

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

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

Edmond Library  
10 S. Boulevard  
Edmond, OK 73034  
(Telephone: 341-9282)

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

Hugh Rice, Chair

## **3:30 - 3:45 pm INTRODUCTIONS**

- Document #35 - 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 (#36 - #39)**

- Document #36 - Approval of Minutes of September 21, 2006 Meeting
- Document #37 - Acceptance of Review of Expenditures for September 2006
- Document #38 - Acceptance of Review of Expenditures for October 2006
- Document #39 - Approval of Contract Awards and Purchases  
Item A: Cancellation of Contract and Award of New Contract for ¼ Ton Cab & Chassis Trucks

## **4:00 - 4:20 pm COMMITTEE REPORTS**

- Document #40 - Discussion, Consideration and Possible Action: Report and Minutes - A & P Committee grievance hearing September 26, 2006 - Dr. Ann Caine, Chair

## **4:00 - 4:20 pm NEW BUSINESS**

- Document #41 - Discussion, Consideration and Possible Action: Approval of MLS 2007 Library Holiday and Closing Schedule
- Document #42 - **DOCUMENT PULLED FOR FURTHER STUDY** ~~Discussion, Consideration and Possible Action: Report and Recommendation from Administration - Lease Agreement for Café Operator~~

## **4:20 - 4:30 pm SPECIAL PRESENTATIONS**

- Library Endowment Trust Report - Penny McCaleb

## **4:30 - 4:40 pm INFORMATION REPORTS**

- Document #43 - MLS September 2006 Circulation Report
- Document #44 - MLS September 2006 Computer Usage Report
- Document #45 - MLS September 2006 System Reserve Report
- Document #46 - MLS October 2006 Circulation Report
- Document #47 - MLS October 2006 Computer Usage Report
- Document #48 - MLS October 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, December 14, 2006  
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

## **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 October & November 2006:

### **Employees**

### **Years of Service**

#### **October 2006 Recipients**

Sharon S. Wenzl, Circulation Clerk, Choctaw Library	25
Marygrace R. Berkowitz, Cataloger	10
Steven Isaacs, Information Technology Technician II	5
Christy M. O'Brien, Accounts Payable Technician	5
Todd S. Olberding, Director of Construction Management	5

#### **November 2006 Recipients**

J. Preston Bell, Library Assistant, Downtown Library	20
Deanna L. Biddle, Associate Librarian, Belle Isle Library	20
Debra K. Jackson, Administrative Specialist, Construction Management	10
David William French, Librarian, Belle Isle Library	5
Jabari A. Toure, Page, Ralph Ellison Library	5

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

DATE: September 21, 2006      TIME: 3:30 pm

MEETING PLACE: Midwest City 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 September 19, 2006, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Ralph Bullard  
Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Jose Jimenez  
Lee Alan Leslie  
Penny McCaleb  
Marguerite Ross  
Jim Roth, Chair, Board of County  
Commissioners  
Cynthia Trent  
Peggy Winters  
Greg Womack  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
Shirley Pritchett

Estimate of general public and staff attending: 25



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

Roll was called to establish a quorum. Present: Bullard, Caine, Cornelius, Gillogly, Hannah, Jimenez, Leslie, McCaleb, Ross, Roth, Winters, Rice. (Arrived: Trent, 3:40 pm; Greenwell, 3:40 pm; Womack, 3:41 pm)

II. Mr. Rice introduced Ms. Deb Willis, Manager of the Midwest City Library. Ms. Willis welcomed the Commission.

Mr. Rice called on Mrs. Alyne Strube, former commission member. Mr. Rice presented Mrs. Strube with a resolution of appreciation, approved by the commission at the August 24 meeting. Mr. Rice thanked Mrs. Strube for her dedication and 13 years of service with the Metropolitan Library Commission.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for September 2006: Jo Nita White, Extension Specialist, Harrah Library, 25 years of service; Shirley J. Henderson, Circulation Clerk, Midwest City 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 #25 – Approval of minutes of August 24, 2006, Meeting; Document #26 – Acceptance of Review of Expenditures for August 2006; Document #27 – Approval of Contract Awards and Purchases; Document #28 – Request to declare property surplus & authorization of retail sale.

**Mrs. Carolyn Cornelius called for a point of order and moved to accept the Consent Docket. Mr. Lee Alan Leslie seconded. Mr. Rice called for discussion. Motion passed unanimously.**

VI. Mr. Rice referred to Document #29 – Discussion, Consideration, and Possible Action: Acceptance of Annual Audit – Murrell, Hall, McIntosh & Co.

Mr. Stan Hall, Murrell, Hall, McIntosh & Co stated prior to the beginning of the audit, the auditors met with the Finance committee and reviewed the auditing process. He stated the audit report was clean and recommended the system work on preparing its own financial statements, adding that he believes it will be a requirement in the future. Mr. Lovely stated there are dollars in the budget set aside for consulting fees, which will help the system convert from the current financial statements to the audited financial statements.

**Mr. Jose Jimenez moved to accept the Financial Statements and Auditor's Report. Mrs. Millicent Gillogly seconded. No further discussion; motion passed unanimously.**

VII. Mr. Rice referred to Document #30 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2007.

Mr. Rice called for a motion.

**Mr. Ralph Bullard moved to accept the Metropolitan Library Commission meeting dates for 2007. Mrs. Peggy Winters seconded. Questions and Discussion followed. Motion passed unanimously.**

VIII. Mr. Rice referred to the Special Presentation *Passport to Success: FOCUS 2006* – Stacy Schrank, Employee Development Coordinator, Planning.

Mr. Schrank stated FOCUS (the annual staff development day) will be October 9 at the Clarion Meridian Convention Center. He presented each commission member with their *Passport to Success* and extended an invitation for each commission member to attend.

**IX.** Mr. Rice referred to the Information Reports.

- ◆ Document #31 – 2006 Friends of the Metropolitan Library System Grant Awards
- ◆ Document #32 – MLS August 2006 Circulation Report
- ◆ Document #33 – MLS August 2006 Computer Usage Report
- ◆ Document #34 – MLS August 2006 System Reserve Report

Discussion followed.

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

Mrs. Morris stated the Downtown College Consortium agreement has been reviewed and minor changes have been made. The changes reflect current use and access to the facility and the current billing process.

The Bethany Library will be closed for three days from Oct. 2 through October 4 for trenching work to facilitate installation of four new public computers.

The Northwest Project Agreement is not yet complete. The city is in the process of reviewing the agreement and it is expected the agreement should be ready for commission review at the October meeting.

Library staff have completed their review of architect proposals for the Ralph Ellison project and will be submitting the top three to five choices to the city for the interview phase.

Mr. Rice called for comments from Commission members.

**XI.** The next Commission meeting will be held at the Del City Library, October 19, 2006

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



Donna Morris, Executive Director  
(Secretary)

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

September 30, 2006

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

For comparison, 25.00% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of September 2006.

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METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF FINANCIAL CONDITION

Document # 37  
MLC FY 2006-07  
October 19, 2006

September 30, 2006

**ASSETS**

CASH - Overnight Investment Account		\$ 3,966,139.21
INVESTMENTS (Schedule attached)		12,601,989.29
TAXES RECEIVABLE: 2006-07 Ad Valorem Tax	24,219,770.00	
Less: Reserve for Delinquent Tax	(2,201,797.00)	
Budgeted Tax Revenue	22,017,973.00	
Less: Tax Received	0.00	
		22,017,973.00
<b>Total Assets</b>		<b><u>\$38,586,101.50</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 147,229.50	
2006-07 Purchase Orders Outstanding	458,677.42	
2005-06 Purchase Orders Outstanding	76,528.18	
2006-07 Checks Outstanding	330,268.94	
2005-06 Checks Outstanding	4,687.90	
<b>Total Liabilities</b>		<b>1,017,391.94</b>

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	22,017,973.00
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FUND BALANCE:

Beginning of the Year	19,704,947.94	
Add: Revenues		
Budgeted	181,000.00	
Other	893,677.55	1,074,677.55
Less: Expenditures	(5,228,888.93)	
<b>Total Fund Balance</b>		<b>15,550,736.56</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$38,586,101.50</u></b>



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

**As of September 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 - Yukon Bank	2/27/2003		5.090%	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	3/18/2007	5.090%	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	10/5/2007	5.130%	96,750.00
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	9/5/2007	5.300%	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	10/17/2006	4.530%	1,447,256.25
Fed Home LN	1/12/2006	6/20/2007	4.550%	989,445.28
Total Investments				<u>\$ 12,601,989.29</u>

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

**September 1, 2006 to September 30, 2006**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2006 Ad Valorem Tax	\$22,017,973.00	\$ -	\$ -	0.00%
State Aid	287,762.00	-	-	0.00%
Fines	<u>410,400.00</u>	<u>157,000.00</u>	<u>181,000.00</u>	44.10%
<b>Total Budgeted Revenue</b>	<b><u>\$ 22,716,135.00</u></b>	<b><u>\$ 157,000.00</u></b>	<b><u>\$ 181,000.00</u></b>	0.80%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 154,171.50	\$ 389,261.12	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		125,320.27	373,890.03	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	5,252.00	
Miscellaneous		<u>46,509.30</u>	<u>72,274.40</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 326,001.07</u></b>	<b><u>\$ 893,677.55</u></b>	
<b>Total Revenue</b>	<b><u>\$ 22,716,135.00</u></b>	<b><u>\$ 483,001.07</u></b>	<b><u>\$ 1,074,677.55</u></b>	4.73%

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

**September 30, 2006**

	<u>BALANCE</u> <u>9/1/2006</u>	<u>RECEIPTS</u> <u>September</u>	<u>EXPEND.</u> <u>September</u>	<u>BALANCE</u> <u>9/30/2006</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 18,156.87	\$ 7,116.08	\$ 525.13	\$ 24,747.82
810 Prepaid Fees	(300.87)	0.00	259.55	(560.42)
815 Fines	157,453.20	44,531.76	157,000.00	44,984.96
820 Copy	87,825.04	3,767.20	866.78	90,725.46
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 265,840.58</b>	<b>\$ 55,415.04</b>	<b>\$ 158,651.46</b>	<b>\$ 162,604.16</b>
<b>GRANTS:</b>				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>9/30/2006</u>
<b>Special Grants</b>				
857 DN/LC Donations	91,000.00	90,669.29	67,386.64	23,282.65
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	90,000.00	0.00
897 06 Endowment	16,000.00	16,000.00	15,225.00	775.00
898 06 Endowment/Summer Reading	12,121.50	12,121.50	12,025.00	96.50
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
903 07/Arts Alliance/Andes Manta	1,725.00	0.00	1,725.00	(1,725.00)
918 07/ODL/Wireless Grant	5,385.60	5,385.60	0.00	5,385.60
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
920 07/OAC/Andes Manta	3,000.00	0.00	575.00	(575.00)
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	3,300.00	3,201.45	2,613.12	588.33
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	1,195.85	304.15
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	1,520.17	79.83
984 05 Kirkpatrick/Come Read w/Me	10,000.00	10,000.00	10,000.00	0.00
991 06 Inasmuch	60,000.00	60,000.00	20,530.55	39,469.45
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	866.86	1,133.14
995 06 WalMart/Midwest City	977.41	977.41	100.00	877.41
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



GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 9/30/2006
998	06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
	<u>Grants - Friends of MLS</u>				
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960	05 OK Reads OK Celeb	1,361.00	1,361.00	1,361.00	0.00
961	05 Cultural Arts	2,600.00	2,600.00	2,600.00	0.00
966	05 Staff Recognition	5,341.72	5,341.72	5,390.38	(48.66)
969	05 Big Book Carts	536.00	536.00	536.00	0.00
970	05 Community Quilts	2,000.00	2,000.00	2,000.00	0.00
973	05 40th Anniversary	3,000.00	3,000.00	3,000.00	0.00
975	05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
976	05 Public Art in Libraries	2,000.00	2,000.00	2,000.00	0.00
	<u>Grants - Friends of MLS</u>				
874	06 Bench & Receptacle	1,000.00	1,114.99	1,114.99	0.00
875	06 Outdoor Bench	450.00	455.00	455.00	0.00
876	06 Outdoor Bench	450.00	455.00	455.00	0.00
877	06 Las Clases Espanolas	8,000.00	8,000.00	4,760.00	3,240.00
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
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	1,790.30	1,209.70
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	19,200.00	19,200.00	18,200.00	1,000.00
888	06 Teen Job Fair (MWC)	425.00	425.00	195.28	229.72
892	06 Computer Paging System	2,500.00	2,500.00	0.00	2,500.00
893	06 Lee B Brawner Scholarship	8,300.00	8,300.00	3,662.47	4,637.53
908	07 LIFE Come Read with Me	5,000.00	2,237.94	5,995.85	(3,757.91)
914	07 System-wide prgrmmng eqpt	3,674.00	0.00	2,509.00	(2,509.00)
	<b>Total Grants</b>				<u>\$146,396.56</u>
<b>Total Special Funds</b>					<u>\$ 309,000.72</u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of September 2006

FY-07

**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	670,542.18	2,338,489.78	24.91	9,389,112.00	7,050,622.22
102	Wages - Part-time	94,905.04	381,507.93	23.56	1,619,530.00	1,238,022.07
103	Payroll Taxes	56,175.55	201,807.76	24.26	832,015.00	630,207.24
109	Workers Comp Insurance	7,421.00	23,021.00	20.37	112,990.00	89,969.00
112	Group Insurance	109,554.46	334,962.94	23.82	1,406,415.00	1,071,452.06
113	Employees Retirement	34,222.66	120,769.40	10.98	1,100,000.00	979,230.60
114	Unemployment Compensation	.00	3,369.74	33.70	10,000.00	6,630.26
Total Personal Services		972,820.89	3,403,928.55	23.52	14,470,062.00	11,066,133.45

**Maintenance & Operations - Contractual Services**

201	Bldg. Property, & Auto Insur.	152,988.00	152,988.00	88.83	172,216.00	19,228.00
202	Liability/Bonding Insurance	.00	.00	.00	22,600.00	22,600.00
205	Rent of Library Buildings	400.00	1,600.00	33.33	4,800.00	3,200.00
206	Rent of Equipment	278.50	278.50	16.88	1,650.00	1,371.50
207	Janitorial Services	17,164.00	68,387.00	20.79	328,930.00	260,543.00
208	Maintenance of Facilities	16,260.89	50,023.75	18.91	264,563.00	214,539.25
211	Parking & Transportation	10,246.87	33,189.06	18.85	176,054.00	142,864.94
212	Travel Expenses	608.75	752.73	1.50	50,072.00	49,319.27
213	Professional Services	20,919.08	41,264.54	16.20	254,664.00	213,399.46
214	Security Services	11,834.75	45,488.51	15.23	298,743.00	253,254.49
216	Telephone services	15,507.63	55,854.47	20.16	277,030.00	221,175.53
217	Electrical Services	48,621.10	144,305.73	28.85	500,119.00	355,813.27
218	Gas Services	894.18	3,132.87	4.93	63,596.00	60,463.13
219	Water & Garbage Services	5,113.65	16,241.59	31.80	51,078.00	34,836.41
220	Trigen Energy Services	17,186.88	45,932.01	28.35	162,000.00	116,067.99
226	Memberships	1,425.00	4,001.50	13.52	29,589.00	25,587.50
230	Other Library-related Services	8,402.94	36,251.83	10.89	332,942.00	296,690.17
231	Automation Contractual	21,023.32	80,483.55	23.86	337,260.00	256,776.45
236	Network Catalog Services	.00	45,000.00	85.47	52,648.00	7,648.00
Total Contractual Services		348,875.54	825,175.64	24.41	3,380,554.00	2,555,378.36

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of September 2006

FY-07

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	6,697.45	11,738.99	5.85	200,820.00	189,081.01
302	Postage	23,795.33	53,068.24	18.45	287,650.00	234,581.76
303	Supplies	23,122.32	74,163.52	27.19	272,789.00	198,625.48
310	Maintenance Supplies	1,108.43	4,222.47	5.95	71,000.00	66,777.53
312	Safety Supplies & Equipment	939.67	1,370.85	22.11	6,200.00	4,829.15
321	Gasoline & Oil	3,200.24	9,270.31	23.18	40,000.00	30,729.69
322	Vehicle Parts & Repairs	12.00	4,074.27	22.63	18,000.00	13,925.73
330	Programming Activities	8,775.24	37,206.85	17.57	211,735.00	174,528.15
331	Other Commodities	742.71	3,079.65	9.67	31,855.00	28,775.35
Total Commodities		68,393.39	198,195.15	17.38	1,140,049.00	941,853.85

**Capital Outlays**

401	Books & Materials	194,712.98	607,548.31	19.30	3,148,050.00	2,540,501.69
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,700.00	2,700.00
407	Periodicals & Subscriptions	679.52	19,044.37	10.93	174,240.00	155,195.63
408	Furniture, Fixtures, & Equipmt	69,153.92	71,498.26	45.39	157,518.00	86,019.74
409	Motor Vehicles	.00	19,665.00	93.64	21,000.00	1,335.00
410	Automation Systems & Equipment	27,898.55	52,991.37	17.83	297,189.00	244,197.63
450	Capital Projects	4,710.00	30,842.28	.48	6,460,538.00	6,429,695.72
490	Capital Reserves - Current	.00	.00	.00	535,374.00	535,374.00
499	Reserve Carryover - Prior	.00	.00	.00	12,624,653.00	12,624,653.00
Total Capital Outlays		297,154.97	801,589.59	3.42	23,426,262.00	22,624,672.41
Total Budget		1,687,244.79	5,228,888.93	12.33	42,416,927.00	37,188,038.07



General Fund F.Y. 05-06

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
G-05606	KKWD FM	Library-Related Services	1,800.00	1,800.00
G-05607	Summit Mailing Systems, Inc.	Supplies	50.45	50.45
G-05608	Positive Promotions	Recognition Awards	83.90	83.90
G-05609	Sagebrush Corp.	Materials	192.85	192.85
G-05610	Melissa Weathers	Travel Expenses	115.91	115.91
G-05611	The Training Network	Safety Supplies	65.00	65.00
G-05612	Baker & Taylor Books - #510486	Materials	189.78	189.78
G-05613	Baker & Taylor Books - #510486	Materials	173.06	173.06
G-05614	Gaylord Bros.	Furniture	305.36	305.36
G-05615	Highsmith Co., Inc.	Furniture	623.00	
		Programming Supplies	45.42	668.42
G-05616	Production Services	Library-Related Services	230.00	230.00
G-05617	Spaces, Inc.	Furniture	3,729.00	
		Furniture	4,825.80	
		Furniture	1,341.60	9,896.40
G-05618	S & S Worldwide	Supplies	208.36	
		Supplies	45.07	253.43
G-05619	Shawver & Son	Construction	2,544.93	
		Construction	764.89	3,309.82
G-05620	Summit Mailing Systems, Inc.	Supplies	372.00	372.00
G-05621	Wanda Scott	Transportation	550.00	550.00
G-05622	National Pen Corp.	Supplies	125.66	125.66
G-05623	Baker & Taylor Books - #510486	Materials	356.38	356.38
G-05624	Baker & Taylor Books - #510486	Materials	528.36	528.36
G-05625	Central Parking System	Parking & Transportation	45.00	45.00
G-05626	Oklahoma Library Association	Registration	50.00	50.00
G-05627	Instructional Video, Inc.	Materials	276.65	276.65
G-05628	Spaces, Inc.	Furniture	2,864.00	
		Furniture	7,232.00	10,096.00
G-05629	Summit Mailing Systems, Inc.	Equipment Rental	278.50	
		Maintenance of Facilities	303.75	582.25
G-05630	Ingram Library Service	Materials	103.51	103.51
G-05631	Commercial Card Solutions	Supplies	75.00	
		Registration	360.00	435.00
G-05632	Baker & Taylor Books - #510486	Materials	1,112.62	
		Materials	13.71	1,126.33
G-05633	Baker & Taylor Books - #510486	Materials	272.52	272.52
G-05634	Highsmith Co., Inc.	Programming Supplies	57.40	
		Programming Supplies	272.55	329.95
G-05635	American Library Assoc.	Programming Supplies	308.76	308.76
G-05636	Dana Morrow	Travel Expense	946.23	946.23
G-05637	Walker Companies	Promotional Gifts	257.50	257.50
G-05638	Ingram Library Service	Materials	80.35	80.35
G-05639	Sagebrush Corp.	Materials	30.36	30.36
G-05640	Hewlett-Packard Co.	Computer Equipment	1,686.31	1,686.31
G-05641	Humphrey & Associates	Supplies	40.56	40.56
G-05642	Baker & Taylor Books - #510486	Materials	344.20	344.20
G-05643	Baker & Taylor Books - #510486	Materials	642.77	642.77
Total of FY 05-06 Warrants Issued				\$ 36,921.03

General Fund F.Y. 06-07

**Warrant Register**

September 2006

Number	Vendor/Payee	Purpose	Amount
G-00552	Metropolitan Library System	Parking & Transportation	4.00
		Professional Services	84.58
		Automation Contractual	13.96
		Postage	34.78
		Supplies	94.63
		Programming	100.75
		Supplies	48.75
		Programming	35.56
		Other Commodities	114.65
		Other Commodities	12.00
G-00553	City of Del City	Building Rental	400.00
G-00554	Brodart, Inc.	Supplies	811.20
		Supplies	12.75
G-00555	Southwestern Stationery and	Supplies	32.29
G-00556	Demco	Supplies	95.68
		Supplies	121.51
		Supplies	2,028.00
		Supplies	17.27
		Supplies	1,934.00
G-00557	City of Warr Acres	Water & Garbage Services	60.25
G-00558	Alma L. Brown	Programming Activities	134.27
G-00559	Donna Morris	Telephone Services	50.00
G-00560	United Way of Central Oklahoma	Registration	10.00
G-00561	Spence & Associates, Inc	Library-Related Services	1,655.00
G-00562	Bill Warren Office Products	Supplies	34.94
G-00563	Charles S. Isaacs	Telephone Services	35.00
G-00564	TDS Telecom	Telephone Services	114.99
G-00565	American Library Assoc.	Programming Supplies	276.48
G-00566	Chester 'Jack' Kinzie, Jr.	Mileage	4.01
G-00567	Pure Service Corp.	Janitorial Services	10,540.00
		Janitorial Services	5,455.00
		Janitorial Services	553.00
		Janitorial Services	496.00
		Janitorial Services	120.00
		Janitorial Services	6,160.00
		Janitorial Services	2,425.00
		Janitorial Services	425.00
		Janitorial Services	4,350.00
		Janitorial Services	2,860.00
		Janitorial Services	675.00
G-00568	Staples Business Advantage	Supplies	116.99
G-00569	Anne G. Fischer	Telephone Services	50.00
G-00570	BayScan Technologies	Computer Supplies	2,812.32
G-00571	Superior Security	Security Services	4,214.25
G-00572	Robert A. Jackson	Mileage	8.46
G-00573	Jonathan Willis	Telephone Services	35.00
G-00574	Metrocall Wireless	Telephone Service	84.74
		Telephone Service	829.48
		Telephone Service	215.10
G-00575	High-Tech-Tronics, Inc.	Maintenance of Facilities	284.40
G-00576	OSCPA	Professional Services	219.00
G-00577	United States Postal Service	Postage	1,500.00



General Fund F.Y. 06-07

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
G-00578	FedEx Kinko's Print Services	Programming	4.50	4.50
G-00579	Friends of Libraries U.S.A.	Memberships	100.00	100.00
G-00580	Jason's Deli/Deli Partners	Professional Services	52.06	52.06
G-00581	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-00582	BMI Systems Corp.	Maintenance of Equipment	54.82	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	265.70	
		Maintenance of Equipment	88.71	
		Maintenance of Equipment	82.59	520.57
G-00583	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	426.94	426.94
G-00584	Patricia A. Marable	Mileage	49.84	49.84
G-00585	Better Containers	Supplies	236.01	236.01
G-00586	Kelley Riha	Mileage	41.39	41.39
G-00587	Dowell Parking Center	Staff Parking	750.00	750.00
G-00588	MWM, LLC	Maintenance of Facilities	60.00	60.00
G-00589	John Wood	Telephone Services	96.35	96.35
G-00590	C.O.T.P.A.	Staff Parking	252.00	252.00
G-00591	City of Edmond	Maintenance of Facility	3,750.00	3,750.00
G-00592	Metro Family	Library-Related Services	650.00	650.00
G-00593	Commercial Card Solutions	Books & Material	476.81	
		Books & Materials	359.68	
		Books & Materials	419.62	
		Books & Materials	472.55	
		Books & Materials	386.36	
		Books & Materials	237.99	2,353.01
G-00594	John L. Hilbert	Programming	59.83	
		Programming	46.00	
		Programming	44.61	
		Programming	9.16	159.60
G-00595	KMGL	Library-Related Services	870.00	870.00
G-00596	Rondia K. Banks	Programming	50.98	50.98
G-00597	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	
		Maintenance of Facilities	80.00	290.00
G-00598	Cheryll Smith	Programming	78.32	78.32
G-00599	AT&T	Telephone Services	64.21	64.21
G-00600	Corporate Express, Inc.	Supplies	34.92	34.92
G-00601	Angela Wall	Programming	60.00	60.00
G-00602	Erika Diel	Maintenance of Facilities	120.00	120.00
G-00603	COTPA	Staff Parking	2,347.48	
		Staff Parking	4,140.00	6,487.48
G-00604	Bradford Industrial Suppl Corp	Maintenance of Facilities	202.68	202.68
G-00605	Grainger	Maintenance of Facilities	138.38	138.38
G-00606	O G & E	Electrical Services	28,074.18	28,074.18
G-00607	Oklahoma Natural Gas Co.	Gas Services	101.53	101.53
G-00608	City of Oklahoma City	Water & Garbage Services	1,381.32	1,381.32
G-00609	Southwestern Stationery and	Printing	2,424.60	2,424.60
G-00610	Locke Supply Co.	Maintenance of Facilities	21.80	
		Maintenance of Facilities	74.36	
		Maintenance of Facilities	8.95	
		Maintenance of Facilities	1,027.34	1,132.45
G-00611	Edward Terry	Mileage	17.80	17.80
G-00612	Tech-Lock	Maintenance of Facilities	3.00	
	** Continued **			



General Fund F.Y. 06-07

Warrant Register

September 2006

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00612	Tech-Lock	Maintenance of Facilities	2.00	5.00
G-00613	Demco	Supplies	14.39	14.39
G-00614	Gale Research	Materials	1,417.25	1,417.25
G-00615	Journal Record Publishing	Subscriptions	1,192.00	
		Subscriptions	596.00	1,788.00
G-00616	Doc Savage Supply Co.	Maintenance of Facilities	29.16	29.16
G-00617	UNUM Life Insurance	Grp Long-Trm Disab Prm-SE	6,288.19	6,288.19
G-00618	Frank Ray	Mileage	25.37	25.37
G-00619	Baker & Taylor Books - #510486	Materials	2,974.51	2,974.51
G-00620	Central Oklahoma Winnelson	Maintenance of Facilities	40.20	40.20
G-00621	CompSource Oklahoma	Workers Comp Insurance	7,421.00	7,421.00
G-00622	ALA Membership CSC	Memberships	150.00	150.00
G-00623	Keystone Tape & Label, Inc.	Library-Related Services	199.18	199.18
G-00624	United Refrigeration, Inc.	Maintenance of Facilities	9.56	
		Maintenance of Facilities	118.70	128.26
G-00625	FedEx	Postage	19.19	19.19
G-00626	Recorded Books, LLC	Materials	821.00	821.00
G-00627	U.S. Postmaster	Postage	13.00	13.00
G-00628	Instructional Video, Inc.	Materials	384.80	384.80
G-00629	Gale Group	Materials	1,729.70	1,729.70
G-00630	Hunter's Battery Warehouse	Maintenance of Facilities	46.50	
		Maintenance of Facilities	10.95	57.45
G-00631	Traci Jinkens	Mileage	21.01	21.01
G-00632	Del City Chamber of Commerce	Other Commodities	15.00	15.00
G-00633	Randy Wayland	Mileage	27.15	27.15
G-00634	Production Services	Library-Related Services	760.00	760.00
G-00635	Mutual Assurance	Grp Life/Ad&d Ins Prem-SE	25,442.63	25,442.63
G-00636	Pacesetters Consulting Group	Professional Services	400.00	400.00
G-00637	Margaret A. Gaeddert	Professional Services	500.00	500.00
G-00638	Walter Wayne McEvilly	Programming	200.00	
		Programming	200.00	400.00
G-00639	Priscilla Doss	Mileage	10.01	10.01
G-00640	Full Circle Bookstore	Materials	54.23	54.23
G-00641	Superior Security	Security Services	4,208.25	4,208.25
G-00642	Oklahoma Air Filter	Maintenance of Facilities	28.44	
		Maintenance of Facilities	44.95	73.39
G-00643	Bas Relief Pub Group	Materials	21.00	21.00
G-00644	Lowe's Credit Services	Supplies	69.97	69.97
G-00645	Dennis W. Zotigh	Programming	200.00	200.00
G-00646	Lanny B. Myers	Group Insurance	4.73	4.73
G-00647	Pamela E. Wiser	Group Insurance	17.66	17.66
G-00648	Oklahoma Gazette	Library-Related Services	1,055.70	1,055.70
G-00649	Scott's Printing & Copying	Printing	1,118.58	1,118.58
G-00650	Brilliance Corporation	Materials	514.12	514.12
G-00651	Ingram Library Service	Materials	1,326.84	1,326.84
G-00652	High-Tech-Tronics, Inc.	Maintenance of Facilities	59.85	59.85
G-00653	Audio Editions	Materials	99.92	99.92
G-00654	DWe Williams	Programming	200.00	200.00
G-00655	Ingram Library Service	Materials	86.72	86.72
G-00656	Sagebrush Corp.	Materials	115.53	115.53
G-00657	Town of Luther	Water & Garbage Services	81.88	81.88

General Fund F.Y. 06-07

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
G-00658	Barnes & Noble, Inc.	Materials	654.46	654.46
G-00659	Cherokee Painting	Capital Projects	760.00	760.00
G-00660	Jason's Deli/Deli Partners	Professional Services	72.63	72.63
G-00661	Jimmy Welch	Telephone Services	94.79	
		Telephone Services	25.00	119.79
G-00662	Cox Media Oklahoma City	Library-Related Services	4,390.00	4,390.00
G-00663	Home Depot Credit Services	Maintenance of Facilities	42.92	
		Capital Projects	113.65	
		Maintenance of Facilities	15.91	
		Maintenance of Facilities	25.62	
		Maintenance of Facilities	23.74	221.84
G-00664	Evans Hardware	Maintenance of Facilities	20.36	
		Maintenance of Facilities	55.32	75.68
G-00665	Debbie Robertus	Mileage	15.75	15.75
G-00666	Deborah Willis	Travel Expenses	88.11	88.11
G-00667	Rhonda Bryant	Programming	65.00	65.00
G-00668	Business Imaging Systems, Inc.	Maintenance of Equipment	4,756.00	
		Maintenance of Equipment	924.00	
		Maintenance of Equipment	992.00	6,672.00
G-00669	Contractors Supply Co.	Maintenance of Facilities	10.78	
		Maintenance of Facilities	132.02	142.80
G-00670	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	13.52	
		Vehicle Parts & Repairs	75.98	
		Vehicle Parts & Repairs	95.20	184.70
G-00671	AT&T	Telephone Services	49.65	49.65
G-00672	City of Harrah	Water & Garbage Services	53.86	53.86
G-00673	Oklahoma Press Service	Library-Related Services	157.57	157.57
G-00674	City of Choctaw	Water & Gas Services	83.02	83.02
G-00675	Progressive Business Pub	Subscriptions	299.00	299.00
G-00676	Office Depot Credit Plan	Supplies	204.38	204.38
G-00677	Todd Olberding	Other Commodities	32.94	
		Telephone Services	45.41	78.35
G-00678	Baker & Taylor Books - #510486	Materials	753.50	753.50
G-00679	Baker & Taylor Entertainment	Materials	7,586.01	7,586.01
G-00680	Metropolitan Library System	Grp Med/Dtl Ins Prem-Sept	74,493.13	74,493.13
G-00681	Daniel Fields	Programming	86.40	86.40
G-00682	Walmart Community	Supplies	64.88	
		Supplies	103.32	
		Automation Contractual	209.79	377.99
G-00683	Carol Hunter	Mileage	13.35	13.35
G-00684	Focus on the Family	Materials	72.13	72.13
G-00685	Technology Unlimited	Automation Contractual	1,116.00	1,116.00
G-00686	Lesli Jones	Library-Related Services	110.00	
		Library-Related Services	395.00	505.00
G-00687	Corporate Express, Inc.	Printing	48.36	48.36
G-00688	Baker & Taylor Books - #510486	Materials	752.81	
		Materials	1,194.32	
		Materials	9,348.67	
		Materials	5,674.25	
		Materials	4,605.61	
		Materials	2,228.44	23,804.10
G-00689	Baker & Taylor Books - #510486	Materials	5,063.91	
	** Continued **			



General Fund F.Y. 06-07

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00689	Baker & Taylor Books - #510486	Materials	8,216.22	13,280.13
G-00690	Baker & Taylor Books-#510486	Materials	730.42	730.42
G-00691	Maria Watkins	Mileage	8.90	8.90
G-00692	Toby Tobin	Programming	200.00	200.00
G-00693	Kiona Millirons	Programming	100.00	100.00
G-00694	John Sing's All Trade	Maintenance of Facilities	250.00	250.00
G-00695	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00696	Weston Woods Accts Receivable	Materials	82.62	82.62
G-00697	Standard & Poor's	Materials	298.00	298.00
G-00698	Recorded Books, LLC	Materials	8,320.92	8,320.92
G-00699	Instructional Video, Inc.	Materials	1,795.93	1,795.93
G-00700	Hal Leonard Publishing	Materials	34.26	34.26
G-00701	Random House, Inc	Materials	1,708.80	1,708.80
G-00702	Brilliance Corporation	Materials	370.43	370.43
G-00703	Ingram Library Service	Materials	776.69	776.69
G-00704	Audio Editions	Materials	1,110.62	1,110.62
G-00705	Ingram Library Service	Materials	451.32	451.32
G-00706	Sagebrush Corp.	Materials	109.41	109.41
G-00707	Baker & Taylor Entertainment	Materials	7,609.72	7,609.72
G-00708	Baker & Taylor Books - #510486	Materials	982.96	
		Materials	3,295.83	
		Materials	2,950.08	
		Materials	5,860.63	
		Materials	535.75	13,625.25
G-00709	Baker & Taylor Books - #510486	Materials	849.42	
		Materials	2,559.14	3,408.56
G-00710	Baker & Taylor Books-#510486	Materials	1,177.26	1,177.26
G-00711	Metropolitan Library System	Employee Deductions	5.00	5.00
G-00712	Bank of Oklahoma	Payroll Transmittal-Chks	44,453.71	
		Payroll Transmittal-Chks	16,767.18	61,220.89
G-00713	Bank of Oklahoma	Federal Withholding Tax	33,450.10	
		Federal Withholding Tax	2,345.00	35,795.10
G-00714	Oklahoma Tax Commission	State Withholding Tax	13,718.00	
		State Withholding Tax	1,070.00	14,788.00
G-00715	Mun. Employees Credit Union	Employee Cr Union Deducts	10,147.46	
		Employee Cr Union Deducts	90.00	10,237.46
G-00716	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	5.00	271.25
G-00717	Oklahoma Tax Commission	Employee Deductions	314.72	314.72
G-00718	Bank of America	Payroll Transmittal-DDep	170,450.86	
		Payroll Transmittal-DDep	21,934.91	192,385.77
G-00719	Nationwide Retirement Solution	Employee Deductions	7,274.07	7,274.07
G-00720	Transamerica Worksite Mrktg.	Employee Deductions	643.26	643.26
G-00721	Metro Library Sys Pension Trst	Employee Contrib -- DB Pl	5,015.80	5,015.80
G-00722	Bank of Oklahoma	Employee Flexplan Deposit	17,095.39	
		Employer Flexplan Deposit	1,155.00	18,250.39
G-00723	Bank of Oklahoma	Employee Soc/Sec Deposits	19,716.32	
		Employee Soc/Sec Deposits	2,833.98	
		Employee Medicare Deposit	4,648.06	
		Employee Medicare Deposit	662.81	
		Employer Soc/Sec Deposits	22,550.37	
	** Continued **			



General Fund F.Y. 06-07

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00723	Bank of Oklahoma	Employer Medicare Deposit	5,310.90	55,722.44
G-00724	MassMutual Financial Group	Employee Contrib -- DC PI	9,191.26	
		Employer Contrib -- DC PI	17,092.57	26,283.83
G-00725	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-00726	Vision Service Plan of	Group Vision Ins Prem-SEP	2,175.51	2,175.51
G-00727	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00728	Administrative Systems, Inc.	Employee Deductions	936.15	936.15
G-00729	Metropolitan Library System	Programming	5.00	
		Programming	5.00	
		Programming	114.99	124.99
G-00730	City of Midwest City	Water & Garbage Services	653.67	653.67
G-00731	Oklahoma Natural Gas Co.	Gas Services	76.86	
		Gas Services	477.13	553.99
G-00732	City of the Village	Water & Garbage Services	76.42	76.42
G-00733	Southwestern Stationery and	Suppliese	12.53	
		Supplies	237.60	250.13
G-00734	Tech-Lock	Maintenance of Facilities	18.00	
		Maintenance of Facilities	10.00	28.00
G-00735	Gaylord Bros.	Supplies	12.15	
		Supplies	39.07	51.22
G-00736	Highsmith Co., Inc.	Programming Supplies	43.12	43.12
G-00737	Hewlett-Packard Co.	Automation Contractual	12,391.00	
		Automation Contractual	12,391.00	24,782.00
G-00738	M & S Technologies, Inc.	Automation Contractual	5,745.60	5,745.60
G-00739	Richard Rea	Mileage	14.69	14.69
G-00740	Oklahoma Historical Society	Subscriptions	159.00	159.00
G-00741	Mary Patton	Supplies	84.85	84.85
G-00742	Standard Printing Co., Inc.	Supplies	460.00	460.00
G-00743	Karen Marriott	Mileage	28.30	28.30
G-00744	Mid-west Landscape, LLC	Maintenance of Facilities	1,520.00	
		Maintenance of Facilities	719.00	2,239.00
G-00745	Bill Warren Office Products	Supplies	15.50	15.50
G-00746	Charles S. Isaacs	Mileage	36.94	36.94
G-00747	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00748	United Refrigeration, Inc.	Maintenance of Facilities	10.99	10.99
G-00749	Marilyn E. Backus	Mileage	16.91	16.91
G-00750	Journal Record Publishing	Library-Related Services	102.20	102.20
G-00751	ACE'S THREE	Maintenance of Facilities	133.00	
		Maintenance of Facilities	101.00	234.00
G-00752	Staples Business Advantage	Supplies	207.20	
		Supplies	49.80	257.00
G-00753	Darcus Smith	Mileage	3.12	3.12
G-00754	Ultimate Office	Supplies	138.46	138.46
G-00755	Anne G. Fischer	Mileage	21.81	21.81
G-00756	Spaces, Inc.	Furniture	157.50	157.50
G-00757	Staples Credit Plan	Supplies	64.32	64.32
G-00758	Kristin J. Smith	Mileage	123.49	123.49
G-00759	Chicago Tribune	Subscriptions	351.52	351.52
G-00760	Priscilla Doss	Other Commodities	50.94	50.94
G-00761	Michael's Arts & Crafts	Other Commodities	212.20	212.20
G-00762	Janet Brooks	Mileage	40.94	40.94

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Number	Vendor/Payee	Purpose		Amount
G-00763	INTEGRIS Corporate Assistance	Employee Assistance	806.00	806.00
G-00764	Frances Kay Samaripa	Mileage	97.14	97.14
G-00765	Andrew Keepers-Phillips	Mileage	2.23	2.23
G-00766	Oklahoma Air Filter	Maintenance of Facilities	183.48	
		Maintenance of Facilities	160.44	343.92
G-00767	DPS Printing	Supplies	787.50	787.50
G-00768	Mary Strasner	Mileage	8.01	8.01
G-00769	Clarke Buehling	Programming	1,050.00	1,050.00
G-00770	Digital Library Reserve	Materials	5,250.00	5,250.00
G-00771	Oklahoma History Center	Other Commodities	75.00	75.00
G-00772	Frank's Custom Trailer Sales	Vehicle Parts & Repairs	15.00	15.00
G-00773	Cingular Wireless	Telephone Services	109.02	109.02
G-00774	Little River Zoo	Programming	115.00	115.00
G-00775	Dana Morrow	Mileage	149.94	149.94
G-00776	High-Tech-Tronics, Inc.	Maintenance of Facilities	400.00	400.00
G-00777	James E. Nimmo	Transportation	120.00	120.00
G-00778	Debra O. Spindle	Programming	75.00	75.00
G-00779	Fleetcor Technologies	Gas & Oil	3,163.51	3,163.51
G-00780	Crystal Roper	Mileage	5.34	5.34
G-00781	Voss Lighting	Maintenance of Facilities	108.52	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	118.80	322.32
G-00782	Oklahoma Safety Council	Registration	139.00	139.00
G-00783	Perry Publishing Co.	Subscriptions	20.00	20.00
G-00784	Landon Holman	Mileage	29.82	29.82
G-00785	Anita Roesler	Mileage	13.35	13.35
G-00786	The Library Store, Inc.	Supplies	27.51	27.51
G-00787	Jimmy Welch	Mileage	8.90	8.90
G-00788	J & B Graphics	Capital Projects	3,350.00	3,350.00
G-00789	Evans Hardware	Maintenance of Facilities	17.32	
		Maintenance of Facilities	8.75	26.07
G-00790	Heidi A. Port	Mileage	24.83	24.83
G-00791	Kelley Riha	Mileage	45.84	45.84
G-00792	U.S. Postal Service	Postage	2,500.00	2,500.00
G-00793	Kristie Ming Hwei Tan	Programming	150.00	150.00
G-00794	Rosalind L. Reeder	Programming	80.00	80.00
G-00795	Kevin Colwell	Mileage	8.90	8.90
G-00796	Abolghasem Siavashi	Mileage	2.67	2.67
G-00797	Office Depot Credit Plan	Supplies	136.74	136.74
G-00798	Todd Olberding	Mileage	39.61	39.61
G-00799	CPI Office Products	Supplies	49.56	49.56
G-00800	Walmart Community	Supplies	65.63	
		Supplies	12.00	77.63
G-00801	Allied Waste Services #060	Garbage Services	493.55	493.55
G-00802	Pamela Buchanan	Mileage	40.05	40.05
G-00803	John Utley	Mileage	73.87	73.87
G-00804	Cintas Corp.	Maintenance of Facilities	344.35	344.35
G-00805	Susan H. Wood	Programming	125.00	125.00
G-00806	CNAM	Training Material	15.00	15.00
G-00807	Kelley Hoffman	Mileage	9.12	9.12
G-00808	Cheryll Smith	Mileage	9.35	
		Programming	112.62	121.97



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Number	Vendor/Payee	Purpose		Amount
G-00809	Rob Vollmar	Programming	100.00	100.00
G-00810	Corporate Express, Inc.	Supplies	132.32	
		Supplies	68.51	
		Supplies	7.96	208.79
G-00811	SimplexGrinnell	Construction	151.35	
		Construction	242.25	
		Automation Contractual	392.50	786.10
G-00812	ID Labels, Inc.	Supplies	1,108.91	1,108.91
G-00813	Emily Williams	Mileage	23.32	23.32
G-00814	Kelly Dalrymple	Programming Activities	53.65	53.65
G-00815	Shirley E. Wilson	Programming	75.00	75.00
G-00816	Angela Wall	Programming	60.00	60.00
G-00817	COTPA	Parking & Transportation	500.00	500.00
G-00818	Kiona Millirons	Programming	100.00	100.00
G-00819	Metropolitan Library System	Parking & Transportation	3.00	
		Travel Expenses	10.00	
		Professional Services	95.00	
		Automation Contractual	14.59	
		Postage	102.16	
		Supplies	104.96	
		Supplies	31.23	
		Programming	150.23	
		Programming	23.45	
		Other Commodities	34.21	568.83
G-00820	Federal Corporation	Maintenance of Facilities	79.34	79.34
G-00821	The Dagwell Dixie Co.	Maintenance of Facilities	21.90	21.90
G-00822	Gale Research	Materials	2,557.55	2,557.55
G-00823	Irwin Business Machines	Automation Contractual	407.00	407.00
G-00824	Synergy Datacom Supply, Inc.	Automation Contractual	21.00	21.00
G-00825	Mary Patton	Supplies	59.56	59.56
G-00826	Central Parking System	Parking & Transportation	135.00	135.00
G-00827	Baker & Taylor Books - #510486	Materials	5,007.34	5,007.34
G-00828	Donna Morris	Telephone Services	50.00	50.00
G-00829	Susan Ryan	Mileage	16.91	16.91
G-00830	Bill Warren Office Products	Supplies	200.30	200.30
G-00831	Charles S. Isaacs	Telephone Services	35.00	35.00
G-00832	Recorded Books, LLC	Materials	23.80	23.80
G-00833	Denyveta Davis	Mileage	138.84	138.84
G-00834	Gale Group	Materials	536.77	536.77
G-00835	Hunter's Battery Warehouse	Maintenance of Facilities	29.90	
		Maintenance of Facilities	47.00	76.90
G-00836	Live Oak Media	Materials	160.70	160.70
G-00837	JoNita Normore	Mileage	5.34	5.34
G-00838	Anne G. Fischer	Telephone Services	50.00	50.00
G-00839	Light Bulb Supply Co., Inc.	Maintenance of Facilities	383.36	383.36
G-00840	Walter Wayne McEvilly	Programming	200.00	200.00
G-00841	Superior Security	Security Services	4,208.25	
		Security Services	4,208.25	8,416.50
G-00842	Teen Ink	Subscriptions	149.00	
		Library-Related Services	149.00	298.00
G-00843	Kimberly Dawn Pruitt	Programming	150.00	150.00
G-00844	Downtown College Consortium	Professional Services	140.00	140.00



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Number	Vendor/Payee	Purpose		Amount
G-00845	Jonathan Willis	Mileage	44.72	44.72
G-00846	Random House, Inc	Materials	1,629.60	1,629.60
G-00847	Ingram Library Service	Materials	1,775.00	1,775.00
G-00848	R. R. Bowker	Materials	4,018.84	4,018.84
G-00849	Summit Mailing Systems, Inc.	Supplies	427.75	
		Equipment Rental	278.50	
		Maintenance of Facilities	303.75	1,010.00
G-00850	Walker Companies	Supplies	23.35	23.35
G-00851	Audio Editions	Materials	41.90	41.90
G-00852	Scovil & Sides Hardware Co.	Maintenance of Facilities	180.00	180.00
G-00853	DWe Williams	Programming	1,500.00	1,500.00
G-00854	Stockyards City Main St., Inc.	Memberships	50.00	50.00
G-00855	Michael Kim	Registration	80.00	
		Registration	45.00	125.00
G-00856	Ingram Library Service	Materials	154.48	154.48
G-00857	Sagebrush Corp.	Materials	160.48	160.48
G-00858	Voss Lighting	Maintenance of Facilities	33.32	33.32
G-00859	Frances V. Harbert	Mileage	19.76	19.76
G-00860	Schiffer Publishing	Materials	32.64	32.64
G-00861	L. E. Acker Co.	Maintenance of Facilities	65.20	65.20
G-00862	Evans Hardware	Maintenance of Facilities	1.88	1.88
G-00863	Steve's Wholesale Distributors	Maintenance of Facilities	8.87	8.87
G-00864	BMI Systems Corp.	Maintenance of Equipment	44.85	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	265.70	
		Maintenance of Equipment	88.71	
		Maintenance of Equipment	82.59	
		Maintenance of Equipment	44.85	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	265.70	
		Maintenance of Equipment	88.71	
		Maintenance of Equipment	82.59	1,021.20
G-00865	OPUBCO Communications Group	Library-Related Services	84.45	84.45
G-00866	Bank of America	Library- Related Services	178.40	178.40
G-00867	Audra Blankenship	Programming	150.00	150.00
G-00868	Ruby Soutiere	Mileage	16.91	16.91
G-00869	Omniplex	Programming	150.00	150.00
G-00870	MWM, LLC	Maintenance of Facilities	35.80	35.80
G-00871	Joshua Schell	Mileage	5.79	5.79
G-00872	Office Depot Credit Plan	Supplies	47.93	47.93
G-00873	Baker & Taylor Books - #510486	Materials	940.50	940.50
G-00874	Commercial Card Solutions	Programming Supplies	149.85	
		Programming Supplies	96.05	
		Programming Supplies	189.96	
		Safety Supplies	22.55	
		Supplies	53.80	
		Registrations	27.05	
		Safety Supplies	15.55	
		Programming Supplies	58.44	
		Supplies	30.29	
		Professional Services	20.00	
		Programming Supplies	47.37	710.91

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Number	Vendor/Payee	Purpose		Amount
G-00875	Baker & Taylor Entertainment	Materials	990.73	990.73
G-00876	Arts Council of Oklahoma City	Programming	8,951.00	8,951.00
G-00877	FBD Consulting, Inc.	Professional Services	9,348.00	9,348.00
G-00878	LaVetta Kinsey Dent	Mileage	19.36	19.36
G-00879	Walmart Community	Supplies	515.08	515.08
G-00880	AFP Oklahoma	Professional Services	265.00	265.00
G-00881	Commercial Card Solutions	Books & Materials	157.29	
		Books & Materials	356.90	
		Books & Materials	286.82	801.01
G-00882	Reef Shop Warehouse	Maintenance of Facilities	124.96	124.96
G-00883	Donna Morris	Car Allowance	450.00	450.00
G-00884	Melissa Weathers	Mileage	35.60	
		Supplies	58.60	94.20
G-00885	Corporate Express, Inc.	Supplies	11.36	11.36
G-00886	Baker & Taylor Books - #510486	Materials	3,865.87	
		Materials	2,990.67	
		Materials	1,634.17	
		Materials	10,186.81	
		Materials	2,867.88	21,545.40
G-00887	Baker & Taylor Books - #510486	Materials	2,159.23	
		Materials	2,418.77	
		Materials	2,427.51	7,005.51
G-00888	Baker & Taylor Books-#510486	Materials	526.02	526.02
G-00889	Mickey Sherman	Programming	70.00	70.00
G-00890	Amy L. LaPointe	Programming	50.00	50.00
G-00891	Lloyd Lovely	Mileage	11.57	11.57
G-00892	Eddie Lou Nachtrieb	Programming	50.00	50.00
G-00893	Midwest Single Source, Inc.	Supplies	1,189.58	1,189.58
G-00894	Stacy Schrank	Mileage	141.12	141.12
G-00895	Metropolitan Library System	Parking & Transportation	14.00	
		Professional Services	173.62	
		Automation Contractual	11.03	
		Postage	110.93	
		Supplies	97.76	
		Programming	48.11	
		Other Commodities	70.88	526.33
G-00896	City of Midwest City	Maintenance of Facilities	4,500.00	4,500.00
G-00897	O G & E	Electrical Services	16,106.45	16,106.45
G-00898	Oklahoma Natural Gas Co.	Gas Services	238.66	238.66
G-00899	City of Bethany	Water & Garbage Services	146.21	146.21
G-00900	City of Oklahoma City	Water & Garbage Services	1,103.42	1,103.42
G-00901	Triangle/A & E	Printing	394.54	394.54
G-00902	Brodart, Inc.	Supplies	939.36	
		Supplies	220.00	1,159.36
G-00903	Southwestern Stationery and	Supplies	40.84	
		Supplies	42.40	
		Computer Supplies	161.45	
		Printing	2,632.65	2,877.34
G-00904	Demco	Supplies	60.87	
		Supplies	3,000.00	
		Supplies	53.71	
		Supplies	1,500.00	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-00904	Demco	Supplies	118.29
		Supplies	26.91
G-00905	Eales Electronics Corp.	Maintenance of Facilities	25.00
G-00906	Gaylord Bros.	Furniture	803.63
		Supplies	50.04
G-00907	Gale Research	Materials	1,470.50
G-00908	Amazon.com	Supplies	59.83
		Supplies	59.72
G-00909	Kathryn Thurman	Programming	100.00
G-00910	AT&T	Telephone Services	924.03
		Telephone Services	1,321.08
		Telephone Services	328.58
G-00911	City of Edmond	Electrical Services	4,440.47
G-00912	Standard Printing Co., Inc.	Supplies	325.00
		Printing	3,107.00
G-00913	Baker & Taylor Books - #510486	Materials	865.19
G-00914	Spence & Associates, Inc	Library-Related Services	1,900.00
		Library-Related Services	500.00
G-00915	Keystone Tape & Label, Inc.	Library-Related Services	228.40
G-00916	Recorded Books, LLC	Materials	25.80
G-00917	Pure Service Corp.	Janitorial Services	10,540.00
		Janitorial Services	5,455.00
		Janitorial Services	553.00
		Janitorial Services	496.00
		Janitorial Services	120.00
G-00918	Stryker-Post Publications	Materials	842.85
G-00919	Instructional Video, Inc.	Materials	340.45
G-00920	Arphax Publishing Co	Materials	57.99
G-00921	Greater Oklahoma City	Memberships	1,280.00
G-00922	Gale Group	Materials	1,990.80
G-00923	Salem Press Accounting Office	Materials	745.20
G-00924	Staples Business Advantage	Supplies	169.89
		Supplies	42.69
		Supplies	165.99
G-00925	Production Services	Library-Related Services	680.00
		Library-Related Services	1,150.00
G-00926	Center for Economic	Materials	375.00
G-00927	Pacesetters Consulting Group	Professional Services	400.00
G-00928	Margaret A. Gaeddert	Professional Services	210.00
G-00929	Full Circle Bookstore	Materials	207.48
G-00930	Superior Security	Security Services	3,430.25
G-00931	Genealogical Publishing Co, Inc	Materials	19.00
G-00932	KOJK Radio FM	Library-Related Services	1,000.00
G-00933	Teen Ink	Library-Related Services	149.00
G-00934	Jonathan Willis	Telephone Services	35.00
G-00935	Clarke Buehling	Programming	250.00
G-00936	a/c/e Laser	Supplies	1,035.90
G-00937	Mobile Storage Group	Maintenance of Facilities	255.29
G-00938	Oklahoma Gazette	Library-Related Services	1,055.70
G-00939	Random House, Inc	Materials	1,170.66
G-00940	Scott's Printing & Copying	Printing	482.74



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Number	Vendor/Payee	Purpose		Amount
G-00941	Ingram Library Service	Materials	2,506.89	2,506.89
G-00942	XPEDX	Supplies	844.00	844.00
G-00943	Walker Companies	Supplies	25.25	25.25
G-00944	Audio Editions	Materials	711.42	711.42
G-00945	OSCPA	Professional Services	49.00	49.00
G-00946	Lynda G. Toney Bahr	Mileage	27.80	27.80
G-00947	United States Postal Service	Postage	6,000.00	6,000.00
G-00948	Oklahoma County Newspapers	Library-Related Services	160.00	160.00
G-00949	Ingram Library Service	Materials	1,092.86	1,092.86
G-00950	Jason's Deli/Deli Partners	Professional Services	86.21	86.21
G-00951	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-00952	Jimmy Welch	Telephone Services	45.75	45.75
G-00953	Samuel Weehunt	Programming Activities	90.90	90.90
G-00954	Deborah Willis	Mileage	13.13	13.13
G-00955	Franklin Covey Co.	Supplies	13.00	13.00
G-00956	Disney Educational Products	Materials	684.45	684.45
G-00957	BBC Audiobooks America	Materials	187.17	187.17
G-00958	City of Edmond	water & Garbage Services	980.05	980.05
G-00959	Clyde Herrod	Mileage	2.23	2.23
G-00960	Oklahoma Press Service	Library-Related Services	134.10	134.10
G-00961	John Wood	Telephone Services	50.00	50.00
G-00962	Office Depot Credit Plan	Supplies	61.17	61.17
G-00963	CPI Office Products	Supplies	3,964.85	3,964.85
G-00964	Producers Playhouse	Library-Related Services	133.00	133.00
G-00965	Nightingale-Conant Corp.	Materials	226.80	226.80
G-00966	Baker & Taylor Entertainment	Materials	936.75	936.75
G-00967	Metro Family	Library-Related Services	650.00	650.00
G-00968	Murrell, Hall, McIntosh & Co.	Professional Services	2,860.00	2,860.00
G-00969	Construction Industries Board	Professional Services	50.00	50.00
G-00970	Focus on the Family	Materials	250.33	250.33
G-00971	Susan H. Wood	Programming	125.00	
		Programming	85.00	210.00
G-00972	Lesli Jones	Library-Related Services	125.00	
		Library-Related Services	75.00	200.00
G-00973	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-00974	Faith Centered Resources	Materials	125.00	125.00
G-00975	Corporate Express, Inc.	Supplies	59.96	
		Supplies	11.94	
		Supplies	109.95	181.85
G-00976	Baker & Taylor Books - #510486	Materials	2,147.65	
		Materials	1,431.05	
		Materials	4,726.74	
		Materials	3,899.34	
		Materials	780.96	12,985.74
G-00977	Baker & Taylor Books - #510486	Materials	6,800.51	
		Materials	5,280.60	
		Materials	2,230.06	14,311.17
G-00978	Baker & Taylor Books-#510486	Materials	2,119.05	2,119.05
G-00979	Susan E Scott	Programming	150.00	150.00
G-00980	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-00981	Shirley E. Wilson	Programming	150.00	150.00
G-00982	Trigen-OKC Energy Corporation	Energy Services	17,186.88	17,186.88

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Number	Vendor/Payee	Purpose		Amount
G-00983	Bank of Oklahoma	Payroll Transmittal-Chks	43,414.24	
		Payroll Transmittal-Chks	19,235.37	62,649.61
G-00984	Bank of Oklahoma	Federal Withholding Tax	34,377.10	
		Federal Withholding Tax	2,542.00	36,919.10
G-00985	Oklahoma Tax Commission	State Withholding Tax	14,029.00	
		State Withholding Tax	1,091.00	15,120.00
G-00986	Mun. Employees Credit Union	Employee Cr Union Deducts	9,871.51	
		Employee Cr Union Deducts	90.00	9,961.51
G-00987	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	5.00	271.25
G-00988	Ken Felker & Associates	Employee Deductions	5.93	5.93
G-00989	Oklahoma Tax Commission	Employee Deductions	266.26	266.26
G-00990	Bank of America	Payroll Transmittal-DDep	175,139.25	
		Payroll Transmittal-DDep	22,162.87	197,302.12
G-00991	Nationwide Retirement Solution	Employee Deductions	7,274.07	7,274.07
G-00992	Transamerica Worksite Mrktg.	Employee Deductions	643.26	643.26
G-00993	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,004.61	5,004.61
G-00994	Bank of Oklahoma	Employee Flexplan Deposit	7,820.76	7,820.76
G-00995	Bank of Oklahoma	Employee Soc/Sec Deposits	19,835.37	
		Employee Soc/Sec Deposits	3,029.65	
		Employee Medicare Deposit	4,715.29	
		Employee Medicare Deposit	708.51	
		Employer Soc/Sec Deposits	22,864.98	
		Employer Medicare Deposit	5,423.92	56,577.72
G-00996	MassMutual Financial Group	Employee Contrib -- DC PI	9,216.72	
		Employer Contrib -- DC PI	17,130.09	26,346.81
G-00997	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-00998	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00999	Administrative Systems, Inc.	Employee Deductions	936.15	936.15
Total of FY 06-07 Warrants Issued				\$ 1,519,581.25



Special Funds

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Number	Vendor/Payee	Purpose		Amount
S-12437	Alisa Carr Kaeser	Programming	1,725.00	1,725.00
S-12438	Tonya D. Little	Lost & Paid Book Paid	15.99	15.99
S-12439	Beverly G. Adair	Lost & Paid Book Returned	31.95	31.95
S-12440	Audra R. Wolfley	Lost & Paid Book Returned	24.99	24.99
S-12441	Emily A. Harvester	Lost & Paid Book Returned	17.95	17.95
S-12442	Imani D. Jackson	Lost & Paid Book Returned	3.00	3.00
S-12443	Billy H. Fisher	Lost & Paid Book Returned	5.90	5.90
S-12444	Wesley J. Day	Lost & Paid Book Returned	3.00	3.00
S-12445	Rose M. Faherty	Lost & Paid Book Returned	9.95	9.95
S-12446	Barnes & Noble, Inc.	Giveaway Books	3,427.06	
		Giveaway Books	2,568.79	5,995.85
S-12447	Alisa Carr Kaeser	Programming	575.00	575.00
S-12448	Bernita G. Young	Lost & Paid Book Returned	3.35	3.35
S-12449	Pam G. Cook	Lost & Paid Book Returned	3.00	3.00
S-12450	Sandra A. Jaime	Lost & Paid Book Returned	3.00	3.00
S-12451	Itzel Solis	Lost & Paid Book Returned	3.00	3.00
S-12452	Hildreth A. Overcash	Lost & Paid Book Returned	5.95	5.95
S-12453	Walmart Community	Staff Recognition	109.20	109.20
S-12454	Metropolitan Library System	Transfer of Funds	46.48	46.48
S-12455	Metropolitan Library System	Transfer of Funds	16,764.26	16,764.26
S-12456	Full Circle Bookstore	Programming	64.00	
		Programming	99.39	163.39
S-12457	Learning Tree	Programming	100.00	100.00
S-12458	Teresa Z. Fife	Lost & Paid Book Returned	13.80	13.80
S-12459	Mary Ann Seefeldt	Lost & Paid Book Returned	28.50	28.50
S-12460	Martha J. Torres	Lost & Paid Book Returned	3.00	3.00
S-12461	Natasha R. Swain	Lost & Paid Book Returned	3.00	3.00
S-12462	Kathleen M. Cook	Lost & Paid Book Returned	13.98	13.98
S-12463	P. Keith Pratt	Lost & Paid Book Returned	9.95	9.95
S-12464	Jessica L. Hesseltine	Lost & Paid Book Returned	4.00	4.00
S-12465	Pooneh Sadeghi	Lost & Paid Book Returned	3.00	3.00
S-12466	Sharon E. Brown	Lost & Paid Book Returned	16.99	16.99
S-12467	Standley Systems	Copier Usage	343.89	
		Copier Usage	174.40	518.29
S-12468	Commercial Card Solutions	06/Inasmuch	204.44	204.44
S-12469	Full Circle Bookstore	Programming	55.92	55.92
S-12470	Nancy P. Condit	Lost & Paid Book Returned	5.95	5.95
S-12471	Oklahoma Tax Commission	State Sales Tax-Aug 2006	350.90	350.90
S-12472	Troung Vi Cong Tran	Lost & Paid Book Returned	6.95	6.95
S-12473	Charles N. Foote	Lost & Paid Book Returned	22.95	22.95
S-12474	Karla R. Pina	Lost & Paid Book Returned	11.39	11.39
S-12475	Jennifer D. Brooks	Lost & Paid Book Returned	3.00	3.00
S-12476	Jessica F. Lothrop	Lost & Paid Book Returned	24.99	24.99
S-12477	James W. Smith	Lost & Paid Book Returned	3.00	3.00
S-12478	Lacinda A. Decicco	Lost & Paid Book Returned	3.00	3.00
S-12479	Betty J. Poplin	Lost & Paid Book Returned	3.00	3.00
S-12480	Barbara J. Almgren	Lost & Paid Book Returned	3.00	3.00
S-12481	Visual Ed Tech, Inc	FF& Equipment	2,509.00	2,509.00
S-12482	Metropolitan Library System	Transfer of Funds	157,000.00	157,000.00
S-12483	Oklahoma Tax Commission	State Sales Tax-Aug 2006	348.49	348.49
S-12484	Business Imaging Systems, Inc.	Equipment	430.00	430.00
S-12485	Ford Audio-Video	Audio/Visual Equipment	4,272.29	4,272.29



Special Funds

Warrant Register

September 2006

Number	Vendor/Payee	Purpose		Amount
S-12486	Friends of the Metro. Library	Refund Grant Balance	965.22	965.22
S-12487	Friends of the Metro. Library	Refund Grant Balance	879.28	879.28
S-12488	Friends of the Metro. Library	Refund Grant Balance	12.50	12.50
S-12489	Friends of the Metro. Library	Refund Grant Balance	227.19	227.19
S-12490	Friends of the Metro. Library	Refund Grant Balance	4.51	4.51
S-12491	Friends of the Metro. Library	Refund Grant Balance	50.00	50.00
S-12492	Hewlett-Packard Co.	06/Bill Gates Foundation	389.73	389.73
Total of Special Funds Warrants Issued				\$ 194,011.42

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

10-11-06  
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

10-11-06  
Date

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

October 31, 2006

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

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of October 2006.



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

Document # 38  
MLC FY 2006-07  
November 16, 2006

October 31, 2006

**ASSETS**

CASH - Overnight Investment Account		\$ 3,824,893.95
INVESTMENTS (Schedule attached)		11,154,733.04
TAXES RECEIVABLE: 2006-07 Ad Valorem Tax	24,219,770.00	
Less: Reserve for Delinquent Tax	(2,201,797.00)	
Budgeted Tax Revenue	22,017,973.00	
Less: Tax Received	0.00	
		22,017,973.00
<b>Total Assets</b>		<b><u>\$36,997,599.99</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2005-06 Reserve for Appropriations	\$ 149,158.32	
2006-07 Purchase Orders Outstanding	339,717.05	
2005-06 Purchase Orders Outstanding	45,459.37	
2006-07 Checks Outstanding	249,817.25	
2005-06 Checks Outstanding	6,334.56	
<b>Total Liabilities</b>		<b>790,486.55</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	22,017,973.00
-----------------------------	---------------

**FUND BALANCE:**

Beginning of the Year	19,704,947.94	
Add: Revenues		
Budgeted	225,000.00	
Other	<u>1,011,101.73</u>	1,236,101.73
Less: Expenditures		<u>(6,751,909.23)</u>
<b>Total Fund Balance</b>		<b>14,189,140.44</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$36,997,599.99</u></b>

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

**As of October 31, 2006**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	\$ 100,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weekee 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 - Yukon Bank	2/27/2003		4.880%	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	3/18/2007	5.090%	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	10/5/2007	5.130%	96,750.00
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	9/5/2007	5.300%	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	1/12/2006	6/20/2007	4.550%	989,445.28
Total Investments				<u>\$ 11,154,733.04</u>



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

October 1, 2006 to October 31, 2006

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2006 Ad Valorem Tax	\$22,017,973.00	\$ -	\$ -	0.00%
State Aid	287,762.00	-	-	0.00%
Fines	<u>410,400.00</u>	<u>44,000.00</u>	<u>225,000.00</u>	54.82%
<b>Total Budgeted Revenue</b>	<b><u>\$ 22,716,135.00</u></b>	<b><u>\$ 44,000.00</u></b>	<b><u>\$ 225,000.00</u></b>	0.99%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 38,389.23	\$ 427,650.35	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		67,436.36	441,326.39	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		6,675.50	11,927.50	
Miscellaneous		<u>4,923.09</u>	<u>77,197.49</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 117,424.18</u></b>	<b><u>\$ 1,011,101.73</u></b>	
<b>Total Revenue</b>	<b><u>\$ 22,716,135.00</u></b>	<b><u>\$ 161,424.18</u></b>	<b><u>\$ 1,236,101.73</u></b>	5.44%

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

**October 31, 2006**

	<u>BALANCE</u> <u>10/1/2006</u>	<u>RECEIPTS</u> <u>October</u>	<u>EXPEND.</u> <u>October</u>	<u>BALANCE</u> <u>10/31/2006</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 24,747.82	\$ 7,706.66	\$ 612.26	\$ 31,842.22
810 Prepaid Fees	(560.42)	360.08	3.40	(203.74)
815 Fines	44,984.96	44,648.66	44,000.00	45,633.62
820 Copy	90,725.46	4,249.46	853.12	94,121.80
900 Special Event Fund	2,706.34	0.00	100.00	2,606.34
<b>Total Revolving Funds</b>	<b>\$ 162,604.16</b>	<b>\$ 56,964.86</b>	<b>\$ 45,568.78</b>	<b>\$ 174,000.24</b>
<b>GRANTS:</b>				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>10/31/2006</u>
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	91,319.29	77,425.87	13,893.42
858 Inasmuch/DN Building	130,000.00	130,000.00	127,194.04	2,805.96
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
897 06 Endowment/Vehicle	16,000.00	16,000.00	15,225.00	775.00
898 06 Endowment/Summer Reading	12,121.50	12,121.50	12,025.00	96.50
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
903 07/Arts Alliance/Andes Manta	1,725.00	0.00	1,725.00	(1,725.00)
918 07/ODL/Wireless Grant	5,385.60	5,385.60	0.00	5,385.60
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
920 07/OAC/Andes Manta	3,000.00	0.00	575.00	(575.00)
939 YMCA/21st Century Grant	9,300.00	9,300.00	3,660.00	5,640.00
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	3,300.00	3,201.45	2,613.12	588.33
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	1,395.85	104.15
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	1,520.17	79.83
991 06 Inasmuch	60,000.00	60,000.00	20,902.51	39,097.49
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	971.49	1,028.51
995 06 WalMart/Midwest City	977.41	977.41	100.00	877.41
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

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 10/31/2006
<u>Grants - Friends of MLS</u>				
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
966 05 Staff Recognition	5,341.72	5,341.72	5,409.74	(68.02)
975 05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
877 06 Las Clases Espanolas	8,000.00	8,000.00	4,760.00	3,240.00
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
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	1,790.30	1,209.70
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	19,200.00	19,200.00	18,200.00	1,000.00
888 06 Teen Job Fair (MWC)	425.00	425.00	195.28	229.72
892 06 Computer Paging System	2,500.00	2,500.00	0.00	2,500.00
893 06 Lee B Brawner Scholarship	8,300.00	8,300.00	3,662.47	4,637.53
895 06 Bill Gates Foundation	90,000.00	90,083.00	90,000.00	83.00
<u>Grants - Friends of MLS</u>				
904 07 Volunteer Recognition	2,000.00	2,000.00	0.00	2,000.00
905 07 Staff Recognition	6,100.00	6,100.00	434.19	5,665.81
906 07 Summer at the Library	5,000.00	0.00	0.00	0.00
907 07 Music with Susan - MWC	1,000.00	0.00	0.00	0.00
908 07 LIFE Come Read with Me	5,000.00	9,737.94	5,995.85	3,742.09
910 07 System-wide adult prgrmmng	6,300.00	6,700.00	2,900.00	3,800.00
911 07 Our World	14,150.00	14,150.00	0.00	14,150.00
912 07 Looking at Jazz - Downtown	925.00	0.00	0.00	0.00
913 07Oklahoma Voices	11,175.00	11,175.00	850.00	10,325.00
914 07 System-wide prgrmmng eqpt	3,674.00	3,674.00	3,674.00	0.00
915 07 Library Enhancement - CH	1,108.00	1,108.00	0.00	1,108.00
<b>Total Grants</b>				<u>\$174,552.16</u>
<b>Total Special Funds</b>				<u>\$ 348,552.40</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 2006

FY-07

**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	669,873.74	3,008,363.52	32.04	9,389,112.00	6,380,748.48
102	Wages - Part-time	98,938.84	480,446.77	29.67	1,619,530.00	1,139,083.23
103	Payroll Taxes	56,270.05	258,077.81	31.02	832,015.00	573,937.19
109	Workers Comp Insurance	11,034.00	34,055.00	30.14	112,990.00	78,935.00
112	Group Insurance	112,317.75	447,280.69	31.80	1,406,415.00	959,134.31
113	Employees Retirement	28,480.78	149,250.18	13.57	1,100,000.00	950,749.82
114	Unemployment Compensation	3,335.00	6,704.74	67.05	10,000.00	3,295.26
Total Personal Services		980,250.16	4,384,178.71	30.30	14,470,062.00	10,085,883.29

**Maintenance & Operations - Contractual Services**

201	Bldg. Property, & Auto Insur.	.00	152,988.00	88.83	172,216.00	19,228.00
202	Liability/Bonding Insurance	.00	.00	.00	22,600.00	22,600.00
205	Rent of Library Buildings	400.00	2,000.00	41.67	4,800.00	2,800.00
206	Rent of Equipment	226.50	505.00	30.61	1,650.00	1,145.00
207	Janitorial Services	41,880.00	110,267.00	33.52	328,930.00	218,663.00
208	Maintenance of Facilities	19,241.19	69,017.79	26.09	264,563.00	195,545.21
211	Parking & Transportation	9,567.59	42,756.65	24.29	176,054.00	133,297.35
212	Travel Expenses	1,886.28	2,639.01	5.27	50,072.00	47,432.99
213	Professional Services	30,684.74	71,749.28	28.17	254,664.00	182,914.72
214	Security Services	17,807.75	63,296.26	21.19	298,743.00	235,446.74
216	Telephone services	-8,886.90	46,967.57	16.95	277,030.00	230,062.43
217	Electrical Services	44,200.70	188,506.43	37.69	500,119.00	311,612.57
218	Gas Services	1,062.72	4,195.59	6.60	63,596.00	59,400.41
219	Water & Garbage Services	4,368.89	20,610.48	40.35	51,078.00	30,467.52
220	Trigen Energy Services	11,385.38	57,317.39	35.38	162,000.00	104,682.61
226	Memberships	1,188.00	5,189.50	17.54	29,589.00	24,399.50
230	Other Library-related Services	7,119.32	43,371.15	13.03	332,942.00	289,570.85
231	Automation Contractual	28,711.35	109,194.90	32.38	337,260.00	228,065.10
236	Network Catalog Services	.00	45,000.00	85.47	52,648.00	7,648.00
Total Contractual Services		210,843.51	1,035,572.00	30.63	3,380,554.00	2,344,982.00

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 2006

FY-07

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	8,918.35	20,657.34	10.29	200,820.00	180,162.66
302	Postage	16,136.09	69,204.33	24.06	287,650.00	218,445.67
303	Supplies	28,671.21	102,834.73	37.70	272,789.00	169,954.27
310	Maintenance Supplies	5,366.12	9,588.59	13.51	71,000.00	61,411.41
312	Safety Supplies & Equipment	454.37	1,825.22	29.44	6,200.00	4,374.78
321	Gasoline & Oil	1,922.19	11,192.50	27.98	40,000.00	28,807.50
322	Vehicle Parts & Repairs	13.12	4,112.29	22.85	18,000.00	13,887.71
330	Programming Activities	5,782.72	43,161.82	20.38	211,735.00	168,573.18
331	Other Commodities	533.13	3,612.78	11.34	31,855.00	28,242.22
Total Commodities		67,797.30	266,189.60	23.35	1,140,049.00	873,859.40

**Capital Outlays**

401	Books & Materials	273,326.48	880,874.79	27.98	3,148,050.00	2,267,175.21
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,700.00	2,700.00
407	Periodicals & Subscriptions	.00	19,044.37	10.93	174,240.00	155,195.63
408	Furniture, Fixtures, & Equipmt	3,920.41	75,418.67	47.88	157,518.00	82,099.33
409	Motor Vehicles	-15,225.00	4,440.00	21.14	21,000.00	16,560.00
410	Automation Systems & Equipment	444.00	53,435.37	17.98	297,189.00	243,753.63
450	Capital Projects	1,913.44	32,755.72	.51	6,460,538.00	6,427,782.28
490	Capital Reserves - Current	.00	.00	.00	535,374.00	535,374.00
499	Reserve Carryover - Prior	.00	.00	.00	12,624,653.00	12,624,653.00
Total Capital Outlays		264,379.33	1,065,968.92	4.55	23,426,262.00	22,360,293.08
Total Budget		1,523,270.30	6,751,909.23	15.92	42,416,927.00	35,665,017.77

General Fund F.Y. 06-07

Warrant Register

October 2006

Number	Vendor/Payee	Purpose	Amount
G-01000	Metropolitan Library System	Parking	6.00
		Travel Expenses	6.70
		Professional Services	60.00
		Postage	30.24
		Supplies	178.38
		Supplies	25.32
		Safety Supplies	3.67
		Programming	68.13
		Other Commodities	21.00
		Reimburse Flex Deposit	20.00
G-01001	City of Del City	Building Rental	400.00
G-01002	O G & E	Electrical Services	19,513.67
G-01003	Oklahoma Natural Gas Co.	Gas Services	99.65
G-01004	Triangle/A & E	Printing	36.00
G-01005	Southwestern Stationery and	Programming Supplies	6.97
		Supplies	1,056.00
		Supplies	36.75
G-01006	Locke Supply Co.	Maintenance of Facilities	86.15
		Maintenance of Facilities	5.84
		Maintenance of Facilities	24.24
G-01007	Emsco Electric Supply	Maintenance of Facilities	43.08
G-01008	Gaylord Bros.	Supplies	105.12
G-01009	Gale Research	Materials	1,423.45
G-01010	UNUM Life Insurance	Grp Long-Trm Disab Prm-OC	6,273.66
G-01011	City of Warr Acres	Water & Garbage Services	60.25
G-01012	Synergy Datacom Supply, Inc.	Maintenance of Facilities	11.57
G-01013	Ernestine Clark	Memberships	35.00
G-01014	Oklahoma Library Association	Registration	50.00
		Registration	50.00
		Registration	50.00
G-01015	Baker & Taylor Books	Materials	1,691.08
G-01016	Bill Warren Office Products	Supplies	147.60
G-01017	TDS Telecom	Telephone Services	114.99
G-01018	CompSource Oklahoma	Workers Comp Insurance	11,034.00
G-01019	ALA Membership CSC	Memberships	210.00
G-01020	United Refrigeration, Inc.	Maintenance of Facilities	34.83
G-01021	Chester 'Jack' Kinzie, Jr.	Mileage	6.90
G-01022	Mobil 1 Lube/AFMS	Maintenance of Facilities	36.73
G-01023	U.S. Postmaster	Postage	23.40
G-01024	The Penworthy Co.	Materials	3,365.43
G-01025	Instructional Video, Inc.	Materials	658.47
G-01026	Denyveta Davis	Memberships	35.00
G-01027	Gale Group	Materials	2,372.58
G-01028	Traci Jinkens	Mileage	47.16
G-01029	Mutual Assurance	Grp Life/Ad&d Ins Prem-OC	26,280.60
G-01030	NVLSP	Materials	29.00
G-01031	Rosemary Czarski	Mileage	120.37
G-01032	Sydna Yellowfish	Programming	150.00
G-01033	Superior Security	Security Services	4,208.25
G-01034	Beth Wilson	Materials	133.00
G-01035	Brian Joseph	Programming	2,500.00
G-01036	Random House, Inc	Materials	1,329.46



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Number	Vendor/Payee	Purpose		Amount
G-01037	Crystal Data/Business Products	Supplies	540.00	540.00
G-01038	Ingram Library Service	Materials	1,426.10	1,426.10
G-01039	XPEDX	Supplies	1,684.00	1,684.00
G-01040	High-Tech-Tronics, Inc.	Maintenance of Facilities	748.80	
		Maintenance of Facilities	164.70	913.50
G-01041	Audio Editions	Materials	699.80	699.80
G-01042	FedEx Kinko's Print Services	Printing	4.50	4.50
G-01043	JoNita White	Mileage	25.81	25.81
G-01044	Elizabeth L. Wilson	Mileage	10.90	10.90
G-01045	Ingram Library Service	Materials	401.55	401.55
G-01046	Sagebrush Corp.	Materials	204.60	204.60
G-01047	Voss Lighting	Maintenance of Facilities	375.24	
		Maintenance of Facilities	95.50	
		Maintenance of Facilities	167.30	638.04
G-01048	Center Point Large Print	Materials	467.22	467.22
G-01049	Pauline Boyer Rodriguez	Mileage	20.92	20.92
G-01050	Evans Hardware	Maintenance of Facilities	16.17	16.17
G-01051	Deborah Willis	Other Commodities	49.44	49.44
G-01052	Southwest Paper - OKC	Maintenance Supplies	956.00	956.00
G-01053	Southwest Compressor, Inc.	Maintenance of Facilities	2,178.00	2,178.00
G-01054	Elizabeth A. Craig	Professional Services	320.00	320.00
G-01055	Latino Community Development	Other Commodities	140.00	140.00
G-01056	Contractors Supply Co.	Maintenance Supplies	17.43	17.43
G-01057	AT&T	Telephone Services	49.65	49.65
G-01058	Blind Alley	Construction	5,247.00	5,247.00
G-01059	Dowell Parking Center	Staff Parking	650.00	650.00
G-01060	Heritage Books Inc	Materials	35.00	35.00
G-01061	Crystal Suppes	Postage	52.00	52.00
G-01062	C.O.T.P.A.	Staff Parking	252.00	252.00
G-01063	Fariba Williams	Mileage	30.48	30.48
G-01064	C. L. Frates & Co.	Insurance	152,988.00	152,988.00
G-01065	Todd Olberding	Telephone Services	45.41	45.41
G-01066	CPI Office Products	Supplies	13.98	13.98
G-01067	Specialty Store Services	Supplies	31.09	31.09
G-01068	Baker & Taylor Books	Materials	1,420.80	1,420.80
G-01069	Baker & Taylor Entertainment	Materials	3,357.73	3,357.73
G-01070	Metropolitan Library System	Grp Med/Dtl Ins Prem-Sept	76,276.71	76,276.71
G-01071	Arts Council of Oklahoma City	Memberships	100.00	100.00
G-01072	Garcia Tire Service, Inc.	Vehicle part & repairs	12.00	12.00
G-01073	Betty Scott	Mileage	10.01	10.01
G-01074	Maria Rodriguez	Programming	120.00	120.00
G-01075	John Utley	Telephone Services	35.00	35.00
G-01076	Cheryll Smith	Mileage	8.01	8.01
G-01077	AT&T	Telephone Services	64.04	64.04
G-01078	Corporate Express, Inc.	Supplies	39.40	39.40
G-01079	Baker & Taylor Books	Materials	1,162.08	
		Materials	2,846.45	
		Materials	1,918.60	
		Materials	4,411.40	
		Materials	5,247.62	
		Materials	3,477.88	
		Materials	5,125.60	24,189.63

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Number	Vendor/Payee	Purpose	Amount
G-01080	Baker & Taylor Books	Materials	430.99
		Materials	5,599.78
		Materials	1,409.39
		Materials	1,263.16
		Materials	733.80
G-01081	Baker & Taylor Books	Professional Services	100.00
G-01082	CEBS Program	Programming	70.00
G-01083	Mickey Sherman	Mileage	11.13
G-01084	Tulin LaFollette	Programming	50.00
G-01085	Eddie Lou Nachtrieb	Staff Parking	2,358.27
G-01086	COTPA	Staff Parking	4,041.86
		Supplies	212.30
G-01087	Midwest Single Source, Inc.	Water & Garbage Services	449.28
G-01088	City of Midwest City	Electrical Services	8,845.18
G-01089	O G & E	Gas Services	561.97
G-01090	Oklahoma Natural Gas Co.	Water & Garbage Services	1,302.44
G-01091	City of Oklahoma City	Water & Garbage Services	76.42
G-01092	City of the Village	Maintenance of Facilities	25.00
G-01093	Eales Electronics Corp.	Materials	2,024.55
G-01094	Gale Research	Mileage	48.45
G-01095	Ernestine Clark	Mileage	32.26
G-01096	Frank Ray	Registration	50.00
G-01097	Oklahoma Library Association	Registration	100.00
		Materials	1,792.68
G-01098	Baker & Taylor Books	Maintenance of Facilities	1,520.00
G-01099	Mid-west Landscape, LLC	Maintenance of Facilities	719.00
		Supplies	1,575.00
G-01100	Bill Warren Office Products	Supplies	1,676.59
		Mileage	23.59
G-01101	Charles S. Isaacs	Maintenance of Facilities	43.38
G-01102	N.E. Landfill, Inc	Automation Contractual	10.39
G-01103	FedEx	Gasoline & Oil	48.96
G-01104	Mobil 1 Lube/AFMS	Mileage	18.69
G-01105	Marilyn E. Backus	Gasoline & Oil	65.46
G-01106	ConocoPhillips Fleet	Mileage	26.70
G-01107	Ann Aliotta	Materials	738.18
G-01108	Live Oak Media	Library-Related Services	1,740.00
G-01109	Production Services	Mileage	9.79
G-01110	JoNita Normore	Mileage	48.73
G-01111	Anne G. Fischer	Materials	129.38
G-01112	Spoken Arts, Inc.	Materials	2,336.10
G-01113	Library Video Co.	Travel Expenses	12.00
G-01114	Rosemary Czarski	Mileage	44.06
G-01115	Janet Brooks	Employee Assistance	790.00
G-01116	INTEGRIS Corporate Assistance	Mileage	55.79
G-01117	Frances Kay Samaripa	Maintenance of Facilities	115.29
G-01118	Mobile Storage Group	Maintenance of Facilities	24.90
G-01119	Frank's Custom Trailer Sales	Telephone Services	96.97
G-01120	Cingular Wireless	Memberships	150.00
G-01121	Capitol Hill Main Street	Mileage	9.79
G-01122	Ursula Ward	Materials	362.82
G-01123	Ingram Library Service	Maintenance of Facilities	320.00
G-01124	High-Tech-Tronics, Inc.		

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01124	High-Tech-Tronics, Inc.	Maintenance of Facilities	320.00	640.00
G-01125	Summit Mailing Systems, Inc.	Equipment Rental	226.50	226.50
G-01126	Audio Editions	Materials	174.83	174.83
G-01127	Lynda G. Toney Bahr	Mileage	120.69	120.69
G-01128	Michael Fresonke	Programming	250.00	250.00
G-01129	Fleetcor Technologies	Gasoline & Oil	1,800.50	1,800.50
G-01130	Chickasaw Telecom, Inc.	Communications	15,356.75	15,356.75
G-01131	Ingram Library Service	Materials	633.54	633.54
G-01132	Sagebrush Corp.	Materials	80.98	80.98
G-01133	Voss Lighting	Maintenance of Facilities	116.02	
		Maintenance of Facilities	135.56	251.58
G-01134	Frances V. Harbert	Mileage	17.44	
		Memberships	35.00	
		Mileage	.85	53.29
G-01135	Town of Luther	Water & Garbage Services	64.04	64.04
G-01136	Jason's Deli/Deli Partners	Professional Services	209.00	209.00
G-01137	Landon Holman	Mileage	36.27	36.27
G-01138	Anita Roesler	Mileage	24.21	24.21
G-01139	Anderson News, LLC	Materials	119.75	119.75
G-01140	Simona Long	Mileage	11.13	11.13
G-01141	Home Depot Credit Services	Maintenance of Facilities	12.26	12.26
G-01142	Evans Hardware	Maintenance of Facilities	23.75	
		Maintenance of Facilities	8.40	
		Maintenance of Facilities	22.01	54.16
G-01143	Samuel Weehunt	Mileage	57.85	57.85
G-01144	Debbie Robertus	Mileage	34.44	34.44
G-01145	David Farris	Programming	50.00	50.00
G-01146	Heidi A. Port	Mileage	26.96	26.96
G-01147	Hartzog Conger Cason & Neville	Professional Services	65.00	65.00
G-01148	Ruby Soutiere	Mileage	22.25	22.25
G-01149	Kelley Riha	Mileage	120.60	120.60
G-01150	Dowell Parking Center	Staff Parking	160.00	160.00
G-01151	Kellie Bradford	Professional Services	205.38	205.38
G-01152	4 Imprint	Maintenance of Facilities	172.25	172.25
G-01153	City of Harrah	Water & Garbage Services	51.01	51.01
G-01154	City of Choctaw	Water & Gas Services	86.51	86.51
G-01155	Vision Service Plan of	Group Vision Ins Prem-OCT	2,152.13	2,152.13
G-01156	Producers Playhouse	Library-Related Services	182.00	182.00
G-01157	Baker & Taylor Books	Materials	3,364.24	3,364.24
G-01158	Bureau of Education & Research	Registration	185.00	185.00
G-01159	Baker & Taylor Entertainment	Materials	3,641.62	3,641.62
G-01160	LaVetta Kinsey Dent	Travel Expenses	10.00	10.00
G-01161	John L. Hilbert	Programming	69.59	
		Programming	6.49	
		Programming	67.92	144.00
G-01162	Allied Waste Services #060	Garbage Services	494.61	494.61
G-01163	Pamela Buchanan	Mileage	83.66	83.66
G-01164	Barbara A. Johnson	Mileage	17.80	17.80
G-01165	Fred Pryor Seminars/	Professional Services	2,000.00	2,000.00
G-01166	Star Lighting	Maintenance of Facilities	833.58	
		Maintenance of Facilities	123.90	957.48



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Number	Vendor/Payee	Purpose	Amount
G-01167	John Utley	Mileage	24.70
G-01168	Melissa Weathers	Mileage	28.48
		Programming	192.81
		Memberships	35.00
G-01169	Kelley Hoffman	Mileage	32.93
G-01170	Oklahoma City Police Dept.	Maintenance of Facilities	50.00
G-01171	Greater Oklahoma City	Memberships	125.00
G-01172	Baker & Taylor Books	Materials	781.59
		Materials	1,343.12
		Materials	1,706.33
		Materials	1,880.51
		Materials	7,501.13
		Materials	5,236.72
G-01173	Baker & Taylor Books	Materials	1,517.75
		Materials	6,918.43
		Materials	693.95
G-01174	Baker & Taylor Books	Materials	1,532.00
G-01175	Emily Williams	Mileage	67.20
G-01176	Stephanie Kotzum	Programming	250.00
G-01177	Lloyd Lovely	Mileage	87.44
G-01178	Maria Y. Bozarth	Programming	25.00
G-01179	Kiona Millirons	Programming	200.00
G-01180	Stacy Schrank	Mileage	105.58
G-01181	Bank of Oklahoma	Payroll Transmittal-Chks	42,211.01
		Payroll Transmittal-Chks	18,890.83
G-01182	Bank of Oklahoma	Federal Withholding Tax	33,976.10
		Federal Withholding Tax	2,492.00
G-01183	Oklahoma Tax Commission	State Withholding Tax	13,737.00
		State Withholding Tax	1,147.00
G-01184	Mun. Employees Credit Union	Employee Cr Union Deducts	9,871.51
		Employee Cr Union Deducts	90.00
G-01185	United Way of Central Oklahoma	Employee Deductions	266.25
		Employee Deductions	5.00
G-01186	Ken Felker & Associates	Employee Deductions	5.93
G-01187	Oklahoma Tax Commission	Employee Deductions	306.04
G-01188	Bank of America	Payroll Transmittal-DDep	172,445.31
		Payroll Transmittal-DDep	23,249.55
G-01189	Nationwide Retirement Solution	Employee Deductions	7,274.07
G-01190	Transamerica Worksite Mrktg.	Employee Deductions	615.42
G-01191	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,989.04
G-01192	Bank of Oklahoma	Employee Flexplan Deposit	17,088.49
		Employer Flexplan Deposit	1,210.00
G-01193	Bank of Oklahoma	Employee Soc/Sec Deposits	19,555.17
		Employee Soc/Sec Deposits	3,079.86
		Employee Medicare Deposit	4,648.97
		Employee Medicare Deposit	720.26
		Employer Soc/Sec Deposits	22,635.09
		Employer Medicare Deposit	5,369.29
G-01194	MassMutual Financial Group	Employee Contrib -- DC PI	9,332.07
		Employer Contrib -- DC PI	17,341.19
G-01195	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-01196	Okla Dept. of Human Services	Employee Deductions	115.00

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Number	Vendor/Payee	Purpose		Amount
G-01197	Administrative Systems, Inc.	Employee Deductions	945.21	945.21
G-01198	O G & E	Electrical Services	11,603.29	11,603.29
G-01199	Oklahoma Natural Gas Co.	Gas Services	75.88	75.88
G-01200	City of Oklahoma City	Water & Garbage Services	1,428.03	1,428.03
G-01201	Southwestern Stationery and	Supplies	17.90	
		Supplies	15.12	
		Supplies	11.36	44.38
G-01202	Demco	Supplies	465.00	
		Supplies	121.84	586.84
G-01203	EBSCO Subscription Services	Materials	9,550.00	9,550.00
G-01204	Gaylord Bros.	Equipment	351.44	
		Supplies	167.30	518.74
G-01205	AT&T	Telephone Services	924.40	
		Telephone Services	1,315.56	
		Telephone Services	327.16	2,567.12
G-01206	Richard Rea	Travel Expenses	52.07	52.07
G-01207	Baker & Taylor Books	Materials	1,564.14	1,564.14
G-01208	Karen Marriott	Mileage	20.47	20.47
G-01209	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01210	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01211	American Library Assoc.	Supplies	82.15	82.15
G-01212	Legal Directories Publishing	Materials	348.75	348.75
G-01213	Recorded Books, LLC	Materials	699.30	699.30
G-01214	Kapco Library Products	Supplies	250.90	250.90
G-01215	U.S. Postmaster	Postage	53.82	53.82
G-01216	Pure Service Corp.	Janitorial Services	10,540.00	
		Janitorial Services	5,455.00	
		Janitorial Services	553.00	
		Janitorial Services	496.00	
		Janitorial Services	120.00	17,164.00
G-01217	Oklahoma Employment	Unemployment Compensation	3,335.00	3,335.00
G-01218	Instructional Video, Inc.	Materials	1,512.97	1,512.97
G-01219	Denyvetta Davis	Mileage	60.65	60.65
G-01220	Gale Group	Materials	1,944.80	1,944.80
G-01221	Staples Business Advantage	Supplies	54.79	54.79
G-01222	Anne G. Fischer	Telephone Services	50.00	50.00
G-01223	Full Circle Bookstore	Materials	1,739.15	1,739.15
G-01224	Superior Security	Security Services	4,484.75	
		Security Services	4,544.75	9,029.50
G-01225	Commercial Concepts	Capital Projects	125.00	125.00
G-01226	KTUZ Radio	Library-Related Services	875.00	875.00
G-01227	Rich Antonisse	Mileage	8.27	
		Programming	84.65	92.92
G-01228	Photoart Studios LLC	Capital Projects	510.00	510.00
G-01229	Sooner Saver	Advertisement Retail Sale	140.00	140.00
G-01230	Oklahoma Centennial Fund	Books & Materials	405.46	405.46
G-01231	Dana Bickford	Professional Services	600.00	600.00
G-01232	Joyce McCauley Johnson	Mileage	4.90	4.90
G-01233	Brilliance Corporation	Materials	473.15	473.15
G-01234	Ingram Library Service	Materials	912.18	912.18
G-01235	Albert Bostick	Programming	150.00	150.00
G-01236	XPEDX	Supplies	2,244.00	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-01236	XPEDX	Printing Supplies	183.11
		Printing Supplies	101.05
		Printing Supplies	124.52
		Printing Supplies	100.39
			2,753.07
G-01237	SmileMakers, Inc.	Supplies	37.50
		Supplies	25.95
			63.45
G-01238	FedEx Kinko's Print Services	Programming	4.50
G-01239	Victoria Dixon	Programming	120.00
G-01240	Rotary Foundation	Memberships	243.00
G-01241	Chickasaw Telecom, Inc.	Communications	4,274.80
G-01242	Ginger Waldrip	Programming	100.00
G-01243	Ingram Library Service	Materials	2,699.65
G-01244	Sagebrush Corp.	Materials	20.30
G-01245	Rose State College	Professional Services	85.00
G-01246	American Elevator Co., Inc.	Maintenance of Facilities	242.00
G-01247	Jimmy Welch	Telephone Services	45.62
G-01248	Pauline Boyer Rodriguez	Mileage	12.02
G-01249	Michael Corley	Programming	119.00
G-01250	OPUBCO Communications Group	Legal Advertisement	92.18
		Advertisement Retail Sale	455.21
		Library-Related Services	220.00
		Library-Related Services	147.92
G-01251	Bank of America	Programming	80.00
G-01252	Rosalind L. Reeder	Mileage	8.90
G-01253	Kevin Colwell	Mileage	26.70
G-01254	Gregory Bennett	Mileage	26.70
G-01255	Norman Music Center	Programming	90.00
		Furn Fixtures Equipment	105.00
		Professional Services	285.00
G-01256	Crowe & Dunlevy	Mileage	2.23
G-01257	Abolghasem Siavashi	Mileage	21.36
G-01258	Fariba Williams	Supplies	74.99
G-01259	Office Depot Credit Plan	Supplies	54.97
G-01260	CPI Office Products	Supplies	54.97
G-01261	Roy Ballou	Mileage	38.27
G-01262	Baker & Taylor Entertainment	Materials	1,978.24
G-01263	Walmart Community	Professional Services	185.05
G-01264	Commercial Card Solutions	Books & Materials	426.37
		Books & Materials	238.39
		Books & Materials	236.00
		Books & Materials	405.81
		Books & Materials	219.70
		Books & Materials	357.75
		Books & Materials	288.68
		Books & Materials	193.60
			2,366.30
G-01265	American Library Association	Materials	99.00
G-01266	Maria Rodriguez	Programming	120.00
G-01267	Donna Morris	Car Allowance	450.00
G-01268	Melissa Weathers	Supplies	28.49
		Other Commodities	29.03
			57.52
G-01269	Cintas Corp.	Maintenance of Facilities	275.48
G-01270	Susan H. Wood	Programming	125.00
G-01271	Corporate Express, Inc.	Supplies	6.97



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Number	Vendor/Payee	Purpose	Amount	
G-01272	Baker & Taylor Books	Materials	665.46	
		Materials	747.96	
		Materials	1,482.17	
		Materials	3,667.75	
		Materials	1,068.31	
		Materials	6,584.59	
		Materials	1,412.43	15,628.67
G-01273	Baker & Taylor Books	Materials	492.42	
		Materials	1,434.05	
		Materials	4,775.08	6,701.55
G-01274	Baker & Taylor Books	Materials	3,454.25	3,454.25
G-01275	Maria Watkins	Mileage	29.01	29.01
G-01276	William F Comstock, P.C.	Professional Services	281.25	
		Professional Services	687.50	968.75
G-01277	Sabre Technologies	Computer Equipment	1,850.00	1,850.00
G-01278	Smart Technologies	Automation Contractual	533.00	533.00
G-01279	Eddie Lou Nachtrieb	Programming	50.00	50.00
G-01280	Kiona Millions	Programming	500.00	500.00
G-01281	Friends of the Guthrie	Other Commodities	45.00	45.00
G-01282	Gale Research	Materials	1,315.50	1,315.50
G-01283	Weston Woods Accts Receivable	Materials	1,924.40	1,924.40
G-01284	H.W. Wilson Company Lockbox	Materials	1,996.00	
		Materials	384.00	2,380.00
G-01285	Instructional Video, Inc.	Materials	380.05	380.05
G-01286	Gale Group	Materials	2,436.61	2,436.61
G-01287	Full Circle Bookstore	Materials	39.92	39.92
G-01288	Weiss Ratings, Inc.	Materials	897.90	897.90
G-01289	University of Alaska Press	Materials	27.88	27.88
G-01290	Blackstone Audio Books	Materials	150.00	150.00
G-01291	C. Mau Publishing Co.	Materials	111.41	111.41
G-01292	Random House, Inc	Materials	4,669.47	4,669.47
G-01293	Brilliance Corporation	Materials	586.71	586.71
G-01294	Gateway Films/Vision Video	Materials	143.90	143.90
G-01295	Audio Editions	Materials	949.21	949.21
G-01296	Ingram Library Service	Materials	1,180.01	1,180.01
G-01297	Sagebrush Corp.	Materials	1,722.05	1,722.05
G-01298	Center Point Large Print	Materials	498.42	498.42
G-01299	Baker & Taylor Books	Materials	3,503.38	3,503.38
G-01300	Baker & Taylor Entertainment	Materials	4,837.26	4,837.26
G-01301	Baker & Taylor Books	Materials	1,416.86	
		Materials	1,705.43	
		Materials	2,057.45	
		Materials	2,285.36	
		Materials	6,717.57	
		Materials	3,552.57	17,735.24
G-01302	Baker & Taylor Books	Materials	975.50	
		Materials	2,186.95	
		Materials	2,977.13	6,139.58
G-01303	Baker & Taylor Books	Materials	2,114.00	2,114.00
G-01304	Bank of Oklahoma	Payroll Transmittal-Chks	41,379.56	
		Payroll Transmittal-Chks	18,957.73	60,337.29
G-01305	Bank of Oklahoma	Federal Withholding Tax	34,642.10	
	** Continued **			

General Fund F.Y. 06-07

**Warrant Register**

October 2006

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01305	Bank of Oklahoma	Federal Withholding Tax	2,505.00	37,147.10
G-01306	Oklahoma Tax Commission	State Withholding Tax	14,143.00	
		State Withholding Tax	1,145.00	15,288.00
G-01307	Mun. Employees Credit Union	Employee Cr Union Deducts	9,871.51	
		Employee Cr Union Deducts	140.00	10,011.51
G-01308	United Way of Central Oklahoma	Employee Deductions	261.25	
		Employee Deductions	5.00	266.25
G-01309	Ken Felker & Associates	Employee Deductions	10.73	10.73
G-01310	Oklahoma Tax Commission	Employee Deductions	301.45	301.45
G-01311	Bank of America	Payroll Transmittal-DDep	176,157.76	
		Payroll Transmittal-DDep	23,049.29	199,207.05
G-01312	Nationwide Retirement Solution	Employee Deductions	7,274.07	7,274.07
G-01313	Transamerica Worksite Mrktg.	Employee Deductions	615.42	615.42
G-01314	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,918.75	4,918.75
G-01315	Bank of Oklahoma	Employee Flexplan Deposit	7,870.06	7,870.06
G-01316	Bank of Oklahoma	Employee Soc/Sec Deposits	19,791.68	
		Employee Soc/Sec Deposits	3,074.99	
		Employee Medicare Deposit	4,705.06	
		Employee Medicare Deposit	719.09	
		Employer Soc/Sec Deposits	22,866.69	
		Employer Medicare Deposit	5,424.36	56,581.87
G-01317	MassMutual Financial Group	Employee Contrib -- DC PI	9,215.75	
		Employer Contrib -- DC PI	11,139.59	20,355.34
G-01318	Love, Beal & Nixon, P.C.	Employee Deductions	142.13	142.13
G-01319	Okla Dept. of Human Services	Employee Deductions	115.00	115.00
G-01320	Administrative Systems, Inc.	Employee Deductions	945.21	945.21
G-01321	Oklahoma Natural Gas Co.	Gas Services	325.22	325.22
G-01322	City of Bethany	Water & Garbage Services	122.95	122.95
G-01323	Triangle/A & E	Printing	36.00	36.00
G-01324	Brodart, Inc.	Supplies	567.00	
		Supplies	2,445.10	3,012.10
G-01325	Southwestern Stationery and	Supplies	17.00	
		Supplies	28.99	
		Printing	4,988.10	5,034.09
G-01326	Locke Supply Co.	Maintenance of Facilities	.94	
		Maintenance of Facilities	74.94	75.88
G-01327	Demco	Furniture	443.20	443.20
G-01328	Gaylord Bros.	Furniture	970.13	
		Supplies	244.56	1,214.69
G-01329	Highsmith Co., Inc.	Programming Supplies	66.80	66.80
G-01330	Standard Printing Co., Inc.	Printing	1,101.00	1,101.00
G-01331	Donna Morris	Telephone Services	50.00	50.00
G-01332	Xerox Corp.	Maintenance of Facilities	174.00	174.00
G-01333	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01334	KOCY AM Radio	Library-Related Services	100.00	100.00
G-01335	FedEx	Automation Contractual	7.84	7.84
G-01336	U.S. Postmaster	Postage	6.25	6.25
G-01337	John Pansze	Programming	175.00	175.00
G-01338	Staples Business Advantage	Supplies	121.99	121.99
G-01339	Spaces, Inc.	Furniture	672.03	672.03
G-01340	Baudville	Supplies	74.60	74.60



General Fund F.Y. 06-07

Warrant Register

October 2006

Number	Vendor/Payee	Purpose		Amount
G-01341	Harmony Business Supplies	Supplies	4,191.75	4,191.75
G-01342	Margaret A. Gaeddert	Professional Services	145.00	145.00
G-01343	Staples Credit Plan	Supplies	29.96	29.96
G-01344	Full Circle Bookstore	Programming	89.00	89.00
G-01345	Superior Security	Security Services	4,907.25	
		Security Services	3,871.00	8,778.25
G-01346	Jonathan Willis	Telephone Services	35.00	35.00
G-01347	Oklahoma Gazette	Library-Related Services	558.90	558.90
G-01348	Miranda Arana	Programming	25.00	25.00
G-01349	Sheau Kang Hew	Programming	25.00	25.00
G-01350	Scott's Printing & Copying	Printing	564.07	
		Printing	311.78	875.85
G-01351	Woodland Inn	Programming	400.00	400.00
G-01352	AAP	Other Commodities	15.00	15.00
G-01353	Francie Pendleton	Mileage	13.35	13.35
G-01354	XPEDX	Supplies	373.01	
		Supplies	333.28	706.29
G-01355	Summit Mailing Systems, Inc.	Maintenance of Facilities	122.35	122.35
G-01356	Walker Companies	Supplies	72.70	72.70
G-01357	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01358	United States Postal Service	Postage	1,000.00	1,000.00
G-01359	FOI Oklahoma	Registration	50.00	
		Registration	35.00	85.00
G-01360	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	65.00	
		Maintenance of Facilities	74.90	139.90
G-01361	The Library Store, Inc.	Supplies	47.81	47.81
G-01362	Jimmy Welch	Telephone Services	25.00	25.00
G-01363	Debbie Robertus	Memberships	35.00	35.00
G-01364	Michael Corley	Programming	119.00	119.00
G-01365	BMI Systems Corp.	Maintenance of Equipment	57.52	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	245.97	
		Maintenance of Equipment	73.82	
		Maintenance of Equipment	117.21	523.27
G-01366	Comprehensive, Inc.	Supplies	45.18	45.18
G-01367	Oklahoma Center for Nonprofits	Professional Services	180.00	180.00
G-01368	Clarion Meridian Hotel	Professional Services	10,224.80	10,224.80
G-01369	MassMutual Financial Group	Employer Contrib-DC PI	45.66	45.66
G-01370	Dean Johnson	Programming	300.00	300.00
G-01371	The State Chamber	Memberships	90.00	90.00
G-01372	Lisa M. Wood	Other Commodities	79.29	79.29
G-01373	Ford Audio-Video	Maintenance of Facilities	145.00	145.00
G-01374	Oklahoma Press Service	Library-Related Services	134.60	134.60
G-01375	John Wood	Telephone Services	50.00	50.00
G-01376	Public Library Association	Registration	695.00	695.00
G-01377	AT&T Yellow Pages	Library-Related Services	744.00	744.00
G-01378	Commercial Card Solutions	Maintenance Supplies	142.46	
		Programming Supplies	55.27	
		Safety Supplies	805.70	
		Promotion Gifts	235.35	
		Supplies	287.25	
		Software	305.00	

\*\* Continued \*\*



General Fund F.Y. 06-07

Warrant Register

October 2006

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01378	Commercial Card Solutions	Software	469.00
		Supplies	299.95
		Professional Services	.15
		Professional Services	30.00
		Automation Contractual	9.95
			2,640.08
G-01379	Library Video Network	Supplies	105.00
G-01380	Metro Family	Library-Related Services	650.00
G-01381	John L. Hilbert	Programming	80.39
G-01382	Construction Industries Board	Professional Services	50.00
G-01383	MagnetStreet	Programming Supplies	230.50
G-01384	Susan H. Wood	Programming	125.00
G-01385	Lesli Jones	Library-Related Services	280.00
G-01386	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00
G-01387	Mickey Sherman	Programming	70.00
G-01388	Kone Inc	Maintenance of Facilities	1,135.00
G-01389	Smart Technologies	Automation Contractual	1,649.10
G-01390	Angela Wall	Programming	60.00
G-01391	Erika Diel	Maintenance of Facilities	120.00
		Maintenance of Facilities	120.00
			240.00
G-01392	Trigen-OKC Energy Corporation	Energy Services	11,385.38
G-01393	Baker & Taylor Books	Materials	3,362.40
G-01394	Facts On File, Inc.	Materials	635.58
G-01395	Recorded Books, LLC	Materials	201.59
G-01396	Instructional Video, Inc.	Materials	92.44
G-01397	Gale Group	Materials	3,005.30
G-01398	Live Oak Media	Materials	61.38
G-01399	Library Video Co.	Materials	508.30
G-01400	Morningstar	Materials	145.00
G-01401	Genealogical Publishing Co, Inc	Materials	742.80
G-01402	Random House, Inc	Materials	2,664.00
G-01403	C. Jacobs	Materials	30.00
G-01404	Ingram Library Service	Materials	2,195.50
G-01405	Information Today, Inc.	Materials	1,026.20
G-01406	Audio Editions	Materials	720.98
G-01407	Ingram Library Service	Materials	354.51
G-01408	Sagebrush Corp.	Materials	23.60
G-01409	Center Point Large Print	Materials	587.67
G-01410	ProQuest	Materials	15,805.00
G-01411	Finder Binder	Materials	100.00
G-01412	Baker & Taylor Books	Materials	2,339.18
G-01413	Baker & Taylor Entertainment	Materials	3,993.86
G-01414	Baker & Taylor Books	Materials	1,676.78
		Materials	1,171.07
		Materials	741.50
		Materials	3,862.72
		Materials	2,598.87
		Materials	5,506.14
		Materials	639.16
			16,196.24
G-01415	Baker & Taylor Books	Materials	2,077.96
		Materials	4,262.14
		Materials	6,810.44
			13,150.54

General Fund F.Y. 06-07

**Warrant Register**

October 2006

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-01416	Baker & Taylor Books	Materials	1,776.51	1,776.51
Total of FY 06-07 Warrants Issued				\$ 1,641,980.67

General Fund F.Y. 05-06

Warrant Register

October 2006

Number	Vendor/Payee	Purpose		Amount
G-05644	Light Bulb Supply Co., Inc.	Maintenance of Facilities	477.60	477.60
G-05645	Myra Golden Seminars	Professional Services	1,250.00	1,250.00
G-05646	aha! Process, Inc.	Prsentation	1,600.00	1,600.00
G-05647	Baker & Taylor Books	Materials	1,005.11	1,005.11
G-05648	Baker & Taylor Books	Materials	304.23	304.23
G-05649	United Mechanical	Maintenance of Facilities	299.00	299.00
G-05650	Baker & Taylor Books	Materials	266.80	266.80
G-05651	Baker & Taylor Books	Materials	1.92	1.92
G-05652	Scott Rice Co.	Furniture	1,076.76	1,076.76
G-05653	Spaces, Inc.	Furniture	753.00	753.00
G-05654	KTUZ Radio	Library-Related Services	375.00	375.00
G-05655	Bill's Pavement Maintenance	Construction	15,225.50	15,225.50
G-05656	Baker & Taylor Books	Materials	39.19	39.19
G-05657	William F Comstock, P.C.	Professional Services	250.00	250.00
G-05658	KOCY AM Radio	Library-Related Services	150.00	150.00
G-05659	Jacquelyn J. Taylor	Programming Supplies	169.68	
		Refund Payroll Deduction	1.00	
		Programming Supplies	57.58	
		Programming Supplies	75.02	
		Supplies	89.74	393.02
G-05660	CPI Office Products	Supplies	245.22	245.22
G-05661	Commercial Card Solutions	Registration	125.00	125.00
G-05662	Baker & Taylor Books	Materials	318.24	318.24
G-05663	Highsmith Co., Inc.	Programming Supplies	25.48	25.48
G-05664	Staples Credit Plan	Supplies	40.50	40.50
G-05665	Vance Hunt & Associates, Inc.	Furniture	5,311.44	5,311.44
Total of FY 05-06 Warrants Issued				\$ 29,533.01



Special Funds

Warrant Register

October 2006

Number	Vendor/Payee	Purpose		Amount
S-12493	U.S. Postmaster	Staff Recognition	167.70	167.70
S-12494	Michael A. Rightmyer	Lost & Paid Book Returned	3.00	3.00
S-12495	Jarad M. Gray	Lost & Paid Book Returned	14.99	14.99
S-12496	Brandy L. Collins	Lost & Paid Book Returned	3.00	3.00
S-12497	Asma Samour	Lost & Paid Book Returned	3.00	3.00
S-12498	Susan K. Smith	Lost & Paid Book Returned	8.99	8.99
S-12499	M. Katherine Harrison	Lost & Paid Book Returned	11.98	11.98
S-12500	Kristy D. Glover	Lost & Paid Book Returned	3.00	3.00
S-12501	Beverly A. Loveless	Lost & Paid Book Returned	3.00	3.00
S-12502	Pamela D. Fricker	Prepaid Balance Refund	3.40	3.40
S-12503	Ford Audio-Video	Audio/Visual Equipment	1,186.74	
		Audio/Visual Equipment	1,432.28	
		Audio/Visual Equipment	1,588.50	4,207.52
S-12504	Bei Xu	Lost & Paid Book Returned	7.69	7.69
S-12505	Julie M. Reynolds	Lost & Paid Book Returned	22.95	22.95
S-12506	Jerry D. Love	Lost & Paid Book Returned	6.60	6.60
S-12507	Linda G. Branson	Lost & Paid Book Returned	11.95	11.95
S-12508	Mikayal H. George	Lost & Paid Book Returned	3.00	3.00
S-12509	Betty J. Wiegard	Lost & Paid Book Returned	3.00	3.00
S-12510	Malinda L. Huffaker	Lost & Paid Book Returned	19.95	19.95
S-12511	Linda G. Alyea	Lost & Paid Book Returned	13.75	13.75
S-12512	Michelle Y. MacFarlane	Lost & Paid Book Returned	30.00	30.00
S-12513	Chrissy D. Hurd	Lost & Paid Book Returned	12.95	12.95
S-12514	Standley Systems	Copier Usage	379.78	
		Copier Usage	176.43	556.21
S-12515	Diane Sharp	Mileage	19.36	19.36
S-12516	Midfirst Bank	Gifts	100.00	100.00
S-12517	Anna L. Clowers	Lost & Paid Book Returned	16.95	16.95
S-12518	Lyvia J. Frank	Lost & Paid Book Returned	3.00	3.00
S-12519	Adriel Garcia	Lost & Paid Book Returned	12.99	12.99
S-12520	Giang T. Vu	Lost & Paid Book Returned	3.00	3.00
S-12521	Amy H. Gent	Lost & Paid Book Returned	3.95	3.95
S-12522	Matthew D. Webb	Lost & Paid Book Returned	14.90	14.90
S-12523	Pamela L. Cronk	Lost & Paid Book Returned	16.00	16.00
S-12524	Ginger D. Clark	Lost & Paid Book Returned	13.20	13.20
S-12525	Jan Reynolds	Lost & Paid Book Returned	4.39	4.39
S-12526	Dayna Dunbar	Programming	2,900.00	2,900.00
S-12527	Norman Music Center	Furn Fixtures Equipment	850.00	850.00
S-12528	Norman Music Center	Furn Fixtures Equipment	1,165.00	1,165.00
S-12529	Commercial Card Solutions	06/Inasmuch	221.20	
		06/Inasmuch	150.76	371.96
S-12530	Oklahoma Tax Commission	State Sales Tax-Sep 2006	195.90	195.90
S-12531	Joshua Neuenschwander	Lost & Paid Book Returned	14.95	14.95
S-12532	Susan C. McVey	Lost & Paid Book Returned	21.99	21.99
S-12533	Brandy C. McClendon	Lost & Paid Book Returned	15.95	15.95
S-12534	Sharen F. Vick	Lost & Paid Book Returned	17.00	17.00
S-12535	Lisa A. Rice	Lost & Paid Book Returned	3.00	3.00
S-12536	Olga Fernandez	Lost & Paid Book Returned	3.00	3.00
S-12537	Wilson P. McDonald	Lost & Paid Book Returned	7.95	7.95
S-12538	Martha C. Baxter	Lost & Paid Book Returned	7.00	7.00
S-12539	Courtney D. Roberson	Lost & Paid Book Returned	26.95	26.95
S-12540	Tyler J. Reid	Lost & Paid Book Returned	16.95	16.95

Special Funds

Warrant Register

October 2006

Number	Vendor/Payee	Purpose		Amount
S-12541	Paul S. Burkhart	Lost & Paid Book Returned	23.95	23.95
S-12542	Kristin M. Mahathey	Lost & Paid Book Returned	15.00	15.00
S-12543	Things Remembered	Staff Recognition	51.49	51.49
S-12544	Midwest Trophy Mfg. Co., Inc.	Staff Recognition	15.00	15.00
S-12545	James D. Curtis, Jr	Lost & Paid Book	15.95	15.95
S-12546	Sheryl L. Milton	Lost & Paid Book Returned	11.70	11.70
S-12547	Metropolitan Library System	Transfer of Fines & Fees	44,000.00	44,000.00
S-12548	Oklahoma Tax Commission	State Sales Tax-Sep 2006	296.91	296.91
S-12549	Southwest Solutions Group, Inc	Furniture Fixtures & Equi	9,318.23	9,318.23
S-12550	Karen A. James	Lost & Paid Book Returned	3.00	3.00
S-12551	Walter Wayne McEvilly	Staff Appreciation	200.00	200.00
S-12552	Linda K. Steele	Lost & Paid Book Returned	14.95	14.95
S-12553	Amy E. DiPaula	Lost & Paid Book Returned	3.00	3.00
S-12554	Shari L. Lopp	Lost & Paid Book Returned	4.09	4.09
S-12555	Brian Durham	Lost & Paid Book Returned	3.00	3.00
S-12556	Business Imaging Systems, Inc.	Equipment	721.00	721.00
S-12557	Cultural Surroundings	Furniture	3,188.36	
		Furniture	1,014.90	
		Furniture	2,979.25	7,182.51
S-12558	Orit Rabkin	Programming	200.00	200.00
S-12559	Full Circle Bookstore	Programming Supplies	104.63	104.63
Total of Special Funds Warrants Issued				\$ 73,127.38

I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

11-9-06  
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

11-10-06  
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: Cancellation of Contract and Award of New Contract for ¾ Ton Cab and Chassis Trucks**

The Commission awarded the contract to purchase two ¾ ton cab and chassis trucks on August 24, 2006 (Doc #14A). The contract was awarded against the Oklahoma State Contract #SW0035 to City Chevrolet.

Chevrolet Motor Corporation decided to cease production of the 2006 Chevrolet cab and chassis as of August 1, 2006. The state contract stated that orders would be accepted through August 2006. The Library did not learn of this deadline until after September 6, 2006. City Chevrolet is no longer the state contract vendor for Chevrolet cab and chassis trucks.

The state contract for Vehicles (#SW0035) has been awarded to Hudiburg Chevrolet for the 2007 Chevrolet cab and chassis trucks. The Library wishes to purchase two, 2007 Chevrolet cab and chassis trucks from Hudiburg Chevrolet.

Quantity	Model or Code	Description	Contract Price	Extended Price
2	2500HD	¾ Ton Cab & Chassis	\$17,257.00	\$34,514.00
2	#58	Delete 8' Bed	(\$156.00)	(\$312.00)
2	#77	Extended Mirrors	\$95.00	\$190.00
<b>Total</b>				<b>\$34,392.00</b>

### **RECOMMENDATION:**

That the Commission cancel the contract to City Chevrolet and approve the purchase of two, 2007 Chevrolet, ¾ ton cab and chassis trucks, from Hudiburg Chevrolet in the amount of \$34,392.00. Adequate funding is provided in the Fiscal Year budget 2006-07, account 409 and the Endowment Grant, account 901.

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

***The A & P Committee met September 26, 2006, for:***

I. Executive Session

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

Review the grievance of Lisa Weissenbuehler, Library Manager at the Village Library, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director.

## **METROPOLITAN LIBRARY COMMISSION**

## **OF OKLAHOMA COUNTY**

### **ADMINISTRATIVE & PERSONNEL COMMITTEE**

#### **MINUTES**

DATE: Tuesday, September 26, 2006 TIME: 2:00 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, September 7, 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 September 22, 2006, in conformity with the Oklahoma Open Meeting Act

#### **COMMITTEE MEMBERS PRESENT:**

Dr. Ann Caine  
Shirley Pritchett  
Marguerite Ross

#### **COMMITTEE MEMBERS EXCUSED:**

Carolyn Cornelius

#### **OTHERS PRESENT:**

Hugh Rice, Chair, Metropolitan Library Commission  
Bill Hall, Attorney for Lisa Weissenbuehler  
Lisa Weissenbuehler  
Gayle Barrett, Attorney for Metropolitan Library System

#### **ESTIMATE OF OTHERS PRESENT: 7**

I. The meeting was called to order at 2:00 p.m. by Mr. Hugh Rice, Chair of the Metropolitan Library Commission.



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

II. Mr. Rice called for a motion to move into Executive Session to review the grievance of Lisa Weissenbuehler, Library Manager at the Village Library, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

**Dr. Ann Caine moved to go into Executive Session. Ms. Marguerite Ross seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 2:03 p.m.

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

The Committee ended Executive Session at 5:10 p.m.

III. Mr. Rice called for the motion from committee.

**Dr. Ann Caine moved, Based on information received and testimony heard at this hearing the A&P Committee of the Metropolitan Library Commission upholds the recommendation of the administration of the Metropolitan Library System to terminate Lisa Weissenbuehler. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.**

IV. Mr. Rice adjourned the meeting at 5:20 p.m.



Donna Morris,  
Executive Director  
(Secretary)

## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **MLS 2007 LIBRARY HOLIDAY AND CLOSING SCHEDULE DRAFT**

Attached is the proposed Library System Holiday and Closing Schedule for 2007.

The current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two "floating holidays" to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays. The proposed holiday schedule closely follows the Federal Holiday observance calendar.

#### **Attachments**

- MLS 2007 Library Holiday and Closing Schedule
- MLS - Holiday Policy

### **RECOMMENDATION:**

That the Commission approves the MLS 2007 Library Holiday and Closing Schedule as presented.

## 2007 LIBRARY HOLIDAY AND CLOSING SCHEDULE

Full-Time  
Workweek

### Workweek of December 25 - December 31, 2006

Sun., December 31, 2006 - Libraries Closed

### 2007 Library Holiday and Closing Schedule

#### Workweek of January 1 - 7, 2007

Mon., January 1, 2007 - Libraries Closed - **Paid Holiday** 32

#### Workweek of January 15 - 21, 2007 (Martin Luther King, Jr. Day)

Mon., January 15, 2007 - Libraries Closed - **Paid Holiday** 32

#### Workweek of April 2 - 8, 2007 (Easter Week)

Sun., April 8, 2007 - Libraries Closed 40

#### Workweek of May 21 - 27, 2007 (Memorial Day Weekend)

Sun., May 27, 2007 - Libraries Closed 40

#### Workweek of May 28 - June 3, 2007 (Memorial Day)

Mon., May 28, 2007 - Libraries Closed - **Paid Holiday** 32

#### Workweek of July 2 - 8, 2007 (Independence Day)

Wed., July 4, 2007 - Libraries Closed - **Paid Holiday** 32

#### Workweek of August 27 - September 2, 2007 (Labor Day Weekend)

Sun., September 2, 2007 - Libraries Closed 40

#### Workweek of September 3- 9, 2007 (Labor Day)

Mon., September 3, 2007 - Libraries Closed - **Paid Holiday** 32

#### Workweek of October 8 - 14, 2007, (Staff Development Day)

Mon., October 8, 2007 - Libraries Closed 40

#### Workweek of November 19 - 25, 2007 (Thanksgiving Period)

Wed., November 21, 2007 - Libraries Close at 6 p.m. 24

Thurs., November 22, 2007 - Libraries Closed - **Paid Holiday**

Fri., November 23, 2007 - Libraries Closed - **Paid Holiday**

#### Workweek of December 24 - 30, 2007 (Christmas Period)

Sun., December 23, 2007 - Libraries Closed 24

Mon., December 24, 2007 - Libraries Closed - **Paid Holiday**

Tues., December 25, 2007 - Libraries Closed - **Paid Holiday**

Sun., December 30, 2007 - Libraries Closed

### 2008 Library Holiday and Closing Schedule

#### Workweek of December 31, 2007 - January 6, 2008 (New Year's)

Mon., December 31, 2007 - Libraries Close at 6 p.m. except DN @ 5 p.m. 32

Tues., January 1, 2008 - Libraries Closed - **Paid Holiday**

For workweeks with one holiday, libraries and offices will be open their normal schedule with the exception of that holiday; however, full-time employees should be scheduled to work only 32 hours during the week. Employees eligible for partial holiday pay should be prorated accordingly.

For workweeks with two holidays, libraries and offices will be open their normal schedule with the exception of those two holidays; however, full-time employees should be scheduled to work only 24 hours during the week.

Employees eligible for partial holiday pay should be prorated accordingly.



## METROPOLITAN LIBRARY SYSTEM HOLIDAY POLICY

1. Current policy grants full-time and designated FTE (budget account 101) staff nine paid holidays per calendar year plus two "floating holidays" (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policies under floating holidays.
2. Full-time employees normally work forty hours within a seven-day period known as a workweek.
3. The calendar workweek begins on Monday and ends on Sunday; in a week when a paid holiday is scheduled, the full-time employee's workweek is thirty-two hours rather than forty. When two paid holidays fall during the same week, the full-time employee's workweek is twenty-four hours. Less than full-time employees receive a prorated amount of holiday hours under the provision of category 2 and 3 employees in leave policies.
4. New employees or employees promoting or otherwise moving into category 1, 2, or 3 status will be eligible for paid holidays providing the effective date of employment or other action falls on or prior to the holiday. An employee hired effective the day following a paid holiday or an employee whose status changes the day following a paid holiday will not receive pay for the holiday.
5. An employee on leave without pay status on both the last work day prior to the holiday and the first work day following the holiday will not receive pay for the holiday.
6. Employees terminating employment are required to report to and work the last day and therefore are not eligible to end their employment on a paid holiday or floating holiday. Service terminates with the last day of work regardless of whether there is an annual leave balance to be paid off.
7. If a holiday falls within a period of annual vacation leave, sick leave or other form of paid leave, leave time will not be charged for the holiday.
8. If an employee is required to work on a paid holiday because of weather conditions, equipment change-overs or malfunctions, or other situation, the employee will receive equivalent time off at the earliest practical time within the same work week. If it is known that work will be required on a holiday prior to the date, the in lieu time can be given in advance. Under this situation, should for some reason the employee not work on the actual holiday, the time would need to be charged to annual vacation leave, floating holiday or, in the case of illness, sick leave. If no leave were available or applicable, the time would become leave without pay. If equivalent time off in the same workweek is not possible, a non-overtime exempt employee would receive time-and-one-half pay for the holiday.

**REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

**Lease Agreement for Café Operator**

Draft

**This document has been pulled for further study.**

**It is anticipated this document will be on the agenda for the December commission meeting.**

## Circulation Gains and Losses

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

SEPTEMBER 30, 2006		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	06	41616	137862	13371	41437	54987	179299	
	07	42779	137944	15876	46519	58655	184463	
		<b>1163</b>	<b>82</b>	<b>2505</b>	<b>5082</b>	<b>3668</b>	<b>5164</b>	<b>2.9</b>
BETHANY	06	26962	85241	10831	35079	37793	120320	
	07	25842	84692	12587	40441	38429	125133	
		<b>-1120</b>	<b>-549</b>	<b>1756</b>	<b>5362</b>	<b>636</b>	<b>4813</b>	<b>4.0</b>
CAPITOL HILL	06	7015	22169	2287	8417	9302	30586	
	07	7124	21775	3355	11165	10479	32940	
		<b>109</b>	<b>-394</b>	<b>1068</b>	<b>2748</b>	<b>1177</b>	<b>2354</b>	<b>7.7</b>
CHOCTAW	06	9278	30066	5732	18332	15010	48398	
	07	10090	31960	6236	19620	16326	51580	
		<b>812</b>	<b>1894</b>	<b>504</b>	<b>1288</b>	<b>1316</b>	<b>3182</b>	<b>6.6</b>
DEL CITY	06	13880	47616	5393	19461	19273	67077	
	07	13383	44221	5415	18793	18798	63014	
		<b>-497</b>	<b>-3395</b>	<b>22</b>	<b>-668</b>	<b>-475</b>	<b>-4063</b>	<b>-6.1</b>
DOWNTOWN	06	21906	71988	7104	24606	29010	96594	
	07	22213	71663	7207	25191	29420	96854	
		<b>307</b>	<b>-325</b>	<b>103</b>	<b>585</b>	<b>410</b>	<b>260</b>	<b>.3</b>
EDMOND	06	56388	184732	41485	130620	97873	315352	
	07	58448	193771	45064	145485	103512	339256	
		<b>2060</b>	<b>9039</b>	<b>3579</b>	<b>14865</b>	<b>5639</b>	<b>23904</b>	<b>7.6</b>
MIDWEST CITY	06	29906	95239	10793	39083	40699	134322	
	07	31905	102970	12016	41576	43921	144546	
		<b>1999</b>	<b>7731</b>	<b>1223</b>	<b>2493</b>	<b>3222</b>	<b>10224</b>	<b>7.6</b>
RALPH ELLISON	06	5378	17472	1450	5349	6828	22821	
	07	5017	16059	1688	5393	6705	21452	
		<b>-361</b>	<b>-1413</b>	<b>238</b>	<b>44</b>	<b>-123</b>	<b>-1369</b>	<b>-6.0</b>
SOUTHERN OAKS	06	38205	123822	13530	43410	51735	167232	
	07	40354	129233	13486	44196	53840	173429	
		<b>2149</b>	<b>5411</b>	<b>-44</b>	<b>786</b>	<b>2105</b>	<b>6197</b>	<b>3.7</b>
VILLAGE	06	30225	99225	13839	45660	44064	144885	
	07	30474	97302	14809	47680	45283	144982	
		<b>249</b>	<b>-1923</b>	<b>970</b>	<b>2020</b>	<b>1219</b>	<b>97</b>	<b>.1</b>
WARR ACRES	06	30445	97993	13019	45401	43464	143394	
	07	26993	90835	13885	46104	40878	136939	
		<b>-3452</b>	<b>-7158</b>	<b>866</b>	<b>703</b>	<b>-2586</b>	<b>-6455</b>	<b>-4.5</b>



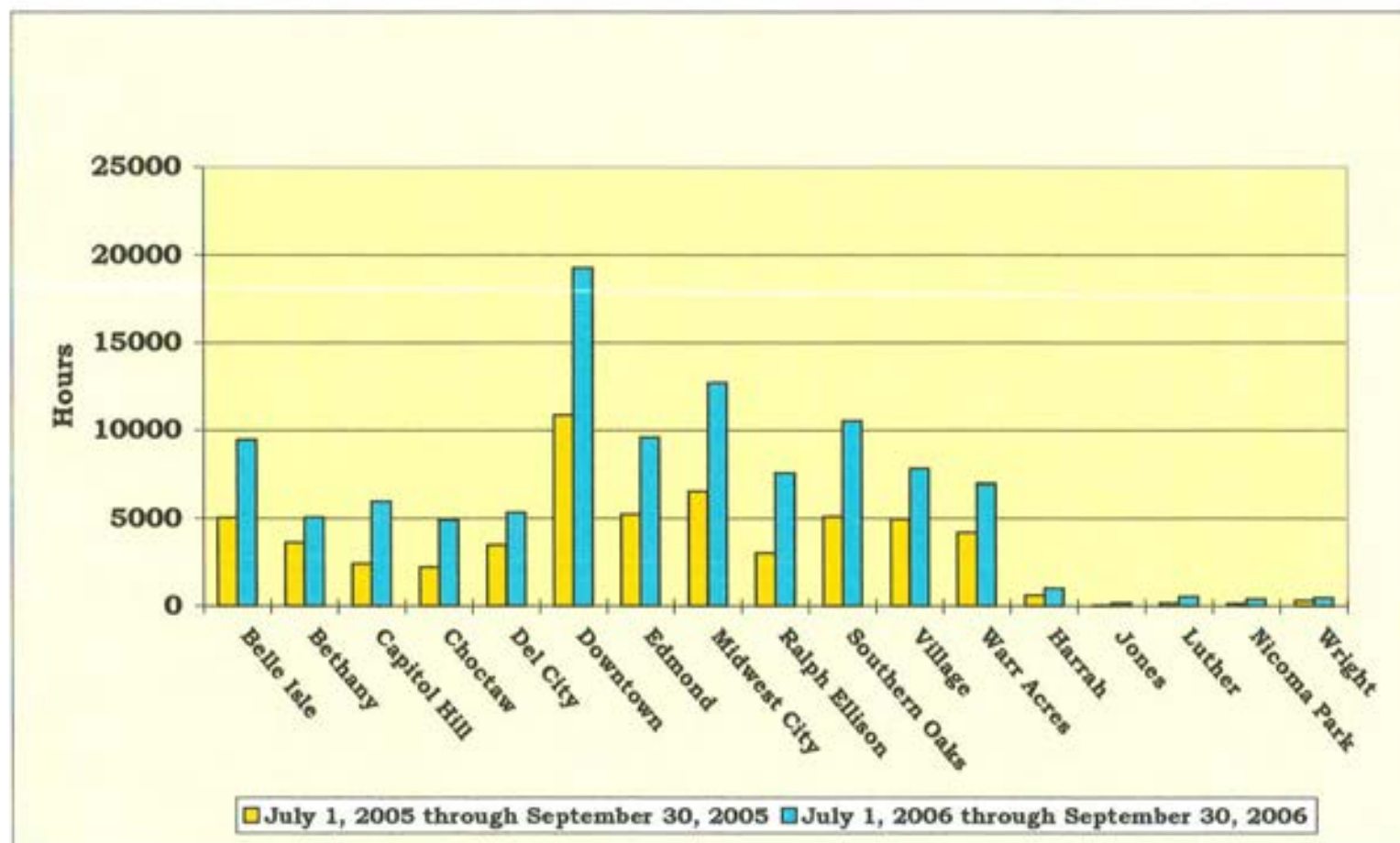
## **Circulation Gains and Losses**

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

SEPTEMBER 30, 2006		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	06	3240	10505	1049	3647	4289	14152	
	07	3508	10198	1322	4527	4830	14725	
		<b>268</b>	<b>-307</b>	<b>273</b>	<b>880</b>	<b>541</b>	<b>573</b>	<b>4.0</b>
JONES	06	909	2765	236	756	1145	3521	
	07	1109	3502	265	831	1374	4333	
		<b>200</b>	<b>737</b>	<b>29</b>	<b>75</b>	<b>229</b>	<b>812</b>	<b>23.1</b>
LUTHER	06	2835	8885	838	3595	3673	12480	
	07	3673	10577	1070	3673	4743	14250	
		<b>838</b>	<b>1692</b>	<b>232</b>	<b>78</b>	<b>1070</b>	<b>1770</b>	<b>14.2</b>
NICOMA PARK	06	1793	5865	396	1876	2189	7741	
	07	1907	5455	489	1437	2396	6892	
		<b>114</b>	<b>-410</b>	<b>93</b>	<b>-439</b>	<b>207</b>	<b>-849</b>	<b>-11.0</b>
WRIGHT	06	790	2210	128	417	918	2627	
	07	679	1916	132	511	811	2427	
		<b>-111</b>	<b>-294</b>	<b>4</b>	<b>94</b>	<b>-107</b>	<b>-200</b>	<b>-7.6</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	06	9332	28107	11650	35188	20982	63295	
	07	9323	27953	11873	35870	21196	63823	
		<b>-9</b>	<b>-154</b>	<b>223</b>	<b>682</b>	<b>214</b>	<b>528</b>	<b>.8</b>
BOOKS-BY-MAIL	06	1448	4756	0	0	1448	4756	
	07	955	4596	0	0	955	4596	
		<b>-493</b>	<b>-160</b>	<b>0</b>	<b>0</b>	<b>-493</b>	<b>-160</b>	<b>-3.4</b>
TOTALS	06	331551	1076518	153131	502334	484682	1578852	
	07	335776	1086622	166775	539012	502551	1625634	
		<b>4225</b>	<b>10104</b>	<b>13644</b>	<b>36678</b>	<b>17869</b>	<b>46782</b>	<b>3.0</b>

## Total Computer Hours Used by Library

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)



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## Total Computer Usage

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	432		4,337		1,596.27		2,139		13,562		5,037.94	
	07	462		4,469		3,142.60		2,210		13,605		9,454.62	
		30	6.9	132	3.0	1,546.33	96.9	71	3.3	43	.3	4,416.68	87.7
BETHANY	06	280		2,778		1,151.50		1,362		8,863		3,635.07	
	07	247		2,309		1,663.36		1,259		7,272		5,099.52	
		-33	-11.8	-469	-16.9	511.86	44.5	-103	-7.6	-1,591	-18.0	1,464.45	40.3
CAPITOL HILL	06	257		2,133		815.48		1,077		6,217		2,440.52	
	07	288		2,472		1,819.35		1,288		8,262		5,990.90	
		31	12.1	339	15.9	1,003.87	123.1	211	19.6	2,045	32.9	3,550.38	145.5
CHOCTAW	06	159		1,959		764.03		715		5,540		2,243.55	
	07	163		1,869		1,576.98		840		5,647		4,921.65	
		4	2.5	-90	-4.6	812.95	106.4	125	17.5	107	1.9	2,678.10	119.4
DEL CITY	06	240		2,883		1,172.97		1,317		8,708		3,492.72	
	07	254		2,384		1,764.06		1,238		7,342		5,349.75	
		14	5.8	-499	-17.3	591.09	50.4	-79	-6.0	-1,366	-15.7	1,857.03	53.2
DOWNTOWN	06	555		8,513		3,559.56		2,713		26,409		10,867.43	
	07	451		8,242		6,308.38		2,361		24,567		19,265.89	
		-104	-18.7	-271	-3.2	2,748.82	77.2	-352	-13.0	-1,842	-7.0	8,398.46	77.3
EDMOND	06	480		4,823		1,659.57		2,470		15,216		5,267.14	
	07	470		4,415		3,139.47		2,399		13,890		9,597.61	
		-10	-2.1	-408	-8.5	1,479.90	89.2	-71	-2.9	-1,326	-8.7	4,330.47	82.2
MIDWEST CITY	06	584		5,836		2,094.20		2,897		18,209		6,547.74	
	07	651		5,566		4,076.04		3,065		17,788		12,709.56	
		67	11.5	-270	-4.6	1,981.84	94.6	168	5.8	-421	-2.3	6,161.82	94.1
RALPH ELLISON	06	273		2,762		963.89		1,337		8,407		3,021.58	
	07	315		3,182		2,471.48		1,542		9,391		7,523.38	
		42	15.4	420	15.2	1,507.59	156.4	205	15.3	984	11.7	4,501.80	149.0

## Total Computer Usage

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	541		4,306		1,654.62		2,471		13,075		5,107.67	
	07	579		4,700		3,349.20		2,712		15,431		10,530.23	
		<b>38</b>	<b>7.0</b>	<b>394</b>	<b>9.2</b>	<b>1,694.58</b>	<b>102.4</b>	<b>241</b>	<b>9.8</b>	<b>2,356</b>	<b>18.0</b>	<b>5,422.56</b>	<b>106.2</b>
VILLAGE	06	492		4,304		1,577.81		2,308		13,564		4,984.04	
	07	398		3,801		2,548.16		2,031		11,825		7,796.66	
		<b>-94</b>	<b>-19.1</b>	<b>-503</b>	<b>-11.7</b>	<b>970.35</b>	<b>61.5</b>	<b>-277</b>	<b>-12.0</b>	<b>-1,739</b>	<b>-12.8</b>	<b>2,812.62</b>	<b>56.4</b>
WARR ACRES	06	382		3,703		1,348.76		1,736		11,514		4,215.32	
	07	336		3,326		2,279.98		1,706		10,148		6,960.01	
		<b>-46</b>	<b>-12.0</b>	<b>-377</b>	<b>-10.2</b>	<b>931.22</b>	<b>69.0</b>	<b>-30</b>	<b>-1.7</b>	<b>-1,366</b>	<b>-11.9</b>	<b>2,744.69</b>	<b>65.1</b>
HARRAH	06	31		412		214.17		190		1,211		610.57	
	07	41		478		359.67		213		1,364		1,011.19	
		<b>10</b>	<b>32.3</b>	<b>66</b>	<b>16.0</b>	<b>145.50</b>	<b>67.9</b>	<b>23</b>	<b>12.1</b>	<b>153</b>	<b>12.6</b>	<b>400.62</b>	<b>65.6</b>
JONES	06	4		35		17.15		29		124		58.14	
	07	8		81		52.84		40		252		180.88	
		<b>4</b>	<b>100.0</b>	<b>46</b>	<b>131.4</b>	<b>35.69</b>	<b>208.1</b>	<b>11</b>	<b>37.9</b>	<b>128</b>	<b>103.2</b>	<b>122.74</b>	<b>211.1</b>
LUTHER	06	15		150		66.22		84		451		191.23	
	07	28		214		148.44		162		681		536.87	
		<b>13</b>	<b>86.7</b>	<b>64</b>	<b>42.7</b>	<b>82.22</b>	<b>124.2</b>	<b>78</b>	<b>92.9</b>	<b>230</b>	<b>51.0</b>	<b>345.64</b>	<b>180.7</b>
NICOMA PARK	06	11		100		42.38		61		298		140.32	
	07	13		93		62.66		68		498		423.22	
		<b>2</b>	<b>18.2</b>	<b>-7</b>	<b>-7.0</b>	<b>20.28</b>	<b>47.9</b>	<b>7</b>	<b>11.5</b>	<b>200</b>	<b>67.1</b>	<b>282.90</b>	<b>201.6</b>
WRIGHT	06	14		282		107.06		67		817		324.64	
	07	11		278		167.33		72		791		496.31	
		<b>-3</b>	<b>-21.4</b>	<b>-4</b>	<b>-1.4</b>	<b>60.27</b>	<b>56.3</b>	<b>5</b>	<b>7.5</b>	<b>-26</b>	<b>-3.2</b>	<b>171.67</b>	<b>52.9</b>
TOTAL	06	4,750		49,316		18,805.64		22,973		152,185		58,185.62	
	07	4,715		47,879		34,930.00		23,206		148,754		107,848.25	
		<b>-35</b>	<b>-.7</b>	<b>-1,437</b>	<b>-2.9</b>	<b>16,124.36</b>	<b>85.7</b>	<b>233</b>	<b>1.0</b>	<b>-3,431</b>	<b>-2.3</b>	<b>49,662.63</b>	<b>85.4</b>

## Computer Usage by Adult Customers

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	346		3,561		1,342.79		1,805		11,553		4,339.64	
	07	372		3,851		2,707.74		1,879		11,958		8,318.23	
		<b>26</b>	<b>7.5</b>	<b>290</b>	<b>8.1</b>	<b>1,364.95</b>	<b>101.7</b>	<b>74</b>	<b>4.1</b>	<b>405</b>	<b>3.5</b>	<b>3,978.59</b>	<b>91.7</b>
BETHANY	06	230		2,367		1,025.20		1,138		7,536		3,193.27	
	07	185		1,950		1,406.07		986		6,022		4,244.85	
		<b>-45</b>	<b>-19.6</b>	<b>-417</b>	<b>-17.6</b>	<b>380.87</b>	<b>37.2</b>	<b>-152</b>	<b>-13.4</b>	<b>-1,514</b>	<b>-20.1</b>	<b>1,051.58</b>	<b>32.9</b>
CAPITOL HILL	06	160		1,444		597.72		706		4,226		1,756.26	
	07	142		1,071		854.70		697		3,410		2,646.23	
		<b>-18</b>	<b>-11.3</b>	<b>-373</b>	<b>-25.8</b>	<b>256.98</b>	<b>43.0</b>	<b>-9</b>	<b>-1.3</b>	<b>-816</b>	<b>-19.3</b>	<b>889.97</b>	<b>50.7</b>
CHOCTAW	06	108		1,168		494.63		495		3,450		1,473.71	
	07	120		1,226		1,031.96		571		3,641		3,131.66	
		<b>12</b>	<b>11.1</b>	<b>58</b>	<b>5.0</b>	<b>537.33</b>	<b>108.6</b>	<b>76</b>	<b>15.4</b>	<b>191</b>	<b>5.5</b>	<b>1,657.95</b>	<b>112.5</b>
DEL CITY	06	200		2,445		1,024.70		1,062		7,355		3,051.68	
	07	189		1,944		1,436.29		968		5,964		4,347.90	
		<b>-11</b>	<b>-5.5</b>	<b>-501</b>	<b>-20.5</b>	<b>411.59</b>	<b>40.2</b>	<b>-94</b>	<b>-8.9</b>	<b>-1,391</b>	<b>-18.9</b>	<b>1,296.22</b>	<b>42.5</b>
DOWNTOWN	06	473		7,514		3,271.17		2,280		23,249		9,910.37	
	07	359		7,665		5,898.12		1,956		21,831		17,220.21	
		<b>-114</b>	<b>-24.1</b>	<b>151</b>	<b>2.0</b>	<b>2,626.95</b>	<b>80.3</b>	<b>-324</b>	<b>-14.2</b>	<b>-1,418</b>	<b>-6.1</b>	<b>7,309.84</b>	<b>73.8</b>
EDMOND	06	389		4,292		1,507.82		2,094		13,495		4,733.95	
	07	373		3,690		2,615.02		1,930		11,456		7,821.40	
		<b>-16</b>	<b>-4.1</b>	<b>-602</b>	<b>-14.0</b>	<b>1,107.20</b>	<b>73.4</b>	<b>-164</b>	<b>-7.8</b>	<b>-2,039</b>	<b>-15.1</b>	<b>3,087.45</b>	<b>65.2</b>
MIDWEST CITY	06	452		4,501		1,684.12		2,310		14,252		5,310.83	
	07	504		4,226		3,108.88		2,406		13,320		9,621.50	
		<b>52</b>	<b>11.5</b>	<b>-275</b>	<b>-6.1</b>	<b>1,424.76</b>	<b>84.6</b>	<b>96</b>	<b>4.2</b>	<b>-932</b>	<b>-6.5</b>	<b>4,310.67</b>	<b>81.2</b>
RALPH ELLISON	06	210		2,019		735.51		1,027		6,213		2,305.85	
	07	231		2,422		1,856.20		1,150		6,791		5,166.21	
		<b>21</b>	<b>10.0</b>	<b>403</b>	<b>20.0</b>	<b>1,120.69</b>	<b>152.4</b>	<b>123</b>	<b>12.0</b>	<b>578</b>	<b>9.3</b>	<b>2,860.36</b>	<b>124.0</b>



## Computer Usage by Adult Customers

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	405		3,323		1,317.98		1,977		10,287		4,141.73	
	07	412		3,330		2,436.73		1,981		10,109		7,091.39	
		7	1.7	7	.2	1,118.75	84.9	4	.2	-178	-1.7	2,949.66	71.2
VILLAGE	06	389		3,473		1,304.10		1,914		11,134		4,141.10	
	07	301		2,730		1,854.06		1,578		8,576		5,727.63	
		-88	-22.6	-743	-21.4	549.96	42.2	-336	-17.6	-2,558	-23.0	1,586.53	38.3
WARR ACRES	06	327		3,188		1,208.49		1,484		9,470		3,609.97	
	07	279		2,591		1,784.64		1,385		7,798		5,415.79	
		-48	-14.7	-597	-18.7	576.15	47.7	-99	-6.7	-1,672	-17.7	1,805.82	50.0
HARRAH	06	23		320		160.88		146		996		508.38	
	07	32		346		237.89		148		987		672.35	
		9	39.1	26	8.1	77.01	47.9	2	1.4	-9	-.9	163.97	32.3
JONES	06	2		28		15.49		19		101		50.59	
	07	3		24		13.35		19		106		81.55	
		1	50.0	-4	-14.3	-2.14	-13.8		.0	5	5.0	30.96	61.2
LUTHER	06	10		104		51.12		52		260		120.47	
	07	16		111		92.37		83		338		276.80	
		6	60.0	7	6.7	41.25	80.7	31	59.6	78	30.0	156.33	129.8
NICOMA PARK	06	7		66		25.80		39		183		95.22	
	07	8		54		30.16		38		182		107.10	
		1	14.3	-12	-18.2	4.36	16.9	-1	-2.6	-1	-.5	11.88	12.5
WRIGHT	06	11		239		93.53		48		697		279.52	
	07	8		233		146.40		48		638		409.40	
		-3	-27.3	-6	-2.5	52.87	56.5		.0	-59	-8.5	129.88	46.5
TOTAL	06	3,742		40,052		15,861.05		18,596		124,457		49,022.54	
	07	3,534		37,464		27,510.58		17,823		113,127		82,300.20	
		-208	-5.6	-2,588	-6.5	11,649.53	73.4	-773	-4.2	-11,330	-9.1	33,277.66	67.9

## Computer Usage by Minor Customers

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	86		776		253.48		334		2,009		698.30	
	07	90		618		434.86		331		1,647		1,136.39	
		<b>4</b>	<b>4.7</b>	<b>-158</b>	<b>-20.4</b>	<b>181.38</b>	<b>71.6</b>	<b>-3</b>	<b>-9</b>	<b>-362</b>	<b>-18.0</b>	<b>438.09</b>	<b>62.7</b>
BETHANY	06	50		411		126.30		224		1,327		441.80	
	07	62		359		257.29		273		1,250		854.67	
		<b>12</b>	<b>24.0</b>	<b>-52</b>	<b>-12.7</b>	<b>130.99</b>	<b>103.7</b>	<b>49</b>	<b>21.9</b>	<b>-77</b>	<b>-5.8</b>	<b>412.87</b>	<b>93.5</b>
CAPTOL HILL	06	97		689		217.76		371		1,991		684.26	
	07	146		1,401		964.65		591		4,852		3,344.67	
		<b>49</b>	<b>50.5</b>	<b>712</b>	<b>103.3</b>	<b>746.89</b>	<b>343.0</b>	<b>220</b>	<b>59.3</b>	<b>2,861</b>	<b>143.7</b>	<b>2,660.41</b>	<b>388.8</b>
CHOCTAW	06	51		791		269.40		220		2,090		769.84	
	07	43		643		545.02		269		2,006		1,789.99	
		<b>-8</b>	<b>-15.7</b>	<b>-148</b>	<b>-18.7</b>	<b>275.62</b>	<b>102.3</b>	<b>49</b>	<b>22.3</b>	<b>-84</b>	<b>-4.0</b>	<b>1,020.15</b>	<b>132.5</b>
DEL CITY	06	40		438		148.27		255		1,353		441.04	
	07	65		440		327.77		270		1,378		1,001.85	
		<b>25</b>	<b>62.5</b>	<b>2</b>	<b>.5</b>	<b>179.50</b>	<b>121.1</b>	<b>15</b>	<b>5.9</b>	<b>25</b>	<b>1.8</b>	<b>560.81</b>	<b>127.2</b>
DOWNTOWN	06	82		999		288.39		433		3,160		957.06	
	07	92		577		410.26		405		2,736		2,045.68	
		<b>10</b>	<b>12.2</b>	<b>-422</b>	<b>-42.2</b>	<b>121.87</b>	<b>42.3</b>	<b>-28</b>	<b>-6.5</b>	<b>-424</b>	<b>-13.4</b>	<b>1,088.62</b>	<b>113.7</b>
EDMOND	06	91		531		151.75		376		1,721		533.19	
	07	97		725		524.45		469		2,434		1,776.21	
		<b>6</b>	<b>6.6</b>	<b>194</b>	<b>36.5</b>	<b>372.70</b>	<b>245.6</b>	<b>93</b>	<b>24.7</b>	<b>713</b>	<b>41.4</b>	<b>1,243.02</b>	<b>233.1</b>
MIDWEST CITY	06	132		1,335		410.08		587		3,957		1,236.91	
	07	147		1,340		967.16		659		4,468		3,088.06	
		<b>15</b>	<b>11.4</b>	<b>5</b>	<b>.4</b>	<b>557.08</b>	<b>135.8</b>	<b>72</b>	<b>12.3</b>	<b>511</b>	<b>12.9</b>	<b>1,851.15</b>	<b>149.7</b>
RALPH ELLISON	06	63		743		228.38		310		2,194		715.73	
	07	84		760		615.28		392		2,600		2,357.17	
		<b>21</b>	<b>33.3</b>	<b>17</b>	<b>2.3</b>	<b>386.90</b>	<b>169.4</b>	<b>82</b>	<b>26.5</b>	<b>406</b>	<b>18.5</b>	<b>1,641.44</b>	<b>229.3</b>

## Computer Usage by Minor Customers

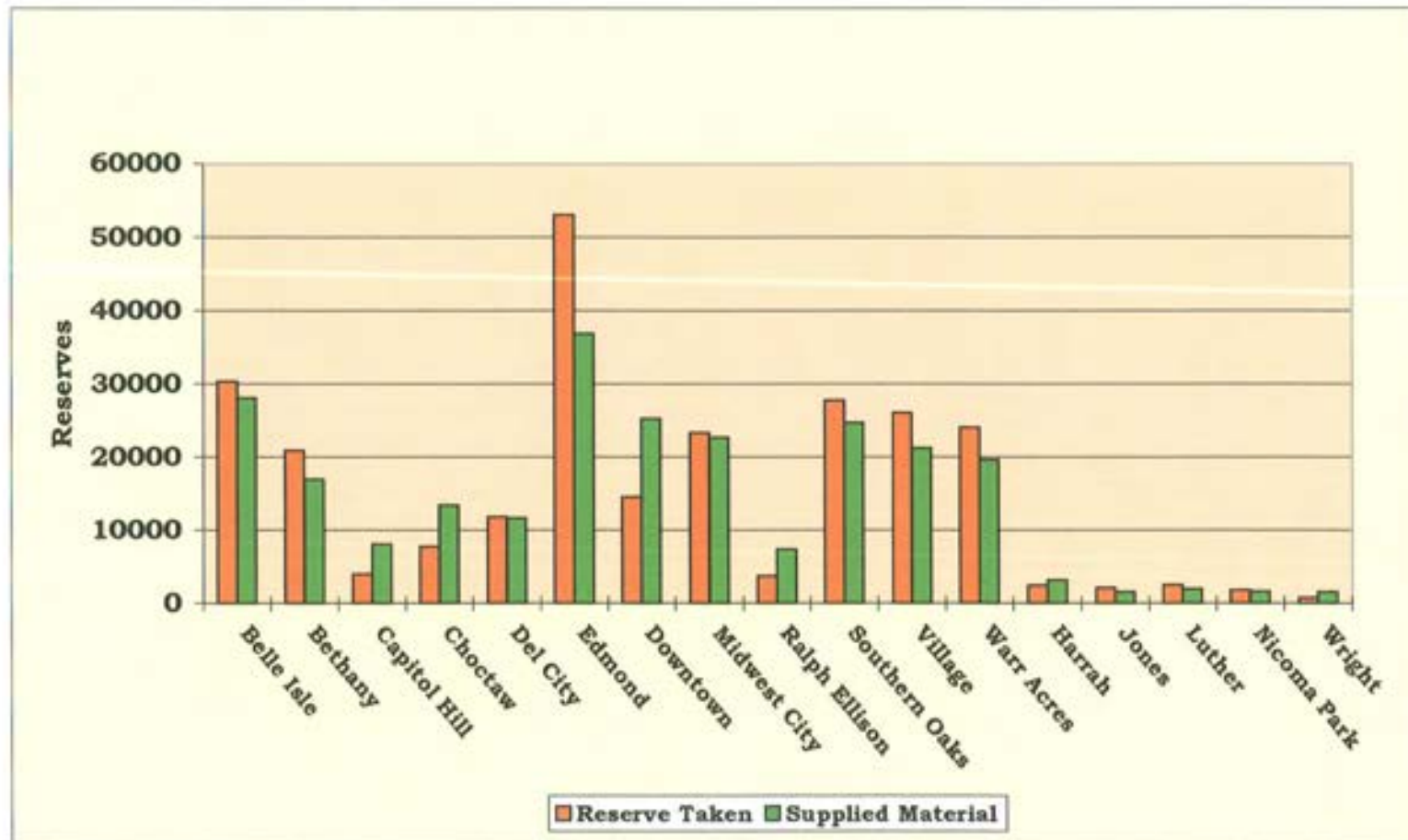
**July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	136		983		336.64		494		2,788		965.94	
	07	167		1,370		912.47		731		5,322		3,438.84	
		<b>31</b>	<b>22.8</b>	<b>387</b>	<b>39.4</b>	<b>575.83</b>	<b>171.1</b>	<b>237</b>	<b>48.0</b>	<b>2,534</b>	<b>90.9</b>	<b>2,472.90</b>	<b>256.0</b>
VILLAGE	06	103		831		273.71		394		2,430		842.94	
	07	97		1,071		694.10		453		3,249		2,069.03	
		<b>-6</b>	<b>-5.8</b>	<b>240</b>	<b>28.9</b>	<b>420.39</b>	<b>153.6</b>	<b>59</b>	<b>15.0</b>	<b>819</b>	<b>33.7</b>	<b>1,226.09</b>	<b>145.5</b>
WARR ACRES	06	55		515		140.27		252		2,044		605.35	
	07	57		735		495.34		321		2,350		1,544.22	
		<b>2</b>	<b>3.6</b>	<b>220</b>	<b>42.7</b>	<b>355.07</b>	<b>253.1</b>	<b>69</b>	<b>27.4</b>	<b>306</b>	<b>15.0</b>	<b>938.87</b>	<b>155.1</b>
HARRAH	06	8		92		53.29		44		215		102.19	
	07	9		132		121.78		65		377		338.84	
		<b>1</b>	<b>12.5</b>	<b>40</b>	<b>43.5</b>	<b>68.49</b>	<b>128.5</b>	<b>21</b>	<b>47.7</b>	<b>162</b>	<b>75.3</b>	<b>236.65</b>	<b>231.6</b>
JONES	06	2		7		1.66		10		23		7.55	
	07	5		57		39.49		21		146		99.33	
		<b>3</b>	<b>150.0</b>	<b>50</b>	<b>714.3</b>	<b>37.83</b>	<b>2278.9</b>	<b>11</b>	<b>110.0</b>	<b>123</b>	<b>534.8</b>	<b>91.78</b>	<b>1215.6</b>
LUTHER	06	5		46		15.10		32		191		70.76	
	07	12		103		56.07		79		343		260.07	
		<b>7</b>	<b>140.0</b>	<b>57</b>	<b>123.9</b>	<b>40.97</b>	<b>271.3</b>	<b>47</b>	<b>146.9</b>	<b>152</b>	<b>79.6</b>	<b>189.31</b>	<b>267.5</b>
NICOMA PARK	06	4		34		16.58		22		115		45.10	
	07	5		39		32.50		30		316		316.12	
		<b>1</b>	<b>25.0</b>	<b>5</b>	<b>14.7</b>	<b>15.92</b>	<b>96.0</b>	<b>8</b>	<b>36.4</b>	<b>201</b>	<b>174.8</b>	<b>271.02</b>	<b>600.9</b>
WRIGHT	06	3		43		13.53		19		120		45.12	
	07	3		45		20.93		24		153		86.91	
			<b>.0</b>	<b>2</b>	<b>4.7</b>	<b>7.40</b>	<b>54.7</b>	<b>5</b>	<b>26.3</b>	<b>33</b>	<b>27.5</b>	<b>41.79</b>	<b>92.6</b>
TOTAL	06	1,008		9,264		2,944.59		4,377		27,728		9,163.08	
	07	1,181		10,415		7,419.42		5,383		35,627		25,548.05	
		<b>173</b>	<b>17.2</b>	<b>1,151</b>	<b>12.4</b>	<b>4,474.83</b>	<b>152.0</b>	<b>1,006</b>	<b>23.0</b>	<b>7,899</b>	<b>28.5</b>	<b>16,384.97</b>	<b>178.8</b>



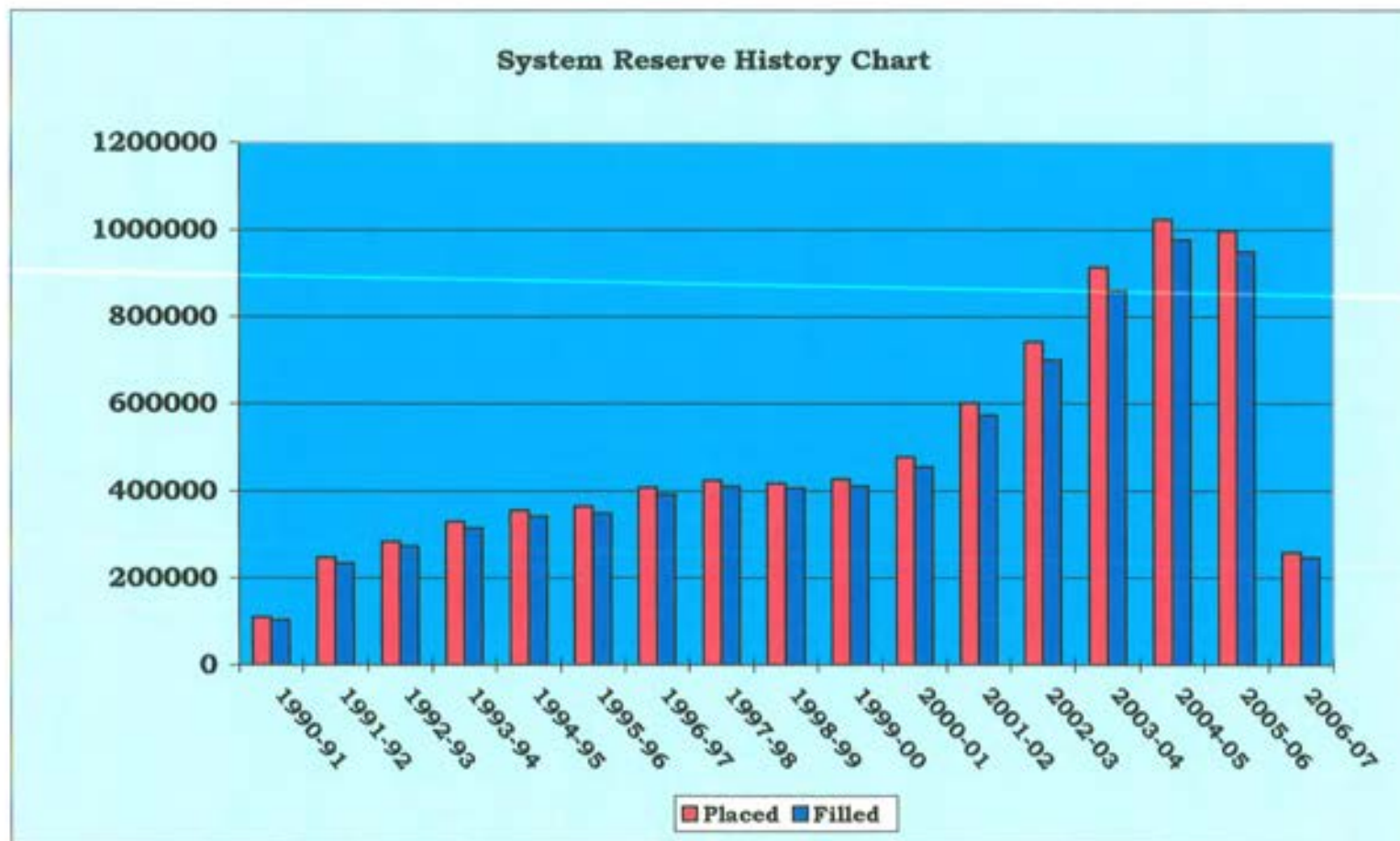
## System Reserve Report

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)



## System Reserve Report

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)



## System Reserves Report

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	06	9,361	32,127		9,179	30,452	
	07	9,713	30,333		9,309	28,885	
		<b>352</b>	<b>-1,794</b>	<b>-5.6</b>	<b>130</b>	<b>-1,567</b>	<b>-5.1</b>
BETHANY	06	6,477	21,173		6,128	20,039	
	07	6,389	20,920		5,405	19,138	
		<b>-88</b>	<b>-253</b>	<b>-1.2</b>	<b>-723</b>	<b>-901</b>	<b>-4.5</b>
CAPITOL HILL	06	1,032	3,504		976	3,336	
	07	1,312	4,000		1,227	3,679	
		<b>280</b>	<b>496</b>	<b>14.2</b>	<b>251</b>	<b>343</b>	<b>10.3</b>
CHOCTAW	06	2,379	7,620		2,244	7,223	
	07	2,388	7,786		2,317	7,430	
		<b>9</b>	<b>166</b>	<b>2.2</b>	<b>73</b>	<b>207</b>	<b>2.9</b>
DEL CITY	06	3,717	12,162		3,447	11,439	
	07	3,516	11,796		3,416	11,394	
		<b>-201</b>	<b>-366</b>	<b>-3.0</b>	<b>-31</b>	<b>-45</b>	<b>-.4</b>
EDMOND	06	16,192	53,236		15,568	50,712	
	07	16,778	53,038		16,249	51,291	
		<b>586</b>	<b>-198</b>	<b>-.4</b>	<b>681</b>	<b>579</b>	<b>1.1</b>
DOWNTOWN	06	4,943	15,916		4,580	14,562	
	07	4,492	14,501		4,280	13,708	
		<b>-451</b>	<b>-1,415</b>	<b>-8.9</b>	<b>-300</b>	<b>-854</b>	<b>-5.9</b>
MIDWEST CITY	06	6,752	21,966		6,427	20,500	
	07	6,961	23,334		6,743	22,440	
		<b>209</b>	<b>1,368</b>	<b>6.2</b>	<b>316</b>	<b>1,940</b>	<b>9.5</b>
RALPH ELLISON	06	1,072	4,390		1,172	4,198	
	07	1,224	3,747		1,216	3,562	
		<b>152</b>	<b>-643</b>	<b>-14.6</b>	<b>44</b>	<b>-636</b>	<b>-15.2</b>
SOUTHERN OAKS	06	8,565	28,696		8,176	27,021	
	07	8,419	27,751		8,159	26,143	
		<b>-146</b>	<b>-945</b>	<b>-3.3</b>	<b>-17</b>	<b>-878</b>	<b>-3.2</b>
VILLAGE	06	7,950	26,341		7,424	24,504	
	07	7,940	26,074		7,693	24,774	
		<b>-10</b>	<b>-267</b>	<b>-1.0</b>	<b>269</b>	<b>270</b>	<b>1.1</b>
WARR ACRES	06	8,120	27,675		7,695	26,129	
	07	7,139	24,045		6,909	23,108	
		<b>-981</b>	<b>-3,630</b>	<b>-13.1</b>	<b>-786</b>	<b>-3,021</b>	<b>-11.6</b>



## System Reserves Report

July 1, 2006 through September 30, 2006 (25.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	777	2,925		765	2,830	
	07	901	2,474		894	2,444	
		<b>124</b>	<b>-451</b>	<b>-15.4</b>	<b>129</b>	<b>-386</b>	<b>-13.6</b>
JONES	06	625	2,088		739	2,056	
	07	550	2,123		658	1,962	
		<b>-75</b>	<b>35</b>	<b>1.7</b>	<b>-81</b>	<b>-94</b>	<b>-4.6</b>
LUTHER	06	669	1,952		570	1,745	
	07	916	2,553		756	2,346	
		<b>247</b>	<b>601</b>	<b>30.8</b>	<b>186</b>	<b>601</b>	<b>34.4</b>
NICOMA PARK	06	534	1,951		541	1,986	
	07	832	1,808		466	1,425	
		<b>298</b>	<b>-143</b>	<b>-7.3</b>	<b>-75</b>	<b>-561</b>	<b>-28.2</b>
WRIGHT	06	294	841		259	789	
	07	191	744		191	729	
		<b>-103</b>	<b>-97</b>	<b>-11.5</b>	<b>-68</b>	<b>-60</b>	<b>-7.6</b>
BOOKS-BY-MAIL	06	513	1,697		458	1,630	
	07	353	1,730		409	1,673	
		<b>-160</b>	<b>33</b>	<b>1.9</b>	<b>-49</b>	<b>43</b>	<b>2.6</b>
TOTAL	06	79,972	266,265		76,348	251,156	
	07	80,014	258,760		76,297	246,133	
		<b>42</b>	<b>-7,505</b>	<b>-2.8</b>	<b>-51</b>	<b>-5,023</b>	<b>-2.0</b>

MLC - November 16, 2006  
MLS - September 2006 System Reserve

Prepared by: Information Technology  
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## **Circulation Gains and Losses**

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

<b>OCTOBER 31, 2006</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	06	42840	180702	14706	56143	57546	236845	
	07	44687	182631	15777	62296	60464	244927	
		<b>1847</b>	<b>1929</b>	<b>1071</b>	<b>6153</b>	<b>2918</b>	<b>8082</b>	<b>3.4</b>
BETHANY	06	27031	112272	12211	47290	39242	159562	
	07	23648	108340	11531	51972	35179	160312	
		<b>-3383</b>	<b>-3932</b>	<b>-680</b>	<b>4682</b>	<b>-4063</b>	<b>750</b>	<b>.5</b>
CAPITOL HILL	06	6604	28773	3380	11797	9984	40570	
	07	6902	28677	4154	15319	11056	43996	
		<b>298</b>	<b>-96</b>	<b>774</b>	<b>3522</b>	<b>1072</b>	<b>3426</b>	<b>8.4</b>
CHOCTAW	06	9710	39776	5334	23666	15044	63442	
	07	10217	42177	6408	26028	16625	68205	
		<b>507</b>	<b>2401</b>	<b>1074</b>	<b>2362</b>	<b>1581</b>	<b>4763</b>	<b>7.5</b>
DEL CITY	06	14680	62296	6110	25571	20790	87867	
	07	14072	58293	6000	24793	20072	83086	
		<b>-608</b>	<b>-4003</b>	<b>-110</b>	<b>-778</b>	<b>-718</b>	<b>-4781</b>	<b>-5.4</b>
DOWNTOWN	06	23611	95599	7581	32187	31192	127786	
	07	22928	94591	7860	33051	30788	127642	
		<b>-683</b>	<b>-1008</b>	<b>279</b>	<b>864</b>	<b>-404</b>	<b>-144</b>	<b>-.1</b>
EDMOND	06	58201	242933	44777	175397	102978	418330	
	07	58819	252590	46070	191555	104889	444145	
		<b>618</b>	<b>9657</b>	<b>1293</b>	<b>16158</b>	<b>1911</b>	<b>25815</b>	<b>6.2</b>
MIDWEST CITY	06	31111	126350	11929	51012	43040	177362	
	07	32877	135847	13789	55365	46666	191212	
		<b>1766</b>	<b>9497</b>	<b>1860</b>	<b>4353</b>	<b>3626</b>	<b>13850</b>	<b>7.8</b>
RALPH ELLISON	06	5628	23100	1639	6988	7267	30088	
	07	5114	21173	1592	6985	6706	28158	
		<b>-514</b>	<b>-1927</b>	<b>-47</b>	<b>-3</b>	<b>-561</b>	<b>-1930</b>	<b>-6.4</b>
SOUTHERN OAKS	06	39631	163453	15108	58518	54739	221971	
	07	40232	169465	15084	59280	55316	228745	
		<b>601</b>	<b>6012</b>	<b>-24</b>	<b>762</b>	<b>577</b>	<b>6774</b>	<b>3.1</b>
VILLAGE	06	31088	130313	13841	59501	44929	189814	
	07	30490	127792	13803	61483	44293	189275	
		<b>-598</b>	<b>-2521</b>	<b>-38</b>	<b>1982</b>	<b>-636</b>	<b>-539</b>	<b>-.3</b>
WARR ACRES	06	29273	127266	13197	58598	42470	185864	
	07	27598	118433	14454	60558	42052	178991	
		<b>-1675</b>	<b>-8833</b>	<b>1257</b>	<b>1960</b>	<b>-418</b>	<b>-6873</b>	<b>-3.7</b>

## Circulation Gains and Losses

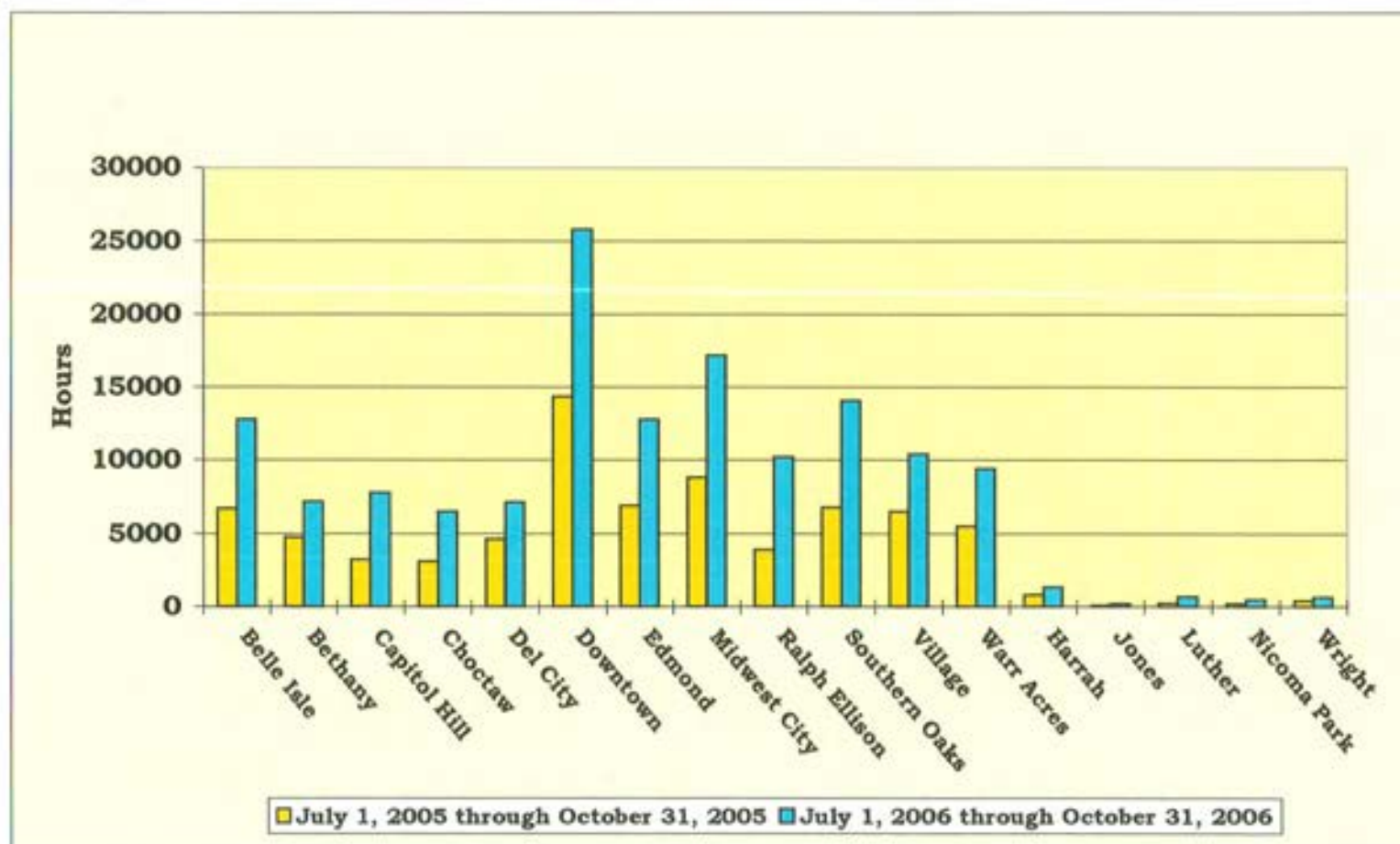
July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

OCTOBER 31, 2006		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	06	3182	13687	1636	5283	4818	18970	
	07	3415	13613	1497	6024	4912	19637	
		<b>233</b>	<b>-74</b>	<b>-139</b>	<b>741</b>	<b>94</b>	<b>667</b>	<b>3.5</b>
JONES	06	915	3680	190	946	1105	4626	
	07	1072	4574	324	1155	1396	5729	
		<b>157</b>	<b>894</b>	<b>134</b>	<b>209</b>	<b>291</b>	<b>1103</b>	<b>23.8</b>
LUTHER	06	2741	11626	1480	5075	4221	16701	
	07	3294	13871	1088	4761	4382	18632	
		<b>553</b>	<b>2245</b>	<b>-392</b>	<b>-314</b>	<b>161</b>	<b>1931</b>	<b>11.6</b>
NICOMA PARK	06	1787	7652	502	2378	2289	10030	
	07	1714	7169	457	1894	2171	9063	
		<b>-73</b>	<b>-483</b>	<b>-45</b>	<b>-484</b>	<b>-118</b>	<b>-967</b>	<b>-9.6</b>
WRIGHT	06	751	2961	212	629	963	3590	
	07	617	2533	178	689	795	3222	
		<b>-134</b>	<b>-428</b>	<b>-34</b>	<b>60</b>	<b>-168</b>	<b>-368</b>	<b>-10.3</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	06	9360	37467	11662	46850	21022	84317	
	07	9398	37351	11891	47761	21289	85112	
		<b>38</b>	<b>-116</b>	<b>229</b>	<b>911</b>	<b>267</b>	<b>795</b>	<b>.9</b>
BOOKS-BY-MAIL	06	1713	6469	0	0	1713	6469	
	07	1804	6400	0	0	1804	6400	
		<b>91</b>	<b>-69</b>	<b>0</b>	<b>0</b>	<b>91</b>	<b>-69</b>	<b>-1.1</b>
TOTALS	06	339857	1416375	165495	667829	505352	2084204	
	07	338898	1425520	171957	710969	510855	2136489	
		<b>-959</b>	<b>9145</b>	<b>6462</b>	<b>43140</b>	<b>5503</b>	<b>52285</b>	<b>2.5</b>



## Total Computer Hours Used by Library

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)



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## Total Computer Usage

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
HELLE ISLE	06	425		4,523		1,694.12		2,562		18,085		6,732.06	
	07	350		4,764		3,348.12		2,555		18,367		12,801.16	
		-75	-17.6	241	5.3	1,654.00	97.6	-7	-.3	282	1.6	6,069.10	90.2
BETHANY	06	275		2,703		1,118.29		1,635		11,566		4,753.36	
	07	288		2,722		2,137.53		1,544		9,994		7,237.05	
		13	4.7	19	.7	1,019.24	91.1	-91	-5.6	-1,572	-13.6	2,483.69	52.3
CAPITOL HILL	06	214		2,010		792.58		1,291		8,227		3,233.10	
	07	250		2,415		1,861.89		1,537		10,677		7,852.79	
		36	16.8	405	20.1	1,069.31	134.9	246	19.1	2,450	29.8	4,619.69	142.9
CHOCTAW	06	136		1,996		861.88		850		7,536		3,105.43	
	07	129		1,865		1,602.88		968		7,512		6,524.53	
		-7	-5.1	-131	-6.6	741.00	86.0	118	13.9	-24	-.3	3,419.10	110.1
DEL CITY	06	222		2,874		1,149.27		1,539		11,582		4,641.99	
	07	212		2,486		1,845.96		1,449		9,828		7,195.71	
		-10	-4.5	-388	-13.5	696.69	60.6	-90	-5.8	-1,754	-15.1	2,553.72	55.0
DOWNTOWN	06	515		8,111		3,477.92		3,225		34,520		14,345.35	
	07	365		8,607		6,534.04		2,725		33,174		25,799.93	
		-150	-29.1	496	6.1	3,056.12	87.9	-500	-15.5	-1,346	-3.9	11,454.58	79.8
EDMOND	06	428		4,694		1,667.38		2,897		19,910		6,934.52	
	07	403		4,559		3,194.84		2,799		18,448		12,791.72	
		-25	-5.8	-135	-2.9	1,527.46	91.6	-98	-3.4	-1,462	-7.3	5,857.20	84.5
MIDWEST CITY	06	567		6,128		2,273.67		3,463		24,337		8,821.41	
	07	555		6,111		4,473.03		3,613		23,895		17,180.32	
		-12	-2.1	-17	-.3	2,199.36	96.7	150	4.3	-442	-1.8	8,358.91	94.8
RALPH ELLISON	06	214		2,556		918.63		1,549		10,963		3,940.21	
	07	281		3,377		2,705.43		1,822		12,767		10,228.06	
		67	31.3	821	32.1	1,786.80	194.5	273	17.6	1,804	16.5	6,287.85	159.6



## Total Computer Usage

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	492		4,460		1,732.17		2,960		17,535		6,839.84	
	07	553		4,883		3,554.74		3,263		20,314		14,084.97	
		<b>61</b>	<b>12.4</b>	<b>423</b>	<b>9.5</b>	<b>1,822.57</b>	<b>105.2</b>	<b>303</b>	<b>10.2</b>	<b>2,779</b>	<b>15.8</b>	<b>7,245.13</b>	<b>105.9</b>
VILLAGE	06	401		4,156		1,562.30		2,708		17,720		6,546.34	
	07	322		3,841		2,614.13		2,353		15,666		10,410.79	
		<b>-79</b>	<b>-19.7</b>	<b>-315</b>	<b>-7.6</b>	<b>1,051.83</b>	<b>67.3</b>	<b>-355</b>	<b>-13.1</b>	<b>-2,054</b>	<b>-11.6</b>	<b>3,864.45</b>	<b>59.0</b>
WARR ACRES	06	321		3,547		1,306.03		2,057		15,061		5,521.35	
	07	281		3,357		2,431.16		1,987		13,505		9,391.17	
		<b>-40</b>	<b>-12.5</b>	<b>-190</b>	<b>-5.4</b>	<b>1,125.13</b>	<b>86.1</b>	<b>-70</b>	<b>-3.4</b>	<b>-1,556</b>	<b>-10.3</b>	<b>3,869.82</b>	<b>70.1</b>
HARRAH	06	39		408		216.23		229		1,619		826.80	
	07	41		448		336.39		254		1,812		1,347.58	
		<b>2</b>	<b>5.1</b>	<b>40</b>	<b>9.8</b>	<b>120.16</b>	<b>55.6</b>	<b>25</b>	<b>10.9</b>	<b>193</b>	<b>11.9</b>	<b>520.78</b>	<b>63.0</b>
JONES	06	3		37		26.73		32		161		84.87	
	07	9		85		56.23		49		337		237.11	
		<b>6</b>	<b>200.0</b>	<b>48</b>	<b>129.7</b>	<b>29.50</b>	<b>110.4</b>	<b>17</b>	<b>53.1</b>	<b>176</b>	<b>109.3</b>	<b>152.24</b>	<b>179.4</b>
LUTHER	06	14		178		71.08		98		629		262.31	
	07	26		241		181.66		188		922		718.53	
		<b>12</b>	<b>85.7</b>	<b>63</b>	<b>35.4</b>	<b>110.58</b>	<b>155.6</b>	<b>90</b>	<b>91.8</b>	<b>293</b>	<b>46.6</b>	<b>456.22</b>	<b>173.9</b>
NICOMA PARK	06	11		112		55.13		72		410		195.45	
	07	11		101		71.54		79		599		494.76	
			<b>.0</b>	<b>-11</b>	<b>-9.8</b>	<b>16.41</b>	<b>29.8</b>	<b>7</b>	<b>9.7</b>	<b>189</b>	<b>46.1</b>	<b>299.31</b>	<b>153.1</b>
WRIGHT	06	19		280		109.39		86		1,097		434.03	
	07	12		242		175.99		84		1,033		672.30	
		<b>-7</b>	<b>-36.8</b>	<b>-38</b>	<b>-13.6</b>	<b>66.60</b>	<b>60.9</b>	<b>-2</b>	<b>-2.3</b>	<b>-64</b>	<b>-5.8</b>	<b>238.27</b>	<b>54.9</b>
TOTAL	06	4,296		48,773		19,032.80		27,253		200,958		77,218.42	
	07	4,088		50,104		37,125.56		27,269		198,850		144,968.48	
		<b>-208</b>	<b>-4.8</b>	<b>1,331</b>	<b>2.7</b>	<b>18,092.76</b>	<b>95.1</b>	<b>16</b>	<b>.1</b>	<b>-2,108</b>	<b>-1.0</b>	<b>67,750.06</b>	<b>87.7</b>

## Computer Usage by Adult Customers

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	340		3,688		1,418.05		2,145		15,283		5,761.85	
	07	278		4,209		2,955.72		2,154		16,176		11,288.76	
		-62	-18.2	521	14.1	1,537.67	108.4	9	.4	893	5.8	5,526.91	95.9
BETHANY	06	224		2,286		977.29		1,361		9,815		4,167.45	
	07	216		2,163		1,730.24		1,199		8,183		5,974.11	
		-8	-3.6	-123	-5.4	752.95	77.0	-162	-11.9	-1,632	-16.6	1,806.66	43.4
CAPITOL HILL	06	120		1,285		550.33		827		5,515		2,307.38	
	07	137		1,019		859.93		834		4,401		3,479.21	
		17	14.2	-266	-20.7	309.60	56.3	7	.8	-1,114	-20.2	1,171.83	50.8
CHOCTAW	06	98		1,160		525.26		595		4,612		1,999.46	
	07	88		1,122		923.96		660		4,774		4,061.42	
		-10	-10.2	-38	-3.3	398.70	75.9	65	10.9	162	3.5	2,061.96	103.1
DEL CITY	06	185		2,386		966.69		1,249		9,748		4,019.87	
	07	156		1,862		1,356.70		1,125		7,822		5,703.81	
		-29	-15.7	-524	-22.0	390.01	40.3	-124	-9.9	-1,926	-19.8	1,683.94	41.9
DOWNTOWN	06	415		7,085		3,110.10		2,694		30,308		13,007.86	
	07	288		7,879		6,001.89		2,245		29,724		23,232.88	
		-127	-30.6	794	11.2	2,891.79	93.0	-449	-16.7	-584	-1.9	10,225.02	78.6
EDMOND	06	351		4,063		1,461.46		2,443		17,548		6,191.40	
	07	315		3,743		2,643.27		2,244		15,193		10,460.71	
		-36	-10.3	-320	-7.9	1,181.81	80.9	-199	-8.1	-2,355	-13.4	4,269.31	69.0
MIDWEST CITY	06	445		4,638		1,767.97		2,758		18,905		7,080.12	
	07	402		4,298		3,194.84		2,806		17,630		12,828.85	
		-43	-9.7	-340	-7.3	1,426.87	80.7	48	1.7	-1,275	-6.7	5,748.73	81.2
RALPH ELLISON	06	155		1,828		684.58		1,182		8,044		2,991.40	
	07	220		2,408		1,946.49		1,371		9,203		7,114.53	
		65	41.9	580	31.7	1,261.91	184.3	189	16.0	1,159	14.4	4,123.13	137.8

## Computer Usage by Adult Customers

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	395		3,329		1,353.82		2,370		13,608		5,493.29	
	07	405		3,526		2,574.24		2,386		13,636		9,667.21	
		10	2.5	197	5.9	1,220.42	90.1	16	.7	28	.2	4,173.92	76.0
VILLAGE	06	316		3,273		1,259.75		2,230		14,407		5,400.85	
	07	240		2,664		1,838.44		1,818		11,245		7,567.27	
		-76	-24.1	-609	-18.6	578.69	45.9	-412	-18.5	-3,162	-21.9	2,166.42	40.1
WARR ACRES	06	270		2,887		1,090.62		1,754		12,357		4,700.59	
	07	222		2,717		1,983.30		1,607		10,515		7,399.09	
		-48	-17.8	-170	-5.9	892.68	81.9	-147	-8.4	-1,842	-14.9	2,698.50	57.4
HARRAH	06	27		322		164.65		173		1,318		673.03	
	07	29		297		206.67		177		1,284		879.02	
		2	7.4	-25	-7.8	42.02	25.5	4	2.3	-34	-2.6	205.99	30.6
JONES	06			23		13.20		19		124		63.79	
	07	6		35		19.97		25		141		101.52	
		6		12	52.2	6.77	51.3	6	31.6	17	13.7	37.73	59.1
LUTHER	06	8		115		54.70		61		374		173.07	
	07	16		110		101.59		99		446		377.02	
		8	100.0	-5	-4.3	46.89	85.7	38	62.3	72	19.3	203.95	117.8
NICOMA PARK	06	9		65		32.87		48		248		128.09	
	07	7		72		45.52		45		254		152.62	
		-2	-22.2	7	10.8	12.65	38.5	-3	-6.3	6	2.4	24.53	19.2
WRIGHT	06	8		220		79.83		56		917		359.35	
	07	5		185		148.66		53		823		558.06	
		-3	-37.5	-35	-15.9	68.83	86.2	-3	-5.4	-94	-10.3	198.71	55.3
TOTAL	06	3,366		38,653		15,511.17		21,965		163,131		64,518.85	
	07	3,030		38,309		28,531.43		20,848		151,450		110,846.09	
		-336	-10.0	-344	-.9	13,020.26	83.9	-1,117	-5.1	-11,681	-7.2	46,327.24	71.8



## Computer Usage by Minor Customers

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	85		835		276.07		417		2,802		970.21	
	07	72		555		392.40		401		2,191		1,512.40	
		-13	-15.3	-280	-33.5	116.33	42.1	-16	-3.8	-611	-21.8	542.19	55.9
BETHANY	06	51		417		141.00		274		1,751		585.91	
	07	72		559		407.29		345		1,811		1,262.94	
		21	41.2	142	34.1	266.29	188.9	71	25.9	60	3.4	677.03	115.6
CAPITOL HILL	06	94		725		242.25		464		2,712		925.72	
	07	113		1,396		1,001.96		703		6,276		4,373.58	
		19	20.2	671	92.6	759.71	313.6	239	51.5	3,564	131.4	3,447.86	372.5
CHOCTAW	06	38		836		336.62		255		2,924		1,105.97	
	07	41		743		678.92		308		2,738		2,463.11	
		3	7.9	-93	-11.1	342.30	101.7	53	20.8	-186	-6.4	1,357.14	122.7
DEL CITY	06	37		488		182.58		290		1,834		622.12	
	07	56		624		489.26		324		2,006		1,491.90	
		19	51.4	136	27.9	306.68	168.0	34	11.7	172	9.4	869.78	139.8
DOWNTOWN	06	100		1,026		367.82		531		4,212		1,337.49	
	07	77		728		532.15		480		3,450		2,567.05	
		-23	-23.0	-298	-29.0	164.33	44.7	-51	-9.6	-762	-18.1	1,229.56	91.9
EDMOND	06	77		631		205.92		454		2,362		743.12	
	07	88		816		551.57		555		3,255		2,331.01	
		11	14.3	185	29.3	345.65	167.9	101	22.2	893	37.8	1,587.89	213.7
MIDWEST CITY	06	122		1,490		505.70		705		5,432		1,741.29	
	07	153		1,813		1,278.19		807		6,265		4,351.47	
		31	25.4	323	21.7	772.49	152.8	102	14.5	833	15.3	2,610.18	149.9
RALPH ELLISON	06	59		728		234.05		367		2,919		948.81	
	07	61		969		758.94		451		3,564		3,113.53	
		2	3.4	241	33.1	524.89	224.3	84	22.9	645	22.1	2,164.72	228.2

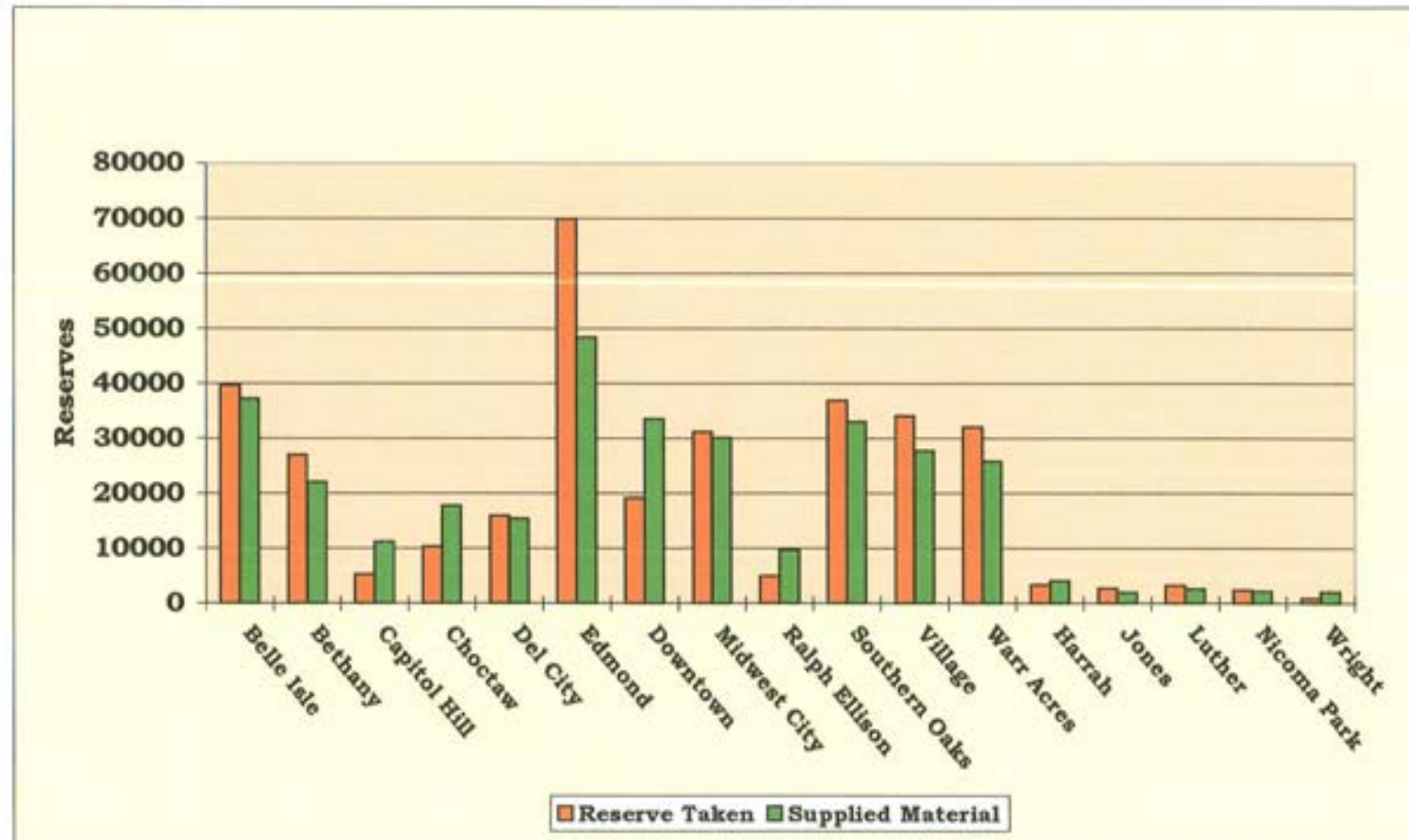
## Computer Usage by Minor Customers

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	97		1,131		378.35		590		3,927		1,346.55	
	07	148		1,357		980.50		877		6,678		4,417.76	
		<b>51</b>	<b>52.6</b>	<b>226</b>	<b>20.0</b>	<b>602.15</b>	<b>159.2</b>	<b>287</b>	<b>48.6</b>	<b>2,751</b>	<b>70.1</b>	<b>3,071.21</b>	<b>228.1</b>
VILLAGE	06	85		883		302.55		478		3,313		1,145.49	
	07	82		1,177		775.69		535		4,421		2,843.52	
		<b>-3</b>	<b>-3.5</b>	<b>294</b>	<b>33.3</b>	<b>473.14</b>	<b>156.4</b>	<b>57</b>	<b>11.9</b>	<b>1,108</b>	<b>33.4</b>	<b>1,698.03</b>	<b>148.2</b>
WARR ACRES	06	51		660		215.41		303		2,704		820.76	
	07	59		640		447.86		380		2,990		1,992.08	
		<b>8</b>	<b>15.7</b>	<b>-20</b>	<b>-3.0</b>	<b>232.45</b>	<b>107.9</b>	<b>77</b>	<b>25.4</b>	<b>286</b>	<b>10.6</b>	<b>1,171.32</b>	<b>142.7</b>
HARRAH	06	12		86		51.58		56		301		153.77	
	07	12		151		129.72		77		528		468.56	
			<b>.0</b>	<b>65</b>	<b>75.6</b>	<b>78.14</b>	<b>151.5</b>	<b>21</b>	<b>37.5</b>	<b>227</b>	<b>75.4</b>	<b>314.79</b>	<b>204.7</b>
JONES	06	3		14		13.53		13		37		21.08	
	07	3		50		36.26		24		196		135.59	
			<b>.0</b>	<b>36</b>	<b>257.1</b>	<b>22.73</b>	<b>168.0</b>	<b>11</b>	<b>84.6</b>	<b>159</b>	<b>429.7</b>	<b>114.51</b>	<b>543.2</b>
LUTHER	06	6		63		16.38		37		255		89.24	
	07	10		131		80.07		89		476		341.51	
		<b>4</b>	<b>66.7</b>	<b>68</b>	<b>107.9</b>	<b>63.69</b>	<b>388.8</b>	<b>52</b>	<b>140.5</b>	<b>221</b>	<b>86.7</b>	<b>252.27</b>	<b>282.7</b>
NICOMA PARK	06	2		47		22.26		24		162		67.36	
	07	4		29		26.02		34		345		342.14	
		<b>2</b>	<b>100.0</b>	<b>-18</b>	<b>-38.3</b>	<b>3.76</b>	<b>16.9</b>	<b>10</b>	<b>41.7</b>	<b>183</b>	<b>113.0</b>	<b>274.78</b>	<b>407.9</b>
WRIGHT	06	11		60		29.56		30		180		74.68	
	07	7		57		27.33		31		210		114.24	
		<b>-4</b>	<b>-36.4</b>	<b>-3</b>	<b>-5.0</b>	<b>-2.23</b>	<b>-7.5</b>	<b>1</b>	<b>3.3</b>	<b>30</b>	<b>16.7</b>	<b>39.56</b>	<b>53.0</b>
TOTAL	06	930		10,120		3,521.63		5,288		37,827		12,699.57	
	07	1,058		11,795		8,594.13		6,421		47,400		34,122.39	
		<b>128</b>	<b>13.8</b>	<b>1,675</b>	<b>16.6</b>	<b>5,072.50</b>	<b>144.0</b>	<b>1,133</b>	<b>21.4</b>	<b>9,573</b>	<b>25.3</b>	<b>21,422.82</b>	<b>168.7</b>

## System Reserve Report

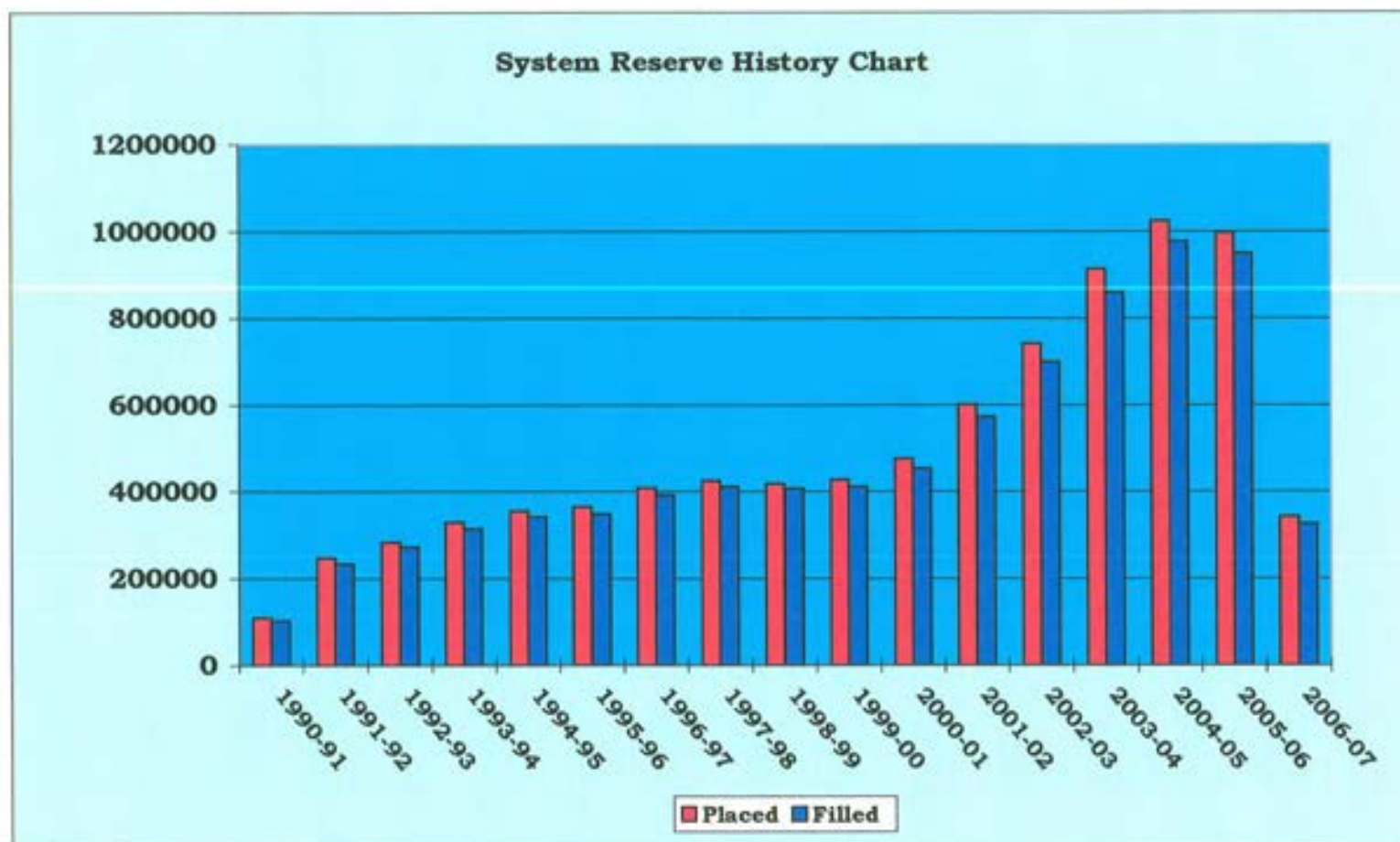
July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)





## System Reserve Report

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)



## System Reserves Report

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
DELLE ISLE	06	9,882	42,009		9,503	39,955	
	07	9,344	39,679		8,901	37,786	
		<b>-538</b>	<b>-2,330</b>	<b>-5.5</b>	<b>-602</b>	<b>-2,169</b>	<b>-5.4</b>
BETHANY	06	7,144	28,317		6,845	26,884	
	07	6,121	27,045		6,533	25,671	
		<b>-1,023</b>	<b>-1,272</b>	<b>-4.5</b>	<b>-312</b>	<b>-1,213</b>	<b>-4.5</b>
CAPITOL HILL	06	1,126	4,630		1,183	4,517	
	07	1,315	5,315		1,183	4,862	
		<b>189</b>	<b>685</b>	<b>14.8</b>	<b>345</b>	<b>345</b>	<b>7.6</b>
CHOCTAW	06	2,514	10,134		2,453	9,676	
	07	2,540	10,326		2,440	9,868	
		<b>26</b>	<b>192</b>	<b>1.9</b>	<b>-13</b>	<b>192</b>	<b>2.0</b>
DEL CITY	06	3,902	16,064		3,991	15,430	
	07	4,179	15,975		3,827	15,221	
		<b>277</b>	<b>-89</b>	<b>-.6</b>	<b>-164</b>	<b>-209</b>	<b>-1.4</b>
EDMOND	06	17,179	70,416		16,735	67,447	
	07	16,819	69,862		16,015	67,294	
		<b>-360</b>	<b>-554</b>	<b>-.8</b>	<b>-720</b>	<b>-153</b>	<b>-.2</b>
DOWNTOWN	06	5,165	21,083		5,033	19,595	
	07	4,711	19,213		4,583	18,291	
		<b>-454</b>	<b>-1,870</b>	<b>-8.9</b>	<b>-450</b>	<b>-1,304</b>	<b>-6.7</b>
MIDWEST CITY	06	7,123	29,089		6,923	27,422	
	07	7,837	31,171		7,494	29,932	
		<b>714</b>	<b>2,082</b>	<b>7.2</b>	<b>571</b>	<b>2,510</b>	<b>9.2</b>
RALPH ELLISON	06	1,276	5,666		1,244	5,442	
	07	1,247	4,994		1,211	4,773	
		<b>-29</b>	<b>-672</b>	<b>-11.9</b>	<b>-33</b>	<b>-669</b>	<b>-12.3</b>
SOUTHERN OAKS	06	8,896	37,592		8,480	35,501	
	07	9,092	36,843		8,453	34,596	
		<b>196</b>	<b>-749</b>	<b>-2.0</b>	<b>-27</b>	<b>-905</b>	<b>-2.5</b>
VILLAGE	06	8,023	34,364		7,675	32,179	
	07	8,046	34,123		7,646	32,418	
		<b>23</b>	<b>-241</b>	<b>-.7</b>	<b>-29</b>	<b>239</b>	<b>.7</b>
WARR ACRES	06	8,139	35,814		8,221	34,350	
	07	7,994	32,039		7,436	30,544	
		<b>-145</b>	<b>-3,775</b>	<b>-10.5</b>	<b>-785</b>	<b>-3,806</b>	<b>-11.1</b>

## System Reserves Report

July 1, 2006 through October 31, 2006 (33.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	1,137	4,062		1,124	3,954	
	07	901	3,375		809	3,252	
		<b>-236</b>	<b>-687</b>	<b>-16.9</b>	<b>-315</b>	<b>-702</b>	<b>-17.8</b>
JONES	06	540	2,628		570	2,626	
	07	594	2,717		595	2,557	
		<b>54</b>	<b>89</b>	<b>3.4</b>	<b>25</b>	<b>-69</b>	<b>-2.6</b>
LUTHER	06	641	2,593		641	2,386	
	07	684	3,237		775	3,121	
		<b>43</b>	<b>644</b>	<b>24.8</b>	<b>134</b>	<b>735</b>	<b>30.8</b>
NICOMA PARK	06	724	2,675		666	2,652	
	07	610	2,418		643	2,068	
		<b>-114</b>	<b>-257</b>	<b>-9.6</b>	<b>-23</b>	<b>-584</b>	<b>-22.0</b>
WRIGHT	06	269	1,110		270	1,059	
	07	171	915		184	913	
		<b>-98</b>	<b>-195</b>	<b>-17.6</b>	<b>-86</b>	<b>-146</b>	<b>-13.8</b>
BOOKS-BY-MAIL	06	562	2,259		548	2,178	
	07	720	2,450		687	2,360	
		<b>158</b>	<b>191</b>	<b>8.5</b>	<b>139</b>	<b>182</b>	<b>8.4</b>
TOTAL	06	84,242	350,512		82,105	333,260	
	07	82,925	341,701		79,415	325,529	
		<b>-1,317</b>	<b>-8,811</b>	<b>-2.5</b>	<b>-2,690</b>	<b>-7,731</b>	<b>-2.3</b>



## **EXECUTIVE DIRECTOR'S REPORT**

**NOVEMBER 2006**

### **HOLIDAY OPEN HOUSE**

Mark your calendars for December 12<sup>th</sup> when MLS will be hosting our very first Holiday Open House at the Ronald J. Norick Downtown Library. The event will be held on Tuesday December 12<sup>th</sup> and will feature food, refreshments, and our wonderful library beautifully decorated for the season. In addition each branch library will have the opportunity to have a table or booth and highlight their library's services or events.. Candace McDaniel is coordinating the effort in which we hope to showcase the system and the wonderful spaces at the Downtown Library.

### **ANNUAL STAFF RECOGNITION EVENT**

The annual staff recognition event was a resounding success. The staff and I would like to thank the Friends of the Library for their financial support for this fun evening. The theme was Oscar night at the Library and attendees were able to walk down the red carpet as they entered the the Center. Highlights of the evening were the presentations of service award pins to 48 staff members for their commitment to our great library system and the presentation of our Outstanding Service Awards. This year's recipients were Tonda Kelley, a page at the Edmond Library, Jennifer Adkisson, circulation clerk at the Village Library and Buddy Johnson, Librarian at the RJN Downtown library. My thanks to Lee Alan Leslie who stepped in for Hugh Rice (who was unable to attend) and presented the staff service pins.

### **CONGRATULATIONS TO DAVID GREENWELL**

Please take time to congratulate David Greenwell who was recently inducted into the Oklahoma City Community College Alumni Hall of Fame. Way to go, David!

### **COMMISSION FOCUS GROUPS**

This is a reminder about the upcoming Commission Focus groups to be held at Belle Isle on November 21 and November 28. We are looking forward to the input of commission members for our new strategic plan.

### **8<sup>TH</sup> ANNUAL FIRST AMENDMENT CONGRESS SCHEDULED FOR NOVEMBER 16<sup>TH</sup> AND 17<sup>TH</sup> AT OSU IN STILLWATER.**

An excellent program is planned for the annual first amendment Congress which is sponsored by a number of news agencies, newspapers, schools and Libraries. The 16<sup>th</sup> is High School/Education Day and the 17<sup>th</sup> is Professional Day. Programs cover the gamut of First Amendment Issues such as Freedom of the Press, Church and State, freedom to Assemble and Open Access issues. If you have any interest in attending; please call the director's office

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended OLA Legislative Committee meeting
- Attended Literacy Funding Committee meeting
- Attended Rotary 29 Club meetings
- Will be attending Endowment Trust meeting
- Will be attending 1<sup>st</sup> Amendment Congress

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

### ***Holiday Jazz Concert with Phil Mitchell and Mitch's Brew***

Saturday, Dec. 2

Time: 2-3 p.m.

Location: Midwest City Library

Come and join us for a special musical concert featuring the talented jazz artist Phil Mitchell and his group Mitch's Brew. The band will play selections from a variety of genres, including music to celebrate the holidays. Come hear jazz performed by top-notch musicians and get your "holiday groove" on. No registration required.

### ***An Oklahoma Holiday Open House***

Saturday, Dec. 2

Time: 3-4 p.m.

Location: Bethany Library

Bethany Library will host an Oklahoma Holiday Open House. The entertainment and fun will have a Centennial flair. Yule tide refreshments will be available after the program. All ages welcome with parental supervision.

### ***Piano Concert Celebrating Beethoven & the Holiday Season***

Sunday, Dec. 3

Time: 2-3 p.m.

Location: Belle Isle Library

All Ages

Plan to attend this free piano concert. Composer Ludwig Von Beethoven was born December 17, 1770, so pianist Wayne McEvilly will celebrate the occasion with some of Beethoven's works as well as some pieces to mark the holiday season.

### ***Holiday Extravaganza***

Sunday, Dec. 3

Time: 2-4 p.m.

Location: Downtown Library

All Ages

Spiritful Voices Choir will set the mood for the holiday with music and a very special GRINCHY mystery guest from 2-3. Come for the concert, and stay for the cookies and crafts! Create holiday cards, decorations and gift packaging, or relax and enjoy cookies and coffee. There will be arts and craft activities designed for children, teens and adults, so make it a family affair!

Co-sponsor: Spiritful Voices Community Choir, Inc.

### ***Mosaic Tile Art for Everyone***

Monday, Dec. 4

Time: 6:30-8:30 p.m.

Location: Midwest City Library

Join our perennial "mosaic muse," local artist Kiona Millirons in this special session focused on making "holiday-themed" mosaic tile art. Art will be made using pieces of



tile, glass, fabric, and a good dose of imagination! Adults, seniors, teens and supervised children are encouraged to sign up. This is a great opportunity to make some personalized art for that "special someone." Class size is limited to 20. Please visit the Information Desk or call 732-4828 to sign up.

***Performance Ensemble of Academy of Ballet and Theatre Arts  
present...Selections from the Nutcracker Suite***

Saturday, Dec. 9  
Time: 11:00-11:30 a.m.  
Location: Village Library

Ballet students ranging in age from nine to seventeen will take you on a magical journey with the heroine of the ballet, young Clara. The music of this ballet by Tchaikovsky is the most played music in the world. You will enjoy the Christmas party, the Land of Snow and the Kingdom of Sweets. This presentation is fully costumed and features the famous variations of the Spanish, Arabian, Chinese and Russian dancers. And the crowning jewel of this ballet is the stunning Sugar Plum Fairy variation. The Holiday Season just isn't complete without The Nutcracker. Please join us. Pre-registration begins Nov. 18.

***Holiday Open House***

Saturday, Dec. 9  
Time: Noon-4 p.m.  
Location: Capitol Hill Library

Come celebrate the Christmas holiday with our annual open house. Musical entertainment will be provided by pianist Wayne McEvilly. There will be pictures with Santa, storytelling for children presented by Michael Corley, and holiday craft programs for all ages. (Advanced registration is required for the photos with Santa).

***Kwanzaa: Flash of Spirit***

Saturday, Dec. 9  
Time: 1-3 p.m.  
Location: Ralph Ellison Library

Join the Ralph Ellison Library and Dr. Melanie Bratcher as we celebrate Kwanzaa. Our celebration will be a "pre-Kwanzaa" celebration with African dance, spirituals, crafts for children, storytelling & poetry. A celebratory food table will be provided. Seating is limited, first come, first serve. Cosponsor: University of Oklahoma African & African American Studies Dept.