

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 8, 2005, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #45 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#46 - #48)

- Document #46 – Approval of Minutes of November 17, 2005 Meeting
- Document #47 – Acceptance of Review of Expenditures for November 2005
- Document #48 - Approval of Contract Awards and Purchases
 - Item A: Microcomputers
 - Item B: Laptop Computers

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #49 – Minutes of Administrative & Personnel Committee meeting November 17, 2005 – Dr. Ann Caine, Chair

4:10 – 4:15 pm NEW BUSINESS

- Appointment of Nominating Committee for 2006 Officers - Hugh Rice, Chair

4:15 – 4:30 pm INFORMATION REPORTS

- Document #50 – MLS November 2005 Circulation Report
- Document #51 – MLS November 2005 Internet Usage Report
- Document #52 – MLS November 2005 System Reserve Report
- Document #53 - MLS Annual Statistical Report

4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, January 19, 2006
Warr Acres Library, 5901 NW 63rd , Warr Acres, OK 73132

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

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in December 2005:

<u>Employees</u>	<u>Years of Service</u>
Sharlott D. White-Brown, Interlibrary Loan Assistant	25
Douglas G. Bentin, Communications Specialist	20
Gail Garloch, Librarian, Downtown Library	5
Sharon D. Thompson, Circulation Clerk, Downtown Library	5

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

DATE: November 17, 2005 TIME: 3:30 p.m.

MEETING PLACE: Edmond Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 22, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Edmond Library, 10 S. Boulevard, Edmond, OK, and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 15, 2005, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine, Vice-Chair
Carolyn Cornelius
Scott Duncan
Millicent Gillogly
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Penny McCaleb
Shirley Pritchett
Marguerite Ross
Peggy Winters
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Mick Cornett, Mayor of Oklahoma
City
Pamela Pung
Jim Roth, Chair, Board of County
Commissioners
Alyne Strube
Cynthia Trent

Estimate of general public and staff attending: 30

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

Roll was called to establish a quorum. Present: Caine, Cornelius, Duncan, Gillogly, Hannah, Jimenez, McCaleb, Pritchett, Ross, Winters, Womack, Rice (Arrived: McCaleb ~ 3:37 p.m.; Greenwell ~ 3:51 p.m.)

II. Mr. Rice introduced Ms. Karen Bays, Manager of the Edmond Library.

Ms. Bays welcomed the Commission and commented on some upcoming events taking place at the Edmond Library.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate for November 2005 to Ms. Darrie J. Breathwit, Librarian, Southern Oaks, for five years of service.

IV. Mr. Rice called for public comments. (Three *Citizens Request to Speak* forms are attached.) Each speaker was allotted three minutes to address the Commission.

V. Mr. Rice presented the Consent Docket (Document #37 – Approval of Minutes of October 13, 2005, Meeting; Document #38 – Acceptance of Review of Expenditures for October 2005).

Mrs. Millicent Gillogly moved to accept the Consent Docket. Mrs. Penny McCaleb seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.

VI. Mr. Rice referred to Document #39 – Report and Recommendation from Special Committee – Scott Duncan, Chair.

Mr. Duncan stated the Special Committee met for the first time on October 27, 2005. He referred to the minutes from the meeting and highlighted the discussion that took place. He noted that at the request of the Commission, Mrs. Morris did visit two of the Tulsa libraries to view their Parenting Collections. Mrs. Morris showed a PowerPoint Presentation of pictures of the collections at the Special Committee meeting. She also explained the set up of the collections and the materials they include. Mr. Duncan continued stating that Jimmy Welch provided information on enhancing the current PPO. Mr. Welch did previously suggest that if the enhancements were not implemented, the PPO should be done away with completely. Discussion followed.

Mr. Duncan moved to go forward with the enhanced PPO and to add a check off process to the library card application for the guardian to sign verifying he/she is aware of and understands how the PPO works. A motion coming from Committee requires no second. Questions and discussion followed.

Mrs. Morris stated the enhanced version of the PPO is available if the Commission would like to see it. Mr. Duncan called on Mr. Welch to present the overview of the enhanced PPO. Mr. Welch displayed and explained the PPO with the proposed enhancements. Discussion continued.

Mr. Rice asked for any further discussion; there was none. Motion passed unanimously.

Mr. Rice referred to the next recommendation coming from the Special Committee. Mr. Duncan stated the Committee members reviewed the charge they had been assigned. And after discussion among the Committee members the consensus was to revise the language of the original motion charged to the Committee. This would give the Committee the authority to move forward with creating a policy that not only works for the current issue at hand but that will also work for any similar issues that may arise in the future. Mr. Duncan stated the Special Committee will meet again on December 20, 2005, at 3:30 p.m. at the Downtown Library. Mr. Rice asked for further questions or discussion.

Mr. Duncan moved to amend the original motion as presented on the handout and reflected in the minutes. A motion coming from Committee requires no second. Mr. Rice called for questions. No further discussion; motion passed unanimously.

VII. Mr. Rice called for a motion to go into Executive Session to discuss the Executive Director's evaluation.

Dr. Caine moved to go into Executive Session. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.

VIII. The Commission went into Executive Session at 4:30 p.m.

IX. The Commission ended Executive Session at 4:47 p.m.

X. The Commission reconvened the Open Meeting at 4:48 p.m.

XI. Mr. Rice referred to Document #40 ~ Report and Recommendation from Administrative & Personnel Committee - Dr. Ann Caine, Chair

Dr. Caine moved to accept the Administrative & Personnel Committee's recommendation to renew the employment contract with Donna Morris, Executive Director, and award her a 3 % market adjustment and a 3% merit increase. A motion coming from Committee requires no second. No further discussion. Motion passed unanimously.

XII. Mr. Rice referred to Document #41 - Discussion, Consideration, and Possible Action: Ratification of the acts of the MLS Administration Staff in permitting the Jewish Federation reception held on November 5, 2005, as being in compliance with the stated policy of the MLC as discussed at the previous MLC meeting on October 13, 2005.

Mr. Rice stated due to a technicality, the event was not on the October agenda and could not be formally voted on; however, discussion did take place and the consensus of the Commission members in attendance was to allow the event to take place and have the necessary information available for this Commission meeting in order to ratify and affirm the acts of the Commission.

Dr. Caine moved to affirm that the Jewish Federation reception held on November 5, 2005, was in compliance with the stated policy of the MLS as discussed at the previous MLC meeting on October 13,

2005. Millicent Gillogly seconded. Mr. Rice called for questions. No further discussion. Motion passed; 11 yes, 1 no.

XIII. Mr. Rice referred to the Information Reports.

Document #42 – MLS October 2005 Circulation Report
Document #43 – MLS October 2005 Internet Usage Report
Document #44 – MLS October 2005 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris thanked Commission members who will be attending the annual Staff Recognition Dinner on Saturday, November 19, 2005. She also expressed her thanks to the Friends of the Metropolitan Library System, which funded the event.

Mrs. Morris stated the Library received notification that it will be receiving a grant from the Bill & Melinda Gates Foundation. All computers that were purchased with the original grant will be replaced.

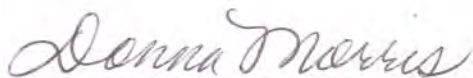
The Downtown Library will once again be a venue for the Opening Night celebration on December 31, 2005. The Library anticipates hosting a jazz performer in the atrium.

Lastly, Mrs. Morris stated the libraries will close early on Wednesday, November 23, 2005, and will be closed Thursday, November 24, 2005, and Friday, November 25, 2005, for the Thanksgiving Holiday.

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

The next Commission meeting will be held at the Downtown Library, December 8, 2005.

XVI. There being no further business, the meeting was adjourned at 4:58 p.m.



Donna Morris, Executive Director
(Secretary)

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

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

DATE: 11-17-05

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

Sally Kern
PRINT NAME

2713 N. Sterling Ave Okc Ok
RESIDENCE: ADDRESS/ZIP

Ok
COUNTY OF RESIDENCE

Mrs. Sally Kern
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

942-3504 sallykern@okhouse.gov
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Ok State of Representatives

SELF: _____

I ask to speak on the following Agenda Item(s) re-shelving of books

I ask to speak on the topic or issue(s) of _____

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

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

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

DATE: 11/17/05

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

LEE ALAN LESLIE
PRINT NAME

213 RANDALL DRIVE
RESIDENCE: ADDRESS/ZIP

OKLAHOMA
COUNTY OF RESIDENCE

Lee A Leslie
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-737-4005 leealeslie@yahoo.com
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of 0 TOLERANCE, DIVERSITY,
POLARIZATION, EDUCATION

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

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

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

DATE: 11-17-05

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

John Michener
PRINT NAME

1904 N Sterling Ave.
RESIDENCE: ADDRESS/ZIP

OK
COUNTY OF RESIDENCE

John Michener
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE _____ **E-MAIL** _____

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ☒ _____

I ask to speak on the following Agenda Item(s) 39

I ask to speak on the topic or issue(s) of material in children's section

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

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

November 30, 2005

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of November, 2005

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

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2005.

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

November 30, 2005

ASSETS

CASH - Overnight Investment Account		\$ 709,648.56
INVESTMENTS (Schedule attached)		11,168,552.76
TAXES RECEIVABLE: 2005-06 Ad Valorem Tax	22,700,906.00	
Less: Reserve for Delinquent Tax	(2,063,719.00)	
Budgeted Tax Revenue	20,637,187.00	
Less: Tax Received	(1,108,416.43)	
		19,528,770.57
Total Assets		<u>\$31,406,971.89</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2004-05 Reserve for Appropriations	\$ 700,070.44	
2005-06 Purchase Orders Outstanding	185,957.94	
2004-05 Purchase Orders Outstanding	41,514.77	
2005-06 Checks Outstanding	110,584.07	
2004-05 Checks Outstanding	22,296.45	
Total Liabilities		1,060,423.67

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	19,528,770.57
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FUND BALANCE:

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	1,309,416.43	
Other	1,651,121.49	2,960,537.92
Less: Expenditures	(7,905,077.62)	
Total Fund Balance		<u>10,817,777.65</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$31,406,971.89</u>

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

As of November 30, 2005

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	\$ 100,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
CD - Peoples National, Bethany	2/27/2003	2/27/2006	2.050%	100,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/21/2005	2.250%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	9/18/2006	3.400%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2006	3.400%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.900%	100,000.00
CD - Rose Rock Bank	10/15/2003	6/15/2009	3.250%	100,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	12/7/2004	12/7/2006	3.050%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
FHLB notes	2/10/2005	2/10/2006	3.100%	1,000,015.00
FHLB notes	2/15/2005	2/15/2007	3.570%	1,000,025.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	3/3/2006	3.445%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
FNMA 06-07	8/8/2005	8/8/2007	4.250%	1,180,000.00
FNMA 06/07	8/2/2005	7/13/2007	4.150%	1,002,190.28
Fed Home LN 06-08	8/1/2005	2/25/2008	4.400%	2,000,000.00
Fed Home LN 07-06	9/29/2005	9/26/2007	4.250%	1,414,086.15
Total Investments				<u>\$ 11,168,552.76</u>

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

November 1, 2005 to November 30, 2005

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2005 Ad Valorem Tax	\$20,637,187.00	\$ 1,108,416.43	\$ 1,108,416.43	5.37%
State Aid	286,309.00	-	-	0.00%
Fines	<u>383,400.00</u>	<u>37,000.00</u>	<u>201,000.00</u>	52.43%
Total Budgeted Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 1,145,416.43</u>	<u>\$ 1,309,416.43</u>	6.15%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 201,621.48	\$ 911,001.81	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		4,793.80	660,988.73	
Flexible Benefits Account Balance				
Sale of Surplus Equipment		4,149.67	4,149.67	
Miscellaneous		<u>7,230.70</u>	<u>74,981.28</u>	
Total Miscellaneous Revenue		<u>\$ 217,795.65</u>	<u>\$ 1,651,121.49</u>	
Total Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 1,363,212.08</u>	<u>\$ 2,960,537.92</u>	13.89%

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

November 30, 2005

	BALANCE 11/1/2005	RECEIPTS November	EXPEND. November	BALANCE 11/30/2005
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 19,545.93	\$ 3,452.76	\$ 1,079.02	\$ 21,919.67
810 Prepaid Fees	(1,097.48)	134.86	0.00	(962.62)
815 Fines	37,129.92	41,453.08	37,089.42	41,493.58
820 Copy	56,140.06	4,191.96	972.20	59,359.82
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 114,424.77	\$ 49,232.66	\$ 39,140.64	\$ 124,516.79

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 11/30/2005
GRANTS:				
Special Grants				
857 DN/LC Donations	100,000.00	87,796.79	61,060.85	26,735.94
858 Inasmuch/DN Building	130,000.00	130,000.00	110,519.48	19,480.52
859 OCCF/Invisible Man	25,000.00	26,721.81	25,014.44	1,707.37
870 05 Ralph Ellison Dinner	20,000.00	20,000.00	19,999.74	0.26
895 06 Bill Gates	90,000.00	90,000.00	0.00	90,000.00
939 YMCA/21st Century Grant	5,415.00	5,415.00	3,660.00	1,755.00
943 Junior League/MWC	750.00	750.00	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	3,175.81	1,324.19
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
950 WalMart Lifetime Readers	1,000.00	1,000.00	975.00	25.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,250.00	2,250.00	2,013.00	237.00
979 05 ODL Early Literacy	17,000.00	17,000.00	18,610.00	(1,610.00)
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 05 Downtown Club/Children's	1,300.00	1,300.00	1,302.50	(2.50)
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	4,478.52	521.48
986 05 Endowment/Returned Funds	32,519.51	32,519.51	31,238.78	1,280.73
988 06 OAC/NegoGato	5,000.00	0.00	2,600.00	(2,600.00)
989 06 OAC/Brian Gorrell	350.00	0.00	350.00	(350.00)
990 06 OAC/Paul Messmer	2,400.00	0.00	2,400.00	(2,400.00)
991 06 Inasmuch	60,000.00	60,000.00	1,674.89	58,325.11
992 06 Deaconess/Read to Me Pack	9,000.00	0.00	0.00	0.00
993 06 WalMart/Edmond Library	2,000.00	2,000.00	0.00	2,000.00
994 06 WalMart/Village	2,000.00	2,000.00	358.48	1,641.52
995 06 WalMart/Midwest City	875.00	875.00	0.00	875.00
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	0.00	2,500.00
997 06 Eagle Scout/Village	305.00	305.00	0.00	305.00

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 11/30/2005</u>
<u>Grants - Friends of MLS</u>				
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
956 05 LIFE Come Read with Me	7,500.00	7,500.00	7,439.09	60.91
957 05 Lee Brawner Scholarship	10,740.00	10,740.00	7,502.47	3,237.53
959 05 Books for Moms	2,000.00	2,000.00	1,574.85	425.15
960 05 OK Reads OK Celeb	1,361.00	1,361.00	395.78	965.22
961 05 Cultural Arts	2,600.00	2,600.00	1,720.72	879.28
964 05 Rebinding Local History	3,500.00	3,500.00	3,500.00	0.00
966 05 Staff Recognition	5,341.72	5,341.72	5,281.18	60.54
967 05 MLS Volunteer Rec.	2,000.00	2,016.76	2,016.76	0.00
969 05 Big Book Carts	536.00	536.00	523.50	12.50
970 05 Community Quilts	2,000.00	2,000.00	1,772.81	227.19
971 05 Read to Me Packets	10,000.00	10,000.00	0.00	10,000.00
973 05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
974 05 Teen Job Fair	500.00	500.00	500.00	0.00
975 05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
976 05 Public Art in Libraries	2,000.00	2,000.00	1,950.00	50.00

Grants - Friends of MLS

871 06 LIFE Come Read with Me	5,000.00	5,000.00	0.00	5,000.00
872 06 Read to Me Packets	10,000.00	10,000.00	0.00	10,000.00
873 06 80 Years Celebration	500.00	500.00	0.00	500.00
874 06 Bench & Receptacle	1,000.00	1,000.00	0.00	1,000.00
875 06 Outdoor Bench	450.00	450.00	0.00	450.00
876 06 Outdoor Bench	450.00	450.00	0.00	450.00
877 06 Las Clases Espanolas	8,000.00	8,000.00	0.00	8,000.00
878 06 Navajo Code Talkers	2,300.00	2,300.00	0.00	2,300.00
879 06 Staff Recognition Dinner	5,500.00	5,604.30	4,921.65	682.65
880 06 MLS Volunteer Recognition	2,000.00	2,000.00	491.02	1,508.98
881 06 Toys for the Library	750.00	750.00	0.00	750.00
882 06 Stories and Students	500.00	500.00	0.00	500.00
883 06 Local History Materials Binding	3,000.00	3,000.00	0.00	3,000.00
885 06 Person of Distinction	1,000.00	1,000.00	997.56	2.44
886 06 Lifetime Readers Society	2,500.00	2,500.00	0.00	2,500.00
887 06 Our World Series	15,000.00	15,000.00	7,700.00	7,300.00
888 06 Teen Job Fair (MWC)	425.00	0.00	41.01	(41.01)

Total Grants

\$276,305.29

Total Special Funds

\$ 400,822.08

Metropolitan Library System
Statement of Encumbrances
Month of November 2005

FY-06

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	677,012.03	3,677,988.56	40.86	9,002,136.00	5,324,147.44
102	Wages - Part-time	103,484.38	564,273.14	36.96	1,526,874.00	962,600.86
103	Payroll Taxes	54,689.82	305,757.89	39.71	769,991.00	464,233.11
109	Workers' Comp Insurance	11,475.00	42,516.00	37.27	114,090.00	71,574.00
112	Group Insurance	108,278.77	539,572.01	39.01	1,383,232.00	843,659.99
113	Employees' Retirement	.00	.00	.00	1,200,000.00	1,200,000.00
114	Unemployment Compensation	.00	2,900.77	29.01	10,000.00	7,099.23
Total Personal Services		954,940.00	5,133,008.37	36.65	14,006,323.00	8,873,314.63

Maintenance & Operations - Contractual Services

201	Building, Property, & Auto Ins	.00	156,561.00	92.31	169,609.00	13,048.00
202	Liability/Bonding Insurance	.00	60.00	.28	21,200.00	21,140.00
205	Rent of Library Buildings	400.00	2,400.00	50.00	4,800.00	2,400.00
206	Rent of Equipment	506.00	732.50	25.43	2,880.00	2,147.50
207	Janitorial Services	16,705.00	83,741.00	40.56	206,458.00	122,717.00
208	Maintenance of Facilities	11,897.86	78,979.26	25.30	312,198.00	233,218.74
211	Parking & Transportation	6,494.54	42,211.70	32.14	131,350.00	89,138.30
212	Travel Expenses	13,310.82	20,827.23	31.14	66,882.00	46,054.77
213	Professional Services	5,490.16	73,624.63	28.52	258,120.00	184,495.37
214	Security Services	16,769.67	77,099.20	30.82	250,123.00	173,023.80
216	Telephone Services	7,939.59	68,253.75	24.76	275,610.00	207,356.25
217	Electrical Services	37,292.98	218,581.24	43.44	503,186.00	284,604.76
218	Gas Services	1,401.61	5,509.52	10.24	53,806.00	48,296.48
219	Water & Garbage Services	4,290.94	24,208.47	45.99	52,640.00	28,431.53
220	Trigen Energy Services	-1,336.36	70,209.76	36.01	194,998.00	124,788.24
226	Membership	825.00	4,943.00	16.99	29,099.00	24,156.00
230	Other Library-Related Services	-286.84	45,400.26	12.88	352,471.00	307,070.74
231	Automation Contractual	19,352.41	118,527.69	34.47	343,831.00	225,303.31
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		141,053.38	1,091,870.21	33.79	3,231,611.00	2,139,740.79

Metropolitan Library System
Statement of Encumbrances
Month of November 2005

FY-06

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 and Printing Supplies	453.41	48,513.56	24.73	196,210.00	147,696.44
302	Postage	15,449.75	87,155.98	30.07	289,850.00	202,694.02
303	Supplies	21,215.51	127,253.21	47.13	270,007.00	142,753.79
310	Maintenance Supplies	5,450.28	12,814.69	18.05	71,000.00	58,185.31
312	Safety Supplies & Equipment	68.24	387.29	4.97	7,800.00	7,412.71
321	Gas and Oil	1,794.22	9,447.82	39.37	24,000.00	14,552.18
322	Vehicle Parts & Repairs	312.27	1,937.24	10.76	18,000.00	16,062.76
330	Programming Activities	9,880.62	65,350.73	30.99	210,867.00	145,516.27
331	Other Commodities	720.79	7,172.92	21.29	33,694.00	26,521.08
Total Commodities		55,345.09	360,033.44	32.10	1,121,428.00	761,394.56
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	257,971.15	1,088,983.36	34.82	3,127,050.00	2,038,066.64
404	Government Documents	.00	3,000.00	51.72	5,800.00	2,800.00
405	Book Repairs & Bindings	.00	.00	.00	5,250.00	5,250.00
407	Periodicals & Subscriptions	110,037.31	133,832.31	78.06	171,450.00	37,617.69
408	Furniture, Fixtures, & Equipmt	8,172.55	43,340.70	23.26	186,338.00	142,997.30
409	Motor Vehicle	.00	1,403.31	4.68	30,000.00	28,596.69
410	Automation System & Equipment	7,153.98	27,983.92	9.45	296,150.00	268,166.08
450	Capital Projects	34.05	21,622.00	.96	2,263,156.00	2,241,534.00
490	Capital Reserves - Current	.00	.00	.00	1,761,671.66	1,761,671.66
499	Reserve Carryover	.00	.00	.00	10,862,981.34	10,862,981.34
Total Capital Outlays		383,369.04	1,320,165.60	7.06	18,709,847.00	17,389,681.40
		=====	=====		=====	=====
Total Budget		1,534,707.51	7,905,077.62	21.33	37,069,209.00	29,164,131.38
		=====	=====		=====	=====

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-01585	Metropolitan Library System	Professional Services	114.81	
		Postage	46.35	
		Supplies	54.28	
		Programming Activities	91.69	
		Programming Activities	119.98	
		Programming Activities	18.95	
		Other Commodities	43.71	489.77
G-01586	City of Del City	Building Rental	400.00	400.00
G-01587	Grainger Parts Operations	Safety Supplies	97.88	97.88
G-01588	City of Oklahoma City	Water & Garbage Services	1,619.94	1,619.94
G-01589	Brodart, Inc.	Furniture	296.47	296.47
G-01590	Southwestern Stationery and	Printing	2,962.00	
		Printing	5,433.93	8,395.93
G-01591	Emsco Electric Supply	Maintenance of Facilities	266.46	
		Maintenance of Facilities	35.74	302.20
G-01592	Demco	Furniture	700.69	
		Furniture	187.34	
		Supplies	2,975.00	3,863.03
G-01593	EBSCO Subscription Services	Subscription	63.48	63.48
G-01594	Highsmith Co., Inc.	Furniture	85.60	85.60
G-01595	UNUM Life Insurance	Grp LT Disab Ins Prem-NOV	6,089.14	6,089.14
G-01596	Synergy Datacom Supply, Inc.	Automation Contractural	26.88	26.88
G-01597	Showtime Displays & Graphics	Printing	315.77	315.77
G-01598	Standard Printing Co., Inc.	Printing	210.00	
		Printing	996.00	
		Printing	1,851.00	3,057.00
G-01599	Spence & Associates, Inc	Library Related Services	250.00	
		Library Related Services	1,425.00	1,675.00
G-01600	Bill Warren Office Products	Fixtures	97.50	97.50
G-01601	CompSource Oklahoma	Worker Comp Insurance	11,475.00	11,475.00
G-01602	Barbara Beasley	Mileage	8.00	8.00
G-01603	Nextel Communications	Telephone Services	165.14	165.14
G-01604	Keystone Tape & Label, Inc.	Printing	120.35	
		Printing	167.65	288.00
G-01605	Chester 'Jack' Kinzie, Jr.	Mileage	9.94	9.94
G-01606	Chick Bryan Farla	Programming Activities	900.00	900.00
G-01607	Randy Wayland	Mileage	17.95	17.95
G-01608	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	230.00	690.00
G-01609	Mutual Assurance	Grp Life/AD&D Ins Prm-NOV	24,607.75	24,607.75
G-01610	Priscilla Doss	Mileage	8.25	8.25
G-01611	Janet Brooks	Mileage	15.52	15.52
G-01612	Commercial Concepts	Capital Project	122.50	122.50
G-01613	Conney Safety Products	Safety Supplies	14.52	14.52
G-01614	Nego Gato, Inc	Programming	1,800.00	1,800.00
G-01615	Oklahoma Gazette	Library Related Services	527.85	527.85
G-01616	Oklahoma Dept. of Libraries	Registration	40.00	
		Registration	40.00	80.00
G-01617	Scott's Printing & Copying	Printing	296.47	
		Printing	326.57	
		Printing	805.55	1,428.59

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-01618	Dana Morrow	Other Commodities	75.43	75.43
G-01619	Summit Mailing Systems, Inc.	Postage	594.00	594.00
G-01620	United States Postal Service	Postage	6,000.00	6,000.00
G-01621	Scovil & Sides Hardware Co.	Maintenance of Facilities	970.00	970.00
G-01622	Chickasaw Telecom, Inc.	Automation Contractual	512.00	512.00
G-01623	Savvy Senior	Printing	60.00	60.00
G-01624	Nicoma Park-Choctaw	Membership	40.00	40.00
G-01625	J & B Graphics	Library Related Services	162.50	162.50
G-01626	Marianne's Rentals	Programming Activities	38.00	38.00
G-01627	Michael Corley	Programming Activities	119.00	119.00
G-01628	Hewlett-Packard Co.	Computer Equipment	95.00	95.00
G-01629	Westrex International	Automation Contractual	124.60	124.60
G-01630	Dowell Parking Center	Staff Parking	950.00	
		Staff Parking	1,250.00	2,200.00
G-01631	Oklahoma County OSU Ext Ctr	Programming Activities	13.94	13.94
G-01632	Lisa M. Wood	Other Commodities	51.66	51.66
G-01633	Crowe & Dunlevy	Legal Services	1,233.00	
		Legal Services	73.50	1,306.50
G-01634	Oklahoma Press Service	Library Related Services	150.28	150.28
G-01635	C.O.T.P.A.	Parking	558.00	558.00
G-01636	Office Depot	Supplies	263.78	263.78
G-01637	Todd Olberding	Telephone Services	45.98	45.98
G-01638	PLA 11th National Conference	Registration	170.00	170.00
G-01639	Jessica L Landry-Gaters	Parking & Transportation	20.00	20.00
G-01640	Cheryl Pernel	Travel Expense	12.00	
		Mileage	109.61	121.61
G-01641	Metropolitan Library System	Grp Med/Dtl Ins Prem-NOV	74,097.90	74,097.90
G-01642	Daniel Fields	Programming Activities	109.45	109.45
G-01643	Manpower, Inc.	Temporary Services	543.24	543.24
G-01644	LaVetta Kinsey Dent	Other Commodities	77.69	77.69
G-01645	Walmart Community	Programming Activities	35.12	35.12
G-01646	Kimberly A Terry	Mileage	26.57	
		Mileage	34.59	61.16
G-01647	Sizzlin' Brains Creative	Programming Activities	250.00	250.00
G-01648	Imagination Promotional Group	Supplies	101.28	101.28
G-01649	Maria Y. Bozarth	Programming Activities	90.00	90.00
G-01650	Budget Box and Bag	Supplies	43.50	43.50
G-01651	Lesli Jones	Library Related Services	440.00	440.00
G-01652	Southwestern Bell	Telephone Services	63.58	63.58
G-01653	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-01654	Corporate Express, Inc.	Supplies	107.43	
		Supplies	39.74	147.17
G-01655	Securitas Security USA, Inc.	Security Services	3,632.61	3,632.61
G-01656	Laura Scheller	Programming Activities	100.00	100.00
G-01657	Mickey Sherman	Programming Activities	35.00	35.00
G-01658	Sabre Technologies	Automation contractual	1,720.00	1,720.00
G-01659	COTPA	Staff Parking	1,537.71	1,537.71
G-01660	Eddie Lou Nachtrieb	Programming Activities	50.00	50.00
G-01661	COTPA	Parking	500.00	
		Parking	373.94	873.94
G-01662	Dane & Associates	Capital Project	839.00	839.00
G-01663	Stacy Schrank	Professional Services	88.76	88.76

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-01664	Metropolitan Library System	Parking	5.00	
		Professional Services	60.00	
		Supplies	35.32	
		Programming Activities	149.83	
		Programming Activities	23.21	
		Other Commodities	77.70	351.06
G-01665	City of Midwest City	Water & Garbage Services	202.32	202.32
G-01666	Bradford Industrial Suppl Corp	Maintenance of Facilities	17.40	17.40
G-01667	Federal Corporation	Maintenance of Facilities	39.08	
		Maintenance of Facilities	103.96	143.04
G-01668	O G & E	Electrical Services	25,304.44	25,304.44
G-01669	Oklahoma Natural Gas Co.	Gas Services	262.34	262.34
G-01670	Locke Supply Co.	Maintenance of Facilities	6.98	6.98
G-01671	Edward Terry	Mileage	35.89	35.89
G-01672	Demco	Supplies	49.51	49.51
G-01673	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-01674	EBSCO Subscription Services	Materials	7,725.00	7,725.00
G-01675	Gaylord Bros.	Furniture	119.32	119.32
G-01676	Gale Research	Materials	2,168.40	2,168.40
G-01677	Highsmith Co., Inc.	Furniture	697.12	697.12
G-01678	Frank Ray	Mileage	13.58	13.58
G-01679	Strictly Publishing	Library Related Services	55.00	
		Library Related Services	55.00	110.00
G-01680	Oklahoma Historical Society	Subscriptions	63.00	63.00
G-01681	Central Parking System	Parking	210.00	210.00
G-01682	Weston Woods Accts Receivable	Materials	261.38	261.38
G-01683	Baker & Taylor Books - #510486	Materials	1,723.98	1,723.98
G-01684	U.S. Postal Service	Postage	150.00	150.00
G-01685	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01686	Blackbaud	Automation Contractural	6,217.90	6,217.90
G-01687	FEDEX	Postage	11.45	11.45
G-01688	Recorded Books, LLC	Materials	485.87	485.87
G-01689	Tai Chi Made Easy	Materials	90.00	90.00
G-01690	Mobil 1 Lube/AFMS	Gas and Oil	35.51	
		Gas and Oil	54.47	89.98
G-01691	The Penworthy Co.	Materials	405.30	405.30
G-01692	Blackburn Press	Books	249.90	249.90
G-01693	Instructional Video, Inc.	Materials	2,342.83	2,342.83
G-01694	Mary Oakley	Books	175.00	175.00
G-01695	Betty Windel	Books	91.50	91.50
G-01696	Oklahoma Genealogical Society	Books	98.25	98.25
G-01697	Yukon DAR	Books	50.00	50.00
G-01698	Denyvetta Davis	Mileage	60.63	60.63
G-01699	Gale Group	Materials	3,721.65	3,721.65
G-01700	QueenPower.com Publishing	Printing	15.95	15.95
G-01701	Hunter's Battery Warehouse	Maintenance of Facilities	69.17	69.17
G-01702	Traci Jinkens	Mileage	29.61	29.61
G-01703	Live Oak Media	Materials	1,032.66	1,032.66
G-01704	Staples Business Advantage	Supplies	40.98	40.98
G-01705	Anne G. Fischer	Mileage	35.89	35.89
G-01706	Hal Leonard Publishing	Materials	83.92	83.92
G-01707	Walter Wayne McEvilly	Programming Activities	200.00	200.00

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-01708	Full Circle Bookstore	Programming Activities	216.00	
		Materials	71.76	287.76
G-01709	Hoover's, Inc.	Materials	877.50	877.50
G-01710	Commercial Concepts	Capitol Projects	118.00	118.00
G-01711	Conney Safety Products	Safety Supplies	30.72	30.72
G-01712	Taylor & Francis/Routledge	Materials	693.50	693.50
G-01713	Oklahoma Air Filter	Maintenance of Facilities	636.00	636.00
G-01714	Blackstone Audio Books	Materials	180.00	180.00
G-01715	Random House, Inc	Materials	4,071.40	4,071.40
G-01716	Brilliance Corporation	Materials	3,853.17	3,853.17
G-01717	Associated Plastic Industries	Supplies	495.00	495.00
G-01718	Hobby Lobby	Programming Activities	32.07	32.07
G-01719	Metro Mail Advertising	Advertisement Retail Sale	133.20	133.20
G-01720	Ingram Library Service	Materials	2,168.63	2,168.63
G-01721	R. R. Bowker	Materials	800.28	800.28
G-01722	National Geographic School	Materials	12.00	12.00
G-01723	Walker Companies	Supplies	230.00	230.00
G-01724	Audio Editions	Materials	2,612.13	2,612.13
G-01725	FedEx Kinko's Print Services	Programming Activities	4.50	4.50
G-01726	Republic Parking System	Parking	336.00	336.00
G-01727	Scovil & Sides Hardware Co.	Maintenance of Facilities	23.00	23.00
G-01728	Ginger Waldrip	Programming Activities	100.00	100.00
G-01729	Brett Heitzke	Programming Activities	300.00	300.00
G-01730	Ingram Library Service	Materials	1,384.97	1,384.97
G-01731	Frances V. Harbert	Travel Expense	12.61	
		Programming Activities	65.57	78.18
G-01732	Helen Harrell	Mileage	24.25	24.25
G-01733	Town of Luther	Water & Garbage Services	31.01	31.01
G-01734	Anita Roesler	Mileage	33.32	33.32
G-01735	Jimmy Welch	Mileage	7.52	7.52
G-01736	Layne Morgan Media	Materials	76.22	76.22
G-01737	Douglas Bentin	Mileage	21.83	21.83
G-01738	SemaSys	Programming Supplies	47.00	47.00
G-01739	Southwest Paper - OKC	Supplies	627.33	627.33
G-01740	American Benefit Solutions	Professional Services	868.75	868.75
G-01741	Oklahoman	Legal Adv. Retail Sale	76.41	
		Advertisement Retail Sale	78.50	154.91
G-01742	Robert Howard Co.	Supplies	66.45	66.45
G-01743	Medco Supply Lockbox	Safety Supplies	49.85	49.85
G-01744	Contractors Supply Co.	Maintenance of Facilities	11.36	11.36
G-01745	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	197.86	197.86
G-01746	AT&T	Telephone Services	49.75	49.75
G-01747	Ruby Soutiere	Mileage	15.52	15.52
G-01748	Aaron Killough	Mileage	4.85	4.85
G-01749	Westrex International	Supplies	1,784.54	1,784.54
G-01750	OK State Dept. of Education	Materials	11.11	11.11
G-01751	Kelley Riha	Mileage	39.77	39.77
G-01752	Clyde Herrod	Mileage	2.43	2.43
G-01753	City of Harrah	Water & Garbage Services	50.98	50.98
G-01754	Lisa M. Wood	Travel Expense	29.59	29.59
G-01755	City of Choctaw	Water & Garbage Services	76.72	76.72
G-01756	Demco Media Turtleback Books	Materials	213.05	213.05

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-01757	Graphic Display System	Furniture	1,691.00	1,691.00
G-01758	Joshua Schell	Mileage	9.70	9.70
G-01759	Todd Olberding	Mileage	60.14	60.14
G-01760	Baker & Taylor Books - #510486	Materials	5,346.05	5,346.05
G-01761	Cheryl Pernell	Mileage	23.57	23.57
G-01762	Baker & Taylor Entertainment	Materials	1,540.69	
		Materials	18,094.20	19,634.89
G-01763	Manpower, Inc.	Temporary Services	461.70	461.70
G-01764	Walmart Community	Programming Activities	12.89	12.89
G-01765	Kimberly A Terry	Mileage	73.00	
		Telephone Services	70.00	143.00
G-01766	John L. Hilbert	Programming Activities	90.44	90.44
G-01767	Left Field Ink	Materials	905.00	905.00
G-01768	Carrier North	Maintenance of Facilities	180.69	180.69
G-01769	Pamela Buchanan	Mileage	3.88	3.88
G-01770	Maria Rodriquez	Programming Activities	120.00	120.00
G-01771	Barbara A. Johnson	Travel Expense	29.10	
		Mileage	9.70	38.80
G-01772	Khanh Minh Do	Mileage	24.74	24.74
G-01773	John Utley	Mileage	28.62	28.62
G-01775	Corporate Express, Inc.	Supplies	9.62	
		Supplies	57.98	
		Supplies	86.60	154.20
G-01776	Securitas Security USA, Inc.	Security Services	4,123.61	4,123.61
G-01777	Baker & Taylor Books - #510486	Materials	1,528.53	
		Materials	1,404.23	
		Materials	1,876.22	
		Materials	3,789.37	
		Materials	4,871.21	
		Materials	6,259.22	
		Materials	8,034.78	
		Materials	10,586.84	
		Materials	12,646.01	
		Materials	62.95	51,059.36
G-01778	Baker & Taylor Books - #510486	Materials	845.94	
		Materials	6,743.03	
		Materials	13,459.44	
		Materials	3,350.10	24,398.51
G-01779	Baker & Taylor Books-#510486	Materials	3,774.99	3,774.99
G-01780	Robert B. Greenwood	Programming Activities	100.00	100.00
G-01781	Mickey Sherman	Programming Activities	35.00	35.00
G-01783	Lloyd Lovely	Mileage	24.25	24.25
G-01784	Margo Thein	Programming Activities	15.00	15.00
G-01785	Robert Ferguson	Programming Activities	15.00	15.00
G-01786	Sharon Maine	Mileage	8.25	8.25
G-01787	Eddie Lou Nachtrieb	Programming Activities	50.00	50.00
G-01788	Dane & Associates	Capital Project	547.00	547.00
G-01789	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,391.00	16,921.00
G-01790	Metropolitan Library System	Employee Deductions	77.00	
		Employee Deductions	38.00	
		Employee Deductions	10.00	125.00

General Fund F.Y. 05-06

Warrant Register

November 2005

Number	Vendor/Payee	Purpose	Amount	Amount
G-01791	Bank of Oklahoma	Payroll Transmittal-Chks	545.21	
		Payroll Transmittal-Chks	43,490.97	
		Payroll Transmittal-Chks	16,999.35	61,035.53
G-01792	Bank of Oklahoma	Federal Withholding Tax	110.00	
		Federal Withholding Tax	30,993.10	
		Federal Withholding Tax	2,453.00	33,556.10
G-01793	Oklahoma Tax Commission	State Withholding Tax	62.00	
		State Withholding Tax	14,906.00	
		State Withholding Tax	1,357.00	16,325.00
G-01794	Mun. Employees Credit Union	Employee Cr Union Deducts	9,957.46	
		Employee Cr Union Deducts	90.00	10,047.46
G-01795	United Way of Central Oklahoma	Employee Deductions	294.03	
		Employee Deductions	6.00	300.03
G-01796	Bank of America	Payroll Transmittal-DDep	157,530.91	
		Payroll Transmittal-DDep	26,033.74	183,564.65
G-01797	Nationwide Retirement Solution	Employee Deductions	7,811.01	7,811.01
G-01798	Transamerica Worksite Mrktg.	Employee Deductions	663.19	663.19
G-01799	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,963.53	4,963.53
G-01800	Bank of Oklahoma	Employee Flexplan Deposit	16,825.71	
		Employer Flexplan Deposit	1,320.00	18,145.71
G-01801	Bank of Oklahoma	Employee Soc/Sec Deposits	48.15	
		Employee Medicare Deposit	11.26	
		Employer Soc/Sec Deposits	48.15	
		Employer Medicare Deposit	11.27	
		Employee Soc/Sec Deposits	18,518.17	
		Employee Soc/Sec Deposits	3,151.29	
		Employee Medicare Deposit	4,401.98	
		Employee Medicare Deposit	737.02	
		Employer Soc/Sec Deposits	21,669.46	
		Employer Medicare Deposit	5,138.96	53,735.71
G-01802	MassMutual Financial Group	Employee Contrib -- DC PI	8,767.46	
		Employer Contrib -- DC PI	16,254.11	25,021.57
G-01803	Vision Service Plan of	Group Vision Ins Prem-NOV	2,163.98	2,163.98
G-01804	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-01805	Mickey Sherman	Programming Activities	300.00	300.00
G-01806	Administrative Systems, Inc.	Employee Deductions	1,008.38	1,008.38
G-01807	Metropolitan Library System	Parking	8.00	
		Professional Services	75.00	
		Library Related Service	30.00	
		Postage	50.65	
		Supplies	125.58	
		Programming Activities	131.29	
		Programming Activities	88.76	
		Other Commodities	30.36	539.64
G-01808	Bradford Industrial Suppl Corp	Maintenance of Facilities	73.21	73.21
G-01809	O G & E	Electrical Services	8,839.00	8,839.00
G-01810	Oklahoma Natural Gas Co.	Gas Services	517.39	517.39
G-01811	City of the Village	Water & Garbage Services	74.95	74.95
G-01812	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,875.84	1,875.84
G-01813	Brodart, Inc.	Supplies	100.41	100.41
G-01814	Demco	Supplies	62.46	
		Supplies	42.97	105.43

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Number	Vendor/Payee	Purpose	Amount	Amount
G-01815	EBSCO Subscription Services	Subscription	39,118.92	
		Subscription	24,637.02	
		Subscription	17,658.47	
		Subscription	10,518.55	
		Subscription	9,045.24	
		Subscription	4,938.91	
		Subscription	1,917.94	
		Subscription	511.94	108,346.99
G-01816	Gale Research	Materials	1,303.25	1,303.25
G-01817	Highsmith Co., Inc.	Programming Supplies	191.99	
		Supplies	28.45	
		Supplies	254.87	
		Furniture	154.66	629.97
G-01818	Hewlett-Packard Co.	Automation Contractural	12,362.00	
		Automation Contractural	12,362.00	24,724.00
G-01819	Sams Technical Publishing	Materials	155.35	155.35
G-01820	City of Edmond	Electrical Services	3,149.54	3,149.54
G-01821	Ernestine Clark	Mileage	75.18	75.18
G-01822	Alma L. Brown	Programming Activities	50.00	50.00
G-01823	Mary Patton	Mileage	22.31	22.31
G-01824	Standard Printing Co., Inc.	Printing	177.50	177.50
G-01825	Weston Woods Accts Receivable	Materials	457.42	457.42
G-01826	Baker & Taylor Books - #510486	Materials	1,947.14	1,947.14
G-01827	Donna Morris	Telephone Reimbursement	50.00	50.00
G-01828	Karen Marriott	Mileage	8.25	8.25
G-01829	Garvin County	Books	17.00	17.00
G-01830	Standard & Poor's	Materials	4,586.72	4,586.72
G-01831	Mid-west Landscape, LLC	Maintenance of Facilities	725.00	725.00
G-01832	Bill Warren Office Products	Supplies	19.55	
		Supplies	16.44	
		Furniture	520.64	
		Supplies	16.80	573.43
G-01833	American Library Association	Membership	200.00	200.00
G-01834	United Refrigeration, Inc.	Maintenance of Facilities	126.30	126.30
G-01835	Recorded Books, LLC	Materials	20.85	20.85
G-01836	Carolyn Abernathy	Programming Activities	40.97	40.97
G-01837	Instructional Video, Inc.	Materials	1,921.21	1,921.21
G-01838	Children's Book Press	Materials	136.60	136.60
G-01839	Gale Group	Materials	522.67	522.67
G-01840	Live Oak Media	Materials	184.12	184.12
G-01841	Reliance Label Solutions, Inc	Supplies	4,984.37	4,984.37
G-01842	Staples Business Advantage	Other Commodities	39.64	39.64
G-01843	Production Services	Library Related Services	230.00	230.00
G-01844	Hal Leonard Publishing	Materials	1,187.21	1,187.21
G-01845	Okla. City Community College	Professional Services	400.00	400.00
G-01846	Library Video Co.	Materials	1,707.00	1,707.00
G-01847	Clampitt Paper Co.	Supplies	16.75	16.75
G-01848	Nancy Lytle	Mileage	11.16	11.16
G-01849	Downtown College Consortium	Professional Services	65.00	65.00
G-01850	Blackstone Audio Books	Materials	996.63	996.63
G-01851	Oklahoma Gazette	Library Related Services	527.85	527.85
G-01852	Random House, Inc	Materials	4,406.60	4,406.60

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Number	Vendor/Payee	Purpose		Amount
G-01853	Cingular Wireless	Telephone Services	91.40	91.40
G-01854	Brilliance Corporation	Materials	53.49	53.49
G-01855	Oklahoma Dept. of Commerce	Materials	1,089.00	1,089.00
G-01856	Ingram Library Service	Materials	2,505.28	2,505.28
G-01857	Albert Bostick	Programming Activities	300.00	300.00
G-01858	High-Tech Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-01859	Summit Mailing Systems, Inc.	Meter Rental	238.50	
		Meter Rental	267.50	506.00
G-01860	Audio Editions	Materials	191.76	191.76
G-01861	Oklahoma County Newspapers	Periodicals	36.00	36.00
G-01862	Fleetcor Technologies	Gas and Oil	1,273.85	1,273.85
G-01863	Art House	Library Related Service	70.00	70.00
G-01864	Frances V. Harbert	Mileage	10.67	10.67
G-01865	Jana Hausburg	Travel Expense	63.05	63.05
G-01866	Center Point Large Print	Materials	424.08	424.08
G-01867	Krocket Rhoads	Programming Activities	100.00	100.00
G-01868	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-01869	Anderson News, LLC	Periodicals	1,188.23	1,188.23
G-01870	Secure Computing Corp.	Computer Software	4,413.98	4,413.98
G-01871	Pauline Boyer Rodriguez	Travel Expense	79.54	
		Mileage	2.43	
		Mileage	9.70	91.67
G-01872	Evans Hardware	Maintenance of Facilities	20.93	
		Maintenance of Facilities	12.44	33.37
G-01873	Heidi A. Port	Travel Expense	100.68	100.68
G-01874	Southwest Paper - OKC	Supplies	1,963.20	1,963.20
G-01875	Oklahoman	Classified Advertisement	313.10	313.10
G-01876	Heidi Johnson	Mileage	16.98	16.98
G-01877	Bank of America	Library Related Service	210.69	210.69
G-01878	Hewlett-Packard Co.	Computer Equipment	1,831.00	
		Computer Equipment	1,831.00	
		Computer Equipment	1,831.00	
		Computer Equipment	1,831.00	
		Computer Equipment	1,831.00	9,155.00
G-01879	Aaron Killough	Travel Expense	31.04	31.04
G-01880	Dowell Parking Center	Parking	25.00	25.00
G-01881	J & I Trailer Hitches	Vehicle Parts & Repairs	213.00	213.00
G-01882	Omnigraphics, Inc.	Materials	1,646.73	1,646.73
G-01883	Books in Motion	Materials	182.73	182.73
G-01884	City of Edmond	Water & Garbage Services	233.15	233.15
G-01885	Office Depot	Supplies	107.77	107.77
G-01886	PLA 11th National Conference	Registration	210.00	210.00
G-01887	Baker & Taylor Books - #510486	Materials	1,242.54	1,242.54
G-01888	Baker & Taylor Entertainment	Materials	621.52	621.52
G-01889	FBD Consulting, Inc.	Benefit Calculations	230.00	230.00
G-01890	Allied Waste Services #060	Garbage Services	507.83	507.83
G-01891	MagnetStreet	Programming Supplies	255.50	255.50
G-01892	A Chance to Change	Employee Assistance	1,105.50	1,105.50
G-01893	Carol Hunter	Mileage	25.22	25.22
G-01894	Shirley Henderson	Mileage	9.22	9.22
G-01895	Star Lighting	Maintenance of Facilities	155.22	155.22
G-01896	Melissa Weathers	Mileage	24.01	24.01

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Number	Vendor/Payee	Purpose		Amount
G-01897	Cintas Corp.	Maintenance of Facilities	245.60	245.60
G-01898	Susan H. Wood	Programming Activities	250.00	250.00
G-01899	Rondia K. Banks	Programming Activities	25.00	
		Programming Activities	162.42	187.42
G-01900	Technology Unlimited	Automation Contractural	148.50	148.50
G-01901	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-01902	Kelley Hoffman	Mileage	10.67	10.67
G-01903	Cheryll Smith	Mileage	9.22	9.22
G-01904	Faith Centered Resources	Materials	154.57	154.57
G-01905	Corporate Express, Inc.	Supplies	45.00	45.00
G-01906	Securitas Security USA, Inc.	Security Services	4,229.95	4,229.95
G-01907	Baker & Taylor Books - #510486	Materials	462.04	
		Materials	800.75	
		Materials	2,148.58	
		Materials	2,166.10	
		Materials	3,419.68	
		Materials	3,423.05	12,420.20
G-01908	Baker & Taylor Books - #510486	Materials	615.11	
		Materials	1,421.36	
		Materials	1,342.51	3,378.98
G-01909	Baker & Taylor Books-#510486	Materials	2,602.54	2,602.54
G-01910	Maria Watkins	Mileage	5.82	5.82
G-01911	Mickey Sherman	Programming Activities	35.00	35.00
G-01912	Monster, Inc.	Library Related Services	425.00	425.00
G-01913	Kelly Dalrymple	Programming Activities	72.93	72.93
G-01914	Kone Inc	Maintenance of Facilities	508.36	
		Maintenance of Facilities	964.75	1,473.11
G-01915	Sabre Technologies	Computer Equipment	935.00	935.00
G-01916	Severn House Publishers	Materials	226.00	226.00
G-01917	Angela Wall	Programming Activities	50.00	50.00
G-01918	Erika Diel	Maintenance of Facilities	120.00	120.00
G-01919	Trigen-OKC Energy Corporation	Energy Services	9,663.64	9,663.64
G-01920	Del Technical Coatings, Inc.	Maintenance of Facilities	15.50	15.50
G-01921	Oklahoma Natural Gas Co.	Gas Services	621.88	621.88
G-01922	City of Bethany	Water & Garbage Servives	111.42	111.42
G-01923	City of Oklahoma City	Water & Garbage Services	1,337.97	1,337.97
G-01924	Unisource Worldwide Inc-OKCity	Supplies	99.90	99.90
G-01925	Demco	Fixtures	579.30	
		Supplies	85.84	
		Supplies	1,500.00	2,165.14
G-01926	EBSCO Subscription Services	Subscriptions	194.29	
		Supplies	750.72	
		Supplies	43.47	
		Materials	1,500.00	2,488.48
G-01927	Gale Research	Materials	2,906.75	
		Materials	756.50	3,663.25
G-01928	Highsmith Co., Inc.	Supplies	17.82	17.82
G-01929	SBC	Telephone Services	917.07	
		Telephone Services	1,316.98	
		Telephone Services	329.05	2,563.10
G-01930	Oklahoma Library Association	Registration	50.00	
		Registration	50.00	100.00

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Number	Vendor/Payee	Purpose		Amount
G-01931	Baker & Taylor Books - #510486	Materials	1,813.42	1,813.42
G-01932	Central Oklahoma Winnelson	Maintenance of Facilities	158.22	158.22
G-01933	Spence & Associates, Inc	Library Related Service	412.50	412.50
G-01934	Standard & Poor's	Materials	10,746.30	10,746.30
G-01935	Bill Warren Office Products	Supplies	195.00	195.00
G-01936	Recorded Books, LLC	Materials	1,684.55	1,684.55
G-01937	Mobil 1 Lube/AFMS	Gas and Oil	37.97	37.97
G-01938	The Penworthy Co.	Materials	326.78	326.78
G-01939	Marilyn E. Backus	Mileage	20.37	20.37
G-01940	Overhead Door Company -	Maintenance of Facilities	100.05	100.05
G-01941	Gale Group	Materials	691.94	691.94
G-01942	ACE'S THREE	Maintenance of Facilities	519.95	519.95
G-01943	Staples Business Advantage	Supplies	162.99	162.99
G-01944	Anne G. Fischer	Telephone Services	67.22	67.22
G-01945	Full Circle Bookstore	Materials	108.60	108.60
G-01946	Janet Brooks	Travel Expense	11.28	11.28
G-01947	Marilyn Hudson	Programming Activities	63.75	63.75
G-01948	Blackstone Audio Books	Materials	51.00	51.00
G-01949	Random House, Inc	Materials	2,024.50	2,024.50
G-01950	Crystal Data/Business Products	Supplies	460.00	460.00
G-01951	Brilliance Corporation	Materials	346.92	346.92
G-01952	Tara McDaniell	Programming	58.56	58.56
G-01953	Ingram Library Service	Materials	1,157.98	1,157.98
G-01954	Information Today, Inc.	Materials	2,753.55	2,753.55
G-01955	Dana Morrow	Other Commodities	183.21	183.21
G-01956	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01957	Fleetcor Technologies	Gas and oil	352.88	352.88
G-01958	Midwest Trophy Mfg. Co., Inc.	Supplies	87.50	87.50
G-01959	C. H. Guernsey & Co.	Capital Project	130.00	130.00
G-01960	Ingram Library Service	Materials	182.50	182.50
G-01961	Secretary of State	Library Related Service	25.00	25.00
G-01962	Voss Lighting	Maintenance of Facilities	4.08	
		Maintenance of Facilities	222.50	226.58
G-01963	Jimmy Welch	Telephone Reimbursement	25.00	25.00
G-01964	Dell Marketing L.P.	Automation Contractual	1,270.20	1,270.20
G-01965	Eastside Capitol Gateway	Membership	30.00	30.00
G-01966	Judy Goodspeed	Materials	25.00	25.00
G-01967	Katrina Prince	Travel Expense	29.10	
		Mileage	7.03	36.13
G-01968	Sue Ellen Reiman	Professional Services	200.00	200.00
G-01969	Rosalind L. Reeder	Programming Activities	175.00	175.00
G-01970	Demco Media Turtleback Books	Materials	36.83	36.83
G-01971	PLA 11th National Conference	Registration	210.00	
		Registration	305.00	
		Registration	170.00	
		Registration	170.00	
		Registration	305.00	1,160.00
G-01972	Jessica L Landry-Gaters	Parking & Transportation	20.00	20.00
G-01973	Baker & Taylor Books - #510486	Materials	14.25	14.25
G-01974	Commercial Card Solutions	Maintenance of Facility	56.07	
		Automation Contractual	93.00	
		Equipment	139.99	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-01974	Commercial Card Solutions	Supplies	58.99
		Supplies	50.81
		supplies	38.45
		Supplies	55.45
		Registration	398.00
		Reservation	150.00
		Registration	510.00
		Membership	200.00
		Professional Services	26.00
G-01975	Baker & Taylor Entertainment	Materials	2,997.39
G-01976	Manpower, Inc.	Temporary Services	316.80
		Temporary Services	316.80
G-01977	Prime Office Products	Supplies	294.70
G-01978	Brian Gorrell	Programming Activities	350.00
G-01979	Marian J. LeCrone	Mileage	47.05
G-01980	Commercial Card Solutions	Books	831.90
		Books	246.94
		Books	329.66
G-01982	Bryan County	Materials	163.50
G-01983	Maria Y. Bozarth	Programming Activities	60.00
G-01984	O'Reilly Auto Parts	Oil and Change	39.54
G-01985	Donna Morris	Car Allowance	450.00
G-01986	Marquis Who's Who, LLC	Materials	2,404.00
G-01987	Star Lighting	Maintenance of Facilities	56.50
		Maintenance of Facilities	68.70
G-01988	Bank of Oklahoma	Programming Activities	225.00
G-01989	Focus on the Family	Materials	109.61
G-01990	Susan H. Wood	Programming Activities	340.00
G-01991	Cheryll Smith	Travel Expense	5.34
G-01992	Corporate Express, Inc.	Supplies	14.85
		Supplies	139.49
G-01993	Securitas Security USA, Inc.	Security Services	4,248.71
G-01994	Baker & Taylor Books - #510486	Materials	575.29
		Materials	1,822.95
		Materials	1,363.21
		Materials	5,455.18
		Materials	5,915.33
		Materials	11,997.28
		Materials	291.48
G-01995	Baker & Taylor Books - #510486	Materials	1,148.22
		Materials	5,501.09
G-01996	Baker & Taylor Books-#510486	Materials	551.40
G-01997	Mickey Sherman	Programming Activities	35.00
G-01998	Sabre Technologies	Computer Software	1,325.00
G-01999	Eddie Lou Nachtrieb	Programming Activities	100.00
G-02000	Single Source	Supplies	1,059.00
		Supplies	2,992.32
G-02001	Teresa Matthews	Travel Expense	24.25
G-02002	Stacy Schrank	Professional Services	104.91
		Travel Expense	9,146.32
G-02003	Metropolitan Library System	Employee Deductions	10.00

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Number	Vendor/Payee	Purpose	Amount	Amount
G-02004	Bank of Oklahoma	Payroll Transmittal-Chks	48,080.24	
		Payroll Transmittal-Chks	18,235.04	66,315.28
G-02005	Bank of Oklahoma	Federal Withholding Tax	33,087.10	
		Federal Withholding Tax	2,677.00	35,764.10
G-02006	Oklahoma Tax Commission	State Withholding Tax	15,760.00	
		State Withholding Tax	1,477.00	17,237.00
G-02007	Mun. Employees Credit Union	Employee Cr Union Deducts	9,948.46	
		Employee Cr Union Deducts	90.00	10,038.46
G-02008	United Way of Central Oklahoma	Employee Deductions	294.03	
		Employee Deductions	6.00	300.03
G-02009	Bank of America	Payroll Transmittal-DDep	161,444.77	
		Payroll Transmittal-DDep	26,596.62	188,041.39
G-02010	Nationwide Retirement Solution	Employee Deductions	7,786.01	7,786.01
G-02011	Transamerica Worksite Mrktg.	Employee Deductions	663.19	663.19
G-02012	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,078.41	5,078.41
G-02013	Bank of Oklahoma	Employee Flexplan Deposit	7,316.43	7,316.43
G-02014	Bank of Oklahoma	Employee Soc/Sec Deposits	19,273.65	
		Employee Soc/Sec Deposits	3,295.18	
		Employee Medicare Deposit	4,579.54	
		Employee Medicare Deposit	770.64	
		Employer Soc/Sec Deposits	22,568.82	
		Employer Medicare Deposit	5,350.10	55,837.93
G-02015	MassMutual Financial Group	Employee Contrib -- DC PI	8,738.04	
		Employer Contrib -- DC PI	16,146.55	24,884.59
G-02016	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-02017	Susan H. Wood	Programming Activities	1,000.00	1,000.00
G-02018	Administrative Systems, Inc.	Employee Deductions	969.30	969.30
G-02019	PLA 11th National Conference	Registration	170.00	170.00
G-02020	Kimberly A Terry	Membership	135.00	135.00
G-02021	Metropolitan Library System	Professional Services	45.00	
		Postage	61.90	
		Supplies	73.55	
		Programming Activities	45.01	
		Other Commodities	138.42	363.88
G-02022	City of Del City	Building Rental	400.00	400.00
G-02023	Brodart, Inc.	Fixtures	1,773.03	1,773.03
G-02024	Locke Supply Co.	Maintenance of Facilities	2.18	2.18
G-02025	Tech-Lock	Maintenance of Facilities	13.00	13.00
G-02026	Gaylor Bros.	Fixtures	751.77	751.77
G-02027	Oklahoma Historical Society	Subscription	66.00	66.00
G-02028	Standard Printing Co., Inc.	Supplies	460.00	460.00
G-02029	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02030	The Newspress	Subscription	142.80	142.80
G-02031	TDS Telecom	Telephone Services	428.12	428.12
G-02032	Nextel Communications	Telephone Services	161.14	161.14
G-02033	Stephen Fulton	Programming Activities	300.00	300.00
G-02034	U.S. Postmaster	Postage	175.75	175.75
G-02035	Oklahoma Centennial Commission	Programming Activities	200.00	200.00
G-02036	Staples Business Advantage	Supplies	39.02	39.02
G-02037	Angie Paeltz	Mileage	30.07	30.07
G-02038	MAATIC EMPIRE LLC	Programming Activities	125.00	125.00
G-02039	Hobby Lobby	Programming Activities	60.07	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02039	Hobby Lobby	Programming Activities	35.89	95.96
G-02040	Francie Pendleton	Mileage	19.40	19.40
G-02041	Successories, LLC	Supplies	46.96	46.96
G-02042	Ginger Waldrip	Programming Activities	100.00	100.00
G-02043	Ryan Bellgardt	Programming Activities	119.00	119.00
G-02044	Home Depot Credit Services	Maintenance of Facilities	31.72	31.72
G-02045	Deborah Willis	Supplies	84.82	
		Mileage	14.55	99.37
G-02046	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	74.27	74.27
G-02047	OPHRA	Membership	60.00	60.00
G-02048	Dowell Parking Center	Staff Parking	850.00	
		Staff Parking	1,200.00	2,050.00
G-02049	C.O.T.P.A.	Staff Parking	756.00	756.00
G-02050	Daniel Fields	Registration	55.00	55.00
G-02051	Imagination Promotional Group	Professional Services	30.00	30.00
G-02052	Maria Rodriguez	Programming Activities	120.00	120.00
G-02053	Rondia K. Banks	Programming Activities	92.43	92.43
G-02054	Intuit	Automation Contractual	2,296.44	2,296.44
G-02055	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-02056	Corporate Express, Inc.	Supplies	53.46	
		Supplies	8.33	61.79
G-02057	Securitas Security USA, Inc.	Security Services	4,167.40	4,167.40
G-02058	Mickey Sherman	Programming Activities	35.00	35.00
G-02059	Shirley E. Wilson	Programming Activities	50.00	50.00
G-02060	Sabre Technologies	Computer Software	480.00	480.00
G-02061	Smart Technologies	Automation Contractual	720.00	720.00
G-02062	Angela Wall	Programming Activities	50.00	50.00
G-02063	COTPA	Staff Parking	1,387.00	1,387.00
G-02064	COTPA	Staff Parking	184.00	184.00
G-02065	Single Source	Furniture	576.24	576.24
Total of FY 05-06 Warrants Issued				\$ 1,607,004.28

General Fund F.Y. 04-05

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
G-06034	Quality Book Binding Co.	Book Repairs & Bindings	336.70	336.70
G-06035	Simplex Grinnell, LP	Capital Project	5,052.82	5,052.82
G-06036	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-06037	Baker & Taylor Books - #510486	Materials	304.70	304.70
G-06038	Baker & Taylor Books - #510486	Materials	15.28	15.28
G-06039	American Bldg Specialties, Inc	Capital Project	690.00	690.00
G-06040	Baker & Taylor Books - #510486	Materials	131.64	
		Materials	16.42	148.06
G-06042	Baker & Taylor Books - #510486	Materials	7.66	7.66
G-06043	Simplex Grinnell, LP	Capital Project	19,894.80	19,894.80
G-06044	Spaces, Inc.	Furniture	600.00	600.00
G-06045	Single Source	Furniture	1,450.00	1,450.00
Total of FY 04-05 Warrants Issued				\$ 28,550.02

Special Funds

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
S-11780	Jack A. Martin	Lost & Paid Book Returned	3.00	3.00
S-11781	Joselyn C. Lewis	Lost & Paid Book Returned	3.00	3.00
S-11782	Kim P. Joseph	Lost & Paid Book Returned	7.00	7.00
S-11783	OKC Community College	Book Replacement	50.00	50.00
S-11784	Michelle M. Parker	Lost & Paid Book Returned	3.00	3.00
S-11785	Quality Book Binding Co.	Book Binding	1,638.20	1,638.20
S-11786	Verna Allen	Programming	72.96	
		Programming	399.60	472.56
S-11787	Alethia Futrell	Award Ceremony	149.83	149.83
S-11788	Verna Allen	Programming	36.13	36.13
S-11789	Nego Gato, Inc	Programming	7,000.00	7,000.00
S-11790	Nego Gato, Inc	Programming	2,400.00	2,400.00
S-11791	Metropolitan Library System	Books	29.14	29.14
S-11792	Chameka L. Harris	Lost & Paid Book Returned	18.98	18.98
S-11793	Melissa K. Averso	Lost & Paid Book Returned	22.95	22.95
S-11794	Rebecca S. Robison	lost & Paid Book Returned	7.95	7.95
S-11795	Connie M. Albritton	Lost & Paid Book Returned	8.99	8.99
S-11796	Jennifer T. Kieu	Lost & Paid Book Returned	3.00	3.00
S-11797	Alan L. Jobe	Lost & Paid Book Returned	22.85	22.85
S-11798	Carlton T. Carter	Lost & Paid Book Returned	3.00	3.00
S-11799	OSU-Tulsa Library	Replace Lost Book	147.67	147.67
S-11800	Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-11801	Joan N. Jordan	Lost & Paid Book Returned	9.95	9.95
S-11802	Garcia S Tarver Jr	Entertainment	400.00	400.00
S-11803	Baker & Taylor Books - #510486	Materials	433.78	433.78
S-11804	Brett Heitzke	Programming	700.00	700.00
S-11805	Full Circle Bookstore	Books	168.38	168.38
S-11806	Joy N. Parker	Lost & Paid Book Returned	3.00	3.00
S-11807	Carol A. Adams	Lost & Paid Book Returned	3.00	3.00
S-11808	Susan L. Thompson	Lost & Paid Book Returned	3.00	3.00
S-11809	Linh P. Banh	Lost & Paid Book Returned	3.00	3.00
S-11810	Jeff D. Floyd	Lost & Paid Book Returned	8.95	8.95
S-11811	Deborah S. Colbert	Lost & Paid Book Returned	9.00	9.00
S-11812	Oklahoma Tax Commission	Sales Tax	8.27	8.27
S-11813	Kaitlin K. Mowles	Lost & Paid Book Returned	3.00	3.00
S-11814	Kathryn E. Reilly	Lost & Paid Book Returned	3.00	3.00
S-11815	Charles E. Newsom	Lost & Paid Book Returned	21.99	21.99
S-11816	Teaching Company	Materials	529.80	529.80
S-11817	Metropolitan Library System	Transfer of Fines & Fees	37,000.00	37,000.00
S-11818	Colorado College	Meeting Room Fee Refund	30.00	30.00
S-11819	Oklahoma Tax Commission	Sales Tax	319.75	319.75
S-11820	Standley Systems	Copier Usage	409.46	
		Copier Usage	242.99	652.45
S-11821	Centre	Rent for Facility	4,068.00	4,068.00
S-11822	Baker & Taylor Books - #510486	Materials	164.64	164.64
S-11823	Corporate Express, Inc.	Equipment	379.89	379.89
S-11824	Sabre Technologies	Computer Equipment	1,295.00	1,295.00
S-11825	David J. Wilcox Sr	Lost & Paid Book Returned	3.00	3.00
S-11826	Sherry B. Bond	Lost & Paid Book Returned	36.98	36.98
S-11827	Tristan J. Glass	Lost & Paid Book Returned	18.36	18.36
S-11828	Logan K. Childers	Lost & Paid Book Returned	10.95	10.95
S-11829	Shirley J. Sherman	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

November 2005

Number	Vendor/Payee	Purpose		Amount
S-11830	Chris J. Eckart	Lost & Paid Book Returned	3.00	3.00
S-11831	Marilynn J. Williams	Lost & Paid Book Returned	3.00	3.00
S-11832	Shirlee J. Latham	Lost & Paid Book Returned	9.95	9.95
S-11833	Kimberly J. Ferguson	Lost & Paid Book Returned	3.00	3.00
S-11834	Lavera L. Eudy	Lost & Paid Book Returned	3.00	3.00
S-11835	Diane Sharp	Mileage	43.65	43.65
S-11836	Baker & Taylor Books - #510486	Materials	74.70	74.70
S-11837	Moraine D. Smith	Lost & Paid Book Returned	31.95	31.95
S-11838	Kristen J. Hightower	Lost & Paid Book Returned	18.98	18.98
S-11839	Bert Springall	Lost & Paid Book Returned	3.00	3.00
S-11840	Bryant S. Colin	Lost & Paid Book Returned	20.50	20.50
S-11841	Lawrence Public Library	Shipping Charges	6.42	6.42
S-11842	University of Houston	Loan Charges	53.00	53.00
S-11843	U-Line	Bags	2,531.39	2,531.39
S-11844	Melissa Weathers	Teen Job Fair	52.89	52.89
S-11845	Melissa Weathers	Teen Job Fair	41.01	41.01
S-11846	Brian Gorrell	Programming	350.00	350.00
S-11847	Full Circle Bookstore	Books	79.86	79.86
Total of Special Funds Warrants Issued				\$ 61,649.69

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: MICROCOMPUTERS

Provided for in the FY2005-06 budget is the request for microcomputers. The library has also received a grant from the Bill & Melinda Gates Foundation to purchase microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. This includes both staff and public computers.

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

The State Contract is with the following computer manufacturers: Hewlett-Packard, Dell, and IBM. The Library's specification for computers was developed and this specification was then priced with each vendor's state contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price Each
Hewlett-Packard	\$1123.02
Dell	\$1123.50
IBM	\$1392.80

RECOMMENDATION:

That the Commission approve the purchase of 175 microcomputers to Hewlett-Packard in the amount of \$196,528.50. Funding for the purchase is provided for in the FY2005-06 budget, account 410 in the amount of \$116,794.08 and the Bill & Melinda Gates Foundation grant in the amount of \$79,734.42.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: LAPTOP COMPUTERS

Provided for in the FY2005-06 budget is the request for laptop computers. These computers will be used for a mobile staff training lab that can travel between the libraries. Four others will be shared between libraries for performing collection development tasks as they can now can be used anywhere in the library since we have wireless networking.

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

The State Contract is with the following computer manufacturers: Hewlett-Packard, Dell, and IBM. The Library's specification for laptops was developed and this specification was then priced with each vendor's state contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price Each
Dell	\$1813.89
Hewlett-Packard	\$1892.00
IBM	\$1930.53

RECOMMENDATION:

That the Commission approve the purchase of 15 laptop computers to Dell Computer Corporation in the amount of \$27,208.35. Funding for the purchase is provided for in the FY2005-06 budget, account 410.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, November 17, 2005 TIME: 3:00 PM
MEETING PLACE: Edmond Library
10 S. Boulevard
Edmond, OK 73003
(405) 341-9282

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 28, 2005. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Edmond Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 15, 2005, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Dr. Ann Caine, Chair
Carolyn Cornelius
Shirley Pritchett
Marguerite Ross

COMMITTEE MEMBERS EXCUSED:

OTHERS PRESENT:

Hugh Rice, Metropolitan Library Commission of Oklahoma County, Chair

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:05 p.m. by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Pritchett, Ross, Caine.

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

Mrs. Shirley Pritchett moved to go into Executive Session. Mrs. Carolyn Cornelius seconded. No further discussion. Motion passed unanimously.

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

Ms. Marguerite Ross moved to end Executive Session. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.

The Committee ended Executive Session at 3:28 p.m.

III. Dr. Caine asked for questions or comments, there were none.

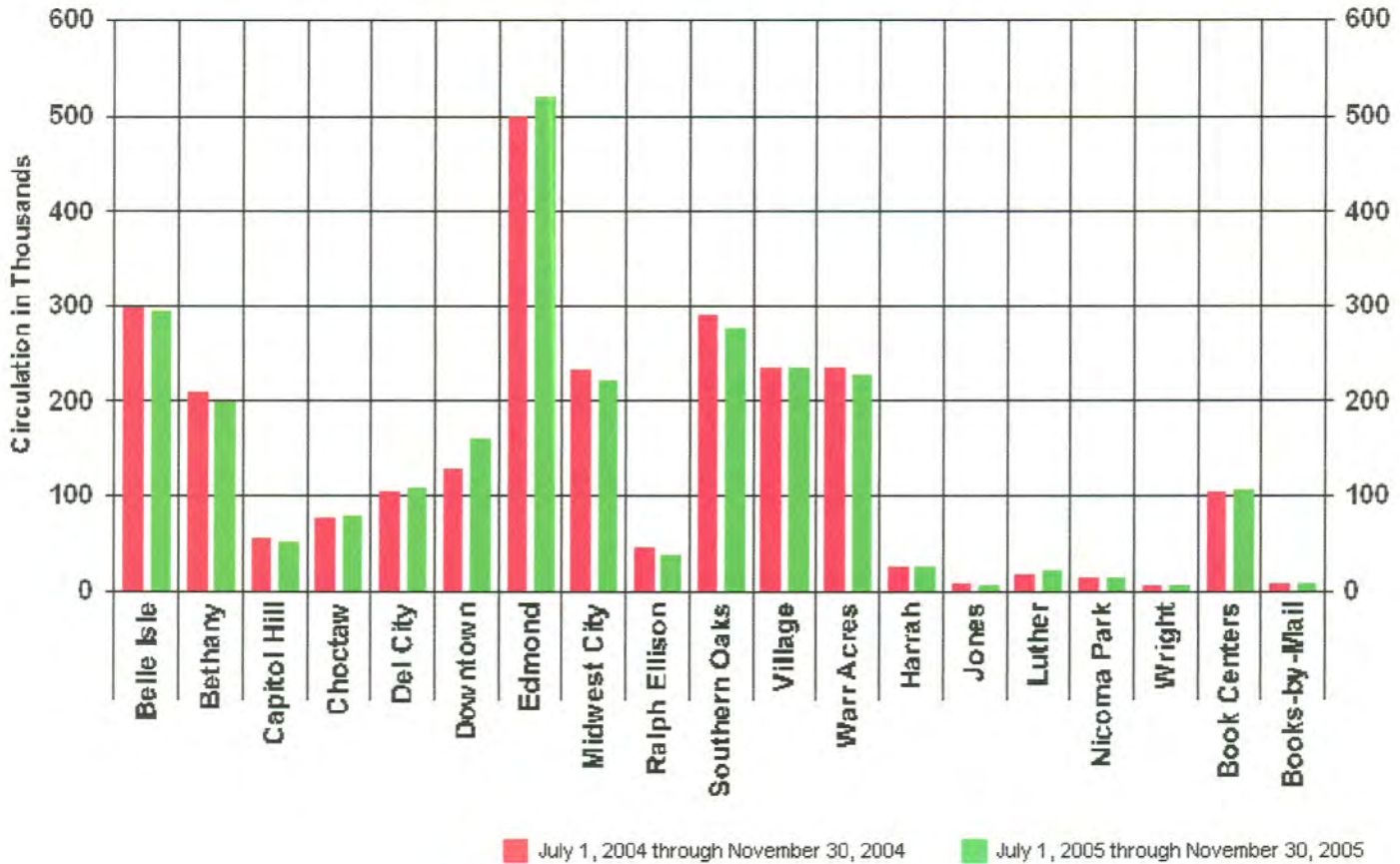
IV. There being no further business, the meeting was adjourned at 3:30 p.m.

Maria Watkins

Respectfully Submitted,
Maria Watkins, Executive Assistant

Circulation Gains and Losses

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)



Circulation Gains and Losses

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

NOVEMBER 30, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	05	43488	226387	13815	70399	57303	296786	
	06	42396	223098	14226	70369	56622	293467	
		-1092	-3289	411	-30	-681	-3319	-1.1
BETHANY	05	27304	144407	11999	63979	39303	208386	
	06	27524	139796	12358	59648	39882	199444	
		220	-4611	359	-4331	579	-8942	-4.3
CAPITOL HILL	05	7406	39784	2973	15197	10379	54981	
	06	7147	35920	3115	14912	10262	50832	
		-259	-3864	142	-285	-117	-4149	-7.5
CHOCTAW	05	9542	47118	6428	28101	15970	75219	
	06	9701	49477	5566	29232	15267	78709	
		159	2359	-862	1131	-703	3490	4.6
DEL CITY	05	14734	73752	6409	30974	21143	104726	
	06	14162	76458	6225	31796	20387	108254	
		-572	2706	-184	822	-756	3528	3.4
DOWNTOWN	05	25409	96864	7516	29865	32925	126729	
	06	23191	118790	7568	39755	30759	158545	
		-2218	21926	52	9890	-2166	31816	25.1
EDMOND	05	55113	285151	41101	214548	96214	499699	
	06	58662	301595	41960	217357	100622	518952	
		3549	16444	859	2809	4408	19253	3.9
MIDWEST CITY	05	31956	167331	12526	64519	44482	231850	
	06	31527	157877	12161	63173	43688	221050	
		-429	-9454	-365	-1346	-794	-10800	-4.7
RALPH ELLISON	05	6575	34894	1820	10116	8395	45010	
	06	5688	28788	1520	8508	7208	37296	
		-887	-6106	-300	-1608	-1187	-7714	-17.1
SOUTHERN OAKS	05	41126	216142	14027	73974	55153	290116	
	06	38997	202450	15163	73681	54160	276131	
		-2129	-13692	1136	-293	-993	-13985	-4.8
VILLAGE	05	30223	161338	13673	73398	43896	234736	
	06	30332	160645	14061	73562	44393	234207	
		109	-693	388	164	497	-529	-.2
WARR ACRES	05	29867	157217	14697	76421	44564	233638	
	06	28197	155463	12656	71254	40853	226717	
		-1670	-1754	-2041	-5167	-3711	-6921	-3.0

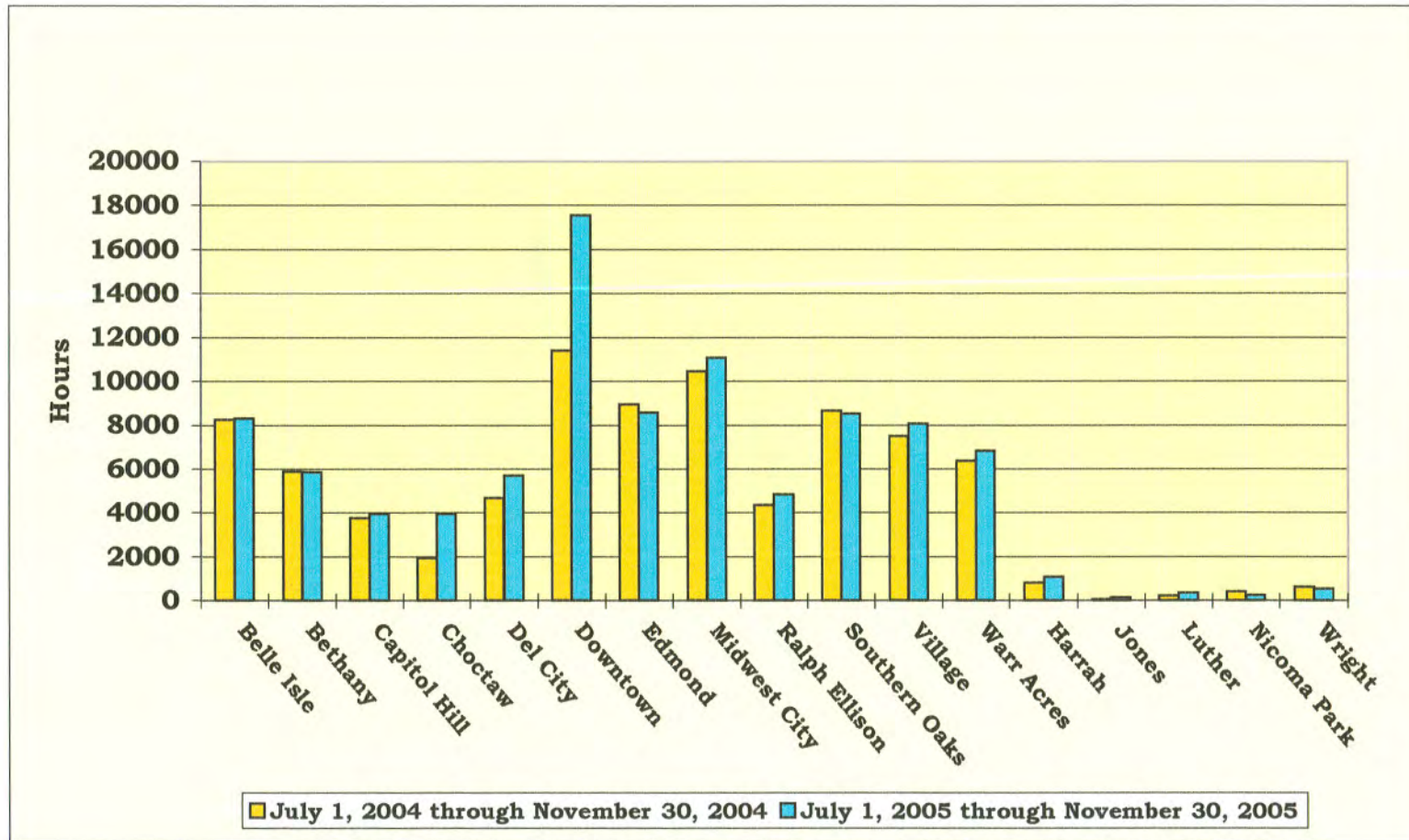
Circulation Gains and Losses

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

NOVEMBER 30, 2005		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	05	3605	17679	1734	7216	5339	24895	
	06	3455	17142	1799	7082	5254	24224	
		-150	-537	65	-134	-85	-671	-2.7
JONES	05	1228	5255	285	1443	1513	6698	
	06	855	4535	223	1169	1078	5704	
		-373	-720	-62	-274	-435	-994	-14.8
LUTHER	05	2608	12159	527	4783	3135	16942	
	06	2794	14420	1412	6487	4206	20907	
		186	2261	885	1704	1071	3965	23.4
NICOMA PARK	05	1597	9347	420	2770	2017	12117	
	06	1713	9365	526	2904	2239	12269	
		116	18	106	134	222	152	1.3
WRIGHT	05	1099	4613	194	944	1293	5557	
	06	802	3763	234	863	1036	4626	
		-297	-850	40	-81	-257	-931	-16.8
<u>OTHER:</u>								
BOOK CENTERS	05	9206	45923	11487	57519	20693	103442	
	06	9383	46850	11652	58502	21035	105352	
		177	927	165	983	342	1910	1.8
BOOKS-BY-MAIL	05	1520	7925	0	0	1520	7925	
	06	1474	7943	0	0	1474	7943	
		-46	18	0	0	-46	18	.2
TOTALS	05	343606	1753286	161631	826166	505237	2579452	
	06	338000	1754375	162425	830254	500425	2584629	
		-5606	1089	794	4088	-4812	5177	.2

Total Internet Hours Used by Library

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)



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Total Internet Usage

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	331		4,360		1,579.84		2,649		22,732		8,264.04	
	06	326		4,255		1,621.77		2,898		22,341		8,314.61	
		-5	-1.5	-105	-2.4	41.93	2.7	249	9.4	-391	-1.7	50.57	.6
BETHANY	05	192		2,544		1,099.09		1,615		13,973		5,894.30	
	06	209		2,643		1,113.73		1,851		14,209		5,867.09	
		17	8.9	99	3.9	14.64	1.3	236	14.6	236	1.7	-27.21	-.5
CAPITOL HILL	05	177		1,927		725.06		1,342		9,960		3,774.36	
	06	194		1,902		733.24		1,492		10,129		3,966.34	
		17	9.6	-25	-1.3	8.18	1.1	150	11.2	169	1.7	191.98	5.1
CHOCTAW	05	103		1,302		468.34		731		5,322		1,937.09	
	06	128		2,024		868.52		982		9,560		3,973.95	
		25	24.3	722	55.5	400.18	85.4	251	34.3	4,238	79.6	2,036.86	105.2
DEL CITY	05	137		2,190		924.45		1,445		11,702		4,690.89	
	06	174		2,637		1,072.61		1,719		14,219		5,714.60	
		37	27.0	447	20.4	148.16	16.0	274	19.0	2,517	21.5	1,023.71	21.8
DOWNTOWN	05	473		8,355		3,053.52		2,403		29,789		11,410.21	
	06	435		7,392		3,207.11		3,686		41,912		17,552.46	
		-38	-8.0	-963	-11.5	153.59	5.0	1,283	53.4	12,123	40.7	6,142.25	53.8
EDMOND	05	347		4,965		1,759.83		3,008		25,229		8,966.25	
	06	364		4,516		1,630.53		3,264		24,426		8,565.05	
		17	4.9	-449	-9.0	-129.30	-7.3	256	8.5	-803	-3.2	-401.20	-4.5
MIDWEST CITY	05	412		5,335		2,009.98		3,420		28,337		10,453.91	
	06	460		6,138		2,246.96		3,962		30,475		11,068.37	
		48	11.7	803	15.1	236.98	11.8	542	15.8	2,138	7.5	614.46	5.9
RALPH ELLISON	05	180		2,221		776.14		1,629		12,582		4,373.72	
	06	199		2,494		900.38		1,761		13,458		4,840.73	
		19	10.6	273	12.3	124.24	16.0	132	8.1	876	7.0	467.01	10.7

Total Internet Usage

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	412		4,104		1,599.79		3,162		21,925		8,653.49	
	06	442		4,246		1,694.69		3,416		21,781		8,534.53	
		30	7.3	142	3.5	94.90	5.9	254	8.0	-144	-7	-118.96	-1.4
VILLAGE	05	301		3,883		1,398.55		2,774		20,745		7,493.50	
	06	333		4,024		1,517.84		3,048		21,744		8,064.18	
		32	10.6	141	3.6	119.29	8.5	274	9.9	999	4.8	570.68	7.6
WARR ACRES	05	247		3,253		1,149.98		2,163		17,710		6,383.79	
	06	298		3,375		1,306.18		2,366		18,436		6,827.53	
		51	20.6	122	3.8	156.20	13.6	203	9.4	726	4.1	443.74	7.0
HARRAH	05	41		385		168.87		264		1,937		813.91	
	06	36		474		254.41		265		2,093		1,081.21	
		-5	-12.2	89	23.1	85.54	50.7	1	.4	156	8.1	267.30	32.8
JONES	05	1		29		14.79		27		168		77.28	
	06	5		90		48.36		37		251		133.23	
		4	400.0	61	210.3	33.57	227.0	10	37.0	83	49.4	55.95	72.4
LUTHER	05	7		100		30.70		95		620		224.73	
	06	18		256		97.61		116		885		359.92	
		11	157.1	156	156.0	66.91	217.9	21	22.1	265	42.7	135.19	60.2
NICOMA PARK	05	2		112		70.32		70		758		418.92	
	06	11		132		71.08		83		542		266.53	
		9	450.0	20	17.9	.76	1.1	13	18.6	-216	-28.5	-152.39	-36.4
WRIGHT	05	8		349		135.94		83		1,699		627.89	
	06	5		297		116.71		91		1,394		550.74	
		-3	-37.5	-52	-14.9	-19.23	-14.1	8	9.6	-305	-18.0	-77.15	-12.3
TOTAL	05	3,371		45,414		16,965.19		26,880		225,188		84,458.28	
	06	3,637		46,895		18,501.73		31,037		247,855		95,681.07	
		266	7.9	1,481	3.3	1,536.54	9.1	4,157	15.5	22,667	10.1	11,222.79	13.3

Internet Usage by Adult Customers

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	263		3,432		1,283.41		2,168		18,933		7,022.85	
	06	141		2,905		1,153.78		1,906		17,009		6,602.79	
		-122	-46.4	-527	-15.4	-129.63	-10.1	-262	-12.1	-1,924	-10.2	-420.06	-6.0
BETHANY	05	154		2,241		998.31		1,357		12,460		5,400.52	
	06	77		1,825		816.49		1,158		10,944		4,718.74	
		-77	-50.0	-416	-18.6	-181.82	-18.2	-199	-14.7	-1,516	-12.2	-681.78	-12.6
CAPITOL HILL	05	104		1,348		554.61		850		6,991		2,831.07	
	06	67		1,028		426.89		781		6,177		2,586.03	
		-37	-35.6	-320	-23.7	-127.72	-23.0	-69	-8.1	-814	-11.6	-245.04	-8.7
CHOCTAW	05	66		932		336.07		514		3,933		1,479.48	
	06	37		922		362.05		507		5,167		2,057.37	
		-29	-43.9	-10	-1.1	25.98	7.7	-7	-1.4	1,234	31.4	577.89	39.1
DEL CITY	05	101		1,864		811.59		1,121		9,875		4,110.54	
	06	97		1,940		806.44		1,194		11,045		4,560.62	
		-4	-4.0	76	4.1	-5.15	-0.6	73	6.5	1,170	11.8	450.08	10.9
DOWNTOWN	05	368		7,159		2,729.46		2,029		25,674		10,171.96	
	06	250		5,841		2,642.36		2,666		34,903		15,207.76	
		-118	-32.1	-1,318	-18.4	-87.10	-3.2	637	31.4	9,229	35.9	5,035.80	49.5
EDMOND	05	256		4,159		1,522.24		2,431		21,566		7,809.46	
	06	141		3,239		1,204.29		2,078		19,177		6,897.82	
		-115	-44.9	-920	-22.1	-317.95	-20.9	-353	-14.5	-2,389	-11.1	-911.64	-11.7
MIDWEST CITY	05	318		4,468		1,730.19		2,725		24,364		9,215.34	
	06	194		3,634		1,362.60		2,386		21,058		7,871.62	
		-124	-39.0	-834	-18.7	-367.59	-21.2	-339	-12.4	-3,306	-13.6	-1,343.72	-14.6
RALPH ELLISON	05	119		1,624		596.75		1,209		9,000		3,231.70	
	06	137		1,758		672.24		1,266		9,564		3,576.24	
		18	15.1	134	8.3	75.49	12.7	57	4.7	564	6.3	344.54	10.7

Internet Usage by Adult Customers

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	288		3,146		1,302.89		2,423		17,211		7,141.62	
	06	177		2,476		1,063.02		2,031		14,641		6,028.23	
		-111	-38.5	-670	-21.3	-239.87	-18.4	-392	-16.2	-2,570	-14.9	-1,113.39	-15.6
VILLAGE	05	222		3,370		1,258.59		2,257		18,085		6,726.24	
	06	166		2,687		1,041.52		2,032		15,941		6,019.06	
		-56	-25.2	-683	-20.3	-217.07	-17.2	-225	-10.0	-2,144	-11.9	-707.18	-10.5
WARR ACRES	05	194		2,863		1,048.35		1,799		15,550		5,784.80	
	06	113		2,150		865.87		1,493		13,211		5,113.62	
		-81	-41.8	-713	-24.9	-182.48	-17.4	-306	-17.0	-2,339	-15.0	-671.18	-11.6
HARRAH	05	27		278		133.09		195		1,367		606.95	
	06	12		340		172.65		162		1,619		819.55	
		-15	-55.6	62	22.3	39.56	29.7	-33	-16.9	252	18.4	212.60	35.0
JONES	05			26		13.93		17		112		57.56	
	06	1		44		22.95		21		171		87.25	
		1		18	69.2	9.02	64.8	4	23.5	59	52.7	29.69	51.6
LUTHER	05	3		66		22.04		49		405		159.03	
	06	6		130		64.71		57		441		224.58	
		3	100.0	64	97.0	42.67	193.6	8	16.3	36	8.9	65.55	41.2
NICOMA PARK	05	1		75		52.35		43		492		299.95	
	06	5		54		24.31		45		277		140.59	
		4	400.0	-21	-28.0	-28.04	-53.6	2	4.7	-215	-43.7	-159.36	-53.1
WRIGHT	05	5		308		113.21		62		1,522		537.55	
	06	4		233		77.53		58		1,159		415.83	
		-1	-20.0	-75	-24.4	-35.68	-31.5	-4	-6.5	-363	-23.9	-121.72	-22.6
TOTAL	05	2,489		37,359		14,507.08		21,249		187,540		72,586.62	
	06	1,625		31,206		12,779.70		19,841		182,504		72,927.70	
		-864	-34.7	-6,153	-16.5	-1,727.38	-11.9	-1,408	-6.6	-5,036	-2.7	341.08	.5

Internet Usage by Minor Customers

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	68		928		296.43		481		3,799		1,241.19	
	06	185		1,350		467.99		992		5,332		1,711.82	
		117	172.1	422	45.5	171.56	57.9	511	106.2	1,533	40.4	470.63	37.9
BETHANY	05	38		303		100.78		258		1,513		493.78	
	06	132		818		297.24		693		3,265		1,148.35	
		94	247.4	515	170.0	196.46	194.9	435	168.6	1,752	115.8	654.57	132.6
CAPITOL HILL	05	73		579		170.45		492		2,969		943.29	
	06	127		874		306.35		711		3,952		1,380.31	
		54	74.0	295	50.9	135.90	79.7	219	44.5	983	33.1	437.02	46.3
CHOCTAW	05	37		370		132.27		217		1,389		457.61	
	06	91		1,102		506.47		475		4,393		1,916.58	
		54	145.9	732	197.8	374.20	282.9	258	118.9	3,004	216.3	1,458.97	318.8
DEL CITY	05	36		326		112.86		324		1,827		580.35	
	06	77		697		266.17		525		3,174		1,153.98	
		41	113.9	371	113.8	153.31	135.8	201	62.0	1,347	73.7	573.63	98.8
DOWNTOWN	05	105		1,196		324.06		374		4,115		1,238.25	
	06	185		1,551		564.75		1,020		7,009		2,344.70	
		80	76.2	355	29.7	240.69	74.3	646	172.7	2,894	70.3	1,106.45	89.4
EDMOND	05	91		806		237.59		577		3,663		1,156.79	
	06	223		1,277		426.24		1,186		5,249		1,667.23	
		132	145.1	471	58.4	188.65	79.4	609	105.5	1,586	43.3	510.44	44.1
MIDWEST CITY	05	94		867		279.79		695		3,973		1,238.57	
	06	266		2,504		884.36		1,576		9,417		3,196.75	
		172	183.0	1,637	188.8	604.57	216.1	881	126.8	5,444	137.0	1,958.18	158.1
RALPH ELLISON	05	61		597		179.39		420		3,582		1,142.02	
	06	62		736		228.14		495		3,894		1,264.49	
		1	1.6	139	23.3	48.75	27.2	75	17.9	312	8.7	122.47	10.7

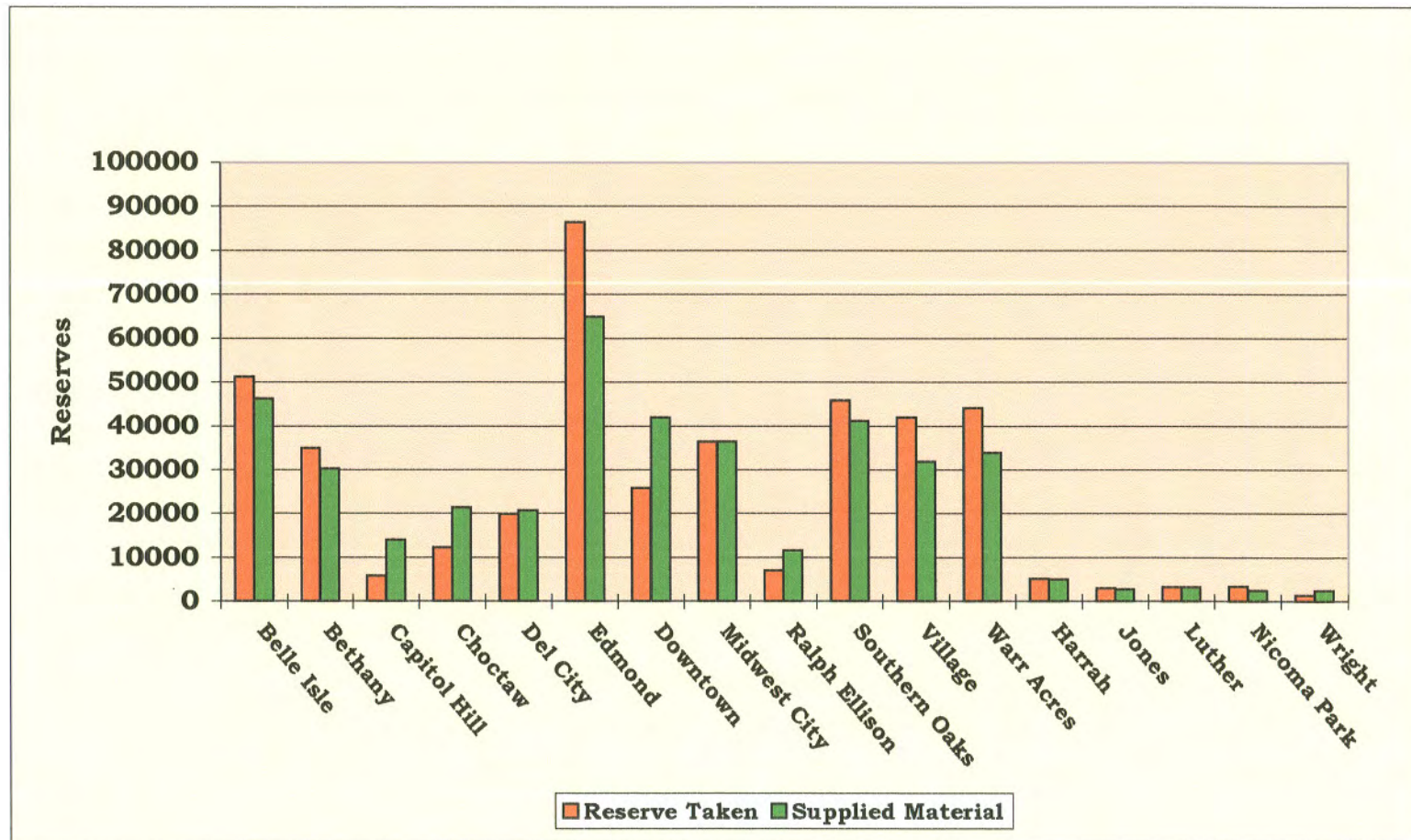
Internet Usage by Minor Customers

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	124		958		296.90		739		4,714		1,511.87	
	06	265		1,770		631.67		1,385		7,140		2,506.30	
		141	113.7	812	84.8	334.77	112.8	646	87.4	2,426	51.5	994.43	65.8
VILLAGE	05	79		513		139.96		517		2,660		767.26	
	06	167		1,337		476.32		1,016		5,803		2,045.12	
		88	111.4	824	160.6	336.36	240.3	499	96.5	3,143	118.2	1,277.86	166.5
WARR ACRES	05	53		390		101.63		364		2,160		598.99	
	06	185		1,225		440.31		873		5,225		1,713.91	
		132	249.1	835	214.1	338.68	333.2	509	139.8	3,065	141.9	1,114.92	186.1
HARRAH	05	14		107		35.78		69		570		206.96	
	06	24		134		81.76		103		474		261.66	
		10	71.4	27	25.2	45.98	128.5	34	49.3	-96	-16.8	54.70	26.4
JONES	05	1		3		.86		10		56		19.72	
	06	4		46		25.41		16		80		45.98	
		3	300.0	43	1433.3	24.55	2854.7	6	60.0	24	42.9	26.26	133.2
LUTHER	05	4		34		8.66		46		215		65.70	
	06	12		126		32.90		59		444		135.34	
		8	200.0	92	270.6	24.24	279.9	13	28.3	229	106.5	69.64	106.0
NICOMA PARK	05	1		37		17.97		27		266		118.97	
	06	6		78		46.77		38		265		125.94	
		5	500.0	41	110.8	28.80	160.3	11	40.7	-1	-.4	6.97	5.9
WRIGHT	05	3		41		22.73		21		177		90.34	
	06	1		64		39.18		33		235		134.91	
		-2	-66.7	23	56.1	16.45	72.4	12	57.1	58	32.8	44.57	49.3
TOTAL	05	882		8,055		2,458.11		5,631		37,648		11,871.66	
	06	2,012		15,689		5,722.03		11,196		65,351		22,753.37	
		1,130	128.1	7,634	94.8	3,263.92	132.8	5,565	98.8	27,703	73.6	10,881.71	91.7

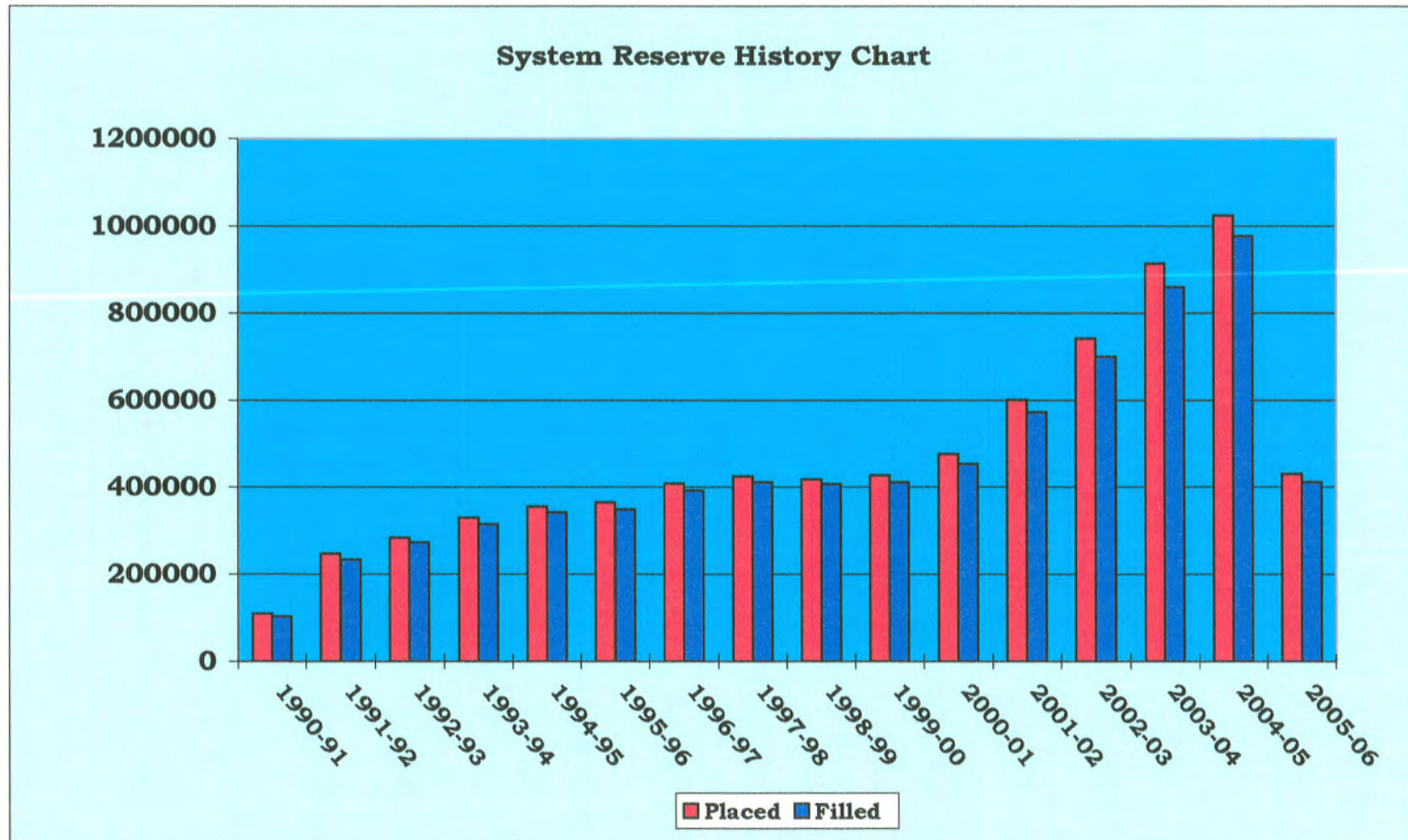
System Reserve Report

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)



System Reserve Report

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)



System Reserves Report

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	05	9,815	53,292		9,851	51,378	
	06	9,143	51,153		8,894	48,847	
		-672	-2,139	-4.0	-957	-2,531	-4.9
BETHANY	05	7,279	38,957		7,295	37,318	
	06	6,690	35,008		6,594	33,478	
		-589	-3,949	-10.1	-701	-3,840	-10.3
CAPITOL HILL	05	1,377	7,719		1,342	7,418	
	06	1,207	5,837		1,144	5,661	
		-170	-1,882	-24.4	-198	-1,757	-23.7
CHOCTAW	05	2,798	13,662		2,643	12,934	
	06	2,094	12,228		2,059	11,734	
		-704	-1,434	-10.5	-584	-1,200	-9.3
DEL CITY	05	3,747	19,245		3,582	18,701	
	06	3,877	19,941		3,686	19,116	
		130	696	3.6	104	415	2.2
EDMOND	05	15,978	82,327		15,203	79,158	
	06	15,955	86,374		15,654	83,101	
		-23	4,047	4.9	451	3,943	5.0
DOWNTOWN	05	4,966	18,983		4,737	17,189	
	06	4,728	25,813		4,551	24,146	
		-238	6,830	36.0	-186	6,957	40.5
MIDWEST CITY	05	7,485	38,047		7,135	36,370	
	06	7,295	36,384		6,993	34,412	
		-190	-1,663	-4.4	-142	-1,958	-5.4
RALPH ELLISON	05	1,487	7,641		1,432	7,362	
	06	1,324	6,990		1,251	6,693	
		-163	-651	-8.5	-181	-669	-9.1
SOUTHERN OAKS	05	9,144	47,828		8,913	45,581	
	06	8,300	45,892		8,084	43,580	
		-844	-1,936	-4.0	-829	-2,001	-4.4
VILLAGE	05	7,702	42,661		7,568	41,015	
	06	7,560	41,924		7,446	39,625	
		-142	-737	-1.7	-122	-1,390	-3.4
WARR ACRES	05	7,798	42,218		7,665	40,495	
	06	8,337	44,156		7,929	42,279	
		539	1,938	4.6	264	1,784	4.4

System Reserves Report

July 1, 2005 through November 30, 2005 (41.67% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	1,228	5,372		1,237	5,138	
	06	1,132	5,194		1,036	4,990	
		-96	-178	-3.3	-201	-148	-2.9
JONES	05	596	3,317		618	3,248	
	06	420	3,048		475	3,101	
		-176	-269	-8.1	-143	-147	-4.5
LUTHER	05	639	2,739		611	2,547	
	06	759	3,352		740	3,126	
		120	613	22.4	129	579	22.7
NICOMA PARK	05	588	3,035		600	3,043	
	06	698	3,373		631	3,283	
		110	338	11.1	31	240	7.9
WRIGHT	05	562	2,241		517	2,170	
	06	259	1,369		269	1,328	
		-303	-872	-38.9	-248	-842	-38.8
BOOKS-BY-MAIL	05	520	2,367		502	2,290	
	06	523	2,782		522	2,700	
		3	415	17.5	20	410	17.9
TOTAL	05	83,709	431,664		81,451	413,370	
	06	80,301	430,825		77,958	411,208	
		-3,408	-839	-.2	-3,493	-2,162	-.5

Annual Statistical Report



**Metropolitan Library System
FY 04-05**

**Prepared by Planning Services
November 2005**

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Introduction

The Metropolitan Library System envisions a future in which all the people of Oklahoma County have equitable access to an information-rich environment of library resources.

The Metropolitan Library System experienced many changes during the past fiscal year. The library continued to see increases in circulation, reserves, and library users. The addition of new materials, formats, and technology is exciting to the system. Staff reconfiguration and training also plays a vital role in these changes. Exciting changes continued to occur structurally as well, including the addition of the new downtown library and upgrades to various agency locations along with the planning of a new library location to open in 2008. It is a fun time to work for the Metropolitan Library System.

Many press releases have been written this year describing these changes. Below are some excerpts that encapsulate the year in review.

In a press release describing the changes to the library system and the role the library plays in the community.

*Donna Morris stated, "In just 40 years our System has grown from one city-based System with three branches to the largest public library system in Oklahoma, a county-wide System with 17 facilities and a \$24-million operating budget. While change isn't always easy, we understand its need," Morris added. "New facilities, improvements and technology are all part of our operation now, and they will continue to be our focus as we move ahead in the coming years."*¹

These changes included the addition of the new Ronald J. Norick Downtown building. The new building experienced a monumental book passing when the public joined members of the library staff from all over Oklahoma County for a symbolic book passing that stretched from the old building at 131 Dean A. McGee to 300 Park Avenue. The grand opening drew more than 2,000 people downtown, with another 1,000 participants coming from local businesses. The distance the book passing covered was approximately eight blocks.²

Another change that occurred within the Metropolitan Library System was the addition of the deputy director positions.

*Lloyd Lovely, newly appointed Deputy Executive Director of Finance and Support stated in response to his promotion "I've found that the Metropolitan Library System has many talented, hard-working people who challenge each other to make the Library the best it can be. Everyone associated with the System - and that includes the customers, the volunteers and the employees - are dedicated to improvement, and that, more than anything else, makes the Library a great place to work."*³

Circulation of library materials continued to increase this year. Donna Morris discussed this topic in a press release in 2005. She stated that this increase might be due to the greater number of library events that people attend.

*"People sometimes tend to forget that their public library has more to offer than books. We also present a variety of events all year long. [And] when people come to the library for events they get a taste of all of our services and see everything we have that they can check out to enjoy at home." She concludes, "Our mission is to have something for everyone."*⁴

Improving our services through adding to the current technology is another endeavor of the library system. The addition of wireless internet service in August of 2005 will add a needed service to our customers. During the end of fiscal year 2004-2005 staff of the Metropolitan Library System worked to upgrade the system to handle this new addition to the libraries.

*"We see this [wireless internet capability] as a new service for our customers," said MLS Deputy Executive Director Jimmy Welch, "and one that is easily justified - given the waiting lines for computers at many of our libraries. "We're pleased to be among the front runners in bringing this new technology to the public."*⁵

As you can see from the report that follows, the library continues to be responsive to customers needs. Increases continue to occur in all areas of the library. Changes are occurring that will continue to accommodate the needs of customers and the community.

The *Annual Statistical Report* provides a glimpse into some of the services at the Metropolitan Library System. It is not comprehensive and in no way tries to measure everything we do as an organization. The information provided is used as a tool for planning the future of Metropolitan Library System. The future is exciting.

If you have further questions regarding this report, feel free to contact Planning Services

Borrowers

This past fiscal year, the Metropolitan Library System issued new library cards to over 47,000 people, an increase of approximately 10.6%. The number of registered borrowers increased by 13,000, or 3.5%, while active borrowers increased by 6.4% to 39% (Figures 1 & 2).

MLS Registered and Active Cardholders

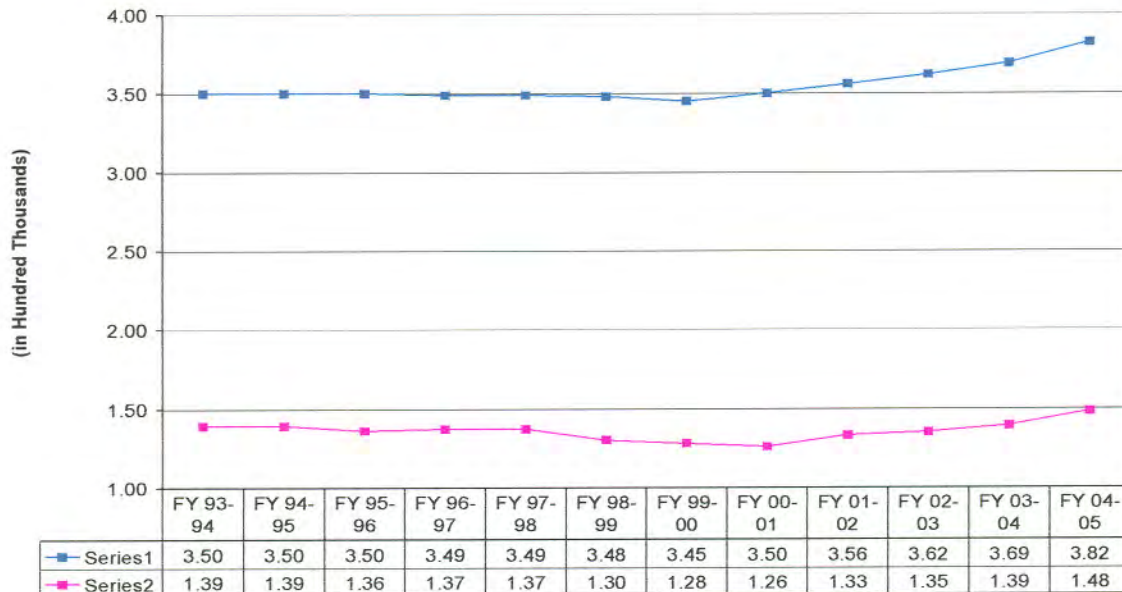


Figure 1: Registered (received last 5 years) and active (used last 3 years) cardholders fiscal year

New Cards Issued

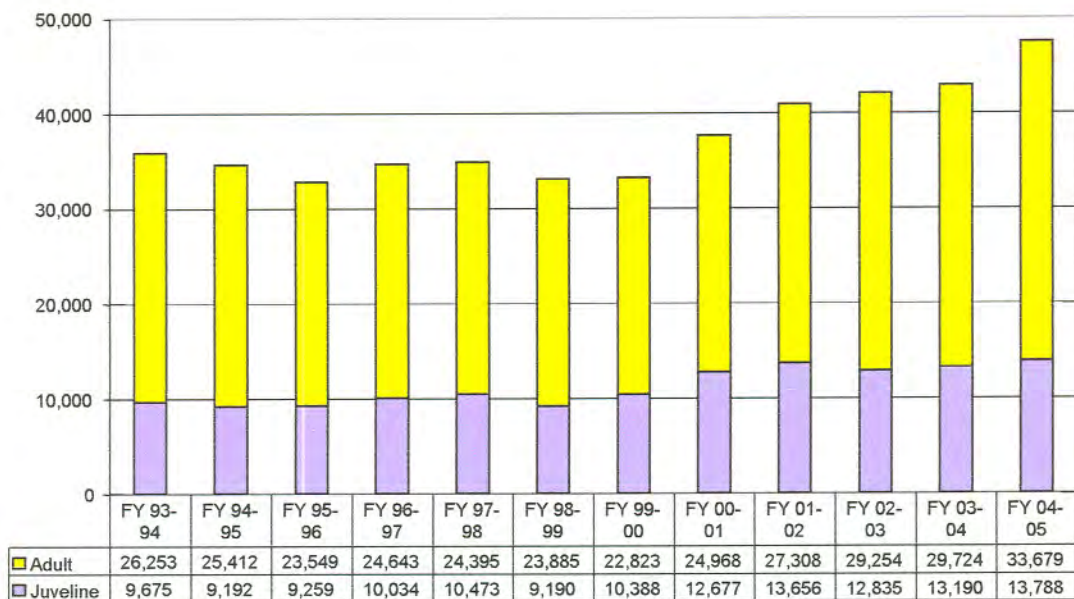


Figure 2: New card holders by fiscal year

Materials Collection

At the end of FY 04-05 the number of items listed in our catalog reached 1,098,546 which is a 2.97% increase from the end of FY 03-04. The total number of cataloged titles for FY 04-05 was 230,694, an increase of 4.67% over last fiscal year (see Figure 3).

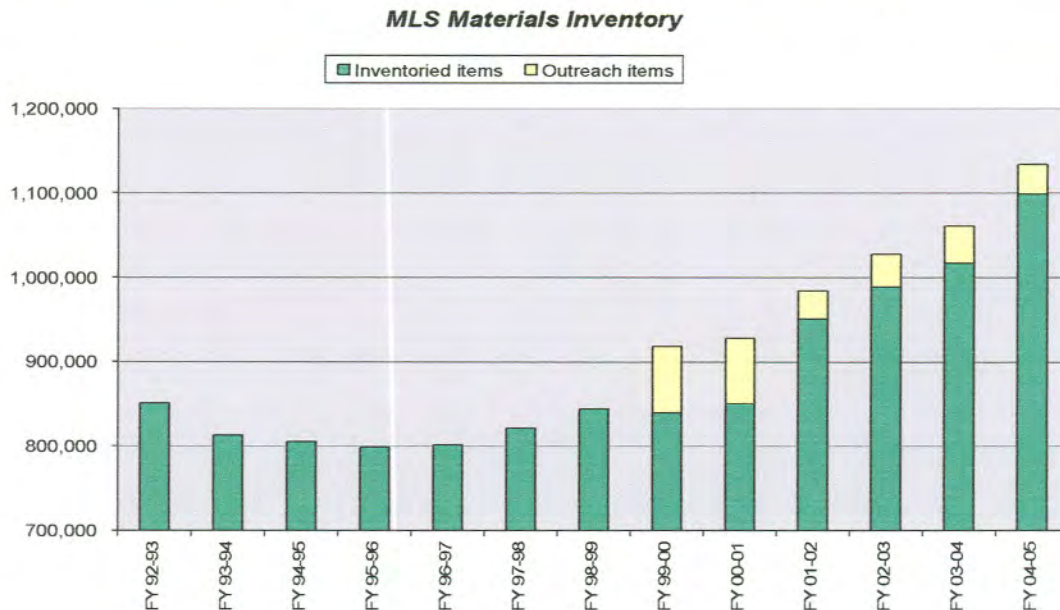


Figure 3: MLS Materials inventory by fiscal year

Books represent the largest portion of our collection as shown by Figure 4. Compact discs increased from 2.7% in FY03-04 to 3.0% in FY04-05. DVD's were added to the collection during FY 04-05. DVD's are not yet available for circulation for FY 04-05. However, time has been spent by staff to order and catalog these items. Thus the base number is small, 523; we anticipate yearly increases to this collection.

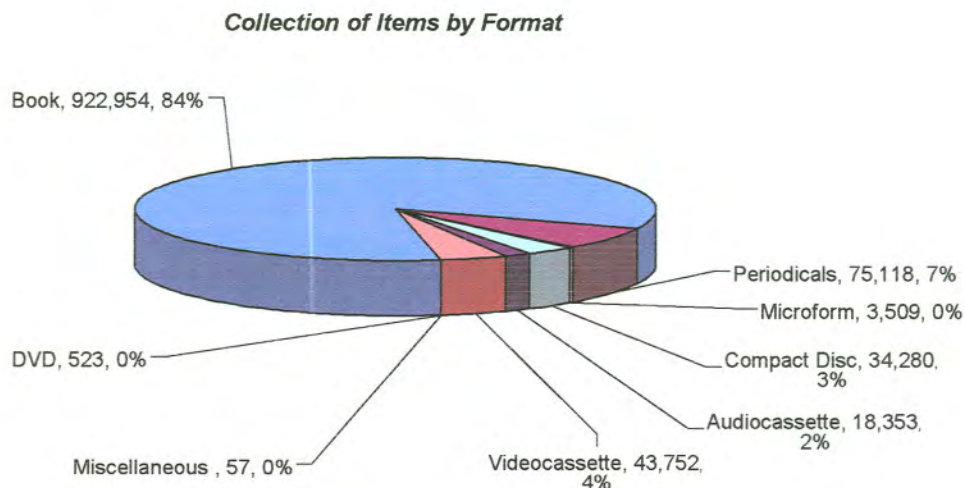


Figure 4: Collection of materials at MLS

Adult level material comprises about two-thirds of our collection as shown by Figure 5.

Collection of Items by Reading/ Interest Level

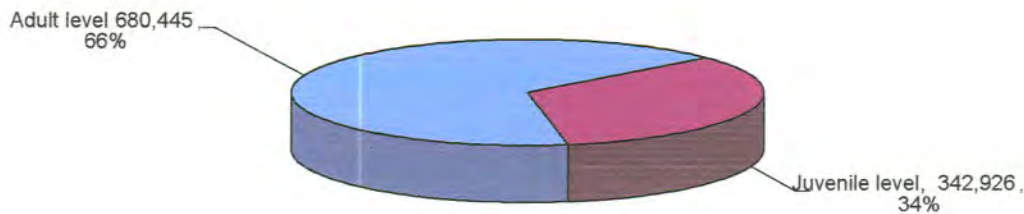


Figure 5: Collection of materials by interest level of readers

Circulation of Our Collection

Circulation has grown dramatically over the past five years. Circulation increased to 6.08 million items during FY04-05. This is an increase of 347,002 items over FY03-04, a 5.9% increase. Thus, we have experienced an increase in circulation of over 1.6 million items, which represents a 36% increase again this fiscal year (see Figures 6 & 7).

MLS Circulation 20 Year History



Figure 6: MLS circulation 23 fiscal year history in millions

MLS Circulation 5 Year Actual

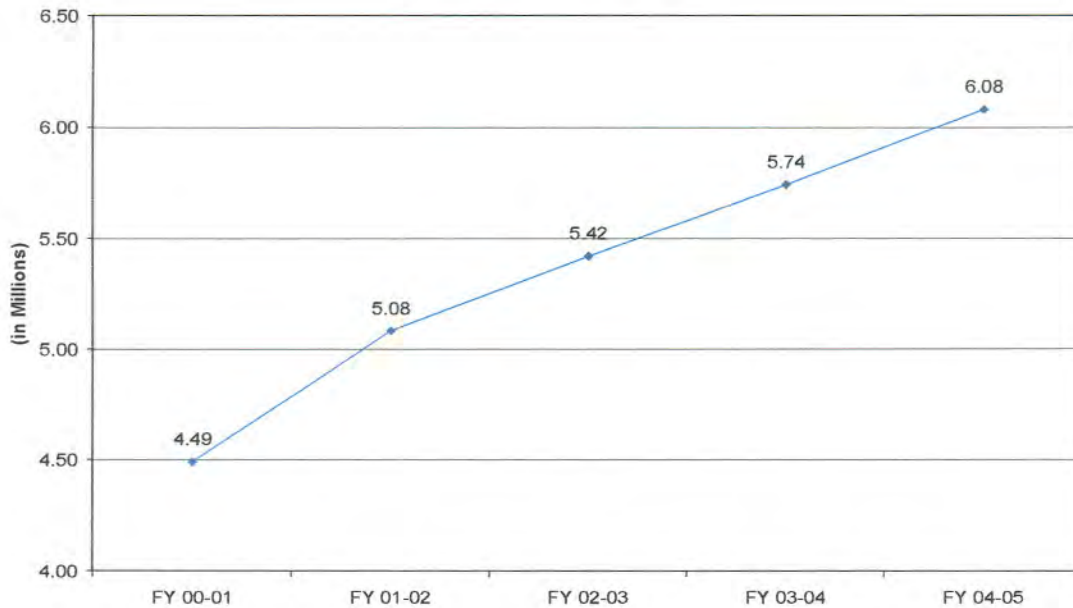


Figure 7: MLS circulation last five fiscal years in millions

Last year, the Metropolitan Library System included a five-year forecast of circulation. As you will note the projected numbers for FY 04-05 were an exact match of FY 04-05's increase in circulation (6.08 projected and actual from Figures 7 & 8). With this increase, we can expect to see the future circulation numbers climb as well. Although this will continue to challenge the staff of MLS, we look forward to the future as we continue to strive to meet the needs of the customers of Oklahoma.

MLS Circulation (5 Year Actual / 5 Year Forecast)

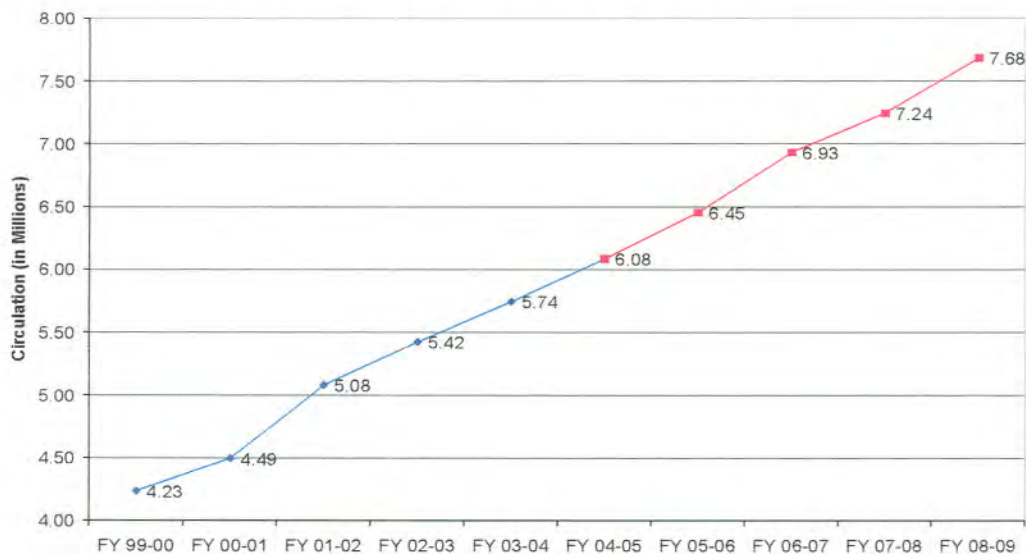


Figure 8: Reprinted from FY03-04 Annual Statistical Report showing projected increases in circulation.
(Note: Forecast based on 6% increase in circulation)

Figure 9 provides the adult-level material contained 67% of our circulation numbers with juvenile materials circulating at 33%. Although books continue to comprise most of the circulation utilized by customers, videocassettes and compact discs continue to increase. The addition of DVD's next fiscal year will provide customers with a new form of media to check out. The Metropolitan Library System anticipates the circulation of these materials to increase and has implemented a 7 day borrower policy in order to ensure all customers have equal access to these materials (see Figure 10).

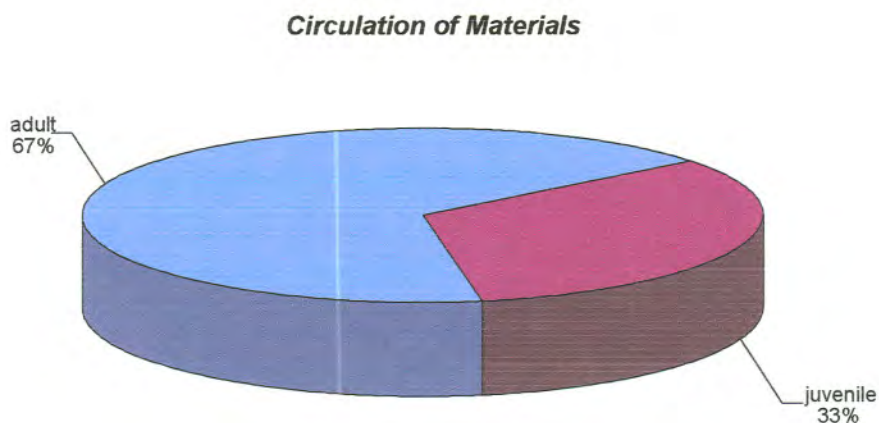


Figure 9: Circulation of materials by interest level

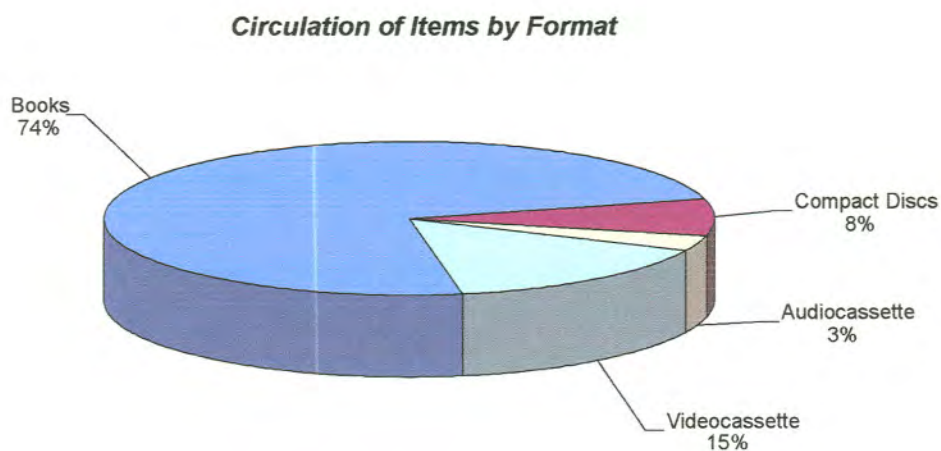


Figure 10: Circulation of materials by format

Reserves

Customers and/or staff (for themselves or customers) often use CyberMARS to reserve items in the collection. The number of reserves increased by 109,531 items during the last fiscal year, representing an eleven (11%) percent increase in items placed on the reserve list by customers.

Figure 11 below represents the number of requests taken and filled by the Metropolitan Library System during FY 04-05. About 95% of the customers' reserves are filled overall, however the Metropolitan Library System actually fills about 99% when we subtract 47,059 reserves from those taken due to customer cancellations.

The Metropolitan Library System committee continues to work on developing a model to increase reserve efficiency and decrease staff time required for processing the reserves.

Reserves Taken and Filled

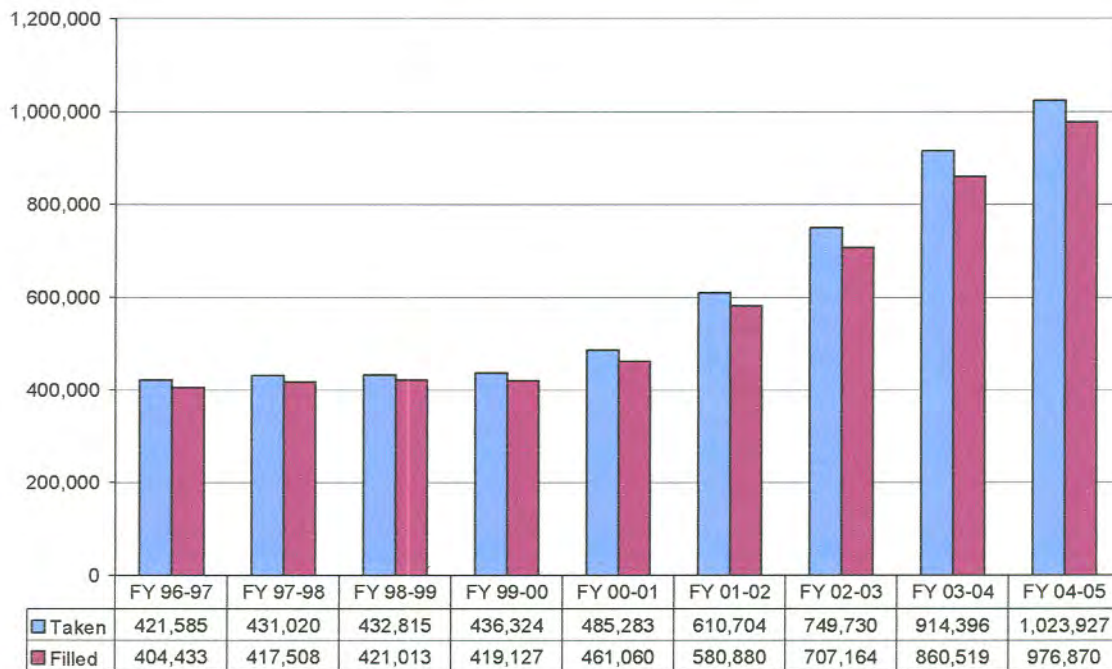


Figure 11: Reserves Taken and filled comparison by fiscal year

Interlibrary Loan

Libraries often do not have all of the requested materials by customers in their collections. When this occurs, the Interlibrary Loan (ILL) system is used. ILL helps to meet customers' needs by providing libraries with materials not owned by a specific agency or system. The Metropolitan Library System participates in two Interlibrary Loan programs:

- Online Computer Literacy Center (OCLC), a national system; and
- Oklahoma Library Technology Network (OLTN), a system within the state of Oklahoma.

We initiated 4,337 requests for material that the library did not own from other libraries. This was a decrease of 176 requests compared to FY 03-04 (see Figure 13). Of these requests, 75% were filled from other libraries.

The Metropolitan Library System continues to provide materials to other libraries as a lender. During FY04-05, we received 19,668 requests for material from OCLC, an 11% increase (see Figure 12). Of these requests, the Metropolitan Library System fills about 26% of the requested materials.

OLTN/Autographics requests for material during 2005 decreased by 845 requests to 5,640. Statistics are not kept regarding the OLTN/Autographics fill rate, however, estimates range from one-third to one-half of requests received. OLTN/Autographics data is summarized by calendar year.

OCLC Interlibrary Loan (MLS as Lender)

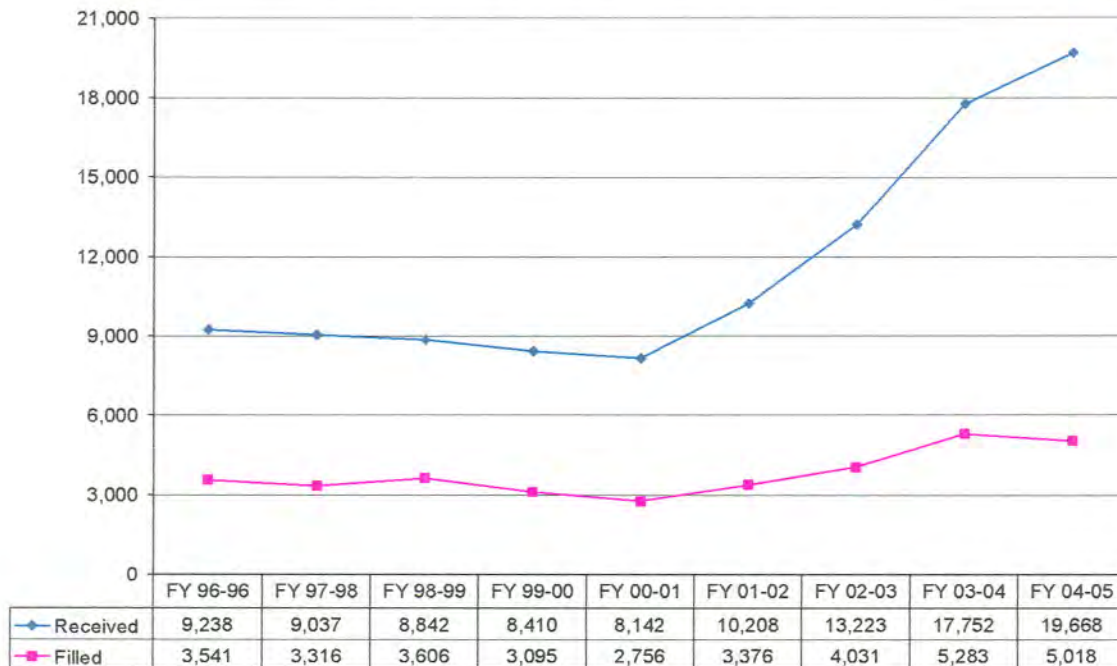


Figure 12: OCLC interlibrary loan (MLS lender) by fiscal year

OCLC Interlibrary Loan (MLS as Borrower)



Figure 13: OCLC interlibrary loan (MLS borrower) by fiscal year

OLTN/Autographics Requests for Materials

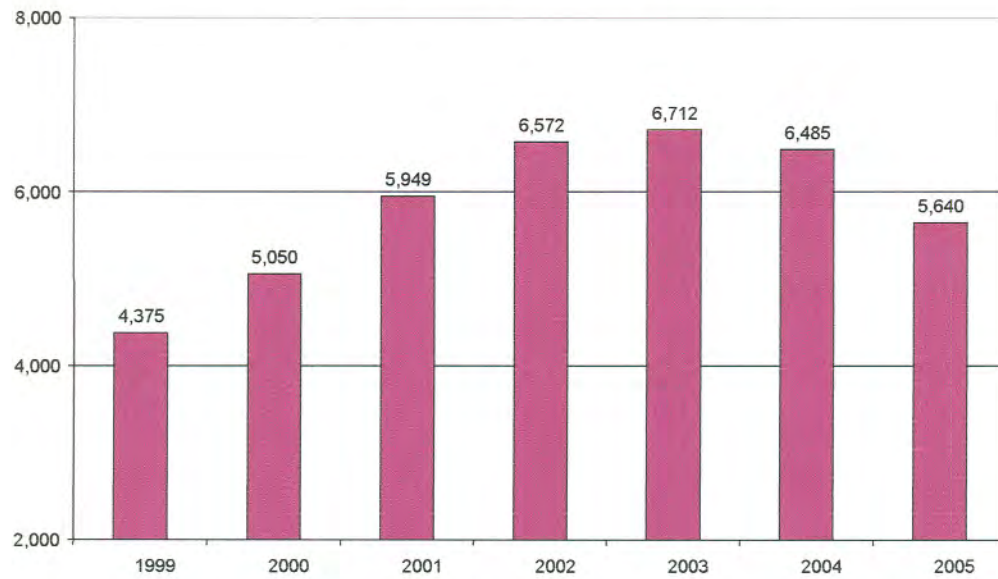


Figure 14: OLTN autographic requests for materials

Electronic Materials Collection

The Library subscribes to several electronic resources (also referred to as databases). Electronic resources are subscription services accessible via the Internet, making this information available 24 hours a day.

These electronic resources provide information on a wide variety of topics for our customers. Figure 14 breaks down the various databases available to customers. Every year Metropolitan Library System continues to add databases to the customer resources.

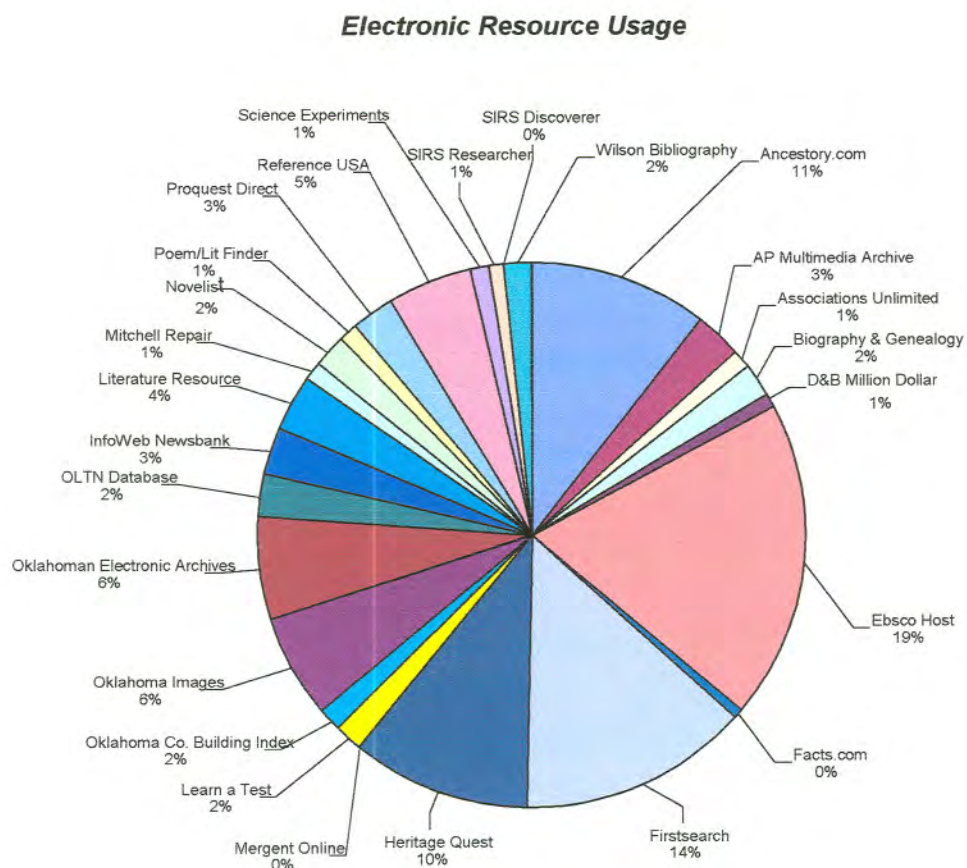


Figure 14: Electronic database usage

Figure 15 provides a snapshot of the databases added during FY 04-05. Some of these databases like Sanborn maps have only been available for two months while others like Books-in-Print Pro have been available for over half of the fiscal year.

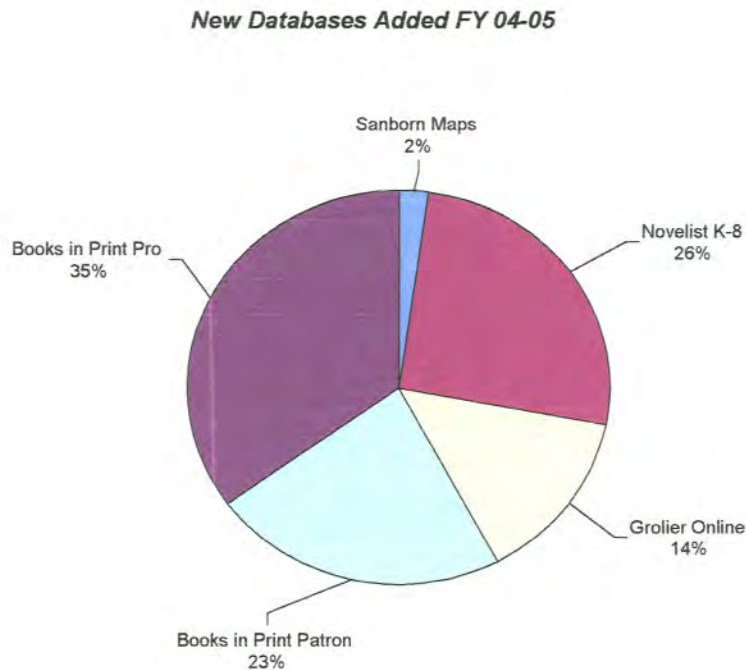


Figure 15: New databases added during fiscal year

Internet Activities

Library computers provide many services to our customers. These services include the computerized library catalog (CyberMARS), the Internet including the Metropolitan Library System website, access to email, database research, and games. While utilizing CyberMARS, customers can view their borrower record, place items on reserve lists, and access subscription electronic resources. Three million, four hundred nineteen thousand, six hundred and forty-eight (3,419,648) individuals utilized the CyberMARS search function. Additionally, two million, one hundred thirty-four thousand, eight hundred and fifty-eight (2,134,858) users logged onto CyberMARS during FY 04-05.

Free public Internet access continues to be utilized by customers. Two hundred forty-two thousand and six (242,006) customers scheduled individual Internet time during the fiscal year. The library's website www.metrolibrary.org offers 17 different web services. During the last fiscal year this website was visited 548,666 times by customers, a 31% increase over FY 03-04 visits.

Along with these features, library computers continue to be used for word processing, spreadsheets, and other office productivity software. Computers are available in many of

the children's areas at the various agencies. These computers include links to educational games and encyclopedia software. Children's computers are placed on child size tables with child size chairs in order to invite the children to utilize these services. Many of these computers provide headsets in order for the children to hear the instructions without disturbing other customers.

Internet access continues to be very popular. Next fiscal year, the Metropolitan Library System is adding wireless internet to better serve customers. The figures below represent the number of internet hours logged by customer type (Figure 16) along with the number of unique customers who utilized the services (Figure 17).

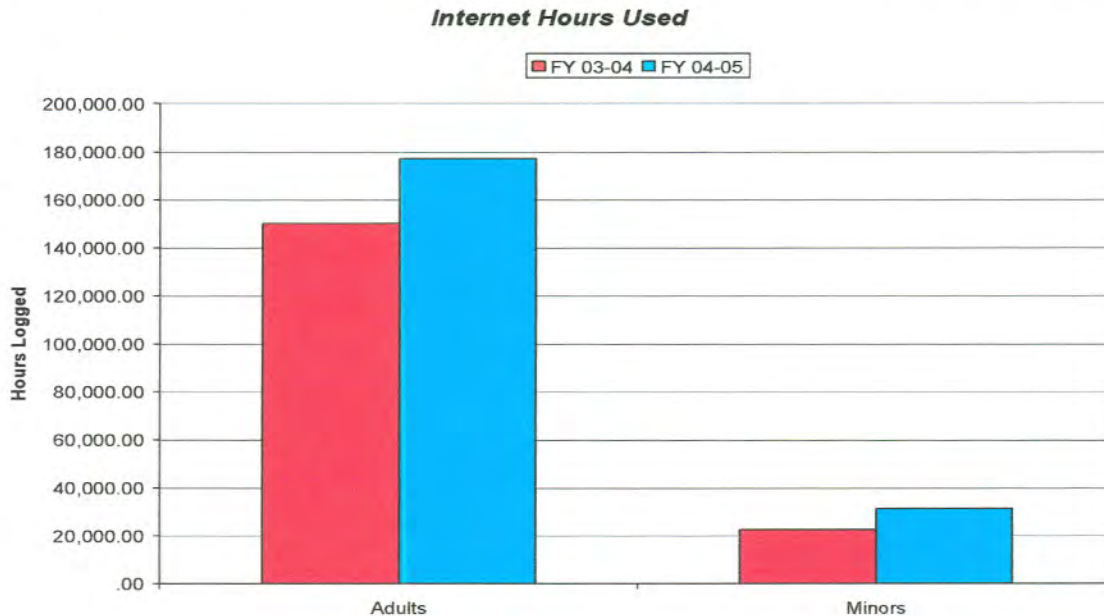


Figure 16: Internet Hours calculated by users

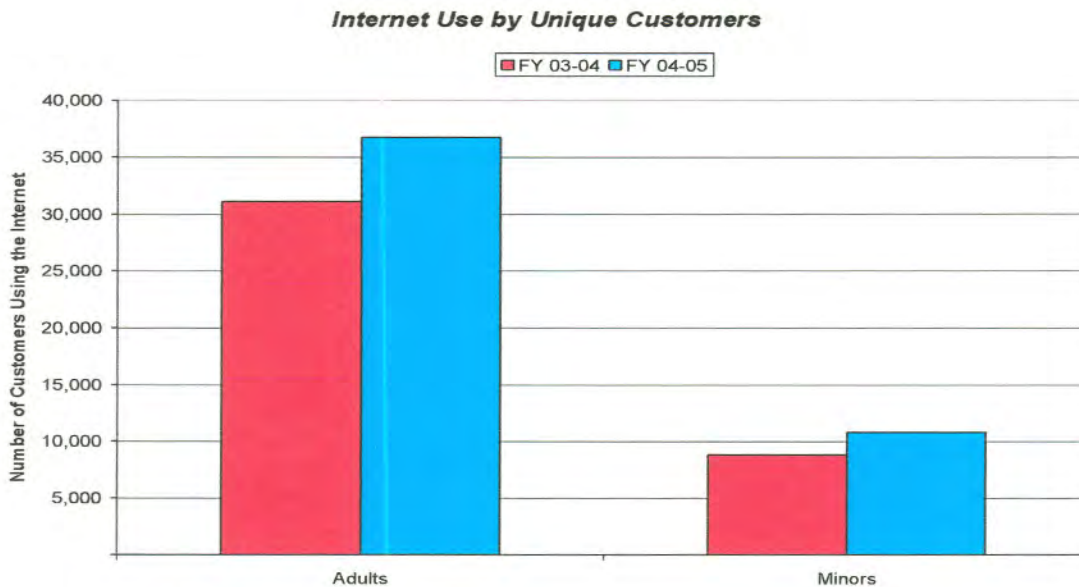


Figure 17: Internet use by customer type

Events

Program attendance for the past fiscal year reached 163,417 customers (see Figure 18). Children attendance reached 73,704 for juvenile programs while adult attendance reached 66,890 customers. Many events are available for various age groups (see Figure 19). Some of the children and/or teen programs held by the various agencies include StoryTime, Toddler Aerobics, Teen Read Week, and the Summer Reading Program. StoryTime attendance reached 22,823 customers in FY 04-05. The Summer Reading participation was once again strong. Over 15,000 children and teens participated this year in the Summer Reading Program. This program continues to bring in new families each year. Teen participation in Summer Reading reached record levels for FY 04-05. The Metropolitan Library System is optimistic that as the program continues to be simplified, enrollment and finishers will continue to increase yearly.

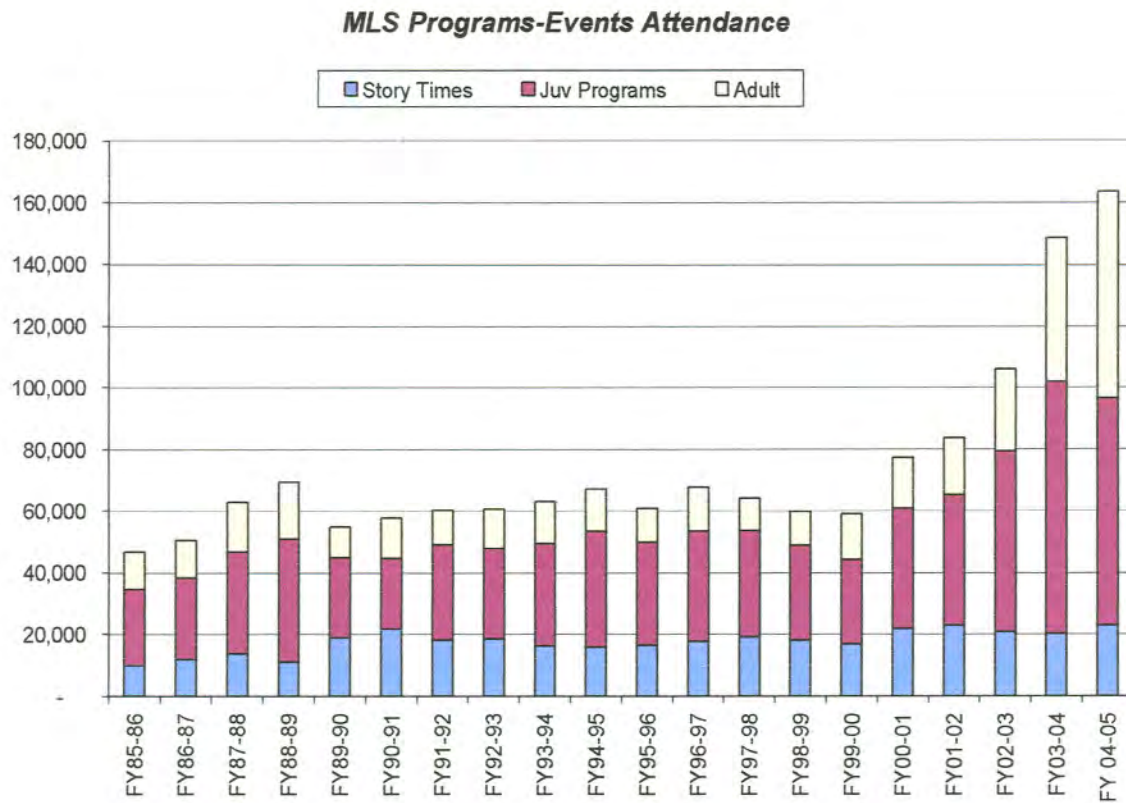


Figure 18: MLS Program and events attendance by fiscal year

Programs by Customer Base

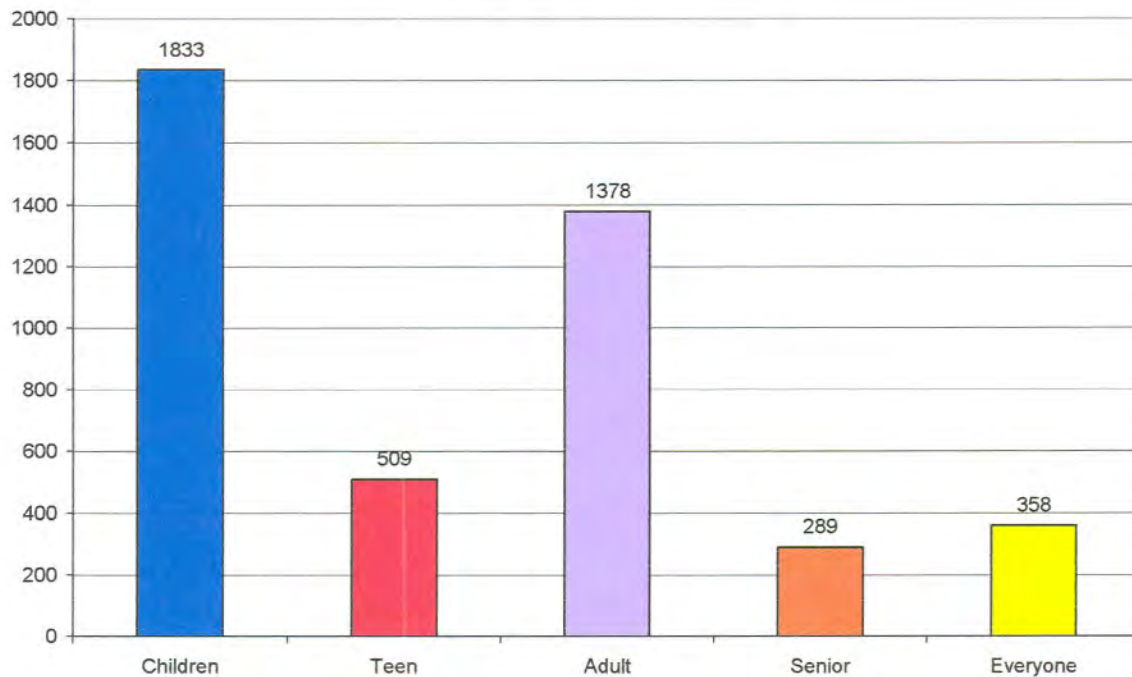


Figure 19: Total MLS programs by type of program available

Staff Training

Metropolitan Library System staff utilized various training opportunities throughout the past fiscal year. Many courses are available for attendance through Metro U (the internal training unit) as well as outside community partners. The range of courses available for attendance helped employees understand the essential skills for library operations including courses such as V-circ and Got Cards? as well as teaching effective customer service skills, communication, and listening skills.

Another essential piece of training includes state mandated safety training. All full-time employees must attend a minimum of 30 minutes of safety training each quarter, with new employees required to attend one hour during their first quarter of employment. Safety training is provided as a preventative method to help decrease work related injuries and claims.

FOCUS! (Focusing On Creating US!) is the annual staff development day. The conference was held at the Clarion-Meridian Convention Center in Oklahoma City in FY 04-05. The day provides staff from across the system the opportunity to network, visit, and learn from one another. Total staff attendance at last years **FOCUS!** was 275 employees. METROPOLITAN LIBRARY SYSTEM employed 209 full-time staff during the past fiscal year. Since **FOCUS!** is required for all full-time staff, approximately 35% of the part-time employees attended **FOCUS!**

Summary

Exciting things happened at the Metropolitan Library System during the past year. Metropolitan Library System employees are working diligently to provide quality customer service while building community partners with various agencies. Our efforts to increase community awareness of resources can be seen in the various marketing campaigns and newspaper articles that spotlight the library. Providing customers with the newest products (the addition of DVD's) and increasing our technology (adding wireless internet connections) continues to advance the mission of the Metropolitan Library System.

Staff training continues to be an essential part of the Metropolitan Library System as well. Opportunities for learning, growth, mentoring, and coaching continue to excite library staff. Many full-time employees who hold diverse roles in the system also volunteer to serve as faculty for Metro U. This diversity allows for continual learning to occur. **FOCUS!** continues to be a highlight of employee development within the Metropolitan Library System.

The new Ronald J. Norick Downtown Library located at 300 Park Avenue opened on August 17, 2004. The new library has shown increases in the utilization of most areas of the facility. The building added more space for materials (77,500 Sq. Ft.), longer operating hours (70 hours per week), and more public computers (35) enhance the environment for customers. The grand opening festivities were helpful in providing information to the public.

With the success and opening of the new downtown location, the Metropolitan Library System continues to work in the plans for remodeling several libraries in our system including Capitol Hill, Ralph Ellison, and Southern Oaks. We also continue planning efforts for the incorporation of the new Northwest Library which is scheduled to open in 2008.

Footnotes

References to press release articles during the past fiscal year provided at www.metrolibrary.org.

- 1) http://www.metrolibrary.org/LibNewsArchive/2005/library_release_2004ar_2005-02.htm
- 2) http://www.metrolibrary.org/LibNewsArchive/2004/pass_history2004_07.htm
- 3) http://www.metrolibrary.org/LibNewsArchive/2005/library_announce_promotions_2005-01.htm
- 4) http://www.metrolibrary.org/LibNewsArchive/2005/circulation_hits_6million_2005-07.htm
- 5) http://www.metrolibrary.org/LibNewsArchive/2005/library_add_wi-fi_hotspots.htm

EXECUTIVE DIRECTOR'S REPORT

DECEMBER 2005

LIBRARY MANAGER APPOINTMENTS

LaVetta Dent has been selected from an outstanding field of in-house applicants as the new library manager of the Village Library. LaVetta has been with the system since 1985 and has held a variety of jobs during her tenure with MLS. She was a traveling library assistant, circulation clerk, children's librarian and most recently the Children's Services Coordinator in the Outreach department. Congratulations, LaVetta.

Mary Patton, long time library manager at the Warr Acres Library has been appointed for 6 months as the provisional library manager at the Ronald J. Norick Downtown Library. We appreciate Mary's willingness to take over this position for the next few months.

HOLIDAY PROGRAMS SPARKLE ACROSS THE COUNTY AT MLS LIBRARIES

Pick up a copy of the December Calendar of MLS activities which detail many of the exciting Holiday programs that will be enjoyed by library customers during this month. Some of the noteworthy events include jazz concerts, Kwanzaa celebrations, Hanukkah events, holiday songs and stories, holiday crafts and wrapping and a variety of holiday displays and storytelling.

Go check out the holiday fun at your local library!

OPENING NIGHT REMINDER

Jazz musician, Amos Cunningham, will be the featured performer in the atrium of the Ronald J. Norick Downtown Library as part of Oklahoma City's Opening Night event. Performances are scheduled at 7:30, 8:30, 9:30 and 10:30 p.m. Sets will last for 45 minutes.

HOLIDAY SCHEDULE REMINDER

All MLS libraries will be closed from Friday, December 23 through Monday, December 26 for the Christmas holidays. Libraries will re-open on Tuesday, December 27.

For the New Year holiday, libraries will close at 5pm on Saturday, December 31 and will re-open on Tuesday, January 3rd.

HAPPY HOLIDAYS TO ALL!

DIRECTOR OUTREACH ACTIVITIES

- Attended Leadership OKC Class
- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee
- Attended ODL Board Meeting
- Will be attending OLA Program Committee/Executive Board Meeting
- Will be attending PLDC Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

ANNUAL DOLL & STUFFED ANIMAL PARADE (AGES 4-12)

January 7, 2-3:30 p.m., Del City Library

Children are invited to bring a favorite doll or stuffed animal and march in our annual parade. We'll have a ribbon for each child who participates and refreshments for all.

"CELEBRATING MARTIN LUTHER KING, JR."

January 9, 6:30-7:30 p.m., Ralph Ellison Library

During our celebration of the legacy of Martin Luther King, Jr., Dr. Nettie Fisher of Langston University will share memories of the great civil rights leader and the movement he inspired. Refreshments.

"LET'S TALK ABOUT MUSIC": THE MID-AMERICA STRING QUARTET

January 10, 6-7 p.m. - Village Library

As part of the Oklahoma City Philharmonic's "Let's Talk About It" series, the Village Library will present an evening concert.

KNIT & CHAT

January 11 & 18, 2-3 p.m., Choctaw Library

You bring the knitting needles (we suggest No. 10s for beginners), and we'll supply the yarn for a small knitting project.

DISASTER PREPAREDNESS

January 13, 3-4:30 p.m., Capitol Hill Library

In this American Red Cross program, participants will learn what they can do to prepare for a natural or manmade disaster.

PIANIST WAYNE MCEVILLY PRESENTS THE COMPLETE SONATAS OF MOZART

January 22, 1-5:30 p.m., Midwest City Library

Oklahoma City pianist Wayne McEvilly will spend the afternoon filling the library with the music of Mozart. McEvilly's entire performance will be done from memory. Come for all of it - or some of it!

"LET'S TALK ABOUT MUSIC": DUETS FOR THREE

January 29, 2-3 p.m., Belle Isle Library

In this concert, members of the Oklahoma City Philharmonic will not only perform but also talk about the important role music plays in our lives. Joining us will be: John Arnold on violin, Donna Cain on viola, and John Schimek on double bass.

MICHAEL BLACK: IRISH TENOR

January 29, 2-3 p.m., Downtown Library

A member of Ireland's foremost family of song, Michael Black will entertain with the clear, tenor voice that critics describe as "exhilarating" and "nothing short of stunning." He will accompany himself on guitar, banjo, and base mandolin. Co-sponsor: Irish Arts Oklahoma.