

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 20, 2006, 3:30 p.m.
Bethany Library
3510 N. Mueller
Bethany, OK 73008
(Telephone: 789-8363)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #01 – 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 (#02 - #05)

- Document #02 – Approval of Minutes of June 15, 2006 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2006
- Document #04 – Approval of Contract Awards and Purchases
Item A: Star Circulation Printers
- Document #05 – Request for Transfer of Funds

4:00 – 4:20 pm COMMITTEE REPORTS

- Document #06 – Discussion, Consideration, and Possible Action: Report and Minutes ~ Finance Committee meeting July 11, 2006 – David Greenwell, Chair

4:20 – 4:30 pm SPECIAL PRESENTATIONS

- *Library Night at the Ballpark* – Kristin Smith, Children's Services Coordinator, Outreach and Emily Williams, Young Adult Services Coordinator, Outreach

4:30 – 4:40 pm INFORMATION REPORTS

- Document #07 – MLS Annual Furniture & Equipment Inventory Report FY 2005-06
- Document #08 – MLS June 2006 Circulation Report
- Document #09 – MLS June 2006 Internet Usage Report
- Document #10 – MLS June 2006 System Reserve Report

4:40 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, August 24, 2006
Belle Isle, 5501 N. Villa, Oklahoma City, OK 73112

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 July 2006:

<u>Employees</u>	<u>Years of Service</u>
Karen R. Bray, Administrative Specialist, Maintenance	20
John Leroy Hilbert, Librarian, Southern Oaks Library	5
Lisa M. Wood, Librarian, Village Library	5

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

DATE: June 15, 2006

TIME: 3:30 pm

MEETING PLACE: Southern Oaks 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 Downtown Library, 300 Park Avenue, Oklahoma City, on June 13, 2006, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Penny McCaleb
Shirley Pritchett
Marguerite Ross
Alyne Strube
Cynthia Trent
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma
City
Carolyn Cornelius
Scott Duncan
Millicent Gillogly
Pamela Pung
Peggy Winters
Jim Roth, Chair, Board of County
Commissioners

Estimate of general public and staff attending: 18

I. The meeting was called to order at 3:34 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Caine, Greenwell, Hannah, Jimenez, McCaleb, Pritchett, Ross, Strube, Trent, Rice. (Arrived: Anthony 3:35; Womack 3:39 p.m.)

II. Mr. Rice introduced Mr. Randy Wayland, Manager of the Southern Oaks Library. Mr. Wayland welcomed the Commission.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipient for June 2006: Julie A. Schofield, Circulation Clerk, Southern Oaks Library, 15 years of service.

IV. Mr. Rice called for comments from the general public. There were none.

V. Mr. Rice presented the Consent Docket (Document #101 – Approval of minutes of May 18, 2006, Meeting; Document #102 – Acceptance of Review of Expenditures for May 2006; Document #103 – Approval of Contract Awards and Purchases).

Dr. Ann Caine moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mr. Rice called for questions. There were none. Motion passed unanimously.

VI. Mr. Rice referred to Document #106 – Discussion, Consideration, and Possible Action: Report and Recommendations from Administration ~ Administrative & Personal Committee meeting May 9, 2006 – Dr. Ann Caine, Chair.

Dr. Caine handed out a report of statistics comparing the Metropolitan Library System Salaries and Benefits to other surrounding systems. The report included information on the number of turnovers and also the number of recruitments for FY 03 through FY 05. Questions and Discussion followed.

Dr. Caine reported one goal of the A&P Committee is to ensure the library system's salaries and benefits are competitive with the other surrounding systems. Instead of the usual 0-3 % merit increase and 3% market adjustment, the committee amended the administration's recommendation and made a recommendation for a 4% market adjustment. The recommendation was approved by the Finance Committee. The approved 4% market adjustment is reflected in the proposed preliminary budget. Questions and Discussion followed.

Dr. Caine reviewed the requested revisions and additions to the Policy and Procedure manual, which are a result of previous decisions made by the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient and effective manner. Discussion followed.

Mr. Rice called for a motion.

The motion coming from committee is to approve the revisions and additions to the Policy & Procedure manual. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

VII. Mr. Rice called for the report and recommendations from Finance Committee.

Mr. David Greenwell, Finance Committee Chair, began by presenting Document #108 – Preliminary Budget FY 06-07. Mr. Greenwell provided a brief review of the budget and called for questions. Discussion followed.

The motion coming from committee is to approve Metropolitan Library System Preliminary Budget FY 2006-07. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

Mr. Greenwell referred to the next recommendation from the Finance Committee regarding the Sarbanes Oxley Act of 2002.

Mr. Greenwell reviewed the recommendations from the Finance Committee and called for questions. Discussion followed.

The motion coming from committee is to direct Administration to:

1) Develop a simple "Whistle Blower" policy and procedure, using the chair of the Finance Committee as the point of contact.

2) Direct the outside auditor to meet with the Finance Committee or the Finance Committee chair, outside the presence of Library staff, both before the audit begins and after the audit's completion. Additionally, the auditor's direct line of reporting will be to the Finance Committee or to the Finance Committee chairperson. The audit firm can also be asked to provide confirmation of compliance with all rules.

3) Implement certification of the financial statements in each monthly financial report to the Library Commission.

A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

VIII. Mr. Rice referred to Document #109 – Discussion, Consideration, and Possible Action: Amendment One to the Ralph Ellison Project.

Mrs. Morris presented amendment 1 to the Ralph Ellison Project Agreement. After a review by MLS staff of the Oklahoma City budget for this work, it was determined that additional construction funding was needed and Oklahoma City would not be able to provide the additional funding. The proposed project was reviewed and it was determined MLS could provide the funding for the additional work. The information was presented to the Finance Committee on May 31 and has been incorporated into the FY 06-07 Preliminary Budget.

Mrs. Anthony moved to approve Amendment 1 to the Ralph Ellison Library Project Agreement between the City of Oklahoma City and the Metropolitan Library System of Oklahoma County. Dr. Caine seconded. Discussion followed. Motion passed unanimously.

IX. Mr. Rice referred to the Special Presentations.

Ms. Kim Terry, Marketing and Communication Manager, presented the MLS Summer Reading Ads. She reported there are several ads for Summer Reading. Some are directed towards the teen program and some are directed towards the children's program. The ads can be heard on various radio stations, and can also be seen on TV, in the newspaper, and at the movie theaters. The ads are being aired in English and Spanish versions.

Mr. Rice called on Ms. Dana Morrow, Director of Outreach for the *Read to Me* Presentation.

Ms. Morrow presented the Read to Me Packets "Books for Babies". She passed around two packets, one in English and the other in Spanish. Ms. Morrow expressed the importance of early literacy and reported the goal is for all babies born in Oklahoma County to receive a *Read to Me* packet.

X. Mr. Rice referred to the Information Reports.

Document #110 – MLS May 2006 Circulation Report

Document #111 – MLS May 2006 Internet Usage Report

Document #112 – May 2006 System Reserve Report

MLC – July 20, 2006

MLS – Minutes of June 15, 2006, MLC meeting


Prepared by: MLC Secretary
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XI. Mr. Rice referred to a letter he received from Ms. Susan McVey, Director of the Oklahoma Department of Libraries regarding Mrs. Morris and her invaluable contribution as a spokesperson for the Oklahoma delegation at the recent National Library Legislative Day. In her letter, Ms. McVey also commented on the delight of the Oklahoma delegation to meet the daughter of Commissioner Nancy Anthony during the visit to Congressman Istook's office. Mr. Rice requested the letter be made an official attachment to the minutes.

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

The next Commission meeting will be held at the Bethany Library, July 20, 2006.

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


Donna Morris, Executive Director
(Secretary)



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES
May 23, 2006

Hugh Rice, Chairman
Metropolitan Library Commission
300 Park Avenue
Oklahoma City, Oklahoma 73102

Dear Chairman Rice:

I am writing to recognize the contribution of Donna Morris, Executive Director of the Metropolitan Library Commission, to the recent National Library Legislative Day in Washington on May 1st and 2nd. Donna is such an asset to our delegation. She is the most experienced of our delegation and her position as the director of the largest public library system in the state naturally lends our delegation importance.

It was a delight to meet the daughter of one of your Commissioners, Nancy Anthony, on our visit to Congressman Istook. It was so encouraging to see that the Anthony family tradition of public service is being picked up by the next generation.

Donna's role as spokesperson for the Oklahoma delegation in Congressman Istook's office is so valuable because of the Congressman's service on appropriation committees which oversee federal funds for libraries. Donna is articulate about the need for the services provided by those funds as well as on information policy being decided on the federal level. Donna also recognizes staff seen on prior visits immediately and is able to personalize the visit by remembering details about the staff member. These relationship building skills can be taught but are best, when as with Donna, they are instinctive. Donna's warmth of personality and ability to tell the library story in a way that laypersons can understand is rare. She is a very skilled advocate for Oklahoma.

I appreciate the support of the Metropolitan Library Commission in National Library Legislative Day. The statewide leadership of MLS is expected but never taken for granted. The staff and MLS Commission are to be commended for their good citizenship.

Sincerely,

A handwritten signature in cursive script that reads "Susan McVey".

Susan McVey
Director

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2006

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

This is the last monthly report for FY 2005-06.

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2006.

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

Document # 03
MLC FY 2006-07
July 20, 2006

June 30, 2006

ASSETS

CASH - Overnight Investment Account		\$ 2,089,178.45
INVESTMENTS (Schedule attached)		18,925,620.40
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	(20,570,003.01)	
		67,183.99
Total Assets		<u><u>\$21,081,982.84</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2004-05 Reserve for Appropriations	\$ 710,059.39	
2005-06 Purchase Orders Outstanding	1,119,403.73	
2004-05 Purchase Orders Outstanding	0.00	
2005-06 Checks Outstanding	190,447.18	
2004-05 Checks Outstanding	0.00	
Total Liabilities		2,019,910.30

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	67,183.99
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FUND BALANCE:

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	21,345,739.01	
Other	2,630,100.76	23,975,839.77
Less: Expenditures	(20,743,268.57)	
Total Fund Balance		<u>18,994,888.55</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$21,081,982.84</u></u>

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

As of June 30, 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
Money Market - Peoples Bank	2/27/2003		4.420%	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	1/18/2007	4.750%	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	2/15/2005	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	9/3/2006	4.420%	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
Fed Home LN MC '06	2/8/2006	8/4/2006	4.601%	978,125.00
Total Investments				<u>\$ 18,925,620.40</u>

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

June 1, 2006 to June 30, 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	\$ 165,756.15	\$20,570,003.01	99.67%
State Aid	286,309.00	-	319,736.00	111.68%
Fines	<u>383,400.00</u>	<u>-</u>	<u>456,000.00</u>	118.94%
Total Budgeted Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 165,756.15</u>	<u>\$21,345,739.01</u>	100.18%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 315,315.17	\$ 1,463,242.25	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		51,904.50	1,009,404.23	
Flexible Benefits Account Balance		0.00	5,001.51	
Sale of Surplus Equipment		0.00	4,149.67	
Miscellaneous		<u>4,486.42</u>	<u>148,303.10</u>	
Total Miscellaneous Revenue		<u>\$ 371,706.09</u>	<u>\$ 2,630,100.76</u>	
Total Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 537,462.24</u>	<u>\$23,975,839.77</u>	112.53%

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

June 30, 2006

	BALANCE 6/1/2006	RECEIPTS June	EXPEND. June	BALANCE 6/30/2006
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 51,605.96	\$ 5,738.63	\$ 53,430.01	\$ 3,914.58
810 Prepaid Fees	(1,658.49)	1,346.22	0.00	(312.27)
815 Fines	41,026.69	47,331.69	24,000.00	64,358.38
820 Copy	79,249.88	4,017.21	2,232.75	81,034.34
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 172,930.38	\$ 58,433.75	\$ 79,662.76	\$ 151,701.37
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/2006
<u>Special Grants</u>				
857 DN/LC Donations	89,000.00	88,514.29	62,064.35	26,449.94
858 Inasmuch/DN Building	130,000.00	130,000.00	115,804.01	14,195.99
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
895 06 Bill Gates	90,000.00	90,000.00	89,610.27	389.73
897 06 Endowment	16,000.00	16,000.00	15,225.00	775.00
898 06 Endowment/Summer Reading	12,000.00	12,000.00	12,000.00	0.00
899 06/OAC/Barbara Geary	500.00	0.00	500.00	(500.00)
901 06/Endowment/Vehicle	18,000.00	18,000.00	0.00	18,000.00
902 06/Endowment/Summer Reading	12,000.00	12,000.00	0.00	12,000.00
939 YMCA/21st Century Grant	6,810.00	6,810.00	3,660.00	3,150.00
943 Junior League/MWC	750.00	750.00	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	3,858.43	641.57
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,959.00	3,145.06	2,613.12	531.94
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	795.85	704.15
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 05 Downtown Club/Children's	1,600.00	1,600.00	1,302.50	297.50
984 05 Kirkpatrick/Come Read w/Me	10,000.00	10,000.00	4,478.52	5,521.48
991 06 Inasmuch	60,000.00	60,000.00	3,165.78	56,834.22
992 06 Deaconess/Read to Me Pack	9,000.00	9,000.00	9,000.00	0.00
993 06 WalMart/Edmond Library	2,000.00	2,000.00	1,664.48	335.52
994 06 WalMart/Village	2,000.00	2,000.00	547.55	1,452.45
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	630.00	630.00	0.00	630.00
998 06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
<u>Grants - Friends of MLS</u>				

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/2006
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
959 05 Books for Moms	2,000.00	2,000.00	2,000.00	0.00
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

Grants - Friends of MLS

871 06 LIFE Come Read with Me	5,000.00	5,000.00	2,574.56	2,425.44
874 06 Bench & Receptacle	1,000.00	1,000.00	1,114.99	(114.99)
875 06 Outdoor Bench	450.00	450.00	455.00	(5.00)
876 06 Outdoor Bench	450.00	450.00	455.00	(5.00)
877 06 Las Clases Espanolas	8,000.00	8,000.00	2,040.00	5,960.00
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	5,593.95	10.35
880 06 MLS Volunteer Recognition	2,000.00	2,000.00	595.92	1,404.08
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	2,000.00	500.00
887 06 Our World Series	15,000.00	19,200.00	18,200.00	1,000.00
888 06 Teen Job Fair (MWC)	425.00	425.00	195.28	229.72
889 06 Summer at the Library	5,000.00	5,000.00	5,000.00	0.00
891 06 Public Art in Libraries	2,000.00	2,000.00	2,217.67	(217.67)
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	8,300.00	2,462.47	5,837.53

Total Grants

\$187,600.29

Total Special Funds

\$ 339,301.66

Metropolitan Library System
Statement of Encumbrances
Month of June 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	667,342.60	8,515,975.39	94.60	9,002,136.00	486,160.61
102	Wages - Part-time	107,445.07	1,340,930.15	87.82	1,526,874.00	185,943.85
103	Payroll Taxes	57,396.45	733,261.93	95.23	769,991.00	36,729.07
109	Workers' Comp Insurance	7,577.00	96,647.00	85.31	113,290.00	16,643.00
112	Group Insurance	108,348.41	1,281,259.82	92.63	1,383,232.00	101,972.18
113	Employees' Retirement	33,706.06	1,061,406.94	88.45	1,200,000.00	138,593.06
114	Unemployment Compensation	3,216.15	10,759.02	99.62	10,800.00	40.98
Total Personal Services		985,031.74	13,040,240.25	93.10	14,006,323.00	966,082.75

Maintenance & Operations - Contractual Services

201	Building, Property, & Auto Ins	758.00	158,145.00	93.24	169,609.00	11,464.00
202	Liability/Bonding Insurance	.00	20,520.00	96.79	21,200.00	680.00
205	Rent of Library Buildings	.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	726.50	2,709.50	94.08	2,880.00	170.50
207	Janitorial Services	17,305.00	201,756.00	97.72	206,458.00	4,702.00
208	Maintenance of Facilities	43,676.08	222,430.60	71.25	312,198.00	89,767.40
211	Parking & Transportation	6,777.96	95,988.65	73.08	131,350.00	35,361.35
212	Travel Expenses	3,504.43	44,930.75	67.18	66,882.00	21,951.25
213	Professional Services	35,875.53	160,063.44	62.01	258,120.00	98,056.56
214	Security Services	32,327.79	218,618.94	87.40	250,123.00	31,504.06
216	Telephone Services	12,528.59	145,961.60	52.96	275,610.00	129,648.40
217	Electrical Services	70,923.71	502,786.27	99.92	503,186.00	399.73
218	Gas Services	2,246.64	58,806.00	100.00	58,806.00	.00
219	Water & Garbage Services	6,111.57	47,167.56	89.60	52,640.00	5,472.44
220	Trigen Energy Services	21,875.19	153,263.89	80.67	189,998.00	36,734.11
226	Membership	800.00	19,352.50	66.51	29,099.00	9,746.50
230	Other Library-Related Services	88,666.87	313,143.92	88.84	352,471.00	39,327.08
231	Automation Contractual	24,156.74	261,898.48	76.17	343,831.00	81,932.52
236	Network Catalog Services	.00	2,167.00	92.21	2,350.00	183.00
Total Contractual Services		368,260.60	2,634,510.10	81.52	3,231,611.00	597,100.90

Metropolitan Library System
Statement of Encumbrances
Month of June 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	35,768.55	170,830.24	87.07	196,210.00	25,379.76
302	Postage	21,013.19	221,698.18	76.49	289,850.00	68,151.82
303	Supplies	14,876.70	266,787.09	98.81	270,007.00	3,219.91
310	Maintenance Supplies	4,955.80	39,401.93	55.50	71,000.00	31,598.07
312	Safety Supplies & Equipment	492.97	5,383.89	69.02	7,800.00	2,416.11
321	Gas and Oil	3,151.26	23,941.98	99.76	24,000.00	58.02
322	Vehicle Parts & Repairs	5,256.84	16,938.55	94.10	18,000.00	1,061.45
330	Programming Activities	40,564.65	188,643.96	89.46	210,867.00	22,223.04
331	Other Commodities	5,175.60	22,823.37	67.74	33,694.00	10,870.63
Total Commodities		131,255.56	956,449.19	85.29	1,121,428.00	164,978.81
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	415,418.85	3,127,050.00	100.00	3,127,050.00	.00
404	Government Documents	2,800.00	5,800.00	100.00	5,800.00	.00
405	Book Repairs & Bindings	5,150.00	5,150.00	98.10	5,250.00	100.00
407	Periodicals & Subscriptions	16,747.00	161,946.70	94.46	171,450.00	9,503.30
408	Furniture, Fixtures, & Equipmt	5,889.98	136,538.81	73.27	186,338.00	49,799.19
409	Motor Vehicle	60.00	24,958.31	83.19	30,000.00	5,041.69
410	Automation System & Equipment	20,657.70	221,335.99	74.74	296,150.00	74,814.01
450	Capital Projects	357,581.51	429,289.22	18.97	2,263,156.00	1,833,866.78
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		824,305.04	4,112,069.03	21.98	18,709,847.00	14,597,777.97
		=====	=====		=====	=====
Total Budget		2,308,852.94	20,743,268.57	55.96	37,069,209.00	16,325,940.43
		=====	=====		=====	=====

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
G-04711	O G & E	Electrical Services	25,018.48	25,018.48
G-04712	City of Oklahoma City	Water & Garbage Services	1,471.46	1,471.46
G-04713	Edward Terry	Mileage	39.16	39.16
G-04714	Demco	Fixtures	203.61	
		Supplies	1,248.00	1,451.61
G-04715	Gaylord Bros.	Supplies	514.36	514.36
G-04716	Gale Research	Materials	1,567.50	1,567.50
G-04717	Highsmith Co., Inc.	Furniture	2,671.43	
		Supplies	165.75	2,837.18
G-04718	Doc Savage Supply Co.	Maintenance of Facilities	119.14	119.14
G-04719	Baker & Taylor Books - #510486	Materials	4,072.21	4,072.21
G-04720	Susie Beasley	Mileage	19.58	
		Mileage	6.68	26.26
G-04721	U.S. Postal Service	Postage	160.00	160.00
G-04722	Susan Ryan	Mileage	10.24	10.24
G-04723	Charles S. Isaacs	Mileage	53.62	53.62
G-04724	Barbara Beasley	Mileage	26.70	26.70
G-04725	Recorded Books, LLC	Materials	197.54	197.54
G-04726	The Penworthy Co.	Materials	2,228.28	2,228.28
G-04727	Marilyn E. Backus	Mileage	18.69	18.69
G-04728	John Pansze	Programming	175.00	175.00
G-04729	Gale Group	Materials	691.94	691.94
G-04730	Randy Wayland	Mileage	24.25	24.25
G-04731	Staples Business Advantage	Supplies	74.98	
		Supplies	165.15	240.13
G-04732	Anne G. Fischer	Mileage	93.67	93.67
G-04733	California Newsreel	Materials	59.95	59.95
G-04734	Margaret A. Gaeddert	Library-Related Services	700.00	700.00
G-04735	Walter Wayne McEvilly	Programming	200.00	200.00
G-04736	Crystell Publications	Materials	25.90	25.90
G-04737	Scott C. Henderson	Programming	450.00	450.00
G-04738	Mary E. O'Connor	Programming	200.00	200.00
G-04739	Full Circle Bookstore	Materials	21.56	21.56
G-04740	Mel Bay	Materials	268.42	268.42
G-04741	Genealogical Publishing Co, Inc	Materials	209.40	209.40
G-04742	Kipp Brothers, Inc.	Programming Supplies	275.00	275.00
G-04743	Jonathan Willis	Mileage	38.05	38.05
G-04744	Rich Antonisse	Programming	53.53	53.53
G-04745	Random House, Inc	Materials	609.60	609.60
G-04746	Scott's Printing & Copying	Printing	933.45	933.45
G-04747	Hobby Lobby	Programming Activities	45.51	45.51
G-04748	Ingram Library Service	Materials	423.92	423.92
G-04749	Dialog Corp.	Materials	1,596.00	1,596.00
G-04750	Julia Ballou	Mileage	14.69	14.69
G-04751	Audio Editions	Materials	496.97	496.97
G-04752	Republic Parking System	Staff Parking	342.00	342.00
G-04753	Full Cast Audio	Materials	737.15	737.15
G-04754	Ingram Library Service	Materials	830.02	830.02
G-04755	Town of Luther	Water & Garbage Services	64.04	64.04
G-04756	Landon Holman	Mileage	2.67	2.67
G-04757	Mae Dean Erb	Programming	230.00	230.00
G-04758	Anita Roesler	Mileage	61.23	61.23

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
G-04759	Rhonda J. Turley	Programming	76.35	76.35
G-04760	Jimmy Welch	Mileage	7.12	7.12
G-04761	Randy Knutson	Gasoline Services	82.48	82.48
G-04762	Dell Marketing L.P.	Computer Equipment	3,692.91	3,692.91
G-04763	Franklin Covey Co.	Supplies	79.96	79.96
G-04764	Sharon A. Nolan	Programming	86.16	86.16
G-04765	AT&T	Telephone Services	50.57	50.57
G-04766	Ruby Soutiere	Mileage	10.24	10.24
G-04767	Marty Ludlum	Programming	525.00	525.00
G-04768	Clearfield Company	Materials	110.40	110.40
G-04769	Links, Inc.	Programming	1,000.00	1,000.00
G-04770	The State Chamber	Membership	338.00	338.00
G-04771	City of Harrah	Water & Garbage Services	48.02	
		Library-Related Services	75.00	123.02
G-04772	Lisa M. Wood	Programming Activities	80.51	80.51
G-04773	City of Choctaw	Water & Garbage Services	100.84	100.84
G-04774	Office Depot Credit Plan	Supplies	27.99	27.99
G-04775	CPI Office Products	Furniture	1,303.96	
		Supplies	14.99	1,318.95
G-04776	Baker & Taylor Books - #510486	Materials	1,027.44	1,027.44
G-04777	Kaplan - First 3 Years	Programming Supplies	158.93	158.93
G-04778	Baker & Taylor Entertainment	Materials	606.99	606.99
G-04779	Manpower, Inc.	Temporary Services	322.00	322.00
G-04780	John L. Hilbert	Programming	96.37	96.37
G-04781	Danny Gordon	Programming	278.53	278.53
G-04782	Pamela Buchanan	Mileage	18.69	18.69
G-04783	John Utley	Mileage	62.52	62.52
G-04784	Focus on the Family	Materials	74.97	74.97
G-04785	Susan H. Wood	Programming	100.00	100.00
G-04786	Corporate Express, Inc.	Supplies	54.95	54.95
G-04787	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-04788	Baker & Taylor Books - #510486	Materials	1,954.55	
		Materials	936.74	
		Materials	2,276.50	
		Materials	4,612.14	
		Materials	2,178.27	11,958.20
G-04789	Baker & Taylor Books - #510486	Materials	1,793.91	
		Materials	7,437.64	9,231.55
G-04790	Baker & Taylor Books-#510486	Materials	2,066.96	2,066.96
G-04791	Willow Bend Books	Materials	45.00	45.00
G-04792	Maria Watkins	Mileage	30.71	30.71
G-04793	Emily Williams	Mileage	142.40	142.40
G-04794	Claudia Clark	Programming	200.00	200.00
G-04795	Midwest Single Source, Inc.	Supplies	108.33	
		Supplies	94.72	203.05
G-04796	Kiona Wooten Millirons	Programming	100.00	100.00
G-04797	Metropolitan Library System	Employee Deductions	77.00	
		Employee Deductions	57.00	
		Employee Deductions	10.00	144.00
G-04798	Bank of Oklahoma	Payroll Transmittal-Chks	41,535.33	
		Payroll Transmittal-Chks	19,412.07	60,947.40
G-04799	Bank of Oklahoma	Federal Withholding Tax	33,925.10	

** Continued **

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-04799	Bank of Oklahoma	Federal Withholding Tax	2,771.00
G-04800	Oklahoma Tax Commission	State Withholding Tax	13,699.00
		State Withholding Tax	1,227.00
G-04801	Mun. Employees Credit Union	Employee Cr Union Deducts	9,642.46
		Employee Cr Union Deducts	90.00
G-04802	United Way of Central Oklahoma	Employee Deductions	266.25
		Employee Deductions	7.00
G-04803	Oklahoma Tax Commission	Employee Deductions	306.04
G-04804	Bank of America	Payroll Transmittal-DDep	172,144.00
		Payroll Transmittal-DDep	25,052.51
G-04805	Nationwide Retirement Solution	Employee Deductions	7,341.71
G-04806	Transamerica Worksite Mrktg.	Employee Deductions	651.93
G-04807	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,313.88
G-04808	Bank of Oklahoma	Employee Flexplan Deposit	16,319.58
		Employer Flexplan Deposit	1,155.00
G-04809	Bank of Oklahoma	Employee Soc/Sec Deposits	19,810.00
		Employee Soc/Sec Deposits	3,263.22
		Employee Medicare Deposit	4,633.07
		Employee Medicare Deposit	763.14
		Employer Soc/Sec Deposits	23,073.32
		Employer Medicare Deposit	5,396.13
G-04810	MassMutual Financial Group	Employee Contrib -- DC PI	9,046.86
		Employee Contrib -- DC PI	45.60
		Employer Contrib -- DC PI	16,834.23
G-04811	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-04812	Oklahoma Centralized Support	Employee Deductions	115.00
G-04813	Administrative Systems, Inc.	Employee Deductions	858.36
G-04814	UNUM Life Insurance	Grp LT Disab Ins Prem-JN	6,189.34
G-04815	CompSource Oklahoma	Worker Comp Insurance	7,277.00
G-04816	Mutual Assurance	Grp Life/AD&D Ins Prm-JN	24,806.65
G-04817	Pauline Boyer Rodriguez	Travel Expense	201.55
G-04818	Vision Service Plan of	Group Vision Ins Prem-JN	2,089.36
G-04819	Metropolitan Library System	Grp Med/Dtl Ins Prem-June	74,108.06
G-04820	Target Bank	Furniture	1,097.72
G-04821	Metropolitan Library System	Parking & Transportation	4.00
		Professional Services	32.89
		Supplies	24.77
		Postage	42.24
		Supplies	118.88
		Supplies	20.28
		Programming	79.37
		Programming	16.24
		Other Commodities	166.83
G-04822	City of Midwest City	Water & Garbage Services	490.88
G-04823	Oklahoma Natural Gas Co.	Gas Services	545.10
G-04824	City of the Village	Water & Garbage Services	74.95
G-04825	Demco	Supplies	15.98
G-04826	Highsmith Co., Inc.	Supplies	55.86
G-04827	Hewlett-Packard Co.	Automation Contractural	12,391.00
G-04828	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63
G-04829	Sams Technical Publishing	Materials	155.58

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
G-04830	Oklahoma Historical Society	Subscription	33.00	33.00
G-04831	Central Parking System	Parking	95.00	95.00
G-04832	Karen Marriott	Mileage	21.81	21.81
G-04833	Charles S. Isaacs	Telephone Services	21.00	21.00
G-04834	Facts On File, Inc.	Materials	4,160.00	4,160.00
G-04835	The Penworthy Co.	Materials	9.52	9.52
G-04836	Instructional Video, Inc.	Materials	104.85	104.85
G-04837	Gale Group	Materials	176.70	176.70
G-04838	Darcus Smith	Mileage	6.90	6.90
G-04839	Friday	Subscriptions	25.00	25.00
G-04840	Baudville	Supplies	37.50	
		Promotional Gifts	163.65	201.15
G-04841	Jo L. Soske	Programming	100.00	100.00
G-04842	New Atlas dot Com, Inc.	Materials	551.77	551.77
G-04843	Library Video Co.	Materials	666.34	666.34
G-04844	Scott C. Henderson	Programming	300.00	300.00
G-04845	Mary E. O'Connor	Programming	200.00	200.00
G-04846	Eldredge Jackson Productions	Programming	800.00	800.00
G-04847	Full Circle Bookstore	Materials	564.68	564.68
G-04848	Jorge Hernandez	Programming	500.00	500.00
G-04849	Janet Brooks	Mileage	90.24	90.24
G-04850	S & S Worldwide	Programming Supplies	219.76	219.76
G-04851	Genealogical Publishing Co, Inc	Materials	48.90	48.90
G-04852	Conney Safety Products	First Aid Supplies	114.57	114.57
G-04853	Edgar Cruz	Programming	600.00	600.00
G-04854	Blackstone Audio Books	Materials	30.00	30.00
G-04855	Cingular Wireless	Telephone Services	88.33	88.33
G-04856	Ingram Library Service	Materials	774.38	774.38
G-04857	Jennifer Lance	Programming	120.00	120.00
G-04858	Information Today, Inc.	Materials	1,239.80	1,239.80
G-04859	James E. Nimmo	Parking & Transportation	120.00	120.00
G-04860	Audio Editions	Materials	162.70	162.70
G-04861	Neopost, Inc.	Maintenance of Facilities	174.00	174.00
G-04862	FedEx Kinko's Print Services	Maintenance of Facilities	4.50	
		Professional Services	588.00	592.50
G-04863	Mary Ann Mahan	Mileage	23.14	23.14
G-04864	Fleetcor Technologies	Gas and Oil	2,705.45	2,705.45
G-04865	Positive Promotions	Programming Supplies	476.33	476.33
G-04866	Crystal Roper	Mileage	5.34	5.34
G-04867	Ingram Library Service	Materials	892.62	892.62
G-04868	Sagebrush Corp.	Materials	248.29	248.29
G-04869	Frances V. Harbert	Mileage	13.75	13.75
G-04870	Barnes & Noble, Inc.	Programming	.81	
		Materials	284.83	285.64
G-04871	Jimmy Welch	Telephone Services	25.00	25.00
G-04872	Simona Long	Mileage	10.24	10.24
G-04873	Chris Morrison	Programming	450.00	450.00
G-04874	Dell Marketing L.P.	Computer Equipment	2,549.95	2,549.95
G-04875	OPUBCO Communications Group	Library-Related Services	394.16	394.16
G-04876	Jerry D. Wallace	Programming	1,500.00	1,500.00
G-04877	Heidi Johnson	Mileage	20.92	20.92
G-04878	Bank of America	Library-Related Services	155.24	155.24

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
G-04879	Metro Window Cleaning	Maintenance of Facilities	95.00	
		Maintenance of Facilities	300.00	
		Maintenance of Facilities	150.00	545.00
G-04880	Michel M. Haigh	Professional Services	300.00	300.00
G-04881	BBC Audiobooks America	Materials	13.00	13.00
G-04882	Garcia S Tarver Jr	Programming	400.00	400.00
G-04883	Juanita Davis	Programming	30.00	30.00
G-04884	Enviro Group LLC	Capital Projects	1,500.00	1,500.00
G-04885	Kevin Colwell	Mileage	8.90	8.90
G-04886	Priscilla A. Russell	Programming	300.00	300.00
G-04887	Crowe & Dunlevy	Professional Services	1,347.50	
		Professional Services	212.00	1,559.50
G-04888	Fariba Williams	Other commodities	57.74	
		Mileage	8.90	66.64
G-04889	Joshua Schell	Mileage	36.94	36.94
G-04890	Todd Olberding	Telephone Services	46.61	46.61
G-04891	Baker & Taylor Entertainment	Materials	4,241.60	4,241.60
G-04892	Manpower, Inc.	Temporary Services	386.40	386.40
G-04893	FBD Consulting, Inc.	Professional Services	145.00	145.00
G-04894	Imagination Promotional Group	Promotional Gifts	1,727.84	1,727.84
G-04895	Leadership Oklahoma City	Membership	75.00	75.00
G-04896	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	339.00
G-04897	Allied Waste Services #060	Garbage Services	519.87	519.87
G-04898	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-04899	A Chance to Change	Employee Assistance	1,122.00	1,122.00
G-04900	Mun. Employees Credit Union	Programming	2,972.50	2,972.50
G-04901	Cintas Corp.	Maintenance of Facilities	344.35	344.35
G-04902	Susan H. Wood	Programming	125.00	125.00
G-04903	Kelley Hoffman	Mileage	51.62	51.62
G-04904	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-04905	Corporate Express, Inc.	Supplies	39.98	
		Supplies	19.42	
		Fixtures	68.20	127.60
G-04906	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-04907	Baker & Taylor Books - #510486	Materials	1,113.02	
		Materials	1,367.51	
		Materials	2,066.61	
		Materials	3,153.13	
		Materials	1,565.95	
		Materials	2,589.21	11,855.43
G-04908	Baker & Taylor Books - #510486	Materials	720.69	
		Materials	6,315.84	
		Materials	9,041.54	
		Materials	5,446.00	21,524.07
G-04909	Baker & Taylor Books-#510486	Materials	531.04	531.04
G-04910	Willow Bend Books	Materials	31.00	31.00
G-04911	Laura Schaller	Programming	450.00	450.00
G-04912	Lloyd Lovely	Mileage	26.70	26.70
G-04913	Scholastic Book Fairs	Maintenance of Facilities	1,060.99	1,060.99
G-04914	Oklahoma Accountancy Board	Membership	100.00	100.00

General Fund F.Y. 05-06

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
G-04915	Claudia Clark	Programming	600.00	600.00
G-04916	Midwest Single Source, Inc.	Supplies	25.64	25.64
G-04918	Kiona Wooten Millirons	Programming	200.00	200.00
G-04919	Gary Owen	Programming	200.00	200.00
G-04920	Metropolitan Library System	Professional Services	70.00	
		Postage	92.87	
		Supplies	163.24	
		Supplies	61.31	
		Programming	100.53	
		Programming	46.63	
		Other Commodities	50.28	584.86
G-04921	Bradford Industrial Suppl Corp	Maintenance of Facilities	197.14	
		Maintenance of Facilities	193.39	390.53
G-04922	O G & E	Electrical Services	15,831.44	15,831.44
G-04923	Oklahoma Natural Gas Co.	Gas Services	430.16	430.16
G-04924	City of Bethany	Water & Garbage Servives	125.83	125.83
G-04925	City of Oklahoma City	Water & Garbage Services	705.50	705.50
G-04926	Borders Group, Inc.	Programming	2,906.85	2,906.85
G-04927	Locke Supply Co.	Maintenance of Facilities	51.26	
		Maintenance of Facilities	125.56	176.82
G-04928	Tech-Lock	Maintenance of Facilities	11.00	11.00
G-04929	Demco	Supplies	154.41	
		Supplies	2,975.00	3,129.41
G-04930	Gale Research	Materials	2,569.00	2,569.00
G-04931	Highsmith Co., Inc.	Supplies	8.23	8.23
G-04932	Doc Savage Supply Co.	Maintenance of Facilities	136.16	136.16
G-04933	AT&T	Telephone Services	919.54	
		Telephone Services	1,309.40	
		Telephone Services	349.81	2,578.75
G-04934	City of Edmond	Electrical Services	5,073.79	5,073.79
G-04935	Oklahoma Historical Society	Subscriptions	33.00	33.00
G-04936	Baker & Taylor Books - #510486	Materials	2,624.49	2,624.49
G-04937	Donna Morris	Telephone Services	50.00	50.00
G-04938	Spence & Associates, Inc	Library-Related Services	2,850.00	2,850.00
G-04939	Mid-west Landscape, LLC	Maintenance of Facilities	825.00	825.00
G-04940	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04941	Barbara Beasley	Travel Expense	100.13	100.13
G-04942	Oklahoma Opry, LLC	Programming	150.00	150.00
G-04943	United Refrigeration, Inc.	Maintenance of Facilities	8.77	
		Maintenance of Facilities	44.78	
		Maintenance of Facilities	183.81	237.36
G-04944	Facts On File, Inc.	Materials	4,160.00	4,160.00
G-04945	Johnstone Supply	Maintenance of Facilities	160.00	
		Maintenance of Facilities	160.00	
		Maintenance of Facilities	37.33	357.33
G-04946	Instructional Video, Inc.	Materials	688.24	688.24
G-04947	Greater Oklahoma City	Membership	40.00	40.00
G-04948	OESCO	Construction	3,366.00	3,366.00
G-04949	Gale Group	Materials	263.56	263.56
G-04950	Oxford University Press	Materials	78.08	78.08
G-04951	Hunter's Battery Warehouse	Maintenance of Facilities	26.46	26.46
G-04952	Live Oak Media	Materials	348.85	348.85

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Number	Vendor/Payee	Purpose		Amount
G-04953	Staples Business Advantage	Supplies	31.40	31.40
G-04954	Light Bulb Supply Co., Inc.	Maintenance of Facilities	251.64	251.64
G-04955	Walter Wayne McEvilly	Programming	200.00	200.00
G-04956	Scott C. Henderson	Programming	150.00	150.00
G-04957	AVID Products	Automation Equipment	330.00	330.00
G-04958	Full Circle Bookstore	Materials	15.99	15.99
G-04959	Rosemary Czarski	Travel Expense	157.90	
		Mileage	34.49	192.39
G-04960	Benjamin Hill	Programming	225.00	225.00
G-04961	Lindsay Liu	Programming	225.00	225.00
G-04962	Jalisha Gardner	Programming	225.00	225.00
G-04963	Mary Frayser	Programming	225.00	225.00
G-04964	Dung Le	Programming	225.00	225.00
G-04965	Sarah Dryer	Programming	150.00	
		Programming	375.00	525.00
G-04966	Rocio Negrete	Programming	225.00	225.00
G-04967	Jonathan Willis	Telephone Services	35.00	35.00
G-04968	Blackstone Audio Books	Materials	48.00	48.00
G-04969	Random House, Inc	Materials	702.50	702.50
G-04970	National Public Radio	Materials	44.85	44.85
G-04971	Ingram Library Service	Materials	2,772.40	2,772.40
G-04972	Jennifer Lance	Programming	60.00	60.00
G-04973	Penton Overseas	Materials	10.00	10.00
G-04974	High-Tech Tronics, Inc.	Maintenance of Facilities	59.85	59.85
G-04975	Summit Mailing Systems, Inc.	Equipment Rental	226.50	226.50
G-04976	Audio Editions	Materials	670.41	670.41
G-04977	United States Postal Service	Postage	1,500.00	1,500.00
G-04978	Adirondack Direct	Furniture	349.00	349.00
G-04979	Positive Promotions	Other Commodities	112.45	112.45
G-04980	Perfection Truck Parts&Equip.	Maintenance of Facilities	181.23	
		Vehicle Parts & Repairs	2,715.13	2,896.36
G-04981	Jessica Harris-Buchanan	Programming	225.00	225.00
G-04982	Ingram Library Service	Materials	569.52	569.52
G-04983	Sagebrush Corp.	Materials	140.28	140.28
G-04984	Voss Lighting	Maintenance of Facilities	47.25	47.25
G-04985	Jana Hausburg	Mileage	1.11	1.11
G-04986	Barnes & Noble, Inc.	Programming	67.78	
		Materials	1,361.15	1,428.93
G-04987	Schiffer Publishing	Materials	32.64	32.64
G-04988	Cherokee Painting	Painting	7,980.00	7,980.00
G-04989	Rhonda J. Turley	Programming	148.50	148.50
G-04990	Douglas Bentin	Mileage	13.35	13.35
G-04991	Oklahoma Petroleum Directory	Materials	190.00	190.00
G-04992	Pauline Boyer Rodriguez	Mileage	19.14	19.14
G-04993	Evans Hardware	Maintenance of Facilities	6.87	
		Maintenance of Facilities	9.52	
		Maintenance of Facilities	25.16	41.55
G-04994	Deborah Willis	Mileage	65.42	65.42
G-04995	Southwest Compressor, Inc.	Maintenance of Facilities	26.00	26.00
G-04996	Hewlett-Packard Co.	Automation Equipment	420.00	420.00
G-04997	Kellie Bradford	Mileage	8.90	8.90
G-04998	City of Edmond	Water & Garbage Services	445.15	445.15

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Number	Vendor/Payee	Purpose		Amount
G-04999	Info USA Marketing, Inc.	Materials	18,500.00	18,500.00
G-05000	John Wood	Telephone Services	46.40	46.40
G-05001	C. L. Frates & Co.	Insurance	758.00	758.00
G-05002	Office Depot Credit Plan	Supplies	48.95	
		Supplies	226.48	275.43
G-05003	Todd Olberding	Travel Expense	428.25	428.25
G-05004	CPI Office Products	Supplies	750.00	750.00
G-05005	Baker & Taylor Entertainment	Materials	1,175.73	1,175.73
G-05006	Walmart Community	Programming	174.24	174.24
G-05007	Imagination Promotional Group	Programming	1,369.00	1,369.00
G-05008	Sarah Hartsfield	Programming	225.00	225.00
G-05009	Donna Morris	Car Allowance	450.00	450.00
G-05010	Melissa Weathers	Mileage	177.11	177.11
G-05011	Focus on the Family	Materials	14.99	14.99
G-05012	Susan H. Wood	Programming	85.00	85.00
G-05013	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-05014	Miriam Canales	Programming	225.00	225.00
G-05015	Coral McCallister	Programming	150.00	150.00
G-05016	Corporate Express, Inc.	Supplies	56.97	56.97
G-05017	Securitas Security USA, Inc.	Security Services	3,546.59	3,546.59
G-05018	Baker & Taylor Books - #510486	Materials	1,216.62	
		Materials	992.35	
		Materials	1,623.47	
		Materials	3,553.86	
		Materials	11,814.16	
		Materials	2,267.35	21,467.81
G-05019	Baker & Taylor Books - #510486	Materials	496.65	
		Materials	1,608.25	
		Materials	4,870.34	6,975.24
G-05020	Baker & Taylor Books-#510486	Materials	316.55	316.55
G-05021	Kone Inc	Maintenance of Facilities	60.39	60.39
G-05022	Erika Diel	Maintenance of Facilities	120.00	120.00
G-05023	Cheryl Coleman	Programming	63.25	63.25
G-05024	Trigen-OKC Energy Corporation	Energy Services	12,875.19	12,875.19
G-05025	COTPA	Parking & Transportation	500.00	500.00
G-05026	Midwest Single Source, Inc.	Supplies	268.94	268.94
G-05027	Kiona Wooten Millirons	Programming	300.00	300.00
G-05028	Stacy Schrank	Supplies	63.84	63.84
G-05029	Metropolitan Library System	Employee Deductions	10.00	10.00
G-05030	Bank of Oklahoma	Payroll Transmittal-Chks	43,318.71	
		Payroll Transmittal-Chks	21,512.05	64,830.76
G-05031	Bank of Oklahoma	Federal Withholding Tax	34,124.10	
		Federal Withholding Tax	2,812.00	36,936.10
G-05032	Oklahoma Tax Commission	State Withholding Tax	13,905.00	
		State Withholding Tax	1,250.00	15,155.00
G-05033	Mun. Employees Credit Union	Employee Cr Union Deducts	10,186.46	
		Employee Cr Union Deducts	90.00	10,276.46
G-05034	United Way of Central Oklahoma	Employee Deductions	261.25	
		Employee Deductions	5.00	266.25
G-05035	Ken Felker & Associates	Employee Deductions	5.93	5.93
G-05036	Oklahoma Tax Commission	Employee Deductions	301.45	301.45
G-05037	Loan Express	Employee Deductions	153.26	153.26

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Number	Vendor/Payee	Purpose		Amount
G-05038	Bank of America	Payroll Transmittal-DDep	172,993.70	
		Payroll Transmittal-DDep	24,989.97	197,983.67
G-05039	Nationwide Retirement Solution	Employee Deductions	7,341.71	7,341.71
G-05040	Transamerica Worksite Mrktg.	Employee Deductions	651.93	651.93
G-05041	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,053.44	5,053.44
G-05042	Bank of Oklahoma	Employee Flexplan Deposit	7,481.13	7,481.13
G-05043	Bank of Oklahoma	Employee Soc/Sec Deposits	20,039.88	
		Employee Soc/Sec Deposits	3,404.06	
		Employee Medicare Deposit	4,686.75	
		Employee Medicare Deposit	796.05	
		Employer Soc/Sec Deposits	23,444.06	
		Employer Medicare Deposit	5,482.94	57,853.74
G-05044	MassMutual Financial Group	Employee Contrib -- DC PI	9,047.27	
		Employee Contrib -- DC PI	45.60	
		Employer Contrib -- DC PI	16,871.83	25,964.70
G-05045	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-05046	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-05047	Administrative Systems, Inc.	Employee Deductions	943.46	943.46
G-05048	Metropolitan Library System	Maintenance of Facilities	2.09	
		Professional Services	15.00	
		Automation Contractual	46.79	
		Postage	59.21	
		Supplies	115.06	
		Programming	160.95	
		Programming	33.37	
		Other Commodities	101.57	
		Other Commodities	41.71	575.75
G-05049	Bradford Industrial Suppl Corp	Maintenance of Facilities	85.16	85.16
G-05050	Oklahoma Natural Gas Co.	Gas Services	766.14	766.14
G-05051	Oklahoma Employment	Unemployment Insurance	3,216.15	3,216.15
G-05052	Kay L. Bauman	Mileage	18.02	18.02
G-05053	Commercial Card Solutions	Registration	95.00	
		Programming Supplies	109.37	
		Furniture	126.99	
		Programming Supplies	52.80	
		Supplies	19.95	
		Supplies	261.45	
		Programming Supplies	40.25	
		Safety Supplies	664.70	
		Supplies	26.86	
		Supplies	221.50	
		Promotional Equipment	353.92	
		Advertisemnt	1,500.00	
		Computer Supplies	18.44	
		Computer Accessories	225.02	
		Film & Film Processing	139.95	
		Advertisement	1,300.00	
		Professional Services	34.00	
		Membership Fees	25.00	5,215.20
G-05054	Commercial Card Solutions	Books & Materials	511.89	
		Books & Materials	275.30	
		Books & Materials	1,022.93	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05054	Commercial Card Solutions	Books & Materials	78.90
G-05055	John L. Hilbert	Programming	76.88
		Programming	20.00
G-05056	Saisri V. McCormick	Mileage	12.02
G-05057	Economy Janitorial, Inc.	Janitorial Services	10,530.00
		Janitorial Services	6,175.00
G-05058	Metropolitan Library System	Maintenance of Facilities	30.16
		Parking	13.00
		Travel Expenses	155.00
		Postage	6.50
		Supplies	42.60
		Programming Supplies	62.76
		Programming Supplies	92.30
		Motor Vehicle Tag	30.00
G-05059	Demco	Supplies	52.20
		Supplies	3.74
		Programming Supplies	139.04
G-05060	Gaylord Bros.	Programming Supplies	447.86
		Supplies	23.37
		Supplies	23.61
G-05061	Gale Research	Materials	4,840.75
G-05062	Security Imaging Corp.	Supplies	265.60
G-05063	Ernestine Clark	Other Commodities	14.00
		Parking & Transportation	4.00
		Supplies	61.55
G-05064	Alma L. Brown	Programming	86.74
		Programming	76.83
G-05065	Baker & Taylor Books - #510486	Materials	2,622.68
G-05066	U.S. Postal Service	Postage	15,000.00
G-05067	TDS Telecom	Telephone Services	429.43
G-05068	Recorded Books, LLC	Materials	1,119.61
G-05069	City Bites	Professional Services	34.90
G-05070	Instructional Video, Inc.	Materials	236.75
G-05071	Denyveta Davis	Mileage	75.38
G-05072	Gale Group	Materials	1,614.35
G-05073	Traci Jinkens	Mileage	30.48
G-05074	Anne G. Fischer	Telephone Services	50.00
G-05075	Staples Credit Plan	Supplies	402.84
G-05076	Briefings Publishing Group	Supplies	154.00
G-05077	Library Video Co.	Materials	528.30
G-05078	Mary E. O'Connor	Programming	100.00
G-05079	Full Circle Bookstore	Materials	243.96
G-05080	Nancy Lytle	Mileage	8.46
G-05081	Benjamin Hill	Programming	75.00
G-05082	Lindsay Liu	Programming	150.00
G-05083	Jalisha Gardner	Programming	150.00
G-05084	Mary Frayser	Programming	150.00
G-05085	Dung Le	Programming	150.00
G-05086	Volunteer Central of	Professional Services	75.00
G-05087	Rocio Negrete	Programming	150.00
G-05088	Rich Antonisse	Other Commodities	116.45
	** Continued **		

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05088	Rich Antonisse	Mileage	25.59	142.04
G-05089	Random House, Inc	Materials	2,563.20	2,563.20
G-05090	Brilliance Corporation	Materials	337.43	337.43
G-05091	Francie Pendleton	Mileage	4.90	4.90
G-05092	Ingram Library Service	Materials	739.37	739.37
G-05093	XPEDX	Supplies	1,145.13	1,145.13
G-05094	Lynda G. Toney Bahr	Supplies	126.89	126.89
G-05095	Mardel, Inc.	Materials	266.56	266.56
G-05096	Hope Chest Legacy	Materials	20.30	20.30
G-05097	Jessica Harris-Buchanan	Programming	150.00	150.00
G-05098	Ingram Library Service	Materials	1,523.55	1,523.55
G-05099	Barnes & Noble, Inc.	Programming	689.58	
		Materials	337.95	1,027.53
G-05100	Center Point Large Print	Materials	431.28	431.28
G-05101	Baker & Taylor, Inc.	Materials	4,455.00	4,455.00
G-05102	Mae Dean Erb	Programming	150.00	150.00
G-05103	David Titus	Programming	513.00	513.00
G-05104	Heidi Johnson	Other Commodities	81.00	81.00
G-05105	U.S. Postal Service	Postage	2,500.00	2,500.00
G-05106	BBC Audiobooks America	Materials	668.61	668.61
G-05107	Linda Felton	Other Commodities	70.57	70.57
G-05108	Darlene S. Browsers	Programming	288.64	
		Programming	186.86	475.50
G-05109	Baker & Taylor Books - #510486	Materials	1,716.80	1,716.80
G-05110	Cheryl Pernell	Travel Expense	7.00	7.00
G-05111	Baker & Taylor Entertainment	Materials	3,285.57	3,285.57
G-05112	Arts Council of Oklahoma City	Programming	6,025.00	6,025.00
G-05113	Arts Midwest	Registration	325.00	325.00
G-05114	D.C.T. Enterprises of Oklahoma	Other Commodities	118.38	118.38
G-05115	Sarah Hartsfield	Programming	150.00	150.00
G-05116	Bryan Dahlvang	Programming	135.00	135.00
G-05117	Susan H. Wood	Programming	125.00	
		Programming	425.00	550.00
G-05118	Cheryll Smith	Mileage	6.90	6.90
G-05119	Faith Centered Resources	Materials	98.06	98.06
G-05120	AT&T	Telephone Services	63.61	63.61
G-05121	Miriam Canales	Programming	150.00	150.00
G-05122	Dennis R. Williams	Programming	90.00	90.00
G-05123	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-05124	Baker & Taylor Books - #510486	Materials	892.30	
		Materials	863.24	
		Materials	1,364.90	
		Materials	3,176.43	
		Materials	1,852.50	
		Materials	11,007.32	
		Materials	3,283.87	22,440.56
G-05125	Baker & Taylor Books - #510486	Materials	582.75	
		Materials	2,967.50	
		Materials	2,521.54	
		Materials	19,360.28	
		Materials	4,278.40	29,710.47

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Number	Vendor/Payee	Purpose		Amount
G-05126	Baker & Taylor Books-#510486	Materials	3,063.86	3,063.86
G-05127	CEBS Program	Professional Services	100.00	100.00
G-05128	Maria Watkins	Mileage	10.15	10.15
G-05129	Sabre Technologies	Supplies	1,054.00	
		Supplies	1,205.00	
		Suppleis	496.00	
		Supplies	5,050.00	7,805.00
G-05130	Claudia Clark	Programming	200.00	200.00
G-05131	Kiona Wooten Millirons	Programming	100.00	
		Programming	100.00	200.00
G-05132	Metropolitan Library System	Programming	121.50	121.50
G-05133	Triangle/A & E	Printing	34.65	
		Library-Related Services	360.73	395.38
G-05134	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,655.60	
		Maintenance Supplies	1,675.20	
		Maintenance Supplies	2,230.40	5,561.20
G-05135	Southwestern Stationery and	Supplies	43.91	
		supplies	15.96	
		Supplies	16.24	76.11
G-05136	Tech-Lock	Maintenance of Facilities	19.00	
		Maintenance of Facilities	14.00	33.00
G-05137	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-05138	U.S. Govt. Printing Office	Government Documents	2,800.00	2,800.00
G-05139	Susie Beasley	Travel Expense	513.41	513.41
G-05140	FedEx	Library-Related Services	47.35	47.35
G-05141	Mobil 1 Lube/AFMS	Gas and Oil	230.40	230.40
G-05142	U.S. Postmaster	Postage	12.50	12.50
G-05143	Bill Veazey's Party Store	Equipment Rental	160.00	160.00
G-05144	ACE'S THREE	Maintenance of Facilities	132.00	132.00
G-05145	Production Services	Library-Related Services	920.00	920.00
G-05146	The Norman Transcript	Subscriptions	156.00	156.00
G-05147	Anne G. Fischer	Other Commodities	108.00	108.00
G-05148	Fast Signs	Library-Related Services	103.00	
		Library-Related Services	1,364.50	1,467.50
G-05149	Trainum Safety Solutions	Safety Supplies	769.90	769.90
G-05150	Clampitt Paper Co.	Printing Supplies	357.22	
		Printing Supplies	40.44	397.66
G-05151	School of Metaphysics	Programming	50.00	50.00
G-05152	Clear As Dance Institute	Programming	110.00	110.00
G-05153	Rosemary Czarski	Postage	81.87	
		Travel Expenses	91.81	173.68
G-05154	B & B Catering, Inc	Other Commodities	250.00	250.00
G-05155	Claire Manning	Programming	300.00	300.00
G-05156	Oklahoma Air Filter	Maintenance of Facilities	42.50	
		Maintenance of Facilities	61.68	104.18
G-05157	Metrocall Wireless	Telephone Services	8.00	8.00
G-05158	Wholesale Educational	Computer Accessories	2,101.51	2,101.51
G-05159	Little River Zoo	Programming	115.00	115.00
G-05160	Jennifer Lance	Programming	300.00	300.00
G-05161	FedEx Kinko's Print Services	Library-Related Services	1,198.75	1,198.75
G-05162	Oklahoma City Zoo Educ. Dept.	Programming	225.00	225.00
G-05163	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00

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Number	Vendor/Payee	Purpose		Amount
G-05164	Cox Media Oklahoma City	Library-Related Services	1,906.00	1,906.00
G-05165	Michael Corley	Programming	119.00	119.00
G-05166	Steve's Wholesale Distributors	Maintenance of Facilities	56.57	56.57
G-05167	OPUBCO Communications Group	Library-Related Services	173.24	
		Library-Related Services	76.07	249.31
G-05168	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	1,109.94	
		Vehicle Parts & Repairs	1,109.73	2,219.67
G-05169	Childcraft Education Corp.	Programming Supplies	68.99	68.99
G-05170	Sharon A. Nolan	Programming	187.74	187.74
G-05171	Pre Press Graphics &	Printing	310.00	310.00
G-05172	Omniplex	Programming	300.00	
		Programming	150.00	450.00
G-05173	J & I Trailer Hitches	Vehicle Parts & Repairs	279.00	279.00
G-05174	Choctaw Chamber of Commerce	Membership	100.00	100.00
G-05175	Rosalind L. Reeder	Programming	150.00	
		Programming	150.00	300.00
G-05176	Oklahoma Press Service	Library-Related Services	145.47	145.47
G-05177	Office Depot Credit Plan	Supplies	157.08	157.08
G-05178	Todd Olberding	Mileage	14.69	
		Telephone Services	45.36	60.05
G-05179	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	2,844.32	
		Internet Data Circuit	2,552.55	
		Internet Data Circuit	541.05	5,937.92
G-05180	Daniel Fields	Programming	84.75	
		Programming	56.53	141.28
G-05181	Walmart Community	Other Commodities	204.40	
		Supplies	156.96	361.36
G-05182	Classic Paper Supply	Maintenance Supplies	141.75	
		Maintenance Supplies	189.00	330.75
G-05183	Lesli Jones	Library-Related Services	310.00	310.00
G-05184	Oklahoma Insurance Dept.	Books & Materials	480.00	480.00
G-05185	Cheryll Smith	Programming	65.55	65.55
G-05186	Oklahoma City Police Dept.	Maintenance of Facilities	150.00	150.00
G-05187	Kone Inc	Maintenance of Facilities	964.75	964.75
G-05188	William F Comstock, P.C.	Professional Services	812.50	
		Professional Services	343.75	1,156.25
G-05189	John Sing's	Maintenance of Facilities	1,100.00	1,100.00

Total of FY 05-06 Warrants Issued \$ 1,508,105.72

Special Funds

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Number	Vendor/Payee	Purpose		Amount
S-12212	Oklahoma Tax Commission	State Sales Tax-Feb 2006	9.77	9.77
S-12213	Mildred R. Levescy	Lost & Paid Book Returned	9.95	9.95
S-12214	Patti R. Young	Lost & Paid Book Returned	3.00	3.00
S-12215	Leslie J. McCracken	Lost & Paid Book Returned	4.00	4.00
S-12216	Michelle A. Bennett	Lost & Paid Book Returned	14.00	14.00
S-12217	Elizabeth K. Dyer	Lost & Paid Book Returned	12.48	12.48
S-12218	Jeanette F. Merchant	Lost & Paid Book Returned	4.00	4.00
S-12219	Phuong Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-12220	Oklahoma Tax Commission	State Sales Tax-Feb 2006	360.88	360.88
S-12221	Standley Systems	Copier Usage	330.15	
		Copier Usage	442.53	772.68
S-12222	Barco's Outdoor Products	Furniture	455.00	455.00
S-12223	Oklahoma Tax Commission	State Sales Tax-Mar 2006	13.31	13.31
S-12224	Luther D. Marsden	Lost & Paid Book Returned	19.99	19.99
S-12225	Taylor J. Fisher	Lost & Paid Book Returned	3.00	3.00
S-12226	Cynthia L. Stevenson	Lost & Paid Book Returned	3.00	3.00
S-12227	Eldon W. Bishop	Lost & Paid Book Returned	34.99	34.99
S-12228	Lori Bingamon	Lost & Paid Book Returned	3.99	3.99
S-12229	Donna L Fillman	Lost & Paid Book Returned	26.95	26.95
S-12230	Juliana R. McDonald	Lost & Paid Book Returned	21.00	21.00
S-12231	Oklahoma Tax Commission	State Sales Tax-Mar 2006	413.91	413.91
S-12232	Barnes & Noble, Inc.	Programming	425.15	425.15
S-12233	Maria Rodriguez	Programming	120.00	120.00
S-12234	Oklahoma Tax Commission	State Sales Tax-Apr 2006	9.06	9.06
S-12235	Alice C. Maddox	Lost & Paid Book Returned	3.00	3.00
S-12236	Artoush Varshosaz	Lost & Paid Book Returned	21.95	21.95
S-12237	Mary I. Ward	Lost & Paid Book Returned	3.00	3.00
S-12238	Katy N. Schones	Lost & Paid Book Returned	3.00	3.00
S-12239	Samantha A. Driskill	Lost & Paid Book Returned	7.95	7.95
S-12240	Charlee J. Gittings	Lost & Paid Book Returned	11.95	11.95
S-12241	Melissa D. Everley	Lost & Paid Book Returned	9.99	9.99
S-12242	Marjorie E. Zimmerman	Lost & Paid Book Returned	19.99	19.99
S-12243	Jim R. Hill	Lost & Paid Book Returned	3.00	3.00
S-12244	Margaret T. Greenwood	Lost & Paid Book Returned	3.00	3.00
S-12245	Robin J. Fox	Lost & Paid Book Returned	3.00	3.00
S-12246	Crystal D. Hooegeveen	Lost & Paid Book Returned	21.99	21.99
S-12247	Jerry E. Stephens	Lost & Paid Book Returned	9.00	9.00
S-12248	Jeana C. Osborn	Lost & Paid Book Returned	12.95	12.95
S-12249	Deborah L. Parks	Lost & Paid Book Returned	10.90	10.90
S-12250	Oklahoma Tax Commission	State Sales Tax-Apr 2006	393.77	393.77
S-12251	Marianne's Rentals	Norick Reception	153.50	153.50
S-12252	Orit Rabkin	Programming	200.00	
		Programming	200.00	400.00
S-12253	Don Estes	Programming	800.00	800.00
S-12254	Priscilla A. Russell	Programming	100.00	100.00
S-12255	Imagination Promotional Group	Summer Reading Programs	5,000.00	5,000.00
S-12256	Imagination Promotional Group	Summer Reading Programs	2,817.00	2,817.00
S-12257	Oklahoma Tax Commission	State Sales Tax-May 2006	9.68	9.68
S-12258	Oklahoma Tax Commission	State Sales Tax-May 2006	291.51	291.51
S-12259	Commercial Card Solutions	06/Inasmuch	132.75	
		06/Inasmuch	136.33	269.08
S-12260	Metropolitan Library System	Transfers of Funds	53,000.00	53,000.00

Special Funds

Warrant Register

June 2006

Number	Vendor/Payee	Purpose		Amount
S-12261	Steve B. Peterson	Lost & Paid Book Returned	4.25	4.25
S-12262	M. Neal Olmstead	Mileage	26.95	26.95
S-12263	Tina A. Briggs	Lost & Paid Book Returned	3.00	3.00
S-12264	Dana J. Robertson	Lost & Paid Book Returned	3.00	3.00
S-12265	Mary Anne Brubaker	Lost & Paid Book Returned	3.00	3.00
S-12266	Lea K. Massey	Lost & Paid Book Returned	4.30	4.30
S-12267	Amy N. Pringle	Lost & Paid Book Returned	12.95	12.95
S-12268	Baker & Taylor Books - #510486	Materials	22.72	22.72
S-12269	Metropolitan Library System	Transfer of Fines & Fees	24,000.00	24,000.00
S-12270	Commercial Concepts	DN/LC Donations	850.00	850.00
S-12271	Demco	Programming Supplies	188.98	188.98
Total of Special Funds Warrants Issued				\$ 91,241.47

I, Donna Morris, certify that:

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


Donna Morris, Executive Director

7-12-06
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

7-13-06
Date

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: STAR CIRCULATION PRINTERS

Provided for in the FY 2006-07 budget is the request for new receipt printers for circulation checkout. 55 Star Brand receipt printers are to be purchased for the library system.

Specifications were prepared and bids were let for eighteen days and were advertised for two days (June 19 and 21, 2006) in ***The Oklahoman***. Bids were also sent to five prospective vendors.

A pre-bid conference was held on June 27, 2006. No vendors attended.

Bids were received and publicly opened July 6, 2006. Four vendors responded.

Items	Quantity	Bayscan Technology	Electro Alliance	MGM Solutions	Sabre Technology
Star Printer TSP847U	55 Each	389.10	417.00	440.00	490.00
Power Supply	55 Each	16.00	Included	Included	Included
Printer Paper	1,000 Rolls	2.79	3.15	5.36	5.50

Sabre Technology is located in Oklahoma City. All the other vendors are located out of state. All vendors bid Star brand printers and meet specifications.

Bayscan Technology is the best and lowest bidder. The Library wishes to purchase 55 of the Star printers and 42 cases (1008 rolls) of printer paper. The cost of this order is \$22,280.50 for the 55 Star printers and \$2,812.32 for the 42 cases or printer paper.

RECOMMENDATION:

That the Commission approve the contract for 55 Star Printers and 24 cases of printer paper to Bayscan Technologies for the total amount of \$25,092.82. Adequate funding is provided for in the FY 2006-07 budget, account 410.

**METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS**

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

Additional Appropriations

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 114	Unemployment Compensation	\$800.00	\$10,800.00

To correct for a check that was mailed to the wrong address and had to be re-written.
(Reimbursement for the check was included in account 3605, Other Income)

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 109	Workers' Comp Insurance	\$800.00	\$113,290.00

This account will still be \$25,020 under budget.

Commission Action

That the Library Commission approve the transfer of funds as requested above.

REPORT FROM FINANCE COMMITTEE

The Finance Committee met July 11, 2006, for:

- I.** Audit ~ Discussion with the public accountants regarding the upcoming audit of FY 2005-06.
- II.** Insurance ~ Discussion regarding Library's insurance coverage.

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

No Commission action at this time.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Tuesday, July 11, 2006 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, June 29, 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 July 7, 2006, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Nancy Anthony

COMMITTEE MEMBERS EXCUSED:

Scott Duncan
Greg Womack

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 4

I. The meeting was called to order at 3:30 p.m. by Mr. David Greenwell, Chair.

Roll was called. Present: Anthony, Greenwell.

II. Mr. Greenwell welcomed Mr. Stan Hall and Ms. Carolyn Levings with Murrell, Hall, McIntosh & Co., PLLP

Mr. Greenwell called for discussion with Mr. Hall and Ms. Levings regarding the upcoming audit of FY 2005-06.

Mr. Hall stated the contract has a term of five years with the upcoming audit being the final year of the contract.

Mr. Hall provided an overview of what the audit consists of. The auditors will perform what is called "Risk Based Auditing". The financial statements are reviewed and then various areas of the statements are randomly selected for further review and to check for any problems or potential problems. During this process the auditors will ask questions regarding fraud to various library employees. Samples of invoices and personnel records are pulled for review and are researched. A large part of the audit with the library system focuses on employee salaries and reimbursements. Discussion followed.

Mr. Greenwell asked how employee expenses are handled. Mr. Lovely stated, generally an employee is reimbursed for an expense after a receipt has been supplied and the reimbursement has been approved by a supervisor or management.

Mrs. Anthony questioned fines and how they are handled. Mr. Hall stated the auditors do review the process of how the fines are handled, but that fines can be a hard area to track for fraud, especially if money is being taken before it ever gets into the system. Mrs. Anthony asked who has the authority to clear a fine. Mrs. Morris stated the clerks at each of the libraries are given the authority to clear fines according to the individual situation. Mrs. Anthony expressed concern at that level where a customer comes into the library to pay a fine and instead of entering the money into the system; the clerk clears the fine and pockets the money. Mr. Lovely stated reports are run on a monthly basis by category and location and if it is discovered there are a large and or unusual amount of fines being cleared, the matter would be investigated further. To expand on how the money is handled, once it is received at each of the libraries, Mrs. Morris stated there are four major sources of revenue; copy money, fines, damaged or lost books and meeting room usage. That money is received at the library location and is handled in each library cash drawer daily. Mr. Lovely added that at the end of each day the cash that has been collected is sent to the Business Office in locked money bags. Mrs. Morris recalled the system used to be more rigid and rarely forgave fines no matter what the circumstance. Since then the system has tried to focus on improving customer service, therefore staff was empowered to forgive customer fines at their discretion.

Mrs. Anthony asked if the audit would also consist of a review or sampling of computer equipment, chairs, tables, etc or if that inventory is handled internally. Ms. Levings stated there are spot checks performed on equipment and furniture. Mrs. Anthony expressed the main concern in that area is the accountability of electronic equipment; such as computers, laptops, overhead projectors, etc. Mr. Lovely reported an internal inventory on electronic equipment and furniture is conducted every year.

Mr. Greenwell commented that since payroll is the largest expense for the library system, it's important to focus on it to see that employees are being paid appropriately and that no employee is receiving extra payments. Mr. Hall stated the library system is still small enough to know how many employees there are and who is there and who isn't is not

something of great concern at this point; however, the payroll is tested every year as part of the audit.

Mr. Greenwell focused on the Purchasing department and questioned the capabilities of fraud in that area as well. Mr. Hall stated testing is done in the purchasing department. He stated because of the nature of the library if there were any unusual purchases they would tend to stand out during the testing process. Analytical tests are also performed to see if numbers are consistent and match up.

Mrs. Anthony questioned if there are items authorized for payment at the branch level. Mr. Lovely stated supplies, mileage expenses, travel expenses, etc are approved and authorized for payment at the branch level. Mr. Lovely added that no employee can sign or authorize for payment a personal reimbursement. All reimbursements must be signed off by a supervisor or if the person requesting a reimbursement is a Library Manager or Director, those too must be approved by someone else.

Mrs. Anthony questioned if the audit process will also include looking at issues which are policy related. For example, the system has a policy for going out to bid on any purchases or services which are above a certain dollar amount. Mrs. Levings stated "Bid Splitting" is a potential problem and the auditors will look into instances where projects or purchases are just below the bidding level.

Mr. Hall welcomed any further questions.

Beginning this year, once the audit is complete, the auditors will meet with the Finance Committee without the presence of Library Staff. The idea for the committee meeting independently with the Auditors is more of a procedural action than anything else, but it will enable the auditors to present any information about potential problems or concerns directly to the board. Mr. Hall stated all in all it is a relatively clean audit, and each year things are improving. The audit is scheduled to begin Monday, July 24.

III. Mr. Greenwell referred to the next item on the agenda regarding the Library's insurance coverage.

Mr. Lovely stated his original intent was to discuss the insurance coverage for the library buildings and discuss whether the coverage would be adequate to replace the buildings, if a building should ever be completely lost. However, at the last commission meeting, the preliminary budget was approved and money was put into the budget for formal appraisals of the library buildings. The appraisals will begin in the current fiscal year. Mr. Payne will be at the August commission meeting for discussion of the coverage.

Mr. Lovely handed out copies of the business automobile insurance schedule. Upon the suggestion of Mr. Payne, Mr. Lovely dropped the older vehicles comprehensive and collision coverage from the policy, except for liability coverage. The library vehicles which were dropped from the policy and, in effect, are now self-insured, were vehicles from model years 1995 to 1999. The vehicles which remained on the library policy are vehicles from model years 2000 to present. Mr. Lovely wanted to bring the change to the attention of the committee in case there are any concerns or disputes. Mrs. Anthony asked what the savings is for removing the older vehicles from the policy. Mr. Lovely recalled the savings were not much, but it made sense to self insure the older vehicles, rather than pay the insurance company to do it. Discussion followed.

Mr. Lovely provided information on one other change relating to the business automobiles. Normally, every year, the system will sell two vehicles and buy two

vehicles, trying to get the fleet up to date. This year the system only sold one, and kept one of the box trucks. Occasionally, one of those trucks will need to be put in the shop and then there is a driver who is down and is unable to do any work. So to avoid that problem, a vehicle was kept for backup to ensure everyone is running all the time and if one vehicle is in the shop the system is still covered. If a vehicle was totaled the system would be covered and the extra vehicle would be used until the next fiscal year. Discussion followed.

Mrs. Anthony suggested the schedule of vehicles be part of the minutes and then everyone is notified of the discussion that took place. If there are any questions or objections at the commission meeting than it can be handled in that manner. Mr. Greenwell stated it makes sense on the older vehicles to self insure but agreed it would be interesting to see what the savings are. Mr. Lovely will provide that information to the committee at the next meeting.

IV. Mr. Greenwell adjourned the meeting at 4:04 p.m.



Donna Morris, Executive Director
(Secretary)

**METROPOLITAN LIBRARY COMMISSION D.B.A.
METROPOLITAN LIBRARY SYSTEM**

BUSINESS AUTOMOBILE – Continued

AUTOMOBILE SCHEDULE:

	Year	Make/Model Serial No.	Deductible	
			Comp	Coll
1	1995	Ford ¾ Ton 1FTHF25H7SLA88445	N/A	N/A
2	1995	Ford ¾ Ton 1FTHF25H5SLA88444	N/A	N/A
3	1996	Ford Pickup 2FTEF15N4TCA34356	N/A	N/A
4	1997	Ford ¾ Ton cab & chassis 1FMEE1162VHA82687	N/A	N/A
5	1997	Ford ¾ Ton 1FDHF25H7VEA93875	N/A	N/A
6	1999	Chevy 1 Ton cab & chassis 1GBJC34R1XF092690	N/A	N/A
7	2000	Ford F150 1FTRF17W3YKA46248	\$1,000	\$1,000
8	2002	Chevy Van 1GNDX03E52D164786	\$1,000	\$1,000
9	2002	Dodge Van 2B4JB25Y92K108625	\$1,000	\$1,000
10	2004	GMC C1500 Pickup 1GDE5C1E54F509017	\$1,000	\$1,000
11	2004	GMC C1500 Pickup 1GDE5C1E84F509061	\$1,000	\$1,000
12	2005	Ford Pickup 1FTPX12W35NB40256	\$1,000	\$1,000
13	2005	Chevy Pickup 1GBHC24U75E259957	\$1,000	\$1,000

METROPOLITAN LIBRARY SYSTEM

ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT

FY 2005 – 2006

Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2006. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

Category	Quantity	Cost
Benches, Chairs, Couches, Stools	593	\$471,727
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	274	\$580,318
Lecterns, Sculptures, Showcases, Stands, Tables	460	\$641,131
Book Bins, Bookcases, Cabinets	261	\$237,156
Clocks, Clothes Racks, Lockers, Open Office Equipment, Panel Systems, Planters	44	\$41,167
Displays, Easels, Magazine/Newspaper Racks	80	\$76,873
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	34	\$28,137

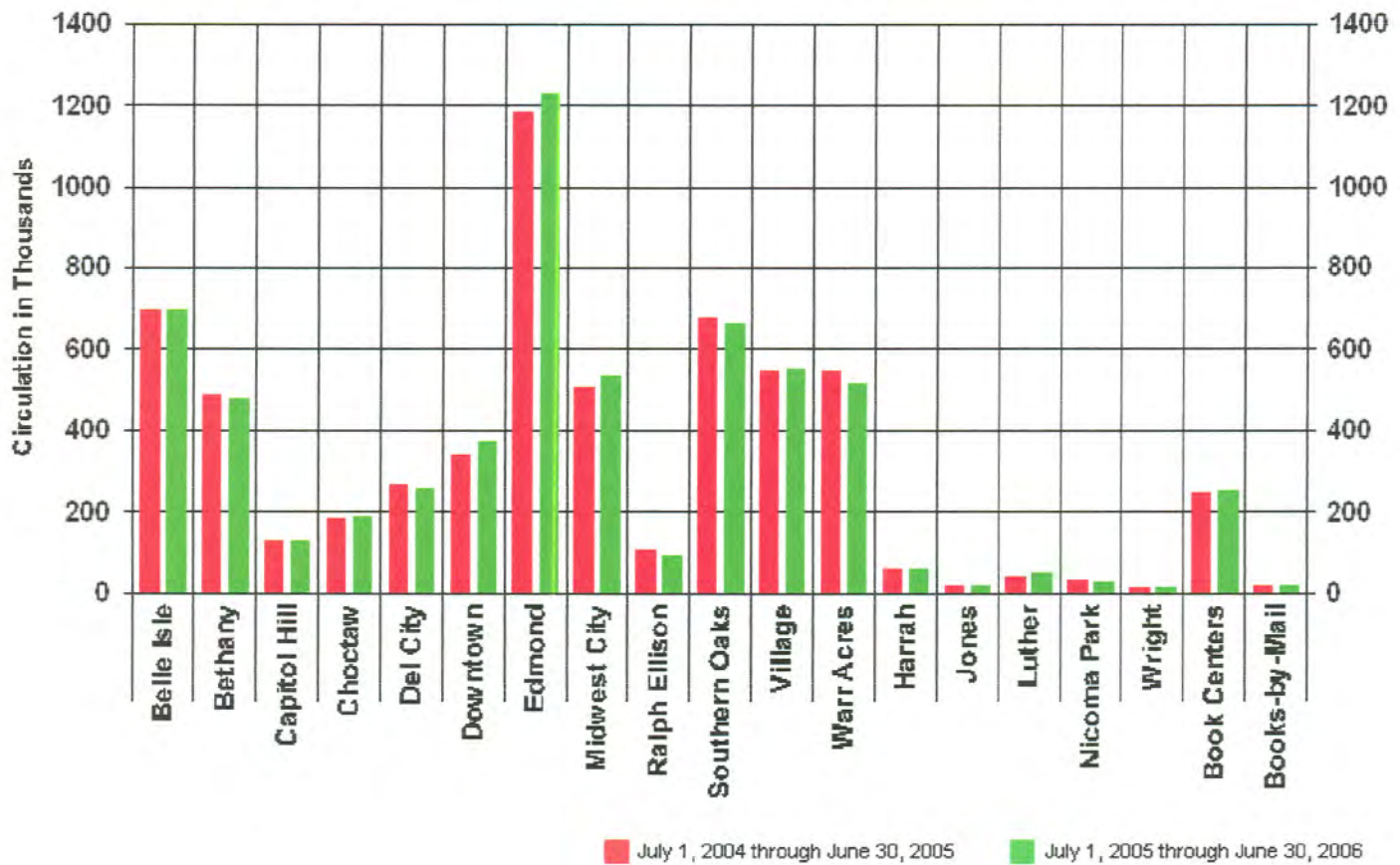
EQUIPMENT

Category	Quantity	Cost
Computer Equipment	1,168	\$1,714,501
Buildings, Property, Trailers and Vehicles	21	\$785,958
Office Production Equipment	88	\$206,583
Audio Visual, Reader/Printers, Security Equipment	118	\$866,253
Kitchen and Lounge Equipment	23	\$28,664
Maintenance Shop Equipment	17	\$27,432

TOTAL INVENTORY	3,181	\$5,705,900
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Circulation Gains and Losses

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)



Circulation Gains and Losses

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

JUNE 30, 2006		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	05	46815	532006	16557	162158	63372	694164	
	06	46229	526132	17932	167804	64161	693936	
		-586	-5874	1375	5646	789	-228	.0
BETHANY	05	29854	341751	16371	146192	46225	487943	
	06	29719	332986	16929	143527	46648	476513	
		-135	-8765	558	-2665	423	-11430	-2.3
CAPITOL HILL	05	7423	92904	3807	34556	11230	127460	
	06	7392	86599	5145	39083	12537	125682	
		-31	-6305	1338	4527	1307	-1778	-1.4
CHOCTAW	05	11242	114418	8267	66767	19509	181185	
	06	10589	117355	9554	71332	20143	188687	
		-653	2937	1287	4565	634	7502	4.1
DEL CITY	05	18870	191704	9667	74016	28537	265720	
	06	15651	178879	9557	75431	25208	254310	
		-3219	-12825	-110	1415	-3329	-11410	-4.3
DOWNTOWN	05	24009	256749	9451	81145	33460	337894	
	06	24601	279830	11065	90488	35666	370318	
		592	23081	1614	9343	2206	32424	9.6
EDMOND	05	65092	691961	56909	492931	122001	1184892	
	06	66739	722595	62260	508117	128999	1230712	
		1647	30634	5351	15186	6998	45820	3.9
MIDWEST CITY	05	31506	367758	18733	136978	50239	504736	
	06	34914	380860	21179	151644	56093	532504	
		3408	13102	2446	14666	5854	27768	5.5
RALPH ELLISON	05	7705	78961	3328	24152	11033	103113	
	06	6950	69293	2758	20800	9708	90093	
		-755	-9668	-570	-3352	-1325	-13020	-12.6
SOUTHERN OAKS	05	43577	504902	18769	172389	62346	677291	
	06	42768	485322	20404	178812	63172	664134	
		-809	-19580	1635	6423	826	-13157	-1.9
VILLAGE	05	36098	381311	19459	167607	55557	548918	
	06	34658	376353	20767	173905	55425	550258	
		-1440	-4958	1308	6298	-132	1340	.2
WARR ACRES	05	34715	370269	20023	175752	54738	546021	
	06	31094	349608	21956	165501	53050	515109	
		-3621	-20661	1933	-10251	-1688	-30912	-5.7

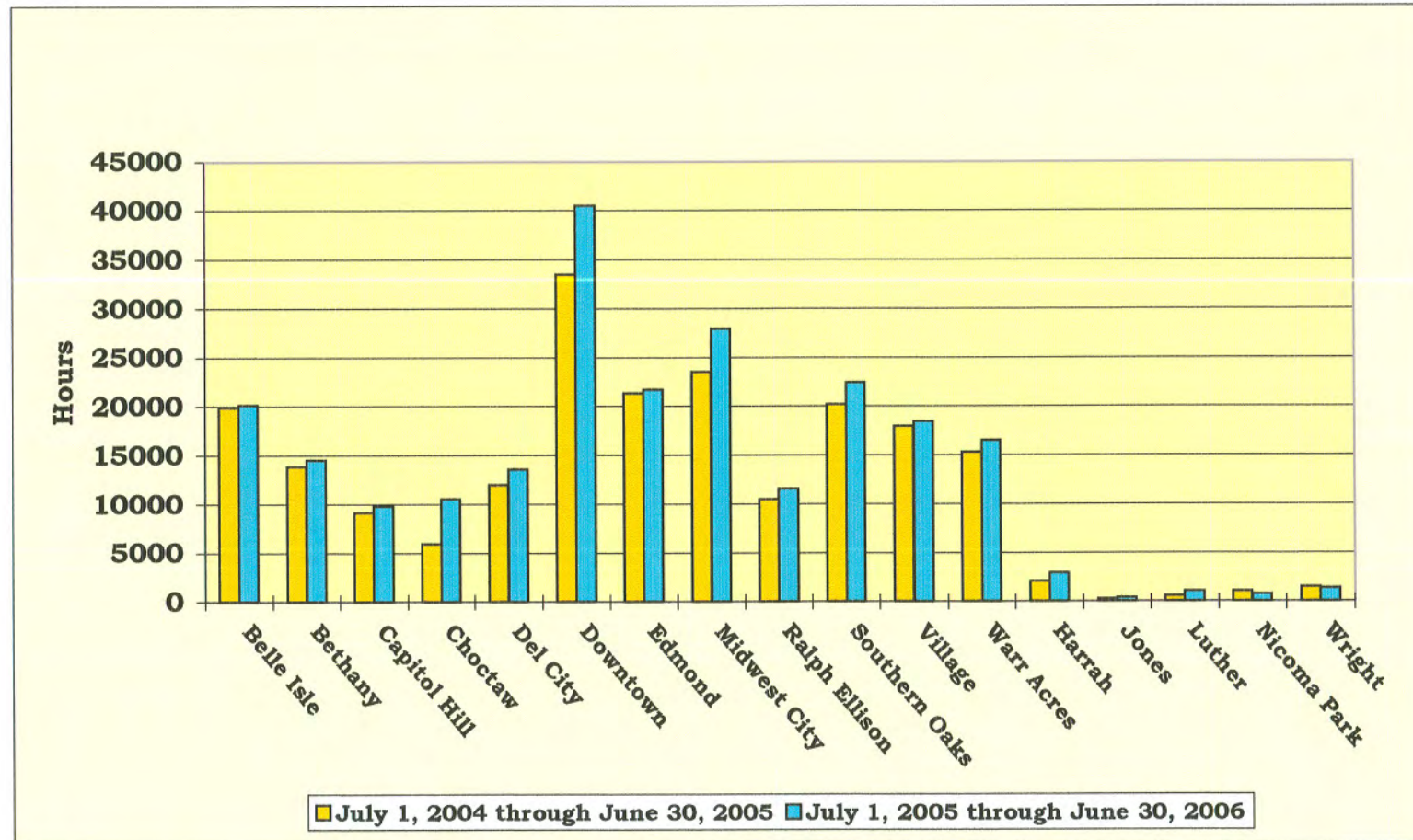
Circulation Gains and Losses

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

JUNE 30, 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	3690	42389	1974	16907	5664	59296	
	06	3681	41108	2332	17652	6013	58760	
		-9	-1281	358	745	349	-536	-.9
JONES	05	1248	13216	417	3346	1665	16562	
	06	1277	11966	628	3081	1905	15047	
		29	-1250	211	-265	240	-1515	-9.1
LUTHER	05	3907	29078	2794	10982	6701	40060	
	06	3717	36765	1487	12774	5204	49539	
		-190	7687	-1307	1792	-1497	9479	23.7
NICOMA PARK	05	2179	22797	863	6193	3042	28990	
	06	2106	21886	971	5936	3077	27822	
		-73	-911	108	-257	35	-1168	-4.0
WRIGHT	05	906	10777	336	2195	1242	12972	
	06	584	8883	243	2064	827	10947	
		-322	-1894	-93	-131	-415	-2025	-15.6
<u>OTHER:</u>								
BOOK CENTERS	05	9340	110274	11674	138047	21014	248321	
	06	9112	112569	11988	140342	21100	252911	
		-228	2295	314	2295	86	4590	1.8
BOOKS-BY-MAIL	05	1446	18485	0	0	1446	18485	
	06	1550	18593	0	0	1550	18593	
		104	108	0	0	104	108	.6
TOTALS	05	379622	4171710	219399	1912313	599021	6084023	
	06	373331	4157582	237155	1968293	610486	6125875	
		-6291	-14128	17756	55980	11465	41852	.7

Total Internet Hours Used by Library

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)



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Total Internet Usage

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	281		4,697		1,759.10		4,715		54,314		19,899.97	
	06	435		4,800		2,011.47		5,184		52,227		20,152.09	
		154	54.8	103	2.2	252.37	14.3	469	9.9	-2,087	-3.8	252.12	1.3
BETHANY	05	176		3,075		1,206.93		2,905		33,323		13,837.15	
	06	238		3,054		1,400.56		3,257		34,530		14,505.81	
		62	35.2	-21	-.7	193.63	16.0	352	12.1	1,207	3.6	668.66	4.8
CAPITOL HILL	05	139		1,990		795.32		2,354		23,729		9,128.69	
	06	216		2,723		1,182.43		2,661		25,249		9,816.10	
		77	55.4	733	36.8	387.11	48.7	307	13.0	1,520	6.4	687.41	7.5
CHOCTAW	05	76		1,762		722.10		1,273		15,933		5,928.35	
	06	116		2,146		998.69		1,696		25,428		10,509.72	
		40	52.6	384	21.8	276.59	38.3	423	33.2	9,495	59.6	4,581.37	77.3
DEL CITY	05	161		3,058		1,136.00		2,584		30,196		11,971.70	
	06	180		2,979		1,336.83		2,855		33,446		13,558.65	
		19	11.8	-79	-2.6	200.83	17.7	271	10.5	3,250	10.8	1,586.95	13.3
DOWNTOWN	05	390		8,861		3,611.81		4,973		85,016		33,476.30	
	06	444		7,500		3,744.94		6,237		93,525		40,491.13	
		54	13.8	-1,361	-15.4	133.13	3.7	1,264	25.4	8,509	10.0	7,014.83	21.0
EDMOND	05	320		5,274		1,873.35		5,103		60,626		21,355.66	
	06	463		5,684		2,259.70		5,795		60,393		21,718.35	
		143	44.7	410	7.8	386.35	20.6	692	13.6	-233	-.4	362.69	1.7
MIDWEST CITY	05	344		5,885		2,116.97		5,557		63,150		23,533.92	
	06	425		6,753		2,908.27		6,728		74,745		27,926.22	
		81	23.5	868	14.7	791.30	37.4	1,171	21.1	11,595	18.4	4,392.30	18.7
RALPH ELLISON	05	191		2,779		924.77		2,890		30,412		10,498.14	
	06	207		2,995		1,324.71		3,065		32,595		11,588.95	
		16	8.4	216	7.8	399.94	43.2	175	6.1	2,183	7.2	1,090.81	10.4

Total Internet Usage

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	334		4,810		1,778.42		5,602		52,038		20,215.95	
	06	421		5,794		2,514.12		6,220		56,297		22,408.48	
		87	26.0	984	20.5	735.70	41.4	618	11.0	4,259	8.2	2,192.53	10.8
VILLAGE	05	293		4,627		1,669.94		4,683		49,988		17,991.99	
	06	314		3,960		1,711.02		5,116		49,064		18,483.39	
		21	7.2	-667	-14.4	41.08	2.5	433	9.2	-924	-1.8	491.40	2.7
WARR ACRES	05	229		3,986		1,432.57		3,809		42,483		15,313.60	
	06	272		4,049		1,669.91		4,118		43,774		16,519.93	
		43	18.8	63	1.6	237.34	16.6	309	8.1	1,291	3.0	1,206.33	7.9
HARRAH	05	19		376		171.41		433		4,649		2,070.39	
	06	28		508		288.21		456		5,243		2,956.81	
		9	47.4	132	35.1	116.80	68.1	23	5.3	594	12.8	886.42	42.8
JONES	05	8		82		42.75		60		534		280.25	
	06	4		121		69.25		68		792		403.92	
		-4	-50.0	39	47.6	26.50	62.0	8	13.3	258	48.3	123.67	44.1
LUTHER	05	10		193		79.27		158		1,551		566.55	
	06	21		230		116.52		223		2,384		1,041.23	
		11	110.0	37	19.2	37.25	47.0	65	41.1	833	53.7	474.68	83.8
NICOMA PARK	05	8		147		75.82		116		1,737		1,040.89	
	06	9		187		132.15		129		1,478		776.68	
		1	12.5	40	27.2	56.33	74.3	13	11.2	-259	-14.9	-264.21	-25.4
WRIGHT	05	9		298		110.24		129		3,718		1,444.03	
	06	4		292		124.53		138		3,244		1,336.99	
		-5	-55.6	-6	-2.0	14.29	13.0	9	7.0	-474	-12.7	-107.04	-7.4
TOTAL	05	2,988		51,900		19,506.77		47,344		553,397		208,553.53	
	06	3,797		53,775		23,793.31		53,946		594,414		234,194.45	
		809	27.1	1,875	3.6	4,286.54	22.0	6,602	13.9	41,017	7.4	25,640.92	12.3

Internet Usage by Adult Customers

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	241		4,036		1,541.73		3,927		44,962		16,663.42	
	06	383		4,318		1,796.00		4,391		44,631		17,256.33	
		142	58.9	282	7.0	254.27	16.5	464	11.8	-331	-7	592.91	3.6
BETHANY	05	137		2,605		1,067.46		2,442		29,639		12,731.10	
	06	186		2,557		1,194.25		2,682		29,000		12,664.74	
		49	35.8	-48	-1.8	126.79	11.9	240	9.8	-639	-2.2	-66.36	-.5
CAPITOL HILL	05	88		1,262		522.05		1,518		15,992		6,577.66	
	06	107		1,398		619.96		1,607		15,197		6,315.12	
		19	21.6	136	10.8	97.91	18.8	89	5.9	-795	-5.0	-262.54	-4.0
CHOCTAW	05	46		1,107		478.49		919		10,803		4,300.54	
	06	80		1,363		627.11		1,210		15,085		6,418.03	
		34	73.9	256	23.1	148.62	31.1	291	31.7	4,282	39.6	2,117.49	49.2
DEL CITY	05	119		2,385		910.36		2,039		25,067		10,213.27	
	06	139		2,301		1,044.00		2,263		27,519		11,447.62	
		20	16.8	-84	-3.5	133.64	14.7	224	11.0	2,452	9.8	1,234.35	12.1
DOWNTOWN	05	327		8,089		3,374.50		4,245		75,415		30,523.07	
	06	378		6,632		3,402.43		5,271		83,441		37,153.52	
		51	15.6	-1,457	-18.0	27.93	.8	1,026	24.2	8,026	10.6	6,630.45	21.7
EDMOND	05	274		4,559		1,637.11		4,243		52,526		18,855.76	
	06	374		4,645		1,853.21		4,839		51,468		18,699.75	
		100	36.5	86	1.9	216.10	13.2	596	14.0	-1,058	-2.0	-156.01	-.8
MIDWEST CITY	05	253		4,613		1,700.13		4,463		53,047		20,154.72	
	06	326		5,153		2,232.59		5,218		57,161		21,959.52	
		73	28.9	540	11.7	532.46	31.3	755	16.9	4,114	7.8	1,804.80	9.0
RALPH ELLISON	05	114		1,910		656.71		2,127		22,174		7,912.53	
	06	140		2,127		933.96		2,300		23,975		8,844.18	
		26	22.8	217	11.4	277.25	42.2	173	8.1	1,801	8.1	931.65	11.8

Internet Usage by Adult Customers

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	278		3,603		1,369.32		4,424		40,535		16,385.90	
	06	320		4,048		1,830.33		4,887		41,939		17,438.33	
		42	15.1	445	12.4	461.01	33.7	463	10.5	1,404	3.5	1,052.43	6.4
VILLAGE	05	240		3,781		1,352.18		3,798		41,935		15,499.90	
	06	237		3,167		1,381.34		4,140		39,916		15,299.07	
		-3	-1.3	-614	-16.2	29.16	2.2	342	9.0	-2,019	-4.8	-200.83	-1.3
WARR ACRES	05	182		3,275		1,198.22		3,150		36,625		13,605.16	
	06	216		3,179		1,365.31		3,462		36,271		14,085.44	
		34	18.7	-96	-2.9	167.09	13.9	312	9.9	-354	-1.0	480.28	3.5
HARRAH	05	17		330		145.32		329		3,604		1,690.52	
	06	17		356		211.88		321		3,983		2,181.08	
			.0	26	7.9	66.56	45.8	-8	-2.4	379	10.5	490.56	29.0
JONES	05	7		62		38.61		36		362		212.45	
	06	3		38		26.52		42		486		252.84	
		-4	-57.1	-24	-38.7	-12.09	-31.3	6	16.7	124	34.3	40.39	19.0
LUTHER	05	4		85		41.68		82		973		385.53	
	06	11		118		58.09		135		1,462		696.31	
		7	175.0	33	38.8	16.41	39.4	53	64.6	489	50.3	310.78	80.6
NICOMA PARK	05	3		82		50.80		74		1,160		756.98	
	06	5		48		22.93		87		874		425.21	
		2	66.7	-34	-41.5	-27.87	-54.9	13	17.6	-286	-24.7	-331.77	-43.8
WRIGHT	05	6		196		60.53		99		2,985		1,135.76	
	06	3		187		83.08		93		2,535		1,054.93	
		-3	-50.0	-9	-4.6	22.55	37.3	-6	-6.1	-450	-15.1	-80.83	-7.1
TOTAL	05	2,336		41,980		16,145.20		37,915		457,804		177,604.27	
	06	2,925		41,635		18,682.99		42,948		474,943		192,192.02	
		589	25.2	-345	-.8	2,537.79	15.7	5,033	13.3	17,139	3.7	14,587.75	8.2

Internet Usage by Minor Customers

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	40		661		217.37		788		9,352		3,236.55	
	06	52		482		215.47		793		7,596		2,895.76	
		12	30.0	-179	-27.1	-1.90	-.9	5	.6	-1,756	-18.8	-340.79	-10.5
BETHANY	05	39		470		139.47		463		3,684		1,106.05	
	06	52		497		206.31		575		5,530		1,841.07	
		13	33.3	27	5.7	66.84	47.9	112	24.2	1,846	50.1	735.02	66.5
CAPITOL HILL	05	51		728		273.27		836		7,737		2,551.03	
	06	109		1,325		562.47		1,054		10,052		3,500.98	
		58	113.7	597	82.0	289.20	105.8	218	26.1	2,315	29.9	949.95	37.2
CHOCTAW	05	30		655		243.61		354		5,130		1,627.81	
	06	36		783		371.58		486		10,343		4,091.69	
		6	20.0	128	19.5	127.97	52.5	132	37.3	5,213	101.6	2,463.88	151.4
DEL CITY	05	42		673		225.64		545		5,129		1,758.43	
	06	41		678		292.83		592		5,927		2,111.03	
		-1	-2.4	5	.7	67.19	29.8	47	8.6	798	15.6	352.60	20.1
DOWNTOWN	05	63		772		237.31		728		9,601		2,953.23	
	06	66		868		342.51		966		10,084		3,337.61	
		3	4.8	96	12.4	105.20	44.3	238	32.7	483	5.0	384.38	13.0
EDMOND	05	46		715		236.24		860		8,100		2,499.90	
	06	89		1,039		406.49		956		8,925		3,018.60	
		43	93.5	324	45.3	170.25	72.1	96	11.2	825	10.2	518.70	20.7
MIDWEST CITY	05	91		1,272		416.84		1,094		10,103		3,379.20	
	06	99		1,600		675.68		1,510		17,584		5,966.70	
		8	8.8	328	25.8	258.84	62.1	416	38.0	7,481	74.0	2,587.50	76.6
RALPH ELLISON	05	77		869		268.06		763		8,238		2,585.61	
	06	67		868		390.75		765		8,620		2,744.77	
		-10	-13.0	-1	-.1	122.69	45.8	2	.3	382	4.6	159.16	6.2

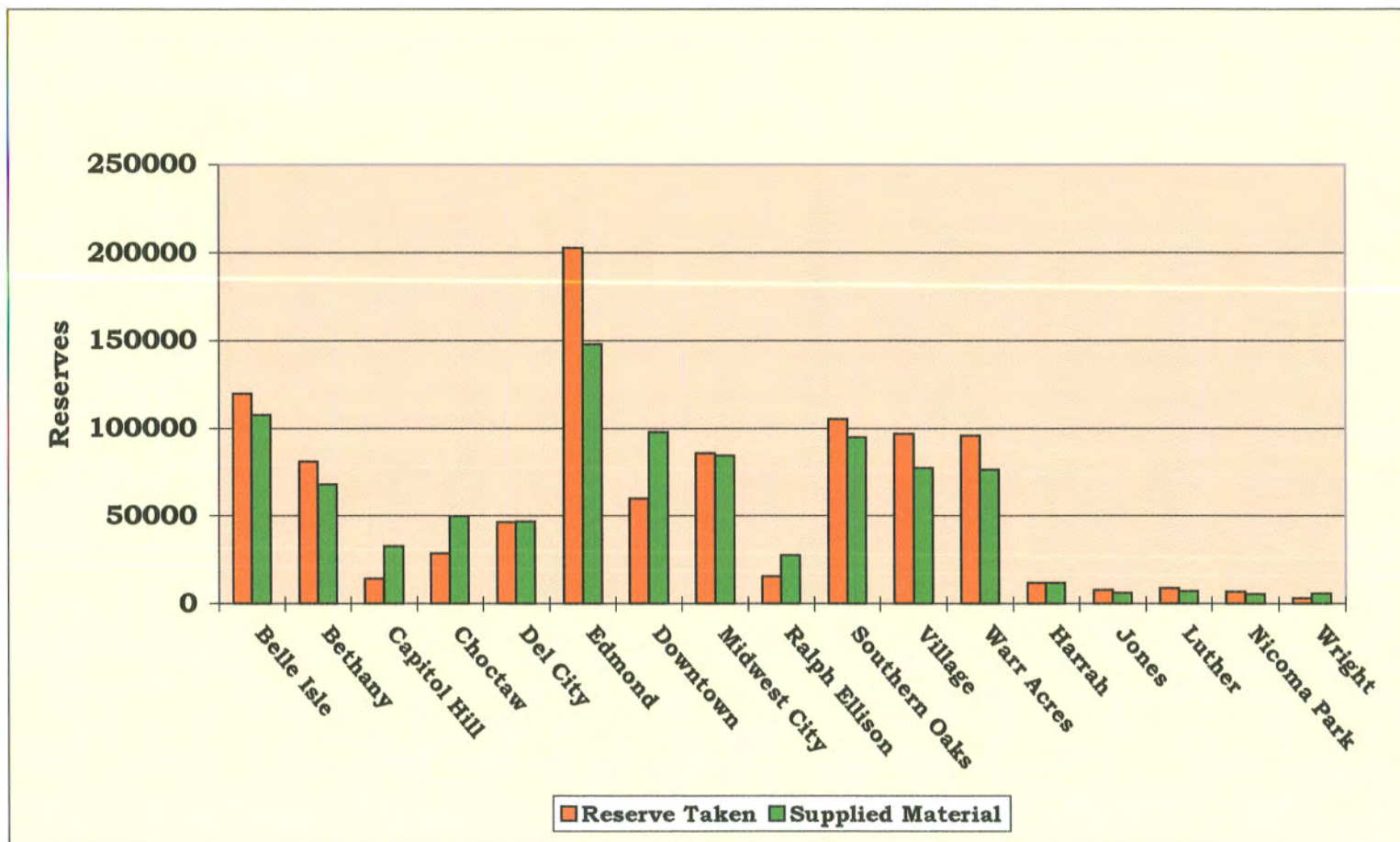
Internet Usage by Minor Customers

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	56		1,207		409.10		1,178		11,503		3,830.05	
	06	101		1,746		683.79		1,333		14,358		4,970.15	
		45	80.4	539	44.7	274.69	67.1	155	13.2	2,855	24.8	1,140.10	29.8
VILLAGE	05	53		846		317.76		885		8,053		2,492.09	
	06	77		793		329.68		976		9,148		3,184.32	
		24	45.3	-53	-6.3	11.92	3.8	91	10.3	1,095	13.6	692.23	27.8
WARR ACRES	05	47		711		234.35		659		5,858		1,708.44	
	06	56		870		304.60		656		7,503		2,434.49	
		9	19.1	159	22.4	70.25	30.0	-3	-.5	1,645	28.1	726.05	42.5
HARRAH	05	2		46		26.09		104		1,045		379.87	
	06	11		152		76.33		135		1,260		775.73	
		9	450.0	106	230.4	50.24	192.6	31	29.8	215	20.6	395.86	104.2
JONES	05	1		20		4.14		24		172		67.80	
	06	1		83		42.73		26		306		151.08	
			.0	63	315.0	38.59	932.1	2	8.3	134	77.9	83.28	122.8
LUTHER	05	6		108		37.59		76		578		181.02	
	06	10		112		58.43		88		922		344.92	
		4	66.7	4	3.7	20.84	55.4	12	15.8	344	59.5	163.90	90.5
NICOMA PARK	05	5		65		25.02		42		577		283.91	
	06	4		139		109.22		42		604		351.47	
		-1	-20.0	74	113.8	84.20	336.5		.0	27	4.7	67.56	23.8
WRIGHT	05	3		102		49.71		30		733		308.27	
	06	1		105		41.45		45		709		282.06	
		-2	-66.7	3	2.9	-8.26	-16.6	15	50.0	-24	-3.3	-26.21	-8.5
TOTAL	05	652		9,920		3,361.57		9,429		95,593		30,949.26	
	06	872		12,140		5,110.32		10,998		119,471		42,002.43	
		220	33.7	2,220	22.4	1,748.75	52.0	1,569	16.6	23,878	25.0	11,053.17	35.7

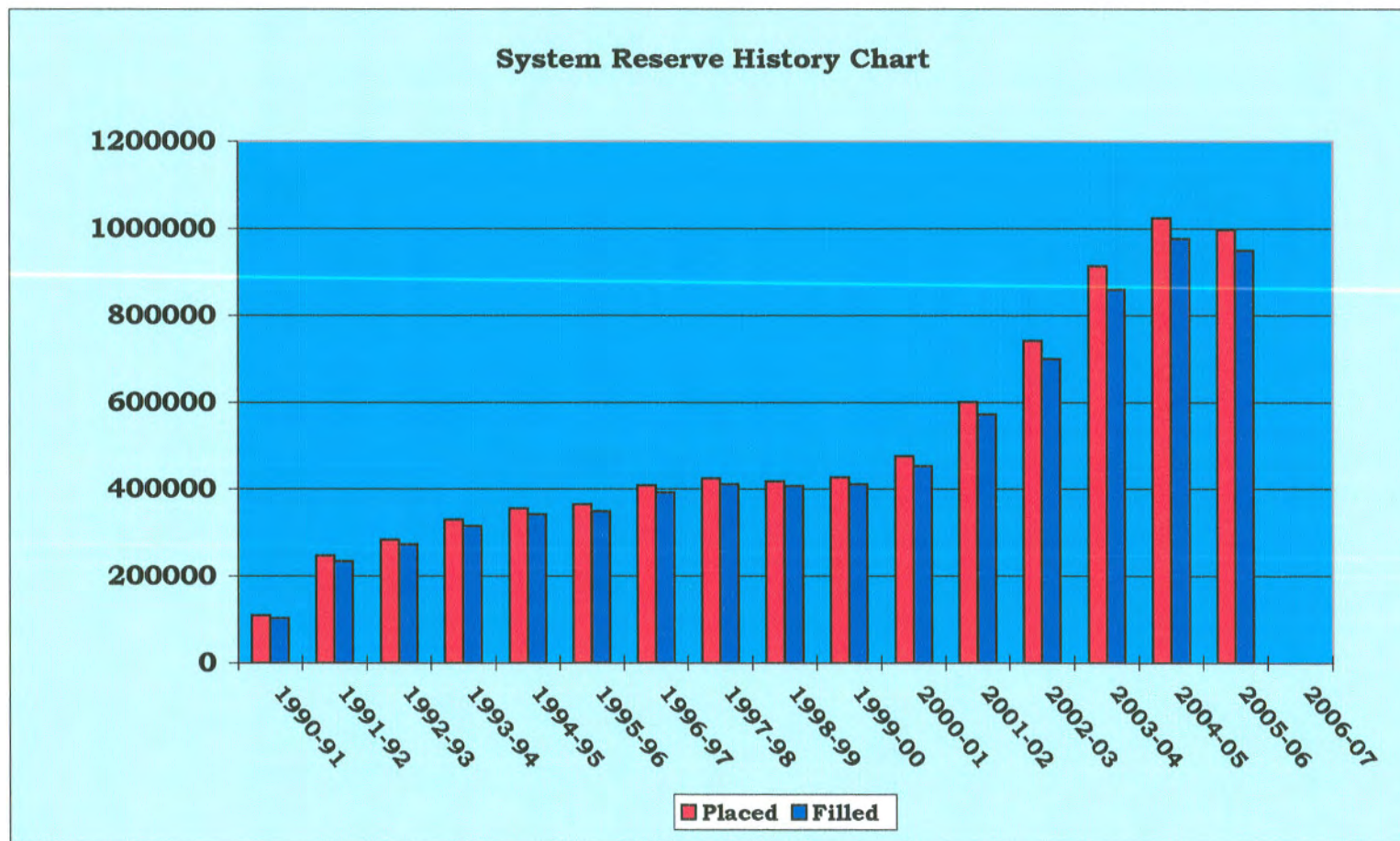
System Reserve Report

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)



System Reserve Report

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)



System Reserves Report

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	05	10,471	125,583		10,106	120,052	
	06	9,817	119,697		9,511	113,939	
		-654	-5,886	-4.7	-595	-6,113	-5.1
BETHANY	05	7,810	91,437		7,710	87,389	
	06	6,767	80,977		6,618	77,250	
		-1,043	-10,460	-11.4	-1,092	-10,139	-11.6
CAPITOL HILL	05	1,401	18,507		1,207	17,603	
	06	1,059	14,256		989	13,602	
		-342	-4,251	-23.0	-218	-4,001	-22.7
CHOCTAW	05	2,611	31,721		2,553	30,090	
	06	2,364	28,738		2,325	27,542	
		-247	-2,983	-9.4	-228	-2,548	-8.5
DEL CITY	05	4,039	47,201		4,102	45,186	
	06	3,669	46,483		3,593	44,277	
		-370	-718	-1.5	-509	-909	-2.0
EDMOND	05	18,082	197,097		17,251	188,902	
	06	17,906	202,425		17,256	193,720	
		-176	5,328	2.7	5	4,818	2.6
DOWNTOWN	05	4,729	53,203		4,457	49,432	
	06	5,110	59,710		4,857	56,004	
		381	6,507	12.2	400	6,572	13.3
MIDWEST CITY	05	6,711	83,889		6,278	80,356	
	06	7,895	85,598		7,861	81,120	
		1,184	1,709	2.0	1,583	764	1.0
RALPH ELLISON	05	1,377	16,559		1,310	15,924	
	06	1,218	15,609		1,192	14,947	
		-159	-950	-5.7	-118	-977	-6.1
SOUTHERN OAKS	05	9,193	111,768		9,043	106,419	
	06	8,519	105,247		8,328	99,895	
		-674	-6,521	-5.8	-715	-6,524	-6.1
VILLAGE	05	9,437	99,775		9,087	94,632	
	06	8,779	96,887		8,360	91,741	
		-658	-2,888	-2.9	-727	-2,891	-3.1
WARR ACRES	05	9,844	100,919		9,107	96,333	
	06	7,756	95,701		7,531	91,681	
		-2,088	-5,218	-5.2	-1,576	-4,652	-4.8

System Reserves Report

July 1, 2005 through June 30, 2006 (100.00% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	944	12,526		871	12,066	
	06	778	12,013		812	11,654	
		-166	-513	-4.1	-59	-412	-3.4
JONES	05	651	8,416		673	8,027	
	06	718	7,826		633	7,431	
		67	-590	-7.0	-40	-596	-7.4
LUTHER	05	513	6,524		570	6,261	
	06	962	9,021		903	8,471	
		449	2,497	38.3	333	2,210	35.3
NICOMA PARK	05	867	7,787		752	7,505	
	06	474	6,944		538	6,830	
		-393	-843	-10.8	-214	-675	-9.0
WRIGHT	05	305	4,805		322	4,752	
	06	246	3,333		206	3,206	
		-59	-1,472	-30.6	-116	-1,546	-32.5
BOOKS-BY-MAIL	05	644	6,178		549	5,906	
	06	536	6,748		537	6,541	
		-108	570	9.2	-12	635	10.8
TOTAL	05	89,629	1,023,927		85,948	976,870	
	06	84,573	997,227		82,050	949,865	
		-5,056	-26,700	-2.6	-3,898	-27,005	-2.8

EXECUTIVE DIRECTOR'S REPORT

JULY 2006

CIRCULATION ENDS THE YEAR ON A POSITIVE NOTE

Library circulation statistics ended the year on the positive note. System circulation reached another all time high for fiscal year 05-06 with 6,125, 875 items checked out. Edmond once again led all libraries with an amazing 1,230,712 materials checked out in a one year period. Luther claimed the highest percentage increase of 23.7%. Five libraries checked out over ½ million items in the fiscal year, in addition to Edmond's million plus loans.

NORICK STATUTE UNVEILED

A lovely reception was held on June 23 to unveil the bust of Ronald J. Norick which will be permanently placed in the lobby hallway of the Downtown library that carries his name. In addition, a new display featuring historical information and building plaques for all 3 downtown library locations was re-positioned in the east entryway of the library. The plaques are a wonderful presentation of the past and present downtown libraries. Chairman Hugh Rice was part of the program and we were pleased that Commission members, Nancy Anthony, Shirley Pritchett, Carolyn Cornelius, Penny McCaleb, Marguerite Ross and David Greenwell were able to attend the event.

NORICK INVESTMENT COMPANY MAKES DONATION TO LIBRARY ENDOWMENT TRUST

Ron Norick, on behalf of the Norick Investment Company, surprised the crowd gathered to honor him at the above event with a check in the amount of \$25,000 which he presented to the Library Endowment Trust. I was pleased to be able to accept the check on behalf of the Trust. It made for a very exciting evening.

CAPITAL PROJECTS UPDATE

After the approval last month of the **Ralph Ellison** OKC/MLS Project Agreement, Oklahoma City issued a solicitation for Architectural Design Services. As of July 6; 10 to 15 letters of interest were received. A short list will be developed over the next several weeks with interviews to follow.

The last of the major "due diligence" activities, a review – of the storm water retention issue, associated with the purchase of the land for the **Service Center** is almost complete. We are working with Metro Technology Centers, a long time partner with MLS, to work out a possible easement and/or land purchase agreement. We expect to close on the property no later than July 31st. The staff continues to work on the process of selecting an architect for this project.

The search for a great site for the **Northwest Library** continues. MLS has identified 13 possible sites for further study. OKC has offered to help secure cost & utility availability information on up to four sites. The staff, using a "Site Criteria Assessment" tool, will be providing the four sites to OKC later this month.

The City of Oklahoma City has invited the library to submit suggestions for the next OKC general obligation bond proposal. Staff is working on possible suggestions and will be taking that information to the Long Range Planning Committee later this month.

DIRECTOR OUTREACH ACTIVITIES

- Attended Endowment Trust Officer's Meeting
- Will be attending OLA Meeting in Stillwater
- Will be attending Endowment Trust bi-monthly meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

National Inventor's Month

Month of August – During Library Hours

Location: Southern Oaks

All Ages

Come by the Southern Oaks Library anytime in August during library hours, to view displays of inventors and inventions. Pick up book marks, crossword puzzles, handouts, books, tapes and videos of your favorite inventor.

Exhibit: *Oklahoma City Woodcarvers Club*

August 3 – 31

Location: Midwest City

All Ages

The Midwest City Library is pleased to host the annual exhibit of the Oklahoma City Woodcarvers Club in a lobby display.

Exhibit: *Artwork by Bonnie Hollingshead and Friends*

August 8 – 31

Location: Midwest City

All Ages

The work of Bonnie Hollingshead and others will be on display in the lobby gallery at the Midwest City Library. Art work will be in oil and acrylics.

Author Event - *Shot at and Missed: Recollections of a World War II Bombardier*

August 12, 2006

Time: 2-3 pm

Location: Belle Isle

Ages 8 and older

In his riveting book, Jack R. Myers recounts his experiences as a B-17 bombardier during World War II. The author offers an insider's view of missions over southern and central Europe. He also tells stories outside the realm of combat. To escape the horrors of war and cope with the loss of many of their friends, Myers and his crewmates clowned around with each other and romanced Italian women. After surviving thirty-five missions, he was honorably discharged in 1945. Jack R. Myers is a retired businessman living in Arcadia, Oklahoma. Refreshments served, and books will be available for purchase and signing.

Mosaic Tile Art for Everyone

August 28, 2006

Time: 6:30-8:00pm

Location: Midwest City

All Ages

Mosaic Tile Art for Everyone is Back! Breaking up pieces of tile, glass, or fabric and putting them back together again is not only fun but it is also a way to create unique and personal art. In this class, participants will use various pieces of tile, fabric, or other art materials to create interesting, useable, or visually appealing art. Adults, seniors, teens and supervised children are encouraged to join in the fun. The class is free to the public. Class size is limited to 25. Please visit the Information Desk or call 732-4828 to register.

Mosaic Making

August 29, 2006
Time: 6:30-7:30pm
Location: Del City
All Ages

Are you creative? Would you like to explore an ancient art form? Join us at the Del City Library and learn how to make your own mosaic pictures. The library will provide all the supplies you need. Just bring yourself and have fun. Call 672-1377 to pre register.

Inventor's Assistance

August 29, 2006
Time: 7-8:30pm
Location: Warr Acres
Adults

Join us as Dr. Tom Bertenshaw from the Inventor's Assistance Service speaks on the service. The IAS is a non-profit, state-funded, service that helps inventors navigate the invention process from idea to the marketplace through education, information, and referrals.