

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 16, 2006, 3:30 p.m.

Village Library

10307 N. Penn

Oklahoma City, OK 73120

(Telephone: 755-0710)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #64 – 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 (#65 - #67)

- Document #65 – Approval of Minutes of January 19, 2006 Meeting
- Document #66 – Acceptance of Review of Expenditures for January 2006
- Document #67 - Approval of Contract Awards and Purchases
 - Item A: Purchase of Charles Alan Furniture
 - Item B: Renewal of Public Officials' and Employee's Liability Insurance

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #68 – Discussion, Consideration, and Possible Action: Report and Recommendation - Special Committee meeting, January 31, 2006 – Scott Duncan, Chair

4:10 – 4:15 pm SPECIAL PRESENTATIONS

- *The new MLS Internet website* – Teresa Goggins, Webmaster, Planning
- *Friends of the Metropolitan Library System's 2006 Book Sale* – Jo Duncan, Booksale Chair - Volunteers

4:15 – 4:30 pm INFORMATION REPORTS

- Document #69 – MLS January 2006 Circulation Report
- Document #70 – MLS January 2006 Internet Usage Report
- Document #71 – MLS January 2006 System Reserve Report

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

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

- Request by Commission Chair for 2006 MLC Standing Committee assignments

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, March 16, 2006

Choctaw Library, 2525 Muzzy., Choctaw, OK 73020

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 February 2006:

<u>Employees</u>	<u>Years of Service</u>
Denesa C. Yost, Circulation Clerk, Warr Acres Library	20
Darlene S. Browsers, Librarian, Downtown Library	10
Jason E. Evans, Page, Edmond Library	10
Susan M. Monroe, Librarian, Midwest City Library	10
Teri L. Redenbaugh, Page, Del City Library	5
Carol S. Hunter, Associate Librarian, Edmond Library	5
Kathryn M. Dunn, Circulation Clerk, Village Library	5

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

DATE: January 19, 2006 TIME: 3:30 p.m.

MEETING PLACE: Warr Acres Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 20, 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 Warr Acres Library, 5901 NW 63rd, Warr Acres, OK and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 17, 2006, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Carolyn Cornelius
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Penny McCaleb
Pamela Pung
Marguerite Ross
Cynthia Trent
Peggy Winters
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
Mick Cornett, Mayor of Oklahoma
City
Scott Duncan
Millicent Gillogly
Shirley Pritchett
Jim Roth, Chair, Board of County
Commissioners
Alyne Strube

Estimate of general public and staff attending: 17

I. The meeting was called to order at 3:37 p.m. by Mr. Hugh D. Rice, Chair.

Due to the lack of a quorum Mr. Rice focused on the agenda items requiring no Commission action.

II. Mr. Rice introduced Ms. Barbara Beasley, Provisional Manager of the Warr Acres Library.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate for January 2006 to recipient Timothy Hannah, Technology Assistant, Capitol Hill Library, 5 years of service.

IV. Mr. Rice called for public comments. There were none.

V. Mr. Rice called on Ms. Anita Roesler, Senior Services Coordinator, Outreach to present an update on *Winter Read Fest 2006*.

Ms. Roesler stated *Winter Read Fest* begins February 1 and ends March 31. She referred to the brochure included in the Commission packets and stated the brochures are being mailed to everyone who has participated in the program during the past two years. In 2004 there were 711 participants and in 2005 participation reached 1,147 individuals, which is an increase of about 62 %. She concluded by stating she is looking forward to having another large increase in participants this year. She asked for questions and discussion followed.

VI. Mr. Rice referred to the Information Reports.

Document #60 – MLS 2005 Annual Report

Document #61 – MLS December 2005 Circulation Report

Document #62 – MLS December 2005 Internet Usage Report

Document #63 – MLS December 2005 System Reserve Report

Mr. Rice called on Ms. Kim Terry, Marketing and Communications Manager, to present Document #60 – MLS 2005 Annual Report.

Ms. Terry handed out copies of the Annual Report. She stated the focus of this year's report is the community which makes up the Library. She also focused on the activities, events, and programs at the Library. Ms. Terry asked for questions and discussion followed. She indicated the Annual Report will be mailed out to county officials and will be available to the public at each of the libraries.

Mr. Rice called for any questions or comments on the remaining Information Reports. Discussion followed.

VII. Mr. Rice referred to Document #58 – Discussion, Consideration, and Possible Action: Special Committee Report and Minutes, December 20, 2005.

In the absence of Special Committee Chair, Scott Duncan, Mrs. Donna Morris elected to answer any questions.

Mr. Rice stated the Special Committee met on December 20. The next meeting is scheduled for January 31, at which time the Committee expects to come up with a recommendation to bring to the full Commission in February. Mrs. Morris stated the packets for the Special Committee meeting will be mailed out by next Wednesday, January 23.

VIII. Mr. Rice called for the roll and established a quorum at 3:47 pm.

Present: Greenwell, Hannah, Jimenez, McCaleb, Pung, Ross, Trent, Winters, Womack, Rice.
(Arrived: Cornelius ~ 3:49 p.m.)

IX. Mr. Rice presented the Consent Docket (Document #55 – Approval of Minutes of December 8, 2005, Meeting; Document #56 – Acceptance of Review of Expenditures for December 2005; Document #57 – Approval of Contract Awards and Purchases).

Ms. Marguerite Ross moved to accept the Consent Docket. Mrs. Deanna Hannah seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.

X. Mr. Rice referred to Document #59 – Discussion, Consideration, and Possible Action: Report and Recommendation – Long-Range Planning Committee meeting January 10, 2006 – Penny McCaleb, Chair.

Mrs. McCaleb stated the Long-Range Planning Committee met and had a nice presentation and update on the various current and future projects. She referred to Mrs. Morris to present the information.

Mrs. Morris referred to the minutes from the meeting regarding the proposed Francis Tuttle site for the Northwest Library. She handed out copies of the maps which were reviewed by the Long-Range Planning Committee at their recent meeting and explained some details about them. She stated there is a letter of agreement with Francis Tuttle to explore the possibility of locating a library site on their campus. The site recently identified by Francis Tuttle does not appear to be the best possible site for a library now or in the future. She referred to the map and identified the location of the proposed site. Mrs. Morris stated one of the action items today is to authorize the staff to explore some alternative sites and begin negotiations with the City of Oklahoma City. Mr. Todd Olberding, Director of Construction Management, expressed the idea that exposure and access to the location are important aspects to consider for the success of a library. Discussion followed.

Mrs. Morris referred to the second map also related to the new Northwest Library. The map detailed where an ideal location for a Northwest Library might exist. Mrs. Morris asked for questions.

Mr. Olberding stated the goal of the staff is to get back to the Committee an analysis of the Francis Tuttle site and a possible alternative location with comparisons for each location including a breakdown of the long term benefits.

Mr. Rice called for the motion from the Long-Range Planning Committee for action concerning the Northwest Library.

To authorize Library Administration to explore alternative sites in addition to the Francis Tuttle proposed location for the Northwest Library and authorize Library staff to begin negotiations, if needed, with the City of Oklahoma City regarding site acquisition for the Northwest Library. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

Mrs. McCaleb referred to the next action from the Committee, the MLS Service Center.

Mrs. Morris stated as the library administration began work on the Capitol Hill Project, which currently houses the Cataloging and Tech Processing Center, they realized space was an issue. The future growth of the library system is dependant on the ability to expand the Cataloging and Tech Processing operations - meaning they would need to be moved before the Capitol Hill project could begin. The administration has asked the City to adjust the timeline for the

Capitol Hill project until these issues are resolved. Administration is currently working with Mr. Lee Bolinger, a commercial real estate professional, on locating some possible sites for the Service Center. Mrs. Morris stated it appears the most cost effective solution for the Service Center would be to purchase an existing building and renovate it to meet the Library's needs.

Mr. Olberding emphasized the center is critical to the growth of the library. Cataloging, Tech Processing, Maintenance, Friends, and some Outreach operations will be housed in the new facility. The current facility being used by Maintenance, Friends and Outreach will be vacated and put up for sale. Discussion followed

Mr. Rice suggested negotiating for a possible tax free exchange. Mrs. Morris referred to the draft letter of intent to purchase real property and stated Mr. Bolinger had suggested the letter of intent may be needed before negotiations could begin on the purchase of real property. The draft letter of intent includes a clause regarding a possible tax credit. At the Long-Range Planning Committee meeting, Mrs. Millicent Gillogly suggested a draft be provided for the Commission to review. Included with the draft letter of intent is a document outlining the real estate transition process and how to move forward once a suitable location is found. Questions and discussion followed.

Mrs. Morris emphasized the letter of intent is non binding and would only allow the staff to begin negotiations if they found a suitable site; however, property that is found would require a joint meeting of the Long-Range Planning and Finance committees. The money would be moved from the reserves into the budget for the following year and the Commission would have final approval.

Mr. Rice called for a motion from the Long-Range Planning Committee for action concerning the MLS Service Center.

To authorize Library Administration to initiate a letter of intent, if needed, with the necessary parties, to proceed with a lease or purchase of a site for the MLS Service Center. Approval for the purchase of a site and/or a building will be brought to the Finance Committee and full Commission. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

Mrs. Morris referred to the Ralph Ellison project and stated, as reflected in the minutes, a letter of agreement is being developed with the City of Oklahoma City. Once the agreement is completed and has been reviewed by the attorney's for the library and the City, it will be brought to the Commission for approval. Once approved, the selection process for the architect will begin.

Next, Mrs. Morris referred to the Edmond Library. She stated the Mayor of Edmond has approached the Commission and asked for work to begin on a possible second Edmond library. Mrs. Morris provided copies of the letter from the Mayor. She stated there is no action required at this time from the full Commission. The minutes from the Committee do reflect the discussion and that staff was asked to begin a feasibility study for a second Edmond library.

Mr. Womack stated the people who will be donating the land have not yet made the announcement public. The land and area mentioned seems to be a good location. The Mayor is concerned if the library does not take some action now and begin to move forward, it may lose the land. He encouraged the Administration to collaborate with the Mayor as the feasibility study is underway. Discussion followed.

Mrs. Morris stated the library will need to include a second Edmond library in its next Long-Range Plan.

Mrs. Morris concluded with an update on the Capitol Hill Library. She stated the library is working with the City to explore its options since there is not a sufficient amount of money to complete all the work that is needed at the Capitol Hill Library.

XI. Mr. Rice called for the Nominating Committee Report.

In the absence of Committee Chair Nancy Anthony, Mr. Jose Jimenez gave the report.

Mr. Jimenez stated the recommendation of the Nominating Committee is to re-elect the following three officers to serve for another one-year term:

- Chair, Hugh Rice
- Vice-Chair, Dr. Ann Caine
- Disbursing Agent, David Greenwell

The three individuals recommended have all agreed to serve for another term.

Mrs. McCaleb moved to accept the slate of officers for 2006 as presented by Mr. Jimenez. Chair, Hugh Rice; Vice-Chair; Dr. Ann Caine, and Disbursing Agent, David Greenwell. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

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


Mrs. Morris stated Mr. Jim Roth has been re-elected as chair of the Oklahoma County Commissioners. In that role, he will continue to serve as an ex-officio voting member of the Metropolitan Library Commission for another year.

Mrs. Morris stated Mr. Stacy Schrank, Employee Development Coordinator for MLS was awarded Member of the Year from the Oklahoma Chapter of the American Society for Training and Development.

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

The next Commission meeting will be held at the Village Library, February 16, 2006.

XIV. There being no further business, the meeting was adjourned at 4:32 p.m.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2006

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2006

For comparison, 58.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2006.

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

January 31, 2006

ASSETS

CASH - Overnight Investment Account		\$ 4,884,500.38
INVESTMENTS (Schedule attached)		18,947,510.40
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	(16,290,465.05)	
		4,346,721.95
Total Assets		<u>\$28,178,732.73</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2004-05 Reserve for Appropriations	\$ 656,100.64	
2005-06 Purchase Orders Outstanding	284,132.41	
2004-05 Purchase Orders Outstanding	79,570.02	
2005-06 Checks Outstanding	272,294.65	
2004-05 Checks Outstanding	318.97	
Total Liabilities		1,292,416.69

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,346,721.95
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FUND BALANCE:

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	16,569,465.05	
Other	<u>1,976,873.76</u>	18,546,338.81
Less: Expenditures	<u>(11,769,062.07)</u>	
Total Fund Balance		<u>22,539,594.09</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$28,178,732.73</u>

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

As of January 31, 2006

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	12/20/2006	4.300%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	9/18/2006	4.060%	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	4.400%	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
Fed Home LN MC '06	12/29/2005	8/22/2006	4.520%	1,457,406.25
Fed Home LN MC '06	12/29/2005	9/27/2006	4.530%	1,450,881.25
Fed Home LN MC '06	12/29/2005	10/17/2006	4.530%	1,447,256.25
FNMA '06	12/29/2005	7/28/2006	4.510%	1,461,937.50
FNMA '06	1/12/2006	9/1/2006	4.505%	972,031.11
Fed Home LN	1/12/2006	6/20/2007	4.550%	989,445.28
Total Investments				<u>\$ 18,947,510.40</u>

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

January 1, 2006 to January 31, 2006

	<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	\$ 6,355,160.60	\$16,290,465.05	78.94%
State Aid	286,309.00	-	-	0.00%
Fines	383,400.00	37,000.00	279,000.00	72.77%
Total Budgeted Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 6,392,160.60</u>	<u>\$16,569,465.05</u>	77.77%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ (177.45)	\$ 1,145,218.24	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		37,262.94	735,897.49	
Flexible Benefits Account Balance		0.00	5,001.51	
Sale of Surplus Equipment		0.00	4,149.67	
Miscellaneous		3,191.95	86,606.85	
Total Miscellaneous Revenue		<u>\$ 40,277.44</u>	<u>\$ 1,976,873.76</u>	
Total Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 6,432,438.04</u>	<u>\$18,546,338.81</u>	87.04%

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

January 31, 2006

	BALANCE 1/1/2006	RECEIPTS January	EXPEND. January	BALANCE 1/31/2006
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 29,230.83	\$ 6,283.10	\$ 953.62	\$ 34,560.31
810 Prepaid Fees	(1,281.92)	341.37	0.00	(940.55)
815 Fines	37,636.96	51,132.22	37,010.00	51,759.18
820 Copy	62,539.07	4,252.72	1,004.90	65,786.89
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 130,831.28	\$ 62,009.41	\$ 38,968.52	\$ 153,872.17

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 1/31/2006
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Special Grants

857 DN/LC Donations	100,000.00	88,424.29	61,060.85	27,363.44
858 Inasmuch/DN Building	130,000.00	130,000.00	110,519.48	19,480.52
859 OCCF/Invisible Man	26,721.81	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	89,610.27	389.73
897 06 Endowment	16,000.00	16,000.00	0.00	16,000.00
898 06 Endowment/Summer Reading	12,000.00	12,000.00	0.00	12,000.00
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	3,779.03	720.97
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	1,000.00	0.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,849.00	2,849.00	2,613.12	235.88
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
989 06 OAC/Brian Gorrell	350.00	0.00	350.00	(350.00)
990 06 OAC/Paul Messmer	2,400.00	0.00	0.00	0.00
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	9,000.00	(9,000.00)
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	977.41	977.41	0.00	977.41
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,497.90	2.10
997 06 Eagle Scout/Village	305.00	305.00	0.00	305.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 1/31/2006
<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	10,577.47	162.53
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
966	05 Staff Recognition	5,341.72	5,341.72	5,281.18	60.54
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
973	05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
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
<u>Grants - Friends of MLS</u>					
871	06 LIFE Come Read with Me	5,000.00	5,000.00	0.00	5,000.00
873	06 80 Years Celebration	500.00	500.00	500.00	0.00
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	5,604.30	5,604.30	5,538.95	65.35
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	425.00	145.96	279.04
889	06 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
892	06 Computer Paging System	2,500.00	2,500.00	0.00	2,500.00
893	06 Lee B Brawner Scholarship	8,000.00	8,000.00	0.00	8,000.00
Total Grants					<u>\$199,925.44</u>
Total Special Funds					<u><u>\$ 353,797.61</u></u>

Metropolitan Library System
Statement of Encumbrances
Month of January 2006

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	685,510.57	5,025,785.73	55.83	9,002,136.00	3,976,350.27
102	Wages - Part-time	98,564.21	764,680.96	50.08	1,526,874.00	762,193.04
103	Payroll Taxes	55,640.30	415,189.83	53.92	769,991.00	354,801.17
109	Workers' Comp Insurance	7,113.00	56,731.00	49.72	114,090.00	57,359.00
112	Group Insurance	103,329.18	754,229.58	54.53	1,383,232.00	629,002.42
113	Employees' Retirement	719,272.00	719,272.00	59.94	1,200,000.00	480,728.00
114	Unemployment Compensation	1,425.95	4,326.72	43.27	10,000.00	5,673.28
Total Personal Services		1,670,855.21	7,740,215.82	55.26	14,006,323.00	6,266,107.18

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	3,200.00	66.67	4,800.00	1,600.00
206	Rent of Equipment	.00	959.00	33.30	2,880.00	1,921.00
207	Janitorial Services	33,650.00	134,240.00	65.02	206,458.00	72,218.00
208	Maintenance of Facilities	10,996.88	103,051.09	33.01	312,198.00	209,146.91
211	Parking & Transportation	7,571.93	57,420.86	43.72	131,350.00	73,929.14
212	Travel Expenses	2,045.45	22,851.90	34.17	66,882.00	44,030.10
213	Professional Services	5,449.64	87,398.32	33.86	258,120.00	170,721.68
214	Security Services	14,915.06	112,361.13	44.92	250,123.00	137,761.87
216	Telephone Services	8,657.73	87,364.30	31.70	275,610.00	188,245.70
217	Electrical Services	34,230.76	284,897.55	56.62	503,186.00	218,288.45
218	Gas Services	15,971.24	26,994.90	50.17	53,806.00	26,811.10
219	Water & Garbage Services	2,937.12	30,853.25	58.61	52,640.00	21,786.75
220	Trigen Energy Services	6,521.48	88,231.24	45.25	194,998.00	106,766.76
226	Membership	348.50	16,299.50	56.01	29,099.00	12,799.50
230	Other Library-Related Services	3,649.32	185,071.58	52.51	352,471.00	167,399.42
231	Automation Contractual	17,110.14	149,614.04	43.51	343,831.00	194,216.96
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		164,455.25	1,547,429.66	47.88	3,231,611.00	1,684,181.34

Metropolitan Library System
Statement of Encumbrances
Month of January 2006

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	7,318.93	66,764.94	34.03	196,210.00	129,445.06
302	Postage	24,522.49	131,373.75	45.32	289,850.00	158,476.25
303	Supplies	30,545.71	174,154.96	64.50	270,007.00	95,852.04
310	Maintenance Supplies	1,348.21	19,226.97	27.08	71,000.00	51,773.03
312	Safety Supplies & Equipment	1,046.65	1,609.94	20.64	7,800.00	6,190.06
321	Gas and Oil	1,757.05	12,200.63	50.84	24,000.00	11,799.37
322	Vehicle Parts & Repairs	532.00	6,139.42	34.11	18,000.00	11,860.58
330	Programming Activities	4,260.38	77,253.14	36.64	210,867.00	133,613.86
331	Other Commodities	2,628.14	9,985.30	29.64	33,694.00	23,708.70
Total Commodities		73,959.56	498,709.05	44.47	1,121,428.00	622,718.95

Capital Outlays

401	Books & Materials	280,310.89	1,637,322.70	52.36	3,127,050.00	1,489,727.30
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	1,244.74	141,727.63	82.66	171,450.00	29,722.37
408	Furniture, Fixtures, & Equipmt	931.47	45,431.87	24.38	186,338.00	140,906.13
409	Motor Vehicle	15,835.00	17,238.31	57.46	30,000.00	12,761.69
410	Automation System & Equipment	7,246.05	107,297.07	36.23	296,150.00	188,852.93
450	Capital Projects	-12,145.75	30,689.96	1.36	2,263,156.00	2,232,466.04
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		293,422.40	1,982,707.54	10.60	18,709,847.00	16,727,139.46
Total Budget		2,202,692.42	11,769,062.07	31.75	37,069,209.00	25,300,146.93

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose	Amount
G-02419	Metropolitan Library System	Employee Deductions	99.00
		Employee Deductions	38.00
		Employee Deductions	10.00
			147.00
G-02420	Baker & Taylor Books - #510486	Materials	11,378.92
G-02421	Bank of Oklahoma	Payroll Transmittal-Chks	46,957.08
		Payroll Transmittal-Chks	15,052.98
			62,010.06
G-02422	Bank of Oklahoma	Federal Withholding Tax	33,209.10
		Federal Withholding Tax	2,322.00
			35,531.10
G-02423	Oklahoma Tax Commission	State Withholding Tax	13,277.00
		State Withholding Tax	972.00
			14,249.00
G-02424	Mun. Employees Credit Union	Employee Cr Union Deducts	9,839.46
		Employee Cr Union Deducts	90.00
			9,929.46
G-02425	Recorded Books, LLC	Materials	135.19
G-02426	Instructional Video, Inc.	Materials	1,445.39
G-02427	Gale Group	Materials	3,353.46
G-02428	Oxford University Press	Materials	2,559.00
G-02429	Blackstone Audio Books	Materials	269.96
G-02430	Random House, Inc	Materials	4,685.60
G-02431	Brilliance Corporation	Materials	424.20
G-02432	Ingram Library Service	Materials	3,415.85
G-02433	Whole Heart Ministries	Materials	21.95
G-02434	Audio Editions	Materials	635.89
G-02435	Bank of America	Payroll Transmittal-DDep	161,183.19
		Payroll Transmittal-DDep	24,973.03
			186,156.22
G-02436	Ingram Library Service	Materials	1,416.65
G-02437	Sagebrush Corp.	Materials	352.75
G-02438	Center Point Large Print	Materials	1,648.39
G-02439	Nationwide Retirement Solution	Employee Deductions	6,816.01
G-02440	American Map Corp	Materials	50.94
G-02441	Transamerica Worksite Mrktg.	Employee Deductions	691.33
G-02442	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,275.73
G-02443	Bank of Oklahoma	Employee Flexplan Deposit	16,088.69
		Employer Flexplan Deposit	1,210.00
			17,298.69
G-02444	Bank of Oklahoma	Employee Soc/Sec Deposits	19,284.04
		Employee Soc/Sec Deposits	2,914.69
		Employee Medicare Deposit	4,510.01
		Employee Medicare Deposit	681.61
		Employer Soc/Sec Deposits	22,198.76
		Employer Medicare Deposit	5,191.66
			54,780.77
G-02445	MassMutual Financial Group	Employee Contrib -- DC PI	8,522.48
		Employer Contrib -- DC PI	15,821.43
			24,343.91
G-02446	Books in Motion	Materials	312.56
G-02447	Demco Media Turtleback Books	Materials	1,356.34
G-02448	Baker & Taylor Books - #510486	Materials	1,953.75
G-02449	Baker & Taylor Entertainment	Materials	7,810.97
		Materials	44.88
			7,855.85
G-02450	Oklahoma Centralized Support	Employee Deductions	115.00
G-02451	Baker & Taylor Books - #510486	Materials	2,540.59
		Materials	1,614.34
		Materials	1,134.78
		Materials	5,641.85
		Materials	2,176.08

** Continued **

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02451	Baker & Taylor Books - #510486	Materials	15,369.58	
		Materials	3,690.96	32,168.18
G-02452	Baker & Taylor Books - #510486	Materials	873.55	
		Materials	7,084.62	
		Materials	2,694.50	10,652.67
G-02453	Baker & Taylor Books-#510486	Materials	2,714.02	2,714.02
G-02454	Administrative Systems, Inc.	Employee Deductions	921.53	921.53
G-02455	City of Midwest City	Maintenance of Facility	4,500.00	4,500.00
G-02456	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,324.80	1,324.80
G-02457	EBSCO Subscription Services	Subscriptions	46.16	46.16
G-02458	Elizabeth A. Pressler	Mileage	3.88	3.88
G-02459	U.S. Postal Service	Postage	12,000.00	12,000.00
G-02460	Bill Warren Office Products	Supplies	158.91	158.91
G-02461	TDS Telecom	Telephone Service	2,463.34	2,463.34
G-02462	American Library Association	Membership	200.00	200.00
G-02463	Barbara Beasley	Mileage	15.04	15.04
G-02464	FedEx	Supplies	11.30	
		Automation Contractual	9.03	20.33
G-02465	Copelin's Office Center	Supplies	17.28	17.28
G-02466	Walter Wayne McEvilly	Programming	200.00	200.00
G-02467	Okla. City Community College	Professional Services	650.00	650.00
G-02468	Priscilla Doss	Mileage	11.64	11.64
G-02469	Board of County Commissioners	County Revaluation Cost	126,147.07	126,147.07
G-02470	Hobby Lobby	Programming Supplies	132.03	132.03
G-02471	Summit Mailing Systems, Inc.	Rental of Equipment	226.50	
		Maintenance of Equipment	122.35	348.85
G-02472	Walker Companies	Supplies	120.25	120.25
G-02473	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	65.95	
		Maintenance of Facilities	65.95	131.90
G-02474	Franklin Covey Co.	Registration	299.00	299.00
G-02475	ExaminerEnterprise	Subscriptions	192.00	192.00
G-02476	Geri Price	Programming Activity	100.00	100.00
G-02477	Linda Jameson	Mileage	5.82	5.82
G-02478	PLA 11th National Conference	Registration	260.00	
		Registration	170.00	
		Registration	170.00	
		Registration	350.00	
		Registration	170.00	1,120.00
G-02479	Jeanne Devlin	Parking	69.00	69.00
G-02480	Manpower, Inc.	Salaries	480.14	480.14
G-02481	Walmart Community	Programming Supplies	95.67	95.67
G-02482	Reef Shop Warehouse	Supplies	74.96	74.96
G-02483	Pamela Buchanan	Mileage	13.58	13.58
G-02484	Cheryll Smith	Mileage	9.22	9.22
G-02485	Corporate Express, Inc.	Supplies	6.27	6.27
G-02486	Securitas Security USA, Inc.	Security Services	4,422.29	
		Security Services	3,878.99	8,301.28
G-02487	Oklahoma City Employment Guide	Other Services	270.00	270.00
G-02488	McAlester News Capital	Subscriptions	141.00	141.00
G-02489	Janey Crain	Programming	80.00	80.00
G-02490	Trigen-OKC Energy Corporation	Energy Services	9,939.55	9,939.55

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-02491	Kiona Wooten Millirons	Programming Activity	500.00	500.00
G-02492	Stacy Schrank	Professional Services	96.80	96.80
G-02493	Gale Research	Materials	1,432.00	1,432.00
G-02494	UNUM Life Insurance	Grp LT Disab Ins Prem-JAN	6,066.33	6,066.33
G-02495	Baker & Taylor Books - #510486	Materials	3,223.53	3,223.53
G-02496	Instructional Video, Inc.	Materials	1,152.77	1,152.77
G-02497	Mutual Assurance	Grp Life/AD&D Ins Prm-JAN	23,834.57	23,834.57
G-02498	Worldwide Directories	Materials	107.41	107.41
G-02499	OCHEC, Inc.	Materials	323.00	323.00
G-02500	Random House, Inc	Materials	1,116.00	1,116.00
G-02501	Ingram Library Service	Materials	1,332.69	1,332.69
G-02502	Almualif	Materials	118.60	118.60
G-02503	BBC Audiobooks America	Materials	579.74	579.74
G-02504	Vision Service Plan of	Group Vision Ins Prem-JAN	2,090.59	2,090.59
G-02505	Baker & Taylor Books - #510486	Materials	2,581.95	2,581.95
G-02506	Baker & Taylor Entertainment	Materials	1,123.45	1,123.45
G-02507	Metropolitan Library System	Grp Med/Dtl Ins Prem-JAN	70,074.65	70,074.65
G-02509	Marquis Who's Who, LLC	Materials	329.80	329.80
G-02510	Baker & Taylor Books - #510486	Materials	812.29	
		Materials	1,047.41	
		Materials	1,913.43	
		Materials	5,554.32	
		Materials	12,941.49	
		Materials	4,875.40	27,144.34
G-02511	Baker & Taylor Books - #510486	Materials	3,360.64	
		Materials	5,080.35	8,440.99
G-02512	Baker & Taylor Books-#510486	Materials	71.76	71.76
G-02513	National Braille Press	Materials	20.00	20.00
G-02514	City of Midwest City	Water & Garbage Services	191.28	191.28
G-02515	Grainger Parts Operations	Maintenance of Facilities	209.25	209.25
G-02516	O G & E	Electrical Services	20,257.73	20,257.73
G-02517	Oklahoma Natural Gas Co.	Gas Services	7,033.96	7,033.96
G-02518	City of Oklahoma City	Water & Garbage Services	1,239.46	1,239.46
G-02519	City of the Village	Water & Garbage Services	74.95	74.95
G-02520	Unisource Worldwide Inc-OKCity	Maintenance Supplies	2,010.24	2,010.24
G-02521	The Dagwell Dixie Co.	Maintenance of Facilities	54.90	54.90
G-02522	Edward Terry	Mileage	42.20	42.20
G-02523	Tech-Lock	Maintenance of Facilities	40.95	40.95
G-02524	Gaylord Bros.	Supplies	59.92	
		Supplies	27.01	86.93
G-02525	Highsmith Co., Inc.	furniture	1,372.80	1,372.80
G-02526	Journey House Travel, Inc.	Travel Expense	305.10	
		Travel Expense	384.80	
		Travel Expense	420.30	
		Travel Expense	480.30	
		Travel Expense	411.30	2,001.80
G-02527	Central Parking System		465.00	465.00
G-02528	Susie Beasley	Other Commodities	61.30	
		Programming Supplies	69.00	130.30
G-02529	Central Oklahoma Winnelson	Maintenance of Facilities	74.20	
		Maintenance of Facilities	79.56	153.76
G-02530	Bill Warren Office Products	Supplies	80.08	80.08

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-02531	CompSource Oklahoma	Worker Comp Insurance	7,113.00	7,113.00
G-02532	United Refrigeration, Inc.	Maintenance of Facilities	7.70	7.70
G-02533	German Auto Services Inc	Maintenance of Facilities	478.83	478.83
G-02534	Sylvia Lawson	Mileage	5.82	5.82
G-02535	Greater Oklahoma City	Library Related-Services	250.00	250.00
G-02536	Hunter's Battery Warehouse	Maintenance of Facilities	102.10	102.10
G-02537	Anne G. Fischer	Mileage	60.38	
		Automation Contractual	62.85	123.23
G-02538	Light Bulb Supply Co., Inc.	Maintenance of Facilities	236.46	236.46
G-02539	Janet Brooks	Mileage	19.40	19.40
G-02540	Great American Glass & Tinting	Maintenance of Facilities	718.20	
		Maintenance of Facilities	100.00	818.20
G-02541	Conney Safety Products	Safety Supplies	76.04	
		Safety Supplies	58.04	134.08
G-02542	Oklahoma Air Filter	Maintenance of Facilities	42.50	42.50
G-02543	Mary Strasner	Programming Supplies	112.04	112.04
G-02544	Cingular Wireless	Telephone Services	91.15	
		Telephone Service	87.89	179.04
G-02545	Ursula Ward	Mileage	2.43	2.43
G-02546	Julia Ballou	Mileage	13.82	13.82
G-02547	High-Tech Tronics, Inc.	Maintenance of Facilities	748.80	
		Maintenance of Facilities	164.70	913.50
G-02548	James E. Nimmo	Transportation	120.00	120.00
G-02549	Debra O. Spindle	STD Premium Refund	3.39	3.39
G-02550	Republic Parking System	Staff Parking	392.00	392.00
G-02551	Fleetcor Technologies	Gas and Oil	1,700.57	1,700.57
G-02552	Voss Lighting	Maintenance of Facilities	497.76	497.76
G-02553	Town of Luther	Water & Garbage Services	31.01	31.01
G-02554	Deborah Kelley	STD Premium Refund	8.83	8.83
G-02555	Atlas Business Solutions, Inc.	Automation Contractual	1,608.95	1,608.95
G-02556	Home Depot Credit Services	Maintenance of Facilities	49.48	49.48
G-02557	Pauline Boyer Rodriguez	Mileage	2.43	2.43
G-02558	Community Action/TRIAD	Programming Activity	45.00	45.00
G-02559	Dell Marketing L.P.	Computer Equipment	27,208.35	27,208.35
G-02560	Debbie Robertus	Travel Expense	43.65	43.65
G-02561	Deborah Willis	Mileage	60.14	60.14
G-02562	Southwest Paper - OKC	Supplies	2,944.80	2,944.80
G-02563	Steve's Wholesale Distributors	Maintenance of Facilities	16.52	16.52
G-02564	Elizabeth A. Craig	Professional Services	280.00	280.00
G-02565	Ruby Soutiere	Mileage	8.25	8.25
G-02566	Katrina Prince	Mileage	10.43	10.43
G-02567	Westrex International	Supplies	1,841.92	1,841.92
G-02568	Metro Library Sys Pension Trst	Retirement Contribution	719,272.00	719,272.00
G-02569	City of Harrah	Water & Garbage Services	56.63	56.63
G-02570	John Wood	Mileage	10.19	10.19
G-02571	City of Choctaw	Water & Garbage Services	66.43	66.43
G-02572	Abolghasem Siavashi	Mileage	2.43	2.43
G-02573	Fariba Williams	Mileage	19.89	19.89
G-02574	Joshua Schell	Mileage	9.70	9.70
G-02575	Office Depot Credit Plan	Supplies	10.79	
		Supplies	17.48	28.27
G-02576	Todd Olberding	Telephone Service	46.11	
	** Continued **			

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-02576	Todd Olberding	Mileage	30.56	76.67
G-02577	Manpower, Inc.	Temporary Services	537.60	
		Temporary Services	622.94	1,160.54
G-02578	FBD Consulting, Inc.	Benefit Calculation	230.00	230.00
G-02579	Marian J. LeCrone	Mileage	31.53	31.53
G-02580	Garcia Tire Service, Inc.	Maintenance of Facilities	898.80	898.80
G-02581	Classic Paper Supply	Maintenance Supplies	595.00	
		Maintenance Supplies	388.15	983.15
G-02582	Photo Factory	Printing	17.50	17.50
G-02583	Star Lighting	Maintenance of Facilities	218.78	
		Maintenance of Facilities	25.30	244.08
G-02584	John Utley	Mileage	2.67	2.67
G-02585	Melissa Weathers	ileage	18.67	18.67
G-02586	Sharon May	Mileage	13.73	13.73
G-02587	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-02588	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,188.75	1,188.75
G-02589	Corporate Express, Inc.	Supplies	69.47	
		Supplies	44.24	
		Supplies	8.44	122.15
G-02590	Securitas Security USA, Inc.	Security Services	4,466.07	4,466.07
G-02591	Sabre Technologies	Supplies	5,540.00	5,540.00
G-02592	G and S Automotive	Maintenance of Facilities	110.43	
		Maintenance of Facilities	857.01	967.44
G-02593	Cheryl Coleman	STD Premium Refund	3.08	3.08
G-02594	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,271.00	16,801.00
G-02595	Stacy Schrank	Mileage	20.86	20.86
G-02596	Gale Research	Materials	39,905.00	39,905.00
G-02597	Sams Technical Publishing	Materials	155.35	155.35
G-02598	Oklahoma Historical Society	Materials	595.36	595.36
G-02600	Baker & Taylor Books - #510486	Materials	2,402.16	2,402.16
G-02601	Dun & Bradstreet	Materials	18,277.20	18,277.20
G-02602	Instructional Video, Inc.	Materials	752.55	752.55
G-02603	Gale Group	Materials	723.60	723.60
G-02604	Random House, Inc	Materials	5,199.40	5,199.40
G-02605	Brilliance Corporation	Materials	4,862.02	4,862.02
G-02606	Ingram Library Service	Materials	608.80	608.80
G-02607	Ingram Library Service	Materials	425.05	425.05
G-02608	Books in Motion	Materials	152.86	152.86
G-02609	Demco Media Turtleback Books	Materials	316.74	316.74
G-02610	Baker & Taylor Books - #510486	Materials	2,066.90	2,066.90
G-02611	Baker & Taylor Entertainment	Materials	8,782.32	8,782.32
G-02612	Lexis Nexis Business	Materials	1,643.78	1,643.78
G-02613	Accuity	Materials	2,198.00	2,198.00
G-02614	Baker & Taylor Books - #510486	Materials	882.54	
		Materials	2,100.91	
		Materials	1,484.01	
		Materials	2,646.81	
		Materials	840.08	
		Materials	2,633.17	
		Materials	2,095.61	

** Continued **

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-02614	Baker & Taylor Books - #510486	Materials	9,824.68	
		Materials	6,018.07	28,525.88
G-02615	Baker & Taylor Books - #510486	Materials	4,579.82	
		Materials	2,550.94	
		Materials	3,540.50	
		Materials	2,737.45	13,408.71
G-02616	Baker & Taylor Books-#510486	Materials	621.67	621.67
G-02617	Metropolitan Library System	Employee Deductions	10.00	10.00
G-02618	Bank of Oklahoma	Payroll Transmittal-Chks	46,770.58	
		Payroll Transmittal-Chks	17,139.72	63,910.30
G-02619	Bank of Oklahoma	Federal Withholding Tax	33,560.10	
		Federal Withholding Tax	2,475.00	36,035.10
G-02620	Oklahoma Tax Commission	State Withholding Tax	13,653.00	
		State Withholding Tax	1,025.00	14,678.00
G-02621	Mun. Employees Credit Union	Employee Cr Union Deducts	9,939.46	
		Employee Cr Union Deducts	90.00	10,029.46
G-02622	United Way of Central Oklahoma	Employee Deductions	325.48	
		Employee Deductions	16.32	341.80
G-02623	Bank of America	Payroll Transmittal-DDep	167,032.49	
		Payroll Transmittal-DDep	26,867.68	193,900.17
G-02624	Nationwide Retirement Solution	Employee Deductions	6,816.01	6,816.01
G-02625	Transamerica Worksite Mrktg.	Employee Deductions	634.19	634.19
G-02626	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,148.90	5,148.90
G-02627	Bank of Oklahoma	Employee Flexplan Deposit	7,274.43	7,274.43
G-02628	Bank of Oklahoma	Employee Soc/Sec Deposits	19,698.80	
		Employee Soc/Sec Deposits	3,196.60	
		Employee Medicare Deposit	4,607.02	
		Employee Medicare Deposit	747.58	
		Employer Soc/Sec Deposits	22,895.35	
		Employer Medicare Deposit	5,354.53	56,499.88
G-02629	MassMutual Financial Group	Employee Contrib -- DC PI	8,489.77	
		Employer Contrib -- DC PI	15,767.67	24,257.44
G-02630	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-02631	Administrative Systems, Inc.	Employee Deductions	921.53	921.53
G-02632	Metropolitan Library System	Parking	35.00	
		Professional Services	105.00	
		Postage	171.25	
		Supplies	208.17	
		Supplies	44.61	
		Other Commodities	68.47	
		Programming	157.88	
		Programming	121.65	
		Programming	102.64	1,014.67
G-02633	O G & E	Electrical Services	9,083.32	9,083.32
G-02634	Oklahoma Natural Gas Co.	Gas Services	5,427.52	5,427.52
G-02635	City of Oklahoma City	Water & Garbage Services	395.10	395.10
G-02636	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02637	Hewlett-Packard Co.	Automation Contractual	12,391.00	12,391.00
G-02638	Synergy Datacom Supply, Inc.	Automation Contractual	175.71	175.71
G-02639	Central Parking System	Parking	500.00	500.00
G-02640	Susie Beasley	Film	137.47	
	** Continued **			

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose	Amount
** Continued **			
G-02640	Susie Beasley	Customer Appreciation	50.00
		Postage	44.85
		Supplies	21.65
			253.97
G-02641	Michael Black	Programming Activity	500.00
G-02642	Xerox Corp.	Copier Usage	174.00
G-02643	Bill Warren Office Products	Supplies	15.68
G-02644	Maintenance Connection	Maintenance of Facilities	396.00
G-02645	Nextel Communications	Telephone Services	141.15
G-02646	N.E. Landfill, Inc	Maintenance of Facilities	2.00
G-02647	FedEx	Postage	5.19
G-02648	Mobil 1 Lube/AFMS	Gas and Oil	36.48
G-02649	U.S. Postmaster	Postage	117.00
G-02650	Marilyn E. Backus	Mileage	19.40
G-02651	City Bites	Meals	113.40
G-02652	The Edmond Evening Sun	Subscriptions	84.00
G-02653	Anne G. Fischer	Telephone Services	50.00
G-02654	Walter Wayne McEvilly	Programming Activities	200.00
G-02655	Rockhurst University	Professional Services	199.00
G-02656	Jo Ellyn Wheller	Programming Activity	25.00
G-02657	Hobby Lobby	Programming	34.23
G-02658	HAJOCA Corporation	Maintenance of Facilities	136.92
G-02659	Walker Companies	Programming Supplies	2,513.90
G-02660	Voss Lighting	Maintenance of Facilities	285.60
		Maintenance of Facilities	22.52
		Mileage	17.75
G-02661	Frances V. Harbert	Professional Services	228.00
G-02662	Carson's Catering	Telephone Service	25.00
G-02663	Jimmy Welch	Professional Services	1,660.00
G-02664	Pacer Fitness Center	Telephone Services	50.24
G-02665	AT&T	Computer Equipment	1,122.99
G-02666	Hewlett-Packard Co.	Computer Equipment	2,245.98
		Computer Equipment	2,245.98
		Computer Equipment	4,491.96
		Computer Equipment	7,860.93
		Computer Equipment	3,368.97
		Computer Equipment	3,368.97
		Computer Equipment	1,122.99
		Computer Equipment	1,122.99
		Computer Equipment	4,491.96
		Computer Equipment	11,229.90
		Automation Contractual	768.00
			43,441.62
G-02667	U.S. Postal Service	Postage	2,500.00
G-02668	Dowell Parking Center		85.00
G-02669	Geri Price	Programming Activity	75.00
G-02670	John Wood	Telephone Services	50.00
G-02671	SBC Yellow Pages, Inc.	Other Services	245.40
G-02672	Jessica L Landry-Gaters	Transportation	20.00
G-02673	Commercial Card Solutions	Programming Supplies	14.45
		Supplies	20.13
		Automation Contractual	70.94
		Professional Services	12.00

**** Continued ****

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02673	Commercial Card Solutions	Professional Services	40.31	157.83
G-02674	Manpower, Inc.	Temporary Services	338.52	338.52
G-02675	Commercial Card Solutions	Books & Materials	220.00	
		Books & Materials	212.35	
		Books & Materials	160.55	
		Books & Materials	392.33	
		Books & Materials	13.45	
		Materials	50.15	1,048.83
G-02676	Cory's Audio-Visual Services	Supplies	35.90	35.90
G-02677	A Chance to Change	Employee Assistance	1,102.75	1,102.75
G-02678	Dianna Rupp	Mileage	9.70	9.70
G-02679	Maria Rodriquez	Programming	120.00	120.00
G-02680	Donna Morris	Car Allowance	450.00	450.00
G-02681	Cintas Corp.	Maintenance of Equipment	212.40	212.40
G-02682	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-02683	Osborne Electric Co.	Electrical Construction	8,040.00	8,040.00
G-02684	Angela Wall	Programming Activities	50.00	50.00
G-02685	Midwest Single Source, Inc.	Supplies	890.00	890.00
G-02686	Stacy Schrank	Professional Services	53.03	
		Professional Services	65.00	118.03
G-02687	Gale Research	Materials	100.00	100.00
G-02688	Oklahoma Heritage Book Center	Materials	256.72	256.72
G-02689	Weston Woods Accts Receivable	Materials	196.04	196.04
G-02690	Baker & Taylor Books - #510486	Materials	2,963.81	2,963.81
G-02691	Chronicle Guidance	Materials	141.90	141.90
G-02692	West Group Payment Center	Materials	30.00	30.00
G-02693	Recorded Books, LLC	Materials	2,493.42	2,493.42
G-02694	Gale Group	Materials	150.92	150.92
G-02695	Live Oak Media	Materials	93.85	93.85
G-02696	Hal Leonard Publishing	Materials	205.91	205.91
G-02697	California Newsreel	Materials	59.95	59.95
G-02698	Library Video Co.	Materials	560.06	560.06
G-02699	Random House, Inc	Materials	1,866.00	1,866.00
G-02700	Brilliance Corporation	Materials	1,028.78	1,028.78
G-02701	Ingram Library Service	Materials	2,892.32	2,892.32
G-02702	Audio Editions	Materials	289.45	289.45
G-02703	Ingram Library Service	Materials	485.34	485.34
G-02704	Schiffer Publishing	Materials	41.89	41.89
G-02705	Demco Media Turtleback Books	Materials	1,043.18	1,043.18
G-02706	Aloha Publications	Materials	195.72	195.72
G-02707	Baker & Taylor Books - #510486	Materials	14.82	14.82
G-02708	Baker & Taylor Entertainment	Materials	3,099.56	3,099.56
G-02709	Baker & Taylor Books - #510486	Materials	2,535.99	
		Materials	2,930.18	
		Materials	9,017.35	
		Materials	1,847.56	16,331.08
G-02710	Baker & Taylor Books - #510486	Materials	1,774.26	
		Materials	3,620.06	5,394.32
G-02711	Baker & Taylor Books-#510486	Materials	952.79	952.79
G-02712	City of Del City	Building Rental	400.00	400.00
G-02713	Oklahoma Natural Gas Co.	Gas Services	3,509.76	3,509.76

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-02714	City of Bethany	Water & Garbage Services	116.95	116.95
G-02715	Triangle/A & E	Maintenance of Facilities	15.83	
		Printing	345.54	361.37
G-02716	Brodart, Inc.	Supplies	864.88	864.88
G-02717	Southwestern Stationery and	Printing	1,193.40	1,193.40
G-02718	Emsco Electric Supply	Maintenance of Facilities	100.49	100.49
G-02719	Demco	Supplies	265.83	265.83
G-02720	Eales Electronics Corp.	Alarm Monitoring Service	25.00	25.00
G-02721	EBSCO Subscription Services	Subscription	467.74	467.74
G-02722	Gaylord Bros.	Equipment	304.40	304.40
G-02723	City of Warr Acres	Water & Garbage Services	65.03	65.03
G-02724	Synergy Datacom Supply, Inc.	Maintenance of Facilities	8.17	8.17
G-02725	SBC	Telephone Services	915.45	
		Telephone Services	1,347.20	
		Telephone Services	326.54	2,589.19
G-02726	City of Edmond	Electrical Services	4,889.71	4,889.71
G-02727	Ernestine Clark	Lunch Meeting	87.00	87.00
G-02728	Standard Printing Co., Inc.	Printing	997.00	
		Printing	67.50	
		Printing	75.00	
		Printing	795.00	
		Printing	340.00	2,274.50
G-02729	Mid-west Landscape, LLC	Maintenance of Facilities	725.00	725.00
G-02730	Bill Warren Office Products	Supplies	428.40	428.40
G-02731	Barbara Beasley	Supplies	111.79	111.79
G-02732	Hunter's Battery Warehouse	Maintenance of Facilities	113.00	113.00
G-02733	Gateway	Computer Equipment	679.99	679.99
G-02734	Production Services	Library Related Services	460.00	
		Library Related Services	230.00	690.00
G-02735	Light Bulb Supply Co., Inc.	Maintenance of Facilities	352.64	
		Maintenance of Facilities	99.95	452.59
G-02736	Great Events Publishing	Programming Supplies	71.19	71.19
G-02737	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	11.92	11.92
G-02738	Conney Safety Products	Safety Supplies	30.79	30.79
G-02739	Mary Strasner	Programming	108.00	108.00
G-02740	Scott's Printing & Copying	Printing	581.52	581.52
G-02741	Tara McDaniel	Programming	54.02	54.02
G-02742	Paper Direct, Inc.	Supplies	110.96	110.96
G-02743	High-Tech Tronics, Inc.	Construction	550.00	550.00
G-02744	Walker Companies	Supplies	17.95	17.95
G-02745	FedEx Kinko's Print Services	Printing	4.50	4.50
G-02746	Oklahoma County Newspapers	Subscriptions	72.00	72.00
G-02747	C. H. Guernsey & Co.	Construction	910.00	910.00
G-02748	Voss Lighting	Maintenance of Facilities	95.15	95.15
G-02749	Barnes & Noble, Inc.	Library Related Services	392.79	392.79
G-02750	Anita Roesler	Mileage	8.83	8.83
G-02751	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-02752	School Specialty	Supplies	146.45	146.45
G-02753	AVA	Membership	69.00	69.00
G-02754	Dell Marketing L.P.	Computer Equipment	2,105.59	2,105.59
G-02755	Debbie Robertus	Mileage	21.36	21.36
G-02756	Michael Corley	Programming Activity	119.00	119.00

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-02757	Bank of America	Direct Deposit Fees	184.82	184.82
G-02758	Creative Marketing	Volunteer Recognition	1,972.00	1,972.00
G-02759	Dowell Parking Center	Staff Parking	850.00	
		Staff Parking	1,200.00	2,050.00
G-02760	J & I Trailer Hitches	Vehicle Parts & Repair	532.00	532.00
G-02761	City of Edmond	Water & Garbage Services	180.95	180.95
G-02762	Office Depot Credit Plan	Supplies	22.33	22.33
G-02763	Walmart Community	Programming Supplies	144.51	144.51
G-02764	Kimberly A Terry	Parking	219.00	219.00
G-02765	USPS/BME	Postage	660.00	660.00
G-02766	Imagenation Promotional Group	Printing	24.43	24.43
G-02767	Allied Waste Services #060	Garbage Services	519.33	519.33
G-02768	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-02769	Magic 104.1 KMGL	Library Related Services	1,500.00	1,500.00
G-02770	Maria Rodriquez	Programming Activity	120.00	120.00
G-02771	Barbara A. Johnson	Mileage	3.56	3.56
G-02772	Denesa Yost	Premium Reimbursement	37.74	37.74
G-02773	Star Lighting	Maintenance of Facilities	170.30	170.30
G-02774	Karole Stout	Programming Activity	150.00	
		Programming Activity	150.00	300.00
G-02775	Lesli Jones	Library Related Services	175.00	175.00
G-02776	Oklahoma City Police Dept.	Maintenance of Facilities	200.00	
		Maintenance of Facilities	50.00	250.00
G-02777	Southwestern Bell	Telephone Services	63.58	63.58
G-02778	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-02779	RDJ Specialties, Inc.	Programming Activities	95.15	95.15
G-02780	Corporate Express, Inc.	Supplies	17.10	
		supplies	29.98	47.08
G-02781	Securitas Security USA, Inc.	Security Services	3,627.90	
		Security Services	2,411.31	6,039.21
G-02782	Mickey Sherman	Programming Activity	70.00	70.00
G-02783	Kone Inc	Elevator Service	964.75	964.75
G-02784	Sabre Technologies	Automation Contractual	1,429.00	
		Supplies	5,050.00	6,479.00
G-02785	Heartland Payphone Service	Telephone Service	195.45	
		Telephone Services	87.40	282.85
G-02786	Trigen-OKC Energy Corporation	Energy Services	8,081.93	8,081.93
G-02787	Eddie Lou Nachtrieb	Progarmming Activity	50.00	50.00
G-02788	Dane & Associates	Capital Projects	2,499.00	2,499.00
G-02789	Midwest Single Source, Inc.	Supplies	902.70	902.70
G-02790	Gale Research	Materials	2,749.00	2,749.00
G-02791	Baker & Taylor Books - #510486	Materials	584.72	584.72
G-02792	Recorded Books, LLC	Materials	5.95	5.95
G-02793	Gale Group	Materials	2,863.78	2,863.78
G-02794	Hal Leonard Publishing	Materials	329.43	329.43
G-02795	Full Circle Bookstore	Materials	647.36	647.36
G-02796	Blackstone Audio Books	Materials	74.92	74.92
G-02797	Random House, Inc	Materials	269.40	269.40
G-02798	Brilliance Corporation	Materials	1,747.09	1,747.09
G-02799	Ingram Library Service	Materials	1,637.37	1,637.37
G-02800	Ingram Library Service	Materials	121.56	121.56
G-02801	Sagebrush Corp.	Materials	12.00	12.00

General Fund F.Y. 05-06

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-02802	Schiffer Publishing	Materials	248.48	248.48
G-02803	Eddie Beesley	Materials	64.75	64.75
G-02804	Baker & Taylor Books - #510486	Materials	768.88	768.88
G-02805	Baker & Taylor Entertainment	Materials	205.51	205.51
G-02806	Teaching Company	Materials	379.85	379.85
G-02807	Focus on the Family	Materials	142.73	142.73
G-02808	Baker & Taylor Books - #510486	Materials	1,457.43	
		Materials	1,429.85	
		Materials	3,219.01	
		Materials	7,175.22	
		Materials	3,884.80	
		Materials	1,661.80	
		Materials	2,379.20	
		Materials	7,013.43	
		Materials	3,020.12	31,240.86
G-02809	Baker & Taylor Books - #510486	Materials	923.22	
		Materials	1,477.39	
		Materials	5,973.29	
		Materials	3,530.70	11,904.60
G-02810	Baker & Taylor Books-#510486	Materials	1,743.93	1,743.93
Total of FY 05-06 Warrants Issued				\$ 2,472,615.43

General Fund F.Y. 04-05

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
G-06053	Crosslands A&A Rental-All	Maintenance of Facilities	50.00	50.00
G-06054	Great Events Publishing	Programming Supplies	41.40	41.40
		Total of FY 04-05 Warrants Issued		\$ 91.40

Special Funds

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
S-11893	Ivy M. McClure	Lost & Paid Book Returned	14.00	14.00
S-11894	James L. Young	Lost & Paid Book Returned	14.98	14.98
S-11895	Lela E. Dunlap	Lost & Paid Book Returned	3.00	3.00
S-11896	Wanda L. Ingram	Lost & Paid Book Returned	3.00	3.00
S-11897	Geraldine L. Harbor	Lost & Paid Book Returned	3.00	3.00
S-11898	Linda R. Harrison	Lost & Paid Book Returned	3.00	3.00
S-11899	Roxsie F. Rogers	Lost & Paid Book Returned	21.35	21.35
S-11900	Karen L. Norris	Lost & Paid Book Returned	6.90	6.90
S-11901	Kristen C. Lee	Lost & Paid Book Returned	13.95	13.95
S-11902	Kathryn E. Reilly	Lost & Paid Book Returned	31.40	31.40
S-11903	Metropolitan Library System	Transfer of Funds	37,000.00	37,000.00
S-11904	Highsmith Co., Inc.	Furniture	603.22	603.22
S-11905	Darcus Smith	Scholarship	300.00	300.00
S-11906	Elizabeth Kessler	Scholarship	450.00	450.00
S-11907	Anita Roesler	Scholarship	225.00	225.00
S-11908	Joshua Schell	Scholarship	450.00	450.00
S-11909	Glenn Webb	Scholarship	600.00	600.00
S-11910	Melissa Weathers	Programming	104.95	104.95
S-11911	Samantha A. Olsen	Lost & Paid Book Returned	13.25	13.25
S-11912	Kyle E. Kendrick	Lost & Paid Book Returned	28.97	28.97
S-11913	Kanani M. Summers	Lost & Paid Book Returned	3.00	3.00
S-11914	Jennifer L. Tiernan	Lost & Paid Book Returned	3.00	3.00
S-11915	Shelly D. Owens	Lost & Paid Book Returned	17.99	17.99
S-11916	Judith E. Starr	Lost & Paid Book Returned	3.00	3.00
S-11917	NSU Library	Lost & Paid Book	32.00	32.00
S-11918	Destini J. Bennett	Lost & Paid Book Returned	3.00	3.00
S-11919	Lene' C. Moya	Lost & Paid Book Returned	6.95	6.95
S-11920	Truth A. Schlesinger	Lost & Paid Book Returned	4.50	4.50
S-11921	University of Texas at Austin	Lost Book	10.00	10.00
S-11922	Standley Systems	Copier Usage	242.86	
		Copier Usage	195.14	
		Copier Usage	411.31	
		Copier Usage	155.59	1,004.90
S-11923	Jo Elyn Wheller	Programming Presentation	25.00	25.00
S-11924	Lisa M. Wood	Scholarship	600.00	600.00
S-11925	Midwest Trophy Mfg. Co., Inc.	Supplies	110.00	110.00
S-11926	Midwest Trophy Mfg. Co., Inc.	Staff Pin Adjustments	161.22	161.22
S-11927	Hewlett-Packard Co.	Computer Equipment	6,737.94	
		Computer Equipment	2,245.98	
		Computer Equipment	5,614.95	
		Computer Equipment	11,229.90	
		Computer Equipment	11,229.90	
		Computer Equipment	10,106.91	
		Computer Equipment	5,614.95	
		Computer Equipment	8,983.92	
		Computer Equipment	2,245.98	
		Computer Equipment	2,245.98	
		Computer Equipment	2,245.98	
		Computer Equipment	2,245.98	
		Computer Equipment	4,491.96	75,240.33
S-11928	Commercial Card Solutions	Software	130.00	130.00
S-11929	Elizabeth C. Flores	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

January 2006

Number	Vendor/Payee	Purpose		Amount
S-11930	Lance R. Miller	Lost & Paid Book Returned	3.00	3.00
S-11931	Mark D. Archer	Lost & Paid Book Returned	13.95	13.95
S-11932	Kaitlyn E. Hull	Lost & Paid Book Returned	4.99	4.99
S-11933	Yvonne Kauger	Lost & Paid Book Returned	3.00	3.00
S-11934	Carla J. Supon	Lost & Paid Book Returned	3.00	3.00
S-11935	Isabella A. Pierce	Lost & Paid Book Returned	3.00	3.00
S-11936	Shanese M. Birts	Lost & Paid Book Returned	9.68	9.68
S-11937	Joshua Q. Hester	Lost & Paid Book Returned	3.00	3.00
S-11938	Samantha C. Barclay	Lost & Paid Book Returned	3.00	3.00
S-11939	Teaching Company	Materials	539.85	539.85
S-11940	Imagenation Promotional Group	Printing	500.00	500.00
S-11941	Mary Ann Seefeldt	Lost & Paid Book Returned	3.00	3.00
S-11942	Izetta A. Gandy	Lost & Paid Book Returned	10.15	10.15
S-11943	David J. Wolf	Lost & Paid Book Returned	3.00	3.00
S-11944	Kara M. Armstrong	Lost & Paid Book Returned	9.99	9.99
S-11945	Iram Nizami	Lost & Paid Book Returned	3.00	3.00
S-11946	Tira J. Wiley	Lost & Paid Book Returned	3.00	3.00
S-11947	In Cha Curtis	Lost & Paid Book Returned	3.00	3.00
S-11948	Laura L. Babb	Lost & Paid Book Returned	3.00	3.00
S-11949	Abby Forrest	Lost & Paid Book Returned	16.95	16.95
S-11950	Joseph D. Dickerson	Lost & Paid Book Returned	20.00	20.00
S-11951	Bob R. Short	Lost & Paid Book Returned	9.99	9.99
S-11952	Ellen E. Knebel	Lost & Paid Book Returned	3.00	3.00
S-11953	Thomas L. Wall	Lost & Paid Book Returned	3.00	3.00
S-11954	Stacey S. Throgmorton	Lost & Paid Book Returned	11.85	11.85
S-11955	Dale J. Jones, II	Lost & Paid Book Returned	3.00	3.00
S-11956	Arvel L. Williams, Jr	Lost & Paid Book Returned	18.98	18.98
S-11957	Allyson Leckie	Lost & Paid Book Returned	3.00	3.00
S-11958	Bridgid A. Couch	Lost & Paid Book Returned	3.00	3.00
S-11959	Sandra J. Teel	Lost & Paid Book Returned	3.00	3.00
S-11960	Hewlett-Packard Co.	Computer Equipment	6,737.94	6,737.94
Total of Special Funds Warrants Issued				\$ 125,206.18

CONTRACT AWARDS AND PURCHASES

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

ITEM A: PURCHASE OF CHARLES ALAN FURNITURE

Provided for in the FY 2005-06 budget is the request for new lounge chairs and end tables for the Midwest City Library. The existing lounge chairs are over ten years old. The fabric is worn, stained and torn on the existing lounge chairs.

Charles Alan lounge chairs are requested to replace the old Worden lounge chairs. The Charles Alan chairs and end tables are listed on a contract with the City of Oklahoma City. Spaces is the local Charles Alan dealer and has the contract with the City of Oklahoma City

The Charles Alan Evan II chair is requested. Four different fabrics will be placed on the chairs. Twenty-three Charles Alan Evan II chairs are to be purchased. Nine Charles Alan Erik end tables are to be purchased and three Charles Alan Erik two-seater benches are to be purchased.

10 ea	Charles Alan Evan II Chairs with Anzea Fabric, Bell @ \$1,274.00 =	12,740.00
4 ea	Charles Alan Evan II Chairs with Anzea Fabric, Banner @ \$1,310.00 =	5,240.00
7 ea	Charles Alan Evan II Chairs with Architex Fabric, Studio @ \$1,328.00 =	9,296.00
2 ea	Charles Alan Evan II Chairs with Unika Vaev Fabric @ \$1,274.00 =	2,548.00
6 ea	Charles Alan Erik Drum Table @ \$ 895.00 =	5,370.00
3 ea	Charles Alan Erik Cube Table @ \$1,911.00 =	5,733.00
1 ea	Charles Alan Erik Bench with Anzea Fabric @ \$ 987.00 =	987.00
2 ea	Charles Alan Erik Bench with Liz Jordan Hill Fabric @ \$1,419.00 =	2,838.00
	Charles Alan Finish Matching Charge for the Three Items	250.00
	Total Contract	\$45,002.00

RECOMMENDATION:

That the Commission approve the purchase of the 35 Charles Alan lounge chairs, end tables and benches in the amount of \$45,002.00 from Spaces. Adequate funding in the amount of \$47,450 for this purchase is provided for in the FY 2005-06 budget, account 408.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: RENEWAL OF PUBLIC OFFICIALS' AND EMPLOYEE'S LIABILITY INSURANCE

The Public Officials' and Employee's Liability Insurance policy provides the coverage to protect the members of the Metropolitan Library Commission, the Library administration, Board members of the Friends of the Library, and the Trustees of the Library Endowment Trust from potential civil liabilities resulting from the operations. The coverage includes legal costs and judgments on settlements that may arise up to the policy limits. The Friends of the Library and the Library Endowment Trust will pay for their respective portion of the insurance premiums.

The Library's Insurance Agent of Record has in the past, always provided the system's Public Officials' and Employee's Liability Insurance policy. Mr. Steve Payne, representing C.L. Frates and Company, is the Library's Insurance Agent of Record. Mr. Payne has proposed to renew the policy with National Union Fire Insurance Company with the annual cost of \$17,565.00. This is the same amount as last year. The premium summary is as follows.

Metropolitan Library System	16,435.00
Friends of the Library	680.00
Library Endowment Trust	450.00
Total Premium	\$17,565.00

RECOMMENDATION:

That the Commission renew the annual contracts for the Public Officials' and Employee's Liability Insurance for the annual premium of \$16,435.00 to C.L. Frates and Company. Funding for this policy is provided for in the FY 2005-06 budget, account 202.

REPORT AND RECOMMENDATIONS
FROM SPECIAL COMMITTEE

The Special Committee met on January 31, 2006, for:

Discussion, consideration and possible action: Parenting Section

During its meeting, the Committee:

Reviewed and discussed all items.

The Special Committee makes the following recommendation to the Commission for action.

COMMISSION ACTION:

To approve the recommendation from the Special Committee establishing a parenting section according to the attached guidelines.

REPORT AND RECOMMENDATIONS FROM SPECIAL COMMITTEE

Revised 1/31/2006

A special section will be created within the children's area of all MLS locations. Materials classified as Easy, Reader or Tween will be shelved in this section.

1. Physical location of the special section:
 - Materials will be housed on one 3 ft section (60-66 inches high) which will hold approximately 150 books.
 - A location within the children's area will be chosen by the library manager at each system library. The location will be appropriate to the available space, the usage of the collection and the number of identified titles held at the individual libraries. The exact physical location may vary from library to library.
2. Topics of materials to be included in the special section:
 - This section will consist of all books/materials identified by subject headings including: child abuse, child abuse prevention, child sexual abuse, child sexual abuse prevention, domestic/family violence, drug abuse, substance abuse, medication abuse, alcoholism, homosexuality, premarital sex and extramarital sex.
 - And other subjects identified as useful to families based on requests, patterns of use or, in the judgment of staff, which are thought to support our customers' needs in parenting, may be included.
3. Identification of existing and new materials for the special section:
 - Library staff will create a new location code for the section and all existing materials will be recoded.
 - New materials will be identified and coded for the section as they are received.
 - The materials will be marked with a color coded dot or symbol to indicate where they are shelved.
4. Process for public request for re-shelving of materials:
 - Current procedures allowing customers to request new materials will be utilized to request new materials for this section.
 - Current procedures allowing customers to comment on materials will be utilized to request current materials be moved to this section.

List of topics for the special section (rev. 1/31/2006)

subject	number of easy, reader & tween titles	notes
child abuse	4	
child abuse prevention	2	
child sexual abuse	2	
child sexual abuse--prevention	4	
domestic violence: see family violence	3	
substance abuse	1	
drug abuse	8	
medication abuse	0	
alcoholism	7	
homosexuality	5	
premarital sex	0	
extramarital sex	0	
total	36	

METROPOLITAN LIBRARY COMMISSION

OF OKLAHOMA COUNTY

Special Committee

MINUTES

DATE: Tuesday, January 31, 2006 TIME: 3:30 PM

Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, January 4, 2006. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on January 27, 2006, in conformity with the Oklahoma Open Meeting Act § 311.

COMMITTEE MEMBERS PRESENT:

Scott Duncan, Chair
Nancy Anthony
Dr. Ann Caine
Carolyn Cornelius
Cynthia Trent

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director
Peggy Winters, Metropolitan Library Commission of OK County, member
Shirley Pritchett, Metropolitan Library Commission of OK County, member

ESTIMATE OF OTHERS PRESENT: 13

I. The meeting was called to order at 3:38 pm by Mr. Scott Duncan, Chair.

Roll was called to establish a quorum. Present: Anthony, Caine, Trent, Duncan.
(Arrived: Cornelius ~ 3:39 p.m.)

II. Mr. Duncan called for public comments. (Two *Citizens Request to Speak* forms are attached.) Each speaker was allotted three minutes to address the Committee.

III. Mr. Duncan referred to Agenda Item # II and Attachment A. He asked if there were any questions regarding the research of topics submitted by Administration.

Mrs. Donna Morris stated since the last Committee meeting, Administration did not receive any additional topics to be added to the list. The report and minutes were presented to the Commission at the January meeting and there were no comments from the Commission.

Mr. Duncan recalled that one concern was the size of the section. The ideal size would be a maximum of 150 books. If it gets any larger, than space would be an issue. The Committee provided Administration with a list of possible topics and requested an estimate of the number of titles the library owns relating to these subjects. Mrs. Morris clarified the section would only consist of titles in the children's area of the libraries. She added the location of the section will be different at each library depending on the available space at each site. Mrs. Morris added some of the smaller libraries and the five extension libraries would not have the same number of materials in their collection as some of the larger libraries.

Mr. Duncan called for any questions or comments. Mrs. Cornelius expressed her appreciation to the staff for all their work during this process.

Mrs. Morris stated there needs to be an understanding of the collection development process which takes place on a regular basis with the entire library collection. The staff reviews materials continually and if they are not well circulated or are dated and worn, the staff may decide the materials should be withdrawn from the section. If it is determined that all homosexual themed fiction books for this age group should be permanently placed in this section, the staff will need the latitude to review the books and be able to decide when and if they should be withdrawn from the parenting section.

Mrs. Trent asked for clarification on the location of the section. Mrs. Morris stated the motion from the Commission was to create a special section within the children's area of all Oklahoma County libraries. Mr. Duncan stated in order to change the motion, another motion would need to be made and taken back to the Commission. He added the intent is to make this section a resource for parents or guardians and not to censor or hide materials. The library does not have restricted areas and children can walk into any area of the library and pick up any of the materials located there. In some of the smaller branch libraries the children's area might be right next to the adult section because of physical space. Mr. Duncan asked for any additional comments.

Mrs. Anthony asked if this special section is something the staff feels it could implement. Mrs. Morris stated it is; however, the staff will need to be able to perform routine collection development on the section in the same way the entire collection is done. With the draft list of topics being numerous, the staff would need to be able to select the titles for the section, with the exception of the topics chosen to be placed in the section permanently. Mr. Duncan stated the Committee's charge is to come up with guidelines, not a policy, and to be directive not exhaustive in the guidelines.

Mr. Duncan handed out some proposed language for discussion on a final motion from the committee. Questions and discussion followed.

Mr. Duncan called for the motion.

The special committee moved that a special section be created within the children's area of all MLS locations. Materials for easy readers, readers and tweens will be shelved in this section.

The collection within this section would include all books/materials identified as: child abuse, child abuse prevention, child sexual abuse, child sexual abuse prevention, domestic/family violence, drug abuse, substance abuse, medication abuse, alcoholism, homosexuality, premarital sex and extramarital sex (to be housed on the top shelf[ves]). Other subjects identified as useful to families based on requests, patterns of use or, in the judgment of staff, which are thought to support our patrons' needs in parenting, may be included.

Discussion took place regarding the proposed motion and where the specific subjects would be housed.

Mrs. Morris stated the section would be more manageable if it was coded similar to the other special sections in the system. To separate within the section by placing the permanent subjects on the top shelf only will add more confusion and difficulty in managing the section. Mrs. Anthony agreed and added it will also be more appealing to children, especially if they are told they cannot access those materials.

Mrs. Trent stated she would like for the materials being permanently placed in the section to be located on the top shelf and not easily accessible by children. Mr. Duncan agreed he too would like for the materials to be placed on the top shelf and asked Mrs. Morris what the result would be.

Mrs. Morris stated she doesn't believe it is practical to pinpoint the specific subjects and require them to be placed on the top shelf. She added to Mrs. Anthony's comment that it will automatically become more appealing to children. It also will make the section more difficult to manage. If the Committee does decide to require the materials to be placed on the top shelf it will make the Commission vulnerable for future complaints. For instance, if a customer takes the material off the shelf and places it on a table or somewhere else in the library or on a lower shelf and a child picks up the material, the parent or guardian will in turn come back to the Commission and ask why the material was in a place other than the top shelf of the section. Discussion continued.

The Committee agreed to remove "(to be housed on the top shelf[ves])" from the motion.

Mr. Duncan called for the Final motion.

The special committee moved that a special section be created within the children's area of all MLS locations. Materials for easy readers, readers and tweens will be shelved in this section.

The collection within this section would include all books/materials identified as: child abuse, child abuse prevention, child sexual abuse,

child sexual abuse prevention, domestic/family violence, drug abuse, substance abuse, medication abuse, alcoholism, homosexuality, premarital sex and extramarital sex. Other subjects identified as useful to families based on requests, patterns of use or, in the judgment of staff, which are thought to support our patrons' needs in parenting, may be included. Mrs. Anthony seconded. Mr. Duncan called for discussion. There was none. Motion passed unanimously.

Dr. Caine asked what the time frame would be to implement the special section. Mrs. Morris stated once the Commission approves the motion it may take four to six weeks to implement.

Mrs. Morris informed the Committee of two bills that have been introduced to the legislature. She stated the bills are related to the state funding and access to materials. One has been introduced to the House and one to the Senate. Mr. Duncan asked if the motion just made would be affected, if at all, by either one of the bills. Mrs. Morris stated the bills, as they are written, are directed towards adult only access and if the bills were passed the library system will be dealing with this issue again. Mrs. Morris added public libraries, generally speaking, don't have areas that are adult only access.

IV. Mr. Duncan concluded the meeting by stating the Committee has carried out its charge.

V. There being no further business, the meeting was adjourned at 4:33 p.m.



Donna Morris, Executive Director

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

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

DATE: 1/31/06

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

Camille Landry
PRINT NAME

1116 NE 15 St. 73117
RESIDENCE: ADDRESS/ZIP

OK
COUNTY OF RESIDENCE


SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

239-7706 sojourner@gmail.com
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: X _____

I ask to speak on the following Agenda Item(s) Censorship of children's
collection - "parental permission" requirements

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

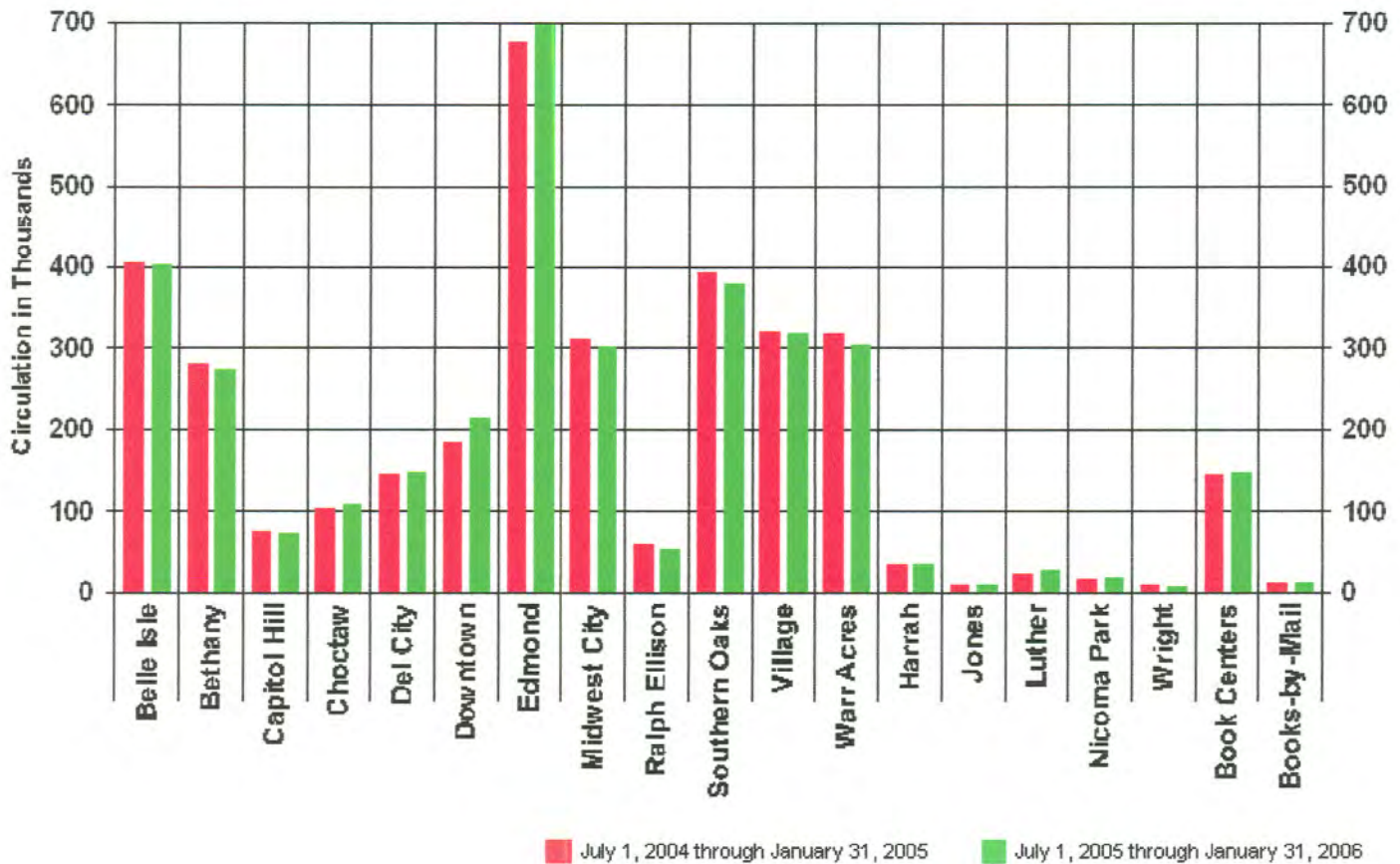
*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. 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.

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

*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.

Circulation Gains and Losses

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)



Circulation Gains and Losses

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

JANUARY 31, 2006		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	05	44611	309974	12898	93833	57509	403807	
	06	44401	306648	14253	95451	58654	402099	
		-210	-3326	1355	1618	1145	-1708	-.4
BETHANY	05	27480	197254	11269	84061	38749	281315	
	06	27182	192268	12249	81021	39431	273289	
		-298	-4986	980	-3040	682	-8026	-2.9
CAPITOL HILL	05	7790	54778	2171	20105	9961	74883	
	06	7350	50549	3148	21207	10498	71756	
		-440	-4229	977	1102	537	-3127	-4.2
CHOCTAW	05	9514	65055	5427	38071	14941	103126	
	06	9606	67703	5623	40043	15229	107746	
		92	2648	196	1972	288	4620	4.5
DEL CITY	05	14865	102123	5303	41725	20168	143848	
	06	14174	103220	5533	42204	19707	145424	
		-691	1097	230	479	-461	1576	1.1
DOWNTOWN	05	22638	140938	6446	42641	29084	183579	
	06	22983	162513	6674	52036	29657	214549	
		345	21575	228	9395	573	30970	16.9
EDMOND	05	58158	394314	38171	283491	96329	677805	
	06	59760	413079	38310	285121	98070	698200	
		1602	18765	139	1630	1741	20395	3.0
MIDWEST CITY	05	31950	228164	9951	83251	41901	311415	
	06	32788	218338	11808	83709	44596	302047	
		838	-9826	1857	458	2695	-9368	-3.0
RALPH ELLISON	05	5827	46184	1629	13282	7456	59466	
	06	6073	40053	1715	11679	7788	51732	
		246	-6131	86	-1603	332	-7734	-13.0
SOUTHERN OAKS	05	42387	295755	12969	98616	55356	394371	
	06	39946	278468	14591	100337	54537	378805	
		-2441	-17287	1622	1721	-819	-15566	-3.9
VILLAGE	05	30963	220453	13116	97955	44079	318408	
	06	31247	218492	13647	98591	44894	317083	
		284	-1961	531	636	815	-1325	-.4
WARR ACRES	05	30126	215238	13268	101074	43394	316312	
	06	28973	209771	12857	94713	41830	304484	
		-1153	-5467	-411	-6361	-1564	-11828	-3.7

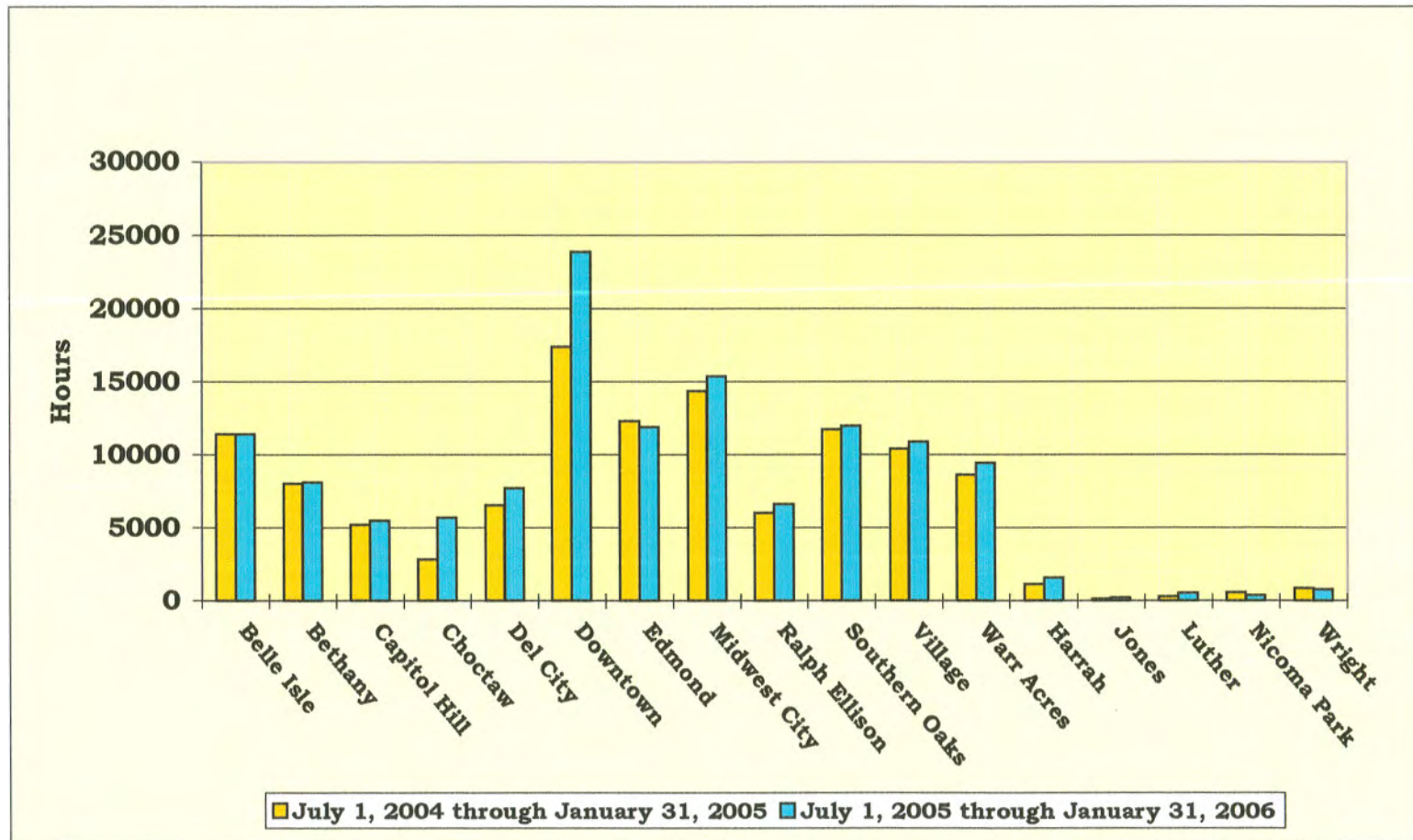
Circulation Gains and Losses

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

JANUARY 31, 2006		<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	3397	24574	1207	9707	4604	34281	
	06	3683	23901	1495	9829	5178	33730	
		286	-673	288	122	574	-551	-1.6
JONES	05	940	6976	170	1843	1110	8819	
	06	944	6284	164	1465	1108	7749	
		4	-692	-6	-378	-2	-1070	-12.1
LUTHER	05	2196	16374	429	5637	2625	22011	
	06	3090	19663	725	7893	3815	27556	
		894	3289	296	2256	1190	5545	25.2
NICOMA PARK	05	1742	12710	266	3375	2008	16085	
	06	1887	12804	336	3504	2223	16308	
		145	94	70	129	215	223	1.4
WRIGHT	05	768	6444	182	1291	950	7735	
	06	785	5366	127	1193	912	6559	
		17	-1078	-55	-98	-38	-1176	-15.2
<u>OTHER:</u>								
BOOK CENTERS	05	9016	64122	11450	80462	20466	144584	
	06	9470	65736	11679	81833	21149	147569	
		454	1614	229	1371	683	2985	2.1
BOOKS-BY-MAIL	05	1901	11318	0	0	1901	11318	
	06	1753	10846	0	0	1753	10846	
		-148	-472	0	0	-148	-472	-4.2
TOTALS	05	346269	2412748	146322	1100420	492591	3513168	
	06	346095	2405702	154934	1111829	501029	3517531	
		-174	-7046	8612	11409	8438	4363	.1

Total Internet Hours Used by Library

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)



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Total Internet Usage

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	300		4,375		1,570.40		3,262		31,346		11,398.55	
	06	333		4,380		1,659.07		3,535		30,454		11,404.08	
		33	11.0	5	.1	88.67	5.6	273	8.4	-892	-2.8	5.53	.0
BETHANY	05	199		2,498		1,068.13		1,992		18,957		8,029.92	
	06	220		2,895		1,194.08		2,244		19,517		8,100.31	
		21	10.6	397	15.9	125.95	11.8	252	12.7	560	3.0	70.39	.9
CAPITOL HILL	05	129		1,820		721.76		1,640		13,746		5,218.94	
	06	191		2,020		781.32		1,839		14,121		5,479.63	
		62	48.1	200	11.0	59.56	8.3	199	12.1	375	2.7	260.69	5.0
CHOCTAW	05	76		1,194		443.36		891		7,718		2,831.01	
	06	93		2,216		906.90		1,167		13,568		5,683.98	
		17	22.4	1,022	85.6	463.54	104.6	276	31.0	5,850	75.8	2,852.97	100.8
DEL CITY	05	157		2,271		924.24		1,757		16,236		6,555.81	
	06	179		2,583		1,024.17		2,032		19,140		7,700.72	
		22	14.0	312	13.7	99.93	10.8	275	15.7	2,904	17.9	1,144.91	17.5
DOWNTOWN	05	379		8,007		3,071.56		3,201		45,224		17,387.17	
	06	415		7,464		3,266.96		4,445		56,346		23,840.49	
		36	9.5	-543	-6.8	195.40	6.4	1,244	38.9	11,122	24.6	6,453.32	37.1
EDMOND	05	324		4,992		1,682.72		3,650		34,910		12,310.08	
	06	399		5,057		1,799.29		3,995		33,803		11,889.56	
		75	23.1	65	1.3	116.57	6.9	345	9.5	-1,107	-3.2	-420.52	-3.4
MIDWEST CITY	05	379		5,294		2,030.90		4,119		38,572		14,370.96	
	06	484		6,312		2,334.75		4,809		41,970		15,361.04	
		105	27.7	1,018	19.2	303.85	15.0	690	16.8	3,398	8.8	990.08	6.9
RALPH ELLISON	05	181		2,255		809.49		2,024		17,246		6,027.96	
	06	216		2,998		1,001.86		2,176		18,699		6,618.06	
		35	19.3	743	32.9	192.37	23.8	152	7.5	1,453	8.4	590.10	9.8

Total Internet Usage

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	387		4,001		1,580.66		3,887		29,819		11,727.03	
	06	417		4,541		1,841.18		4,209		30,388		11,978.60	
		30	7.8	540	13.5	260.52	16.5	322	8.3	569	1.9	251.57	2.1
VILLAGE	05	300		4,110		1,465.94		3,374		28,854		10,397.80	
	06	342		3,890		1,449.60		3,656		29,336		10,908.06	
		42	14.0	-220	-5.4	-16.34	-1.1	282	8.4	482	1.7	510.26	4.9
WARR ACRES	05	262		3,177		1,161.11		2,679		24,015		8,659.95	
	06	252		3,645		1,383.77		2,860		25,343		9,450.25	
		-10	-3.8	468	14.7	222.66	19.2	181	6.8	1,328	5.5	790.30	9.1
HARRAH	05	25		403		177.65		312		2,703		1,160.50	
	06	30		502		306.83		313		2,939		1,583.29	
		5	20.0	99	24.6	129.18	72.7	1	.3	236	8.7	422.79	36.4
JONES	05	3		45		22.08		36		261		124.20	
	06	1		57		35.73		44		375		205.84	
		-2	-66.7	12	26.7	13.65	61.8	8	22.2	114	43.7	81.64	65.7
LUTHER	05	14		131		50.53		115		861		313.98	
	06	14		183		85.81		148		1,283		530.24	
			.0	52	39.7	35.28	69.8	33	28.7	422	49.0	216.26	68.9
NICOMA PARK	05	8		141		85.38		83		1,030		590.05	
	06	7		121		59.37		91		748		364.19	
		-1	-12.5	-20	-14.2	-26.01	-30.5	8	9.6	-282	-27.4	-225.86	-38.3
WRIGHT	05	6		268		94.67		100		2,303		868.04	
	06	11		272		116.32		108		1,942		782.56	
		5	83.3	4	1.5	21.65	22.9	8	8.0	-361	-15.7	-85.48	-9.8
TOTAL	05	3,129		44,982		16,960.58		33,122		313,801		117,971.95	
	06	3,604		49,136		19,247.01		37,671		339,972		131,880.90	
		475	15.2	4,154	9.2	2,286.43	13.5	4,549	13.7	26,171	8.3	13,908.95	11.8

Internet Usage by Adult Customers

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	246		3,541		1,308.41		2,724		25,857		9,520.24	
	06	268		3,780		1,451.68		2,940		25,757		9,821.34	
		22	8.9	239	6.7	143.27	10.9	216	7.9	-100	-4	301.10	3.2
BETHANY	05	176		2,275		1,005.15		1,701		16,974		7,410.71	
	06	179		2,374		1,029.01		1,852		16,548		7,140.70	
		3	1.7	99	4.4	23.86	2.4	151	8.9	-426	-2.5	-270.01	-3.6
CAPITOL HILL	05	88		1,268		526.22		1,051		9,529		3,914.36	
	06	108		1,187		499.50		1,131		9,031		3,726.43	
		20	22.7	-81	-6.4	-26.72	-5.1	80	7.6	-498	-5.2	-187.93	-4.8
CHOCTAW	05	61		847		343.14		661		5,436		2,148.90	
	06	78		1,413		604.94		822		8,252		3,531.49	
		17	27.9	566	66.8	261.80	76.3	161	24.4	2,816	51.8	1,382.59	64.3
DEL CITY	05	126		1,899		810.16		1,396		13,812		5,794.31	
	06	135		2,119		875.01		1,620		15,894		6,587.08	
		9	7.1	220	11.6	64.85	8.0	224	16.0	2,082	15.1	792.77	13.7
DOWNTOWN	05	317		7,137		2,805.36		2,713		39,755		15,719.31	
	06	352		6,727		3,021.97		3,715		49,951		21,760.75	
		35	11.0	-410	-5.7	216.61	7.7	1,002	36.9	10,196	25.6	6,041.44	38.4
EDMOND	05	258		4,322		1,505.99		3,026		30,153		10,858.73	
	06	332		4,348		1,571.69		3,347		29,320		10,461.76	
		74	28.7	26	.6	65.70	4.4	321	10.6	-833	-2.8	-396.97	-3.7
MIDWEST CITY	05	304		4,538		1,776.88		3,345		32,906		12,563.09	
	06	363		4,748		1,853.76		3,718		32,027		12,169.52	
		59	19.4	210	4.6	76.88	4.3	373	11.2	-879	-2.7	-393.57	-3.1
RALPH ELLISON	05	148		1,694		636.06		1,523		12,600		4,555.80	
	06	146		2,163		769.44		1,637		13,714		5,068.95	
		-2	-1.4	469	27.7	133.38	21.0	114	7.5	1,114	8.8	513.15	11.3

Internet Usage by Adult Customers

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	293		3,111		1,284.49		3,052		23,518		9,704.24	
	06	326		3,437		1,483.54		3,299		23,158		9,506.56	
		33	11.3	326	10.5	199.05	15.5	247	8.1	-360	-1.5	-197.68	-2.0
VILLAGE	05	232		3,461		1,295.48		2,766		24,848		9,262.21	
	06	276		3,236		1,239.93		2,967		23,786		8,969.84	
		44	19.0	-225	-6.5	-55.55	-4.3	201	7.3	-1,062	-4.3	-292.37	-3.2
WARR ACRES	05	221		2,830		1,064.63		2,249		21,243		7,904.24	
	06	204		3,076		1,208.82		2,405		20,880		8,046.06	
		-17	-7.7	246	8.7	144.19	13.5	156	6.9	-363	-1.7	141.82	1.8
HARRAH	05	21		351		160.24		236		1,978		907.18	
	06	23		387		224.84		226		2,336		1,227.42	
		2	9.5	36	10.3	64.60	40.3	-10	-4.2	358	18.1	320.24	35.3
JONES	05	1		26		13.44		21		152		80.41	
	06			38		23.86		26		249		131.91	
		-1	-100.0	12	46.2	10.42	77.5	5	23.8	97	63.8	51.50	64.0
LUTHER	05	10		79		30.34		58		537		211.91	
	06	9		116		58.39		91		784		368.81	
		-1	-10.0	37	46.8	28.05	92.5	33	56.9	247	46.0	156.90	74.0
NICOMA PARK	05	6		99		68.10		51		676		434.42	
	06	5		81		39.20		61		465		233.25	
		-1	-16.7	-18	-18.2	-28.90	-42.4	10	19.6	-211	-31.2	-201.17	-46.3
WRIGHT	05	5		225		80.26		77		1,956		727.07	
	06	9		229		102.09		71		1,572		626.39	
		4	80.0	4	1.8	21.83	27.2	-6	-7.8	-384	-19.6	-100.68	-13.8
TOTAL	05	2,513		37,703		14,714.35		26,650		261,930		101,717.13	
	06	2,813		39,459		16,057.67		29,928		273,724		109,378.26	
		300	11.9	1,756	4.7	1,343.32	9.1	3,278	12.3	11,794	4.5	7,661.13	7.5

Internet Usage by Minor Customers

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	54		834		261.99		538		5,489		1,878.31	
	06	65		600		207.39		595		4,697		1,582.74	
		11	20.4	-234	-28.1	-54.60	-20.8	57	10.6	-792	-14.4	-295.57	-15.7
BETHANY	05	23		223		62.98		291		1,983		619.21	
	06	41		521		165.07		392		2,969		959.61	
		18	78.3	298	133.6	102.09	162.1	101	34.7	986	49.7	340.40	55.0
CAPITOL HILL	05	41		552		195.54		589		4,217		1,304.58	
	06	83		833		281.82		708		5,090		1,753.20	
		42	102.4	281	50.9	86.28	44.1	119	20.2	873	20.7	448.62	34.4
CHOCTAW	05	15		347		100.22		230		2,282		682.11	
	06	15		803		301.96		345		5,316		2,152.49	
		.0		456	131.4	201.74	201.3	115	50.0	3,034	133.0	1,470.38	215.6
DEL CITY	05	31		372		114.08		361		2,424		761.50	
	06	44		464		149.16		412		3,246		1,113.64	
		13	41.9	92	24.7	35.08	30.8	51	14.1	822	33.9	352.14	46.2
DOWNTOWN	05	62		870		266.20		488		5,469		1,667.86	
	06	63		737		244.99		730		6,395		2,079.74	
		1	1.6	-133	-15.3	-21.21	-8.0	242	49.6	926	16.9	411.88	24.7
EDMOND	05	66		670		176.73		624		4,757		1,451.35	
	06	67		709		227.60		648		4,483		1,427.80	
		1	1.5	39	5.8	50.87	28.8	24	3.8	-274	-5.8	-23.55	-1.6
MIDWEST CITY	05	75		756		254.02		774		5,666		1,807.87	
	06	121		1,564		480.99		1,091		9,943		3,191.52	
		46	61.3	808	106.9	226.97	89.4	317	41.0	4,277	75.5	1,383.65	76.5
RALPH ELLISON	05	33		561		173.43		501		4,646		1,472.16	
	06	70		835		232.42		539		4,985		1,549.11	
		37	112.1	274	48.8	58.99	34.0	38	7.6	339	7.3	76.95	5.2

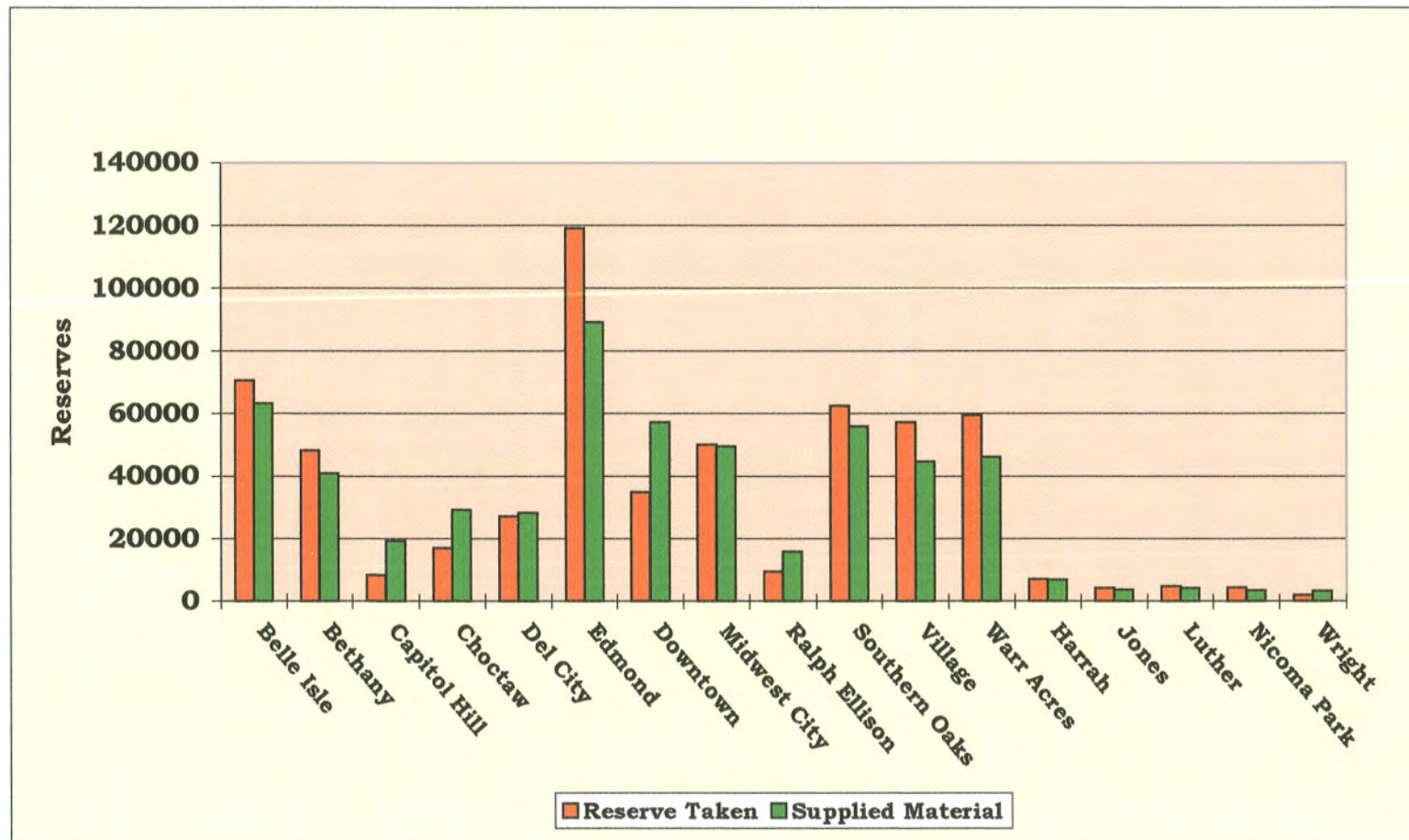
Internet Usage by Minor Customers

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	94		890		296.17		835		6,301		2,022.79	
	06	91		1,104		357.64		910		7,230		2,472.04	
		-3	-3.2	214	24.0	61.47	20.8	75	9.0	929	14.7	449.25	22.2
VILLAGE	05	68		649		170.46		608		4,006		1,135.59	
	06	66		654		209.67		689		5,550		1,938.22	
		-2	-2.9	5	.8	39.21	23.0	81	13.3	1,544	38.5	802.63	70.7
WARR ACRES	05	41		347		96.48		430		2,772		755.71	
	06	48		569		174.95		455		4,463		1,404.19	
		7	17.1	222	64.0	78.47	81.3	25	5.8	1,691	61.0	648.48	85.8
HARRAH	05	4		52		17.41		76		725		253.32	
	06	7		115		81.99		87		603		355.87	
		3	75.0	63	121.2	64.58	370.9	11	14.5	-122	-16.8	102.55	40.5
JONES	05	2		19		8.64		15		109		43.79	
	06	1		19		11.87		18		126		73.93	
		-1	-50.0		.0	3.23	37.4	3	20.0	17	15.6	30.14	68.8
LUTHER	05	4		52		20.19		57		324		102.07	
	06	5		67		27.42		57		499		161.43	
		1	25.0	15	28.8	7.23	35.8		.0	175	54.0	59.36	58.2
NICOMA PARK	05	2		42		17.28		32		354		155.63	
	06	2		40		20.17		30		283		130.94	
			.0	-2	-4.8	2.89	16.7	-2	-6.3	-71	-20.1	-24.69	-15.9
WRIGHT	05	1		43		14.41		23		347		140.97	
	06	2		43		14.23		37		370		156.17	
		1	100.0		.0	-.18	-1.2	14	60.9	23	6.6	15.20	10.8
TOTAL	05	616		7,279		2,246.23		6,472		51,871		16,254.82	
	06	791		9,677		3,189.34		7,743		66,248		22,502.64	
		175	28.4	2,398	32.9	943.11	42.0	1,271	19.6	14,377	27.7	6,247.82	38.4

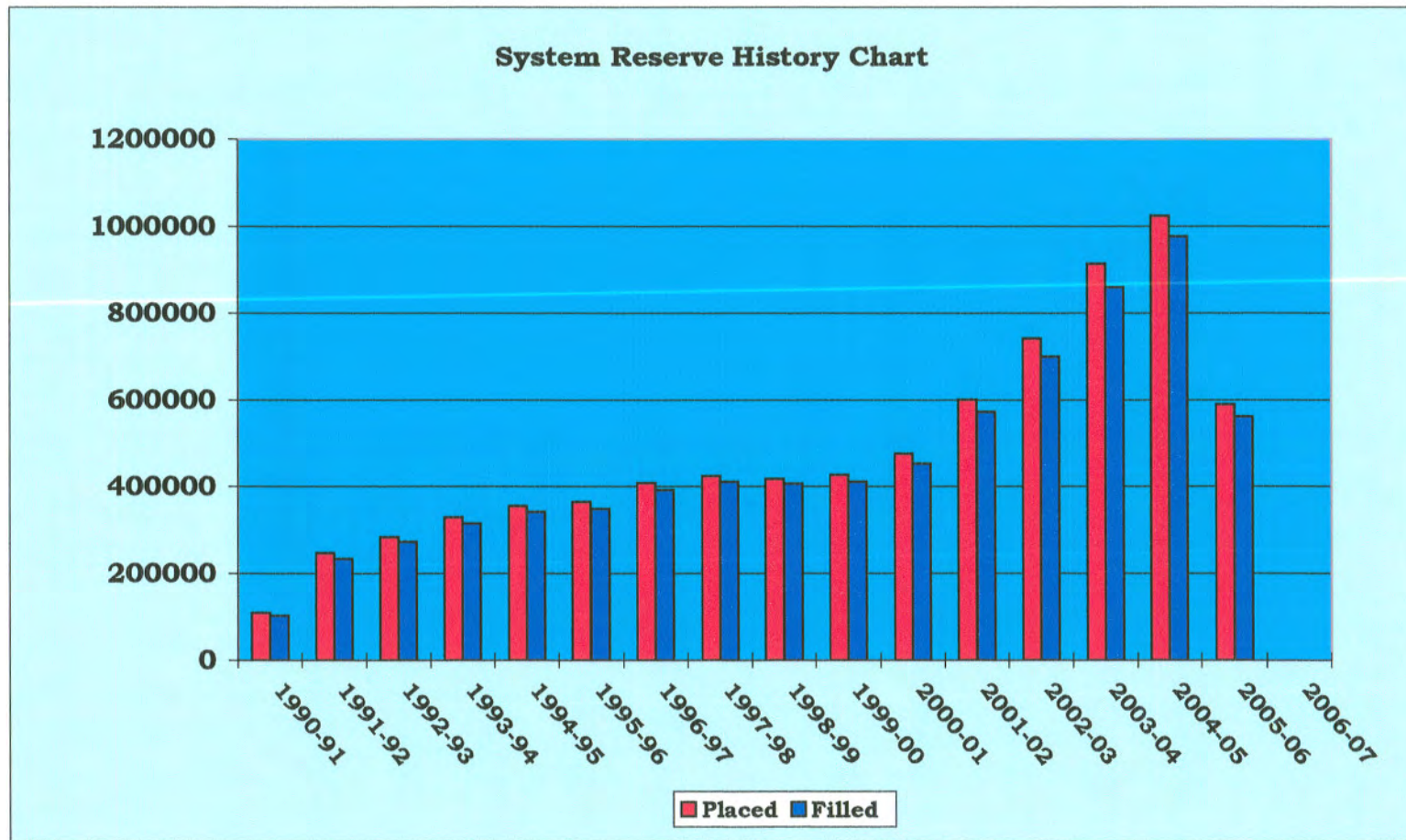
System Reserve Report

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)



System Reserve Report

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)



System Reserves Report

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	05	11,071	72,971		10,275	70,090	
	06	11,322	70,614		10,248	67,187	
		251	-2,357	-3.2	-27	-2,903	-4.1
BETHANY	05	8,105	53,632		7,723	51,367	
	06	7,445	48,108		6,738	45,808	
		-660	-5,524	-10.3	-985	-5,559	-10.8
CAPITOL HILL	05	1,703	11,021		1,605	10,491	
	06	1,493	8,352		1,320	7,992	
		-210	-2,669	-24.2	-285	-2,499	-23.8
CHOCTAW	05	3,187	19,132		2,837	18,056	
	06	2,936	17,075		2,575	16,217	
		-251	-2,057	-10.8	-262	-1,839	-10.2
DEL CITY	05	3,950	26,340		3,644	25,458	
	06	4,319	27,225		3,781	25,865	
		369	885	3.4	137	407	1.6
EDMOND	05	18,365	113,816		16,878	109,228	
	06	18,769	118,997		17,520	114,036	
		404	5,181	4.6	642	4,808	4.4
DOWNTOWN	05	5,189	28,546		4,779	26,121	
	06	5,225	34,884		4,654	32,569	
		36	6,338	22.2	-125	6,448	24.7
MIDWEST CITY	05	7,703	51,984		7,230	49,783	
	06	7,782	50,159		7,134	47,460	
		79	-1,825	-3.5	-96	-2,323	-4.7
RALPH ELLISON	05	1,093	9,944		1,055	9,661	
	06	1,278	9,455		1,135	9,039	
		185	-489	-4.9	80	-622	-6.4
SOUTHERN OAKS	05	10,179	65,752		9,442	62,525	
	06	9,731	62,523		8,802	59,220	
		-448	-3,229	-4.9	-640	-3,305	-5.3
VILLAGE	05	8,748	58,464		8,121	56,064	
	06	8,948	57,258		8,156	54,143	
		200	-1,206	-2.1	35	-1,921	-3.4
WARR ACRES	05	8,767	57,685		8,046	55,256	
	06	8,916	59,388		8,047	56,781	
		149	1,703	3.0	1	1,525	2.8

System Reserves Report

July 1, 2005 through January 31, 2006 (58.33% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	1,179	7,670		1,158	7,380	
	06	1,250	7,063		1,053	6,781	
		71	-607	-7.9	-105	-599	-8.1
JONES	05	546	4,361		572	4,313	
	06	825	4,247		629	4,098	
		279	-114	-2.6	57	-215	-5.0
LUTHER	05	426	3,519		387	3,367	
	06	969	4,762		842	4,466	
		543	1,243	35.3	455	1,099	32.6
NICOMA PARK	05	596	4,245		611	4,228	
	06	607	4,326		565	4,310	
		11	81	1.9	-46	82	1.9
WRIGHT	05	479	3,140		485	3,083	
	06	317	1,932		313	1,880	
		-162	-1,208	-38.5	-172	-1,203	-39.0
BOOKS-BY-MAIL	05	470	3,284		478	3,193	
	06	619	3,838		552	3,733	
		149	554	16.9	74	540	16.9
TOTAL	05	91,756	595,524		85,326	569,683	
	06	92,751	590,214		84,064	561,594	
		995	-5,310	-.9	-1,262	-8,089	-1.4

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2006

LIBRARY MOURNS LOSS OF LEE B. BRAWNER

Metropolitan Library System staff, commission members, colleagues and friends in the library community were saddened to learn of the sudden death of the retired executive director of the library System, Lee B. Brawner. Lee served as director for 28 years and during that time, the library system enjoyed unprecedented growth in size and usage due to his outstanding leadership. A Memorial service will be held on Sunday, February 12. The family has requested, in lieu of flowers, that donations be made to the MLS Library Endowment Trust or the Freedom to Read Foundation.

He will be greatly missed.

FORMER LIBRARY STAFFER AND COMMISSION MEMBER ROSALIE STARKS McCLANAHAN IS REMEMBERED

Library staff also learned of the death of Rosalie Starks McClanahan who passed away after a long illness at the age of 89 in Enid, Oklahoma. Rosalie retired from the library system in 1982 after a 33 year career in librarianship, including 20 years at MLS. She was a library manager at Capitol Hill, Southern Oaks and the Village. Following her retirement, Rosalie served as a member of the Metropolitan Library Commission as the representative from the Village from 1982 until 1989.

FREE WIRELESS ACCESS AT METRO LIBRARIES CONTINUES TO BE A SUCCESS

For the period from August 15, 2005 through February 7, 2006, almost 6 months, 12, 513 customer connections were made on our wireless network for a total of 10, 656.45 hours. Wireless service is available at all 12 of our full service libraries and customers seem to be embracing this new service.

NEWLY DESIGNED WEBPAGE TO DEBUT ON FEBRUARY 20

Be sure to check out our newly designed webpage which has a new search feature, a new cybermars interface which includes catalog information in Spanish, the newly enhanced PPO, and database information that is more user friendly.

DIRECTOR OUTREACH ACTIVITIES

- Attended Leadership OKC Class
- Attended Rotary 29 Club Meetings
- Attended OCCF Literary Meeting
- Attended OLA Legislative Committee Meeting
- Will be attending PLDC Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Cimmaronka of the Quapaw & Chickamaunga Cherokee Tribes

Spring Break Week

MLC – February 16, 2006
MLS – Executive Director's Report

Prepared by: Executive Director
Page 1 of 2

Wildfowl Wood Carvings Exhibit: Artist Ronald G. Schessl

Location: Edmond

All Ages

March 1-31, During Library Hours.

Mr. Schessl began carving when he nearly lost his arm in an industrial accident. Using wood carving as therapy, it took him two years to just learn how to hold the knife. He now transforms blocks of wood into lovely representations of wild fowl and has won numerous awards for his artistry. In 1985 he had a one-man show at the Omniplex. See some of his work during the month of March at the Edmond Library.

Co-Sponsor: Ronald G. Schessl

Women's History Month

Location: Southern Oaks

All Ages

March 1-31, during library hours.