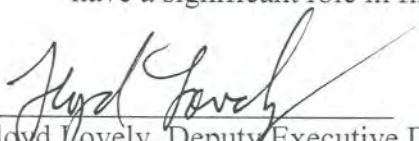
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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


Donna Morris, Executive Director

12-3-09
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

12-3-09
Date

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, November 19, 2009 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, October 19, 2009. 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 17, 2009, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Carolyn Willis, Chair
Bose` Akadiri
Margaret Graham
Mukesh Patel

COMMITTEE MEMBERS EXCUSED:

Cynthia Friedemann

OTHERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:07 p.m. by Mrs. Carolyn Willis, Chair.

Roll was called to establish a quorum. Present: Akadiri, Graham, Patel, Willis.

II. Mrs. Willis 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 Statutes § 307, (B)(1).

Ms. Margaret Graham moved to go into Executive Session. Ms. Bose` Akadiri seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:08 p.m.

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

The Committee ended Executive Session at 3:27 p.m.

III. There being no further business, the meeting was adjourned at 3:27 p.m.

Respectfully Submitted,
Maria Watkins, Executive Assistant

Report
Statistical
Annual
FY08-09



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 one of the requirements for MLS to be eligible for state aid in the coming year (\$354,407 in FY08-09). 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 developments.

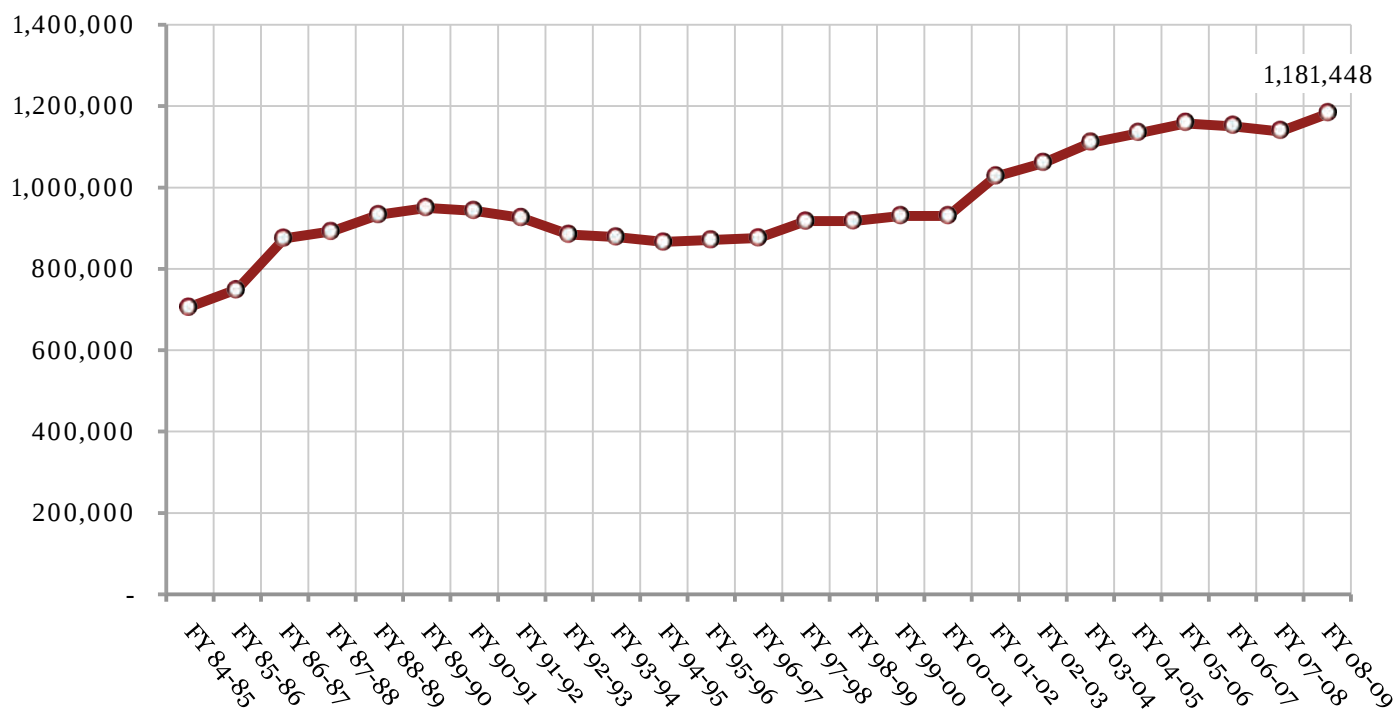
The difficult economic climate in FY08-09 brought with it a renewed interest in libraries nationwide. News media at all levels began reporting on the free library resources available to newly value-conscious citizens. This corresponded with a surge in circulation at our libraries beginning in December 2008. In that month the seasonally adjusted trend showed the library system with a base circulation of 480,000 items each month. By the end of the fiscal year, this trend had risen to 513,000 items per month - an increase of 6.9% over the year's final six months. In fact, the raw total circulation for June 2009 was a record for the library system breaking the previous high set three years earlier in June 2006.

This increased activity has been witnessed first-hand by our staff and is showing up elsewhere in bigger reserves, program attendance and summer reading participation. Of course, no one can predict how these trends will develop in the future, but the library system has a full pipeline of projects coming to completion that promise to make the next several years very busy and exciting.

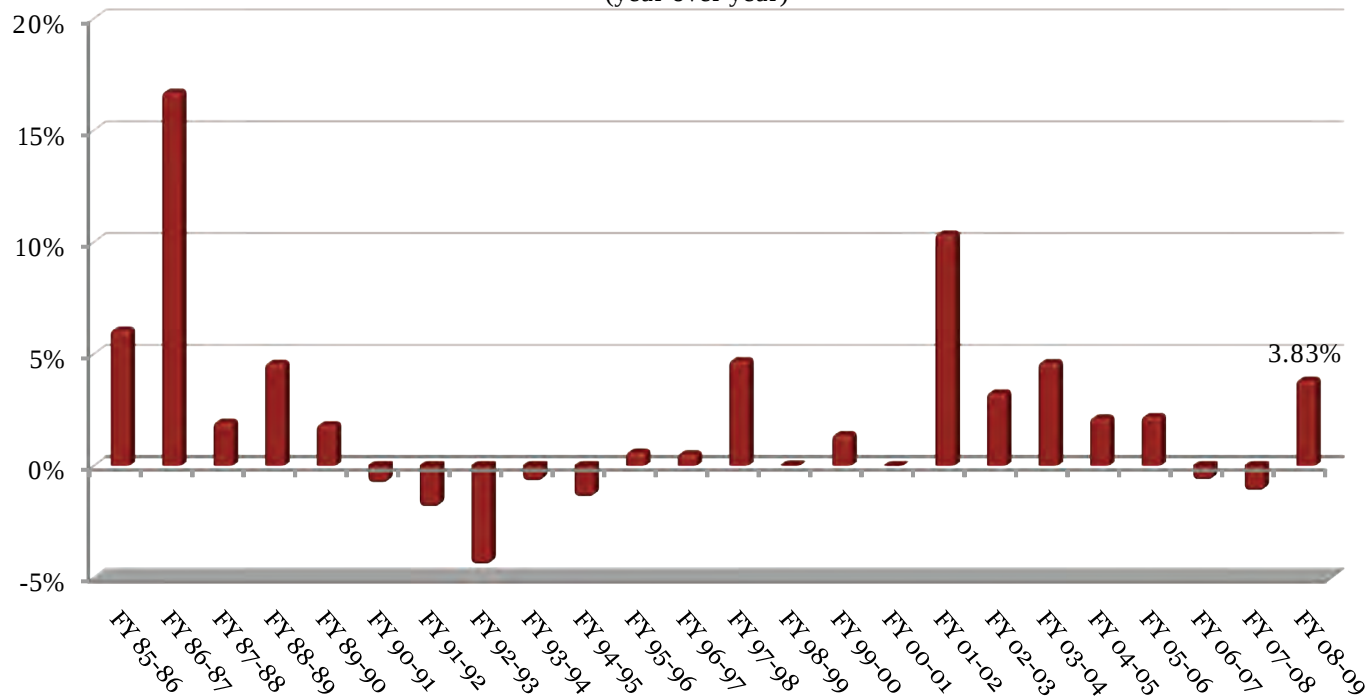
Finally, as we continue marketing the library to promote controlled and sustainable growth, there are considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to regard the results presented 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

Inventory History

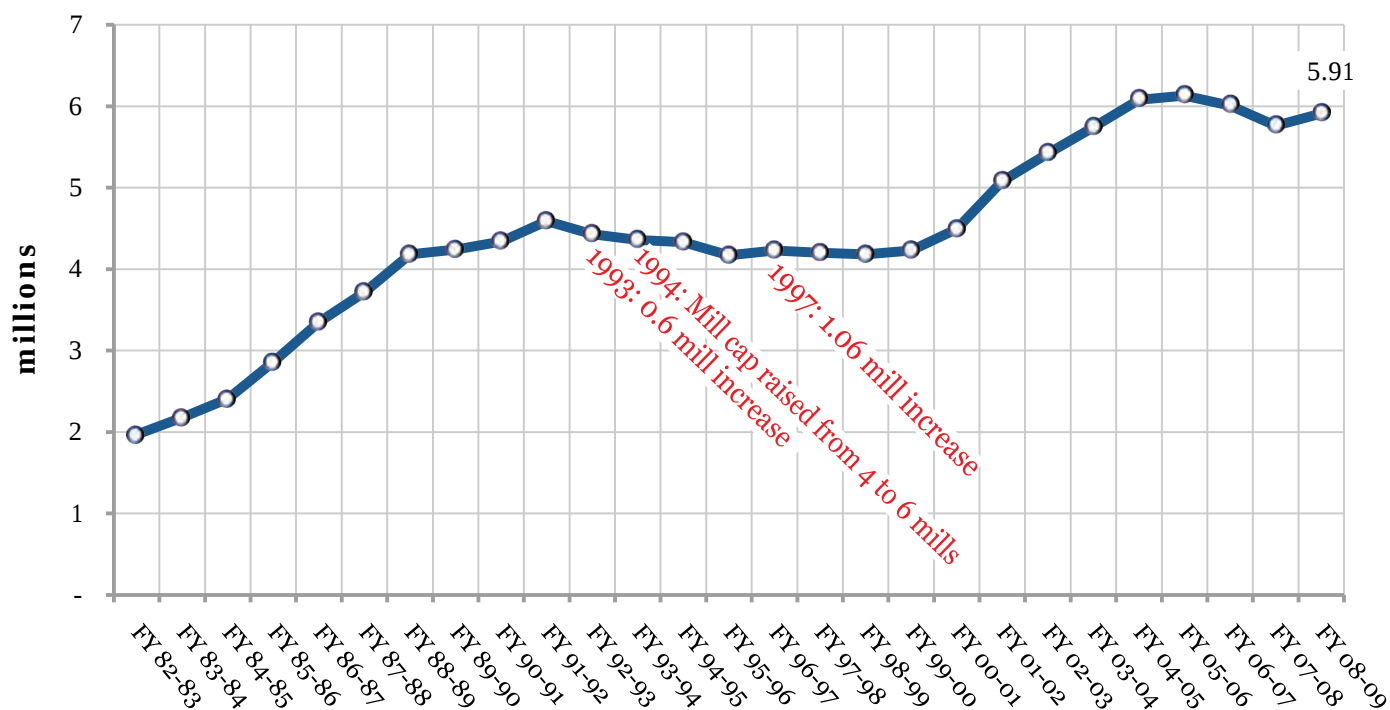


Percent Inventory Change (year over year)

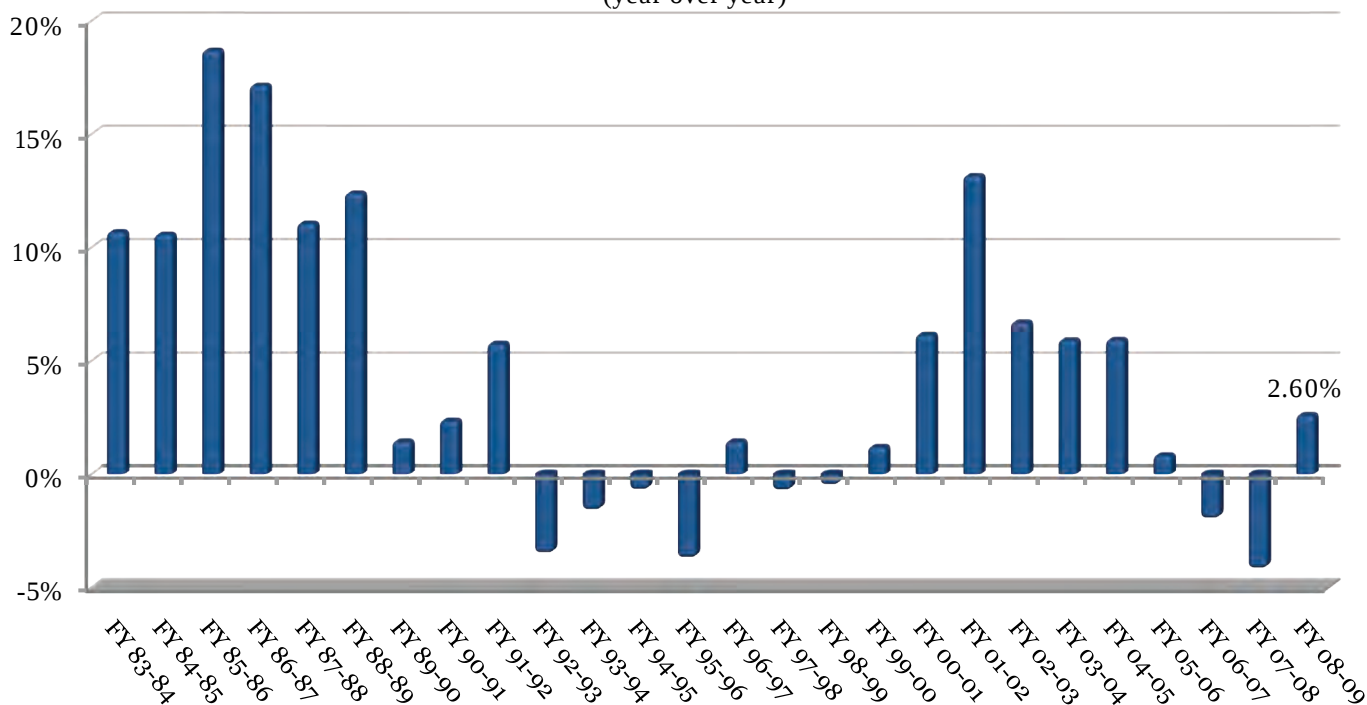


CIRCULATION HISTORY

MLS Circulation History

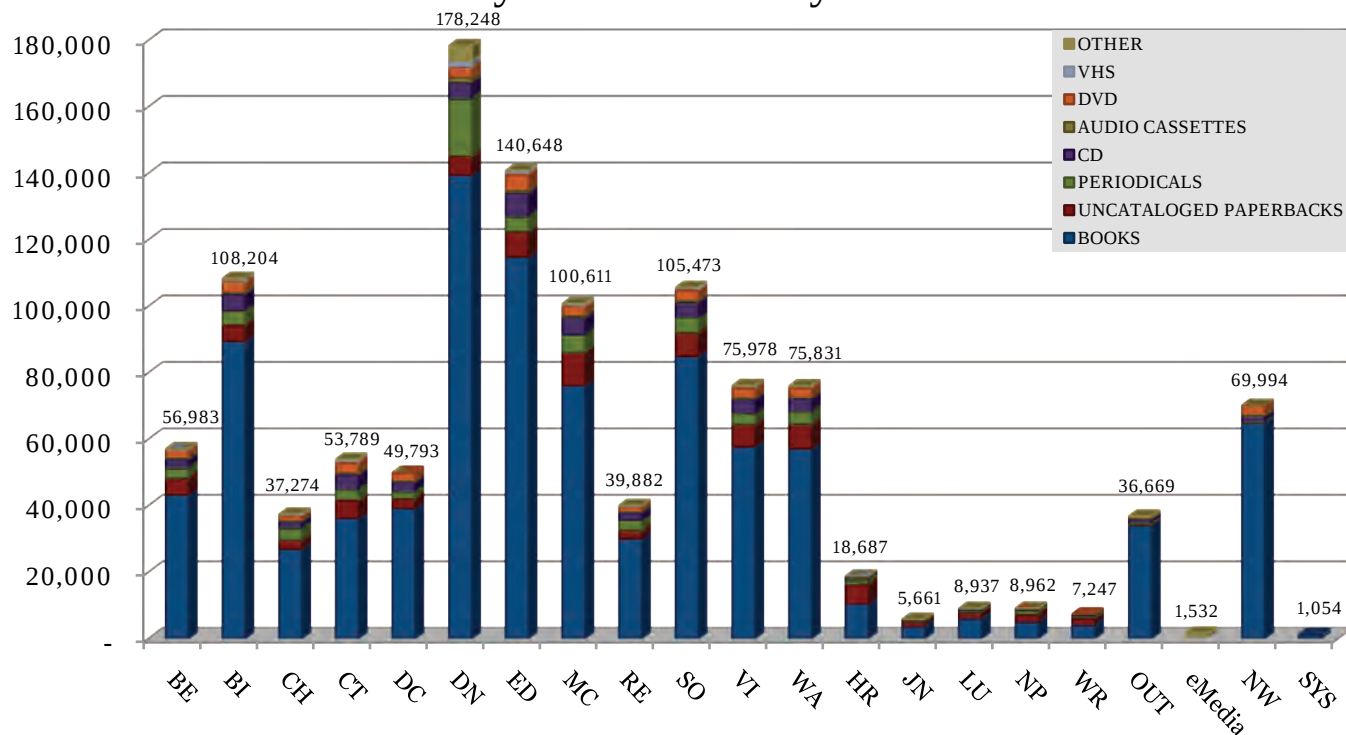


Percent Circulation Change (year over year)

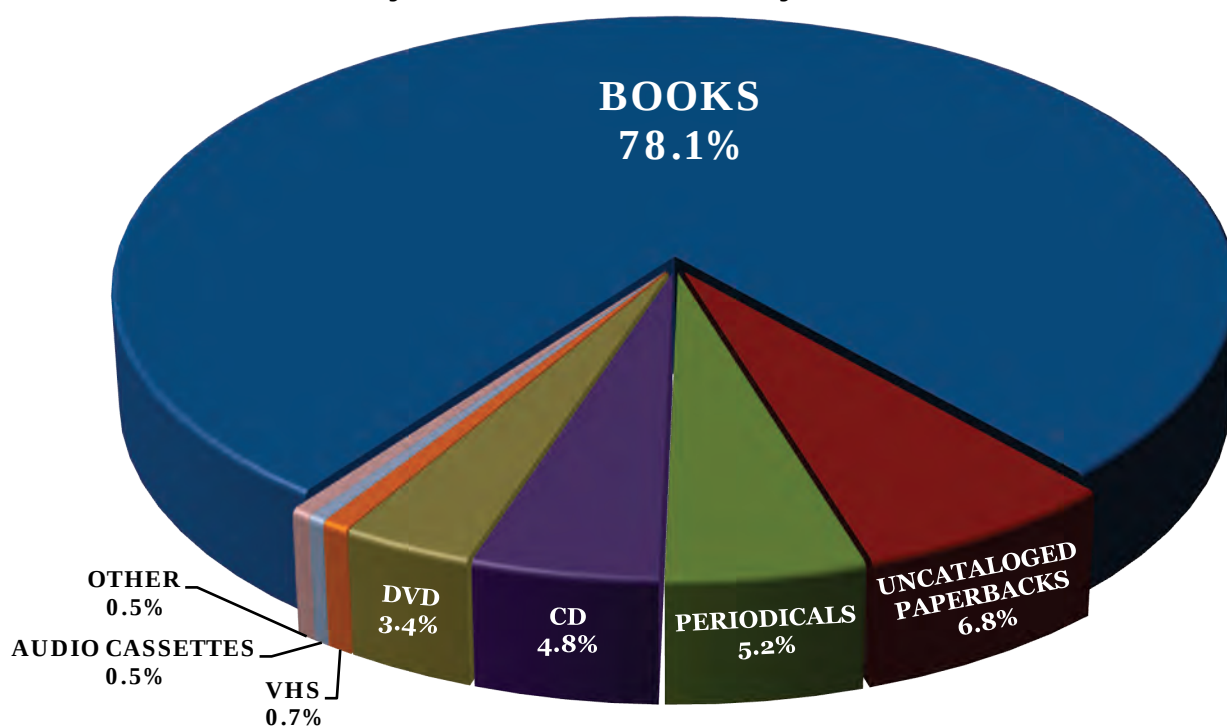


LIBRARY INVENTORIES

Library Inventories by Format

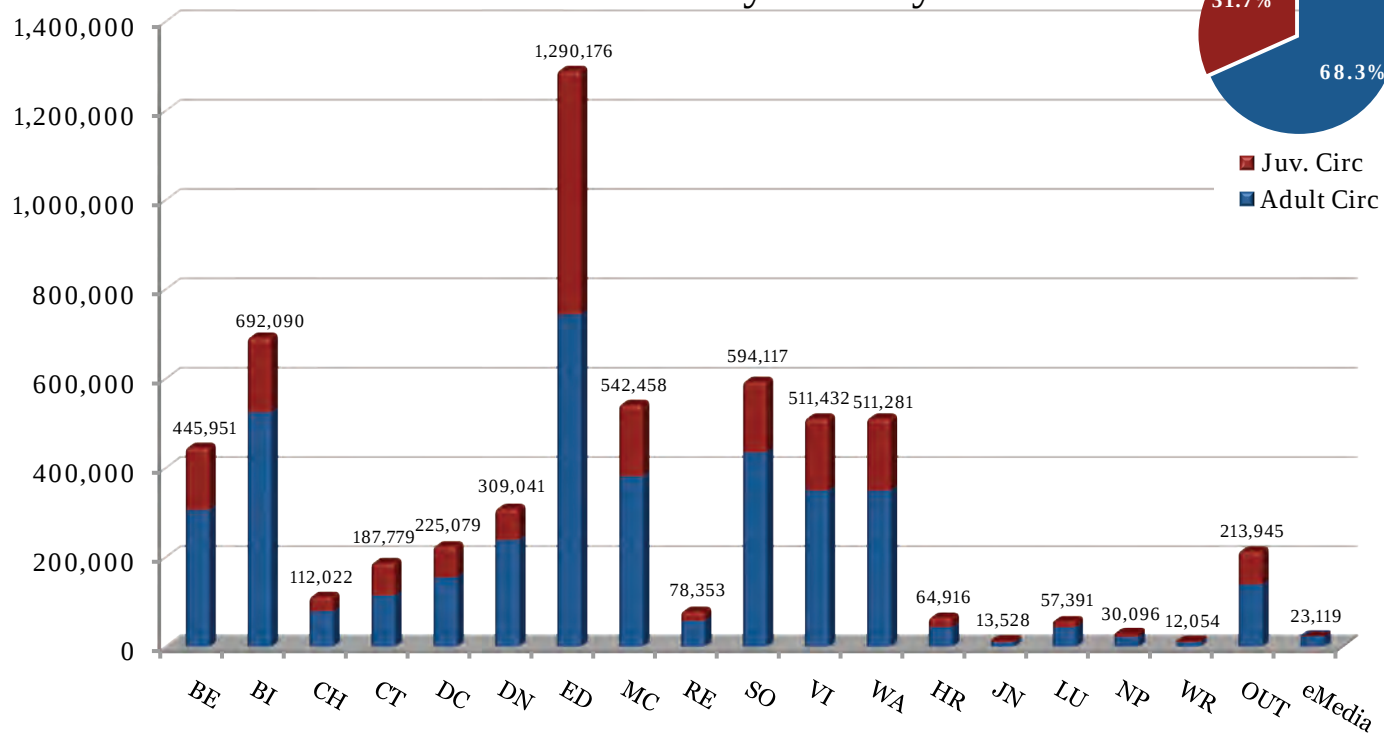


System Collection by Format

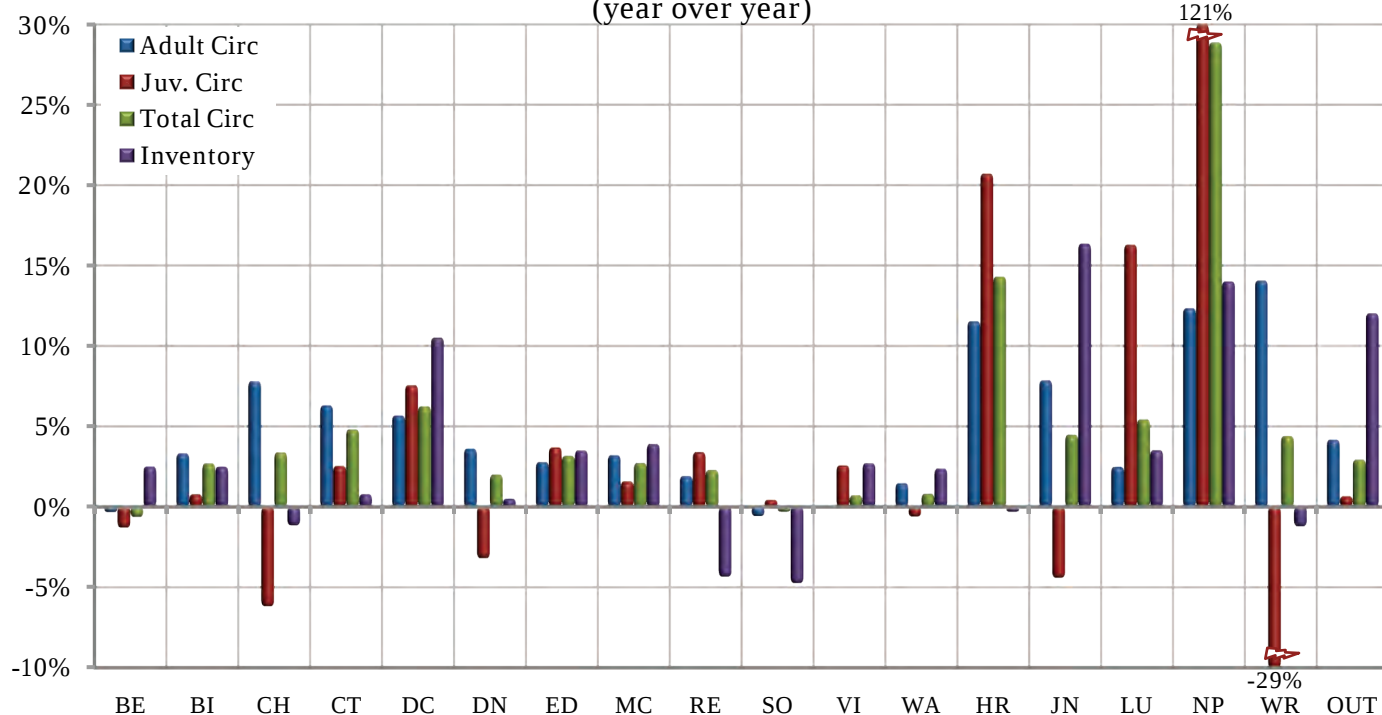


LIBRARY CIRCULATIONS

Circulation by Library

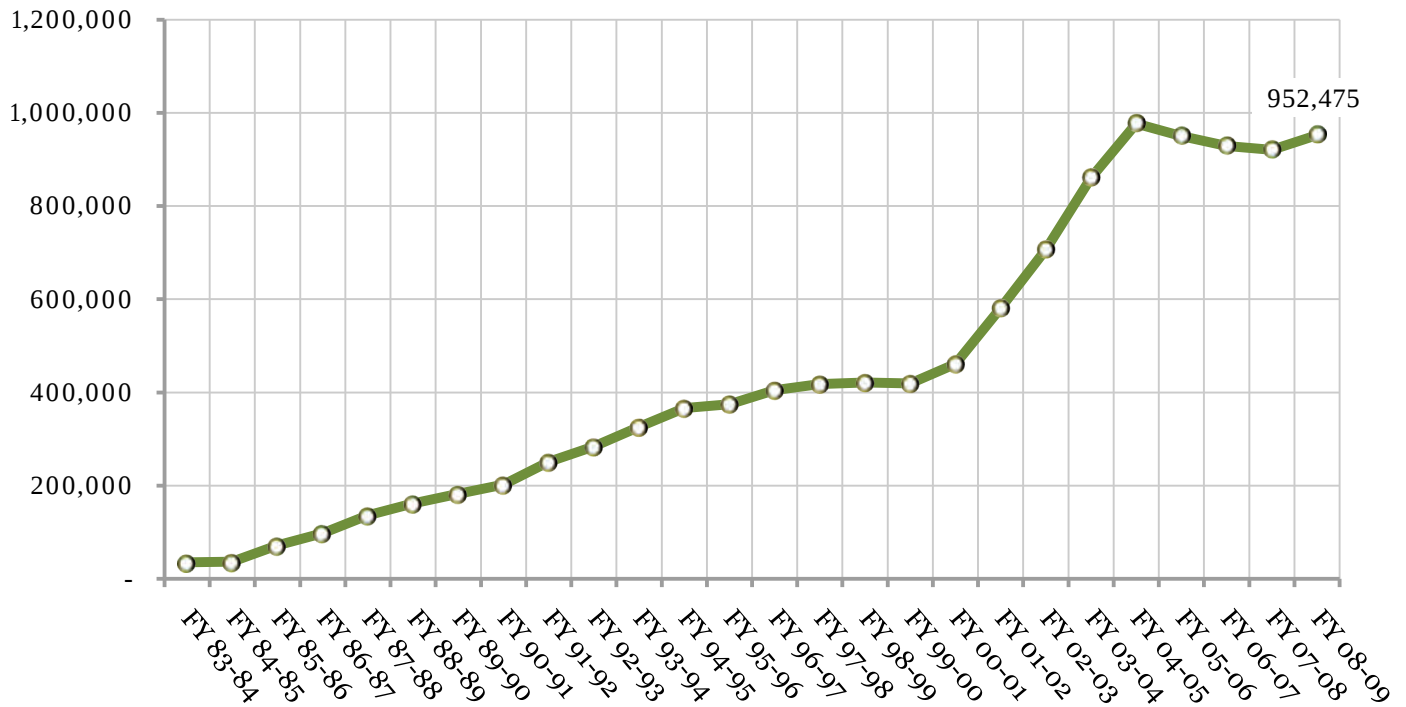


Circulation and Inventory Change by Library (year over year)

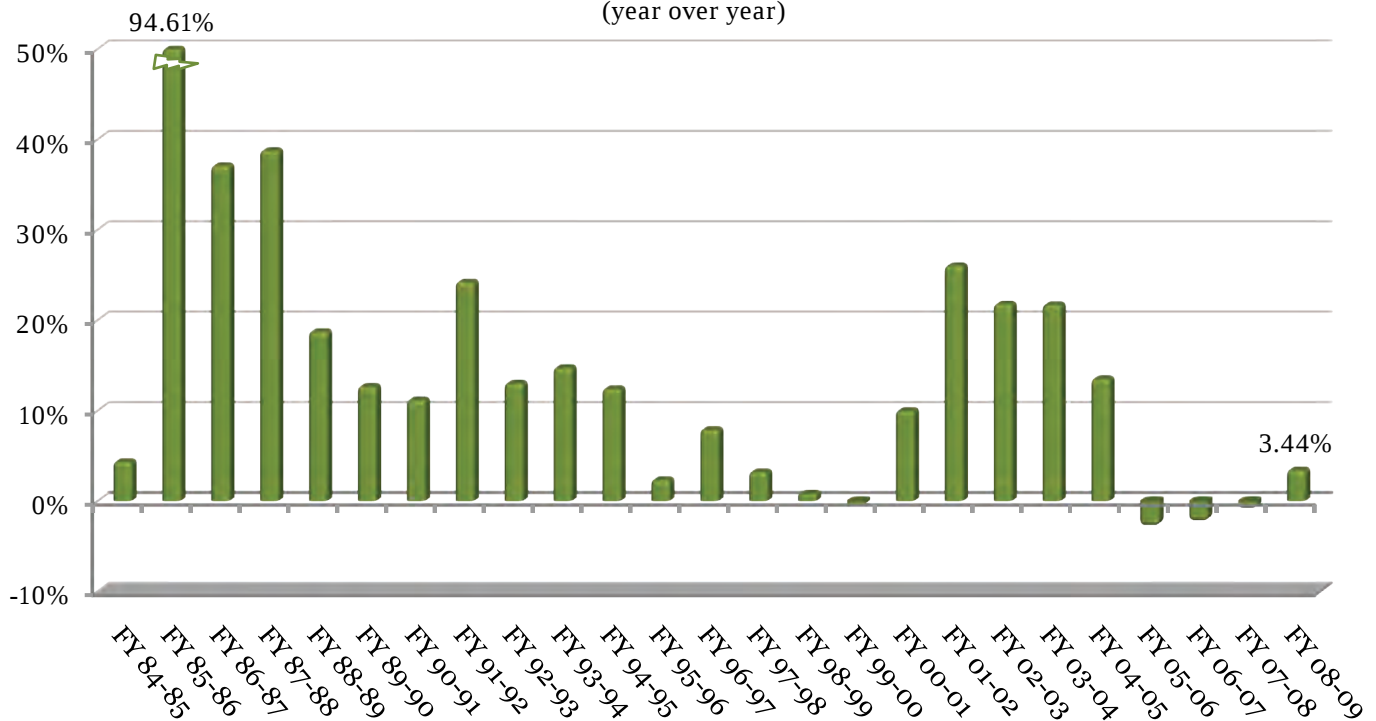


RESERVES HISTORY

Reserves Filled History

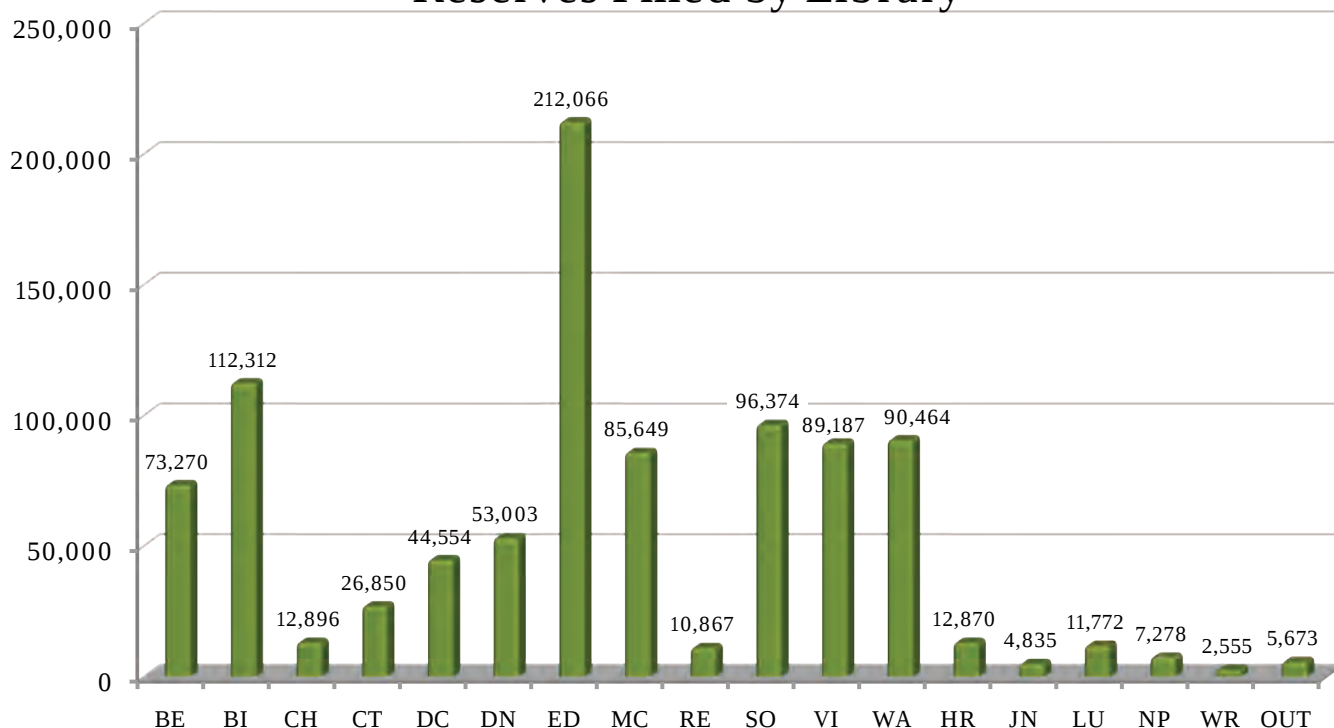


Percent Reserves Change (year over year)

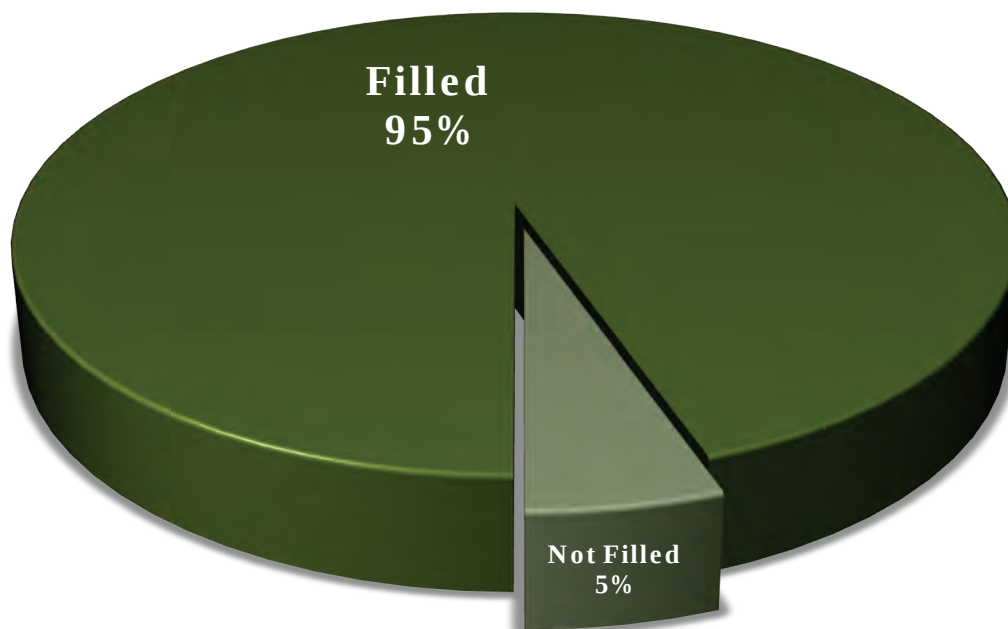


LIBRARY RESERVES

Reserves Filled by Library

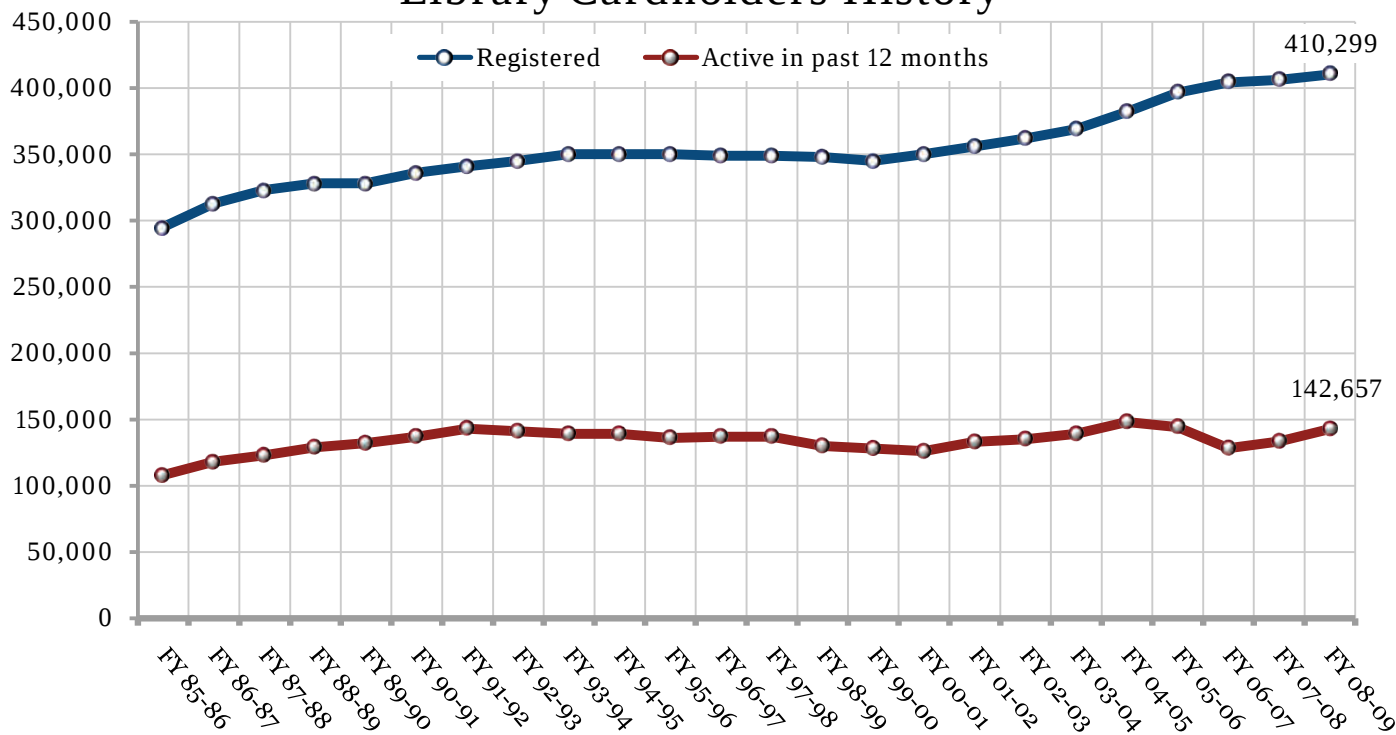


System Reserve Fill-Rate

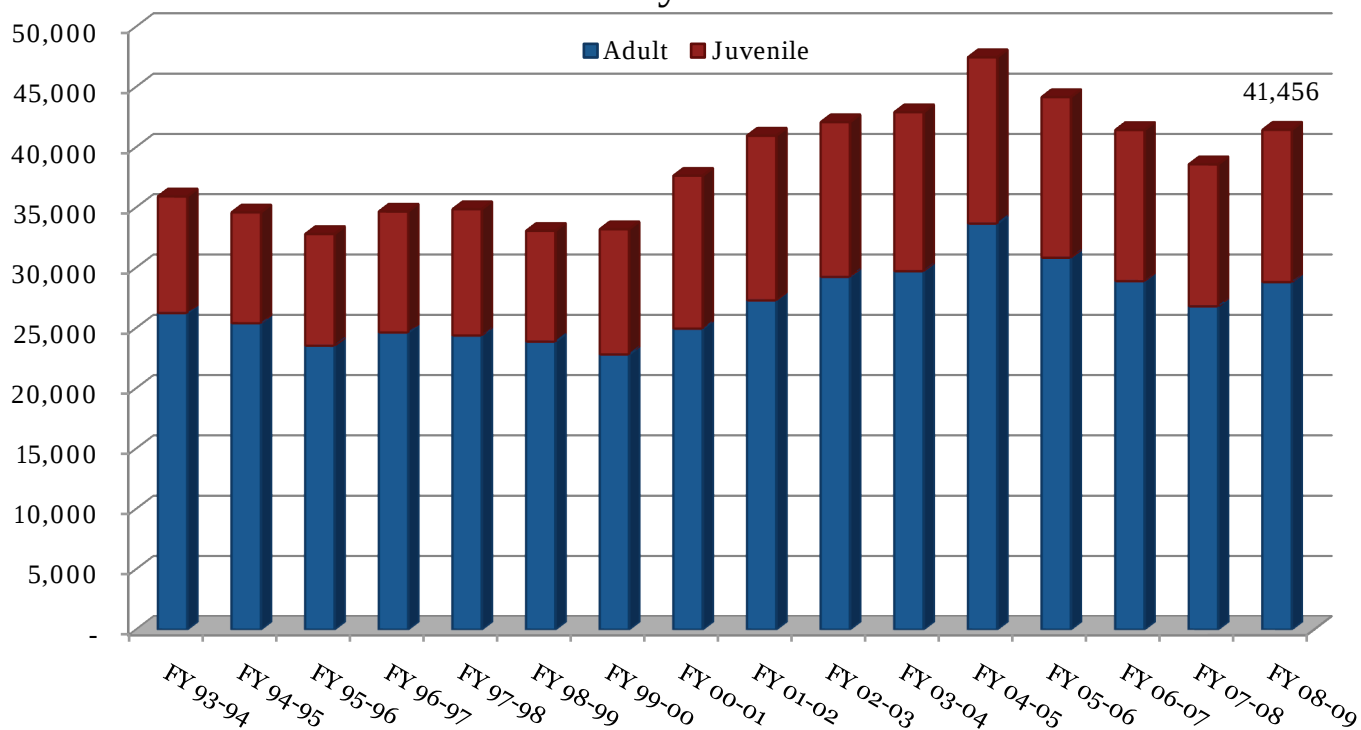


LIBRARY CARDS

Library Cardholders History

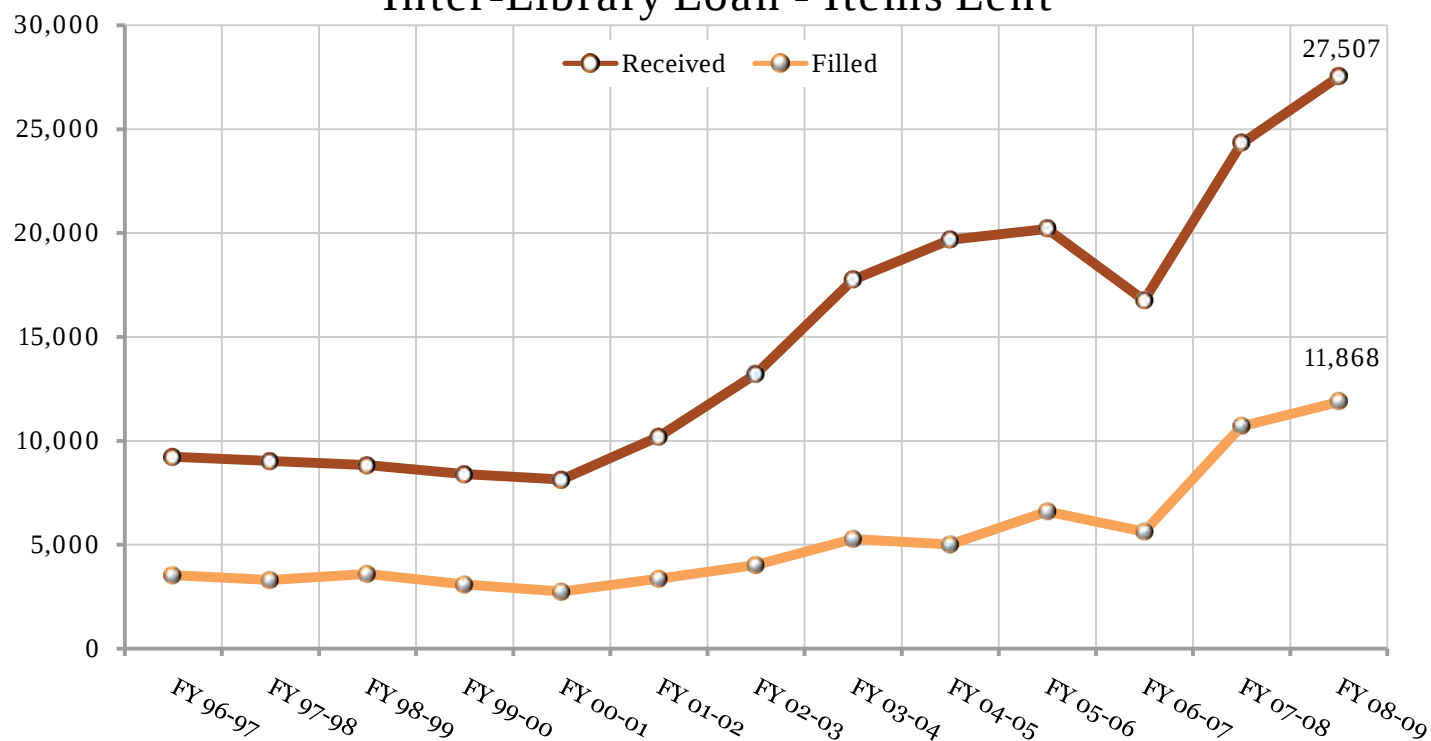


New Library Cards Issued

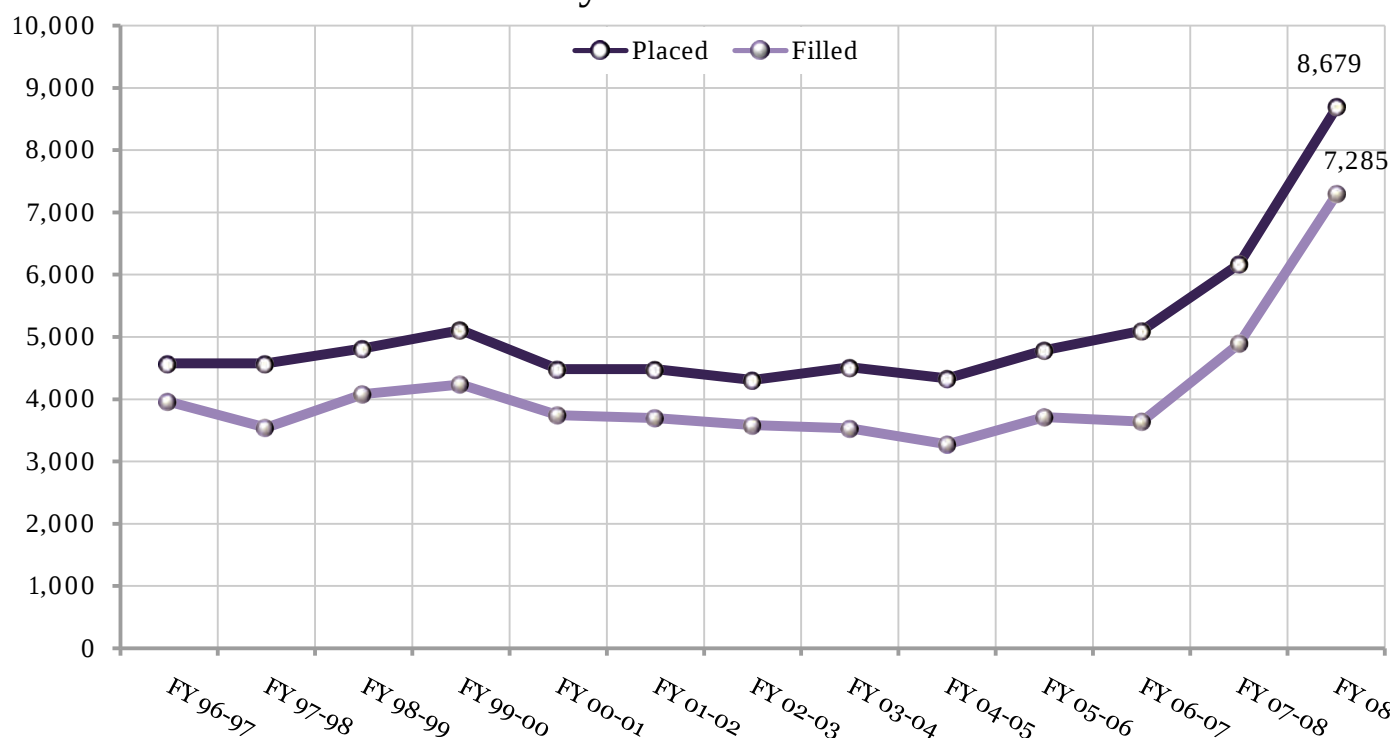


INTER-LIBRARY LOANS

Inter-Library Loan - Items Lent

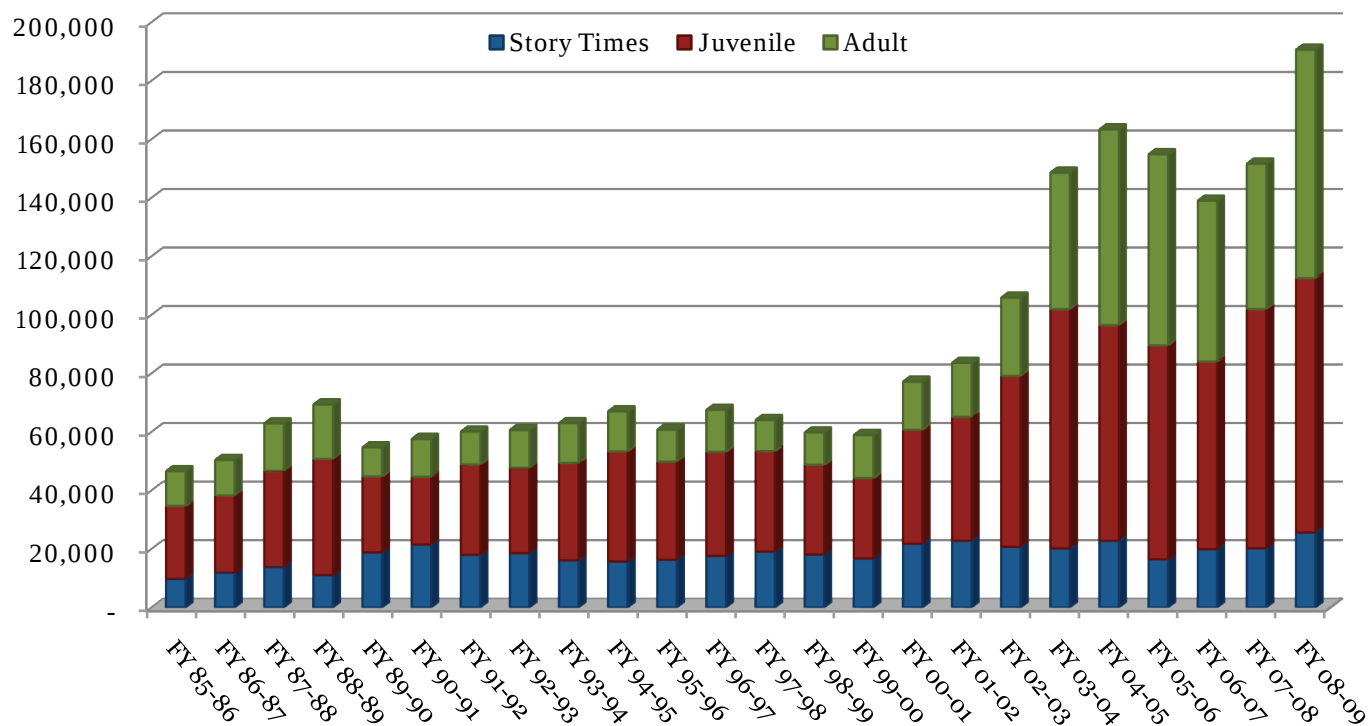


Inter-Library Loan - Items Borrowed



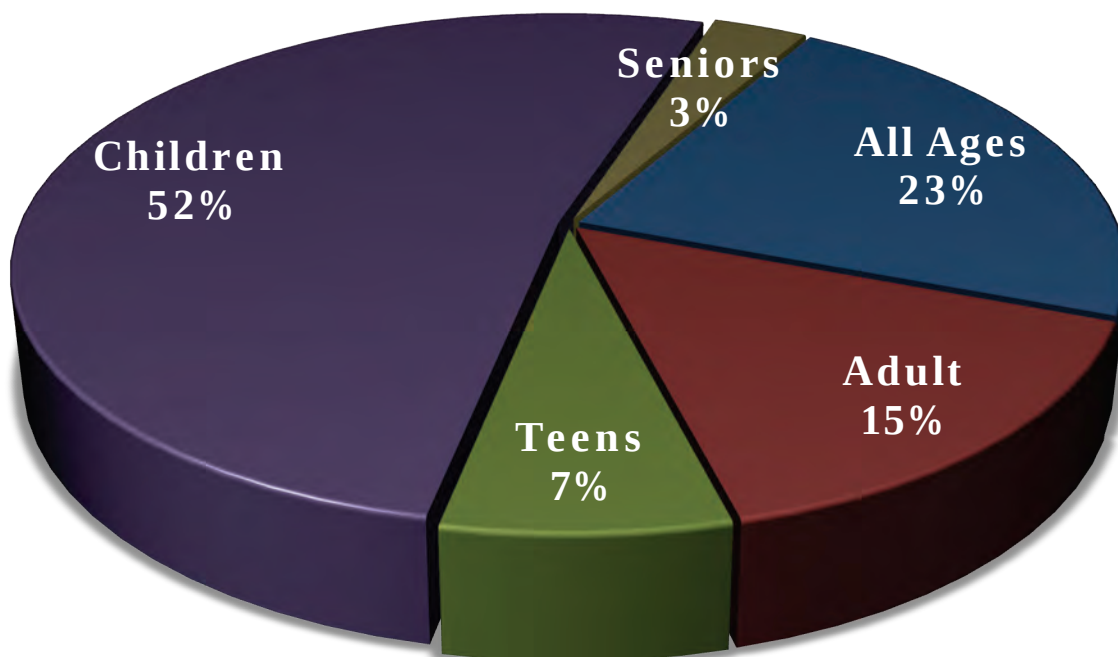
PROGRAM ATTENDANCE

Program Attendance History



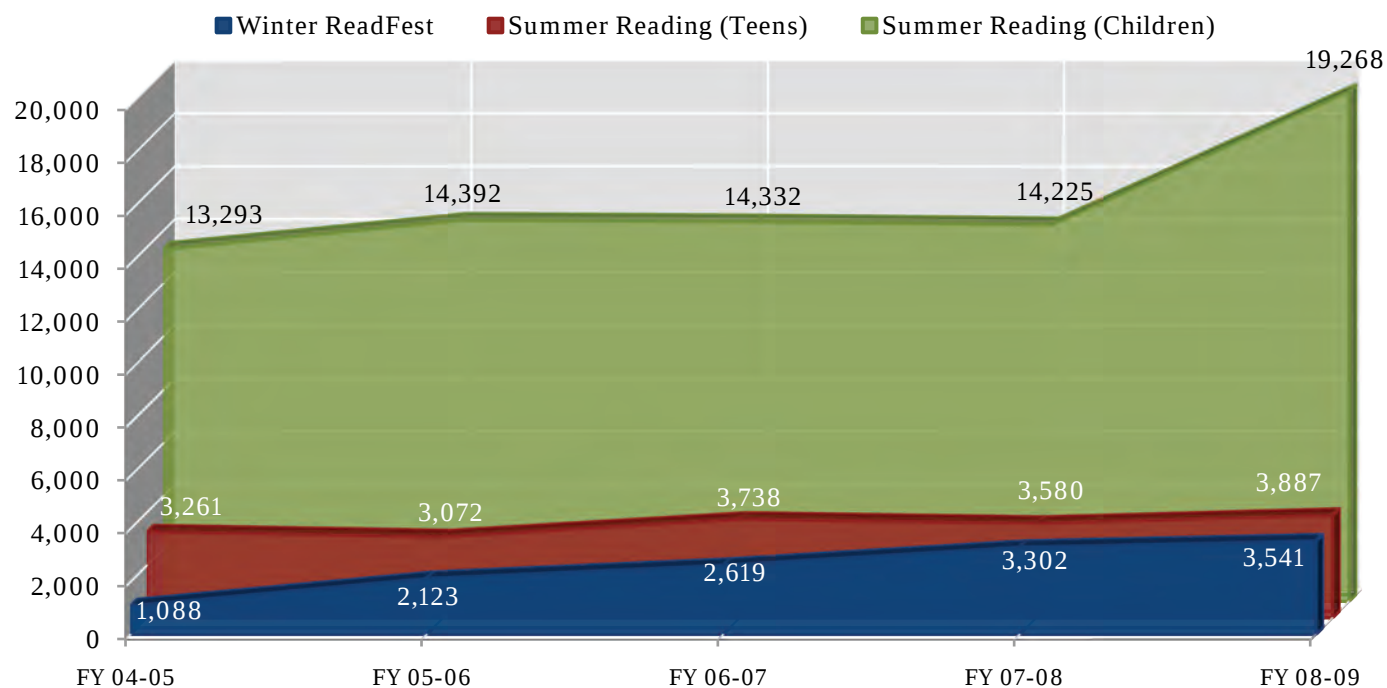
Program Attendance by Intended Audience

FY08-09 Total Attendance = 190,651

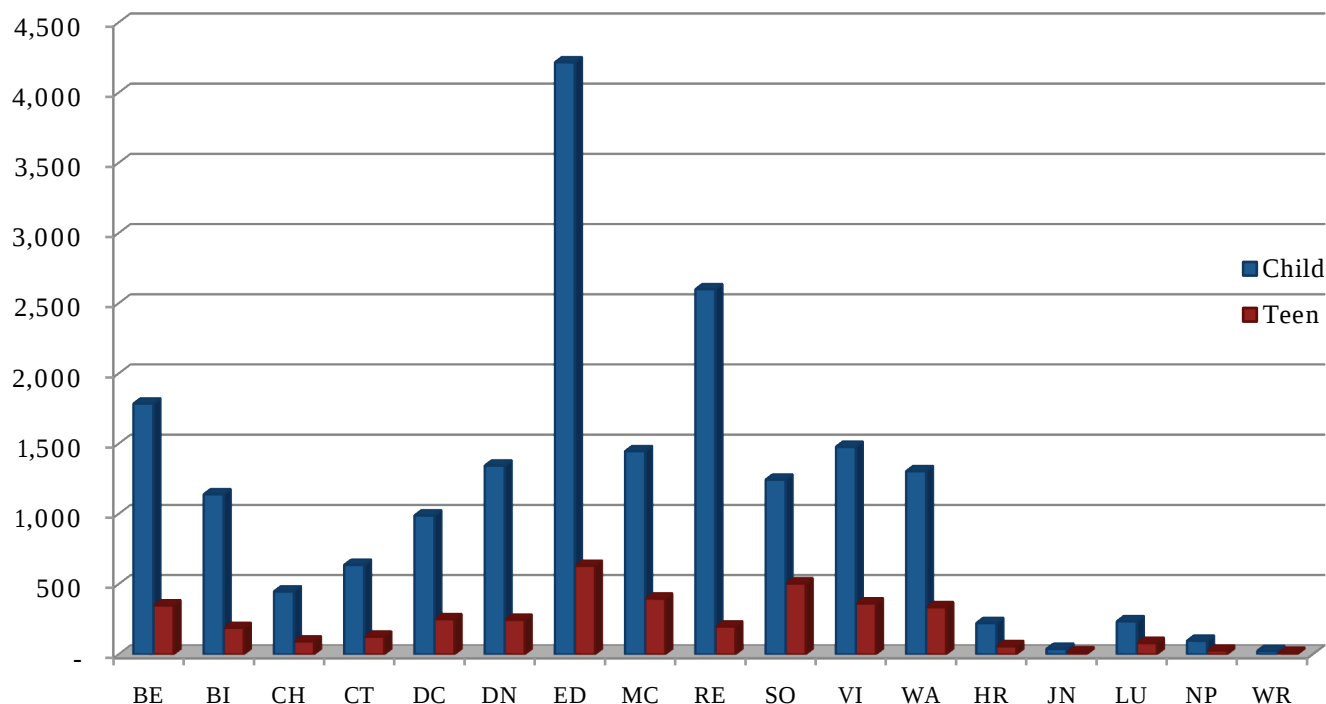


READING PROGRAMS

Reading Program Participation History

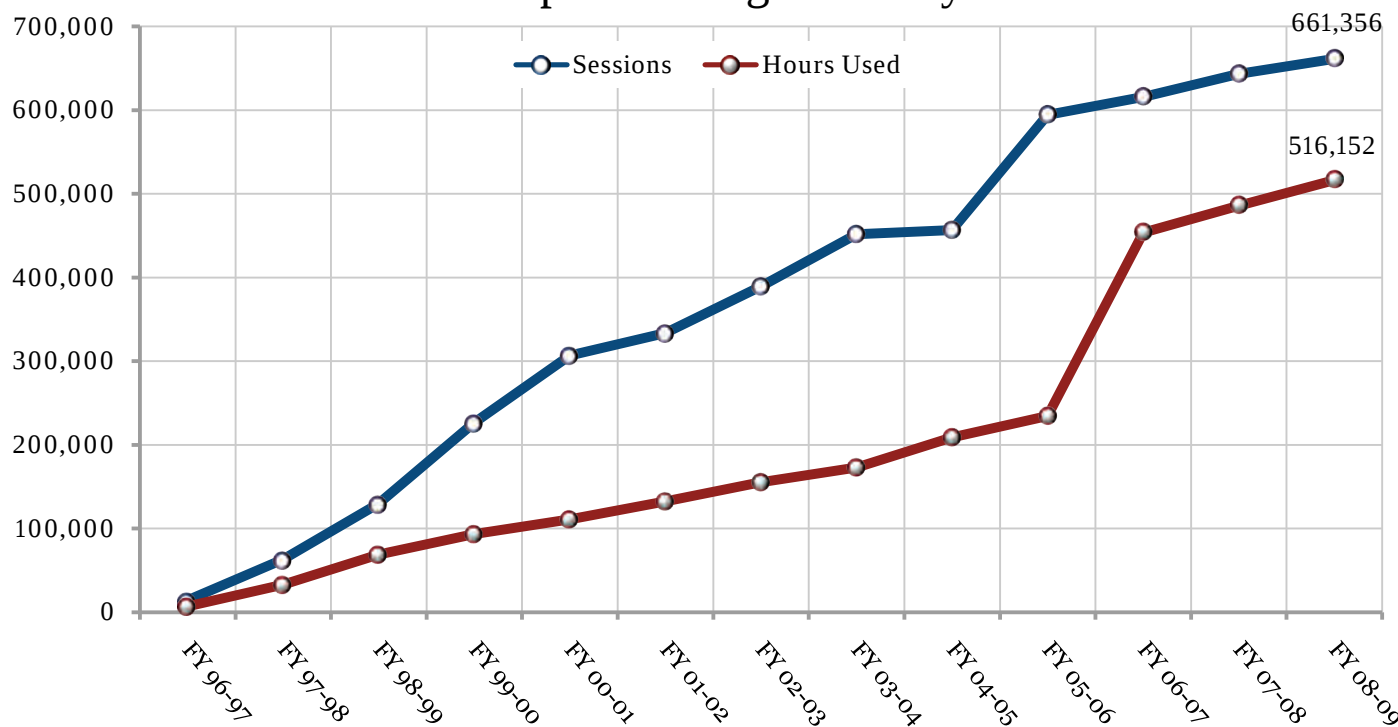


2009 Summer Reading Sign-ups by Library



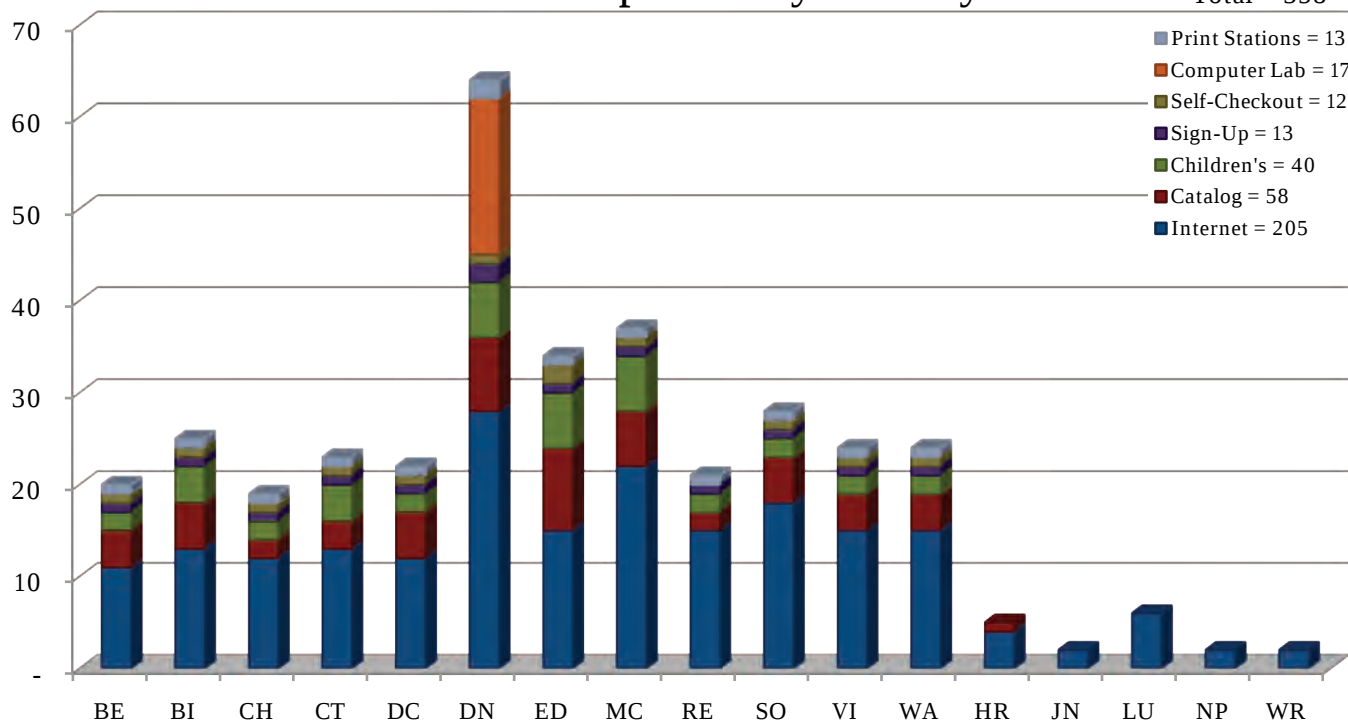
COMPUTER USAGE HISTORY

Computer Usage History



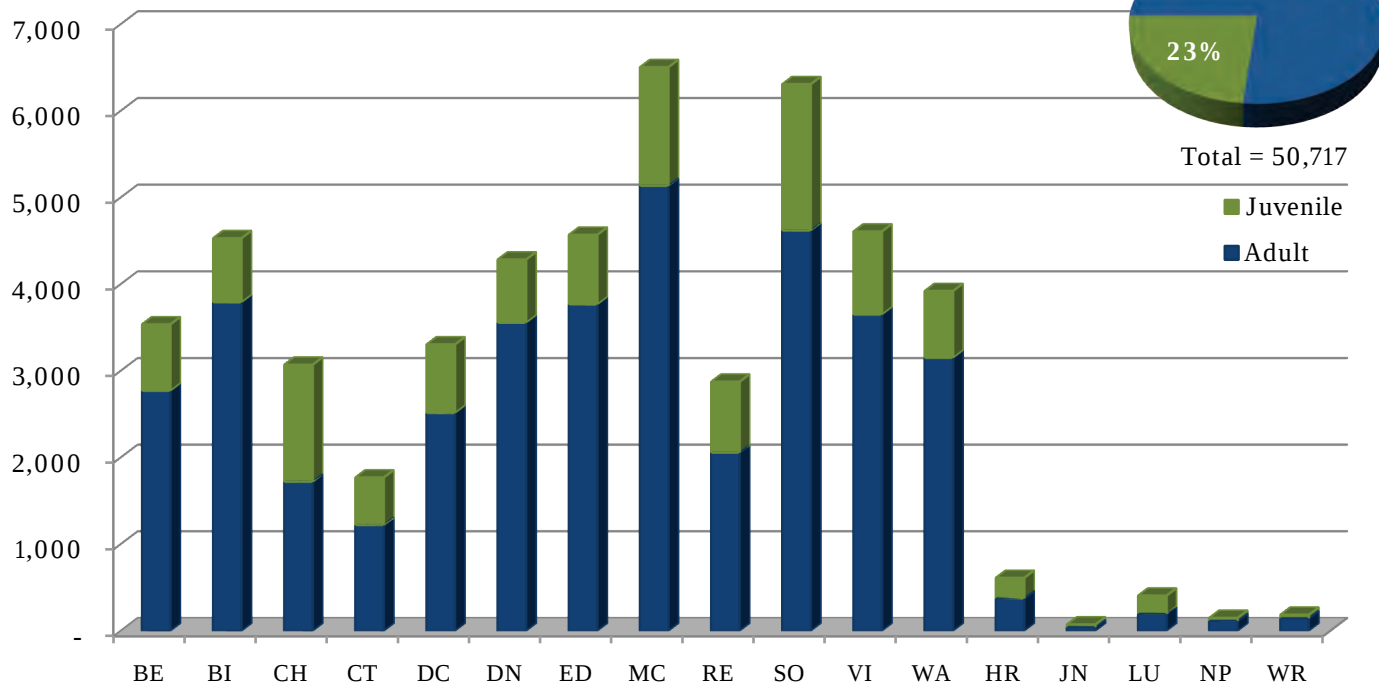
Public Computers by Library

Total = 358

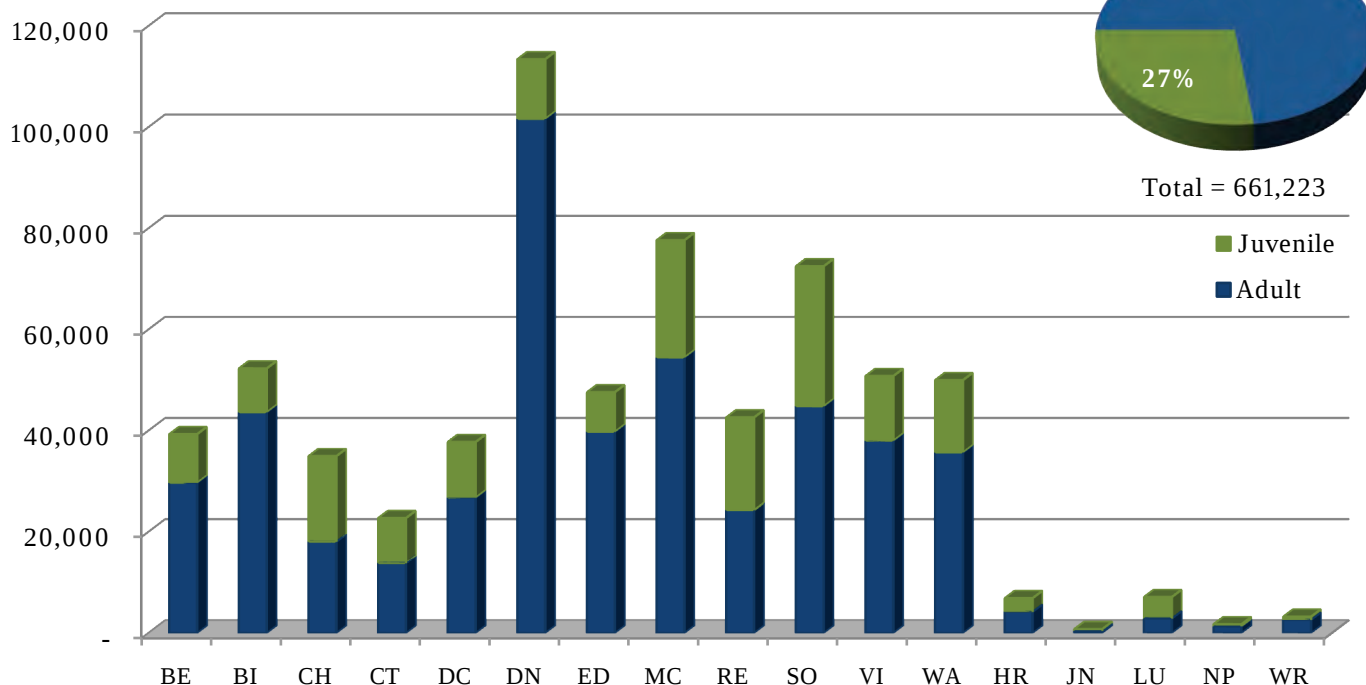


LIBRARY COMPUTER USAGE

Unique Customers Served by Library



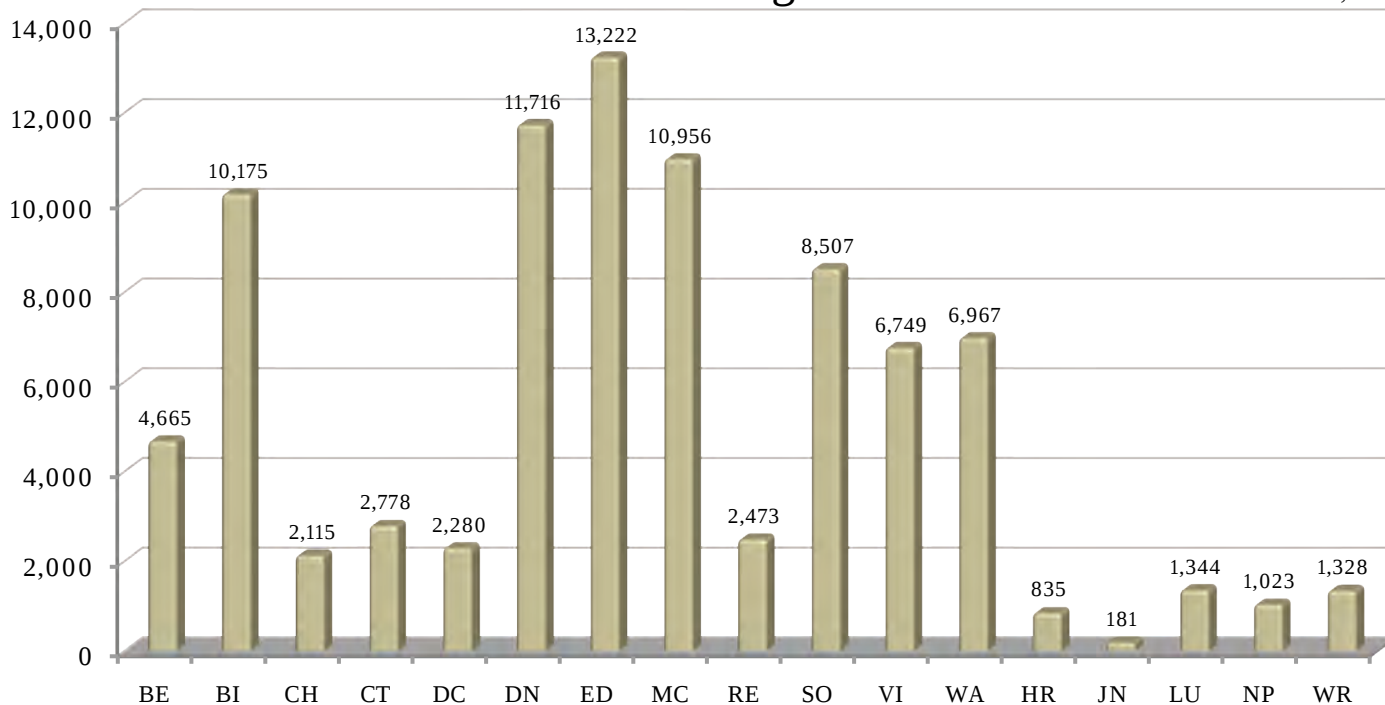
Customer Sessions by Library



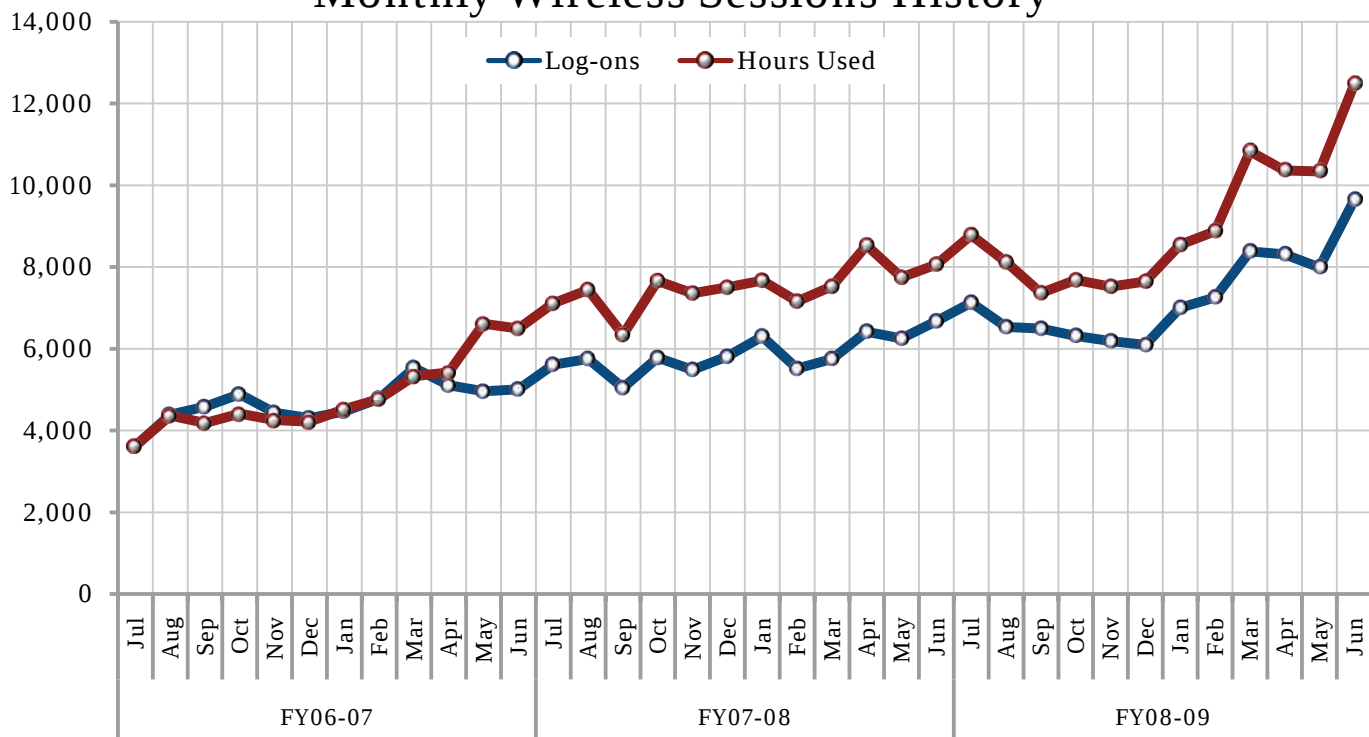
WIRELESS INTERNET ACCESS

Wireless Logons

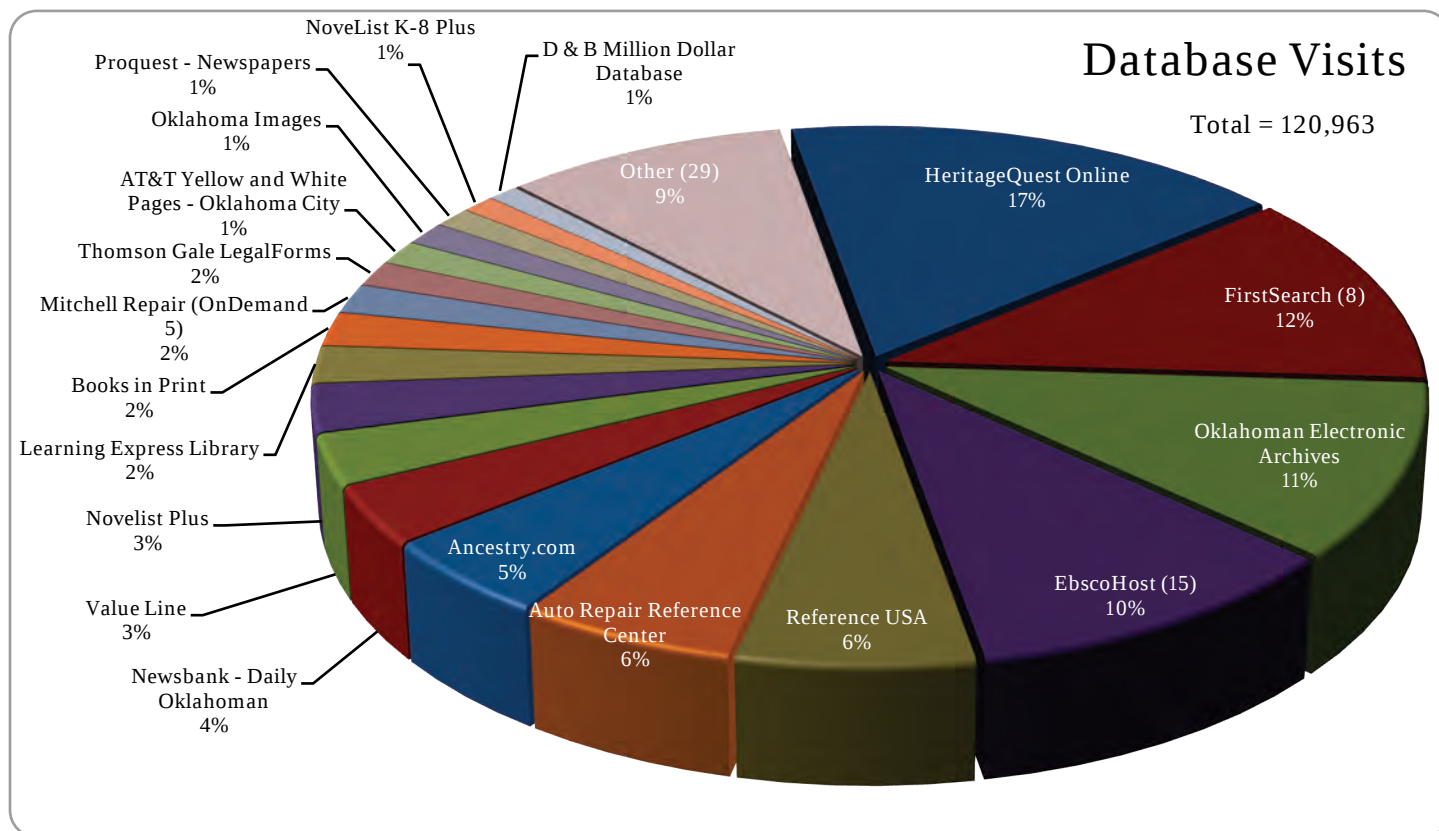
Total = 87,314



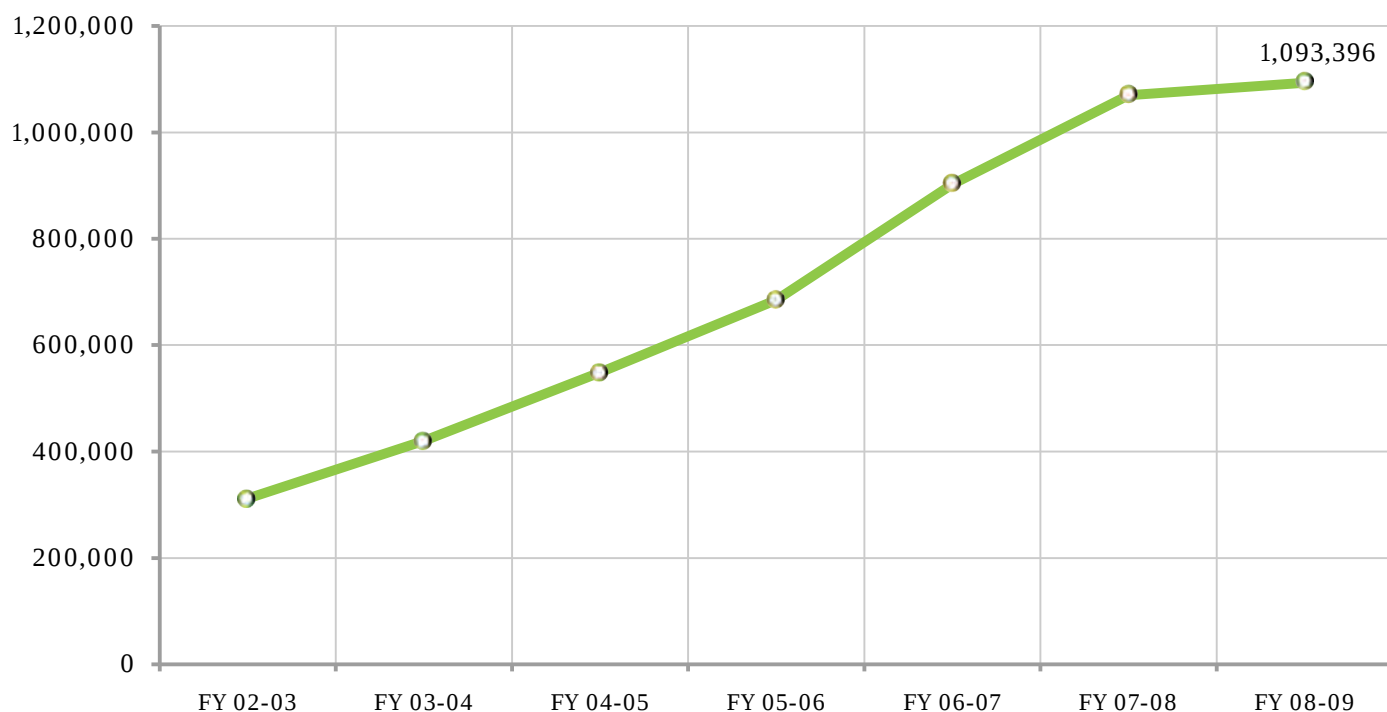
Monthly Wireless Sessions History



DATABASES AND WEBSITE



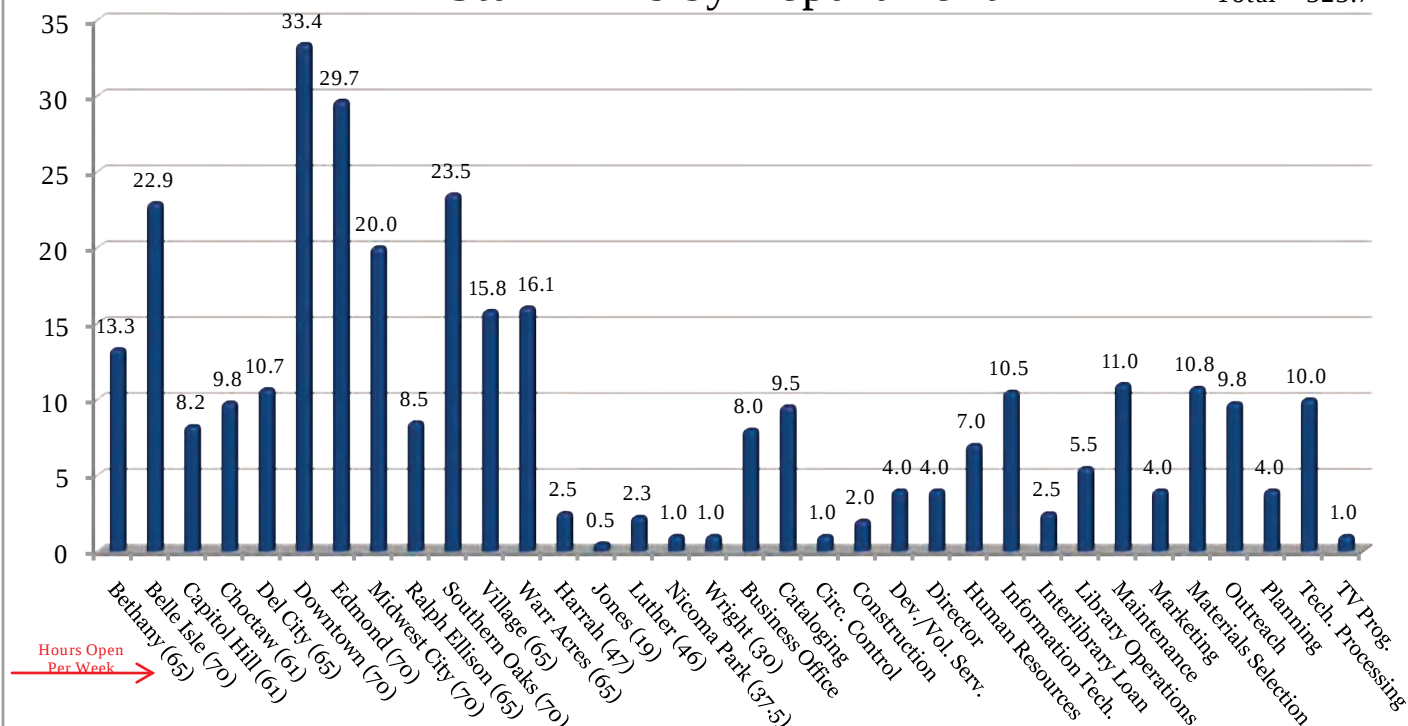
Metrolibrary.org Homepage Visits



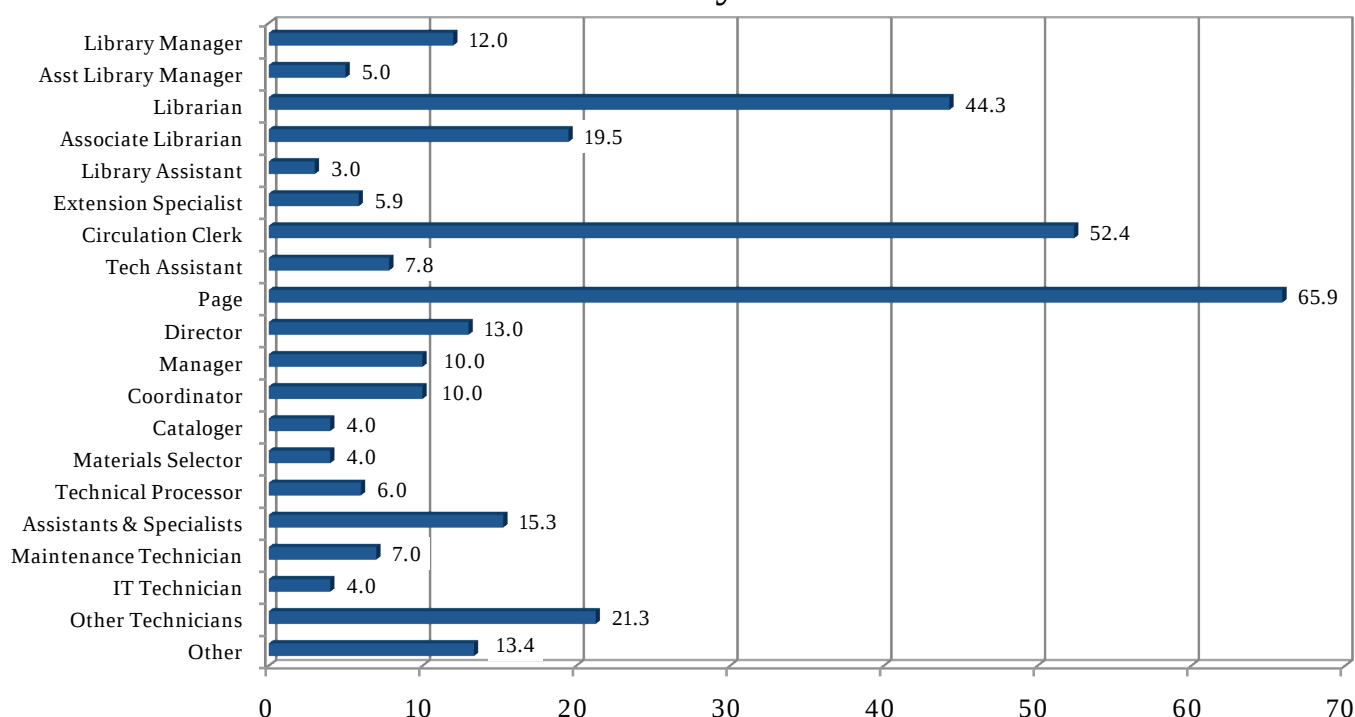
MLS STAFF

Staff FTEs by Department

Total = 323.7



Staff FTEs by Position



CONCLUSION

FY08-09 was a year of investing in the future of our library system and in the future of our community. It was a year of working together as an organization to lay the groundwork for continued expansion of our services and facilities. It was also a year for self-examination and dialog as we began updating our employee appraisal standards and challenging ourselves to constantly improve the service to our customers.

In early 2009, the employees of the Metropolitan Library System participated in an Organizational Culture Survey. Overall, the results showed that our organization has many strengths. Additionally, we were able to use the results while working on methods to improve communication, staff appreciation, and our ability to embrace change. One change in the works is the streamlining of our performance appraisal process. These new standards will enhance consistency across the system and ensure that our staff members are all working towards the same goals.

A lot of work over the past year has gone into capital projects, and the results of this work will soon be apparent with the openings of the renovated Ralph Ellison Library and the new Service Center. Planning for the new Northwest Library and the Southern Oaks renovation is also well underway, and a major renovation of the Capitol Hill Library is on the horizon.

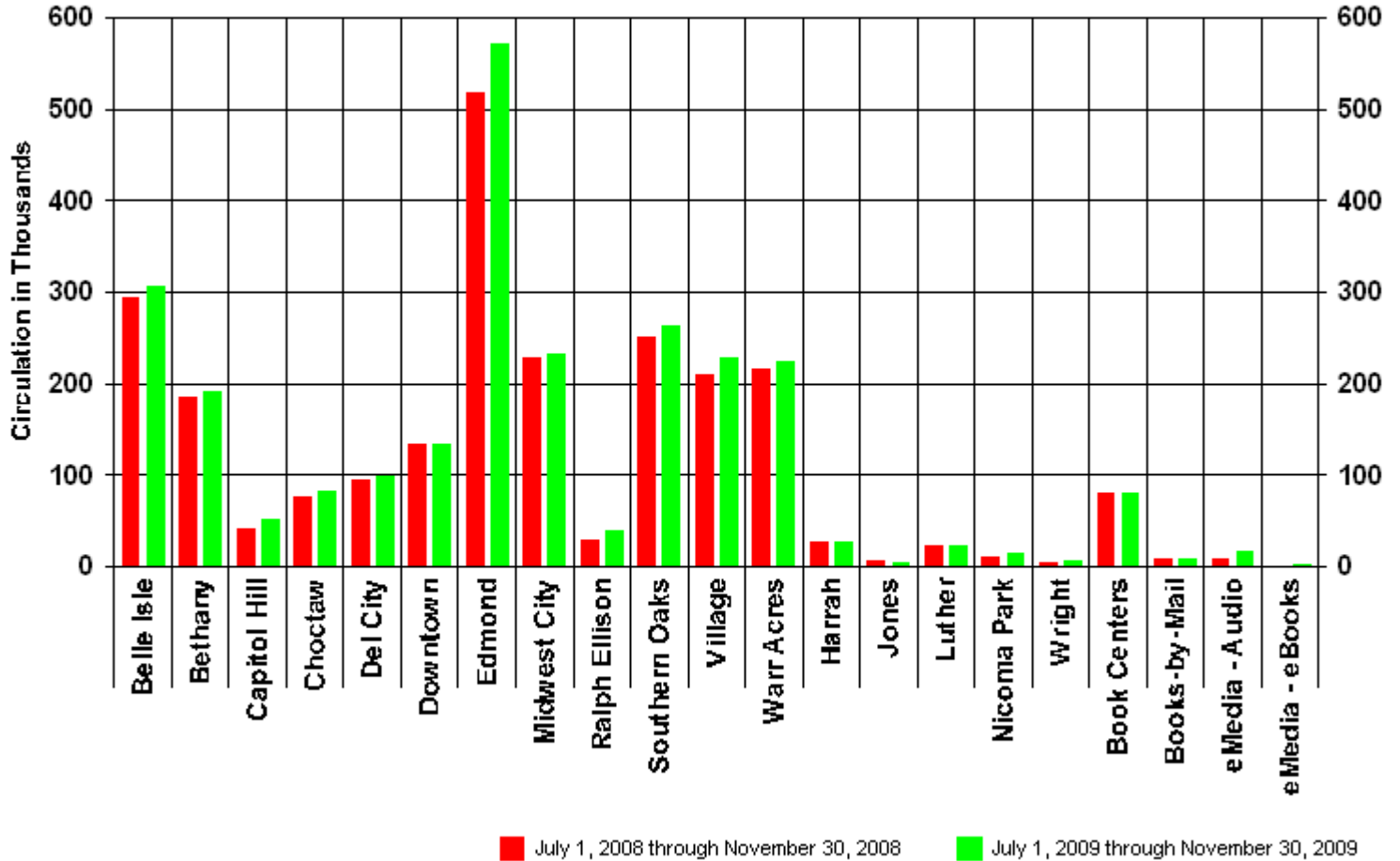
Even with all of these ongoing projects, serving the community has remained our primary focus. Public attendance at our programs was up across the board over the past year. This is highlighted by the enthusiastic participation in the Summer Reading program, which received record numbers of sign-ups across the system this year. We have also augmented our collection of downloadable audio books to now include materials in the electronic book format. This is part of a strategy to keep our collection accessible and current, which contributes to the increased circulation that we have recently seen.

Overall, we have seen great progress this year. In spite of challenging economic developments, we are fortunate to have been able to not only maintain but enhance our services for the community. With many exciting projects in the works, we hope to build on this momentum to better serve our customers in the years to come.

Prepared by: Planning Services
November 2009

Circulation Gains and Losses

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

NOVEMBER 30, 2009		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	09	40696	219525	13126	73804	53822	293329	
	10	43479	230993	14443	74515	57922	305508	
		2783	11468	1317	711	4100	12179	4.2
Bethany	09	22696	125765	10186	59584	32882	185349	
	10	23733	131170	9850	59280	33583	190450	
		1037	5405	-336	-304	701	5101	2.8
Capitol Hill	09	5624	29302	2302	11869	7926	41171	
	10	6445	36709	3270	15743	9715	52452	
		821	7407	968	3874	1789	11281	27.4
Choctaw	09	8319	47248	4895	29275	13214	76523	
	10	9491	51309	5303	30724	14794	82033	
		1172	4061	408	1449	1580	5510	7.2
Del City	09	11543	63870	4650	29965	16193	93835	
	10	12261	68283	5124	30343	17385	98626	
		718	4413	474	378	1192	4791	5.1
Downtown	09	19548	102229	5774	30766	25322	132995	
	10	18415	99735	6251	33159	24666	132894	
		-1133	-2494	477	2393	-656	-101	-.1
Edmond	09	56280	295555	38628	222993	94908	518548	
	10	59344	325803	42772	245296	102116	571099	
		3064	30248	4144	22303	7208	52551	10.1
Midwest City	09	29253	159660	12699	68586	41952	228246	
	10	30341	163642	12365	68113	42706	231755	
		1088	3982	-334	-473	754	3509	1.5
Ralph Ellison	09	4154	21047	1266	7262	5420	28309	
	10	5433	29998	1805	9899	7238	39897	
		1279	8951	539	2637	1818	11588	40.9
Southern Oaks	09	33077	181802	12221	68314	45298	250116	
	10	34342	190145	13142	72333	47484	262478	
		1265	8343	921	4019	2186	12362	4.9
Village	09	26583	143765	11765	65191	38348	208956	
	10	30066	159885	12190	67809	42256	227694	
		3483	16120	425	2618	3908	18738	9.0
Warr Acres	09	24756	144154	11857	71919	36613	216073	
	10	28247	156623	12256	68258	40503	224881	
		3491	12469	399	-3661	3890	8808	4.1

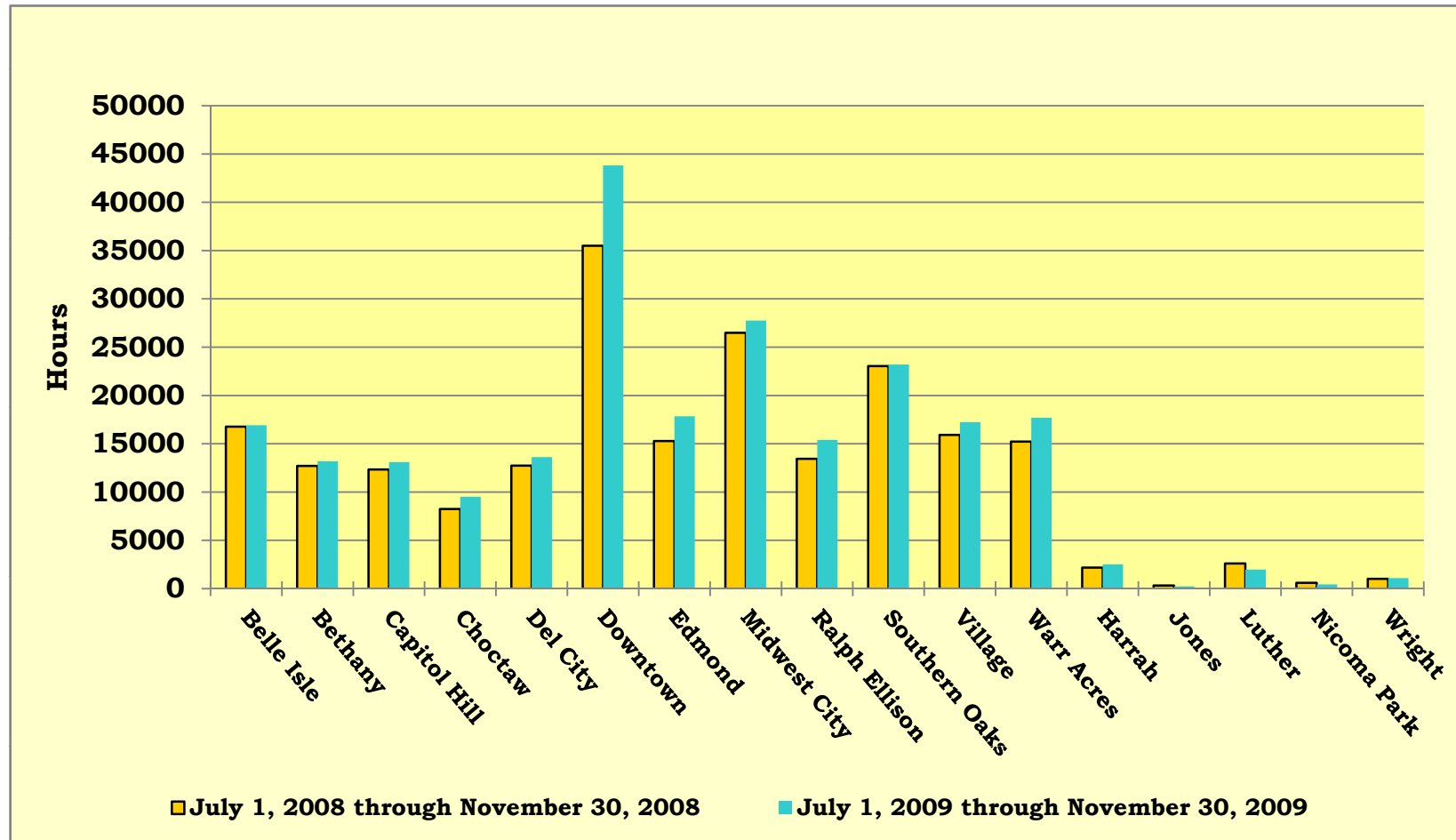
Circulation Gains and Losses

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

NOVEMBER 30, 2009		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	09	3444	18724	1522	8319	4966	27043	
	10	3596	18354	1997	8914	5593	27268	
		152	-370	475	595	627	225	.8
Jones	09	702	3909	166	1504	868	5413	
	10	571	3543	164	1178	735	4721	
		-131	-366	-2	-326	-133	-692	-12.8
Luther	09	3420	17814	971	5897	4391	23711	
	10	2444	17636	659	4890	3103	22526	
		-976	-178	-312	-1007	-1288	-1185	-5.0
Nicoma Park	09	1654	8674	426	2252	2080	10926	
	10	1691	10931	428	3001	2119	13932	
		37	2257	2	749	39	3006	27.5
Wright	09	819	3604	146	846	965	4450	
	10	945	4745	152	1341	1097	6086	
		126	1141	6	495	132	1636	36.8
<u>OTHER:</u>								
Book Centers	09	9946	49446	6171	30982	16117	80428	
	10	10114	50426	6189	30714	16303	81140	
		168	980	18	-268	186	712	.9
Books-by-Mail	09	1405	8447	0	0	1405	8447	
	10	1606	9051	0	0	1606	9051	
		201	604	0	0	201	604	7.2
eMedia - Audio	09	1861	7684	0	0	1861	7684	
	10	3225	15646	0	0	3225	15646	
		1364	7962	0	0	1364	7962	103.6
eMedia - eBooks	09	0	0	0	0	0	0	
	10	382	1588	0	0	382	1588	
		382	1588	0	0	382	1588	100.0
TOTALS	09	305780	1652224	138771	789328	444551	2441552	
	10	326171	1776215	148360	825510	474531	2601725	
		20391	123991	9589	36182	29980	160173	6.6

Total Computer Hours Used by Library

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	271		4,168		3,098.07		2,750		22,690		16,772.27	
	10	309		4,089		3,138.27		2,807		22,609		16,911.70	
		38	14.0	-79	-1.9	40.20	1.3	57	2.1	-81	-4	139.43	.8
BETHANY	09	242		2,911		2,248.41		2,084		16,577		12,703.14	
	10	217		3,044		2,396.48		2,194		17,217		13,185.83	
		-25	-10.3	133	4.6	148.07	6.6	110	5.3	640	3.9	482.69	3.8
CAPITOL HILL	09	199		2,603		2,187.96		1,775		14,641		12,337.65	
	10	196		2,892		2,386.84		1,921		16,440		13,111.46	
		-3	-1.5	289	11.1	198.88	9.1	146	8.2	1,799	12.3	773.81	6.3
CHOCTAW	09	123		1,686		1,522.55		1,106		9,079		8,246.21	
	10	90		1,896		1,699.34		1,087		10,057		9,516.59	
		-33	-26.8	210	12.5	176.79	11.6	-19	-1.7	978	10.8	1,270.38	15.4
DEL CITY	09	240		2,855		2,302.69		1,944		15,757		12,732.04	
	10	189		3,249		2,503.55		2,038		17,407		13,616.65	
		-51	-21.3	394	13.8	200.86	8.7	94	4.8	1,650	10.5	884.61	6.9
DOWNTOWN	09	279		8,862		6,527.06		2,702		47,758		35,504.81	
	10	324		11,219		9,252.78		2,812		54,884		43,817.06	
		45	16.1	2,357	26.6	2,725.72	41.8	110	4.1	7,126	14.9	8,312.25	23.4
EDMOND	09	312		3,716		2,986.68		2,720		19,701		15,278.91	
	10	287		4,144		3,397.58		2,857		22,071		17,841.83	
		-25	-8.0	428	11.5	410.90	13.8	137	5.0	2,370	12.0	2,562.92	16.8
MIDWEST CITY	09	376		6,040		4,893.69		3,850		33,233		26,492.79	
	10	435		6,557		5,232.33		4,038		35,053		27,760.06	
		59	15.7	517	8.6	338.64	6.9	188	4.9	1,820	5.5	1,267.27	4.8
RALPH ELLISON	09	201		3,384		2,695.59		1,621		17,333		13,445.35	
	10	224		3,448		2,732.83		2,039		19,498		15,404.91	
		23	11.4	64	1.9	37.24	1.4	418	25.8	2,165	12.5	1,959.56	14.6

Total Computer Usage

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	386		5,715		4,265.91		3,550		31,345		23,039.04	
	10	444		5,514		4,380.36		3,975		30,235		23,199.99	
		58	15.0	-201	-3.5	114.45	2.7	425	12.0	-1,110	-3.5	160.95	.7
VILLAGE	09	339		3,869		3,054.38		2,737		20,679		15,923.23	
	10	323		3,946		3,147.60		2,998		22,343		17,245.26	
		-16	-4.7	77	2.0	93.22	3.1	261	9.5	1,664	8.0	1,322.03	8.3
WARR ACRES	09	243		3,870		3,031.11		2,308		20,339		15,222.38	
	10	228		4,129		3,204.34		2,500		23,481		17,694.67	
		-15	-6.2	259	6.7	173.23	5.7	192	8.3	3,142	15.4	2,472.29	16.2
HARRAH	09	38		486		391.53		384		2,857		2,182.69	
	10	41		604		474.70		386		3,063		2,524.22	
		3	7.9	118	24.3	83.17	21.2	2	.5	206	7.2	341.53	15.6
JONES	09	4		50		66.67		46		340		323.27	
	10	3		33		39.17		44		264		232.25	
		-1	-25.0	-17	-34.0	-27.50	-41.2	-2	-4.3	-76	-22.4	-91.02	-28.2
LUTHER	09	19		541		429.97		258		3,162		2,601.84	
	10	28		451		333.17		329		2,655		1,969.38	
		9	47.4	-90	-16.6	-96.80	-22.5	71	27.5	-507	-16.0	-632.46	-24.3
NICOMA PARK	09	12		158		150.42		97		720		601.49	
	10	15		123		88.95		123		636		448.37	
		3	25.0	-35	-22.2	-61.47	-40.9	26	26.8	-84	-11.7	-153.12	-25.5
WRIGHT	09	9		200		163.64		108		1,284		1,008.88	
	10	9		251		187.22		93		1,395		1,089.64	
			.0	51	25.5	23.58	14.4	-15	-13.9	111	8.6	80.76	8.0
TOTAL	09	3,293		51,114		40,016.33		30,040		277,495		214,415.99	
	10	3,362		55,589		44,595.51		32,241		299,308		235,569.87	
		69	2.1	4,475	8.8	4,579.18	11.4	2,201	7.3	21,813	7.9	21,153.88	9.9

Computer Usage by Adult Customers

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	221		3,328		2,481.40		2,262		18,526		13,683.07	
	10	250		3,543		2,734.92		2,335		19,812		14,875.01	
		29	13.1	215	6.5	253.52	10.2	73	3.2	1,286	6.9	1,191.94	8.7
BETHANY	09	191		2,144		1,640.59		1,639		12,391		9,417.81	
	10	179		2,346		1,846.12		1,716		13,063		9,959.70	
		-12	-6.3	202	9.4	205.53	12.5	77	4.7	672	5.4	541.89	5.8
CAPITOL HILL	09	118		1,319		1,233.07		964		7,306		6,576.00	
	10	121		1,683		1,450.39		1,113		8,616		7,255.46	
		3	2.5	364	27.6	217.32	17.6	149	15.5	1,310	17.9	679.46	10.3
CHOCTAW	09	77		1,008		912.76		761		5,625		5,112.53	
	10	66		1,226		1,129.35		770		6,446		6,056.21	
		-11	-14.3	218	21.6	216.59	23.7	9	1.2	821	14.6	943.68	18.5
DEL CITY	09	183		2,008		1,606.78		1,483		10,909		8,814.89	
	10	155		2,365		1,833.58		1,541		12,804		10,043.35	
		-28	-15.3	357	17.8	226.80	14.1	58	3.9	1,895	17.4	1,228.46	13.9
DOWNTOWN	09	242		7,978		5,818.51		2,235		41,805		30,921.39	
	10	269		10,347		8,477.90		2,307		50,559		40,188.09	
		27	11.2	2,369	29.7	2,659.39	45.7	72	3.2	8,754	20.9	9,266.70	30.0
EDMOND	09	255		3,107		2,485.42		2,225		16,212		12,575.42	
	10	248		3,580		2,929.15		2,364		18,875		15,274.34	
		-7	-2.7	473	15.2	443.73	17.9	139	6.2	2,663	16.4	2,698.92	21.5
MIDWEST CITY	09	310		4,407		3,651.10		3,013		22,874		18,874.42	
	10	343		4,666		3,815.73		3,163		25,672		20,649.02	
		33	10.6	259	5.9	164.63	4.5	150	5.0	2,798	12.2	1,774.60	9.4
RALPH ELLISON	09	146		2,021		1,636.57		1,104		8,847		7,176.19	
	10	171		2,168		1,783.40		1,518		11,703		9,176.49	
		25	17.1	147	7.3	146.83	9.0	414	37.5	2,856	32.3	2,000.30	27.9

Computer Usage by Adult Customers

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	295		3,697		2,844.41		2,544		18,718		14,367.02	
	10	341		3,872		3,091.72		2,889		20,205		15,780.14	
		46	15.6	175	4.7	247.31	8.7	345	13.6	1,487	7.9	1,413.12	9.8
VILLAGE	09	264		2,947		2,289.99		2,141		15,291		11,693.53	
	10	261		2,995		2,406.46		2,376		16,159		12,621.08	
		-3	-1.1	48	1.6	116.47	5.1	235	11.0	868	5.7	927.55	7.9
WARR ACRES	09	208		2,760		2,189.76		1,843		14,272		10,790.69	
	10	194		3,106		2,408.12		1,965		16,792		12,770.47	
		-14	-6.7	346	12.5	218.36	10.0	122	6.6	2,520	17.7	1,979.78	18.3
HARRAH	09	22		294		232.19		237		1,800		1,382.65	
	10	28		330		253.39		255		1,715		1,317.09	
		6	27.3	36	12.2	21.20	9.1	18	7.6	-85	-4.7	-65.56	-4.7
JONES	09	3		37		48.76		24		157		133.11	
	10	3		29		36.45		31		190		165.07	
			.0	-8	-21.6	-12.31	-25.2	7	29.2	33	21.0	31.96	24.0
LUTHER	09	5		246		188.68		125		1,387		1,119.92	
	10	16		269		222.46		172		1,391		1,191.41	
		11	220.0	23	9.3	33.78	17.9	47	37.6	4	.3	71.49	6.4
NICOMA PARK	09	12		111		110.49		77		531		426.17	
	10	13		103		75.05		95		527		377.12	
		1	8.3	-8	-7.2	-35.44	-32.1	18	23.4	-4	-.8	-49.05	-11.5
WRIGHT	09	8		171		144.90		77		969		771.11	
	10	6		217		159.60		72		1,161		910.33	
		-2	-25.0	46	26.9	14.70	10.1	-5	-6.5	192	19.8	139.22	18.1
TOTAL	09	2,560		37,583		29,515.38		22,754		197,620		153,835.92	
	10	2,664		42,845		34,653.79		24,682		225,690		178,610.38	
		104	4.1	5,262	14.0	5,138.41	17.4	1,928	8.5	28,070	14.2	24,774.46	16.1

Computer Usage by Minor Customers

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	50		840		616.67		488		4,164		3,089.20	
	10	59		546		403.35		472		2,797		2,036.69	
		9	18.0	-294	-35.0	-213.32	-34.6	-16	-3.3	-1,367	-32.8	-1,052.51	-34.1
BETHANY	09	51		767		607.82		445		4,186		3,285.33	
	10	38		698		550.36		478		4,154		3,226.13	
		-13	-25.5	-69	-9.0	-57.46	-9.5	33	7.4	-32	-0.8	-59.20	-1.8
CAPITOL HILL	09	81		1,284		954.89		811		7,335		5,761.65	
	10	75		1,209		936.45		808		7,824		5,856.00	
		-6	-7.4	-75	-5.8	-18.44	-1.9	-3	-0.4	489	6.7	94.35	1.6
CHOCTAW	09	46		678		609.79		345		3,454		3,133.68	
	10	24		670		569.99		317		3,611		3,460.38	
		-22	-47.8	-8	-1.2	-39.80	-6.5	-28	-8.1	157	4.5	326.70	10.4
DEL CITY	09	57		847		695.91		461		4,848		3,917.15	
	10	34		884		669.97		497		4,603		3,573.30	
		-23	-40.4	37	4.4	-25.94	-3.7	36	7.8	-245	-5.1	-343.85	-8.8
DOWNTOWN	09	37		884		708.55		467		5,953		4,583.42	
	10	55		872		774.88		505		4,325		3,628.97	
		18	48.6	-12	-1.4	66.33	9.4	38	8.1	-1,628	-27.3	-954.45	-20.8
EDMOND	09	57		609		501.26		495		3,489		2,703.49	
	10	39		564		468.43		493		3,196		2,567.49	
		-18	-31.6	-45	-7.4	-32.83	-6.5	-2	-0.4	-293	-8.4	-136.00	-5.0
MIDWEST CITY	09	66		1,633		1,242.59		837		10,359		7,618.37	
	10	92		1,891		1,416.60		875		9,381		7,111.04	
		26	39.4	258	15.8	174.01	14.0	38	4.5	-978	-9.4	-507.33	-6.7
RALPH ELLISON	09	55		1,363		1,059.02		517		8,486		6,269.16	
	10	53		1,280		949.43		521		7,795		6,228.42	
		-2	-3.6	-83	-6.1	-109.59	-10.3	4	.8	-691	-8.1	-40.74	-0.6

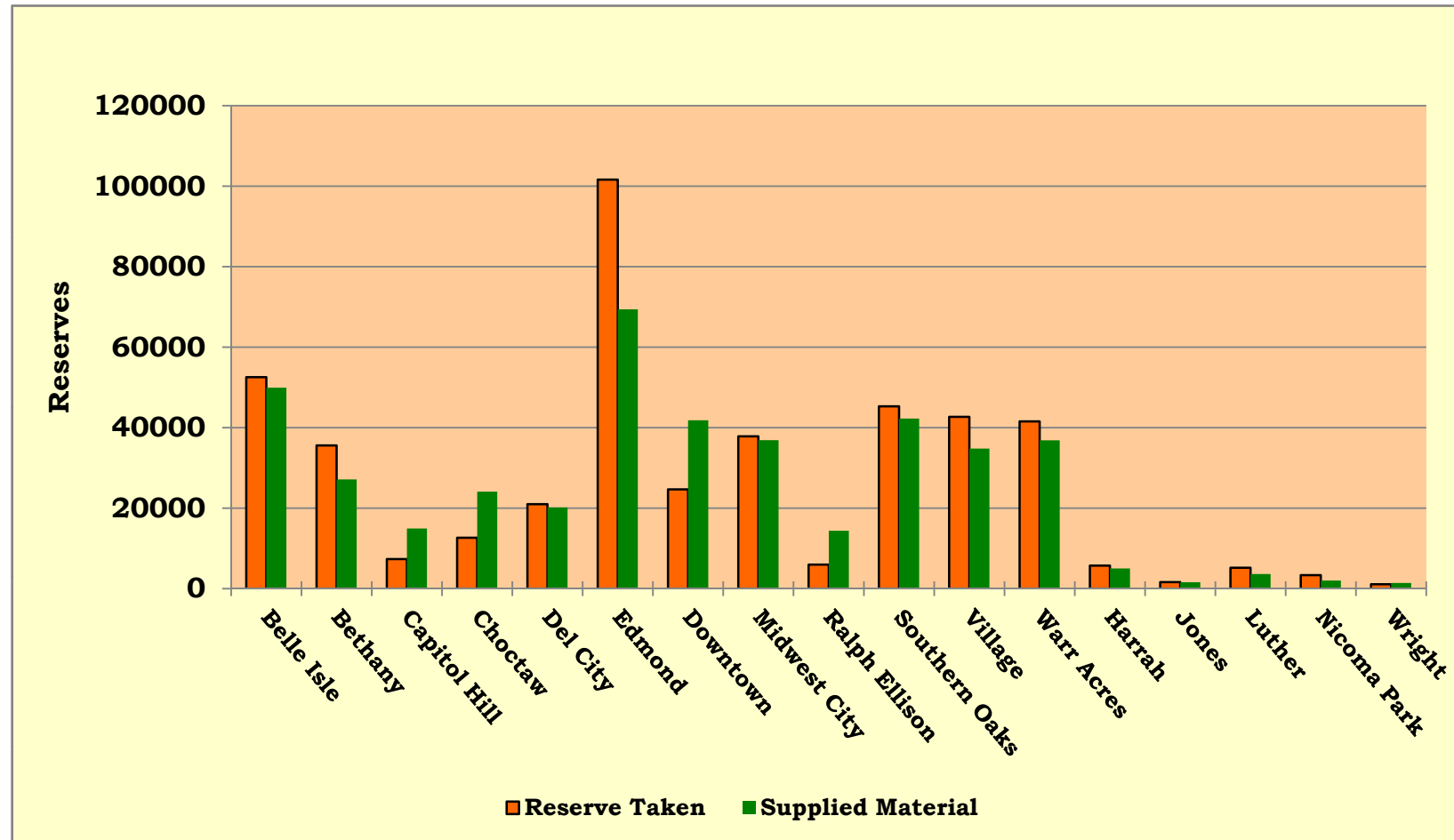
Computer Usage by Minor Customers

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	91		2,018		1,421.50		1,006		12,627		8,672.02	
	10	103		1,642		1,288.64		1,086		10,030		7,419.85	
		12	13.2	-376	-18.6	-132.86	-9.3	80	8.0	-2,597	-20.6	-1,252.17	-14.4
VILLAGE	09	75		922		764.39		596		5,388		4,229.70	
	10	62		951		741.14		622		6,184		4,624.18	
		-13	-17.3	29	3.1	-23.25	-3.0	26	4.4	796	14.8	394.48	9.3
WARR ACRES	09	35		1,110		841.35		465		6,067		4,431.69	
	10	34		1,023		796.22		535		6,689		4,924.20	
		-1	-2.9	-87	-7.8	-45.13	-5.4	70	15.1	622	10.3	492.51	11.1
HARRAH	09	16		192		159.34		147		1,057		800.04	
	10	13		274		221.31		131		1,348		1,207.13	
		-3	-18.8	82	42.7	61.97	38.9	-16	-10.9	291	27.5	407.09	50.9
JONES	09	1		13		17.91		22		183		190.16	
	10			4		2.72		13		74		67.18	
		-1	-100.0	-9	-69.2	-15.19	-84.8	-9	-40.9	-109	-59.6	-122.98	-64.7
LUTHER	09	14		295		241.29		133		1,775		1,481.92	
	10	12		182		110.71		157		1,264		777.97	
		-2	-14.3	-113	-38.3	-130.58	-54.1	24	18.0	-511	-28.8	-703.95	-47.5
NICOMA PARK	09			47		39.93		20		189		175.32	
	10	2		20		13.90		28		109		71.25	
		2		-27	-57.4	-26.03	-65.2	8	40.0	-80	-42.3	-104.07	-59.4
WRIGHT	09	1		29		18.74		31		315		237.77	
	10	3		34		27.62		21		234		179.31	
		2	200.0	5	17.2	8.88	47.4	-10	-32.3	-81	-25.7	-58.46	-24.6
TOTAL	09	733		13,531		10,500.95		7,286		79,875		60,580.07	
	10	698		12,744		9,941.72		7,559		73,618		56,959.49	
		-35	-4.8	-787	-5.8	-559.23	-5.3	273	3.7	-6,257	-7.8	-3,620.58	-6.0

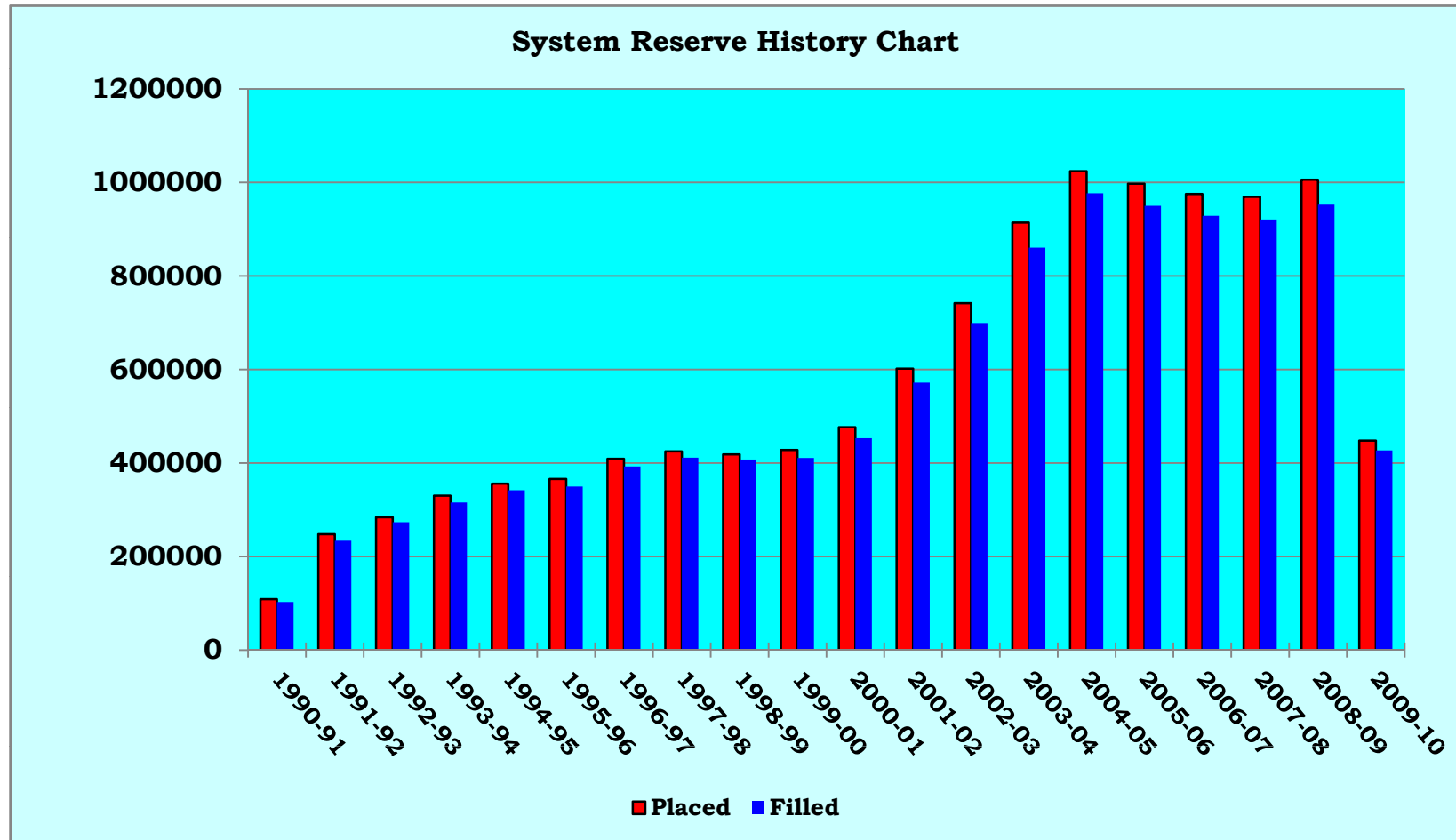
System Reserve Report

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	9,013	49,815		7,806	46,885	
	10	9,319	52,550		8,977	49,657	
		306	2,735	5.5	1,171	2,772	5.9
BETHANY	09	5,719	31,155		5,149	29,616	
	10	6,165	35,598		5,723	33,817	
		446	4,443	14.3	574	4,201	14.2
CAPITOL HILL	09	1,086	5,079		952	4,559	
	10	1,439	7,345		1,263	6,694	
		353	2,266	44.6	311	2,135	46.8
CHOCTAW	09	2,076	11,882		1,794	11,145	
	10	2,273	12,656		2,207	12,070	
		197	774	6.5	413	925	8.3
DEL CITY	09	3,505	18,910		3,176	18,009	
	10	3,950	21,002		3,632	19,720	
		445	2,092	11.1	456	1,711	9.5
EDMOND	09	16,028	87,905		15,921	83,724	
	10	18,245	101,610		17,254	97,571	
		2,217	13,705	15.6	1,333	13,847	16.5
DOWNTOWN	09	4,109	23,843		3,841	22,648	
	10	4,808	24,671		4,479	23,318	
		699	828	3.5	638	670	3.0
MIDWEST CITY	09	6,534	37,193		5,889	35,278	
	10	7,056	37,852		6,515	36,250	
		522	659	1.8	626	972	2.8
RALPH ELLISON	09	997	4,539		901	4,231	
	10	857	5,974		490	5,385	
		-140	1,435	31.6	-411	1,154	27.3
SOUTHERN OAKS	09	7,773	41,850		6,890	39,439	
	10	8,389	45,311		7,903	43,244	
		616	3,461	8.3	1,013	3,805	9.6
VILLAGE	09	6,529	38,175		5,862	36,404	
	10	7,713	42,690		7,400	40,760	
		1,184	4,515	11.8	1,538	4,356	12.0
WARR ACRES	09	6,892	38,984		6,210	37,328	
	10	7,435	41,552		7,003	39,993	
		543	2,568	6.6	793	2,665	7.1

System Reserves Report

July 1, 2009 through November 30, 2009 (41.67% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	1,009	5,827		857	5,375	
	10	1,198	5,714		1,111	5,414	
		189	-113	-1.9	254	39	.7
JONES	09	306	1,949		311	1,854	
	10	309	1,626		273	1,553	
		3	-323	-16.6	-38	-301	-16.2
LUTHER	09	920	5,237		898	4,850	
	10	686	5,202		810	5,125	
		-234	-35	-.7	-88	275	5.7
NICOMA PARK	09	565	3,110		494	2,980	
	10	517	3,362		596	3,121	
		-48	252	8.1	102	141	4.7
WRIGHT	09	252	1,041		223	989	
	10	186	1,084		211	1,028	
		-66	43	4.1	-12	39	3.9
BOOKS-BY-MAIL	09	426	2,491		409	2,389	
	10	451	2,366		427	2,203	
		25	-125	-5.0	18	-186	-7.8
TOTAL	09	73,739	408,985		67,583	387,703	
	10	80,996	448,165		76,274	426,923	
		7,257	39,180	9.6	8,691	39,220	10.1

EXECUTIVE DIRECTOR'S REPORT

DECEMBER 2009

Reminder about Ralph Ellison opening

As the commission meeting is a week early this month, I wanted to remind commissioners of the grand re-opening of the Ralph Ellison Library. It will be Monday, December 14th at 2:00 pm. Hope to see you there.

Staff from across the system helped the Ralph Ellison staff, maintenance staff and IT staff in moving from the temporary location to the newly renovated library. The actual move of books was accomplished in record time – 2 days! Kudos to the planning staff, especially Stuart Williamson, for developing a system of labels that made the move of books from one location to the other (in Dewey order), relatively easy.

These moves require much hard, physical work and the Ralph Ellison, maintenance and IT staff are to be commended for their positive, cheerful attitude in getting this done in such exemplary fashion.

Surplus Sale

The library had a very successful surplus sale the day after the November commission meeting. The sale netted over \$9,000, which is a record for a surplus sale.

Holiday Closings

All libraries in the Metropolitan Library System will be closed on Thursday, December 24 and Friday, December 25th for the Christmas Holiday.

We will close again the following week for the New Year Holiday on Thursday, December 31 at 6:00pm and all day on Friday, January 1st. The Downtown Library will close at 5:00pm on the 31st to prepare for the Opening Night Celebration.

Opening Night

The Ronald J. Norick Downtown Library will once again be a venue for opening night. From 7 – 8 pm Justin Echols will perform Jazz standards and from 8:00pm to 11:00pm the CDS Jazz Band will perform. CDS has performed at our staff recognition event in the past and are very good. Come join the fun on New Year's Eve. The Friends of the Library will once again serve as volunteers and hosts for the library.

Service Center Change Orders 04

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.

During the past several weeks, we have had 3 items that have required MLS, working with the architect & the contractor, to modify the contract.

Item 1 Proposal Request 14-R includes the addition of a preaction fire suppression system, additional electrical and tie in to the new fire alarm system for the vertical lift.

Cost \$ 16,808.00

Time 0 days

Item 2 Proposal Request 17 includes the addition of com/data conduits at Friends of Library F10R .
Cost \$ 3,557.00
Time 0 days

Item 3 Proposal Request 18 includes modifications to the gate pedestals, upgrades to the gate mag-lock and add drive loops in the concrete pavement .
Cost \$ 3,013.00
Time 0 days

In Summary

Original Contract Amount (*)	\$ 4,052,600.00
Previously Approved Contract Changes	<u>62,366.00</u>
Contract Amount before this Change	\$ 4,114,966.00
Contact Changes - this Report	<u>23,378.00</u>
Revises Contract Amount	\$ 4,138,344.00
Original Completion Date (390 days)	September 8, 2009
Previous Request for Time	5 days
This Report	89 days
Revised Completion Date (484 days)	December 11, 2009

Funding for this work is available in the Service Center 450 account.

Capital Projects Update

- The Service Center is nearing completion. We expect to begin moving into the facility the second week of January.
- The Northwest Library project will advertise for bids the first week of January, 2010 with hopes that the contract can be awarded by the OKC council in mid-February. Notice to proceed with construction will follow the bid award. We do expect to have a neighborhood meeting in late March. We will inform commission members of that date after the first of the year. I expect a groundbreaking ceremony to occur around the same time.
- Work on the other upcoming capital projects has taken a back seat this month as we prepare to open both Ralph Ellison and the Service Center. Work on the other projects will commence in full again after the first of the year.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Leadership OKC Luncheon
- ODL Legislative Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Schubert: A Divine Messenger - With Pianist Wayne McEvilly

Sunday, January 10, 2010

Time: 2:00pm-3:00pm

Location: Downtown

All ages

To honor Ernestine Hill Clark, retired MLS Director of Development, the MLS Endowment has made this Concert Series possible. These concerts are for everyone and were chosen to honor Ms. Clark because of her enjoyment of the piano performances by Wayne McEvilly and her generous spirit of giving to others. All are invited and to share in honoring Ms. Clark at a reception following the free concert. Co-sponsor: MLS Endowment Trust.

The Weavers Guild of Oklahoma City

Saturday, January 16, 2010

Time: 10:00am-12:00pm

Location: Midwest City

Adults

The Weavers Guild of Oklahoma City would like to invite you to participate in our January 2010 program. This month's topic "Using Your Hand Spun Yarn," presented by Log Cabin Spinners. For more information, please call 405-260-2095.

New Start: Health & Wealth

Wednesday, January 20, 2010

Time: 12:00pm-3:00pm

Location: Ralph Ellison

Adults

From noon until 1:00p we'll have lunch (bring your own), we'll provide drinks and cookies and you can visit with others who wish to make changes in the New Year. At 1:00 p.m. Back on Top Program presenters will give information on the part your nutrition plays in job success. How what you eat projects your success in the workplace. Co-sponsor: Back on Top, Inter-City Youth & Community Development Program.

Using Photographs with Computers

Thursday, January 21, 2010

Time: 6:30pm-8:00pm

Location: Village

Adults

Free computer class for adults! Learn how to transfer pictures from ANY camera (not just a digital camera) to your computer and email them to friends and family! Come in or call to sign-up. Village Library (405) 755-0710.

Self Defense Class

Saturday, January 23, 2010

Time: 1:00pm-2:00pm

Location: Ralph Ellison

Teens and Adults

Do you want to learn the basics of self defense from a trained professional? Come to the library to find out the keys to protecting yourself. This is not the same information you've heard before. To sign up, contact the library at 424-1437.

Richter Uzur Duo

Monday, January 25, 2010

Time: 6:30pm-7:30pm

Location: Choctaw

Ages 8 and older

Composer and performer, Brad Richter on guitar, and soloist and chamber musician, Viktor Uzur on cello, will play a wide range of music from contemporary to classical. Both have performed throughout Europe and North America satisfying audiences with their highly entertaining and diverse sound.

Writing Your First Book

Thursday, January 28, 2010
Time: 6:00pm-7:30pm
Location: Del City
Adults

Local author, Lucinda Marie Thierry, shares tips for writing and publishing for wanna-be-novelists. Learn the tricks of the trade and get your manuscript out there! Call 672-1377 to sign up and for more information.

Bethany Centennial Art Premier with Artist Danny Gordon

Saturday, January 30, 2010
Time: 2:00pm-3:00pm
Location: Bethany
All Ages

The City of Bethany celebrates its Centennial! Join us at the library for a premier of newly commissioned art for the library children's area featuring several notable children who grew up in Bethany as well as Bethany children of today. The quartet of paintings feature New York Yankee's pitching great Allie Reynolds and world record-setting astronaut Shannon Lucid. Artist Danny Gordon will share his creative process and children ages 8-12 can sign up for a drawing class with Danny. Refreshments will feature a birthday cake to celebrate Bethany's 100 years and Bethany Library's 45th birthday. Co-sponsor: Friends of the Metropolitan Library System.