

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, November 18, 2010, 3:30 p.m.  
Edmond Library  
10 S. Boulevard  
Edmond, OK 73034  
(Telephone: 341-9282)

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

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

Penny McCaleb, 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 - #46)**

- Document #44 – Approval of Minutes of October 21, 2010 Meeting
- Document #45 – Acceptance of Review of Expenditures for October 2010
- Document #46 – Contract Awards and Purchases
  - Item A: Cisco Wireless Controller Upgrades
  - Item B: S185 Bobcat Skid-Steer Loader
  - Item C: Professional Services Contract with the Singer Group, Inc. for a Classification and Compensation Study

## **3:50 – 4:15 pm EXECUTIVE SESSION**

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

## **4:15 – 4:20 pm COMMITTEE REPORTS**

- Document #47 – Discussion, Consideration, and Possible Action: Report and Recommendations A & P Committee, November 4, 2010

## **4:20 – 4:30 pm NEW BUSINESS**

- Document #48 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Authorization to negotiate Lease for Temporary Southern Oaks Library

## **4:30 – 4:45 pm INFORMATION REPORTS**

- Document #49 – MLS Strategic Plan Year 3 Highlights – Kay Bauman, Deputy Executive Director, Library Operations
- Document #50 – MLS October 2010 Library Visits Report
- Document #51 – MLS October 2010 Circulation Report
- Document #52 – MLS October 2010 Computer Usage Report
- Document #53 – MLS October 2010 System Reserve Report

## **4:45 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT**

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

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

December 9, 2010

Capitol Hill Library, 334 SW 26<sup>th</sup> , Oklahoma City, OK 73109

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

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

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

Library System staff receiving Certificates of Service in November 2010:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Lois F. Cross, Library Operations, Extension Specialist	5
Sally A. Gray, Village Library, Associate Librarian	5
Tulin R. LaFollette, Harrah Library, Page	5
Devon D. McDaniel, Library Operations, Extension Specialist	5
Darrie J. Breathwit, Southern Oaks, Librarian	10
Elizabeth Ann Kessler, Human Resources, HUM Specialist	10
Sally K. Phillips, Southern Oaks, Circulation Clerk	10
Kelley L. Riha, OUT, Community Info. Coordinator	10
Mary L. Stephens, Warr Acres, Circulation Clerk	10
Pauline Rodriguez-Atkins, Cataloging, Cataloging Manager	10

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

DATE: October 21, 2010      TIME: 3:30 pm

MEETING PLACE: Del City Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 20, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on October 18, 2010, in conformity with the Oklahoma Open Meeting Act §311.**

**Members**

PRESENT:

Nancy Anthony  
Fran Cory, Vice-Chair  
Cynthia Friedemann  
Deanna Hannah  
Jose Jimenez  
Carolyn Leslie  
Tracy McDaniel  
Tracy McGehee  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Jim Shonts  
Judy Smith  
Alyne Strube  
Beth Toland  
Greg Womack  
Penny McCaleb, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Bose' Akadiri  
Ralph Bullard  
Glenda Choate  
Mick Cornett, Mayor of Oklahoma City  
Margaret Graham  
David Greenwell, Disbursing Agent  
Brenda Palmer  
Ray Vaughn

Estimate of general public and staff attending: 19

**I.** The meeting was called to order at 3:30 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Anthony, Cory, Friedemann, Hannah, Jimenez, Leslie, McDaniel, McGehee, Patel, Patterson, Rice, Shonts, Smith, Strube, Toland, Womack, McCaleb. (Arrived: Nelson, 3:38).

**II.** Mrs. McCaleb introduced Mr. Jamar Rahming, Manager of the Del City Library. Mr. Rahming welcomed the Commission and provided details of events at the Del City Library.

**III.** Mrs. McCaleb called for comments from the general public. There were none.

**IV.** Mrs. McCaleb called for Presentation of Service Certificates for October 2010: Jimmy C. Welch, Deputy Executive Director of Information Technology ~ 40 years of service.

**V.** Mrs. McCaleb presented the Consent Docket: Document #31 – Acceptance of Review of Expenditures for September 2010; Document #32 – Approval of Minutes of September 16, 2010; Document #33 – Contract Awards & Purchases.

Mrs. Morris referred to the minutes of September 16 and stated as requested by Mr. Jose Jimenez, the library's legal counsel, Attorney Bill Comstock, is currently reviewing the liability limits on the directors and officers liability policy. Mr. Comstock will prepare an official response and once that information is received it will be brought back to the commission as part of the Executive Director's Report.

Mrs. Morris explained the revised Contract Award for the Design Consultation of the Southern Oaks Library Temporary Site. Questions and Discussion followed.

Mrs. McCaleb called for a motion.

**Mrs. Fran Cory moved to accept the consent docket. Mr. Jose Jimenez seconded. No further discussion, motion passed unanimously.**

**VI.** Mrs. McCaleb referred to Document #34 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit ~ Eide Bailly LLP

Mrs. McCaleb called on and introduced Ms. Carolyn Levings, Eide Bailly, LLP. Ms. Levings summarized the audit report. The audit went very smoothly, there were no significant audit findings.

Questions and discussion followed

Mrs. McCaleb called for a motion.

**Mr. Jose Jimenez moved to accept Document #34 Annual Audit. Mrs. Nancy Anthony seconded. No Further discussion, motion passed unanimously.**

**VII.** Mrs. McCaleb stated Document #35 – Discussion, Consideration and Possible Action: Approval of Southern Oaks Temporary location lease agreement has been pulled from the agenda. The details for a temporary location are still being worked out.

**VIII.** Mrs. McCaleb referred to Document #36 – Discussion, Consideration, and Possible Action: Approval of Metropolitan Library System Commission Meeting Dates 2011.

Mrs. Morris stated there is a possibility that the February \_ meeting location will need to be changed. Currently the location is listed as Del City Library; however renovation will soon be underway for the community center which would mean the meeting will need to be moved to another location. Administration will send out notice once the determination has been made.

**Mr. Mukesh Patel moved to approve the regularly scheduled commission meeting dates for 2011. Mrs. Judy Smith seconded. Questions and Discussion followed. Motion passed unanimously.**

**IX.** Mrs. McCaleb referred to Document #37 – Discussion, Consideration, and Possible Action: Approval of MLS 2010 Library Holiday and Closing Schedule.

**Mr. Tracy McDaniel moved to approve the proposed Library Holiday and Closing Schedule for 2011. Mrs. Cynthia Friedemann seconded. Questions and Discussion followed. Motion passed unanimously.**

**X.** Mrs. McCaleb presented Document #38 – Discussion, Consideration, and Possible Action: Resolution of Appreciation ~ Friends of the Metropolitan Library System.

**Mrs. Beth Toland moved to approve the Resolution of Appreciation for the Friends of the Metropolitan Library System. Mrs. Judy Smith seconded. Motion passed unanimously.**

Mrs. McCaleb presented Mr. Joe McReynolds, member of the Friends Board of Directors, with the resolution of appreciation and thanked him and the Friends for all they do for the Metropolitan Library System. Mr. McReynolds thanked the commission.

**XI.** Mrs. McCaleb referred to the Information Reports.

- ◆ Document #39 – MLS September 2010 Library Visits Report
- ◆ Document #40 – MLS September 2010 Circulation Report
- ◆ Document #41 – MLS September 2010 Computer Usage Report
- ◆ Document #42 – MLS September 2010 System Reserve Report

Questions and discussion followed.

**XII.** Mrs. McCaleb called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported on the annual FOCUS activities. Health and wellness was the theme for this year's event. Additional activities aimed at raising funds for the United Way brought in \$ 20,010.00 to help the organization in reaching their fundraising goal.

Mrs. Morris reported Administration is making minor housekeeping revisions to the following policies: AM100~Access to Materials: The loan period for videos was changed to 2 weeks which is the standard loan period for all materials; and AM 120~System Reserves: Changed to state that vendors that provide materials in electronic formats set their own limits on reserves.

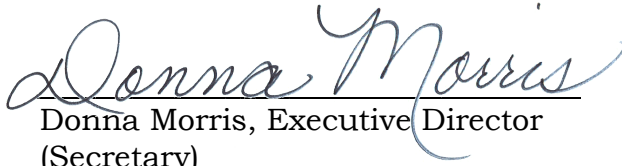
Mrs. Morris reported on the potential concepts for Capitol Hill Library that have been developed by Studio Architects. Two options are being explored that would keep the library in its current location. One would add additional space to the current building and renovate the existing space and the other would build an entirely new building next door and remove the current building and replace it with parking. Both of these ideas would allow service to continue in the existing building while new space is being constructed.

Mr. Morris invited the Commissioners to the annual Staff Recognition Event to be held Saturday, November 20 at the Clarion Meridian Convention Center.

Mrs. McCaleb called for comments from Commissioners.

**XIII.** The next Commission meeting will be held at the Edmond Library on November 18, 2010.

There being no further business, the meeting was adjourned at 4:05 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

October 31, 2010

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of October 2010.

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of October 2010.



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

**October 31, 2010**

**ASSETS**

CASH - Overnight Investment Account		\$ 7,480,161.93
INVESTMENTS (Schedule attached)		16,353,879.20
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2010-11 Ad Valorem Tax	29,227,702.00	
Less: Reserve for Delinquent Tax	(2,657,064.00)	
Budgeted Tax Revenue	<u>26,570,638.00</u>	
Less: Tax Received	<u>0.00</u>	
		26,570,638.00
<b>Total Assets</b>		<u><u>\$50,434,679.13</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2009-10 Reserve for Appropriations	\$166,395.06	
2010-11 Purchase Orders Outstanding	392,287.46	
2009-10 Purchase Orders Outstanding	35,214.87	
2010-11 Checks Outstanding	183,039.99	
2009-10 Checks Outstanding	2,690.21	
<b>Total Liabilities</b>		779,627.59

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	26,570,638.00
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**FUND BALANCE:**

Beginning of the Year		\$30,341,031.66
Add: Revenues		
Budgeted	237,359.00	
Other	<u>1,160,338.70</u>	1,397,697.70
Less: Expenditures		<u>(8,654,315.82)</u>
<b>Total Fund Balance</b>		<u>23,084,413.54</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$50,434,679.13</u></u>

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

**As of October 31, 2010**

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	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2009	12/19/2010	1.850%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	10/8/2009	11/5/2010	1.650%	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%	122,052.12
CD - Valliance Bank	3/5/2010	3/5/2011	2.000%	97,138.42
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 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FED HOME LN MTG CORP 10-13	12/30/2009	12/30/2013	2.250%	1,005,000.00
FED NATL MTG ASSOC 10-13	12/24/2009	6/24/2013	2.125%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA 11-16	9/8/2010	3/8/2016	2.000%	1,000,000.00
Total Investments				<u>\$ 16,353,879.20</u>

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

October 1, 2010 to October 31, 2010

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2010 Ad Valorem Tax	\$25,957,697.00	\$ -	\$ -	0.00%
State Aid	286,404.00	-	35,359.00	12.35%
Fines	<u>527,400.00</u>	<u>48,000.00</u>	<u>202,000.00</u>	38.30%
<b>Total Budgeted Revenue</b>	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 48,000.00</u></u>	<u><u>\$ 237,359.00</u></u>	0.89%
<b><u>NOT BUDGETED:</u></b>	286,404.00			
Prior Years Taxes		\$ 47,816.64	\$ 436,336.22	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		36,869.39	230,806.98	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		469,085.55	469,085.55	
Miscellaneous		<u>4,683.63</u>	<u>24,109.95</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 558,455.21</u></u>	<u><u>\$ 1,160,338.70</u></u>	
<b>Total Revenue</b>	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 606,455.21</u></u>	<u><u>\$ 1,397,697.70</u></u>	5.22%



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

October 31, 2010

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 99,208.80	\$ 3,346.10	\$ 586.04	\$ 101,968.86
810 Prepaid Fees	(6,388.73)	0.00	172.83	(6,561.56)
815 Fines	48,854.95	46,385.76	49,052.52	46,188.19
820 Copy	46,899.62	7,869.15	1,261.12	53,507.65
900 Special Event Fund	(143.23)	0.00	0.00	(143.23)
<b>Total Revolving Funds</b>	<b>\$ 188,431.41</b>	<b>\$ 57,601.01</b>	<b>\$ 51,072.51</b>	<b>\$ 194,959.91</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u><b>Special Grants</b></u>				
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	4,075.00	20,925.00
857 DN/LC Donations	92,529.29	92,529.29	90,085.95	2,443.34
858 10/LET/Summer Reading	20,000.00	20,000.00	19,829.68	170.32
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memoria	1,491.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	250.00	250.00	0.00	250.00
863 10/OCCF/Temple B'nai Israel	3,500.00	3,500.00	2,378.12	1,121.88
866 11/OAC/Children's Music	3,644.00	3,644.00	3,644.00	0.00
869 11/OAC/Son Del Barrio	1,700.00	0.00	1,700.00	(1,700.00)
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	0.00	1,000.00
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	0.00	1,000.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,235.90	764.10
893 11/Guild/Western Books	1,000.00	1,000.00	0.00	1,000.00
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	0.00	2,000.00
895 11/LET/Bookfest	5,000.00	5,000.00	5,000.00	0.00
896 11/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
897 11/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
898 11/LET/Interactive Children's	15,000.00	15,000.00	0.00	15,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
937 09/Guild/Spanish Classes	350.00	350.00	400.00	(50.00)
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	2,850.00	150.00
948 09/Walmart/MWC Teen Events	1,000.00	1,000.00	1,003.87	(3.87)
949 09/WalMart/ Del City	1,000.00	1,000.00	914.64	85.36
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
981 Downtown Club/Children's	300.00	300.00	133.09	166.91

**Grants - Friends of MLS, Previous Years**

<b>GRANTS:</b>		<b>GRANT AMOUNT</b>	<b>RECEIPTS TO DATE</b>	<b>EXPEND. TO DATE</b>	<b>ENDING BALANCE</b>
875	08 Public Art	3,000.00	3,000.00	0.00	3,000.00
904	09 Summer at the Library	\$5,000.00	5,000.00	4,989.99	10.01
914	09 Children's Furniture	\$10,000.00	10,000.00	9,764.16	235.84
832	10 Staff Recognition	\$9,051.00	9,175.29	9,033.04	142.25
833	10 Summer at the Library	\$10,000.00	10,000.00	9,365.63	634.37
840	10 Celebration of Black History	\$1,550.00	1,550.00	1,189.84	360.16
843	10 Noon Tunes	\$19,900.00	19,900.00	12,531.21	7,368.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,690.00	5,310.00
846	10 Public Art	\$3,000.00	3,000.00	0.00	3,000.00
847	10 Public Art for New Construction	\$25,000.00	25,000.00	50.55	24,949.45
849	10 MLS TV Ads	\$20,000.00	20,000.00	15,042.44	4,957.56
850	10 Bethany Centennial Mural	\$5,300.00	5,300.00	5,296.05	3.95

**Grants - Friends of MLS, Current Fiscal Year**

877	11 Summer at the Library	\$20,000.00	20,000.00	0.00	20,000.00
879	11 L.I.F.E.	\$7,500.00	7,500.00	2,010.27	5,489.73
880	11 Young Adult Literature Symp	\$5,222.00	2,500.00	2,022.00	478.00
881	11 Bookfest Reading Program	\$5,000.00	5,000.00	3,950.00	1,050.00
882	11 Noon Tunes	\$12,000.00	12,000.00	2,953.00	9,047.00
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	1,200.00	16,800.00
884	11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
885	11 Winter Readfest	\$7,000.00	7,000.00	0.00	7,000.00
886	11 Our World Series	\$26,000.00	26,000.00	4,300.00	21,700.00
887	11 NW Interactive-Children's	\$25,000.00	25,000.00	0.00	25,000.00
888	11 Staff Recognition	\$9,440.00	0.00	333.36	(333.36)
889	11 YA Author Visit	\$13,600.00	0.00	841.30	(841.30)
890	11 Globe	\$800.00	0.00	644.99	(644.99)
891	11 Celebration of Black History	\$1,600.00	1,600.00	0.00	1,600.00

**Total Grants** \$282,023.56

**Total Special Funds** \$ 476,983.47



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 2010

FY-11

**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	872,830.88	3,909,665.43	31.16	12,547,280.00	8,637,614.57
102	Wages - Part-time	122,452.33	562,079.76	29.39	1,912,777.00	1,350,697.24
103	Payroll Taxes	72,210.98	327,700.04	31.14	1,052,433.00	724,732.96
109	Workers Comp Insurance	11,542.00	54,734.00	33.18	164,936.00	110,202.00
112	Group Insurance	169,911.58	711,032.78	28.80	2,469,268.00	1,758,235.22
113	Employees' Retirement	52,182.98	232,566.62	13.99	1,662,096.00	1,429,529.38
114	Unemployment Compensation	4,891.29	4,891.29	12.23	40,000.00	35,108.71
Total Personal Services		1,306,022.04	5,802,669.92	29.23	19,848,790.00	14,046,120.08

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insuran	159,021.00	166,822.50	99.87	167,039.00	216.50
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	400.00	2,000.00	2.60	76,800.00	74,800.00
206	Rent of Equipment	.00	.00	.00	8,480.00	8,480.00
207	Janitorial Services	36,473.40	157,036.40	33.01	475,660.00	318,623.60
208	Maintenance of Facilities	18,755.65	78,579.73	17.47	449,714.00	371,134.27
211	Parking & Transportation	10,531.67	45,534.17	24.36	186,910.00	141,375.83
212	Travel Expenses	4,594.46	17,831.26	20.82	85,654.00	67,822.74
213	Professional Services	44,784.34	72,087.16	18.29	394,124.00	322,036.84
214	Security Services	33,551.20	129,020.35	30.60	421,622.00	292,601.65
216	Telephone Services	8,930.79	42,609.46	15.43	276,143.00	233,533.54
217	Electrical Services	40,735.28	198,339.17	36.54	542,863.00	344,523.83
218	Gas Services	1,891.03	7,578.39	9.89	76,654.00	69,075.61
219	Water and Garbage Services	4,523.20	20,137.02	36.41	55,302.00	35,164.98
220	Trigen Energy Services	16,725.66	81,615.39	41.22	198,000.00	116,384.61
226	Memberships	1,184.00	9,366.00	41.01	22,836.00	13,470.00
230	Other Library-related Services	12,360.99	36,627.16	9.99	366,645.00	330,017.84
231	Automation Contractual	8,246.01	73,899.47	22.67	325,944.00	252,044.53
236	Network Catalog Services	1,003.50	60,003.50	81.06	74,025.00	14,021.50
Total Contractual Services		403,712.18	1,199,087.13	28.43	4,217,590.00	3,018,502.87

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 2010

FY-11

**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	14,198.68	41,460.05	20.79	199,400.00	157,939.95
302	Postage	15,657.51	98,554.20	33.65	292,900.00	194,345.80
303	Supplies	30,732.33	157,718.91	33.62	469,147.00	311,428.09
310	Maintenance Supplies	30,120.77	42,317.91	57.19	74,000.00	31,682.09
312	Safety Supplies & Equipment	548.55	704.59	6.77	10,400.00	9,695.41
321	Gasoline & Oil	2,586.36	8,095.38	18.83	43,000.00	34,904.62
322	Vehicle Parts & Repairs	144.22	13,219.75	52.88	25,000.00	11,780.25
330	Programming Activities	12,869.82	62,522.38	25.83	242,015.00	179,492.62
331	Other Commodities	828.96	5,390.15	15.20	35,468.00	30,077.85
Total Commodities		107,687.20	429,983.32	30.90	1,391,330.00	961,346.68
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	302,112.26	1,043,231.45	24.78	4,210,800.00	3,167,568.55
404	Government Documents	.00	650.00	13.00	5,000.00	4,350.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	573.87	24,579.17	14.53	169,200.00	144,620.83
408	Furniture, Fixtures, & Equipme	39,863.71	50,026.98	21.40	233,819.00	183,792.02
409	Motor Vehicles	.00	.00	.00	100,000.00	100,000.00
410	Automation System & Equipment	2,195.73	5,103.35	.87	583,680.00	578,576.65
450	Capital Projects	13,104.58	98,984.50	1.56	6,353,848.00	6,254,863.50
490	Capital Reserves - Current	.00	.00	.00	-586,277.52	-586,277.52
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		357,850.15	1,222,575.45	4.03	30,342,589.79	29,120,014.34
		=====	=====		=====	=====
Total Budget		2,175,271.57	8,654,315.82	15.51	55,800,299.79	47,145,983.97
		=====	=====		=====	=====



**Monthly Journal Entries -- October 2010**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
59	1001	Cash	\$ 122.46	
	3602	Interest Income Fidelity CD interest		\$ 122.46
60	1001	Cash	\$ 2,023,500.00	
	3602	Interest Income		\$ 23,500.00
	1101	Investments Fed Home LN 3133xwkm0		\$ 2,000,000.00
61	1001	Cash	\$ 2,012,250.00	
	3602	Interest Income		\$ 12,250.00
	1101	Investments Fed Home MTG ASSC 3136fv57		\$ 2,000,000.00
<b><u>Tax revenues</u></b>				
62	1001	Cash	\$ 47,703.70	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 9/16 to 9/30		\$ 47,703.70
63	1001	Cash	\$ 112.94	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 10/1 to 10/15		\$ 112.94
<b><u>Miscellaneous</u></b>				
64	1001	Cash	\$ 4,929.68	
	3605	Mic. Reimbursements		\$ 4,929.68
		ins-Blankenship 185.70 Unit Petroleum 19.36		
		Tour Guard 962.51 ALA refund 145.00		
		Premium reimburseme 8.90 LET reimb 2,822.02		
		Friends-trash 221.49 Friends-postage 46.30		
		café rent 500.00 telephone 18.40		
		<b>total</b> 4,929.68		
65	1001		\$ 469,085.55	
	3607	Insurance check for roof hail damage		\$ 469,085.55
<b><u>Fines</u></b>				
66	1001	Cash	\$ 48,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred from Special Funds in October		\$ 48,000.00

**Payable entries**

67	3001	Current Year Reserv. for Appropriations.	\$	2,173,937.13	
	3011	Current Year P.O. Outstanding			\$ 2,173,937.13
	3002	Prior Year Reserv. for Appropriations.	\$	1,468.51	
	3012	Prior Year P.O. Outstanding			\$ 1,468.51
		Purchase orders issued in October			
68	3011	Current Year P.O. Outstanding	\$	2,117,981.39	
	3021	Current Year Warrants Outstanding			\$ 2,117,981.39
	3012	Prior Year P.O. Outstanding	\$	7,211.46	
	3022	Prior Year Warrants Outstanding			\$ 7,211.46
		Checks issued in October			
69	3021	Current Year Warrants Outstanding	\$	2,105,230.55	
	1001	Cash			\$ 2,105,230.55
	3022	Prior Year Warrants Outstanding	\$	11,892.44	
	1001	Cash			\$ 11,892.44
		Checks cleared Bank in October			

**Bank interest and fees**

70	1001	Cash	\$	996.93	
	3602	Bank Fees	\$	188.89	
	3602	Interest Income			\$ 1,185.82
		Interest from GF checking account less fees			
71	8000	Special Fund Cash			\$ 44.84
	8815	Bank Fees	\$	159.19	
	8815	Interest Income			\$ 114.35
		Interest from SF checking account less fees			

**Special funds**

72	8000	Special Fund Cash	\$	118,206.10	
	8815	Fines			\$ 29,457.61
	8820	Copy			\$ 7,869.15
	8805	Gift/Lost Books			\$ 3,346.10
	8810	Prepaid Fees	\$	172.83	
	8866				\$ 3,644.00
	8885				\$ 7,000.00
	8886				\$ 26,000.00
	8887				\$ 25,000.00
	8815				\$ 16,813.80
	8815		\$	751.73	
		Revenues of special funds received in October			

73	8000	Special Fund Cash		\$	51,158.13
	8815	Fines	\$	48,139.00	
	8820	Copy	\$	1,261.12	
	8805	Gift/Lost Books	\$	586.04	
	8847		\$	25.55	
	8881		\$	81.00	
	8888		\$	333.36	
	8895		\$	256.65	
	8857		\$	299.99	
	8863		\$	30.42	
	8882		\$	145.00	

Expenditures of special funds paid in October

**Corrections, adjustments, and miscellaneous**

74	3605		\$	246.05	
	1001				\$ 246.05
		October correction - insurance premium received late			
75	1001		\$	381.84	
	3021				\$ 381.84
		To correct outstanding checks			
		Grand Total		<u>\$ 11,195,687.50</u>	<u>\$11,195,687.50</u>
				\$	-



General Fund F.Y. 10-11

Warrant Register

October 2010

Number	Vendor/Payee	Purpose		Amount
G-01169	Gale Research	Materials	2,032.20	2,032.20
G-01170	Recorded Books, LLC	Materials	4,658.60	4,658.60
G-01171	The Penworthy Co.	Materials	1,885.68	1,885.68
G-01172	Gale Group	Materials	7,479.54	7,479.54
G-01173	Library Video Co.	Materials	649.35	649.35
G-01174	Blackstone Audio Books	Materials	505.50	505.50
G-01175	Random House, Inc	Materials	752.84	752.84
G-01176	Brilliance Corporation	Materials	1,861.70	1,861.70
G-01177	Ingram Library Service	Materials	1,140.29	1,140.29
G-01178	Audio Editions	Materials	313.49	313.49
G-01179	OverDrive, Inc fka	Materials	5,397.45	5,397.45
G-01180	Ingram Library Service	Materials	226.57	226.57
G-01181	AudioGo	Materials	128.77	128.77
G-01182	Baker & Taylor Books	Materials	1,787.49	1,787.49
G-01183	Baker & Taylor Entertainment	Materials	3,783.80	
		Materials	345.52	4,129.32
G-01184	Baker & Taylor Books	Materials	2,677.17	
		Materials	4,197.20	
		Materials	4,714.43	
		Materials	2,693.80	
		Materials	7,790.51	
		Materials	2,409.61	24,482.72
G-01185	Baker & Taylor Books	Materials	3,744.48	
		Materials	1,462.47	5,206.95
G-01186	Baker & Taylor Books	Materials	3,805.14	3,805.14
G-01187	Baker & Taylor Entertainment	Materials	28.78	28.78
G-01188	Mackin	Materials	865.48	865.48
G-01189	Metropolitan Library System	Parking	2.00	
		Business Office	41.59	
		Supplies	160.53	
		Programming Activities	119.11	
		Other Commodities	77.49	400.72
G-01190	City of Midwest City, Inc.	Water & Garbage Services	319.56	319.56
G-01191	O G & E	Electrical Services	7,053.80	7,053.80
G-01192	Oklahoma Natural Gas Co.	Gas Services	199.04	
		Gas Services	398.73	
		Gas Services	101.30	699.07
G-01193	Triangle/A & E	Capital Projects	14.00	14.00
G-01194	Brodart, Inc.	Supplies	1,680.00	
		Supplies	36.79	1,716.79
G-01195	Borders Group, Inc.	Programming Activities	59.95	59.95
G-01196	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01197	EBSCO Subscription Services	Subscriptions	423.87	423.87
G-01198	Gaylord Bros.	Supplies	70.60	70.60
G-01199	UNUM Life Insurance	Grp L-T Disab Ins Prm-Oct	5,507.25	5,507.25
G-01200	Bill Warren Office Products	Supplies	1,113.60	1,113.60
G-01201	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01202	ALA Order Fulfillment	Other Commodities	918.00	918.00
G-01203	CompSource Oklahoma	Workers Comp Insurance	11,542.00	11,542.00
G-01204	Upstart	Programming Supplies	86.63	86.63
G-01205	United Refrigeration, Inc.	Maintenance of Facilities	516.98	
		Maintenance of Facilities	211.20	728.18



General Fund F.Y. 10-11

Warrant Register

October 2010

Number	Vendor/Payee	Purpose		Amount
G-01206	PC Mall Gov, Inc.	Automation Contractual	1,559.00	1,559.00
G-01208	Hyunsoon Whang	Programming Activities	300.00	300.00
G-01209	Eskimo Sno	Programming Activities	75.00	75.00
G-01210	JoNita Normore	Mileage	49.60	49.60
G-01211	Mutual Assurance	Grp Life AD&D Ins Prm-OCT	35,538.78	35,538.78
G-01212	Anne G. Fischer	Mileage	21.00	21.00
G-01213	Fast Signs	Printing	248.46	248.46
G-01214	Space Jump of Oklahoma	Programming Activities	862.00	862.00
G-01215	Pre Construction Services	Capital Projects	712.50	712.50
G-01216	Angie Paeltz	Mileage	9.78	9.78
G-01217	Full Circle Bookstore	Programming Activities	35.18	35.18
G-01218	Rosemary Czarski	Professional Services	45.00	
		Travel Expenses	32.00	
		Postage	76.00	153.00
G-01219	INTEGRIS Corporate Assistance	Group Insurance	906.00	906.00
G-01220	Liberty Flags Inc.	Supplies	213.75	213.75
G-01221	Shawver & Son	Maintenance of Facilities	261.73	261.73
G-01222	Downtown College	Professional Services	80.00	80.00
G-01223	Rockhurst University	Professional Services	99.50	99.50
G-01224	Cattlemen's Steakhouse Inc	Programming Activities	12.35	12.35
G-01225	Scott's Printing & Copying	Printing	577.90	
		Printing	996.48	1,574.38
G-01226	HAJOCA Corporation	Maintenance of Facilities	63.26	63.26
G-01227	Candace McDaniel	Mileage	33.70	33.70
G-01228	United States Postal Service	Postage	9,000.00	9,000.00
G-01229	Hannelore A. Chan	Programming Activities	70.00	70.00
G-01230	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	900.00	2,520.00
G-01231	Jo Nita White	Mileage	21.50	21.50
G-01232	Collision King, Inc.	Vehicle Repairs	8,102.39	8,102.39
G-01233	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	145.00	280.00
G-01234	Dagmar Peery	Mileage	15.00	15.00
G-01235	Town of Luther	Water & Garbage Services	48.18	48.18
G-01236	Barnes & Noble, Inc.	Programming Activities	241.12	241.12
G-01237	Vernon Library Supply	Supplies	20.61	20.61
G-01238	Landon Holman	Mileage	30.00	30.00
G-01239	Critter Tales, Inc.	Programming Activities	250.00	250.00
G-01240	Evans Hardware	Maintenance of Facilities	51.02	51.02
G-01241	Debbie Robertus	Mileage	77.15	77.15
G-01242	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	1,472.34	1,472.34
G-01243	Jerry's Contracting	Capital Projects	5,575.00	5,575.00
G-01244	Sharon A. Nolan	Programming Activities	53.90	53.90
G-01245	Oklahoma Center for Nonprofits	Professional Services	100.00	100.00
G-01246	Kelly Thompson	Programming Activities	100.00	100.00
G-01247	Dowell Parking Center	Parking & Transportation	323.00	323.00
G-01248	American Solutions	Supplies	8,817.60	8,817.60
G-01249	Joy E. Cavett	Programming Activities	50.00	50.00
G-01250	PS Print, LLC	Printing	558.92	558.92
G-01251	Novalco, Inc	Maintenance of Facilities	118.16	118.16
G-01252	OHC of Oklahoma, L.L.C.	Professional Services	75.00	75.00
G-01253	City of Harrah	Water & Garbage Services	49.50	49.50



General Fund F.Y. 10-11

Warrant Register

October 2010

Number	Vendor/Payee	Purpose		Amount
G-01254	Amazon/GE Money Bank	Supplies	110.25	110.25
G-01255	City of Choctaw	Water & Garbage Services	249.24	249.24
G-01256	Todd Olberding	Telephone Services	43.62	43.62
G-01257	Roy Ballou	Mileage	38.25	38.25
G-01258	AT&T Yellow Pages	Library-Related Services	994.87	994.87
G-01259	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-OCT	122,640.85	122,640.85
G-01260	Manpower, Inc.	Salaries	246.40	246.40
G-01261	Accu Cut	Programming Supplies	143.50	143.50
G-01262	Walmart Community	Programming Activities	59.92	
		Programming Activities	94.25	
		Other Commodities	13.94	168.11
G-01263	Special Ops Security	Security Services	5,599.38	5,599.38
G-01264	Imagination Promotional Group	Professional Services	2,829.26	2,829.26
G-01265	Allied Waste Services #060	Water & Garbage Services	778.17	778.17
G-01266	Charles D. Cahill	Professional Services	1,137.00	1,137.00
G-01267	Fred Pryor Seminars/	Professional Services	199.00	199.00
G-01268	Katia Vissers	Programming Activities	200.00	200.00
G-01269	Star Lighting	Maintenance of Facilities	627.81	627.81
G-01270	John Utley	Mileage	63.00	
		Telephone Services	35.00	98.00
G-01271	Cintas Corp.	Maintenance of Facilities	580.64	580.64
G-01272	Susan H. Wood	Programming Activities	150.00	150.00
G-01273	Emily Williams	Mileage	33.85	33.85
G-01274	Kelly Dalrymple	Mileage	20.65	20.65
G-01275	Sabre Technologies	Supplies	87.00	87.00
G-01276	Aftercollege, Inc.	Professional Services	149.00	149.00
G-01277	COTPA	Parking & Transportation	1,460.00	
		Parking & Transportation	2,628.00	4,088.00
G-01278	Cheryl Coleman	Mileage	5.50	5.50
G-01279	Stacy Schrank	Travel Expenses	333.69	
		Professional Services	300.00	633.69
G-01280	Postal Customer Council USPS	Other Commodities	25.00	25.00
G-01281	R. Justin Herwig	Mileage	78.50	78.50
G-01282	Mary J. Sholly	Programming Activities	254.99	254.99
G-01283	Crisis Prevention Institute,	Professional Services	346.49	346.49
G-01284	JobDig/LinkUp	Library-Related Services	200.00	200.00
G-01285	Chris Kennedy	Programming Activities	59.91	59.91
G-01286	Harry E. Coates Company, Inc.	Capital Projects	1,000.00	1,000.00
G-01287	Lindsay Jones Egle	Supplies	71.99	
		Mileage	29.40	101.39
G-01288	Jamar Rahming	Mileage	33.00	33.00
G-01289	Boe Toahty	Programming Activities	70.00	70.00
G-01290	Bank of Oklahoma	Payroll Transmittal-Chks	37,527.55	
		Payroll Transmittal-Chks	17,631.42	
		Payroll Transmittal-Chks	165.00	55,323.97
G-01291	Bank of Oklahoma	Federal Withholding Tax	41,107.60	
		Federal Withholding Tax	2,220.00	43,327.60
G-01292	Oklahoma Tax Commission	State Withholding Tax	13,898.00	
		State Withholding Tax	800.00	14,698.00
G-01293	Mun. Employees Credit Union	Employee Cr Union Deducts	11,255.13	
		Employee Cr Union Deducts	87.50	11,342.63
G-01294	United Way of Central Oklahoma	Employee Deductions	439.69	
	** Continued **			



General Fund F.Y. 10-11

Warrant Register

October 2010

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01294	United Way of Central Oklahoma	Employee Deductions	21.39
G-01295	Clerk, U.S. District	Employee Deductions	108.44
		Employee Deductions	108.44
G-01296	Morgan & Associates, P.C.	Employee Deductions	42.21
G-01297	Works & Lentz, Inc.	Employee Deductions	221.89
G-01298	United States Treasury	Employee Deductions	50.50
G-01299	Bank of America	Payroll Transmittal-DDep	240,561.31
		Payroll Transmittal-DDep	35,654.46
		Payroll Transmittal-DDep	1,100.00
G-01300	John Hardeman, Trustee	Employee Deductions	546.92
G-01301	Nationwide Retirement Solution	Employee Deductions	8,006.99
G-01302	Transamerica Worksite Mrktg.	Employee Deductions	429.70
G-01303	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,654.33
G-01304	Bank of Oklahoma	Employee Flexplan Deposit	27,449.58
G-01305	Bank of Oklahoma	Employee Soc/Sec Deposits	24,906.30
		Employee Soc/Sec Deposits	3,793.56
		Employee Medicare Deposit	5,923.52
		Employee Medicare Deposit	887.25
		Employer Soc/Sec Deposits	28,700.43
		Employer Medicare Deposit	6,810.82
G-01306	MassMutual Financial Group	Employee Contrib -- DC PI	14,405.55
		Employer Contrib -- DC PI	26,202.13
G-01307	Vision Service Plan of	Grp Vision Ins Prem-OCT	2,452.70
G-01308	ODHS Oklahoma Centralized	Employee Deductions	398.30
G-01309	Randall S. Fudge	Employee Deductions	92.29
G-01310	Administrative Services	Employee Deductions	1,261.57
G-01311	UNUM Life Insurance	Employee Deductions	1,369.20
		Employee Deductions	34.00
		Grp LTC Insurance Prem-OC	1,593.20
G-01312	O G & E	Electrical Services	3,057.94
G-01313	City of Oklahoma City	Water & Garbage Services	260.43
		Water & Garbage Services	303.50
G-01314	City of the Village	Water & Garbage	91.41
G-01315	Brodart, Inc.	Supplies	1,995.00
G-01316	Southwestern Stationers, Inc.	Supplies	242.00
G-01317	Journey House Travel, Inc.	Travel Expenses	477.80
G-01318	Hewlett-Packard Co.	Automation Contractual	7,231.30
G-01319	Oklahoma Library Association	Professional Services	1,025.00
		Professional Services	240.00
G-01320	Baker & Taylor Books	Materials	2,653.16
G-01321	American Express	Programming Supplies	441.12
		Automation Contractual	83.75
		Professional Services	489.00
		Automation Contractual	550.11
		Professional Services	300.00
		Automation Contractual	69.95
		Automation Contractual	69.95
		Professional Services	36.00
G-01322	Bill Warren Office Products	Supplies	106.80
G-01323	ALA Membership CSC	Memberships	230.00
G-01324	Maintenance Connection	Maintenance of Facilities	396.00



General Fund F.Y. 10-11

Warrant Register

October 2010

Number	Vendor/Payee	Purpose		Amount
G-01325	Keystone Tape & Label, Inc.	Printing	909.69	909.69
G-01327	Recorded Books, LLC	Materials	2,446.20	2,446.20
G-01328	Del City Tag Agency	Materials	77.00	77.00
G-01329	Denyveta Davis	Mileage	282.70	282.70
G-01330	Gale Group	Materials	179.14	179.14
G-01331	Hunter's Battery Warehouse	Maintenance of Facilities	53.66	53.66
G-01332	Anne G. Fischer	Telephone Services	50.00	50.00
G-01333	BayScan Technologies	Supplies	18,122.00	18,122.00
G-01334	Crestline	Programming Supplies	298.21	298.21
G-01335	Stanley J. Adamiak	Programming Activities	100.00	100.00
G-01336	Space Jump of Oklahoma	Programming Activities	213.60	213.60
G-01337	Janet Brooks	Mileage	41.97	41.97
G-01338	Debbie Langston	Programming Activities	60.00	60.00
G-01339	Blackstone Audio Books	Materials	177.00	177.00
G-01340	Oklahoma Gazette	Library-Related Services	2,344.00	2,344.00
G-01341	5th Street Garage	Parking & Transportation	32.29	32.29
G-01342	Ingram Library Service	Materials	524.41	524.41
G-01343	Phyllis Davidson	Mileage	33.24	33.24
G-01344	Audio Editions	Materials	684.42	684.42
G-01345	OSCPA	Professional Services	530.00	530.00
G-01346	Larry G. Johnson	Parking	108.38	108.38
G-01347	Stuart Williamson	Mileage	31.25	31.25
G-01348	Victoria Dixon	Parking	108.38	108.38
G-01349	AV Cafe Inc	Materials	59.28	59.28
G-01350	Matthew Cotter	Mileage	16.00	16.00
G-01351	Vickie Ross	Mileage	4.25	4.25
G-01352	Ingram Library Service	Materials	2,633.31	2,633.31
G-01353	Barnes & Noble, Inc.	Programming Activities	59.95	
		Materials	15.98	75.93
G-01354	Center Point Large Print	Materials	645.27	645.27
G-01355	Dana Phillips	Parking	108.38	108.38
G-01356	Kay L. Bauman	Parking	108.38	108.38
G-01357	Lisa Myers	Programming Activities	100.00	100.00
G-01358	Jimmy Welch	Telephone Services	50.00	50.00
G-01359	Pauline Rodriguez-Atkins	Mileage	9.00	9.00
G-01360	Ellen I. Mercer	Programming Activities	70.00	70.00
G-01361	Sharon A. Nolan	Programming Activities	100.00	100.00
G-01362	Ruby Soutiere	Mileage	23.24	23.24
G-01363	Omniplex	Programming Activities	450.00	450.00
G-01364	Kelli Booher	Programming Activities	75.00	75.00
G-01365	OneNet	Books & Materials	3,001.00	3,001.00
G-01366	AudioGo	Materials	292.30	292.30
G-01367	OHC of Oklahoma, L.L.C.	Professional Services	75.00	75.00
G-01368	Eastman Kodak Company	Maintenance of Facilities	1,743.00	1,743.00
G-01369	Crowe & Dunlevy	Professional Services	11,000.00	11,000.00
G-01370	C. L. Frates & Co.	Insurance	158,005.00	158,005.00
G-01371	Office Depot Credit Plan	Furniture	59.49	
		Supplies	93.68	153.17
G-01372	Cox Communications, Inc.	Telephone Services	1,991.95	
		Telephone Services	1,380.00	3,371.95
G-01373	Cheryl Pernell	Parking	108.38	
		Mileage	17.90	126.28



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Number	Vendor/Payee	Purpose		Amount
G-01374	Baker & Taylor Entertainment	Materials	752.29	
		Materials	8,280.03	
		Materials	2,401.91	11,434.23
G-01375	Oklahoma Historical Society	Subscriptions	150.00	150.00
G-01376	Manpower, Inc.	Salaries	277.20	277.20
G-01377	Walmart Community	Programming Activities	200.00	200.00
G-01378	LaWana D. Morgan	Mileage	9.19	9.19
G-01379	Special Ops Security	Security Services	6,688.25	6,688.25
G-01380	Oklahoma City Human Resource	Library-Related Services	50.00	50.00
G-01381	Reef Shop Warehouse	Maintenance of Facilities	53.95	53.95
G-01382	Pamela Buchanan	Mileage	31.75	31.75
G-01383	Thomas P. Gallagher	Transportation	25.00	25.00
G-01384	Teaching Company	Materials	5.00	5.00
G-01385	John Shackelford	Programming Activities	100.00	100.00
G-01386	Firetrol Protection Systems	Maintenance of Facilities	944.50	
		Maintenance of Facilities	560.00	1,504.50
G-01387	Cox Communications, Inc.	Telephone Service	1,107.41	1,107.41
G-01388	Baker & Taylor Books	Materials	3,274.45	
		Materials	4,182.66	
		Materials	3,915.49	
		Materials	2,973.28	
		Materials	1,097.27	15,443.15
G-01389	Baker & Taylor Books	Materials	10,031.54	
		Materials	6,681.05	16,712.59
G-01390	Baker & Taylor Books	Materials	756.85	756.85
G-01391	Various Indian Peoples	Materials	133.85	133.85
G-01392	Kone Inc	Maintenance of Facilities	865.00	865.00
G-01393	Sabre Technologies	Supplies	5,190.00	5,190.00
G-01394	Lisa Bradley	Parking	108.38	
		Mileage	17.25	125.63
G-01395	Christopher Carroll	Mileage	101.16	101.16
G-01396	Stacy Schrank	Parking	108.38	108.38
G-01397	Dan Holman	Telephone Services	37.52	
		Mileage	51.00	88.52
G-01398	Mackin	Materials	210.27	210.27
G-01399	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-01400	Savannah Mitchell	Programming Activities	125.00	125.00
G-01401	Chris Kennedy	Mileage	55.00	55.00
G-01402	Anita Gail Peck	Programming Activities	50.00	50.00
G-01403	Metropolitan Library System	Professional Services	38.00	
		Postage	15.80	
		Supplies	77.98	
		Programming Activities	16.69	
		Other Commodities	12.98	161.45
G-01404	O G & E	Electrical Services	2,943.26	2,943.26
G-01405	Oklahoma Natural Gas Co.	Gas Services	46.60	
		Gas Services	135.25	
		Gas Services	253.26	
		Gas Services	106.74	
		Gas Services	105.73	647.58
G-01406	City of Bethany	Water & Garbage Services	122.60	122.60
G-01407	City of Oklahoma City	Water & Garbage Services	122.74	
	** Continued **			



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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01407	City of Oklahoma City	Water & Garbage Services	341.30	464.04
G-01408	Triangle/A & E	Capital Projects	5.40	5.40
G-01409	Southwestern Stationers, Inc.	Supplies	1,714.70	
		Printing	5,334.00	7,048.70
G-01410	Borders Group, Inc.	Programming Activities	50.00	50.00
G-01411	Locke Supply Co.	Maintenance of Facilities	22.39	
		Maintenance of Facilities	13.71	
		Maintenance of Facilities	21.66	57.76
G-01412	Tech-Lock	Maintenance of Facilities	19.49	19.49
G-01413	Demco	Supplies	67.02	
		Supplies	84.50	
			1,825.00	1,976.52
G-01414	Oriental Trading Company	Programming Activities	84.86	84.86
G-01415	Synergy Datacom Supply, Inc.	Maintenance of Facilities	59.01	59.01
G-01416	AT&T	Telephone Services	807.84	
		Telephone Services	1,053.85	
		Telephone Services	297.86	2,159.55
G-01417	City of Edmond	Electrical Services	3,334.22	3,334.22
G-01418	Angela Thornton	Supplies	81.06	
		Programming Activities	35.04	116.10
G-01419	Central Parking System	Parking	192.00	192.00
G-01420	Baker & Taylor Books	Materials	2,610.75	2,610.75
G-01421	ALA Membership CSC	Memberships	225.00	
		Memberships	159.00	384.00
G-01422	FedEx	Postage	13.26	13.26
G-01423	Recorded Books, LLC	Materials	471.35	471.35
G-01424	Oklahoma Employment	Unemployment Compensation	4,891.29	4,891.29
G-01425	Gale Group	Materials	2,705.73	2,705.73
G-01426	The Edmond Sun	Library-Related Services	925.00	925.00
G-01427	Live Oak Media	Materials	847.45	847.45
G-01428	Reliance Label Solutions, Inc	Supplies	349.66	349.66
G-01429	Lisa B. Nelson	Security Services	225.00	225.00
G-01430	Full Circle Bookstore	Programming Activities	35.17	35.17
G-01431	Jonathan Willis	Telephone Services	35.00	35.00
G-01432	Metrocall Wireless	Telephone Services	90.61	
		Telephone Services	11.62	102.23
G-01433	Random House, Inc	Materials	1,141.40	1,141.40
G-01434	A T & T Mobility	Telephone Services	82.56	82.56
G-01435	Scott's Printing & Copying	Printing	398.58	
		Printing	398.95	
		Printing	1,695.58	
		Printing	481.25	2,974.36
G-01436	Brilliance Corporation	Materials	115.45	115.45
G-01437	HAJOCA Corporation	Maintenance of Facilities	698.57	698.57
G-01438	Filtration Services Group, LLC	Maintenance of Facilities	43.32	
		Maintenance of Facilities	86.64	
		Maintenance of Facilities	25.02	
		Maintenance of Facilities	180.70	
		Maintenance of Facilities	88.85	
		Maintenance of Facilities	128.76	
		Maintenance of Facilities	38.88	592.17



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Number	Vendor/Payee	Purpose		Amount
G-01439	Ingram Library Service	Materials	2,459.72	2,459.72
G-01440	Information Today, Inc.	Materials	1,064.20	1,064.20
G-01441	XPEDX	Other Library Related Svc	83.26	83.26
G-01442	Party411.MakesParties.com	Program Supplies	19.43	19.43
G-01443	Walker Companies	Supplies	23.70	23.70
G-01444	Audio Editions	Materials	119.96	119.96
G-01445	OverDrive, Inc fka	Materials	7,365.56	7,365.56
G-01446	FedEx Kinko's Print Services	Supplies	23.99	23.99
G-01447	Scovil & Sides Hardware Co.	Maintenance of Facilities	227.94	227.94
G-01448	Fuelman	Gasoline	2,586.36	
		Vehicle Parts & Repairs	144.22	2,730.58
G-01449	Chickasaw Telecom, Inc.	Automation System	139.73	139.73
G-01450	Full Cast Audio	Materials	138.95	138.95
G-01451	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-01452	AV Cafe Inc	Materials	213.08	213.08
G-01453	Ingram Library Service	Materials	790.10	790.10
G-01454	Voss Lighting	Maintenance of Facilities	431.42	431.42
G-01455	Jonathan W. LaPuzza	Security Services	1,075.00	1,075.00
G-01456	Cherokee Building Materials	Maintenance of Facilities	56.26	56.26
G-01457	Perry Publishing Co.	Library-Related Services	1,032.00	1,032.00
G-01458	Center Point Large Print	Materials	301.98	301.98
G-01459	Studio Architecture PC	Capital Projects	6,415.00	6,415.00
G-01460	Kay L. Bauman	Travel Expenses	426.80	426.80
G-01461	Anita Roesler	Travel Expenses	194.53	194.53
G-01462	Evans Hardware	Maintenance of Facilities	32.78	
		Maintenance of Facilities	43.87	
		Maintenance of Facilities	36.35	
		Maintenance of Facilities	33.05	146.05
G-01463	Maverick Books	Materials	117.94	117.94
G-01464	Jeffrey J. Crawford	Security Services	650.00	650.00
G-01465	John Mark Dawson	Security Service	450.00	450.00
G-01466	Miguel A. Campos	Security Services	637.50	637.50
G-01467	Jurden Brown, Jr.	Security Services	650.00	650.00
G-01468	Michael Corley	Programming Activities	189.00	189.00
G-01469	Stanley Campbell	Security Services	350.00	350.00
G-01470	Steve's Wholesale Distributors	Maintenance of Facilities	19.88	19.88
G-01471	Medco Supply Company	Safety Supplies&Equipment	548.55	548.55
G-01472	Bank of America	Direc Deposit Fees	195.69	195.69
G-01473	Kelly Thompson	Programming Activities	110.00	110.00
G-01474	Kelley Riha	Mileage	139.40	139.40
G-01475	Clarion Meridian Hotel	Professional Services	9,386.00	
		Professional Services	3,402.20	12,788.20
G-01476	City of Edmond	Water & Garbage Services	402.25	402.25
G-01477	Oklahoma Press Service	Library-Related Services	128.77	128.77
G-01478	Crystal Suppes	Mileage	15.00	15.00
G-01479	C. L. Frates & Co.	Insurance	1,016.00	1,016.00
G-01480	DailyAccess Corporation	Benefit Calculation	9,323.00	9,323.00
G-01481	Todd Olberding	Mileage	211.75	211.75
G-01482	Alice Murphy	Supplies	30.00	30.00
G-01483	Baker & Taylor Books	Materials	2,049.13	2,049.13
G-01484	Baker & Taylor Entertainment	Materials	3,967.33	3,967.33
G-01485	Manpower, Inc.	Salaries	308.00	308.00



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Number	Vendor/Payee	Purpose		Amount
G-01486	Walmart Community	Programming Activities	135.38	
		Programming Activities	97.88	
		Supplies	32.90	266.16
G-01487	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-01488	Special Ops Security	Security Services	6,490.63	6,490.63
G-01489	Chase Card Services	Travel Expenses	324.50	
		Supplies	25.82	350.32
G-01490	Tamara Simpson	Programming Activities	50.00	50.00
G-01491	John L. Hilbert	Programming Activities	143.41	143.41
G-01492	Preston Bell	Transportation	50.00	50.00
G-01493	Imagenation Promotional Group	Library-Related Services	215.15	215.15
G-01494	Construction Industries Board	Professional Services	75.00	75.00
G-01495	Pamela Buchanan	Telephone Services	35.00	35.00
G-01496	PSI	Capital Projects	1,179.75	1,179.75
G-01497	WorkPlace Pro	Programming Activities	79.50	79.50
G-01498	Kevin Sendall	Mileage	25.00	25.00
G-01499	Donna Morris	Parking & Transportation	450.00	450.00
G-01500	Star Lighting	Maintenance of Facilities	2,211.00	
		Maintenance of Facilities	45.19	
		Maintenance of Facilities	155.92	
		Maintenance of Facilities	218.04	
		Maintenance of Facilities	267.30	
		Maintenance of Facilities	89.40	2,986.85
G-01501	Susan H. Wood	Programming Activities	250.00	250.00
G-01502	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-01503	Myers Landscape Management,	Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	2,920.00
G-01504	Cox Communications, Inc.	Telephone Service	12.71	12.71
G-01505	Baker & Taylor Books	Materials	1,530.25	
		Materials	4,120.73	
		Materials	2,941.13	
		Materials	4,191.18	
		Materials	92.67	12,875.96
G-01506	Baker & Taylor Books	Materials	9,651.86	
		Materials	5,066.05	14,717.91
G-01507	Baker & Taylor Books	Materials	5,357.62	5,357.62
G-01508	Chase Card Services	Books & Materials	1,245.77	
		Books & Materials	170.66	
		Books & Materials	113.54	
		Books & Materials	661.09	
		Books & Materials	225.12	
		Books & Materials	355.97	
		Books & Materials	243.78	
		Books & Materials	127.98	
		Books & Materials	155.03	
		Books & Materials	84.42	3,383.36
G-01509	Mascots, Etc.	Library-Related Services	195.00	195.00
G-01510	Trigen-OKC Energy Corporation	Trigen Energy Services	16,725.66	16,725.66
G-01511	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-01512	Cobalt Communications, Inc.	Printing	1,750.00	1,750.00
G-01513	Greathall Productions, Inc.	Materials	86.23	86.23
G-01514	Anna Todd	Programming Activities	56.47	56.47



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Number	Vendor/Payee	Purpose		Amount
G-01515	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01516	JobDig/LinkUp	Library-Related Services	200.00	200.00
G-01517	Vernon L. Kriethe	Security Services	112.50	112.50
G-01518	Lindsay Jones Egle	Programming Activities	89.58	89.58
G-01519	Jason K. Saxon	Security Services	1,362.50	1,362.50
G-01520	Shopleet	Library Related Services	62.64	
		Supplies	53.95	116.59
G-01521	Bank of Oklahoma	Payroll Transmittal-Chks	40,121.94	
		Payroll Transmittal-Chks	16,830.02	56,951.96
G-01522	Bank of Oklahoma	Federal Withholding Tax	43,451.60	
		Federal Withholding Tax	2,345.00	45,796.60
G-01523	Oklahoma Tax Commission	State Withholding Tax	14,711.00	
		State Withholding Tax	840.00	15,551.00
G-01524	Mun. Employees Credit Union	Employee Cr Union Deducts	11,255.13	
		Employee Cr Union Deducts	87.50	11,342.63
G-01525	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-01526	Clerk, U.S. District	Employee Deductions	105.86	
		Employee Deductions	105.86	211.72
G-01527	Morgan & Associates, P.C.	Employee Deductions	113.27	113.27
G-01528	Works & Lentz, Inc.	Employee Deductions	219.28	219.28
G-01529	United States Treasury	Employee Deductions	50.50	50.50
G-01530	Bank of America	Payroll Transmittal-DDep	251,974.07	
		Payroll Transmittal-DDep	36,289.67	288,263.74
G-01531	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-01532	Nationwide Retirement Solution	Employee Deductions	7,956.99	7,956.99
G-01533	Transamerica Worksite Mrktg.	Employee Deductions	429.70	429.70
G-01534	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,704.02	4,704.02
G-01535	Bank of Oklahoma	Employee Flexplan Deposit	12,685.53	12,685.53
G-01536	Bank of Oklahoma	Employee Soc/Sec Deposits	25,864.25	
		Employee Soc/Sec Deposits	3,798.36	
		Employee Medicare Deposit	6,148.70	
		Employee Medicare Deposit	888.33	
		Employer Soc/Sec Deposits	29,662.56	
		Employer Medicare Deposit	7,037.17	73,399.37
G-01537	MassMutual Financial Group	Employee Contrib -- DC PI	14,265.88	
		Employer Contrib -- DC PI	25,980.85	40,246.73
G-01538	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-01539	Randall S. Fudge	Employee Deductions	92.29	92.29
G-01540	Administrative Services	Employee Deductions	1,261.57	1,261.57
G-01541	City of Del City	Rent of Library Building	400.00	400.00
G-01542	Bradford Industrial Suppl Corp	Maintenance of Facilities	21.01	21.01
G-01543	O G & E	Electrical Services	12,855.69	
		Electrical Services	15,753.37	28,609.06
G-01544	Oklahoma Natural Gas Co.	Gas Services	166.69	
		Gas Services	245.74	
		Gas Services	131.95	544.38
G-01545	City of Oklahoma City	Water & Garbage Services	1,020.11	
		Water & Garbage Services	249.76	1,269.87
G-01546	Southwestern Stationers, Inc.	Supplies	8.60	
		Supplies	170.99	179.59
G-01547	Hunzicker Brothers, Inc.	Maintenance of Facilities	32.44	32.44



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Number	Vendor/Payee	Purpose		Amount
G-01548	Gale Research	Materials	30,900.00	30,900.00
G-01549	Journal Record Publishing	Library-Related Services	837.25	837.25
G-01550	City of Warr Acres	Water & Garbage Services	54.45	54.45
G-01551	AT&T	Telephone Services	143.26	143.26
G-01552	Oklahoma Library Association	Professional Services	65.00	65.00
G-01553	Weston Woods Accts Receivable	Materials	712.82	712.82
G-01554	Baker & Taylor Books	Materials	4,141.42	4,141.42
G-01555	Donna Morris	Telephone Services	150.00	150.00
G-01556	Central Oklahoma Winnelson	Maintenance of Facilities	14.09	14.09
G-01557	H.W. Wilson Company Lockbox	Materials	668.00	668.00
G-01558	TDS Telecom	Telephone Services	1,274.98	1,274.98
G-01559	Recorded Books, LLC	Materials	1,310.20	1,310.20
G-01560	Pure Service Corp.	Maintenance of Facilities	479.40	
		Janitorial Services	16,170.00	
		Janitorial Services	9,295.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	5,280.00	
		Janitorial Services	3,085.00	
		Janitorial Services	420.00	36,473.40
G-01561	Horn Trader Music Store	Programming Activities	200.00	200.00
G-01562	Jump The Fence Productions LLC	Materials	1,500.00	1,500.00
G-01563	Gale Group	Materials	4,156.93	4,156.93
G-01564	Hunter's Battery Warehouse	Maintenance of Facilities	78.95	78.95
G-01565	Reliance Label Solutions, Inc	Supplies	1,980.86	1,980.86
G-01566	Loretta Hinkle	Programming Activities	216.00	216.00
G-01567	Space Jump of Oklahoma	Programming Activities	498.40	498.40
G-01568	Copelin's Office Center	Supplies	79.80	79.80
G-01569	Library Video Co.	Materials	259.35	259.35
G-01570	Full Circle Bookstore	Programming Activities	118.19	118.19
G-01571	Shawver & Son	Maintenance of Facilities	367.73	
		Maintenance of Facilities	167.85	535.58
G-01572	Diane Sarantakos	Travel Expenses	313.25	
		Mileage	119.75	433.00
G-01574	Linda Hyams	Travel Expenses	88.00	88.00
G-01575	Blackstone Audio Books	Materials	200.00	200.00
G-01576	Oklahoma Gazette	Library-Related Services	312.00	312.00
G-01577	Random House, Inc	Materials	3,006.04	3,006.04
G-01578	Scott's Printing & Copying	Printing	1,669.96	
		Printing	315.73	1,985.69
G-01579	Brilliance Corporation	Materials	2,378.06	2,378.06
G-01580	Gateway Films/Vision Video	Materials	428.82	428.82
G-01581	Filtration Services Group, LLC	Maintenance of Facilities	93.96	93.96
G-01582	Ingram Library Service	Materials	4,005.55	4,005.55
G-01583	Albert Bostick	Programming Activities	200.00	200.00
G-01584	Tanaz Derakshan	Mileage	9.00	9.00
G-01585	Mergent Co., Inc.	Materials	4,830.00	4,830.00
G-01586	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-01587	OverDrive, Inc fka	Network Catalog Services	1,003.50	1,003.50
G-01588	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01589	Employment Technologies Corp	Professional Services	450.00	450.00



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Number	Vendor/Payee	Purpose		Amount
G-01590	AV Cafe Inc	Materials	1,318.15	1,318.15
G-01591	Ingram Library Service	Materials	584.42	584.42
G-01592	Frances V. Harbert	Mileage	5.48	5.48
G-01593	Center Point Large Print	Materials	521.82	521.82
G-01594	Lauren Schatzel	Programming Activities	280.00	280.00
G-01595	Kay L. Bauman	Mileage	104.66	104.66
G-01596	Anita Roesler	Mileage	73.20	73.20
G-01597	Evans Hardware	Maintenance of Facilities	33.58	33.58
G-01598	Presort First Class	Postage	74.31	74.31
G-01599	Displays 2 Go	Supplies	151.31	151.31
G-01600	Kimberly Edwards	Programming Activities	216.21	216.21
G-01601	Heidi Johnson	Memberships	35.00	35.00
G-01602	Jerry's Contracting	Maintenance of Facilities	1,825.00	
		Maintenance of Facilities	850.00	2,675.00
G-01603	Sharon A. Nolan	Programming Activities	406.39	406.39
G-01604	Steve Crawford	Programming Activities	225.00	225.00
G-01605	Walgreens Pharmacy	Professional Services	5,278.24	5,278.24
G-01606	Kevin Colwell	Mileage	13.50	13.50
G-01607	Gregory Bennett	Mileage	11.50	11.50
G-01608	G. Patrick Riley	Programming Activities	225.00	225.00
G-01609	John Wood	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-01610	Abolghasem Siavashi	Mileage	4.50	4.50
G-01611	Monnet Press	Materials	18.00	18.00
G-01612	Baker & Taylor Books	Materials	3,123.55	3,123.55
G-01613	Baker & Taylor Entertainment	Materials	2,590.64	
		Materials	4,747.19	7,337.83
G-01614	Manpower, Inc.	Salaries	246.40	246.40
G-01615	Walmart Community	Programming Activities	166.05	
		Programming Activities	268.74	
		Other Commodities	63.13	
		Programming Activities	64.89	562.81
G-01616	Reef Shop Warehouse	Maintenance of Facilities	136.93	136.93
G-01617	Star Lighting	Maintenance of Facilities	62.00	
		Maintenance of Facilities	129.27	191.27
G-01618	Melissa Weathers	Group Insurance	7.80	7.80
G-01619	Faith Centered Resources	Materials	35.88	35.88
G-01620	AT&T	Telephone Services	62.02	62.02
G-01621	Baker & Taylor Books	Materials	1,844.36	
		Materials	3,631.66	
		Materials	4,494.13	
		Materials	8,234.89	
		Materials	5,803.12	
		Materials	5,460.38	29,468.54
G-01622	Baker & Taylor Books	Materials	4,879.52	
		Materials	5,872.86	10,752.38
G-01623	RSVP of Central Oklahoma, Inc	Other Commodities	15.00	15.00
G-01624	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-01625	Cheryl Coleman	Programming Activities	86.90	86.90
G-01626	Diane Sharp	Mileage	17.00	17.00
G-01627	Stacy Schrank	Mileage	110.99	110.99
G-01628	Image Supply	Supplies	59.81	59.81

General Fund F.Y. 10-11

**Warrant Register**

October 2010

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-01629	Baker & Taylor Entertainment	Materials	503.00	503.00
G-01630	Mackin	Materials	835.92	835.92
G-01631	Enye Media, LLC	Programming Activities	350.00	350.00
Total of FY 10-11 Warrants Issued				\$ 2,117,981.39



General Fund F.Y. 09-10

**Warrant Register**

October 2010

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05874	Lectorum Publications, Inc	Programming Activites	1,054.25	1,054.25
G-05875	Crowe & Dunlevy	Professional Services	357.50	357.50
G-05876	Baker & Taylor Entertainment	Materials	11.88	11.88
G-05877	Baker & Taylor Books	Materials	867.80	867.80
G-05878	Baker & Taylor Books	Materials	18.67	18.67
G-05879	Cheryll Jones	Travel Expenses	13.50	13.50
G-05880	Ingram Library Service	Materials	36.94	36.94
G-05881	Baker & Taylor Books	Materials	23.27	23.27
G-05882	American Library Assoc.	Programming Activities	100.06	100.06
G-05883	Ingram Library Service	Materials	30.11	30.11
G-05884	J & B Graphics	Furniture, Fixture	962.60	962.60
G-05885	Baker & Taylor Entertainment	Materials	50.38	50.38
G-05886	Teaching Company	Materials	589.65	589.65
G-05887	Baker & Taylor Books	Materials	426.14	426.14
G-05888	Films for the Humanities	Materials	181.84	181.84
G-05889	Southwest Solutions Group, Inc	Furniture	2,388.00	2,388.00
G-05890	Baker & Taylor	Programming Activities	12.71	12.71
G-05891	Baker & Taylor Entertainment	Materials	86.16	86.16
Total of FY 09-10 Warrants Issued				\$ 7,211.46

Special Funds

Warrant Register

October 2010

Number	Vendor/Payee	Purpose		Amount
S-15976	Dwayne O. Janes	Lost & Paid Book Returned	3.00	3.00
S-15977	Vickie L. Priller	Lost & Paid Book Returned	6.95	6.95
S-15978	Shirley M. Prince	Lost & Paid Book Returned	17.95	17.95
S-15979	Chris L. Tate	Lost & Paid Book Returned	3.00	3.00
S-15980	Alicia K. Moore	Lost & Paid Book Returned	11.95	11.95
S-15981	John A. Doudican, IV	Lost & Paid Book Returned	3.00	3.00
S-15982	Anna M. Nelson	Lost & Paid Book Returned	7.15	7.15
S-15983	Juanita J. Murphy	Lost & Paid Book Returned	3.00	3.00
S-15984	Tia L. Self	Lost & Paid Book Returned	8.95	8.95
S-15985	John F. Jordan Jr	Lost & Paid Book Returned	7.95	7.95
S-15986	Metropolitan Library System	10/Friends/Public Art	25.55	25.55
S-15987	Cattlemen's Steakhouse Inc	11/Friends/Bookfest	81.00	81.00
S-15988	Candace McDaniel	11/Friends/Staff	220.24	
		11/Friends/Staff	113.12	333.36
S-15989	Cattlemen's Steakhouse Inc	11/LET/BookFest	256.65	256.65
S-15990	Camille S. Butler	Lost & Paid Book Returned	4.95	4.95
S-15991	Emily L.M. Staton	Lost & Paid Book Returned	3.00	3.00
S-15992	Kenissa R. Jones	Lost & Paid Book Returned	11.00	11.00
S-15993	Angela K. Edingfield	Lost & Paid Book Returned	12.00	12.00
S-15994	Kara M. Mitchell	Lost & Paid Book Returned	4.95	4.95
S-15995	Kathleen M. Santos	Lost & Paid Book Returned	11.95	11.95
S-15996	Oklahoma Dept. of Libraries	Unreturned ILL Item	45.00	45.00
S-15997	Loresten L. Hinkley III	Lost & Paid Book Returned	3.00	3.00
S-15998	Perry Memorial Library	Unreturned ILL Item	27.00	27.00
S-15999	Steven L. Miller	Lost & Paid Book Returned	15.95	15.95
S-16000	University of Oklahoma	Unreturned ILL Item	67.00	67.00
S-16001	Standley Systems	Copier Usage	268.78	
		Copier Usage	304.06	572.84
S-16002	Glenna R. Schafer	Lost & Paid Book Returned	14.95	14.95
S-16003	Demetria C. Bonds	Lost & Paid Book Returned	9.00	9.00
S-16004	Bethany G. Cruzan	Lost & Paid Book Returned	15.95	15.95
S-16005	Kelly D. Furche	Lost & Paid Book Returned	23.95	23.95
S-16006	Joseph F. Kelley	Lost & Paid Book Returned	6.00	6.00
S-16007	Damaris L. Brisco	Lost & Paid Book Returned	14.95	14.95
S-16008	Eric R. Sperling	Lost & Paid Book Returned	3.00	3.00
S-16009	Catherine R. McMahon	Lost & Paid Book Returned	19.95	19.95
S-16010	Riki D. Zepeda	Lost & Paid Book Returned	3.00	3.00
S-16011	Nancy P. Condit	Lost & Paid Book Returned	3.00	3.00
S-16012	Oklahoma Tax Commission	State Sales Tax-Sept 2010	67.95	67.95
S-16013	Wesley J. Day	Lost & Paid Book Returned	3.00	3.00
S-16014	Chase Card Services	Fines Account	139.00	139.00
S-16015	Oklahoma Tax Commission	State Sales Tax-Sept 2010	688.28	688.28
S-16016	Best Buy Business Advantage	United Way Fundraiser	299.99	299.99
S-16017	Chase Card Services	10/OCCF/Temple B'nai	30.42	30.42
S-16018	Debra B. Logan	Lost & Paid Book Returned	4.95	4.95
S-16019	Ronald D. Zinn	Lost & Paid Book Returned	19.95	19.95
S-16020	Jolstin C. Himes	Lost & Paid Book Returned	19.95	19.95
S-16021	Stephen M. Dyer	Lost & Paid Book Returned	3.00	3.00
S-16022	Leslie B. Evans	Lost & Paid Book Returned	13.95	13.95
S-16023	Theresa J. Lander	Lost & Paid Book Returned	38.95	38.95
S-16024	David Alan Murrell	Lost & Paid Book Returned	3.00	3.00
S-16025	Linda S. Parker	Lost & Paid Book Returned	24.70	24.70



**Special Funds**


**Warrant Register**

**October 2010**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-16026	Rachel D. Gist	Lost & Paid Book Returned	10.95	10.95
S-16027	Laura R. Wangler	Lost & Paid Book Returned	3.00	3.00
S-16028	Diana Y. Salgado	Lost & Paid Book Returned	9.85	9.85
S-16029	Kelsey L. Chambers	Lost & Paid Book Returned	24.95	24.95
S-16030	John R. Hurt	Lost & Paid Book Returned	13.40	13.40
S-16031	Barbara J. Culbertson	Lost & Paid Book Returned	15.00	15.00
S-16032	Jeannie M. Bath	Lost & Paid Book Returned	3.00	3.00
S-16033	Metropolitan Library System	Transfer of Fines & Fees	48,000.00	48,000.00
S-16034	Peter Krauss	Noon Tunes Piano Tuning	145.00	145.00
Total of Special Funds Warrants Issued				\$ 51,244.09

I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

11-10-10  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

11-10-10  
Date

## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: CISCO WIRELESS CONTROLLER UPGRADES**

Provided for in the FY2010-11 budget is the request for Cisco wireless controller upgrades. These upgrades will allow the library to replace the current server used for managing the public wireless that has an End-of-Life status with Cisco and is no longer supported. If this server were to have hardware problems, the public wireless would not be available until it could be replaced.

There is a state contract for Cisco equipment and installation services. The state contract is: #C070015. The Library's purchasing policy allows the Library to purchase off of any state contract.

Chickasaw Telecom is on this state contract as a vendor. They are located in Oklahoma County. The table below shows the equipment that will be purchased and the pricing of the equipment:

<b>Cisco Networking Equipment</b>	
<b>Equipment</b>	<b>Price</b>
4400 Series WLAN Controller	\$21731.90
1000BASE-T SFP	490.60
WCS Software for Controller Management	3722.90

### **RECOMMENDATION:**

That the Commission approve the purchase of Cisco Networking equipment from Chickasaw Telecom in the amount of \$25,945.40. Funding for the purchase is provided for in the FY2010-11 budget, account 450.

**CONTRACT AWARDS AND PURCHASES**  
(Cont'd)

**ITEM B: S185 BOBCAT SKID-STEER LOADER**

Provided for in the FY2010-11 budget is the request for a Bobcat Skid-Steer Loader. This item will allow for snow removal from the Library Parking lots as well as light dirt work to be performed by the Maintenance Division.

There is a state contract for Bobcat equipment. The state contract is: #SW80190. The Library's purchasing policy allows the Library to purchase off of any state contract.

Clark Equipment Company, dba Bobcat Company is on this state contract as a vendor. The table below shows the equipment that will be purchased and the pricing of the equipment:

Equipment	Price
S185 Bobcat Skid-Steer Loader	\$25,765.00

**RECOMMENDATION:**

That the Commission approve the purchase of a Bobcat S185 Skid-Steer Loader from Clark Equipment Company, dba Bobcat Company, in the amount of \$25,765.00. Funding for the purchase is provided for in the FY2010-11 budget, account 408.

**CONTRACT AWARDS AND PURCHASES**  
(Cont'd)

For additional information regarding this recommendation, please contact the Human Resources Director at 606-3741.

**ITEM C: PROFESSIONAL SERVICES CONTRACT WITH THE SINGER GROUP, INC. FOR A CLASSIFICATION AND COMPENSATION STUDY**

The Library wishes to contract with a professional firm to perform a thorough compensation and classification plan for the Metropolitan Library System. Requests for Proposals were sent out on September 29, 2010 with proposals due back on October 29, 2010. Two proposals were received, both of which met the specifications and requirements of the proposal. Staff has reviewed the proposals and recommends that we contract with the Singer Group for this work. The proposal from the Singer Group is \$77,500 and the proposal from Fox Lawson and Associates is \$33,000 – 38,000.

One proposal is clearly much lower than the other; however, library staff believes the Singer Group has the better proposal.

This is based on a number of factors:

- ♦ Singer has extensive knowledge of Oklahoma libraries and the market trends and compensation both in our state and in libraries across the country. The libraries we contacted in Oklahoma have been very satisfied with their services.
- ♦ The FLA proposal requires MLS to do most of the work. The indirect costs to us are much greater in terms of MLS staff time than with Singer.
- ♦ The methodology and detailed nature of the Singer proposal are more closely aligned with the library's operating history and procedures.
- ♦ The lack of details regarding the FLA proposal makes them more of a risk in terms of what we expect to receive. We would have to trust that their proposal would deliver what is needed and meet our expectations.

Attached to this document is a more detailed analysis of the proposals.

**RECOMMENDATION:**

That the Commission award the contract for a comp and class study to The Singer Group at a not-to-exceed cost of \$80,000. Funding for this project is provided in the FY 2010-11 budget, account 213.

### Analysis of Classification and Compensation proposals

	<b>Singer</b>	<b>Fox, Lawson</b>
<b>On Site visits</b>	3	2
<b>Employee meetings and communication</b>	<ul style="list-style-type: none"> <li>• All employees/4 centrally located one hour briefing sessions during first site visit. This will include Focus Groups</li> <li>• Project Review committee of 10-12 staff comprised of cross section of MLS employees representing a variety of classifications, branches and departments (3 meetings)</li> <li>• 10-12 one hour individual or small group interviews with senior managers</li> <li>• 3 optional meetings at each site visit with Ad team</li> <li>• Could meet with Commission personnel committee if desired</li> <li>• Letter to all Employees announcing study, etc.</li> <li>• Study Hotline – email hotline dedicated to receiving employee questions and concerns</li> </ul>	<ul style="list-style-type: none"> <li>• 2 hour conf call with Ex Director, HR Director and other personnel as appropriate</li> <li>• Will develop employee communication guidelines for senior staff to use in answering employee concerns and questions</li> <li>• FLA will select some employees or their managers to verify job information</li> </ul>
<b>Classification Review</b>	<ul style="list-style-type: none"> <li>• Position Description Questionnaires will be completed by all employees</li> <li>• Supervisors will review and provide input into PDQ's</li> <li>• Library will disseminate and collect PDQ's</li> </ul>	<ul style="list-style-type: none"> <li>• Use current job descriptions to determine employees' duties</li> <li>• Ask some employees and managers to verify the job information</li> <li>• PDQ's an optional item</li> </ul>
<b>Job Evaluation</b>	<ul style="list-style-type: none"> <li>• Both Whole job ranking and Point factor method could be used, however point factoring method is not included in base bid</li> </ul>	<ul style="list-style-type: none"> <li>• Use MLS current point factor method to determine internal equity</li> </ul>
<b>Compensation Study</b>	<ul style="list-style-type: none"> <li>• Develop list of comparators to participate in custom designed web-based external salary survey (20-25)</li> <li>• 30 benchmark positions</li> <li>• Issue up to 4 different surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize published salary survey data</li> <li>• MLS responsible for assisting FLA in identifying published survey sources</li> <li>• Collect salary data for as many jobs as they can match</li> </ul>
<b>Appeals</b>	<ul style="list-style-type: none"> <li>• Develop and administer a formal appeals process – up to 20 in base bid</li> </ul>	<ul style="list-style-type: none"> <li>• Appeals optional and not included in base price</li> </ul>
<b>Final Report</b>	<ul style="list-style-type: none"> <li>• Implementation Plan will be developed</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a draft report, which will include</li> </ul>



### Analysis of Classification and Compensation proposals

	<p>which will include a cost impact analysis</p> <ul style="list-style-type: none"> <li>♦ Draft an instrument that will serve as a guide for placement of staff within pay ranges</li> <li>♦ 1 training information session of 3-4 hours for 4-6 staff as part of final site visit</li> <li>♦ Final report – 6 copies and 1 PDF file will include: <ol style="list-style-type: none"> <li>1. Project methodology</li> <li>2. Benchmark positions</li> <li>3. Labor market</li> <li>4. Summary of data</li> <li>5. Data analysis</li> <li>6. Major findings</li> <li>7. Major recommendations</li> <li>8. Cost to implement</li> </ol> </li> </ul>	<p>summary of project, analyses and recommendations; description of the job evaluation method and the results; results of comparative salary survey; recommended compensation structure; analysis of cost implications of recommendations, transition program</p> <ul style="list-style-type: none"> <li>♦ Training for staff in new job eval and comp systems (no details)</li> <li>♦ FLA will present final report, based on system review and recommended changes, will send copies to MLS; and will present report to MLS.</li> </ul>
<b>Benefits analysis</b>	<ul style="list-style-type: none"> <li>♦ Conduct a comprehensive benefits review and comparison, including direct and indirect costs of employee benefits</li> <li>♦ Benefits recommendations will be included in draft report</li> </ul>	<ul style="list-style-type: none"> <li>♦ A custom designed survey of wages and benefits will be conducted of selected libraries</li> <li>♦ Benefit changes as appropriate will be recommended based on survey results</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>♦ Completed by April 22, 2011*</li> </ul>	<ul style="list-style-type: none"> <li>♦ Completed by March 2011*</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>♦ Worked with several Oklahoma Libraries including Tulsa City County, Pioneer and Eastern Ok District Library Sys</li> <li>♦ Provided extensive list of references</li> </ul>	<ul style="list-style-type: none"> <li>♦ No local library references; 2 listed for Boston and Hartford Libraries; although they do not do a comp/class study for them</li> <li>♦ Provided extensive list of references</li> </ul>
<b>Cost</b>	\$77,500	\$33,000-38,000

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

### **The A & P Committee met November 4, 2010, for:**

#### **I. Discussion, Consideration, and Possible Action: Executive Session**

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

- A. Discuss and consider subsequent correspondence from grievant, Manager of Library Operations I – Ralph Ellison Library, regarding decision of Administrative and Personnel Committee on August 17, 2010

- B. Executive Director Annual Evaluation

#### **II. Discussion, Consideration, and Possible Action: Return to Open Meeting**

#### **III. Discussion, Consideration, and Possible Action: Decision regarding Grievance of Manager of Library Operations I – Ralph Ellison Library**

#### **IV. Discussion, Consideration, and Possible Action: Recommendation regarding Executive Director Annual Evaluation**

#### **V. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual**

- A. SH 520.1 Grievance Procedures
- B. SH 540 On-the-Job Injuries Workers' Compensation
- C. SH 540.1 On-the-Job Injuries Workers' Compensation Administrative Procedures

### **During its meeting, the A&P Committee:**

Reviewed and discussed all items.

### **COMMISSION ACTION:**

1. To approve the Administrative & Personnel Committee's recommendation to award Mrs. Donna Morris, Executive Director, an increase of \$500 a month to her 457 deferred compensation plan, raising it to \$600 a month, effective with the first pay period after the November Commission meeting until the A & P Committee meets in May to re-determine and re-evaluate Mrs. Morris' compensation package.
2. To approve the revisions to the Metropolitan Library System Policy and Procedure Manual: SH540 On-the-Job Injuries Workers' Compensation Policy

**METROPOLITAN LIBRARY COMMISSION**  
**OF OKLAHOMA COUNTY**  
**ADMINISTRATIVE & PERSONNEL COMMITTEE**  
**MINUTES**

DATE: Thursday, November 4, 2010    TIME: 3:00 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 18, 2010. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on November 2, 2010, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Bose` Akadiri  
Ralph Bullard  
Cynthia Friedeman  
Judy Smith  
Hugh Rice

**COMMITTEE MEMBERS EXCUSED:**

Margaret Graham  
Mukesh Patel

**COMMISSION MEMBERS PRESENT:**

**ESTIMATE OF OTHERS PRESENT: 6**

I. The meeting was called to order at 3:01 pm by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Friedemann, Smith, Rice (Arrived: Akadiri, 3:20).

II. Mr. Rice referred to the agenda and highlighted the two items to be discussed in Executive Session. Mr. Rice suggested as a matter of courtesy to all parties involved that the committee go into Executive Session to discuss the first item, grievance by Mr. Michael Owens, Ralph Ellison Library Manager, then return to open meeting to announce that decision and then again return to Executive Session to discuss the Executive Director's Evaluation. Mr. Rice asked for any objections. There were none.

**Mrs. Judy Smith moved to go into Executive Session. Mrs. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 3:02 p.m.

III. Mr. Rice called for a motion to reconvene in Open Meeting.

**Mrs. Smith moved to reconvene. Mr. Ralph Bullard seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened at 3:14 p.m.

Mr. Rice stated the A & P Committee received a request by Mr. Michael Owens, that the committee render a final decision concerning his grievance instead of mediation which was previously recommended by the committee. The unanimous consensus of the committee is to not reconsider the grievance since both parties had previously agreed to the mediation (as documented in the minutes and transcription from the hearing). Mr. Owens and Ms. Denyveta Davis should go to mediation, as previously directed, at the expense of the library system.

VI. Mr. Rice called for a motion to enter into Executive Session to discuss the Executive Director Annual Evaluation.

**Mrs. Friedemann moved to go into Executive Session. Mrs. Smith seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 3:15 p.m.

VII. Mr. Rice called for a motion to reconvene in Open Meeting.

**Ms. Bose' Akadiri moved to reconvene. Mrs. Smith seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened at 4:36 p.m.

Mr. Rice stated 39 evaluation forms were sent out for the Executive Director evaluation. He received 31 responses back. Mrs. Donna Morris received a ranking of 4 on 19 of them; a ranking of 3 on 11 of them; and a ranking of 3.5 one 1. There were a total of 9 comments, all of which were favorable. There were no negative comments received. Mr. Rice will provide a



composite of the comments to Mrs. Morris and the commission at the November Commission meeting.

The consensus of the committee is to recommend the commission award Donna Morris an increase of a \$500 a month contribution to her IRS 457 deferred compensation plan until the A & P Committee meets in May to determine the pay raises of every employee of the library system. At that time, the committee will have re-evaluated Mrs. Morris and will determine whether it will adjust the \$500 additional per month and whether she will receive a pay raise at that time. The committee believes it is best to consider the Executive Director's evaluation and compensation at the same time it considers compensation of all other employees. The committee is very satisfied with Mrs. Morris, and the evaluations received back were outstanding. The evaluation process will be done again in May, at which time the committee will be requesting additional facts and information. Mrs. Cynthia Friedemann is ideas for additional data to be used in the evaluation process and is soliciting feedback from the committee as well as Mrs. Morris.

Mr. Rice called for the motion.

**Mrs. Smith moved to recommend the Commission award Mrs. Donna Morris, Executive Director, an increase of \$500 a month to her 457 deferred compensation plan, raising it to \$600 a month, effective with the first pay period after the November Commission meeting until the A & P Committee meets in May to re-determine and re-evaluate Mrs. Morris' compensation package. Ms. Akadiri seconded. No further discussion. Motion passed unanimously.**

VIII. Mr. Rice referred to the recommendation from Administration - revisions to the Metropolitan Library System Policy and Procedure Manual: SH 540 On-the-Job Injuries Workers' compensation Policy.

Mr. Ric Rea, Director of Human Resources, reported that State Law was changed in regard to Workers' Compensation Law. MLS has been following the new provisions since the state law took effect. The Policy needs to be revised to be in agreement with State Law and requires approval from the A & P Committee as well as the Commission. The procedure details administratively how the policy is carried out and those revisions do not need Commission approval.

Mr. Rice called for a motion.

**Mr. Ralph Bullard moved to recommend the commission approve the revisions to the Metropolitan Library System Policy and Procedure Manual: SH 540 On-the-Job Injuries Workers' Compensation Policy. Mrs. Smith seconded. No further discussion. Motion passed unanimously.**

Mr. Rice referred to the recommended Revision to the Metropolitan Library System Policy and Procedure manual: SH 520.1 Grievance Procedures.

Mr. Rice stated the revisions to the Grievance Procedures were made as requested by the A & P Committee at their August 2010 meeting. The committee suggested the procedures be revised so that grievances relating to Pay Increases, Performance Evaluations, and Written or Oral Reprimands, be handled by a mediator instead of the A & P Committee. The appellate

process for those types of grievances once the Executive Director has made a decision would be for the parties to go to mediation and the mediator would make the final decision. Mr. Rice reviewed the draft procedures as presented. Questions and discussion followed. Suggested changes were made to the draft procedures.

Concerns and questions were voiced about a mediator having the authority to make a decision regarding a grievance. Questions and discussion followed.

Mr. Rice suggested Administration have its legal counsel look at the revised procedures to see if they are enforceable and if in fact the mediator can make a decision regarding grievances. The procedures can be refined as needed.

There is no committee action for revision to the Grievance Procedures.

Mr. Rice called for any further questions.

IV. Mr. Rice adjourned the meeting at 5:42 p.m.

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Respectfully Submitted,  
Maria Watkins, Executive Assistant

## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **AUTHORIZATION TO NEGOTIATE LEASE FOR TEMPORARY SOUTHERN OAKS LIBRARY**

#### **History**

Over the past several months, the library staff has struggled to find a temporary home for the Southern Oaks Library during the upcoming renovation. During this time, staff have looked at over a dozen sites. This has involved inspections, demographic studies, library layout configuration and budgeting. Some sites clearly would not work; others showed much promise. These sites have ranged in size from 8,000 to 18,000 square feet. The staff believes that 12,000 to 14,000 square feet is needed to maintain most of our current services; and it is important to serve our customers to the greatest extent possible within our budgetary restraints.

In these cases, the cost of creating a suitable space has not been financially attractive to the owner for a 1 year lease - the most we can commit to. Given this, MLS has been working to secure a site at a reasonable cost to MLS but which will be attractive to the owner. Last month we believed we were close to a deal for the property near SW 74<sup>th</sup> and Shields Boulevard only to have the owner withdraw his offer. Most recently, MLS has been working with Blanton Property on 2 possible sites; one at SW 59<sup>th</sup> and May and the other at SW 59<sup>th</sup> and Penn. Both sites are owned by Roaring Fork Associates. Budget pricing for these two sites is expected on Monday, November 15, 2010.

The library system's administration requests authorization from the Library Commission to negotiate a lease with Roaring Fork Associates, LLC for temporary space for the Southern Oaks Library for 1 year term with an option to rent for an additional 6 months while the current library is closed for renovation and expansion.

We are still in the process of securing the square foot cost information. If this information is provided as anticipated and the cost is within our budget, this request will be updated and emailed to the Commission by Tuesday, November 16<sup>th</sup>. If the staff is unable to send this in advance for your review, this request for action will be withdrawn with the expectation that it will be presented at the December meeting.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

That the Library Commission authorize the library administration to negotiate a lease with Roaring Fork Associate LLC for space for the temporary Southern Oaks Library.





# STRATEGIC PLAN 2007-2012

## WHERE ARE WE NOW?

### Year 3 Highlights



We strive to be your inviting, innovative link to the World!

Satisfying Curiosity: Lifelong Learning

*Goal: All ages realize their library offers topics in a variety of formats they find captivating and enriching to their lives.*

#### October 2009

Students from Stonegate Elementary and West Nichols Hills Elementary visit The Village Library and learn how to find information and materials for their personal enjoyment.

#### November 2009

Information Technology modifies our reserves system to allow customers to pick-up their own materials. So far, Midwest City, Ralph Ellison, and The Village libraries offer this service.

#### December 2009

The Village Library hosts a resume writing workshop to assist customers looking for work and partners with SCORE to offer business tax workshop to educate those interested in starting a business.

Senior Services Coordinator Anita Roestler hosts library information booths at three senior awareness/information events.

#### January 2010

Maintenance implements a new delivery schedule with more stops that will result in materials spending less time in transit and more time available for our customers.

Jim "Mr. Stinky Feet" Cosgrove returned to Oklahoma City to delight children at three libraries (Warr Acres, Edmond, and Belle Isle) with his award-winning children's music.

#### February 2010

Positive Tomorrows, the nonprofit school for homeless children, officially designates the Downtown Library as their "school library".

The staff of the Capitol Hill Library interacts with several local schools to promote the library to parents, teachers and students.

A top recruiter from Workforce Oklahoma conducts workshops on creating a professional resume at nine MLS library locations.

Winter Readfest 2010 is a huge success with 4,163 seniors participating.



### March 2010

Marketing hires an outside production company to produce a series of commercials aimed at promoting library resources, benefits and customer service oriented staff.

### April 2010

On April 14, the Downtown Library coordinated with the Development Office to host the *Author Confidential* program. The speaker this year was best-selling author Harlan Coben.

The Hill Irish Dance School presents the traditional music and dances of Ireland as a program for families at the Belle Isle Library.

In conjunction with the Junior League of Oklahoma City, Outreach completes an 8-month-long series of programs designed to teach children in the 3rd to 6th grades about the cultures of Asia, Africa, and Latin America.

In partnership with the American Red Cross, Outreach presents "Are You Prepared", a discussion on disaster preparedness, at 16 library locations.

### May 2010

Marketing begins buying airtime to run the commercials on local TV, geared to promote the library.

Children and teens receive free comic books around the system as part of Free Comic Book Day.

### June 2010

The entire Edmond Library was festive for the start of the Summer Reading Program; having a lobby display of water-related books to highlight a section of our collection.

KVSP FM Radio DJs visited the Ralph Ellison Library and read to 45 children. The children and DJs had a good time sharing their favorite books and stories.

### July 2010

The Downtown Library provides a display of astronomy equipment and information in partnership with Astronomy Club.

System-wide, the Summer at the Library program registers 4,056 teenagers, setting a record for teen participation.

19,067 children participate in the 2010 Summer at the Library reading program.

### September 2010

Materials Selection adds the years 1923 - 1938 to the MLS microfilm holdings of the Guthrie Daily Leader.

Downtown Library staff members conduct more than 20 interviews for the Oklahoma Voices project during the past year.

MLS prepares for the first *BooktoberFest* - a reading program for adults.

The Belle Isle Library hosts a double flute and tuba concert.

The Ralph Ellison Library holds a month-long College Preparation Series.

*Goal: Residents see their library as a resource for introductions to an assortment of cultural, civic and/or community interests.*

### October 2009

The Native American Festival was held at the Downtown Library on October 4. Over 350 people were in attendance to see Native American dancers and artists, participate in craft activities, and taste samples of Native American foods.

The Capitol Hill Library was represented at the *Hispanic Fiesta*. MLS literature was distributed along with over 1,200 Spanish books donated by the Purcell Rotary Club.

The film *Twelve* is presented at the Belle Isle Library, which shows life and hope following addiction for teens and adults.



### November 2009

Outreach brings the music of Iraq to MLS with performances around the system for a total of 1,080 customers.

Peter Fletcher, a New York-based classical guitarist, gives a concert for customers at Belle Isle Library.

### December 2009

Students from the Academy of Ballet and Theatre Arts present selections from the Nutcracker Suite at the Belle Isle Library.

#### January 2010

The Library Endowment Trust funds a concert series by pianist Wayne McEvilly in honor of Ernestine Clark, former MLS Director of Development. A special reception was held after the Valentine's Day concert to honor donors to the Library Endowment.

The Richter Uzer Duo presented classical guitar and cello music from Led Zeppelin to Rimsky-Korsakov at 5 library locations.

#### February 2010

Rhythmically Speaking performs *The Way it Was: Oklahoma's Soulful Stories* around the system for 835 people.

The Capitol Hill Library partners with the Census Bureau to offer several training and informational workshops about the importance of the census. These events continue throughout the spring.

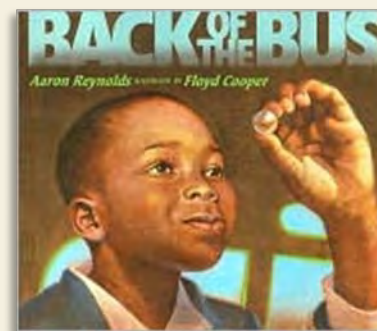
In celebration of the city of Bethany's Centennial, four original paintings created by artist Danny Gordon especially for the Bethany Library children's area debuted.

#### March 2010

The Ralph Ellison Library hosts a Guitar Hero tournament. There were 24 contestants, a large audience of family and friends, and a Thunder basketball player presenter.

During Spring Break [Agent 23 Skidoo](#) provided positive hip-hop for kids with a sound that's all grown up at 12 library locations.

Coretta Scott King award-winning children's author and illustrator Floyd Cooper toured several branch libraries and schools and talked about how he became an author and illustrator. More than 900 people attended.



#### April 2010

The Downtown Library partners with the OKC Museum of Art to present Gallery Stories, a series of storytimes at the museum conducted by the downtown children's librarian.

Choctaw Library partnered with local storytellers and brought in an ECU student group to do a puppet show in the library booth space for the Land Run Days & Old Timer's Day in Choctaw.

The Library Endowment Trust brought bestselling author Harlan Coben to the Downtown Library for the public Author Confidential lecture, Q&A, and book-signing.

Harlan Coben visits OKC for the 8th annual Library Endowment Trust Dinner.

Edmond Library participates in the Edmond Arts Festival, the YMCA Health Fest for Kids, and the Heartland New Day BookFest, building a strong presence in the community and promoting library services.

#### May 2010

The Library Endowment Trust provides funds for a selection committee to commission public art at the Ralph Ellison Library.

The Downtown Library began a Bilingual Storytime that incorporates Spanish and English into a family-friendly learning experience.

Ralph Ellison Library provides a senior program called *How Does Health Care Reform Affect You?* A volunteer from AARP came and spoke about the Health Care Reform bill.

#### June 2010

Belle Isle Library provides a *Manage Your Money* seminar for teens and adults.

Outreach continues to offer weekly entertainment programs at Wright, Jones, and Luther during Summer Reading.

Ralph Ellison Library holds a Juneteenth celebration where thousands of people take part in festivities such as a health fair, story times, face painting, author book signings, concerts, and other cultural activities.

#### July 2010

Representatives of the Capitol Hill Library participated in the annual Hispanic Expo on July 31st. Customers enjoyed a variety of activities and a free book for the children. Altogether they interacted with about 2000 people.

The Downtown Library partners with the Respect Diversity Foundation to display student artwork portraying the value of diversity in our society.

The Downtown Library organizes a reception to honor the Lucky Penny Players. The public was able to thank the group for their years of enriching the community with their dramatic productions.

Bestselling author Jenna Blum came to the Del City Library to chat with readers about her latest book *The Stormchasers*.

#### August 2010

Author and Choctaw storyteller Greg Rogers shared traditional Native American tales for an all ages audience at the Belle Isle Library.

Staff members from the Downtown Library and Outreach manned a booth at the Oklahoma City Indian Clinic Powwow. They passed out books to children along with information about MLS.

#### September 2010

The Midwest City Library [collaborates](#) with a local Islamic school on an art exhibit that gains local and national attention.

MLS participates for the 14th straight year in SeptemberFest, encouraging 20,000 children and adults to read for fun.

The Edmond Library launches a History Book Club in response to the results of a customer survey. The club, which is a partnership with UCO, had 56 people attend the first meeting.

Outreach provided a storyteller, Charlotte Blake Alston, for a program at Martin Luther King Elementary School. This program reached 66 fourth graders who will be starting a Storytelling Club this year.

A representative from OG&E presented a seminar at Ralph Ellison Library titled "Home Energy Assessment." In this seminar, OG&E was seeking to help individuals lower their monthly utility bills by giving away free energy efficient upgrades.

### Visit a Comfortable Place: Public & Virtual Places

*Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.*

#### November 2009

The Del City Library hosts a New Moon Prom for teens to celebrate the release of the Twilight movie.

#### December 2009

The Village Library installs a large antique wall clock that coordinates with the new inviting reading space in the vaulted ceiling reading area beside the Adult Fiction collection.

The Ralph Ellison Library re-opens to the public after a year-long renovation.

Headquarters Manager Candace McDaniel hosts the annual holiday open house to promote MLS meeting spaces to the downtown business community. This year featured an amazing collection of gingerbread houses decorated for the occasion by various MLS departments.

#### January 2010

The Del City Library rearranges furniture to provide an atmosphere more conducive to reading and relaxing.

The Village Library gets a face lift by replacing the original wallpaper with paint and a new color scheme throughout the building.

#### February 2010

Ralph Ellison librarian Jean Longo set up two gaming tables at Langston University's Jubilee Night. Parents and children were able to play games and see that the library can be a fun and social place.

#### March 2010

The Edmond Library changes up their adult and teen areas with new furniture and arrangements.

The Belle Isle Library undergoes various ADA improvements.

In trying to make visiting the Edmond Library a more enjoyable experience, MLS staff met with City of Edmond to continue working on the parking situation for the library.





[MLS breaks ground on the Northwest Library!](#)

**April 2010**

Capitol Hill undergoes ADA renovations. These renovations include creation of a new restroom on the main floor, new handicapped parking spaces, and a new meeting room on the first floor.

On April 20, the Downtown Library was the host location for an Oklahoma Library Association & the Mountain Plains Library Association All-Conference event. Guests enjoyed tours of the library, catered food, and a fashion show of clothing made from library materials.

**May 2010**

The exterior of the Warr Acres library was painted a new color. The interior received a fresh coat of paint as well.

The Young Lawyers Division chose the Belle Isle Library as the focus of their [Law Day landscaping and beautification project](#) and spent the entire day removing old landscaping debris and planting flowers, shrubs, and bushes to create a more inviting space.

Lawyers from the community offer a free day of one-on-one legal advice for customers at the Ralph Ellison Library.

**June 2010**

The Wright Library undergoes ADA renovations to make it more accessible for disabled customers.

Teachers from area schools set up times to meet with their students during the summer at the Bethany Library to encourage them to read and to keep up their reading skills.

**August 2010**

Two local nursing homes visit the Ralph Ellison Library for an afternoon of Wii Bowling. It was a great success with 16 participants.

**September 2010**

In order to provide better customer service, the Downtown Library installed a copier in the Oklahoma Room. Customers no longer have to leave the room in order to make the copies they might need since these materials can't be checked out.

The Ralph Ellison Library begins a GED study program in that will carry on into 2011.

*Goal: All ages recognize their library as a great place both physically and virtually to interact with others due to the noteworthy opportunities provided.*

**October 2009**

On October 17, the Bethany Library hosted a Customer Appreciation Tea Party with harp music. All ages were welcome for this social activity.

Warr Acres Library teens win a gold medal in the state-wide *Trick My Book Truck* competition with their Batmobile book truck.

The Capitol Hill Library partners with Generations Health Care to offer flu shots for 308 customers. Coffee and tea were provided along with customer appreciation bookmarks.

**November 2009**

Outreach receives a Friends of the Library grant to bring in young adult authors to visit libraries around the system.

The Bus-eum 3, a traveling museum in a bus, presents at Del City artifacts, texts, and media describing the experiences of the 380,000 housed in POW camps in the Midwest from 1943 - 1946.

**December 2009**

The Capitol Hill Library's Holiday Open House features a live jazz band and a tree decorated with crafts created by customers in an Origami workshop.

The Downtown Library is a venue for Opening Night 2010.

**January 2010**

Newsok.com [reports](#) on the Reading to Dogs program at Nicoma Park.

Belle Isle replaces computer chairs in the children's room with child-friendly, colorful seating.

**March 2010**



Marketing wins medals at the Addy Awards for INFO magazine, the annual report, and two promotional posters.

Author Terrye Robbins of Chelsea, Oklahoma discusses her Christian-fiction books in a fun presentation at the Belle Isle Library for customers age ten and up.

#### April 2010

The Bethany Library provided a place for the Bethany Centennial Book Committee to sell copies of their Bethany history books during the fall of 2009 and during our Bethany Centennial Art Premier on February 6, 2010.

#### May 2010

The Capitol Hill Library offered a School's Out bash on May 19th that featured a DJ and included information about summer events at the library.

The Downtown Library hosted six different art displays throughout the school year from local schools in their service area: Wiley Post Elementary, Central Elementary School of Art, Classen High School, and a local Homeschool group.

#### June 2010

The Village Librarian Mallory Weigl creates a Volunteer Wall to highlight volunteers of the week and acknowledge their excellent service and contribution to the library.

Warr Acres librarian Alma Brown leads the first meeting of the LEGO club for children.

A total of 2,061 volunteers donated 31,456 hours of service (the equivalent of 15 full-time employees) in FY10 to supporting excellent library service in Oklahoma County.

Belle Isle Library puts on a Sizzlin' Summer singing program for the whole family with Martha Stallings.

#### July 2010

Edmond teens get a live skateboarding [demonstration](#).

The Ralph Ellison Library hosts Cards for Oklahoma Troops program for customers to make cards to send our troops overseas.

The Del City Library formed a partnership with the Oklahoma School of Metaphysics. A representative came out and conducted a program titled "Heal Your Mind and Body." This program was well received by the Del City community.



#### August 2010

The Bethany Library hosts an ice cream social to mark the end of summer reading and bring the Bethany community together for a fun, interactive event.

Capitol Hill Library summer volunteers celebrated the end of a successful summer with a Hawaiian luau. Young customers also enjoyed an ice cream social and a workshop on healthy lunch boxes.

The Midwest City Library provides café tables and stools in their lobby, which allow for social interaction as well as additional seating for WIFI users and study groups.

#### September 2010

Capitol Hill Library creates space for a new teen area and rearranges their Spanish collection to provide room for growth.

Ralph Ellison Library held a Guys' Night, which was a night for guys of all ages to bond through playing video games, board games, and socially interacting.

## Know How to Find, Evaluate & Use Information: Information Fluency

*Goal: All visitors can expect library staff to have up-to-date knowledge, skills, and abilities to deliver library services.*

#### November 2009

The authors of a new book *Managing Library Volunteers, A Practical Toolkit* feature several forms developed by MLS Volunteer Coordinator Heidi Port.

MLS Young Adult Services Coordinator Emily Williams is selected for the Leadership OKC Loyal class. LOYAL (Linking OKC's Young Adult Leaders), is a program which targets young adults just beginning their civic lives by teaching leadership skills for volunteers.

The first quarterly MLS Circulation Forum Meeting was held on November 4th. The meetings are an opportunity for circulation clerks, circulation control and the Business Office to interact, share best practices, learn more about MLS procedures, and hear first-hand news about the system.

#### December 2009

MLS Leadership III class graduates.

#### January 2010

Belle Isle Library Assistant Manager Debbie Robertus chairs the OLA Gold leadership committee.

Five MLS staff members serving on American Library Association committees attend the ALA Midwinter Conference. Kim Terry was elected chairman of the John Cotton Dana award judging committee.

#### March 2010

Nita Normore in Library Operations distributes periodic newsletters to the extension libraries to keep them informed about MLS developments.

Twenty MLS staff attend the Public Library Association Convention.

#### April 2010

Kellie Delaney and Teresa Goggins (the MLS web team) attend the Computers in Libraries conference to stay abreast of current library web trends.

#### June 2010

Executive Director Donna Morris visits Oklahoma's congressional delegation during the ALA conference in Washington D.C.

#### July 2010

Planning implements a new web-based learning management system that will create new training opportunities for our employees online.

The Friends of the Library group provides funds for MLS young adult librarians to attend a symposium on young adult literature.

#### September 2010

Nita Normore in Library Operations finalizes updates to the Extension Staff Handbook to include revised policies and procedures as well as updated Library Operations information.

Ric Rea and Roy Ballou from Human Resources attend an Oklahoma City Human Resource Society Legal Seminar to learn about recent updates in wage and hours laws, FMLA, OSHA enforcement, immigration law, healthcare reform, and workers' compensation updates.

*Goal: All ages can expect friendly guidance on how to locate the best information resources to meet their requests or needs.*

#### October 2009

An additional format for presenting the Service Principles becomes available on the Intranet. It is a new approach that allows managers greater flexibility in holding service principle discussions.

MLS begins a new system for staff appraisals, which will better reflect and reward employee performance.

#### November 2009

Ngoc Nguyen, Patricia Rivas, and Mary Sholly win the Outstanding Service Award, which recognizes staff members that go above and beyond in their jobs.

Human Resources implements new customer service and management tests to help identify the highest quality applicants.

#### January 2010



Emily Williams, MLS Young Adult Services Coordinator, is a reviewer on the Oklahoma Department of Libraries' CYA: Children's and Young Adult Podcast Blog, which is a Book Review Podcast.

Outreach's Anita Roestler participates in the Area Wide Aging Agency, the Aging Consortium, and the Oklahoma State Literacy Coalition. These activities have made her a great resource for referring customers in need of help to the appropriate resources.

Belle Isle Library moves their adult seasonal books to a different area in order to expand the new book section for customers.

#### March 2010

The Belle Isle Library creates flyers to educate customers about useful government websites, e-media young adult materials and compatible devices, and NY Times bestseller lists.

Downtown librarian Buddy Johnson serves on a committee to create a historical display in the Oklahoma City Municipal Building.

#### April 2010

The Rose State College's class of Family & Consumer Science invites Outreach's Kelley Riha to speak about library services and give a story time demonstration to an audience of day care providers.

#### May 2010

The Daily Oklahoman runs an [article](#) with Hispanic book recommendations by MLS librarians Taryn Kingery and Charla Aucone.

#### June 2010

Belle Isle Library conducts a workshop on how to create a professional resume and the essential tools needed for finding a job.

#### July 2010

The Edmond Library supports a great group of teen volunteers (and parents). They work with the volunteers to instill a good work ethic in the teens through training and provide work experience before they look for their first job.

#### August 2010

Planning's Stacy Schrank visits the Edmond Library to put on customer service workshops for the staff.

#### September 2010

Outreach's Lisa Wood speaks about early literacy and utilizing library resources to a group of parents at Educare.

The Human Resources Department acquires a new Virtual Customer Services Skills Assessment test to help identify the top candidates for Circulation Clerk openings.

MLS prepares for Wellness Works!, the new health & wellness program for employees. It is a service of Personalized Prevention, a leader in health and productivity solutions.



## Connect to the Online World: Public Internet Access

*Goal: All ages discover that their library has current equipment, tools and training for the public to responsibly access the digital world.*

#### November 2009

The class *Using Photographs with Computers* at the Village Library teaches customers how to transfer and email pictures on a computer.

#### December 2009

Warr Acres Library adds a section to their monthly calendar explaining changes to the Express Checkout.

#### January 2010





A January 3 article in the Oklahoman about the computer classes at the Downtown Library resulted in a sign up of over 165 people. Additional sessions of the class were added to accommodate the large response.

#### March 2010

An entry on the library's Twitter page is featured on a digital billboard.

#### May 2010

The digital bookmobile visits the Del City and Midwest City libraries to educate customers about our eMedia collection.

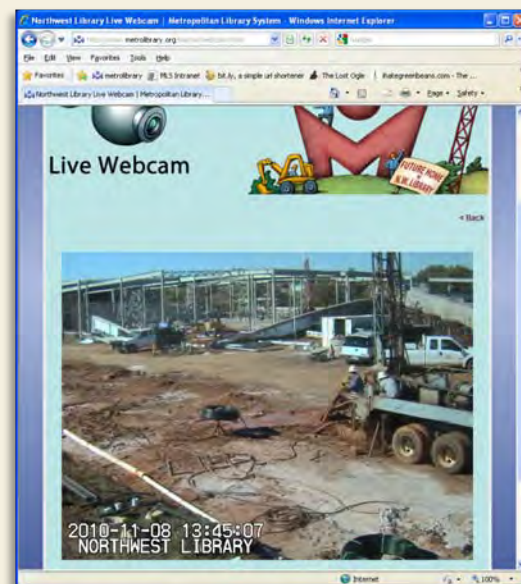
#### June 2010

Materials Selection added Mango Languages, Grzimek's Animal Life, and Oxford Biblical Studies to the MLS collection of database subscriptions over the past year.

#### July 2010

Village Librarian Julianna Link surveys staff on which technologies they use. The staff will then provide demonstrations and tutorials to each other on how to use various technologies.

The Information Technology, Construction, and Planning departments work together to install a [webcam](#) on the Northwest Library construction site.



*Goal: Adults understand that using the Internet is beneficial to development for all ages.*

#### December 2009

The Information Technology department adds cool new princess and sports themed keyboards for children's computers

#### June 2010

Videos from the Downtown Library's *I Can't believe I Shot That* film contest are added to the MLS YouTube page.

#### July 2010

Downtown Library Adult Services Librarian Darlene Browers provides training to Putnam City teachers on using our online Mango Language database.

#### August 2010

Marketing Director Kim Terry trains Putnam City teachers on how to use eMedia resources and our Mango Languages, NovelList, and Learning Express databases.

*Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.*

#### October 2009

Warr Acres Librarian Kelly Dalyrmple creates *Do You Know* flyers explaining how to request a title on cyberMARS and on the difference between Reserves and the Shopping Cart.

Outreach and the Planning departments host a Maltese Falcon scavenger hunt as part of the Big Read.

MLS adds a Manager of Web Development and Support position to further enhance MLS library services available online.

#### November 2009

Marketing highlights MLS eBook offerings with article in INFO magazine.

#### December 2009

Planning and Marketing work together to create an interactive version of the annual report for the web.



#### February 2010

Marketing and Planning add an [In the News](#) page for the website. The site features local news stories about MLS.

Planning unveils an updated [website](#) with a fresh new look and streamlined navigation.

Warr Acres librarian Kelly Dalrymple teaches a beginning genealogy class.

Planning creates and implements web pages for Summer at the Library teen volunteers.

#### March 2010

Downtown librarian Buddy Johnson contributes 12 vignettes on Oklahoma governors that are posted on the MLS website.

#### April 2010

Planning and Marketing include QR codes in INFO magazine to allow customers with smart phones to locate related web content.

#### May 2010

Marketing heavily promotes the library's Mango Languages database subscription.

#### June 2010

Materials Selection purchases the Associations Unlimited, Footnote, Mergent, Biography Reference, and Biography and Genealogy Master Index databases available for our customers to use remotely from home.

#### July 2010

Emily Williams and Ben Mount from Outreach visit the Sam Noble Museum of Natural History for Library Day. There, they talked to customers about all of the different databases MLS offers and promoted upcoming programs.

The Downtown Library provides instruction in online catalog and database use and assists with research projects in the computer lab for a nurse training class.

Marketing signs a contract with the Journal Record newspaper to promote six different databases throughout the year.

Buddy Johnson participates in Retro Metro, which meets at the Downtown Library. The City of OKC, OK Historical Society, The Oklahoman, and Chamber of Commerce all participate to gather old photos and artifacts. Some of these are added to Oklahoma Images.

#### August 2010

Outreach hosted a MLS booth at the A+ Arts Conference and demonstrated to attendees how to use the databases; especially Mango Languages.

#### September 2010

Warr Acres librarian Karen Litteral teaches a class on the Learning Express database for our customers.

### All Goals

#### October 2009

The MLS United Way Committee raises over \$18,000 dollars to benefit programs in central Oklahoma.

#### January 2010

MLS moves into the new Service Center. The operational improvements allowed by this modern facility will impact and enhance virtually all aspects of the library services we provide.

#### February 2010

The Friends of the Library donate \$160,000 of the money raised at the 2010 book sale to MLS to fund special grant projects.

850 volunteers help the Friends of the Library raise \$242,000 from their annual book sale to benefit MLS.

#### April 2010

166 staff members volunteered their time and energy throughout the year to help other community organizations including United Way, Regional Food Bank of Oklahoma, American Heart Association and the Salvation Army.



**June 2010**

The Marketing department wins top honors at the ALA conference for their work on our outstanding INFO magazine.

The Information Technology department publishes their annual report for FY09-10, which details accomplishments from the previous year and plans for the coming year.

**July 2010**

Planning commissions a midpoint telephone survey to monitor the progress on our strategic plan.





# STRATEGIC PLAN 2007-2012

## MIDPOINT EVALUATION



### Survey Results

The Metropolitan Library System recently commissioned the OU POLL to repeat the baseline telephone survey that was conducted at the beginning of the strategic plan. Comparing the results from these two surveys provides an objective measure of the impact our efforts have had in the community as we examine the first three years of our strategic plan and prepare for the final two.

Analysis of the survey results shows that over the past three years our efforts to educate the community about the materials and services we provide have been very successful. Participants rated their awareness of these materials and services on a five-point scale (strongly agree to strongly disagree) by responding to statements such as *"I am aware that the library offers access to..."* In every case, statistically significant declines were recorded in the proportion of people who rated themselves completely unaware that the library offers the given materials and services. These results are listed in the table below.

<i>"I am aware that the library offers access to ..."</i>	% Completely Unaware	
	2008	2010
Materials & Services		
Magazines & Newspapers	4.1%	0.8%
Videos	6.7%	1.1%
Audio Books	8.0%	1.6%
Music CDs	18.0%	4.2%
Library sponsored events, programs, and training classes	15.3%	3.0%
Free access to the library's online subscriptions (databases)	23.5%	4.9%
Computer workstations connected to the internet	7.0%	1.4%
Wireless internet access	20.2%	2.4%
I am aware that many library resources are available 24/7 through the library's website, <a href="http://www.metrolibrary.org">www.metrolibrary.org</a> .	26.9%	7.4%

Notice the dramatic reductions in the respondents who are unaware of our online subscription databases, wireless internet, and web resources. We have been aggressively marketing our online databases and have added a Manager of Web Development & Support position to enhance our online presence. Also since 2008, many libraries have rearranged their collections to feature multimedia holdings, and our Marketing Department has targeted their efforts on specific areas by coordinating articles in INFO magazine, in-library promotional

materials, and external advertising. Our staff has done a tremendous job as well educating customers about these resources at every opportunity.

Compared to the positive survey results regarding customer awareness, we have found that redefining perceptions about The Metropolitan Library System and its role in the community is, in general, a more substantial challenge. The survey results for questions about these perceptions showed little or no significant movement from 2008. We can use this information to re-examine our approach to communicating, for example, that:

*"The Metropolitan Library System is an important resource for diverse cultural, civic, and/or community interests in our county."*

In the most recent telephone survey, 89% of respondents either strongly agreed or agreed with the above statement. While this percentage is good when considered in isolation, in our 2008 baseline survey 91% of the respondents strongly agreed or agreed with the same statement. Statistically, in this case, such a small difference is not enough to be confident that *any* change at all occurred in the perception of Oklahoma County adults. Overall, the high proportion of residents that do agree with this statement together with the number of these cultural activities taking place at our libraries make it clear that the library is indeed an important such resource. However, one of our targets is to be able to demonstrate statistically significant improvement in each area, similar to the progress shown above regarding awareness of library materials and services.

It is clear from the two surveys we have conducted that there exists a small minority of residents that has proved hard to reach in this regard. Therefore, the array of cultural and civic activities at our libraries since 2008 has supported but not measurably grown this already widely shared perception. We can infer from this that there is little marginal progress to be made by simply increasing the quantity of these events in the coming years. We must also work harder to place these activities within a larger context that communicates their underlying purpose and why they are important for our community.

The preceding analysis covers only one of the many perceptions we are trying to foster in the community as part of our strategic plan. However, the survey results were similar for all of the perceptions residents were asked about and will be analyzed in much the same way. These other perceptions measured in the survey concern customer value and satisfaction, staff knowledge and service, and library facilities as inviting environments for different types of activities and interaction.

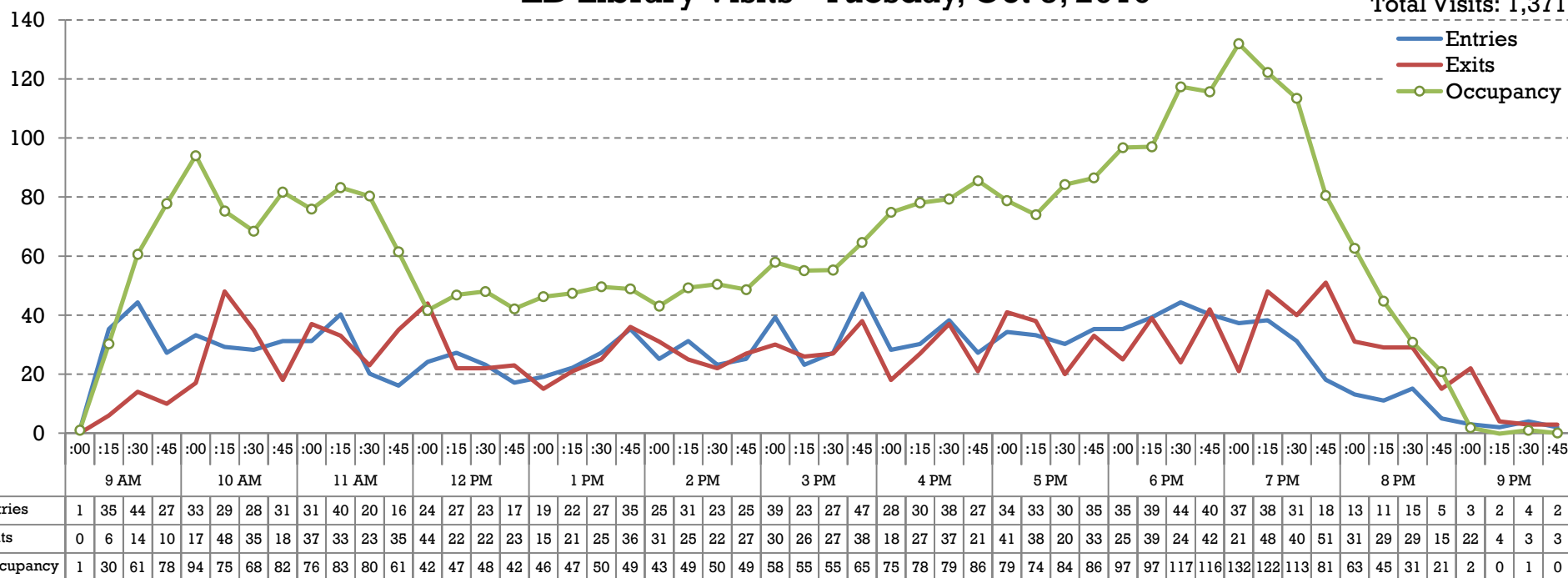
The purpose in doing a midpoint telephone survey was to identify where we have made significant progress (awareness of materials & services) and where we need to reconsider our approach (changing perceptions in the community). The survey data will be used in conjunction with records of the related activities undertaken, some of which have been reported in the annual Strategic Plan Highlights summaries, to identify what types of activities are the most effective. Gathering this information now gives us an opportunity to adjust our strategies and work smarter as we advance the goals of our strategic plan.

The chart below illustrates data gathered at the Edmond Library on Tuesday, October 5th, 2010. The relatively high occupancy in the morning was the result of three storytimes that were offered at 9:30 AM, 10:30 AM, and 11:30 AM. These storytimes were attended by 57, 46, and 35 children respectively. In the evening, 18 teens participated in a chess club meeting and 28 children attended a Reading to Dogs program at 6:30 PM. Overall, 1,371 people entered the building throughout this very busy day.

Country	Number of Significant Entries
BE	42
BI	33
CH	36
CT	35
DC	26
DN*	61
ED	33
MC	42
RE	39
SO	29
VI	30
WA	27
HR	24
JN	20
LU*	23
NP*	33
WR	41

\*may include significant staff entries

Total Visits: 1.371



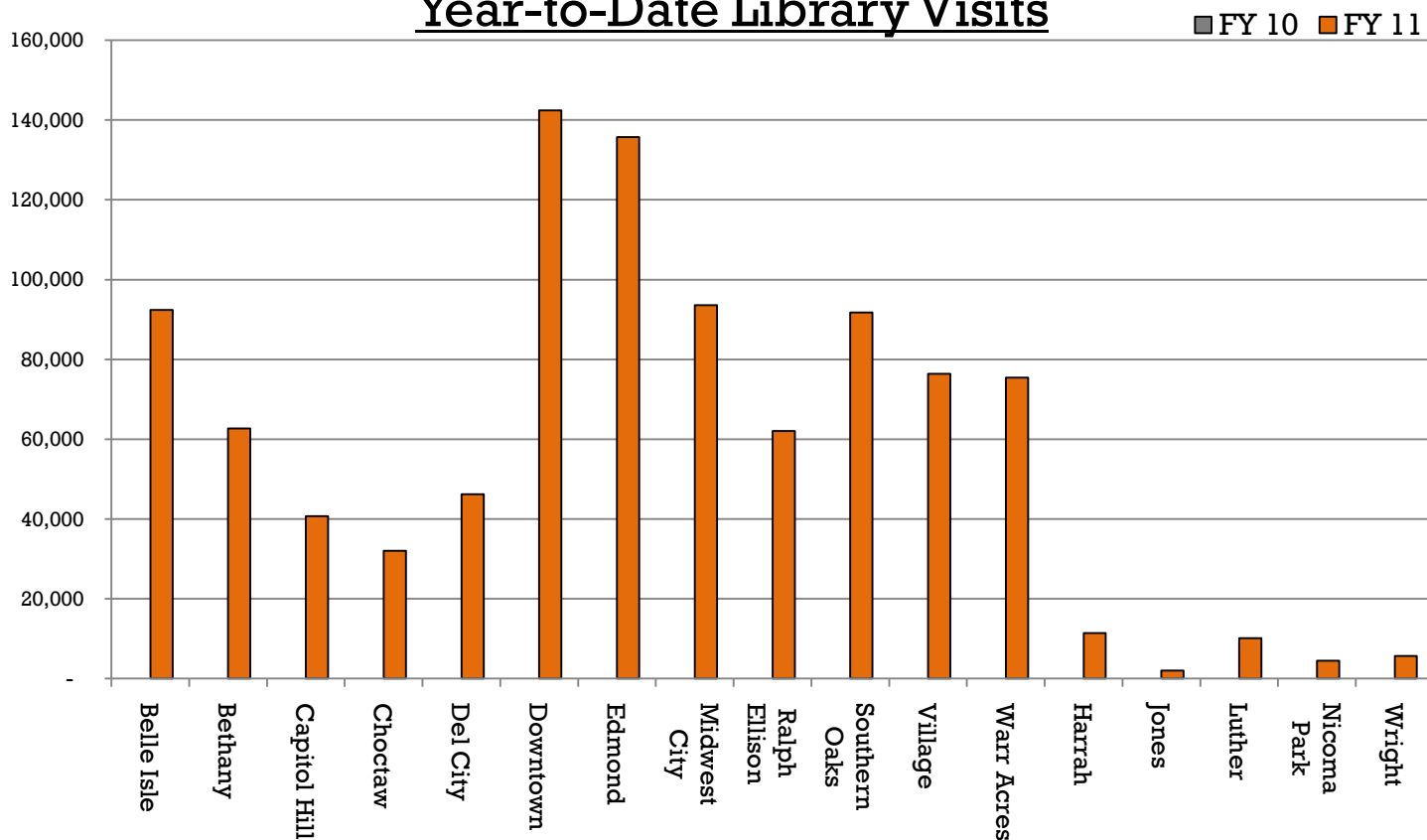


# MLS Library Visits

July 1, 2010 - October 31, 2010 (33.33% of the 10-11 Fiscal Year)

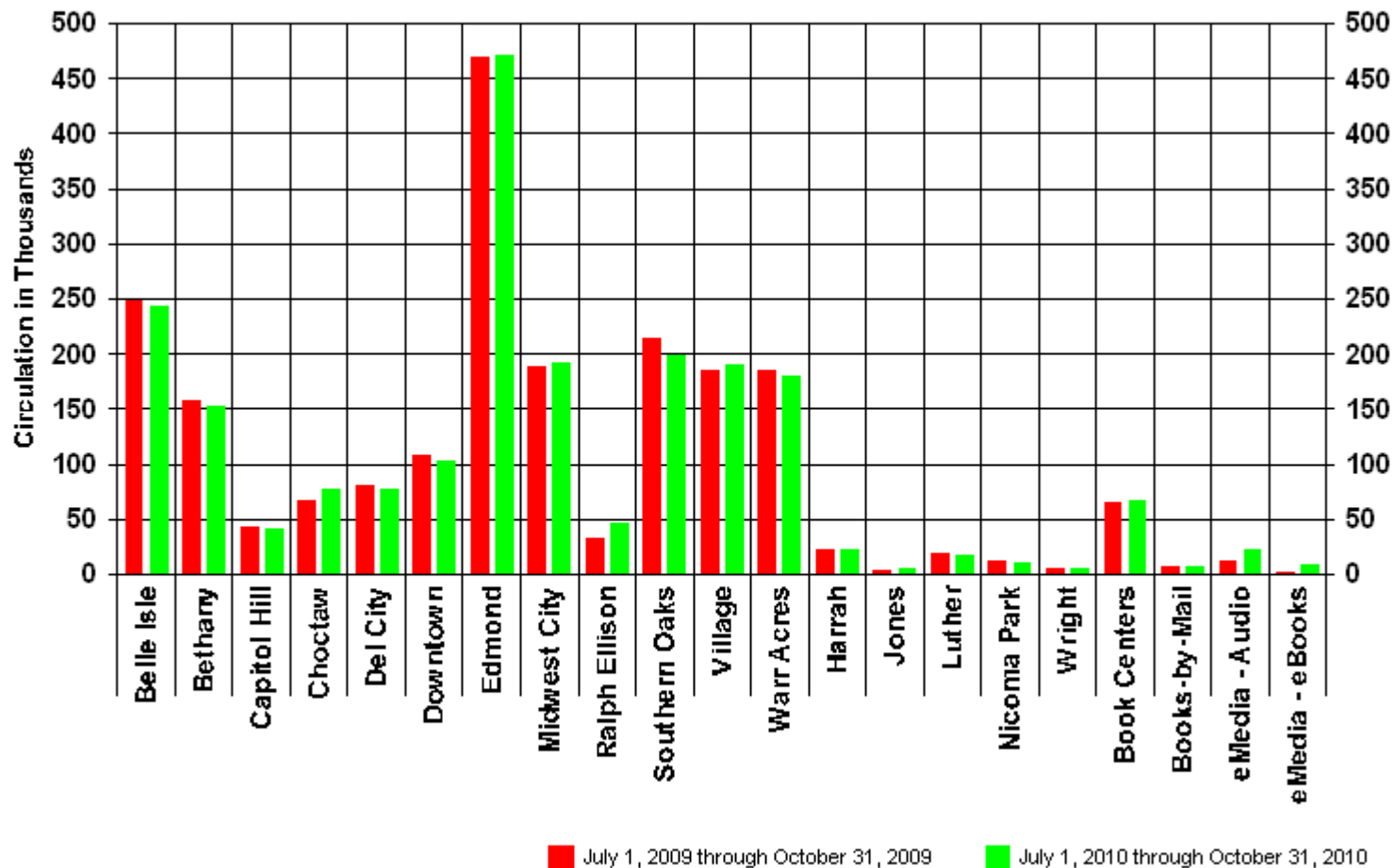
October	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	21,712	92,398	N/A	N/A
Bethany	N/A	N/A	14,207	62,719	N/A	N/A
Capitol Hill	N/A	N/A	10,758	40,716	N/A	N/A
Choctaw	N/A	N/A	7,261	32,050	N/A	N/A
Del City	N/A	N/A	11,996	46,240	N/A	N/A
Downtown	N/A	N/A	31,617	142,386	N/A	N/A
Edmond	N/A	N/A	30,520	135,738	N/A	N/A
Midwest City	N/A	N/A	21,383	93,570	N/A	N/A
Ralph Ellison	N/A	N/A	14,252	62,023	N/A	N/A
Southern Oaks	N/A	N/A	20,622	91,729	N/A	N/A
Village	N/A	N/A	17,276	76,384	N/A	N/A
Warr Acres	N/A	N/A	17,092	75,439	N/A	N/A
Harrah	N/A	N/A	2,726	11,425	N/A	N/A
Jones	N/A	N/A	443	1,973	N/A	N/A
Luther	N/A	N/A	2,510	10,084	N/A	N/A
Nicoma Park	N/A	N/A	1,218	4,478	N/A	N/A
Wright	N/A	N/A	1,776	5,650	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>227,366</b>	<b>985,002</b>	<b>N/A</b>	<b>N/A</b>

## Year-to-Date Library Visits



## **Circulation Gains and Losses**

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**







## **Circulation Gains and Losses**

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

<b>OCTOBER 31, 2010</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Belle Isle	10	44161	187514	14927	60072	59088	247586	
	11	43485	183897	14073	58604	57558	242501	
		<b>-676</b>	<b>-3617</b>	<b>-854</b>	<b>-1468</b>	<b>-1530</b>	<b>-5085</b>	<b>-2.1</b>
Bethany	10	26114	107437	11435	49430	37549	156867	
	11	24152	104776	10477	47886	34629	152662	
		<b>-1962</b>	<b>-2661</b>	<b>-958</b>	<b>-1544</b>	<b>-2920</b>	<b>-4205</b>	<b>-2.7</b>
Capitol Hill	10	7466	30264	3642	12473	11108	42737	
	11	7302	27527	3710	14507	11012	42034	
		<b>-164</b>	<b>-2737</b>	<b>68</b>	<b>2034</b>	<b>-96</b>	<b>-703</b>	<b>-1.6</b>
Choctaw	10	10058	41818	6363	25421	16421	67239	
	11	10692	47202	6641	29322	17333	76524	
		<b>634</b>	<b>5384</b>	<b>278</b>	<b>3901</b>	<b>912</b>	<b>9285</b>	<b>13.8</b>
Del City	10	13532	56022	5672	25219	19204	81241	
	11	12439	52572	6063	23840	18502	76412	
		<b>-1093</b>	<b>-3450</b>	<b>391</b>	<b>-1379</b>	<b>-702</b>	<b>-4829</b>	<b>-5.9</b>
Downtown	10	18972	81320	6182	26908	25154	108228	
	11	17760	78471	5500	24844	23260	103315	
		<b>-1212</b>	<b>-2849</b>	<b>-682</b>	<b>-2064</b>	<b>-1894</b>	<b>-4913</b>	<b>-4.5</b>
Edmond	10	62620	266459	45894	202524	108514	468983	
	11	61485	272210	44115	198299	105600	470509	
		<b>-1135</b>	<b>5751</b>	<b>-1779</b>	<b>-4225</b>	<b>-2914</b>	<b>1526</b>	<b>.3</b>
Midwest City	10	31849	133301	12803	55748	44652	189049	
	11	31885	136809	13322	55001	45207	191810	
		<b>36</b>	<b>3508</b>	<b>519</b>	<b>-747</b>	<b>555</b>	<b>2761</b>	<b>1.5</b>
Ralph Ellison	10	6244	24565	2085	8094	8329	32659	
	11	8282	34212	2729	12405	11011	46617	
		<b>2038</b>	<b>9647</b>	<b>644</b>	<b>4311</b>	<b>2682</b>	<b>13958</b>	<b>42.7</b>
Southern Oaks	10	37416	155803	15522	59191	52938	214994	
	11	33923	146016	13290	52661	47213	198677	
		<b>-3493</b>	<b>-9787</b>	<b>-2232</b>	<b>-6530</b>	<b>-5725</b>	<b>-16317</b>	<b>-7.6</b>
Village	10	31046	129819	12426	55619	43472	185438	
	11	29554	129372	13401	60740	42955	190112	
		<b>-1492</b>	<b>-447</b>	<b>975</b>	<b>5121</b>	<b>-517</b>	<b>4674</b>	<b>2.5</b>
Warr Acres	10	30923	128376	12626	56002	43549	184378	
	11	28426	124758	12887	55194	41313	179952	
		<b>-2497</b>	<b>-3618</b>	<b>261</b>	<b>-808</b>	<b>-2236</b>	<b>-4426</b>	<b>-2.4</b>

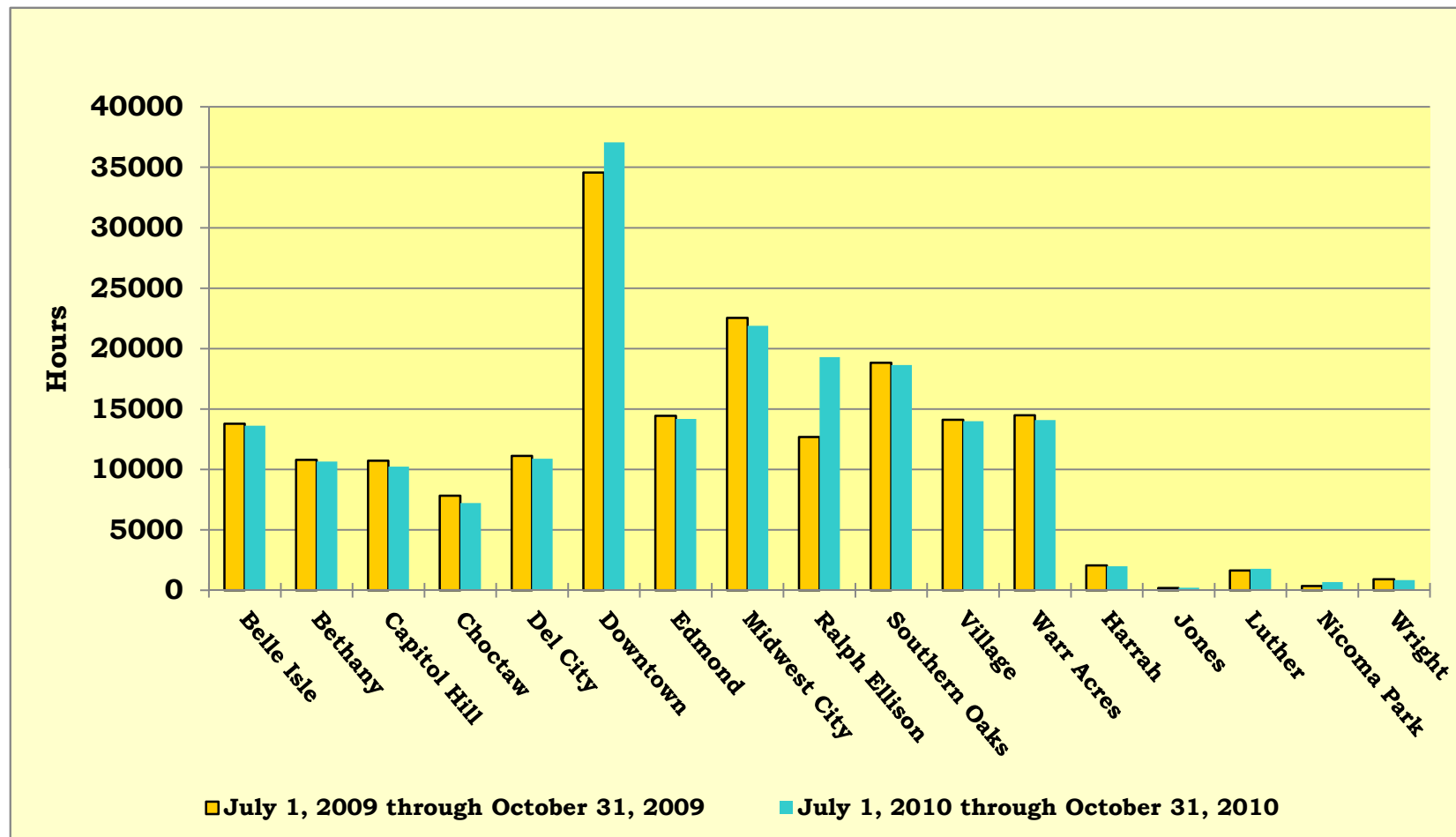
## **Circulation Gains and Losses**

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

<b>OCTOBER 31, 2010</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	10	3999	14758	1920	6917	5919	21675	
	11	3797	15824	1830	7195	5627	23019	
		<b>-202</b>	<b>1066</b>	<b>-90</b>	<b>278</b>	<b>-292</b>	<b>1344</b>	<b>6.2</b>
Jones	10	649	2972	231	1014	880	3986	
	11	743	3402	307	2012	1050	5414	
		<b>94</b>	<b>430</b>	<b>76</b>	<b>998</b>	<b>170</b>	<b>1428</b>	<b>35.8</b>
Luther	10	3513	15192	999	4231	4512	19423	
	11	2594	12475	924	4905	3518	17380	
		<b>-919</b>	<b>-2717</b>	<b>-75</b>	<b>674</b>	<b>-994</b>	<b>-2043</b>	<b>-10.5</b>
Nicoma Park	10	2406	9240	615	2573	3021	11813	
	11	2096	8238	506	2332	2602	10570	
		<b>-310</b>	<b>-1002</b>	<b>-109</b>	<b>-241</b>	<b>-419</b>	<b>-1243</b>	<b>-10.5</b>
Wright	10	866	3800	216	1189	1082	4989	
	11	1010	3968	338	1277	1348	5245	
		<b>144</b>	<b>168</b>	<b>122</b>	<b>88</b>	<b>266</b>	<b>256</b>	<b>5.1</b>
<b><u>OTHER:</u></b>								
Book Centers	10	10145	40312	6103	24525	16248	64837	
	11	10200	40823	6350	25408	16550	66231	
		<b>55</b>	<b>511</b>	<b>247</b>	<b>883</b>	<b>302</b>	<b>1394</b>	<b>2.2</b>
Books-by-Mail	10	1871	7445	0	0	1871	7445	
	11	1802	7624	0	0	1802	7624	
		<b>-69</b>	<b>179</b>	<b>0</b>	<b>0</b>	<b>-69</b>	<b>179</b>	<b>2.4</b>
eMedia - Audio	10	3330	12897	0	0	3330	12897	
	11	5747	23136	0	0	5747	23136	
		<b>2417</b>	<b>10239</b>	<b>0</b>	<b>0</b>	<b>2417</b>	<b>10239</b>	<b>79.4</b>
eMedia - eBooks	10	372	1206	0	0	372	1206	
	11	2266	8712	0	0	2266	8712	
		<b>1894</b>	<b>7506</b>	<b>0</b>	<b>0</b>	<b>1894</b>	<b>7506</b>	<b>622.4</b>
TOTALS	10	347552	1450520	159661	677150	507213	2127670	
	11	339640	1462024	156463	676432	496103	2138456	
		<b>-7912</b>	<b>11504</b>	<b>-3198</b>	<b>-718</b>	<b>-11110</b>	<b>10786</b>	<b>.5</b>

## Total Computer Hours Used by Library

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)



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## Total Computer Usage

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	352		4,488		3,404.61		2,463		18,520		13,773.43	
	11	342		4,281		3,322.36		2,318		17,919		13,611.02	
		<b>-10</b>	<b>-2.8</b>	<b>-207</b>	<b>-4.6</b>	<b>-82.25</b>	<b>-2.4</b>	<b>-145</b>	<b>-5.9</b>	<b>-601</b>	<b>-3.2</b>	<b>-162.41</b>	<b>-1.2</b>
BETHANY	10	265		3,510		2,703.60		1,969		14,173		10,789.35	
	11	257		3,409		2,569.75		1,814		14,136		10,662.76	
		<b>-8</b>	<b>-3.0</b>	<b>-101</b>	<b>-2.9</b>	<b>-133.85</b>	<b>-5.0</b>	<b>-155</b>	<b>-7.9</b>	<b>-37</b>	<b>-.3</b>	<b>-126.59</b>	<b>-1.2</b>
CAPITOL HILL	10	316		3,366		2,688.31		1,718		13,546		10,723.12	
	11	252		3,122		2,463.92		1,748		13,223		10,228.44	
		<b>-64</b>	<b>-20.3</b>	<b>-244</b>	<b>-7.2</b>	<b>-224.39</b>	<b>-8.3</b>	<b>30</b>	<b>1.7</b>	<b>-323</b>	<b>-2.4</b>	<b>-494.68</b>	<b>-4.6</b>
CHOCTAW	10	128		1,840		1,793.20		992		8,161		7,817.25	
	11	126		2,012		1,842.04		1,042		7,730		7,229.40	
		<b>-2</b>	<b>-1.6</b>	<b>172</b>	<b>9.3</b>	<b>48.84</b>	<b>2.7</b>	<b>50</b>	<b>5.0</b>	<b>-431</b>	<b>-5.3</b>	<b>-587.85</b>	<b>-7.5</b>
DEL CITY	10	270		3,535		2,769.34		1,847		14,158		11,113.10	
	11	261		3,195		2,633.09		1,744		13,442		10,894.40	
		<b>-9</b>	<b>-3.3</b>	<b>-340</b>	<b>-9.6</b>	<b>-136.25</b>	<b>-4.9</b>	<b>-103</b>	<b>-5.6</b>	<b>-716</b>	<b>-5.1</b>	<b>-218.70</b>	<b>-2.0</b>
DOWNTOWN	10	358		12,089		9,910.95		2,477		43,665		34,564.28	
	11	282		11,032		8,906.29		2,378		48,359		37,071.76	
		<b>-76</b>	<b>-21.2</b>	<b>-1,057</b>	<b>-8.7</b>	<b>-1,004.66</b>	<b>-10.1</b>	<b>-99</b>	<b>-4.0</b>	<b>4,694</b>	<b>10.8</b>	<b>2,507.48</b>	<b>7.3</b>
EDMOND	10	376		4,139		3,451.24		2,561		17,927		14,444.25	
	11	324		3,888		3,253.34		2,396		17,340		14,186.70	
		<b>-52</b>	<b>-13.8</b>	<b>-251</b>	<b>-6.1</b>	<b>-197.90</b>	<b>-5.7</b>	<b>-165</b>	<b>-6.4</b>	<b>-587</b>	<b>-3.3</b>	<b>-257.55</b>	<b>-1.8</b>
MIDWEST CITY	10	498		6,694		5,583.82		3,582		28,496		22,527.73	
	11	457		6,230		5,336.78		3,376		26,833		21,874.13	
		<b>-41</b>	<b>-8.2</b>	<b>-464</b>	<b>-6.9</b>	<b>-247.04</b>	<b>-4.4</b>	<b>-206</b>	<b>-5.8</b>	<b>-1,663</b>	<b>-5.8</b>	<b>-653.60</b>	<b>-2.9</b>
RALPH ELLISON	10	254		3,901		3,177.15		1,802		16,050		12,672.08	
	11	315		5,876		4,644.00		2,289		24,786		19,283.23	
		<b>61</b>	<b>24.0</b>	<b>1,975</b>	<b>50.6</b>	<b>1,466.85</b>	<b>46.2</b>	<b>487</b>	<b>27.0</b>	<b>8,736</b>	<b>54.4</b>	<b>6,611.15</b>	<b>52.2</b>

## Total Computer Usage

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	523		6,017		4,763.65		3,513		24,720		18,819.36	
	11	550		5,782		4,546.53		3,419		24,615		18,640.13	
		<b>27</b>	<b>5.2</b>	<b>-235</b>	<b>-3.9</b>	<b>-217.12</b>	<b>-4.6</b>	<b>-94</b>	<b>-2.7</b>	<b>-105</b>	<b>-.4</b>	<b>-179.23</b>	<b>-1.0</b>
VILLAGE	10	395		4,263		3,422.24		2,657		18,396		14,096.86	
	11	348		4,323		3,365.32		2,591		18,143		13,996.42	
		<b>-47</b>	<b>-11.9</b>	<b>60</b>	<b>1.4</b>	<b>-56.92</b>	<b>-1.7</b>	<b>-66</b>	<b>-2.5</b>	<b>-253</b>	<b>-1.4</b>	<b>-100.44</b>	<b>-.7</b>
WARR ACRES	10	328		4,790		3,574.45		2,256		19,351		14,489.80	
	11	299		4,369		3,344.83		2,118		18,321		14,082.09	
		<b>-29</b>	<b>-8.8</b>	<b>-421</b>	<b>-8.8</b>	<b>-229.62</b>	<b>-6.4</b>	<b>-138</b>	<b>-6.1</b>	<b>-1,030</b>	<b>-5.3</b>	<b>-407.71</b>	<b>-2.8</b>
HARRAH	10	66		698		518.01		345		2,459		2,049.52	
	11	43		589		498.74		287		2,411		1,998.03	
		<b>-23</b>	<b>-34.8</b>	<b>-109</b>	<b>-15.6</b>	<b>-19.27</b>	<b>-3.7</b>	<b>-58</b>	<b>-16.8</b>	<b>-48</b>	<b>-2.0</b>	<b>-51.49</b>	<b>-2.5</b>
JONES	10	8		58		59.00		41		231		193.08	
	11	3		60		45.91		36		249		203.42	
		<b>-5</b>	<b>-62.5</b>	<b>2</b>	<b>3.4</b>	<b>-13.09</b>	<b>-22.2</b>	<b>-5</b>	<b>-12.2</b>	<b>18</b>	<b>7.8</b>	<b>10.34</b>	<b>5.4</b>
LUTHER	10	35		572		429.58		298		2,204		1,636.21	
	11	59		582		435.91		357		2,306		1,785.62	
		<b>24</b>	<b>68.6</b>	<b>10</b>	<b>1.7</b>	<b>6.33</b>	<b>1.5</b>	<b>59</b>	<b>19.8</b>	<b>102</b>	<b>4.6</b>	<b>149.41</b>	<b>9.1</b>
NICOMA PARK	10	16		119		78.09		108		513		359.42	
	11	21		232		211.60		115		788		684.29	
		<b>5</b>	<b>31.3</b>	<b>113</b>	<b>95.0</b>	<b>133.51</b>	<b>171.0</b>	<b>7</b>	<b>6.5</b>	<b>275</b>	<b>53.6</b>	<b>324.87</b>	<b>90.4</b>
WRIGHT	10	14		327		239.19		84		1,144		902.42	
	11	16		248		197.34		92		994		851.24	
		<b>2</b>	<b>14.3</b>	<b>-79</b>	<b>-24.2</b>	<b>-41.85</b>	<b>-17.5</b>	<b>8</b>	<b>9.5</b>	<b>-150</b>	<b>-13.1</b>	<b>-51.18</b>	<b>-5.7</b>
TOTAL	10	4,202		60,406		48,566.43		28,713		243,714		190,971.26	
	11	3,955		59,230		47,617.75		28,120		251,595		197,283.08	
		<b>-247</b>	<b>-5.9</b>	<b>-1,176</b>	<b>-1.9</b>	<b>-948.68</b>	<b>-2.0</b>	<b>-593</b>	<b>-2.1</b>	<b>7,881</b>	<b>3.2</b>	<b>6,311.82</b>	<b>3.3</b>

## Computer Usage by Adult Customers

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	279		3,733		2,883.06		2,064		15,658		11,713.59	
	11	278		3,603		2,821.01		1,935		15,242		11,630.94	
		<b>-1</b>	<b>-4</b>	<b>-130</b>	<b>-3.5</b>	<b>-62.05</b>	<b>-2.2</b>	<b>-129</b>	<b>-6.3</b>	<b>-416</b>	<b>-2.7</b>	<b>-82.65</b>	<b>-.7</b>
BETHANY	10	223		2,787		2,138.30		1,536		10,786		8,177.13	
	11	205		2,849		2,135.12		1,433		11,285		8,523.16	
		<b>-18</b>	<b>-8.1</b>	<b>62</b>	<b>2.2</b>	<b>-3.18</b>	<b>-.1</b>	<b>-103</b>	<b>-6.7</b>	<b>499</b>	<b>4.6</b>	<b>346.03</b>	<b>4.2</b>
CAPITOL HILL	10	183		1,959		1,644.00		1,000		6,988		5,844.78	
	11	160		1,541		1,339.77		995		6,069		5,173.60	
		<b>-23</b>	<b>-12.6</b>	<b>-418</b>	<b>-21.3</b>	<b>-304.23</b>	<b>-18.5</b>	<b>-5</b>	<b>-.5</b>	<b>-919</b>	<b>-13.2</b>	<b>-671.18</b>	<b>-11.5</b>
CHOCTAW	10	98		1,306		1,265.24		709		5,276		4,973.62	
	11	81		1,313		1,199.16		745		5,373		4,899.06	
		<b>-17</b>	<b>-17.3</b>	<b>7</b>	<b>.5</b>	<b>-66.08</b>	<b>-5.2</b>	<b>36</b>	<b>5.1</b>	<b>97</b>	<b>1.8</b>	<b>-74.56</b>	<b>-1.5</b>
DEL CITY	10	213		2,578		2,019.47		1,396		10,508		8,265.40	
	11	199		2,563		2,120.86		1,327		10,498		8,575.66	
		<b>-14</b>	<b>-6.6</b>	<b>-15</b>	<b>-.6</b>	<b>101.39</b>	<b>5.0</b>	<b>-69</b>	<b>-4.9</b>	<b>-10</b>	<b>-.1</b>	<b>310.26</b>	<b>3.8</b>
DOWNTOWN	10	292		11,126		9,123.38		2,042		39,941		31,534.60	
	11	252		10,489		8,455.06		2,040		45,471		34,813.31	
		<b>-40</b>	<b>-13.7</b>	<b>-637</b>	<b>-5.7</b>	<b>-668.32</b>	<b>-7.3</b>	<b>-2</b>	<b>-.1</b>	<b>5,530</b>	<b>13.8</b>	<b>3,278.71</b>	<b>10.4</b>
EDMOND	10	315		3,479		2,941.81		2,118		15,206		12,276.04	
	11	269		3,254		2,714.11		1,991		14,624		11,942.54	
		<b>-46</b>	<b>-14.6</b>	<b>-225</b>	<b>-6.5</b>	<b>-227.70</b>	<b>-7.7</b>	<b>-127</b>	<b>-6.0</b>	<b>-582</b>	<b>-3.8</b>	<b>-333.50</b>	<b>-2.7</b>
MIDWEST CITY	10	427		5,060		4,272.32		2,823		21,028		16,838.66	
	11	367		4,716		4,069.45		2,609		19,921		16,491.46	
		<b>-60</b>	<b>-14.1</b>	<b>-344</b>	<b>-6.8</b>	<b>-202.87</b>	<b>-4.7</b>	<b>-214</b>	<b>-7.6</b>	<b>-1,107</b>	<b>-5.3</b>	<b>-347.20</b>	<b>-2.1</b>
RALPH ELLISON	10	197		2,457		1,989.83		1,348		9,714		7,528.41	
	11	229		3,404		2,878.35		1,687		14,366		11,841.10	
		<b>32</b>	<b>16.2</b>	<b>947</b>	<b>38.5</b>	<b>888.52</b>	<b>44.7</b>	<b>339</b>	<b>25.1</b>	<b>4,652</b>	<b>47.9</b>	<b>4,312.69</b>	<b>57.3</b>

## Computer Usage by Adult Customers

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	392		4,329		3,464.26		2,551		16,441		12,765.32	
	11	409		3,809		3,052.17		2,511		16,100		12,588.75	
		<b>17</b>	<b>4.3</b>	<b>-520</b>	<b>-12.0</b>	<b>-412.09</b>	<b>-11.9</b>	<b>-40</b>	<b>-1.6</b>	<b>-341</b>	<b>-2.1</b>	<b>-176.57</b>	<b>-1.4</b>
VILLAGE	10	316		3,218		2,604.39		2,117		13,334		10,374.87	
	11	286		3,234		2,540.90		2,045		13,678		10,631.21	
		<b>-30</b>	<b>-9.5</b>	<b>16</b>	<b>.5</b>	<b>-63.49</b>	<b>-2.4</b>	<b>-72</b>	<b>-3.4</b>	<b>344</b>	<b>2.6</b>	<b>256.34</b>	<b>2.5</b>
WARR ACRES	10	257		3,348		2,535.51		1,771		13,557		10,235.00	
	11	254		3,759		2,881.52		1,741		15,152		11,599.30	
		<b>-3</b>	<b>-1.2</b>	<b>411</b>	<b>12.3</b>	<b>346.01</b>	<b>13.6</b>	<b>-30</b>	<b>-1.7</b>	<b>1,595</b>	<b>11.8</b>	<b>1,364.30</b>	<b>13.3</b>
HARRAH	10	41		461		334.38		232		1,410		1,079.54	
	11	27		341		288.82		180		1,448		1,174.88	
		<b>-14</b>	<b>-34.1</b>	<b>-120</b>	<b>-26.0</b>	<b>-45.56</b>	<b>-13.6</b>	<b>-52</b>	<b>-22.4</b>	<b>38</b>	<b>2.7</b>	<b>95.34</b>	<b>8.8</b>
JONES	10	5		46		49.17		28		163		129.83	
	11	1		51		39.75		23		200		172.54	
		<b>-4</b>	<b>-80.0</b>	<b>5</b>	<b>10.9</b>	<b>-9.42</b>	<b>-19.2</b>	<b>-5</b>	<b>-17.9</b>	<b>37</b>	<b>22.7</b>	<b>42.71</b>	<b>32.9</b>
LUTHER	10	23		301		251.19		156		1,094		945.39	
	11	32		229		173.90		172		1,007		816.91	
		<b>9</b>	<b>39.1</b>	<b>-72</b>	<b>-23.9</b>	<b>-77.29</b>	<b>-30.8</b>	<b>16</b>	<b>10.3</b>	<b>-87</b>	<b>-8.0</b>	<b>-128.48</b>	<b>-13.6</b>
NICOMA PARK	10	9		94		64.33		82		424		302.07	
	11	14		177		164.76		81		647		585.02	
		<b>5</b>	<b>55.6</b>	<b>83</b>	<b>88.3</b>	<b>100.43</b>	<b>156.1</b>	<b>-1</b>	<b>-1.2</b>	<b>223</b>	<b>52.6</b>	<b>282.95</b>	<b>93.7</b>
WRIGHT	10	9		281		206.51		66		944		750.73	
	11	10		194		157.03		64		761		680.06	
		<b>1</b>	<b>11.1</b>	<b>-87</b>	<b>-31.0</b>	<b>-49.48</b>	<b>-24.0</b>	<b>-2</b>	<b>-3.0</b>	<b>-183</b>	<b>-19.4</b>	<b>-70.67</b>	<b>-9.4</b>
TOTAL	10	3,279		46,563		37,787.15		22,039		182,472		143,734.98	
	11	3,073		45,526		37,031.74		21,579		191,842		152,139.50	
		<b>-206</b>	<b>-6.3</b>	<b>-1,037</b>	<b>-2.2</b>	<b>-755.41</b>	<b>-2.0</b>	<b>-460</b>	<b>-2.1</b>	<b>9,370</b>	<b>5.1</b>	<b>8,404.52</b>	<b>5.8</b>



## Computer Usage by Minor Customers

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	73		755		521.55		399		2,862		2,059.84	
	11	64		678		501.35		383		2,677		1,980.08	
		<b>-9</b>	<b>-12.3</b>	<b>-77</b>	<b>-10.2</b>	<b>-20.20</b>	<b>-3.9</b>	<b>-16</b>	<b>-4.0</b>	<b>-185</b>	<b>-6.5</b>	<b>-79.76</b>	<b>-3.9</b>
BETHANY	10	42		723		565.30		433		3,387		2,612.22	
	11	52		560		434.63		381		2,851		2,139.60	
		<b>10</b>	<b>23.8</b>	<b>-163</b>	<b>-22.5</b>	<b>-130.67</b>	<b>-23.1</b>	<b>-52</b>	<b>-12.0</b>	<b>-536</b>	<b>-15.8</b>	<b>-472.62</b>	<b>-18.1</b>
CAPITOL HILL	10	133		1,407		1,044.31		718		6,558		4,878.34	
	11	92		1,581		1,124.15		753		7,154		5,054.84	
		<b>-41</b>	<b>-30.8</b>	<b>174</b>	<b>12.4</b>	<b>79.84</b>	<b>7.6</b>	<b>35</b>	<b>4.9</b>	<b>596</b>	<b>9.1</b>	<b>176.50</b>	<b>3.6</b>
CHOCTAW	10	30		534		527.96		283		2,885		2,843.63	
	11	45		699		642.88		297		2,357		2,330.34	
		<b>15</b>	<b>50.0</b>	<b>165</b>	<b>30.9</b>	<b>114.92</b>	<b>21.8</b>	<b>14</b>	<b>4.9</b>	<b>-528</b>	<b>-18.3</b>	<b>-513.29</b>	<b>-18.1</b>
DEL CITY	10	57		957		749.87		451		3,650		2,847.70	
	11	62		632		512.23		417		2,944		2,318.74	
		<b>5</b>	<b>8.8</b>	<b>-325</b>	<b>-34.0</b>	<b>-237.64</b>	<b>-31.7</b>	<b>-34</b>	<b>-7.5</b>	<b>-706</b>	<b>-19.3</b>	<b>-528.96</b>	<b>-18.6</b>
DOWNTOWN	10	66		963		787.57		435		3,724		3,029.68	
	11	30		543		451.23		338		2,888		2,258.45	
		<b>-36</b>	<b>-54.5</b>	<b>-420</b>	<b>-43.6</b>	<b>-336.34</b>	<b>-42.7</b>	<b>-97</b>	<b>-22.3</b>	<b>-836</b>	<b>-22.4</b>	<b>-771.23</b>	<b>-25.5</b>
EDMOND	10	61		660		509.43		443		2,721		2,168.21	
	11	55		634		539.23		405		2,716		2,244.16	
		<b>-6</b>	<b>-9.8</b>	<b>-26</b>	<b>-3.9</b>	<b>29.80</b>	<b>5.8</b>	<b>-38</b>	<b>-8.6</b>	<b>-5</b>	<b>-.2</b>	<b>75.95</b>	<b>3.5</b>
MIDWEST CITY	10	71		1,634		1,311.50		759		7,468		5,689.07	
	11	90		1,514		1,267.33		767		6,912		5,382.67	
		<b>19</b>	<b>26.8</b>	<b>-120</b>	<b>-7.3</b>	<b>-44.17</b>	<b>-3.4</b>	<b>8</b>	<b>1.1</b>	<b>-556</b>	<b>-7.4</b>	<b>-306.40</b>	<b>-5.4</b>
RALPH ELLISON	10	57		1,444		1,187.32		454		6,336		5,143.67	
	11	86		2,472		1,765.65		602		10,420		7,442.13	
		<b>29</b>	<b>50.9</b>	<b>1,028</b>	<b>71.2</b>	<b>578.33</b>	<b>48.7</b>	<b>148</b>	<b>32.6</b>	<b>4,084</b>	<b>64.5</b>	<b>2,298.46</b>	<b>44.7</b>

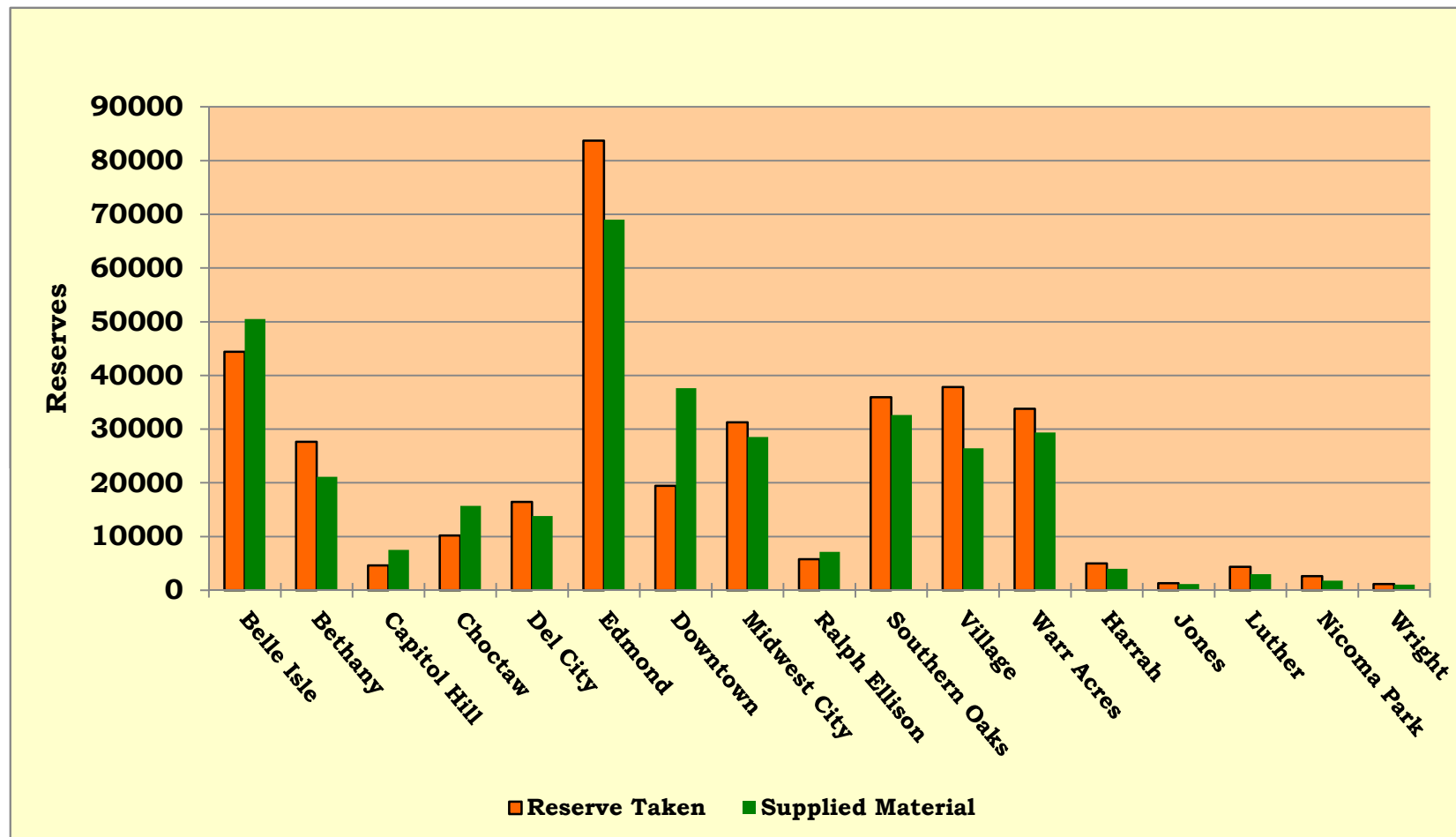
## Computer Usage by Minor Customers

**July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	131		1,688		1,299.39		962		8,279		6,054.04	
	11	141		1,973		1,494.36		908		8,515		6,051.38	
		<b>10</b>	<b>7.6</b>	<b>285</b>	<b>16.9</b>	<b>194.97</b>	<b>15.0</b>	<b>-54</b>	<b>-5.6</b>	<b>236</b>	<b>2.9</b>	<b>-2.66</b>	<b>.0</b>
VILLAGE	10	79		1,045		817.85		540		5,062		3,721.99	
	11	62		1,089		824.42		546		4,465		3,365.21	
		<b>-17</b>	<b>-21.5</b>	<b>44</b>	<b>4.2</b>	<b>6.57</b>	<b>.8</b>	<b>6</b>	<b>1.1</b>	<b>-597</b>	<b>-11.8</b>	<b>-356.78</b>	<b>-9.6</b>
WARR ACRES	10	71		1,442		1,038.94		485		5,794		4,254.80	
	11	45		610		463.31		377		3,169		2,482.79	
		<b>-26</b>	<b>-36.6</b>	<b>-832</b>	<b>-57.7</b>	<b>-575.63</b>	<b>-55.4</b>	<b>-108</b>	<b>-22.3</b>	<b>-2,625</b>	<b>-45.3</b>	<b>-1,772.01</b>	<b>-41.6</b>
HARRAH	10	25		237		183.63		113		1,049		969.98	
	11	16		248		209.92		107		963		823.15	
		<b>-9</b>	<b>-36.0</b>	<b>11</b>	<b>4.6</b>	<b>26.29</b>	<b>14.3</b>	<b>-6</b>	<b>-5.3</b>	<b>-86</b>	<b>-8.2</b>	<b>-146.83</b>	<b>-15.1</b>
JONES	10	3		12		9.83		13		68		63.25	
	11	2		9		6.16		13		49		30.88	
		<b>-1</b>	<b>-33.3</b>	<b>-3</b>	<b>-25.0</b>	<b>-3.67</b>	<b>-37.3</b>		<b>.0</b>	<b>-19</b>	<b>-27.9</b>	<b>-32.37</b>	<b>-51.2</b>
LUTHER	10	12		271		178.39		142		1,110		690.82	
	11	27		353		262.01		185		1,299		968.71	
		<b>15</b>	<b>125.0</b>	<b>82</b>	<b>30.3</b>	<b>83.62</b>	<b>46.9</b>	<b>43</b>	<b>30.3</b>	<b>189</b>	<b>17.0</b>	<b>277.89</b>	<b>40.2</b>
NICOMA PARK	10	7		25		13.76		26		89		57.35	
	11	7		55		46.84		34		141		99.27	
			<b>.0</b>	<b>30</b>	<b>120.0</b>	<b>33.08</b>	<b>240.4</b>	<b>8</b>	<b>30.8</b>	<b>52</b>	<b>58.4</b>	<b>41.92</b>	<b>73.1</b>
WRIGHT	10	5		46		32.68		18		200		151.69	
	11	6		54		40.31		28		233		171.18	
		<b>1</b>	<b>20.0</b>	<b>8</b>	<b>17.4</b>	<b>7.63</b>	<b>23.3</b>	<b>10</b>	<b>55.6</b>	<b>33</b>	<b>16.5</b>	<b>19.49</b>	<b>12.8</b>
TOTAL	10	923		13,843		10,779.28		6,674		61,242		47,236.28	
	11	882		13,704		10,586.01		6,541		59,753		45,143.58	
		<b>-41</b>	<b>-4.4</b>	<b>-139</b>	<b>-1.0</b>	<b>-193.27</b>	<b>-1.8</b>	<b>-133</b>	<b>-2.0</b>	<b>-1,489</b>	<b>-2.4</b>	<b>-2,092.70</b>	<b>-4.4</b>

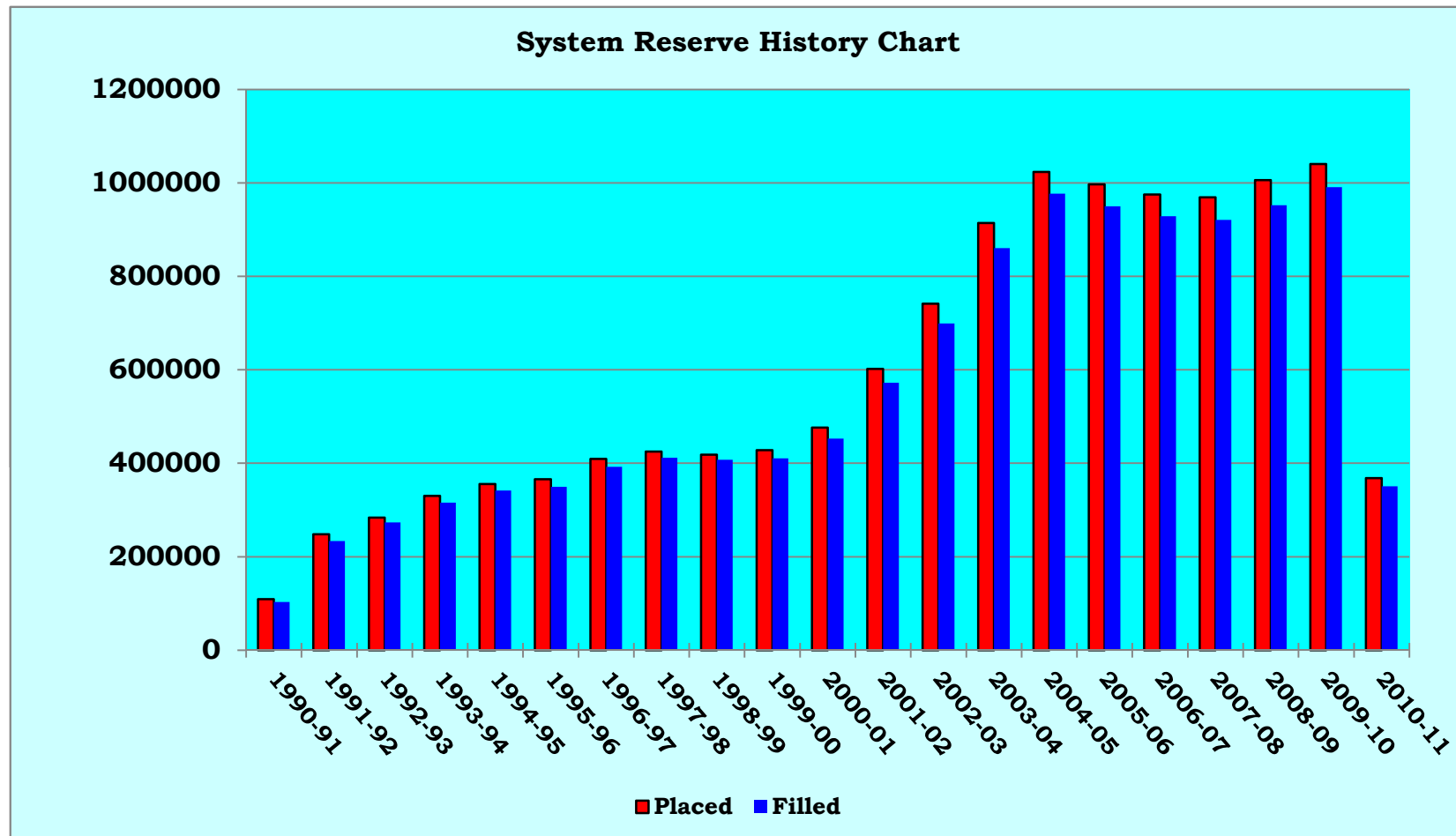
## System Reserve Report

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)



## System Reserve Report

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)





# System Reserves Report

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	10,522	43,228		9,907	40,681	
	11	10,437	44,423		9,566	41,589	
		<b>-85</b>	<b>1,195</b>	<b>2.8</b>	<b>-341</b>	<b>908</b>	<b>2.2</b>
BETHANY	10	6,920	29,426		6,732	28,094	
	11	6,247	27,639		5,915	26,570	
		<b>-673</b>	<b>-1,787</b>	<b>-6.1</b>	<b>-817</b>	<b>-1,524</b>	<b>-5.4</b>
CAPITOL HILL	10	1,363	5,904		1,259	5,433	
	11	1,091	4,618		1,079	4,399	
		<b>-272</b>	<b>-1,286</b>	<b>-21.8</b>	<b>-180</b>	<b>-1,034</b>	<b>-19.0</b>
CHOCTAW	10	2,521	10,383		2,424	9,863	
	11	2,351	10,219		2,294	9,818	
		<b>-170</b>	<b>-164</b>	<b>-1.6</b>	<b>-130</b>	<b>-45</b>	<b>-.5</b>
DEL CITY	10	4,090	17,049		4,085	16,088	
	11	3,948	16,460		3,744	15,590	
		<b>-142</b>	<b>-589</b>	<b>-3.5</b>	<b>-341</b>	<b>-498</b>	<b>-3.1</b>
EDMOND	10	19,288	83,355		18,857	80,318	
	11	18,558	83,732		17,230	80,078	
		<b>-730</b>	<b>377</b>	<b>.5</b>	<b>-1,627</b>	<b>-240</b>	<b>-.3</b>
DOWNTOWN	10	4,639	19,861		4,471	18,839	
	11	4,016	19,459		3,701	18,207	
		<b>-623</b>	<b>-402</b>	<b>-2.0</b>	<b>-770</b>	<b>-632</b>	<b>-3.4</b>
MIDWEST CITY	10	7,047	30,790		6,827	29,735	
	11	7,144	31,272		6,781	29,629	
		<b>97</b>	<b>482</b>	<b>1.6</b>	<b>-46</b>	<b>-106</b>	<b>-.4</b>
RALPH ELLISON	10	1,196	5,117		1,150	4,895	
	11	1,337	5,778		1,218	5,505	
		<b>141</b>	<b>661</b>	<b>12.9</b>	<b>68</b>	<b>610</b>	<b>12.5</b>
SOUTHERN OAKS	10	8,744	36,919		8,379	35,345	
	11	8,659	35,927		8,041	34,015	
		<b>-85</b>	<b>-992</b>	<b>-2.7</b>	<b>-338</b>	<b>-1,330</b>	<b>-3.8</b>
VILLAGE	10	8,080	34,970		7,899	33,362	
	11	8,585	37,843		8,341	36,051	
		<b>505</b>	<b>2,873</b>	<b>8.2</b>	<b>442</b>	<b>2,689</b>	<b>8.1</b>
WARR ACRES	10	7,950	34,114		7,737	32,991	
	11	8,065	33,819		7,538	32,394	
		<b>115</b>	<b>-295</b>	<b>-.9</b>	<b>-199</b>	<b>-597</b>	<b>-1.8</b>

## System Reserves Report

July 1, 2010 through October 31, 2010 (33.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	10	1,165	4,513		1,144	4,303	
	11	1,136	4,977		1,049	4,760	
		<b>-29</b>	<b>464</b>	<b>10.3</b>	<b>-95</b>	<b>457</b>	<b>10.6</b>
JONES	10	251	1,317		274	1,280	
	11	313	1,332		297	1,284	
		<b>62</b>	<b>15</b>	<b>1.1</b>	<b>23</b>	<b>4</b>	<b>.3</b>
LUTHER	10	945	4,516		1,004	4,315	
	11	1,087	4,369		1,102	4,044	
		<b>142</b>	<b>-147</b>	<b>-3.3</b>	<b>98</b>	<b>-271</b>	<b>-6.3</b>
NICOMA PARK	10	755	2,837		679	2,525	
	11	733	2,646		657	2,457	
		<b>-22</b>	<b>-191</b>	<b>-6.7</b>	<b>-22</b>	<b>-68</b>	<b>-2.7</b>
WRIGHT	10	268	898		229	817	
	11	291	1,161		274	1,105	
		<b>23</b>	<b>263</b>	<b>29.3</b>	<b>45</b>	<b>288</b>	<b>35.3</b>
BOOKS-BY-MAIL	10	457	1,915		430	1,776	
	11	888	3,488		778	3,369	
		<b>431</b>	<b>1,573</b>	<b>82.1</b>	<b>348</b>	<b>1,593</b>	<b>89.7</b>
TOTAL	10	86,201	367,112		83,487	350,660	
	11	84,886	369,162		79,605	350,864	
		<b>-1,315</b>	<b>2,050</b>	<b>.6</b>	<b>-3,882</b>	<b>204</b>	<b>.1</b>

## **EXECUTIVE DIRECTOR'S REPORT**

### **NOVEMBER 2010**

#### **Friends of Metropolitan Library System Receive Award**

The Friends of the Metropolitan Library System were awarded the Outstanding Fundraising Organization at the 2010 National Philanthropy Day Awards Luncheon. This luncheon is sponsored by the Association of Philanthropy Oklahoma Chapter. The Friends were honored for "organizing a large scale book sale as their annual fundraiser." Over the years it has grown into one of the largest book sales with over \$2.8 million raised, which goes to underwrite a wide variety of library programs and projects.

The award was accepted by Executive Vice President Watzell Carlson and a large number of Friends were in attendance to help accept the award on their behalf. Joe and Carol McReynolds "starred" in the video recognizing the Friend's achievements. Siobhan Morava and Diane Sarantakos of the Development office wrote the award nomination.

Congratulations to the Friends on an honor which is richly deserved.

#### **Library Trustee Rita Gunter Dearmon also Honored by Philanthropy group**

At the same luncheon, Library Endowment Trust member (and past president) was a recipient of a "Spirit of Philanthropy Award". She was recognized for "outstanding fundraising efforts and service to the Library Endowment Trust.

Congratulations Rita!

#### **Bose Akadiri' recognized by OKC Biz**

Commissioner Bose' Akadiri' was recently listed in the OKC Biz magazine as one of our emerging leaders in OKC. Bose was chosen because of her many civic involvements including being a member of the 2010 Rotary Group Study Exchange Team, LOYAL class IV, board member for Oklahoma Heritage Association, Urban Neighbors and of course the Metropolitan Library Commission. A great deal of accomplishments during her young career. See attached article for full details.

#### **OLA Gold Institute**

I was honored to serve as a mentor for the bi-annual OLA Gold Leadership Institute recently held at the Noble Foundation in Ardmore. Two MLS staff members were participants in the Institute, Angela Thornton, Manager of Library Operations at Edmond; and Circulation staff member Van Bielstein from the Village. Several MLS staff were also committee members who helped to plan and run the 3 day program. It was an honor to be a mentor to an outstanding group of library staffers from across the state.

#### **Capital Projects**

Work continues on all our current projects. See update on Southern Oaks temporary location in earlier agenda item.

## ***DIRECTOR OUTREACH ACTIVITIES***

- ☐ Attended Rotary 29 Club Meetings
- ☐ OLA Gold Retreat
- ☐ Public Arts Committee Meeting
- ☐ National Philanthropy Awards Banquet

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

### **Holiday Open House**

Saturday, December 4, 2010

Time: 2:00pm-3:00pm

Location: Bethany

All Ages

Michael Fresonke, jazz guitarist will present jazzy holiday tunes for the community's enjoyment. Special refreshments will be served and children will be given Santa bags at the end of the event.

### **Phillip Mitchell Jazz Group for the Holidays**

Sunday, December 5, 2010

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

Join Phil Mitchell and his jazz ensemble as they perform holiday and other standards.

### **eBay and Craigslist: How to Find Holiday Bargains**

Tuesday, December 7, 2010

Time: 6:00pm-7:30pm

Location: Downtown

Adults

This class includes: Learning how to search through these top websites to find the bargains your heart desires, bidding strategies, shipping and safety. Please call 606.3879 to register or ask for Wendy.

### **V-SIFT: Holiday Crafts**

Thursday, December 9, 2010

Time: 4:00pm-5:00pm

Location: Village

Teens

V-SIFT = Village-Something Interesting For Teens. Meets 2nd Thursday of every month. This month's activity is holiday crafts that you can take home. Cookies and lemonade will be provided. Call 755-0710 or stop by the Information Desk to register or for more info.

### **Holiday Music Program**

Tuesday, December 14, 2010



Time: 7:00pm-8:30pm

Location: Warr Acres

All Ages

Various artists from the community will be performing many of your holiday favorites. Performers include: flutists Feodora Steward and Cheryl Coleman and "The Singing Fisherman" Michael Crowley.

Refreshments will be served.

### **Crafts, Etc.**

Thursday, December 16, 2010

Time: 6:00pm-7:00pm

Location: Del City

Adults and Teens

Knitters, beaders, stitchers, and gluers - come one, come all! Bring any project you're working on and join a fun group of fellow crafters while you explore and expand your interests and creativity. Work on your own handiwork, and watch a mini-demonstration of an easy craft that you can take home. Please sign up and call for more information.

### **Christmas at Hogwarts**

Saturday, December 18, 2010

Time: 1:30pm-4:00pm

Location: Southern Oaks

Ages: 11-19

Who wants to be a wizard? Southern Oaks Library is hosting a Harry Potter tournament to recruit would-be wizards for Hogwarts. Potential students will compete in 3 categories: knowledge of spells and potions, the history of magic, and the best wizardly attire. To reserve a spot, contact John, or any of the friendly muggles at 631-4468.

### **Quilting and Sewing**

Monday, December 20, 2010

Time: 10:00am-4:30pm

Location: Luther

Adults

Come and enjoy the fellowship and learn to quilt and sew.

### **Boosting Your Child's Brainpower Workshop**

Tuesday, December 21, 2010

Time: 3:30pm-5:00pm

Location: Ralph Ellison

Adults

Informational workshop to help parents boost their child's brain power. This workshop focuses on fun, age-appropriate activities that will enhance your relationship and be developmentally stimulating. Playing and learning can be fun. Cosponsor: OK City-Co. Health Dept. Child Guidance.