

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, January 18, 2007, 3:30 p.m.

Warr Acres Library  
5901 NW 63rd  
Warr Acres, OK 73132  
(Telephone: 721-2616)

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

Hugh Rice, Chair

## **3:30 – 3:45 pm INTRODUCTIONS**

- Document #57 – 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 (#58 - #60)**

- Document #58 – Approval of Minutes of December 14, 2006 Meeting
- Document #59 – Acceptance of Review of Expenditures for December 2006
- Document #60 – Approval of Contract Awards and Purchases
  - Item A: Microcomputers
  - Item B: Custom Built Reference Desk

## **4:00 – 4:15 pm EXECUTIVE SESSION**

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

## **4:15 – 4:25 pm COMMITTEE REPORTS**

- Document #61 – Discussion, Consideration, and Possible Action: Report and Recommendation – Administrative and Personnel Committee meeting January 10, 2007 – Dr. Ann Caine, Chair
- 2007 Nominating Committee Report – Nancy Anthony, chair

## **4:25 – 4:35 pm NEW BUSINESS**

- Document #62 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Approval of Northwest Library Project Agreement

## **4:35 – 4:40 pm SPECIAL PRESENTATIONS**

- *Winter Read Fest* – Presented by: Anita Roesler, Senior Services Coordinator, Outreach

## **4:40 – 4:45 pm INFORMATION REPORTS**

- Document #63 – MLS December 2006 Circulation Report
- Document #64 – MLS December 2006 Internet Usage Report
- Document #65 – MLS December 2006 System Reserve Report
- Document #66 – MLS 2006 Annual Report

## **4:45 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT**

## **4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

- Request by Commission Chair for 2007 MLC Standing Committee assignments

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

Thursday, February 15, 2007  
Village Library, 10307 N. Penn., Oklahoma City, OK 73120

## **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 January 2007:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Elizabeth C. Holshouser, Circulation Clerk, Edmond Library	20
Gregory W. Bennett, Serials Technician, Downtown Library	10
Jennifer Carol Adkisson, Circulation Clerk, Village Library	5
Sharon G. Bish, Librarian, Downtown Library	5
Laqueta L. Lewis, Materials Services Division Tech, Cataloging	5
Laura McMurtry, Computer Operator, Information Technology	5



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

DATE: December 14, 2006      TIME: 3:30 pm

MEETING PLACE: Downtown 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 December 12, 2006, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Ralph Bullard  
Dr. Ann Caine, Vice-Chair  
Scott Duncan  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Lee Alan Leslie  
Penny McCaleb  
Shirley Pritchett  
Marguerite Ross  
Jim Roth, Chair, Board of County  
Commissioners  
Cynthia Trent  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Nancy Anthony  
Carolyn Cornelius  
Mick Cornett, Mayor of Oklahoma City  
Jose Jimenez  
Peggy Winters  
Greg Womack

Estimate of general public and staff attending: 26

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

Roll was called to establish a quorum. Present: Bullard, Caine, Gillogly, Greenwell, Hannah, Leslie, McCaleb, Pritchett, Ross, Roth, Trent, Rice. (Arrived: Duncan, 3:55 pm)

II. Mr. Rice introduced Mr. Phil Tolbert, Manager of the Capitol Hill Library.

Mr. Tolbert welcomed the Commission and presented a slide show of photographs from the annual Open House event at Capitol Hill Library. There were approximately 600 to 650 customers who attended the event.

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

IV. Mr. Rice presented the Consent Docket Document #50 – Approval of minutes of November 16, Meeting; Document #51 – Acceptance of Review of Expenditures for November 2006.

Mr. Rice called for a motion.

**Mrs. Millicent Gillogly moved to accept the consent docket. Ms. Marguerite Ross seconded. Discussion followed. Motion passed unanimously.**

V. Mr. Rice announced the appointment of the 2007 Nominating Committee: Mrs. Nancy Anthony (Chair), Mr. Jose Jimenez, and Mrs. Shirley Pritchett.

VI. Mr. Rice referred to Document # 52 - Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Letter of Intent for Café Operator.

Mrs. Morris stated the Letter of Intent is the beginning first step in implementation of a café operation.. The Letter of Intent indicates the Library's commitment and intention to proceed with the selected café vendor. Library Staff and the City of Oklahoma City are currently reviewing the potential Lease / License Agreement. Mrs. Morris stated the final agreement will be brought to the commission for approval as soon as it is complete. Discussion followed.

Mrs. Candace McDaniel, Headquarters Manager, stated the vendor, Culinary Concepts, LLC has been in business in the Oklahoma City area since 1985 and currently operates the café at the Oklahoma History Center and also the largest catering business in Oklahoma City, The Catering Company.

**Dr. Ann Caine moved to approve the Letter of Intent between the Metropolitan Library System and Culinary Concepts, LLC effective December 14, 2006. Ms. Ross seconded. Discussion followed. Motion passed unanimously.**

VII. Mr. Rice referred to the Information Reports.

- ♦ Document #53 – MLS November 2006 Circulation Report
- ♦ Document #54 – MLS November 2006 Computer Usage Report
- ♦ Document #55 – MLS November 2006 System Reserve Report

Questions and Discussion followed.

- ♦ Document #56 – MLS Annual Statistical Report

Mrs. Morris called on Mr. Stuart Williamson, MLS Researcher, Planning Department to present the Annual Statistical Report.

Mr. Williamson explained the process of preparing the Annual Statistical Report. He provided in-depth information regarding the collection, circulation, reserves, programs, and internet usage. DVDs and Wireless internet access were introduced in FY 05-06. By year end the



system holdings for DVDs were at 15,835 and there were 26,876 logons utilizing the Wireless internet access. Questions and discussion followed.

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

The Ronald J. Norick Downtown Library will once again be a venue for Opening Night. Three groups are scheduled to perform in the building: Banish Misfortune, Boru's Ghost and Sunshine Hahn. Two of the groups, Banish Misfortune and Boru's Ghost have MLS staffers who are members. They will be performing in the atrium, beginning at 7:00 p.m.

The City of Choctaw is proposing changes to the Metropolitan Library Act which would allow for changes to commission membership and give Choctaw permanent representation on the commission. Mrs. Morris will continue to monitor the proposal and keep the commission informed.

The request for qualifications (RFQ) for architectural services for the Service Center has been completed and mailed. Advertising will also be placed in local newspapers as per the library purchasing policy. The goal is to have a recommendation for Commission approval by March 15.


Library staff have re-evaluated the four sites chosen for the Northwest Library and have sent a second choice to the City so the process of acquiring the land can begin. The first choice selected is not for sale. The second choice is also an excellent location and will work very well for the library.

Work is continuing on the Ralph Ellison Architectural Selection Process. The library is negotiating with the city regarding additional information needed before the interviews can be held.

Mr. Rice called for comments from Commission members.

**IX.** The next Commission meeting will be held at the Warr Acres Library, January 18, 2007

There being no further business, the meeting was adjourned at 4:30.



Donna Morris, Executive Director  
(Secretary)

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

December 31, 2006

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

For comparison, 50.00% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of December 2006.

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

**December 31, 2006**

**ASSETS**

CASH - Overnight Investment Account		\$ 4,238,763.82
INVESTMENTS (Schedule attached)		18,374,770.69
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	(10,309,511.27)	
		11,708,461.73
<b>Total Assets</b>		<b><u>\$34,321,996.24</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2005-06 Reserve for Appropriations	\$ 150,086.79	
2006-07 Purchase Orders Outstanding	188,654.93	
2005-06 Purchase Orders Outstanding	25,971.27	
2006-07 Checks Outstanding	274,966.61	
2005-06 Checks Outstanding	164.76	
<b>Total Liabilities</b>		639,844.36

**DEFERRED TAX REVENUE:**

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Current Year Ad Valorem Tax	11,708,461.73
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**FUND BALANCE:**

Beginning of the Year	19,704,947.94	
Add: Revenues		
Budgeted	10,618,511.27	
Other	1,545,974.02	12,164,485.29
Less: Expenditures	(9,895,743.08)	

<b>Total Fund Balance</b>	<b>21,973,690.15</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b><u>\$34,321,996.24</u></b>



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

**As of December 31, 2006**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	11/13/2007	5.100%	\$ 98,336.68
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	5.050%	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	12/7/2007	4.840%	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
Fed Home LN MC '07	12/29/2006	11/13/2007	5.100%	2,392,115.97
Fed Home LN MC '07	12/29/2006	10/16/2007	5.120%	2,400,979.17
Fed Home LN MC '07	12/29/2006	8/17/2007	5.130%	968,365.83
Fed Home LN MC '07	12/29/2006	7/9/2007	5.170%	1,460,240.00
Total Investments				<u>\$ 18,374,770.69</u>

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

December 1, 2006 to December 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	\$ 8,965,462.16	\$10,309,511.27	46.82%
State Aid	287,762.00	-	-	0.00%
Fines	<u>410,400.00</u>	<u>39,000.00</u>	<u>309,000.00</u>	75.29%
<b>Total Budgeted Revenue</b>	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 9,004,462.16</u></u>	<u><u>\$10,618,511.27</u></u>	46.74%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 258,827.32	\$ 899,472.78	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		39,809.10	495,816.86	
Flexible Benefits Account Balance		4,978.34	4,978.34	
Sale of Surplus Equipment		0.00	11,927.50	
Miscellaneous		<u>3,368.40</u>	<u>80,778.54</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 306,983.16</u></u>	<u><u>\$ 1,545,974.02</u></u>	
<b>Total Revenue</b>	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 9,311,445.32</u></u>	<u><u>\$12,164,485.29</u></u>	53.55%



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

**December 31, 2006**

	<u>BALANCE</u> <u>12/1/2006</u>	<u>RECEIPTS</u> <u>December</u>	<u>EXPEND.</u> <u>December</u>	<u>BALANCE</u> <u>12/31/2006</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 37,177.20	\$ 4,638.64	\$ 393.08	\$ 41,422.76
810 Prepaid Fees	(669.06)	77.87	0.00	(591.19)
815 Fines	39,007.89	40,494.81	39,000.00	40,502.70
820 Copy	96,784.79	3,239.62	1,010.58	99,013.83
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
<b>Total Revolving Funds</b>	<b>\$ 174,601.74</b>	<b>\$ 48,450.94</b>	<b>\$ 40,403.66</b>	<b>\$ 182,649.02</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>12/31/2006</u>
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	91,379.29	89,704.75	1,674.54
858 Inasmuch/DN Building	130,000.00	130,000.00	128,529.57	1,470.43
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	15,225.00	2,775.00
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	862.50	1,725.00	(862.50)
918 07/ODL/Wireless Grant	5,385.60	5,385.60	5,385.60	0.00
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
920 07/OAC/Andes Manta	3,000.00	3,000.00	3,000.00	0.00
923 07 OHC/A Jazz Journey	3,920.00	0.00	350.00	(350.00)
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	24,699.80	0.20
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	21,645.82	38,354.18
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	1,977.41	1,977.41	100.00	1,877.41
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 12/31/2006
<b><u>Grants - Friends of MLS</u></b>					
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960	05 OK Reads OK	0.00	0.00	481.62	(481.62)
966	05 Staff Recognition	5,341.72	5,470.28	5,470.28	0.00
975	05 Oklahoma Reads 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	5,604.30	0.00
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	4,112.47	4,187.53
895	06 Bill Gates Foundation	90,000.00	90,083.00	90,000.00	83.00
<b><u>Grants - Friends of MLS</u></b>					
904	07 Volunteer Recognition	2,000.00	2,000.00	109.20	1,890.80
905	07 Staff Recognition	6,100.00	6,170.64	5,966.83	203.81
906	07 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
907	07 Music with Susan - MWC	1,000.00	0.00	500.00	(500.00)
908	07 LIFE Come Read with Me	5,000.00	9,737.94	5,995.85	3,742.09
909	07 Author Visit - David Lubar	12,600.00	12,600.00	0.00	12,600.00
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	6,775.00	7,375.00
912	07 Looking at Jazz - Downtown	925.00	0.00	0.00	0.00
913	07 Oklahoma Voices	11,175.00	11,175.00	943.41	10,231.59
915	07 Library Enhancement - CH	1,108.00	1,108.00	0.00	1,108.00
917	07 Truck Tool Box	9,000.00	0.00	9,000.00	(9,000.00)
<b>Total Grants</b>					<u>\$128,581.78</u>
<b>Total Special Funds</b>					<u>\$ 311,230.80</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	676,298.47	4,357,833.37	46.41	9,389,112.00	5,031,278.63
102	Wages - Part-time	100,874.64	680,822.90	42.04	1,619,530.00	938,707.10
103	Payroll Taxes	57,436.19	372,283.39	44.74	832,015.00	459,731.61
109	Workers Comp Insurance	8,658.00	50,163.00	44.40	112,990.00	62,827.00
112	Group Insurance	113,578.53	673,266.66	47.87	1,406,415.00	733,148.34
113	Employees Retirement	35,421.41	219,743.77	19.98	1,100,000.00	880,256.23
114	Unemployment Compensation	.00	6,704.74	67.05	10,000.00	3,295.26
Total Personal Services		992,267.24	6,360,817.83	43.96	14,470,062.00	8,109,244.17
		=====	=====		=====	=====

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	2,235.00	155,223.00	90.13	172,216.00	16,993.00
202	Liability/Bonding Insurance	.00	.00	.00	22,600.00	22,600.00
205	Rent of Library Buildings	400.00	2,800.00	58.33	4,800.00	2,000.00
206	Rent of Equipment	505.00	1,010.00	61.21	1,650.00	640.00
207	Janitorial Services	24,757.35	152,188.35	46.27	328,930.00	176,741.65
208	Maintenance of Facilities	14,767.61	100,024.71	37.81	264,563.00	164,538.29
211	Parking & Transportation	9,626.13	63,167.42	35.88	176,054.00	112,886.58
212	Travel Expenses	-171.58	7,537.64	15.05	50,072.00	42,534.36
213	Professional Services	4,185.20	89,003.72	34.95	254,664.00	165,660.28
214	Security Services	19,690.13	101,180.27	33.87	298,743.00	197,562.73
216	Telephone services	10,772.79	66,281.90	23.93	277,030.00	210,748.10
217	Electrical Services	31,583.78	254,523.91	50.89	500,119.00	245,595.09
218	Gas Services	6,034.99	11,934.49	18.77	63,596.00	51,661.51
219	Water & Garbage Services	3,757.93	28,907.03	56.59	51,078.00	22,170.97
220	Trigen Energy Services	12,625.03	81,289.05	50.18	162,000.00	80,710.95
226	Memberships	670.00	6,888.50	23.28	29,589.00	22,700.50
230	Other Library-related Services	3,499.86	67,990.57	20.42	332,942.00	264,951.43
231	Automation Contractual	18,082.00	140,506.55	41.66	337,260.00	196,753.45
236	Network Catalog Services	.00	45,000.00	85.47	52,648.00	7,648.00
Total Contractual Services		163,021.22	1,375,457.11	40.69	3,380,554.00	2,005,096.89
		=====	=====		=====	=====

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	3,826.50	30,282.81	15.08	200,820.00	170,537.19
302	Postage	16,336.33	110,830.24	38.53	287,650.00	176,819.76
303	Supplies	21,044.66	135,519.11	49.68	272,789.00	137,269.89
310	Maintenance Supplies	7,898.74	17,487.33	24.63	71,000.00	53,512.67
312	Safety Supplies & Equipment	.01	1,817.64	29.32	6,200.00	4,382.36
321	Gasoline & Oil	1,917.37	15,047.48	37.62	40,000.00	24,952.52
322	Vehicle Parts & Repairs	30.23	4,142.52	23.01	18,000.00	13,857.48
330	Programming Activities	12,011.46	62,771.04	29.65	211,735.00	148,963.96
331	Other Commodities	565.99	5,467.33	17.16	31,855.00	26,387.67
Total Commodities		63,631.29	383,365.50	33.63	1,140,049.00	756,683.50

**Capital Outlays**

401	Books & Materials	286,463.68	1,421,979.37	45.17	3,148,050.00	1,726,070.63
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	686.00	145,495.20	83.50	174,240.00	28,744.80
408	Furniture, Fixtures, & Equipmt	963.87	89,358.96	56.73	157,518.00	68,159.04
409	Motor Vehicles	15,649.00	20,089.00	95.66	21,000.00	911.00
410	Automation Systems & Equipment	4,848.00	58,282.72	19.61	297,189.00	238,906.28
450	Capital Projects	3,830.70	40,897.39	.63	6,460,538.00	6,419,640.61
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		312,441.25	1,776,102.64	7.58	23,426,262.00	21,650,159.36
Total Budget		1,531,361.00	9,895,743.08	23.33	42,416,927.00	32,521,183.92



General Fund F.Y. 06-07

Warrant Register

December 2006

Number	Vendor/Payee	Purpose		Amount
G-01909	Bank of Oklahoma	Payroll Transmittal-Chks	41,606.36	
		Payroll Transmittal-Chks	18,191.46	59,797.82
G-01910	Bank of Oklahoma	Federal Withholding Tax	33,653.10	
		Federal Withholding Tax	2,290.00	35,943.10
G-01911	Oklahoma Tax Commission	State Withholding Tax	13,856.00	
		State Withholding Tax	1,056.00	14,912.00
G-01912	Mun. Employees Credit Union	Employee Cr Union Deducts	9,807.51	
		Employee Cr Union Deducts	140.00	9,947.51
G-01913	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	7.00	273.25
G-01914	Ken Felker & Associates	Employee Deductions	12.31	12.31
G-01915	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-01916	Bank of America	Payroll Transmittal-DDep	174,522.92	
		Payroll Transmittal-DDep	22,234.27	196,757.19
G-01917	Nationwide Retirement Solution	Employee Deductions	7,369.07	7,369.07
G-01918	Transamerica Worksite Mrktg.	Employee Deductions	632.41	632.41
G-01919	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,930.55	4,930.55
G-01920	Bank of Oklahoma	Employee Flexplan Deposit	17,182.26	
		Employer Flexplan Deposit	1,210.00	18,392.26
G-01921	Bank of Oklahoma	Employee Soc/Sec Deposits	20,198.53	
		Employee Soc/Sec Deposits	2,964.51	
		Employee Medicare Deposit	4,803.16	
		Employee Medicare Deposit	693.34	
		Employer Soc/Sec Deposits	23,163.12	
		Employer Medicare Deposit	5,496.48	57,319.14
G-01922	MassMutual Financial Group	Employee Contrib -- DC PI	9,563.51	
		Employer Contrib -- DC PI	17,723.64	27,287.15
G-01923	Love, Beal & Nixon, P.C.	Employee Deductions	145.54	145.54
G-01924	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	237.48	352.48
G-01925	Administrative Systems, Inc.	Employee Deductions	959.54	959.54
G-01926	Oklahoma Natural Gas Co.	Gas Services	321.28	321.28
G-01927	Triangle/A & E	Library-Related Services	267.81	
		Printing	36.00	303.81
G-01928	Brodart, Inc.	Furniture	230.42	230.42
G-01929	Southwestern Stationery and	Printing	3,921.00	3,921.00
G-01930	Gale Research	Materials	680.00	680.00
G-01931	Oriental Trading Co., Inc.	Programming	179.00	179.00
G-01932	UNUM Life Insurance	Grp Long-Trm Disab Prm-DC	6,308.17	6,308.17
G-01933	City of Warr Acres	Water & Garbage Services	56.65	56.65
G-01934	AT&T	Telephone Services	265.82	265.82
G-01935	Strictly Publishing	Library-Related Services	110.00	110.00
G-01936	Standard Printing Co., Inc.	Printing	465.00	
		Printing	430.00	
		Printing	860.00	1,755.00
G-01937	Oklahoma Library Association	Registration	65.00	
		Registration	65.00	
		Memberships	109.00	239.00
G-01938	Baker & Taylor Books	Materials	2,942.44	2,942.44
G-01939	Susie Beasley	Programming Supplies	97.29	97.29
G-01940	Bill Warren Office Products	Supplies	362.00	
		Supplies	147.00	509.00



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Warrant Register

December 2006

Number	Vendor/Payee	Purpose		Amount
G-01941	CompSource Oklahoma	Workers Comp Insurance	8,658.00	8,658.00
G-01942	West Group Payment Center	Materials	975.50	975.50
G-01943	Recorded Books, LLC	Materials	5,354.14	5,354.14
G-01944	Instructional Video, Inc.	Materials	2,135.14	2,135.14
G-01945	Gale Group	Materials	1,436.00	1,436.00
G-01946	Staples Business Advantage	Supplies	331.98	
		Supplies	365.97	697.95
G-01947	Mutual Assurance	Grp Life/Ad&d Ins Prm-DEC	26,819.60	26,819.60
G-01948	Friday	Subscriptions	25.00	25.00
G-01949	Margaret A. Gaeddert	Professional Services	685.00	685.00
G-01950	Walter Wayne McEvilly	Programming	400.00	400.00
G-01951	Full Circle Bookstore	Materials	38.28	38.28
G-01952	Rosemary Czarski	Other Commodities	54.00	
		Programming	82.38	136.38
G-01953	Janet Brooks	Travel Expenses	131.93	131.93
G-01954	Genealogical Publishing Co,Inc	Materials	627.35	627.35
G-01955	Random House, Inc	Materials	806.40	806.40
G-01956	Scott's Printing & Copying	Library-Related Services	1,643.23	1,643.23
G-01957	Brilliance Corporation	Materials	411.41	411.41
G-01958	Oklahoma Dept. of Commerce	Materials	1,100.00	1,100.00
G-01959	Ingram Library Service	Materials	1,441.94	1,441.94
G-01960	Information Today, Inc.	Materials	2,789.55	2,789.55
G-01961	Audio Editions	Materials	3,746.64	3,746.64
G-01962	Digital Library Reserve, Inc	Books & Materials	5,625.00	5,625.00
G-01963	FOI Oklahoma	Professional Services	35.00	35.00
G-01964	Town of Luther	Water & Garbage Services	44.25	44.25
G-01965	Kay L. Bauman	Travel Expense	1,047.25	
		Travel Expense	375.20	1,422.45
G-01966	Anderson News, LLC	Subscriptions	1,844.19	1,844.19
G-01967	J & B Graphics	Construction	190.00	190.00
G-01968	Evans Hardware	Maintenance of Facilities	6.38	6.38
G-01969	Oklahoma Today Magazine	Materials	59.85	59.85
G-01970	Sam's Club	Memberships	70.00	70.00
G-01971	Heritage Microfilm, Inc	Subscriptions	4,833.00	4,833.00
G-01972	Vision Service Plan of	Group Vision Ins Prem-DEC	2,163.98	2,163.98
G-01973	C.O.T.P.A.	Staff Parking	252.00	252.00
G-01974	Baker & Taylor Entertainment	Materials	2,721.11	2,721.11
G-01975	Metropolitan Library System	Grp Med/Dtl Ins Prem-Dec	77,076.78	77,076.78
G-01976	Daniel Fields	Programming	79.65	79.65
G-01977	AccuZip, Inc.	Postage	801.00	801.00
G-01978	Sizzlin' Brains Creative	Programming	250.00	250.00
G-01979	Imagination Promotional Group	Printing	88.19	88.19
G-01980	Teaching Company	Materials	2,934.05	2,934.05
G-01981	Oklahoma City Ad Club	Memberships	240.00	240.00
G-01982	OKC Philharmonic Orchestra	Programming	320.00	320.00
G-01983	Corporate Express, Inc.	Supplies	59.70	
		Supplies	110.24	169.94
G-01984	Baker & Taylor Books	Materials	275.71	
		Materials	884.66	
		Materials	2,896.28	
		Materials	2,076.74	
		Materials	8,358.76	

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Warrant Register

December 2006

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-01984	Baker & Taylor Books	Materials	3,867.00	18,359.15
G-01985	Baker & Taylor Books	Materials	1,016.45	
		Materials	6,582.54	
		Materials	2,388.72	9,987.71
G-01986	Baker & Taylor Books	Materials	428.07	428.07
G-01987	Emily Williams	Travel Expenses	57.85	
		Travel Expenses	58.74	
		Other Commodities	56.52	173.11
G-01988	Tulin LaFollette	Mileage	11.13	
		Programming	51.65	62.78
G-01989	COTPA	Staff Parking	2,576.00	
		Staff Parking	4,232.00	6,808.00
G-01990	Metropolitan Library System	Professional Services	90.00	
		Printing	2.00	
		Postage	46.25	
		Supplies	10.83	
		Programming	191.07	
		Programming	74.04	
		Other Commodities	35.17	449.36
G-01991	City of Midwest City	Water & Garbage Services	340.10	340.10
G-01992	Grainger	Maintenance of Facilities	135.45	
		Maintenance of Facilities	135.45	270.90
G-01993	O G & E	Electrical Services	13,392.55	13,392.55
G-01994	Oklahoma Natural Gas Co.	Gas Services	3,723.25	3,723.25
G-01995	City of Oklahoma City	Water & Garbage Services	1,168.51	1,168.51
G-01996	City of the Village	Water & Garbage Services	76.42	76.42
G-01997	Southwestern Stationery and	Supplies	1,151.84	
		Supplies	14.99	
		Supplies	55.56	1,222.39
G-01998	Locke Supply Co.	Maintenance of Facilities	12.64	12.64
G-01999	Journey House Travel, Inc.	Travel Expenses	409.70	409.70
G-02000	Journal Record Publishing	Materials	440.00	440.00
G-02001	Synergy Datacom Supply, Inc.	Maintenance of Facilities	15.26	15.26
G-02002	Ernestine Clark	Mileage	31.60	31.60
G-02003	Oklahoma Historical Society	Subscriptions	33.00	33.00
G-02004	Baker & Taylor Books	Materials	3,613.27	3,613.27
G-02005	Donna Morris	Telephone Services	50.00	50.00
G-02006	H.W. Wilson Company Lockbox	Materials	820.00	820.00
G-02007	Susan Ryan	Mileage	13.80	13.80
G-02008	Mid-west Landscape, LLC	Maintenance of Facilities	1,820.00	
		Maintenance of Facilities	719.00	2,539.00
G-02009	Charles S. Isaacs	Mileage	5.12	5.12
G-02010	West Group Payment Center	Subscriptions	359.00	359.00
G-02011	Barbara Beasley	Mileage	8.68	8.68
G-02012	N.E. Landfill, Inc	Maintenance of Facilities	43.72	43.72
G-02013	CCH Incorporated	Materials	139.62	139.62
G-02014	Recorded Books, LLC	Materials	341.10	341.10
G-02015	Pure Service Corp.	Janitorial Services	133.35	
		Janitorial Services	200.00	
		Janitorial Services	4,110.00	
		Janitorial Services	2,780.00	

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Warrant Register

December 2006

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02015	Pure Service Corp.	Janitorial Services	370.00	7,593.35
G-02016	The Penworthy Co.	Materials	1,078.73	1,078.73
G-02017	Marilyn E. Backus	Mileage	54.07	54.07
G-02018	Denyveta Davis	Mileage	97.68	97.68
G-02019	Gale Group	Materials	405.40	405.40
G-02020	Traci Jinkens	Mileage	33.44	33.44
G-02021	Reliance Label Solutions, Inc	Supplies	7,789.36	7,789.36
G-02022	Anne G. Fischer	Mileage	123.27	123.27
G-02023	Pacesetters Consulting Group	Professional Services	400.00	400.00
G-02024	Walter Wayne McEvilly	Programming	200.00	200.00
G-02025	Priscilla Doss	Reimbursement of OLA dues	35.00	35.00
G-02026	Full Circle Bookstore	Materials	1,050.96	1,050.96
G-02027	Janet Brooks	Mileage	20.47	20.47
G-02028	Great American Glass & Tinting	Maintenance of Facilities	100.00	100.00
G-02029	INTEGRIS Corporate Assistance	Employee Assistance	816.00	816.00
G-02030	Oklahoma Air Filter	Maintenance of Facilities	281.40	
		Maintenance of Facilities	228.43	509.83
G-02031	The Oil & Gas Directory	Materials	260.00	260.00
G-02032	Jonathan Willis	Mileage	15.35	15.35
G-02033	OEM Systems	Equipment	4,864.00	4,864.00
G-02034	IPMA	Memberships	145.00	145.00
G-02035	Blackstone Audio Books	Materials	94.50	94.50
G-02036	Oklahoma Gazette	Library-Related Services	558.90	558.90
G-02037	Random House, Inc	Materials	6,481.80	6,481.80
G-02038	Cingular Wireless	Telephone Services	88.25	88.25
G-02039	Brilliance Corporation	Materials	695.34	695.34
G-02040	Ingram Library Service	Materials	603.41	603.41
G-02041	Julia Ballou	Mileage	20.03	20.03
G-02042	XPEDX	Supplies	2,199.20	2,199.20
G-02043	Dana Morrow	Other Commodities	376.51	376.51
G-02044	High-Tech-Tronics, Inc.	Maintenance of Facilities	59.85	59.85
G-02045	D & R Reporting and Video, Inc	Professional Services	988.50	
		Professional Services	527.75	1,516.25
G-02046	Stuart Williamson	Mileage	27.15	27.15
G-02047	Rod Taylor Welding	Capital Projects	2,350.00	2,350.00
G-02048	Fleetcor Technologies	Gas & Oil	1,859.45	1,859.45
G-02049	Chickasaw Telecom, Inc.	Communications	740.00	740.00
G-02050	Crystal Roper	Mileage	5.34	5.34
G-02051	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	65.00	65.00
G-02052	Ingram Library Service	Materials	494.14	494.14
G-02053	Sagebrush Corp.	Materials	38.73	38.73
G-02054	Voss Lighting	Maintenance of Facilities	93.08	
		Maintenance of Facilities	386.70	
		Maintenance of Facilities	675.05	
		Maintenance of Facilities	119.80	
		Maintenance of Facilities	202.44	
		Maintenance of Facilities	45.68	
		Maintenance of Facilities	163.80	1,686.55
G-02055	Frances V. Harbert	Mileage	5.12	5.12
G-02056	Jason's Deli/Deli Partners	Professional Services	93.63	93.63
G-02057	Landon Holman	Mileage	26.26	26.26



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Warrant Register

Number	Vendor/Payee	Purpose	Amount	Amount
G-02058	Rhonda J. Turley	Supplies	3.78	
		Programming Supplies	47.10	50.88
G-02059	Jimmy Welch	Telephone Services	25.00	25.00
G-02060	Ryan Bellgardt	Programming	150.00	150.00
G-02061	Simona Long	Mileage	7.12	7.12
G-02062	Evans Hardware	Maintenance of Facilities	7.79	
		Maintenance of Facilities	8.76	
		Maintenance of Facilities	36.85	53.40
G-02063	OPUBCO Communications Group	Library-related Services	615.00	615.00
G-02064	American Map Corp	Materials	65.74	65.74
G-02065	AT&T	Telephone Services	49.05	49.05
G-02066	Ruby Soutiere	Mileage	12.46	12.46
G-02067	Kelley Riha	Mileage	38.27	38.27
G-02068	Kevin Colwell	Mileage	4.45	4.45
G-02069	U.S. Postmaster	Postage	38.00	38.00
G-02070	City of Harrah	Water & Garbage Services	47.08	47.08
G-02071	Crowe & Dunlevy	Professional Services	951.50	951.50
G-02072	John Wood	Mileage	4.45	4.45
G-02073	City of Choctaw	Water & Gas Services	124.90	124.90
G-02074	Abolghasem Siavashi	Mileage	2.23	2.23
G-02075	Todd Olberding	Telephone Services	45.31	45.31
G-02076	Baker & Taylor Entertainment	Materials	3,516.54	3,516.54
G-02077	FBD Consulting, Inc.	Professional Services	150.00	150.00
G-02078	Preston Bell	Parking & Transportation	40.00	40.00
G-02079	USPS/BME	Postage	160.00	160.00
G-02080	Imagination Promotional Group	Promotional Gifts	16,233.78	16,233.78
G-02081	Allied Waste Services #060	Garbage Services	487.42	487.42
G-02082	Pamela Buchanan	Mileage	44.50	44.50
G-02083	Fred Pryor Seminars/	Professional Services	99.00	99.00
G-02084	Marquis Who's Who	Materials	2,502.80	2,502.80
G-02085	Star Lighting	Maintenance of Facilities	587.86	587.86
G-02086	Melissa Weathers	Mileage	4.45	4.45
G-02087	Susan H. Wood	Programming	125.00	125.00
G-02088	Kelley Hoffman	Mileage	8.46	8.46
G-02089	Baker & Taylor Books	Materials	1,032.01	
		Materials	1,590.06	
		Materials	1,852.71	
		Materials	4,775.73	
		Materials	2,930.09	
		Materials	8,396.20	
		Materials	1,479.49	22,056.29
G-02090	Baker & Taylor Books	Materials	5,679.23	
		Materials	3,414.27	
		Materials	3,293.86	12,387.36
G-02091	Baker & Taylor Books	Materials	2,021.91	2,021.91
G-02092	Wood's Downtown Floral	Other Commodities	106.00	106.00
G-02093	Maria Watkins	Mileage	26.70	26.70
G-02094	Emily Williams	Mileage	14.46	14.46
G-02095	Lloyd Lovely	Mileage	20.47	20.47
G-02096	Christine Bassett	Mileage	5.79	5.79
G-02097	Shirley E. Wilson	Programming	150.00	150.00
G-02098	Heartland Payphone Service	Telephone Services	195.00	195.00



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December 2006

Number	Vendor/Payee	Purpose		Amount
G-02099	Angela Wall	Programming	60.00	60.00
G-02100	Midwest Single Source, Inc.	Supplies	1,008.25	1,008.25
G-02101	Stacy Schrank	Mileage	24.03	24.03
G-02102	John Sing's All Trade	Maintenance of Facilities	125.00	
		Capital Projects	300.00	425.00
G-02103	Metropolitan Library System	Professional Services	57.75	
		Postage	54.08	
		Supplies	153.47	
		Supplies	40.41	
		Programming	159.57	
		Programming	62.02	
		Other Commodities	19.32	546.62
G-02104	Bradford Industrial Suppl Corp	Maintenance of Facilities	421.70	421.70
G-02105	O G & E	Electrical Services	7,868.23	7,868.23
G-02106	City of Bethany	Water & Garbage Services	122.95	122.95
G-02107	Southwestern Stationery and	Supplies	10.06	10.06
G-02108	Locke Supply Co.	Maintenance of Facilities	43.35	43.35
G-02109	Tech-Lock	Maintenance of Facilities	24.00	24.00
G-02110	Demco	Supplies	11.71	
		Safety Supplies	82.41	
		Supplies	146.86	
		Supplies	226.69	
		Supplies	14.04	
		Supplies	62.05	543.76
G-02111	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02112	EBSCO Subscription Services	Supplies	619.62	
		Supplies	170.43	790.05
G-02113	Gale Research	Materials	43,884.20	43,884.20
G-02114	Hewlett-Packard Co.	Automation Contractual	12,007.00	12,007.00
G-02115	AT&T	Telephone Services	921.82	
		Telephone Services	1,320.21	
		Telephone Services	326.37	2,568.40
G-02116	City of Edmond	Electrical Services	3,073.00	3,073.00
G-02117	Alma L. Brown	Programming	81.64	81.64
G-02118	KFC/TB #Y336004	Programming	89.88	89.88
G-02119	Mary Patton	Programming	87.44	87.44
G-02120	Weston Woods Accts Receivable	Materials	46.36	46.36
G-02121	Baker & Taylor Books	Materials	7,850.35	7,850.35
G-02122	Central Oklahoma Winnelson	Maintenance of Facilities	41.15	41.15
G-02123	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02124	Chester 'Jack' Kinzie, Jr.	Mileage	6.68	6.68
G-02125	Recorded Books, LLC	Materials	6,186.79	6,186.79
G-02126	Instructional Video, Inc.	Materials	1,023.24	1,023.24
G-02127	Gale Group	Materials	2,076.30	2,076.30
G-02128	Production Services	Library-related Services	920.00	920.00
G-02129	LexisNexis Matthew Bender	Materials	114.00	114.00
G-02130	Anne G. Fischer	Telephone Services	50.00	50.00
G-02131	Spaces, Inc.	Furniture	18,988.52	
		Furniture	8,134.18	
		Furniture	10,647.16	
		Furniture	11,036.16	
		Furniture	655.50	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-02131	Spaces, Inc.	Furniture	749.34
		Furniture	4,218.39
		Furniture	2,668.00
G-02132	City Chevrolet	Vehicle	15,225.00
G-02133	Staples Credit Plan	Maintenance of Facilities	59.98
G-02134	Superior Security	Security Services	4,556.25
		Security Services	2,990.75
		Security Services	2,916.63
			10,463.63
G-02135	Oklahoma Air Filter	Maintenance of Facilities	61.68
G-02136	Jonathan Willis	Telephone Services	35.00
G-02137	Oklahoma City Employment Guide	Library-related Services	468.00
G-02138	Blackstone Audio Books	Materials	1,003.50
G-02139	Random House, Inc	Materials	2,428.80
G-02140	Brilliance Corporation	Materials	102.71
G-02141	Allen's Floor Systems, Inc.	Capital Projects	125.00
G-02142	Eakin Press	Materials	100.35
G-02143	Francie Pendleton	Mileage	13.35
G-02144	Ingram Library Service	Materials	1,669.88
G-02145	Candace McDaniel	Programming	114.68
G-02146	Summit Mailing Systems, Inc.	Equipment Rental	278.50
		Maintenance of Facilities	303.75
		Equipment Rental	226.50
		Maintenance of Facilities	122.35
			931.10
G-02147	James E. Nimmo	Transportation	120.00
G-02148	Digital Library Reserve, Inc	Books & Materials	5,250.00
G-02149	FedEx Kinko's Print Services	Programming	4.50
G-02150	TK Window Cleaning	Maintenance of Facilities	620.00
G-02151	Linda Temple	Reimbursement of OLA dues	35.00
G-02152	Ingram Library Service	Materials	15.11
G-02153	Sagebrush Corp.	Materials	226.53
G-02154	The Oklahoma Academy	Memberships	250.00
G-02155	Center Point Large Print	Materials	498.42
G-02156	Anita Roesler	Mileage	13.80
G-02157	Rhonda J. Turley	Programming Supplies	59.84
G-02158	Jimmy Welch	Telephone Services	45.62
		Telephone Services	25.00
			70.62
G-02159	Debbie Robertus	Mileage	31.15
G-02160	Melissa O'Neil	Programming	64.66
G-02161	Heidi A. Port	Travel Expenses	234.81
G-02162	BMI Systems Corp.	Maintenance of Equipment	44.85
		Maintenance of Equipment	28.75
		Maintenance of Equipment	245.97
		Maintenance of Equipment	73.82
		Maintenance of Equipment	117.21
			510.60
G-02163	OPUBCO Communications Group	Library-related Services	220.00
G-02164	Kimberly Edwards	Programming	55.07
G-02165	Bank of America	Direct Deposit Fees	149.19
G-02166	Sharon A. Nolan	Programming	303.01
G-02167	Omnigraphics, Inc.	Materials	1,690.02
G-02168	Rosalind L. Reeder	Programming	80.00
G-02169	City of Edmond	water & Garbage Services	207.15



General Fund F.Y. 06-07

Warrant Register

December 2006

Number	Vendor/Payee	Purpose		Amount
G-02170	The State Chamber	Registration	50.00	50.00
G-02171	John Wood	Telephone Services	50.00	50.00
G-02172	Crystal Suppes	Mileage	13.80	13.80
G-02173	World Book School & Library	Materials	12,435.00	12,435.00
G-02174	C. L. Frates & Co.	Insurance	2,235.00	2,235.00
G-02175	Office Depot Credit Plan	Supplies	322.90	
		Supplies	53.85	
		Supplies	9.99	
		Programming Supplies	39.99	
		Supplies	209.38	636.11
G-02176	CPI Office Products	Supplies	79.46	79.46
G-02177	Cox Communications, Inc.	Internet Data Circuit	1,743.00	
		Internet Data Circuit	1,743.00	
		Internet Data Circuit	539.92	4,025.92
G-02178	Baker & Taylor Entertainment	Materials	1,994.94	1,994.94
G-02179	Daniel Fields	Programming Supplies	46.47	46.47
G-02180	Walmart Community	Maintenance of Facilities	51.19	51.19
G-02181	LaWana D. Morgan	Mileage	13.35	13.35
G-02182	The Meadows	Supplies	114.24	114.24
G-02183	Commercial Card Solutions	Books & Materials	28.20	28.20
G-02184	Reef Shop Warehouse	Maintenance of Facilities	57.98	57.98
G-02185	Imagination Promotional Group	Programming	5,053.54	5,053.54
G-02186	Donna Morris	Car Allowance	450.00	450.00
G-02187	John Utley	Telephone Services	35.00	35.00
G-02188	Lesli Jones	Library-related Services	335.00	335.00
G-02189	Cox Communications, Inc.	Telephone Services	2,561.51	2,561.51
G-02190	Corporate Express, Inc.	Supplies	21.09	
		Supplies	12.30	33.39
G-02191	Baker & Taylor Books	Materials	748.41	
		Materials	536.78	
		Materials	2,826.61	
		Materials	3,573.70	
		Materials	6,682.19	
		Materials	6,677.00	21,044.69
G-02192	Baker & Taylor Books	Materials	255.94	
		Materials	1,223.22	
		Materials	6,328.91	7,808.07
G-02193	Baker & Taylor Books	Materials	467.89	467.89
G-02194	Stephanie Kotzum	Programming	50.00	50.00
G-02195	Maria Y. Bozarth	Programming	150.00	150.00
G-02196	Fred Roper	Programming	150.00	150.00
G-02197	Bank of Oklahoma	Payroll Transmittal-Chks	41,698.62	
		Payroll Transmittal-Chks	19,279.96	60,978.58
G-02198	Bank of Oklahoma	Federal Withholding Tax	34,534.10	
		Federal Withholding Tax	2,761.00	37,295.10
G-02199	Oklahoma Tax Commission	State Withholding Tax	14,236.00	
		State Withholding Tax	1,233.00	15,469.00
G-02200	Mun. Employees Credit Union	Employee Cr Union Deducts	9,807.51	
		Employee Cr Union Deducts	140.00	9,947.51
G-02201	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	7.00	273.25
G-02202	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50



General Fund F.Y. 06-07

Warrant Register

December 2006

Number	Vendor/Payee	Purpose	Amount	Amount
G-02203	Bank of America	Payroll Transmittal-DDep	179,819.97	
		Payroll Transmittal-DDep	25,343.03	205,163.00
G-02204	Nationwide Retirement Solution	Employee Deductions	7,369.07	7,369.07
G-02205	Transamerica Worksite Mrktg.	Employee Deductions	632.41	632.41
G-02206	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,859.24	4,859.24
G-02207	Bank of Oklahoma	Employee Flexplan Deposit	7,944.36	7,944.36
G-02208	Bank of Oklahoma	Employee Soc/Sec Deposits	19,951.15	
		Employee Soc/Sec Deposits	3,289.74	
		Employee Medicare Deposit	4,766.02	
		Employee Medicare Deposit	769.37	
		Employer Soc/Sec Deposits	23,241.14	
		Employer Medicare Deposit	5,535.45	57,552.87
G-02209	MassMutual Financial Group	Employee Contrib -- DC PI	9,555.21	
		Employer Contrib -- DC PI	17,697.77	27,252.98
G-02210	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02211	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	237.48	352.48
G-02212	Administrative Systems, Inc.	Employee Deductions	959.54	959.54
G-02213	City of Del City	Building Rental	400.00	400.00
G-02214	Oklahoma Natural Gas Co.	Gas Services	1,865.46	1,865.46
G-02215	City of Oklahoma City	Water & Garbage Services	1,082.50	1,082.50
G-02216	Triangle/A & E	Printing	16.20	
		Printing	252.00	268.20
G-02217	Locke Supply Co.	Maintenance of Facilities	6.92	
		Maintenance of Facilities	8.61	15.53
G-02218	Demco	Furniture	2,865.83	
		Supplies	58.97	2,924.80
G-02219	Gale Research	Materials	1,834.20	1,834.20
G-02220	Dept. 30 - 2202422768	Material	203.07	203.07
G-02221	Royce McLarry	Programming	100.00	100.00
G-02222	Baker & Taylor Books	Materials	1,998.02	1,998.02
G-02223	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02224	Charles S. Isaacs	Telephone Services	35.00	35.00
G-02225	Chester 'Jack' Kinzie, Jr.	Reimbursement of OLA dues	35.00	35.00
G-02226	Tai Chi Made Easy	Materials	120.00	120.00
G-02227	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-02228	ConocoPhillips Fleet	Gas & Oil	32.92	32.92
G-02229	Instructional Video, Inc.	Materials	1,329.07	1,329.07
G-02230	Gale Group	Materials	2,348.77	2,348.77
G-02231	Randy Wayland	Programming	57.44	57.44
G-02232	Library Video Co.	Materials	942.65	942.65
G-02233	Full Circle Bookstore	Materials	359.32	359.32
G-02234	Frances Kay Samaripa	Mileage	23.85	23.85
G-02235	Blackstone Audio Books	Materials	90.00	90.00
G-02236	Random House, Inc	Materials	2,047.20	2,047.20
G-02237	Brilliance Corporation	Materials	159.50	159.50
G-02239	Ingram Library Service	Materials	1,393.53	1,393.53
G-02240	Mergent Co., Inc.	Materials	4,065.00	4,065.00



General Fund F.Y. 06-07

Warrant Register

December 2006

Number	Vendor/Payee	Purpose		Amount
G-02241	Audio Editions	Materials	588.80	588.80
G-02242	American Library Assoc.	Materials	110.00	110.00
G-02243	OSCPA	Professional Services	49.00	49.00
G-02244	Stuart Williamson	Professional Services	169.90	169.90
G-02245	United States Postal Service	Postage	500.00	500.00
G-02246	Debra O. Spindle	Programming	75.00	75.00
G-02247	Jeff Lockwood	Library-related Services	50.00	50.00
G-02248	Anna Starzec	Programming	100.00	100.00
G-02249	Eun-Hee Park	Programming	50.00	50.00
G-02250	Elizabeth Solis	Programming Activities	50.00	50.00
G-02251	Full Cast Audio	Materials	178.95	178.95
G-02252	Ginger Waldrup	Programming	100.00	100.00
G-02253	Ingram Library Service	Materials	628.45	628.45
G-02254	Voss Lighting	Maintenance of Facilities	446.58	446.58
G-02255	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-02256	Atlas Business Solutions, Inc.	Maintenance of Equipment	600.00	600.00
G-02257	Siemens Building Technologies	Maintenance of Facilities	2,220.00	2,220.00
G-02258	U.S. Postmaster	Postage	38.00	38.00
G-02259	Dowell Parking Center	Staff Parking	550.00	550.00
G-02260	BBC Audiobooks America	Materials	24.00	24.00
G-02261	American Bldg Specialties, Inc	Maintenance of Facilities	1,535.70	1,535.70
G-02262	Kimberly Rickey	Mileage	13.35	13.35
G-02263	C.O.T.P.A.	Staff Parking	168.00	168.00
G-02264	Office Depot Credit Plan	Supplies	35.99	35.99
G-02265	Karen L. Bays	Supplies	141.30	
		Mileage	13.35	154.65
G-02266	Baker & Taylor Books	Materials	2,024.96	2,024.96
G-02267	Commercial Card Solutions	Supplies	47.11	
		Membership	210.00	
		Equipment	294.88	
		Programming Supplies	30.75	
		Furniture	357.54	
		Furniture	1,668.89	
		Supplies	70.50	
		Memberships	160.00	
		Supplies	50.56	
		Software	8.40	
		Supplies	124.00	
		Equipment	493.11	
		Equipment	306.00	
		Professional Service	12.00	3,833.74
G-02268	Baker & Taylor Entertainment	Materials	1,827.54	1,827.54
G-02269	Walmart Community	Supplies	80.13	
		Programming	207.32	287.45
G-02270	Metro Family	Library-Related Services	650.00	650.00
G-02271	USPS/BME	Postage	500.00	500.00
G-02272	Betty Scott	Mileage	5.12	5.12
G-02273	Teaching Company	Materials	109.95	109.95
G-02274	Darrie Breathwitt	Programming	50.21	50.21
G-02275	Oklahoma Heritage Association	Materials	126.13	126.13
G-02276	Cintas Corp.	Maintenance of Facilities	365.35	365.35
G-02277	Accuity	Materials	994.04	994.04



General Fund F.Y. 06-07

**Warrant Register**

December 2006

Number	Vendor/Payee	Purpose		Amount
G-02278	Rondia K. Banks	Programming	64.87	64.87
G-02279	Oklahoma City Police Dept.	Maintenance of Facilities	150.00	150.00
G-02280	Corporate Express, Inc.	Supplies	279.44	279.44
G-02281	Baker & Taylor Books	Materials	663.29	
		Materials	872.92	
		Materials	2,124.02	
		Materials	3,518.81	
		Materials	7,814.18	
		Materials	791.51	15,784.73
G-02282	Baker & Taylor Books	Materials	2,848.30	
		Materials	6,655.51	9,503.81
G-02283	Baker & Taylor Books	Materials	1,847.34	1,847.34
G-02284	James Cain	Programming	100.00	100.00
G-02285	CEBS Program	Professional Services	100.00	100.00
G-02286	McAlester News Capital	Subscriptions	141.00	141.00
G-02287	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-02288	Smart Technologies	Automation Contractual	320.00	
		Automation Contractual	480.00	800.00
G-02289	Erika Diel	Maintenance of Facilities	120.00	120.00
G-02290	Trigen-OKC Energy Corporation	Energy Services	12,625.03	12,625.03
G-02291	COTPA	Staff Parking	2,668.00	
		Staff Parking	4,323.10	6,991.10
G-02292	Stacy Schrank	Mileage	114.97	114.97
G-02293	Commercial Card Solutions	Supplies	135.90	135.90
Total of FY 06-07 Warrants Issued				\$ 1,602,926.26

General Fund F.Y. 05-06

**Warrant Register**

December 2006

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05671	Highsmith Co., Inc.	Supplies	86.67	86.67
G-05672	Commercial Card Solutions	Fixtures	150.64	150.64
Total of FY 05-06 Warrants Issued				\$ 237.31



Special Funds

Warrant Register

December 2006

Number	Vendor/Payee	Purpose		Amount
S-12618	Cynthia J. Smith	Lost & Paid Book Returned	3.00	3.00
S-12619	Carlton T. Carter	Lost & Paid Book Returned	3.00	3.00
S-12620	Joey M. Rodman	Lost & Paid Book Returned	26.95	26.95
S-12621	Carlos A. Segura	Lost & Paid Book Returned	3.00	3.00
S-12622	Sasha M. West	Lost & Paid Book Returned	13.99	13.99
S-12623	Sarah M. Barber	Lost & Paid Book Returned	12.95	12.95
S-12624	Truyen C. Truong	Lost & Paid Book Returned	10.99	10.99
S-12625	Shawna N. Richardson	Lost & Paid Book Returned	12.98	12.98
S-12626	Chris T. Daugherty	Lost & Paid Book Returned	3.00	3.00
S-12627	Dawn M. Schultz	Lost & Paid Book Returned	11.59	11.59
S-12628	Midwest Trophy Mfg. Co., Inc.	Staff Recognition Expense	20.00	20.00
S-12629	Metropolitan Library System	07/Friends/Staff Recognit	14.32	14.32
S-12630	Metropolitan Library System	Transfer of Fines & Fees	39,000.00	39,000.00
S-12631	OEM Systems	Equipment	6,932.00	
		Equipment	2,068.00	9,000.00
S-12632	Chickasaw Telecom, Inc.	Communications	1,077.12	
		Communications	1,077.12	
		Communciations	1,077.12	
		Communications	1,077.12	
		Communications	1,077.12	5,385.60
S-12633	Standley Systems	Copier Usage	323.63	
		Copier Usage	142.74	466.37
S-12634	Hobby Lobby		66.18	66.18
S-12635	Metropolitan Library System	05/Friends/Staff Recognit	15.44	15.44
S-12636	Metropolitan Library System	06/Friends/Staff Recognit	10.35	10.35
S-12637	City Chevrolet	Vehicle	15,225.00	15,225.00
S-12638	Janice M. Nuttall	Lost & Paid Book Returned	3.95	3.95
S-12639	Nadine D. Seago	Lost & Paid Book Returned	29.95	29.95
S-12640	Catherine R. Wangler	Lost & Paid Book Returned	12.00	12.00
S-12641	Courtney L. Love	Lost & Paid Book Returned	9.35	9.35
S-12642	Name Badge Production	Supplies	142.25	142.25
S-12643	Sahar A. Owais	Lost & Paid Book Returned	12.95	12.95
S-12644	Craig D. Engles	Lost & Paid Book Returned	6.99	6.99
S-12645	Jose Marquez	Lost & Paid Book Returned	24.99	24.99
S-12646	Jamie L. Haddad	Lost & Paid Book Returned	3.00	3.00
S-12647	Barbara J. Bingham	Lost & Paid Book Returned	10.50	10.50
S-12648	LaTonya E. Robertson	Lost & Paid Book Returned	6.00	6.00
S-12649	Dana L. Orwig	Lost & Paid Book Returned	5.95	5.95
S-12650	Pam A. Rector	Lost & Paid Book Returned	15.95	15.95
S-12651	Charles K. Ashley	Lost & Paid Book Returned	4.00	4.00
S-12652	Pamela S. Newell	Lost & Paid Book Returned	3.00	3.00
S-12653	Jose L. Olivares	Lost & Paid Book Returned	5.95	5.95
S-12654	Linda L. Harkins	Lost & Paid Book Returned	3.00	3.00
S-12655	Midwest Trophy Mfg. Co., Inc.	Staff Pin Adjustments	25.00	25.00
S-12656	Trudy E. Pope	Lost & Paid Book Returned	3.30	3.30
S-12657	Michael Stone	Equipment Maintenance	93.41	93.41
S-12658	Candace McDaniel	INASMUCH/DN Donations	270.53	270.53
S-12659	Walker Companies	Decorations	400.00	400.00
S-12660	Oklahoma Tax Commission	State Sales Tax-Nov 2006	113.60	113.60
S-12661	David P. Stapleton	Lost & Paid Book Returned	4.95	4.95
S-12662	Cynthia C. Roberts	Lost & Paid Book Returned	3.00	3.00
S-12663	Sheri L. Smith	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register


December 2006

Number	Vendor/Payee	Purpose		Amount
S-12664	Darlene L. Rowell	Lost & Paid Book Returned	16.00	16.00
S-12665	Ronald L. Plant	Lost & Paid Book Returned	9.55	9.55
S-12666	Cheryl L. Weber	Lost & Paid Book Returned	3.00	3.00
S-12667	Kimberly Rickey	Staff Recognition	84.09	84.09
S-12668	Kate E. Axtell	Lost & Paid Book Returned	12.00	12.00
S-12669	Oklahoma Tax Commission	State Sales Tax-Nov 2006	282.21	282.21
S-12670	Business Imaging Systems, Inc.	Supplies	262.00	262.00
S-12671	National Video Resources	Programming	350.00	350.00
Total of Special Funds Warrants Issued				\$ 71,540.13



I, Jim Welch, certify that:

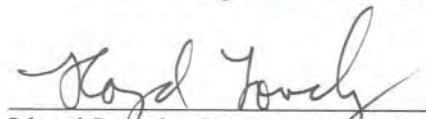
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered 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.

  
Jim Welch, Deputy Executive Director

1-10-07  
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

1-10-07  
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: Microcomputers**

Provided for in the FY2006-07 budget is the request for microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. This includes both staff and public computers. We will also be adding a few more public computers.

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

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

<b>Computers with Monitors</b>	
<b>Vendor</b>	<b>Price Each</b>
Dell	\$1064.00
HP	\$1080.00
Gateway	\$1164.86

### **RECOMMENDATION:**

That the Commission approve the purchase of 77 microcomputers to Dell in the amount of \$81,928. Funding for the purchase is provided for in the FY2006-07 budget, account 410.



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

**Item B: Custom Built Reference Desk**

Provided for in the Fiscal Year 2006-07 budget is the request for a custom built reference desk for The Village Library. The reference desk is to be constructed of components of the same design as the reference desks at Southern Oaks and Warr Acres Libraries.

Specifications were prepared and bids were let for 30 days and were advertised for two days (December 12 and 14, 2006) in ***The Oklahoman*** and at ***Bid News Construction Report***. Bids were also sent to six prospective vendors.

A mandatory pre-bid conference was held at The Village Library on December 21, 2006. One vendor, Commercial Concepts attended.

<b>Commercial Concepts</b>	<b>Construction of Reference Desk</b>	<b>\$18,600.00</b>
----------------------------	---------------------------------------	--------------------

Commercial Concepts is located in Oklahoma City and meets specifications.

The reference desk area at The Village Library will consist of nine separate components.

Commercial Concepts constructed the same type of reference desk components for Southern Oaks Library, Warr Acres Library and Del City Library.

**RECOMMENDATION:**

That the Commission award the contract to Commercial Concepts for the construction of the reference desk at The Village Library in the amount of \$18,600.00. Adequate funding is available in the Fiscal Year budget 2006-07, account 450.

**REPORT AND RECOMMENDATION FROM  
ADMINISTRATIVE & PERSONNEL COMMITTEE**

**The Administrative & Personnel Committee met on January 10, 2007 to:**

I. Executive Session

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

**During its meeting, the Committee:**

Reviewed and discussed all items.

As a result of this discussion the Committee makes the following recommendation for Commission action.

**COMMISSION ACTION:**

To approve the Administrative & Personnel Committee's recommendation to renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase, effective with the beginning of the pay period, which includes January 1, 2007.



**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Wednesday, January 10, 2007 TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843-9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, December 20, 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, and at the Belle Isle Library, 5501 N. Villa, Oklahoma City on January 8, 2007, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Dr. Ann Caine, Chair  
Shirley Pritchett  
Marguerite Ross

**COMMITTEE MEMBERS EXCUSED:**

Carolyn Cornelius

**OTHERS PRESENT:**

Maria Watkins, MLS Executive Assistant  
Ric Rea, MLS Director Human Resources

**ESTIMATE OF OTHERS PRESENT: 0**

I. The meeting was called to order at 3:34 p.m. by Dr. Ann Caine, Chair.

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

II. Dr. Caine called for a motion to move into Executive Session.

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

The Committee went into Executive Session at 3:35 p.m.

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

The Committee ended Executive Session at 4:08 p.m.

III. Dr. Caine called for a motion to reconvene.

**Ms. Ross moved to reconvene. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened at 4:10 p.m.

**Mrs. Pritchett moved to recommend the Commission renew Donna Morris, Executive Director's employment contract and award her a 7% pay increase; 4% for market adjustment and 3% for merit increase. Ms. Ross seconded. No further discussion. Motion passed unanimously.**

By Committee consensus it will next meet for an Executive Session at 3:00 p.m. on January 18, 2007 prior to the regularly scheduled meeting of the Commission at Warr Acres Library.

IV. By Committee consensus meeting adjourned at 4:20 p.m.



Respectfully Submitted,  
Maria Watkins, Executive Assistant





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Nancy B. Anthony

Executive Director

January 16, 2007

TO: Metropolitan Library Commission

FROM: Nominating Committee  
Nancy Anthony, Jose Jiminez, Shirley Prichett

RE: Officer Nominations for 2007

The members of the Nominating Committee have visited with each of the current officers who have all agreed to serve an additional year as an officer of the Metropolitan Library Commission. It is our unanimous recommendation that the following officers be elected for a term of one year:

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

This recommendation is presented as our report for the Commission meeting on Thursday, January 18, 2007.

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **NORTHWEST LIBRARY PROJECT AGREEMENT**

The Library System and the City of Oklahoma City are beginning the architect selection process for the Northwest Library which is part of the Oklahoma City General Obligation Bond Package of 2000.

In order to facilitate this process, the library needs to enter into an agreement with the city regarding the funding for the architectural services as the city can not legally purchase such services until the project is fully funded.

This agreement details the obligations of the city and the library concerning the project.

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

To Approve the Northwest Library Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County.



## **NORTHWEST LIBRARY PROJECT AGREEMENT**

### **Participation Agreement for the Northwest Library, Oklahoma City, Oklahoma.**

This Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between The City of Oklahoma City, a municipal corporation (hereinafter referred to as "City") and the Metropolitan Library Commission of Oklahoma County a/k/a Metropolitan Library System, a public agency and body corporate created and existing under the laws of the state of Oklahoma (hereinafter referred to as "MLS"),

#### **WITNESSED:**

**WHEREAS**, the 2000 General Obligation Bond Issue, as passed by the registered voters of the City, contained a \$13,600,000 proposition (#9) for constructing, expanding, renovating, remodeling, repairing, improving, equipping and/or furnishing libraries;

**WHEREAS**, Project 1 of Proposition 9 of the 2000 General Obligation Bond Issue, as approved by the registered voters of the City, allows for the, "Design and construct a new library building to be located in Northwest Oklahoma City, which may include related site acquisition and preparation, infrastructure, drainage, utilities, roadways, parking, landscaping and/or fencing" (the "Northwest Library Project" or "Project"), in the amount of \$6,600,000;

**WHEREAS**, it is the desire of the MLS to participate with the City in Architectural/Engineering (A&E) Services for the Northwest Library Project; and

**WHEREAS**, in order to begin said project, it is necessary to obtain the land and the architectural and engineering services (A&E); and

**WHEREAS**, prior to finalizing the contract with an Architect for the design of the Northwest Library the final site for construction must be selected and the site acquired; and

**WHEREAS**, the final construction cost of the project can be affected by the site acquisition costs, which requires the City to begin site acquisition simultaneously with the selection of the Architect; and

**WHEREAS**, the Northwest Library Project is not yet fully funded; and

**WHEREAS**, MLS has elected to expend funds for the purpose of the design of the Northwest Library Project; and

**WHEREAS**, the A&E will be selected in accordance with the "Resolution Adopting Standards and Prescribing Procedures for the Selection of Architects and Engineers and Planners for all Public Improvement Work" as approved by the City in 1974 and amended in 1978, 1980 & 1986; and

**WHEREAS**, the design and construction of the Project can affect the operations which will be funded and performed by MLS; and

**WHEREAS**, the City and MLS intend to work together to achieve a successful outcome to the Project; and

**WHEREAS**, the MLS is willing to purchase certain Furniture, Fixtures and Equipment (FF& E) for said Project.

**NOW, THEREFORE**, in consideration of the various covenants and promises set forth hereinafter and as further outlined above, the parties agree as follows:



**I. OBLIGATIONS OF MLS.**

- A. MLS shall provide to the City funding, up to but not exceeding, \$730,000 as described below:
- a. \$665,000.00 for Architectural, Engineering, and Consulting design services required for the Northwest Library Project including site survey, civil engineering, printing, consultants, site visitations and testing costs.
  - b. \$65,000.00 for design services associated with FF&E to be purchased directly by MLS for the Northwest Library Project.
  - c. The funding described in items a and b above shall be provided to the City 30 days prior to the execution of the contract for described design services.
  - d. Should the above amounts need to be increased, the City and MLS, by mutual agreement, shall determine the amount of any additional funds for Architectural, Engineering & Consulting services, MLS shall provide copies, to the extent available, of all existing documentation related to this project including, but not limited to, drawings, specifications and correspondence.
- B. MLS shall communicate with the Architect/Engineer and/or the Project Contractor only through the City, unless otherwise directed in writing by the City.

- C. MLS shall provide certain FF&E, to be placed in the Northwest Library Library. MLS will retain ownership of all FF&E or movable property purchased with MLS funds; provided, if the City provides funding for any movable property for the Northwest Library Project from City bond funds and/or other City and/or City trust revenues, all such property will remain the exclusive property of the City or City trust, as applicable. All FF&E purchased solely with MLS funds will be procured by MLS.
- D. MLS shall provide recommendations to the City for the scope of the proposed project, various components, phases and timetables.
- E. The parties understand and agree the Northwest Library and all "fixtures," (as defined in 60 Okla. Stat. § 7), to the library itself and/or to the land upon which the library sits, shall be owned exclusively by the City.

## **II. OBLIGATIONS OF CITY.**

- A. It is the City's desire to purchase a site for the future library that is mutually acceptable to the City and MLS. The City will consider recommendations from MLS regarding land sites, however, the City shall retain full discretion regarding the land acquisition site since the land will be purchased in whole with City funds.
- B. The City shall coordinate and keep MLS current in the land acquisition proceedings.



- C. The City shall select and the City shall contract with the A&E, in accordance with the “Resolution for the Selection of Architects, Engineers and Planners” and with this agreement. The City shall coordinate with MLS and the City’s A&E for design of the project and the City will assume the role of Project Manager for the Northwest Library Project. MLS shall be the Department as such term is defined in the Resolution of Architects, Engineers and Planners and shall perform such duties.
- D. After completion of the project, the City shall return to MLS any unused funding provided by MLS as stated in Section I. A. above.
- E. Should any of the bond funds sold for Project 1 of Proposition 9 of the 2000 General Obligation Bond Issue remain unused after all construction (including all change orders, site acquisition, drainage, utilities, parking, landscaping, fencing, roadways, and infrastructure) on the Project is complete, upon approval of the Bond Advisory Committee and City Council, said unused bond funds shall be declared surplus. All such surplus bond funds shall be used by the City for the same general purpose as listed in Proposition 9 of the 2000 General Obligation Bond Issue official.
- F. Quarterly, the City shall provide MLS, in a form acceptable to MLS, an accounting of MLS funds expended as per this agreement. The quarterly reports will consist of accounting of MLS funds.

- G. The City shall make a good faith effort to copy MLS in a format mutually acceptable to all, on all Project correspondence and Project documentation between; the City and the A&E; the City and the Contractor; and the A&E and the Contractor at no cost to MLS.
- H. The City shall cause MLS to be named as additional insured in all A&E and Contractor Insurance Certificates on all lines of coverage except Worker's Compensation.
- I. The City shall make a good faith effort to invite MLS to all project and site meetings.
- J. The City shall secure the Review of MLS at each of but not limited to the following stages: a) the City's advertisement for A/E Services; b) the A/E Schematic Design(s); c) the A/E Preliminary Report(s); d) the A/E Construction Documents / Plans and Specifications / Bid Documents; f) the Construction documentation including Submittals and g) Contractor// Building Close-out.
- K. MLS shall have the right to reproduce the Project documents.
- L. The City shall provide MLS access to the Project, as reasonably requested.



### **III. WHOLE AGREEMENT.**

This written agreement between the City and MLS constitutes the entire understanding between the parties and no other documents or oral discussions modify this written document. Should it be the desire of both parties to amend this agreement, such amendment shall be in writing and must be signed by both parties in order to have legal effect.

### **IV. VENUE AND APPLICABLE LAW.**

The City and MLS hereby agree that any dispute which may arise between or among them out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma City, Oklahoma, in accordance with the laws of Oklahoma. The City and MLS hereby submit to the exclusive personal jurisdiction of the courts of the State of Oklahoma located in Oklahoma City, Oklahoma, with respect to any action or legal proceeding commenced by any party to this Agreement.

The City and MLS further consent to the service of process in any such action of legal proceeding by means of registered or certified mail, return receipt requested, in care the Executive Director of MLS at 300 Park Avenue, Oklahoma City, Oklahoma, 73102 and with the City at City Clerk, City of Oklahoma City, 200 N. Walker, 2nd floor, Oklahoma City, Oklahoma, 73102.

**IN WITNESS WHEREOF**, the Metropolitan Library System adopts and  
approves this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

**IN WITNESS WHEREOF**, The City of Oklahoma City adopts and approves this  
Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**The City of Oklahoma City**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

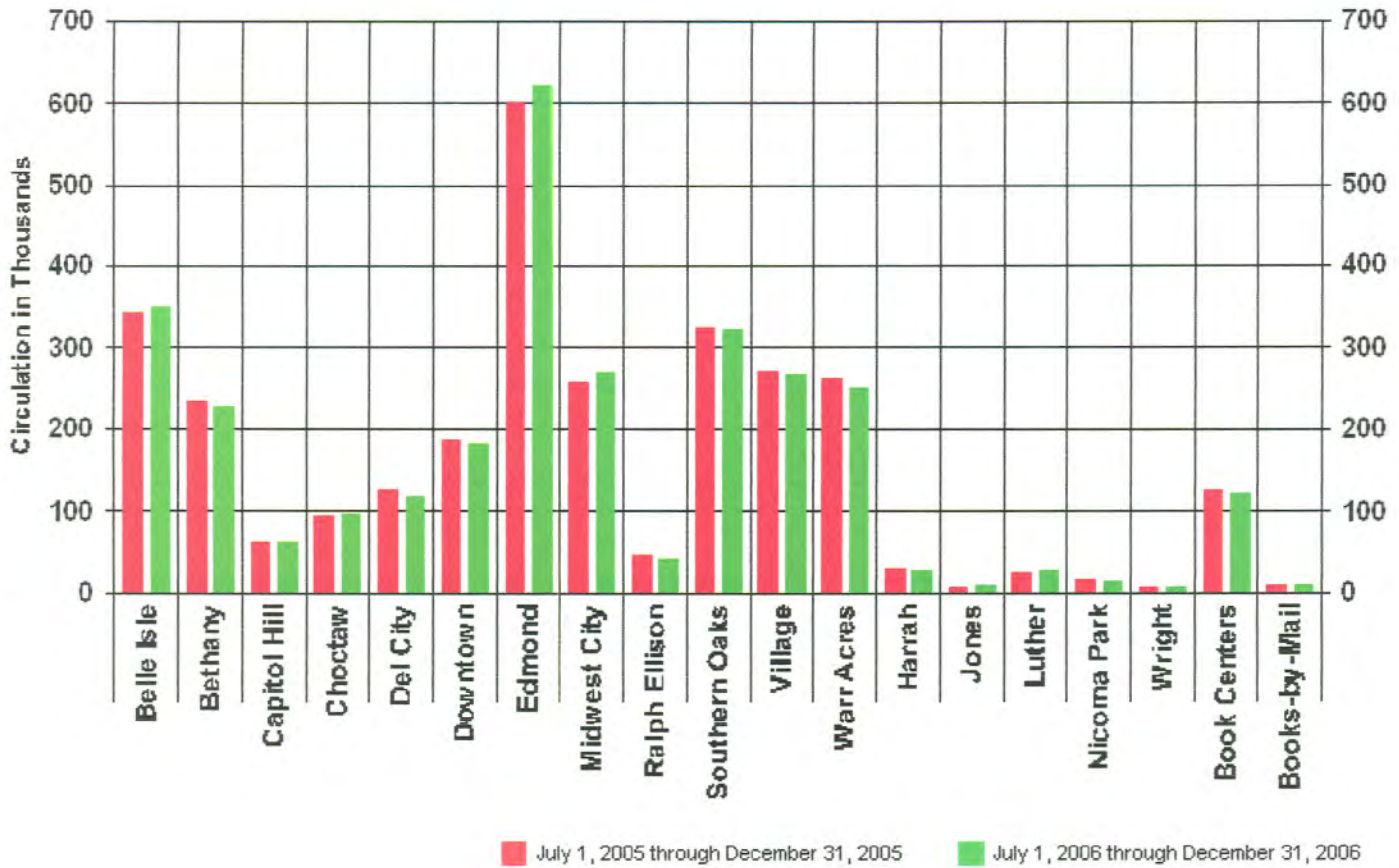
Reviewed for form and legality this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Assistant Municipal Counselor



## **Circulation Gains and Losses**

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)



## **Circulation Gains and Losses**

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

<b>DECEMBER 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	39149	262247	10829	81198	49978	343445	
	07	38596	261590	11066	87459	49662	349049	
		<b>-553</b>	<b>-657</b>	<b>237</b>	<b>6261</b>	<b>-316</b>	<b>5604</b>	<b>1.6</b>
BETHANY	06	25290	165086	9124	68772	34414	233858	
	07	23030	155494	9049	72760	32079	228254	
		<b>-2260</b>	<b>-9592</b>	<b>-75</b>	<b>3988</b>	<b>-2335</b>	<b>-5604</b>	<b>-2.4</b>
CAPITOL HILL	06	7279	43199	3147	18059	10426	61258	
	07	5655	40836	2356	21034	8011	61870	
		<b>-1624</b>	<b>-2363</b>	<b>-791</b>	<b>2975</b>	<b>-2415</b>	<b>612</b>	<b>1.0</b>
CHOCTAW	06	8620	58097	5188	34420	13808	92517	
	07	8282	60033	4105	35992	12387	96025	
		<b>-338</b>	<b>1936</b>	<b>-1083</b>	<b>1572</b>	<b>-1421</b>	<b>3508</b>	<b>3.8</b>
DEL CITY	06	12588	89046	4875	36671	17463	125717	
	07	11491	82858	3949	33776	15440	116634	
		<b>-1097</b>	<b>-6188</b>	<b>-926</b>	<b>-2895</b>	<b>-2023</b>	<b>-9083</b>	<b>-7.2</b>
DOWNTOWN	06	20740	139530	5607	45362	26347	184892	
	07	19016	134917	5788	45695	24804	180612	
		<b>-1724</b>	<b>-4613</b>	<b>181</b>	<b>333</b>	<b>-1543</b>	<b>-4280</b>	<b>-2.3</b>
EDMOND	06	51724	353319	29454	246811	81178	600130	
	07	52035	361279	29317	260777	81352	622056	
		<b>311</b>	<b>7960</b>	<b>-137</b>	<b>13966</b>	<b>174</b>	<b>21926</b>	<b>3.7</b>
MIDWEST CITY	06	27673	185550	8728	71901	36401	257451	
	07	27166	192960	8511	75826	35677	268786	
		<b>-507</b>	<b>7410</b>	<b>-217</b>	<b>3925</b>	<b>-724</b>	<b>11335</b>	<b>4.4</b>
RALPH ELLISON	06	5192	33980	1456	9964	6648	43944	
	07	5288	31427	1470	9915	6758	41342	
		<b>96</b>	<b>-2553</b>	<b>14</b>	<b>-49</b>	<b>110</b>	<b>-2602</b>	<b>-5.9</b>
SOUTHERN OAKS	06	36072	238522	12065	85746	48137	324268	
	07	33897	239294	10704	82577	44601	321871	
		<b>-2175</b>	<b>772</b>	<b>-1361</b>	<b>-3169</b>	<b>-3536</b>	<b>-2397</b>	<b>-.7</b>
VILLAGE	06	26600	187245	11382	84944	37982	272189	
	07	25805	181380	10347	84956	36152	266336	
		<b>-795</b>	<b>-5865</b>	<b>-1035</b>	<b>12</b>	<b>-1830</b>	<b>-5853</b>	<b>-2.2</b>
WARR ACRES	06	25335	180798	10602	81856	35937	262654	
	07	24459	167884	10398	83350	34857	251234	
		<b>-876</b>	<b>-12914</b>	<b>-204</b>	<b>1494</b>	<b>-1080</b>	<b>-11420</b>	<b>-4.3</b>



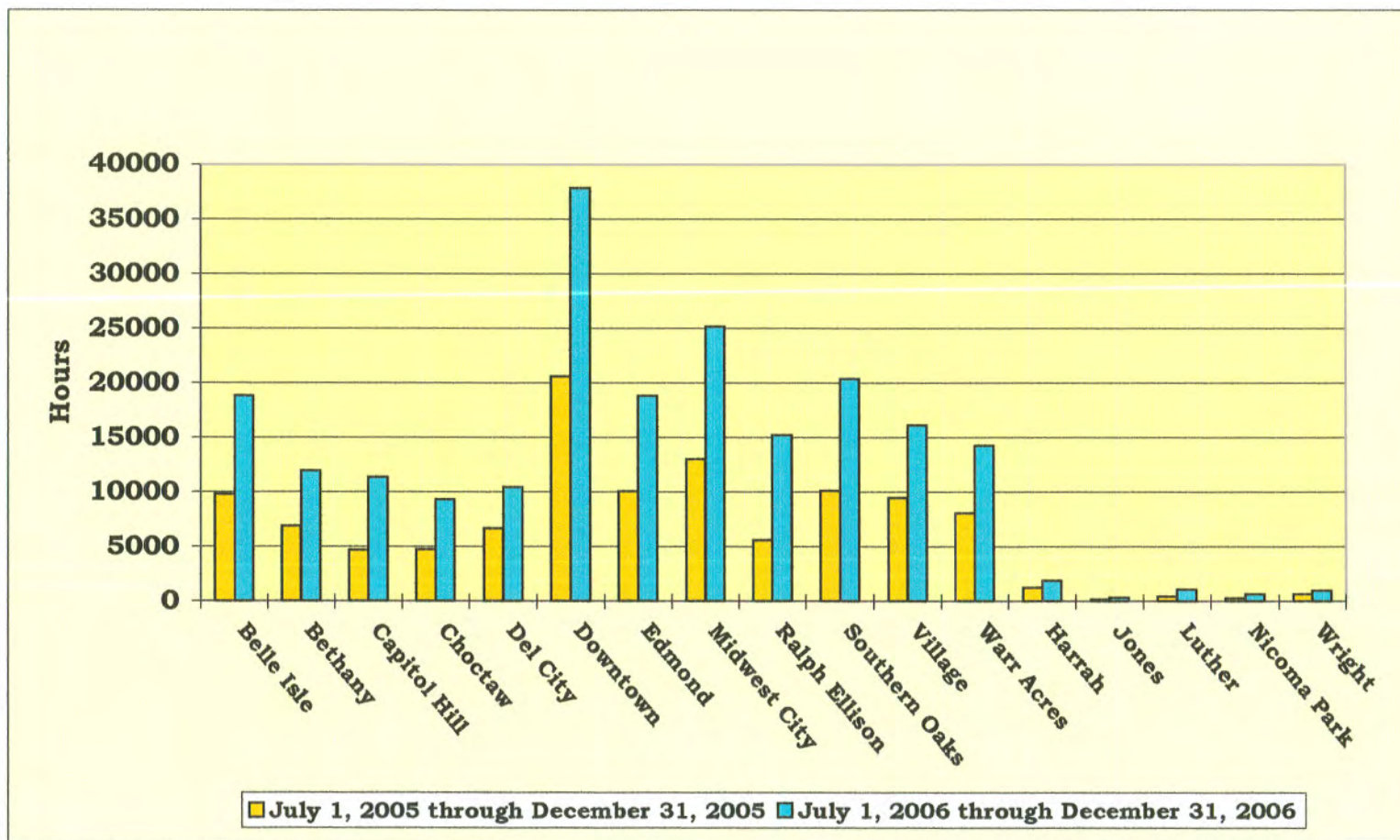
## **Circulation Gains and Losses**

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)

DECEMBER 31, 2006		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	06	3076	20218	1252	8334	4328	28552	
	07	2702	19411	844	8096	3546	27507	
		<b>-374</b>	<b>-807</b>	<b>-408</b>	<b>-238</b>	<b>-782</b>	<b>-1045</b>	<b>-3.7</b>
JONES	06	805	5340	132	1301	937	6641	
	07	972	6717	196	1570	1168	8287	
		<b>167</b>	<b>1377</b>	<b>64</b>	<b>269</b>	<b>231</b>	<b>1646</b>	<b>24.8</b>
LUTHER	06	2153	16573	681	7168	2834	23741	
	07	3161	20458	960	6744	4121	27202	
		<b>1008</b>	<b>3885</b>	<b>279</b>	<b>-424</b>	<b>1287</b>	<b>3461</b>	<b>14.6</b>
NICOMA PARK	06	1552	10917	264	3168	1816	14085	
	07	1736	11264	272	2582	2008	13846	
		<b>184</b>	<b>347</b>	<b>8</b>	<b>-586</b>	<b>192</b>	<b>-239</b>	<b>-1.7</b>
WRIGHT	06	818	4581	203	1066	1021	5647	
	07	606	3820	85	882	691	4702	
		<b>-212</b>	<b>-761</b>	<b>-118</b>	<b>-184</b>	<b>-330</b>	<b>-945</b>	<b>-16.7</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	06	9416	56266	11652	70154	21068	126420	
	07	9372	56187	5998	65677	15370	121864	
		<b>-44</b>	<b>-79</b>	<b>-5654</b>	<b>-4477</b>	<b>-5698</b>	<b>-4556</b>	<b>-3.6</b>
BOOKS-BY-MAIL	06	1150	9093	0	0	1150	9093	
	07	1269	9104	0	0	1269	9104	
		<b>119</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>119</b>	<b>11</b>	<b>.1</b>
TOTALS	06	305232	2059607	126641	956895	431873	3016502	
	07	294538	2036913	115415	979668	409953	3016581	
		<b>-10694</b>	<b>-22694</b>	<b>-11226</b>	<b>22773</b>	<b>-21920</b>	<b>79</b>	<b>.0</b>

## Total Computer Hours Used by Library

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)





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## Total Computer Usage

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	303		3,733		1,430.40		3,186		26,073		9,784.23	
	07	264		4,137		2,962.14		3,137		26,830		18,801.62	
		<b>-39</b>	<b>-12.9</b>	<b>404</b>	<b>10.8</b>	<b>1,531.74</b>	<b>107.1</b>	<b>-49</b>	<b>-1.5</b>	<b>757</b>	<b>2.9</b>	<b>9,017.39</b>	<b>92.2</b>
BETHANY	06	174		2,413		1,039.14		2,017		16,622		6,906.23	
	07	180		3,147		2,348.40		1,944		16,326		11,939.46	
		<b>6</b>	<b>3.4</b>	<b>734</b>	<b>30.4</b>	<b>1,309.26</b>	<b>126.0</b>	<b>-73</b>	<b>-3.6</b>	<b>-296</b>	<b>-1.8</b>	<b>5,033.23</b>	<b>72.9</b>
CAPTOL HILL	06	155		1,972		731.97		1,637		12,101		4,698.31	
	07	176		2,293		1,847.51		1,902		15,153		11,347.49	
		<b>21</b>	<b>13.5</b>	<b>321</b>	<b>16.3</b>	<b>1,115.54</b>	<b>152.4</b>	<b>265</b>	<b>16.2</b>	<b>3,052</b>	<b>25.2</b>	<b>6,649.18</b>	<b>141.5</b>
CHOCTAW	06	92		1,792		803.13		1,070		11,352		4,777.08	
	07	92		1,617		1,310.00		1,173		10,866		9,331.95	
			<b>.0</b>	<b>-175</b>	<b>-9.8</b>	<b>506.87</b>	<b>63.1</b>	<b>103</b>	<b>9.6</b>	<b>-486</b>	<b>-4.3</b>	<b>4,554.87</b>	<b>95.3</b>
DEL CITY	06	135		2,338		961.95		1,848		16,557		6,676.55	
	07	174		2,072		1,591.24		1,776		14,142		10,465.64	
		<b>39</b>	<b>28.9</b>	<b>-266</b>	<b>-11.4</b>	<b>629.29</b>	<b>65.4</b>	<b>-72</b>	<b>-3.9</b>	<b>-2,415</b>	<b>-14.6</b>	<b>3,789.09</b>	<b>56.8</b>
DOWNTOWN	06	348		6,970		3,021.07		3,998		48,882		20,573.53	
	07	296		7,723		5,947.62		3,334		48,861		37,811.26	
		<b>-52</b>	<b>-14.9</b>	<b>753</b>	<b>10.8</b>	<b>2,926.55</b>	<b>96.9</b>	<b>-664</b>	<b>-16.6</b>	<b>-21</b>	<b>.0</b>	<b>17,237.73</b>	<b>83.8</b>
EDMOND	06	330		4,318		1,523.22		3,585		28,746		10,090.27	
	07	277		3,984		2,969.20		3,440		26,709		18,819.82	
		<b>-53</b>	<b>-16.1</b>	<b>-334</b>	<b>-7.7</b>	<b>1,445.98</b>	<b>94.9</b>	<b>-145</b>	<b>-4.0</b>	<b>-2,037</b>	<b>-7.1</b>	<b>8,729.55</b>	<b>86.5</b>
MIDWEST CITY	06	368		5,183		1,957.92		4,288		35,657		13,025.78	
	07	322		5,201		3,946.98		4,323		34,635		25,179.35	
		<b>-46</b>	<b>-12.5</b>	<b>18</b>	<b>.3</b>	<b>1,989.06</b>	<b>101.6</b>	<b>35</b>	<b>.8</b>	<b>-1,022</b>	<b>-2.9</b>	<b>12,153.57</b>	<b>93.3</b>
RALPH ELLISON	06	198		2,243		775.11		1,942		15,701		5,616.20	
	07	201		2,873		2,460.34		2,264		18,674		15,223.79	
		<b>3</b>	<b>1.5</b>	<b>630</b>	<b>28.1</b>	<b>1,685.23</b>	<b>217.4</b>	<b>322</b>	<b>16.6</b>	<b>2,973</b>	<b>18.9</b>	<b>9,607.59</b>	<b>171.1</b>



## Total Computer Usage

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	378		4,066		1,602.89		3,777		25,847		10,137.42	
	07	308		4,366		3,135.03		3,938		29,019		20,364.74	
		<b>-70</b>	<b>-18.5</b>	<b>300</b>	<b>7.4</b>	<b>1,532.14</b>	<b>95.6</b>	<b>161</b>	<b>4.3</b>	<b>3,172</b>	<b>12.3</b>	<b>10,227.32</b>	<b>100.9</b>
VILLAGE	06	266		3,702		1,394.28		3,306		25,446		9,458.46	
	07	310		3,933		3,040.21		2,944		23,278		16,149.39	
		<b>44</b>	<b>16.5</b>	<b>231</b>	<b>6.2</b>	<b>1,645.93</b>	<b>118.0</b>	<b>-362</b>	<b>-10.9</b>	<b>-2,168</b>	<b>-8.5</b>	<b>6,690.93</b>	<b>70.7</b>
WARR ACRES	06	243		3,262		1,238.95		2,589		21,698		8,066.48	
	07	214		3,306		2,442.83		2,447		20,173		14,277.31	
		<b>-29</b>	<b>-11.9</b>	<b>44</b>	<b>1.3</b>	<b>1,203.88</b>	<b>97.2</b>	<b>-142</b>	<b>-5.5</b>	<b>-1,525</b>	<b>-7.0</b>	<b>6,210.83</b>	<b>77.0</b>
HARRAH	06	18		344		195.25		283		2,437		1,276.46	
	07	20		387		280.36		302		2,635		1,923.79	
		<b>2</b>	<b>11.1</b>	<b>43</b>	<b>12.5</b>	<b>85.11</b>	<b>43.6</b>	<b>19</b>	<b>6.7</b>	<b>198</b>	<b>8.1</b>	<b>647.33</b>	<b>50.7</b>
JONES	06	6		67		36.88		43		318		170.11	
	07	7		72		52.87		58		475		344.00	
		<b>1</b>	<b>16.7</b>	<b>5</b>	<b>7.5</b>	<b>15.99</b>	<b>43.4</b>	<b>15</b>	<b>34.9</b>	<b>157</b>	<b>49.4</b>	<b>173.89</b>	<b>102.2</b>
LUTHER	06	18		215		84.51		134		1,100		444.43	
	07	23		260		209.57		230		1,439		1,114.23	
		<b>5</b>	<b>27.8</b>	<b>45</b>	<b>20.9</b>	<b>125.06</b>	<b>148.0</b>	<b>96</b>	<b>71.6</b>	<b>339</b>	<b>30.8</b>	<b>669.80</b>	<b>150.7</b>
NICOMA PARK	06	1		85		38.29		84		627		304.82	
	07	8		110		76.17		96		802		641.37	
		<b>7</b>	<b>700.0</b>	<b>25</b>	<b>29.4</b>	<b>37.88</b>	<b>98.9</b>	<b>12</b>	<b>14.3</b>	<b>175</b>	<b>27.9</b>	<b>336.55</b>	<b>110.4</b>
WRIGHT	06	6		276		115.50		97		1,670		666.24	
	07	10		253		163.36		106		1,489		981.78	
		<b>4</b>	<b>66.7</b>	<b>-23</b>	<b>-8.3</b>	<b>47.86</b>	<b>41.4</b>	<b>9</b>	<b>9.3</b>	<b>-181</b>	<b>-10.8</b>	<b>315.54</b>	<b>47.4</b>
TOTAL	06	3,039		42,979		16,950.46		33,884		290,834		112,672.60	
	07	2,882		45,734		34,783.83		33,414		291,506		214,716.99	
		<b>-157</b>	<b>-5.2</b>	<b>2,755</b>	<b>6.4</b>	<b>17,833.37</b>	<b>105.2</b>	<b>-470</b>	<b>-1.4</b>	<b>672</b>	<b>.2</b>	<b>102,044.39</b>	<b>90.6</b>

## Computer Usage by Adult Customers

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	265		3,162		1,222.03		2,675		21,748		8,240.22	
	07	216		3,569		2,539.75		2,618		23,370		16,364.82	
		<b>-49</b>	<b>-18.5</b>	<b>407</b>	<b>12.9</b>	<b>1,317.72</b>	<b>107.8</b>	<b>-57</b>	<b>-2.1</b>	<b>1,622</b>	<b>7.5</b>	<b>8,124.60</b>	<b>98.6</b>
BETHANY	06	144		2,014		891.91		1,676		14,032		6,016.77	
	07	146		2,250		1,697.40		1,521		12,900		9,513.58	
		<b>2</b>	<b>1.4</b>	<b>236</b>	<b>11.7</b>	<b>805.49</b>	<b>90.3</b>	<b>-155</b>	<b>-9.2</b>	<b>-1,132</b>	<b>-8.1</b>	<b>3,496.81</b>	<b>58.1</b>
CAPITOL HILL	06	86		1,123		431.98		1,027		7,864		3,230.08	
	07	101		1,067		854.83		1,039		6,457		5,114.06	
		<b>15</b>	<b>17.4</b>	<b>-56</b>	<b>-5.0</b>	<b>422.85</b>	<b>97.9</b>	<b>12</b>	<b>1.2</b>	<b>-1,407</b>	<b>-17.9</b>	<b>1,883.98</b>	<b>58.3</b>
CHOCTAW	06	63		1,085		478.49		754		6,908		2,999.44	
	07	63		965		731.00		796		6,854		5,697.37	
			<b>.0</b>	<b>-120</b>	<b>-11.1</b>	<b>252.51</b>	<b>52.8</b>	<b>42</b>	<b>5.6</b>	<b>-54</b>	<b>-.8</b>	<b>2,697.93</b>	<b>89.9</b>
DEL CITY	06	115		1,894		789.26		1,502		13,861		5,749.52	
	07	126		1,486		1,106.38		1,364		10,967		8,023.82	
		<b>11</b>	<b>9.6</b>	<b>-408</b>	<b>-21.5</b>	<b>317.12</b>	<b>40.2</b>	<b>-138</b>	<b>-9.2</b>	<b>-2,894</b>	<b>-20.9</b>	<b>2,274.30</b>	<b>39.6</b>
DOWNTOWN	06	294		6,205		2,766.51		3,352		42,929		18,626.04	
	07	236		6,803		5,283.89		2,745		43,646		33,984.82	
		<b>-58</b>	<b>-19.7</b>	<b>598</b>	<b>9.6</b>	<b>2,517.38</b>	<b>91.0</b>	<b>-607</b>	<b>-18.1</b>	<b>717</b>	<b>1.7</b>	<b>15,358.78</b>	<b>82.5</b>
EDMOND	06	279		3,757		1,345.13		3,029		25,173		8,951.75	
	07	217		3,194		2,398.97		2,751		21,993		15,463.87	
		<b>-62</b>	<b>-22.2</b>	<b>-563</b>	<b>-15.0</b>	<b>1,053.84</b>	<b>78.3</b>	<b>-278</b>	<b>-9.2</b>	<b>-3,180</b>	<b>-12.6</b>	<b>6,512.12</b>	<b>72.7</b>
MIDWEST CITY	06	277		3,851		1,498.59		3,361		27,156		10,248.86	
	07	242		3,586		2,765.30		3,350		24,998		18,397.97	
		<b>-35</b>	<b>-12.6</b>	<b>-265</b>	<b>-6.9</b>	<b>1,266.71</b>	<b>84.5</b>	<b>-11</b>	<b>-.3</b>	<b>-2,158</b>	<b>-7.9</b>	<b>8,149.11</b>	<b>79.5</b>
RALPH ELLISON	06	160		1,759		625.00		1,490		11,604		4,307.72	
	07	153		2,034		1,741.34		1,706		13,408		10,677.65	
		<b>-7</b>	<b>-4.4</b>	<b>275</b>	<b>15.6</b>	<b>1,116.34</b>	<b>178.6</b>	<b>216</b>	<b>14.5</b>	<b>1,804</b>	<b>15.5</b>	<b>6,369.93</b>	<b>147.9</b>



## Computer Usage by Adult Customers

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	280		3,086		1,267.51		2,992		19,837		8,071.48	
	07	228		2,930		2,160.10		2,878		19,531		14,001.69	
		<b>-52</b>	<b>-18.6</b>	<b>-156</b>	<b>-5.1</b>	<b>892.59</b>	<b>70.4</b>	<b>-114</b>	<b>-3.8</b>	<b>-306</b>	<b>-1.5</b>	<b>5,930.21</b>	<b>73.5</b>
VILLAGE	06	212		2,967		1,123.96		2,700		20,621		7,779.79	
	07	242		2,857		2,216.36		2,281		16,774		11,793.22	
		<b>30</b>	<b>14.2</b>	<b>-110</b>	<b>-3.7</b>	<b>1,092.40</b>	<b>97.2</b>	<b>-419</b>	<b>-15.5</b>	<b>-3,847</b>	<b>-18.7</b>	<b>4,013.43</b>	<b>51.6</b>
WARR ACRES	06	211		2,653		1,017.36		2,197		17,725		6,800.90	
	07	175		2,395		1,742.21		1,987		15,521		11,036.90	
		<b>-36</b>	<b>-17.1</b>	<b>-258</b>	<b>-9.7</b>	<b>724.85</b>	<b>71.2</b>	<b>-210</b>	<b>-9.6</b>	<b>-2,204</b>	<b>-12.4</b>	<b>4,236.00</b>	<b>62.3</b>
HARRAH	06	11		277		149.61		207		1,973		1,016.39	
	07	14		276		196.42		211		1,850		1,244.76	
		<b>3</b>	<b>27.3</b>	<b>-1</b>	<b>-.4</b>	<b>46.81</b>	<b>31.3</b>	<b>4</b>	<b>1.9</b>	<b>-123</b>	<b>-6.2</b>	<b>228.37</b>	<b>22.5</b>
JONES	06	4		45		20.62		27		227		114.80	
	07	5		40		29.63		31		197		145.71	
		<b>1</b>	<b>25.0</b>	<b>-5</b>	<b>-11.1</b>	<b>9.01</b>	<b>43.7</b>	<b>4</b>	<b>14.8</b>	<b>-30</b>	<b>-13.2</b>	<b>30.91</b>	<b>26.9</b>
LUTHER	06	13		136		57.30		85		695		311.09	
	07	13		135		103.75		118		693		569.22	
			<b>.0</b>	<b>-1</b>	<b>-.7</b>	<b>46.45</b>	<b>81.1</b>	<b>33</b>	<b>38.8</b>	<b>-2</b>	<b>-.3</b>	<b>258.13</b>	<b>83.0</b>
NICOMA PARK	06	1		57		22.76		56		368		178.05	
	07	7		77		53.44		60		370		224.78	
		<b>6</b>	<b>600.0</b>	<b>20</b>	<b>35.1</b>	<b>30.68</b>	<b>134.8</b>	<b>4</b>	<b>7.1</b>	<b>2</b>	<b>.5</b>	<b>46.73</b>	<b>26.2</b>
WRIGHT	06	2		189		79.61		62		1,343		524.30	
	07	7		152		92.75		67		1,103		747.69	
		<b>5</b>	<b>250.0</b>	<b>-37</b>	<b>-19.6</b>	<b>13.14</b>	<b>16.5</b>	<b>5</b>	<b>8.1</b>	<b>-240</b>	<b>-17.9</b>	<b>223.39</b>	<b>42.6</b>
TOTAL	06	2,417		34,260		13,787.63		27,192		234,064		93,167.20	
	07	2,191		33,816		25,713.52		25,523		220,632		163,001.93	
		<b>-226</b>	<b>-9.4</b>	<b>-444</b>	<b>-1.3</b>	<b>11,925.89</b>	<b>86.5</b>	<b>-1,669</b>	<b>-6.1</b>	<b>-13,432</b>	<b>-5.7</b>	<b>69,834.73</b>	<b>75.0</b>

## Computer Usage by Minor Customers

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	38		571		208.37		511		4,325		1,544.01	
	07	48		568		422.39		519		3,460		2,436.80	
		<b>10</b>	<b>26.3</b>	<b>-3</b>	<b>-5</b>	<b>214.02</b>	<b>102.7</b>	<b>8</b>	<b>1.6</b>	<b>-865</b>	<b>-20.0</b>	<b>892.79</b>	<b>57.8</b>
BETHANY	06	30		399		147.23		341		2,590		889.46	
	07	34		897		651.00		423		3,426		2,425.88	
		<b>4</b>	<b>13.3</b>	<b>498</b>	<b>124.8</b>	<b>503.77</b>	<b>342.2</b>	<b>82</b>	<b>24.0</b>	<b>836</b>	<b>32.3</b>	<b>1,536.42</b>	<b>172.7</b>
CAPITOL HILL	06	69		849		299.99		610		4,237		1,468.23	
	07	75		1,226		992.68		863		8,696		6,233.43	
		<b>6</b>	<b>8.7</b>	<b>377</b>	<b>44.4</b>	<b>692.69</b>	<b>230.9</b>	<b>253</b>	<b>41.5</b>	<b>4,459</b>	<b>105.2</b>	<b>4,765.20</b>	<b>324.6</b>
CHOCTAW	06	29		707		324.64		316		4,444		1,777.64	
	07	29		652		579.00		377		4,012		3,634.58	
			<b>.0</b>	<b>-55</b>	<b>-7.8</b>	<b>254.36</b>	<b>78.4</b>	<b>61</b>	<b>19.3</b>	<b>-432</b>	<b>-9.7</b>	<b>1,856.94</b>	<b>104.5</b>
DEL CITY	06	20		444		172.69		346		2,696		927.03	
	07	48		586		484.86		412		3,175		2,441.82	
		<b>28</b>	<b>140.0</b>	<b>142</b>	<b>32.0</b>	<b>312.17</b>	<b>180.8</b>	<b>66</b>	<b>19.1</b>	<b>479</b>	<b>17.8</b>	<b>1,514.79</b>	<b>163.4</b>
DOWNTOWN	06	54		765		254.56		646		5,953		1,947.49	
	07	60		920		663.73		589		5,215		3,826.44	
		<b>6</b>	<b>11.1</b>	<b>155</b>	<b>20.3</b>	<b>409.17</b>	<b>160.7</b>	<b>-57</b>	<b>-8.8</b>	<b>-738</b>	<b>-12.4</b>	<b>1,878.95</b>	<b>96.5</b>
EDMOND	06	51		561		178.09		556		3,573		1,138.52	
	07	60		790		570.23		689		4,716		3,355.95	
		<b>9</b>	<b>17.6</b>	<b>229</b>	<b>40.8</b>	<b>392.14</b>	<b>220.2</b>	<b>133</b>	<b>23.9</b>	<b>1,143</b>	<b>32.0</b>	<b>2,217.43</b>	<b>194.8</b>
MIDWEST CITY	06	91		1,332		459.33		927		8,501		2,776.92	
	07	80		1,615		1,181.68		973		9,637		6,781.38	
		<b>-11</b>	<b>-12.1</b>	<b>283</b>	<b>21.2</b>	<b>722.35</b>	<b>157.3</b>	<b>46</b>	<b>5.0</b>	<b>1,136</b>	<b>13.4</b>	<b>4,004.46</b>	<b>144.2</b>
RALPH ELLISON	06	38		484		150.11		452		4,097		1,308.48	
	07	48		839		719.00		558		5,266		4,546.14	
		<b>10</b>	<b>26.3</b>	<b>355</b>	<b>73.3</b>	<b>568.89</b>	<b>379.0</b>	<b>106</b>	<b>23.5</b>	<b>1,169</b>	<b>28.5</b>	<b>3,237.66</b>	<b>247.4</b>



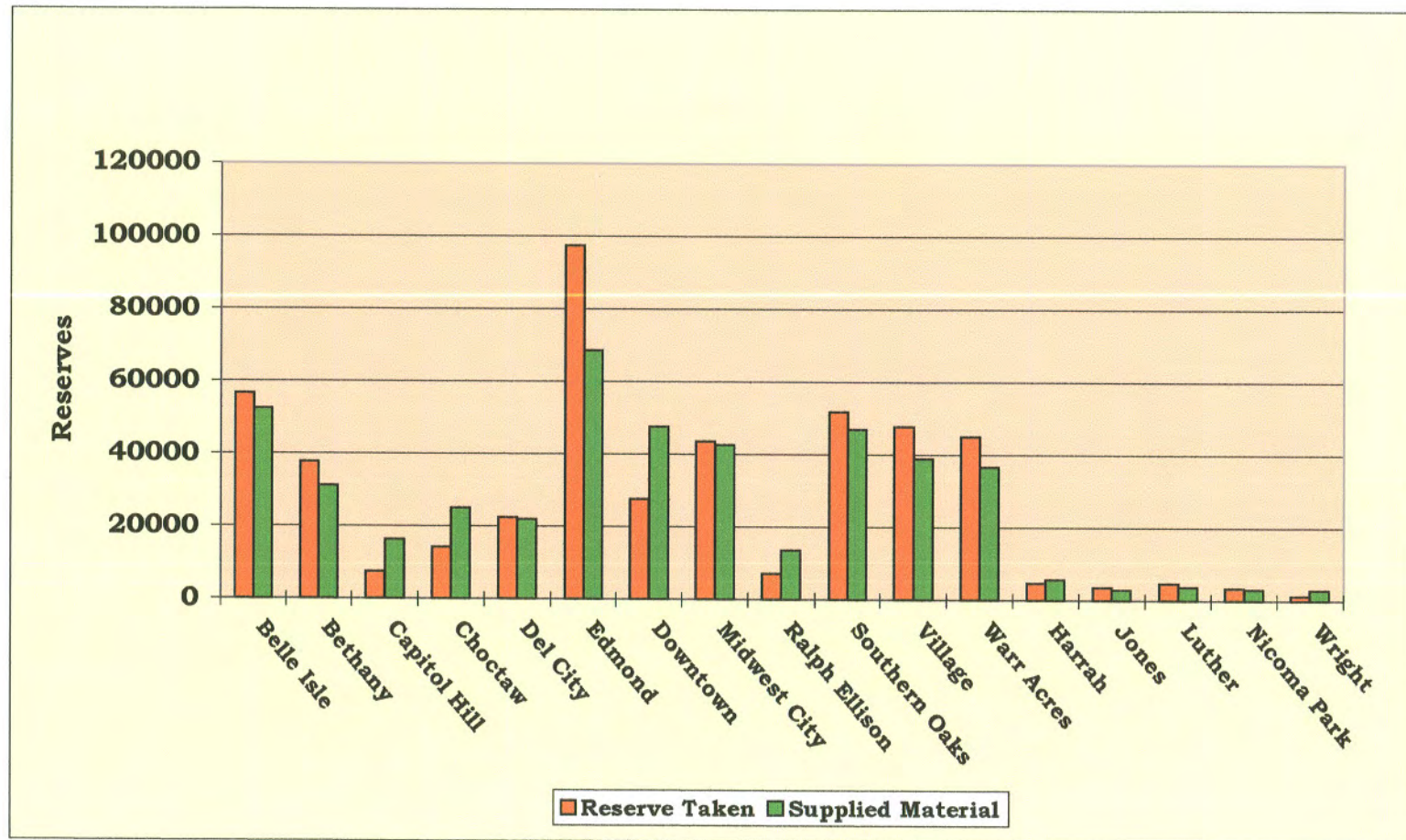
## Computer Usage by Minor Customers

**July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	98		980		335.38		785		6,010		2,065.94	
	07	80		1,436		974.93		1,060		9,488		6,363.05	
		<b>-18</b>	<b>-18.4</b>	<b>456</b>	<b>46.5</b>	<b>639.55</b>	<b>190.7</b>	<b>275</b>	<b>35.0</b>	<b>3,478</b>	<b>57.9</b>	<b>4,297.11</b>	<b>208.0</b>
VILLAGE	06	54		735		270.32		606		4,825		1,678.67	
	07	68		1,076		823.85		663		6,504		4,356.17	
		<b>14</b>	<b>25.9</b>	<b>341</b>	<b>46.4</b>	<b>553.53</b>	<b>204.8</b>	<b>57</b>	<b>9.4</b>	<b>1,679</b>	<b>34.8</b>	<b>2,677.50</b>	<b>159.5</b>
WARR ACRES	06	32		609		221.59		392		3,973		1,265.58	
	07	39		911		700.62		460		4,652		3,240.41	
		<b>7</b>	<b>21.9</b>	<b>302</b>	<b>49.6</b>	<b>479.03</b>	<b>216.2</b>	<b>68</b>	<b>17.3</b>	<b>679</b>	<b>17.1</b>	<b>1,974.83</b>	<b>156.0</b>
HARRAH	06	7		67		45.64		76		464		260.07	
	07	6		111		83.94		91		785		679.03	
		<b>-1</b>	<b>-14.3</b>	<b>44</b>	<b>65.7</b>	<b>38.30</b>	<b>83.9</b>	<b>15</b>	<b>19.7</b>	<b>321</b>	<b>69.2</b>	<b>418.96</b>	<b>161.1</b>
JONES	06	2		22		16.26		16		91		55.31	
	07	2		32		23.24		27		278		198.29	
			<b>.0</b>	<b>10</b>	<b>45.5</b>	<b>6.98</b>	<b>42.9</b>	<b>11</b>	<b>68.8</b>	<b>187</b>	<b>205.5</b>	<b>142.98</b>	<b>258.5</b>
LUTHER	06	5		79		27.21		49		405		133.34	
	07	10		125		105.82		112		746		545.01	
		<b>5</b>	<b>100.0</b>	<b>46</b>	<b>58.2</b>	<b>78.61</b>	<b>288.9</b>	<b>63</b>	<b>128.6</b>	<b>341</b>	<b>84.2</b>	<b>411.67</b>	<b>308.7</b>
NICOMA PARK	06			28		15.53		28		259		126.77	
	07	1		33		22.73		36		432		416.59	
		<b>1</b>		<b>5</b>	<b>17.9</b>	<b>7.20</b>	<b>46.4</b>	<b>8</b>	<b>28.6</b>	<b>173</b>	<b>66.8</b>	<b>289.82</b>	<b>228.6</b>
WRIGHT	06	4		87		35.89		35		327		141.94	
	07	3		101		70.61		39		386		234.09	
		<b>-1</b>	<b>-25.0</b>	<b>14</b>	<b>16.1</b>	<b>34.72</b>	<b>96.7</b>	<b>4</b>	<b>11.4</b>	<b>59</b>	<b>18.0</b>	<b>92.15</b>	<b>64.9</b>
TOTAL	06	622		8,719		3,162.83		6,692		56,770		19,505.40	
	07	691		11,918		9,070.31		7,891		70,874		51,715.06	
		<b>69</b>	<b>11.1</b>	<b>3,199</b>	<b>36.7</b>	<b>5,907.48</b>	<b>186.8</b>	<b>1,199</b>	<b>17.9</b>	<b>14,104</b>	<b>24.8</b>	<b>32,209.66</b>	<b>165.1</b>

## System Reserve Report

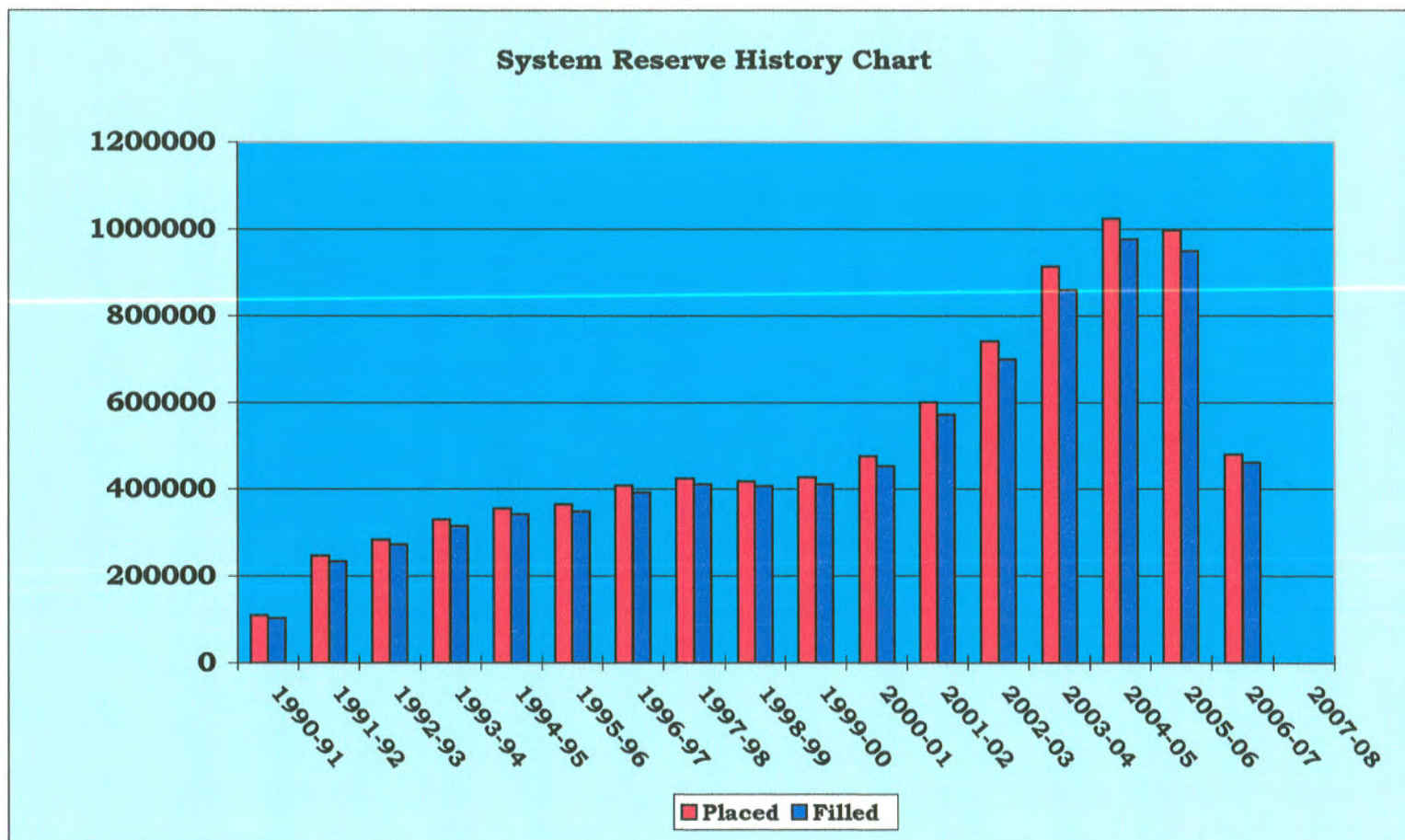
July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)





## System Reserve Report

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)



## System Reserves Report

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	06	8,139	59,292		8,096	56,941	
	07	8,136	56,714		8,075	54,386	
		<b>-3</b>	<b>-2,578</b>	<b>-4.3</b>	<b>-21</b>	<b>-2,555</b>	<b>-4.5</b>
BETHANY	06	5,651	40,661		5,592	39,070	
	07	4,943	37,731		5,095	36,268	
		<b>-708</b>	<b>-2,930</b>	<b>-7.2</b>	<b>-497</b>	<b>-2,802</b>	<b>-7.2</b>
CAPITOL HILL	06	1,022	6,859		1,016	6,672	
	07	1,010	7,540		1,024	7,033	
		<b>-12</b>	<b>681</b>	<b>9.9</b>	<b>8</b>	<b>361</b>	<b>5.4</b>
CHOCTAW	06	1,911	14,139		1,908	13,642	
	07	1,706	14,307		1,729	13,798	
		<b>-205</b>	<b>168</b>	<b>1.2</b>	<b>-179</b>	<b>156</b>	<b>1.1</b>
DEL CITY	06	2,965	22,906		2,968	22,084	
	07	3,118	22,434		2,995	21,463	
		<b>153</b>	<b>-472</b>	<b>-2.1</b>	<b>27</b>	<b>-621</b>	<b>-2.8</b>
EDMOND	06	13,841	100,223		13,416	96,516	
	07	12,632	97,362		12,614	94,001	
		<b>-1,209</b>	<b>-2,861</b>	<b>-2.9</b>	<b>-802</b>	<b>-2,515</b>	<b>-2.6</b>
DOWNTOWN	06	3,846	29,659		3,770	27,915	
	07	3,943	27,685		3,949	26,450	
		<b>97</b>	<b>-1,974</b>	<b>-6.7</b>	<b>179</b>	<b>-1,465</b>	<b>-5.2</b>
MIDWEST CITY	06	5,990	42,375		5,918	40,330	
	07	5,637	43,631		5,724	42,040	
		<b>-353</b>	<b>1,256</b>	<b>3.0</b>	<b>-194</b>	<b>1,710</b>	<b>4.2</b>
RALPH ELLISON	06	1,187	8,177		1,212	7,904	
	07	1,031	7,076		1,020	6,823	
		<b>-156</b>	<b>-1,101</b>	<b>-13.5</b>	<b>-192</b>	<b>-1,081</b>	<b>-13.7</b>
SOUTHERN OAKS	06	6,900	52,792		6,838	50,418	
	07	7,207	51,840		7,169	49,307	
		<b>307</b>	<b>-952</b>	<b>-1.8</b>	<b>331</b>	<b>-1,111</b>	<b>-2.2</b>
VILLAGE	06	6,384	48,308		6,362	45,987	
	07	6,109	47,699		6,247	45,640	
		<b>-275</b>	<b>-609</b>	<b>-1.3</b>	<b>-115</b>	<b>-347</b>	<b>-.8</b>
WARR ACRES	06	6,314	50,472		6,456	48,735	
	07	5,996	44,963		6,093	43,418	
		<b>-318</b>	<b>-5,509</b>	<b>-10.9</b>	<b>-363</b>	<b>-5,317</b>	<b>-10.9</b>



## System Reserves Report

July 1, 2006 through December 31, 2006 (50.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	619	5,813		738	5,728	
	07	590	4,682		615	4,579	
		<b>-29</b>	<b>-1,131</b>	<b>-19.5</b>	<b>-123</b>	<b>-1,149</b>	<b>-20.1</b>
JONES	06	374	3,422		368	3,469	
	07	317	3,639		522	3,524	
		<b>-57</b>	<b>217</b>	<b>6.3</b>	<b>154</b>	<b>55</b>	<b>1.6</b>
LUTHER	06	441	3,793		498	3,624	
	07	664	4,824		746	4,729	
		<b>223</b>	<b>1,031</b>	<b>27.2</b>	<b>248</b>	<b>1,105</b>	<b>30.5</b>
NICOMA PARK	06	346	3,719		462	3,745	
	07	437	3,471		478	3,255	
		<b>91</b>	<b>-248</b>	<b>-6.7</b>	<b>16</b>	<b>-490</b>	<b>-13.1</b>
WRIGHT	06	246	1,615		239	1,567	
	07	150	1,317		184	1,303	
		<b>-96</b>	<b>-298</b>	<b>-18.5</b>	<b>-55</b>	<b>-264</b>	<b>-16.8</b>
BOOKS-BY-MAIL	06	437	3,219		481	3,181	
	07	438	3,343		475	3,262	
		<b>1</b>	<b>124</b>	<b>3.9</b>	<b>-6</b>	<b>81</b>	<b>2.5</b>
TOTAL	06	66,613	497,452		66,338	477,537	
	07	64,064	480,265		64,754	461,284	
		<b>-2,549</b>	<b>-17,187</b>	<b>-3.5</b>	<b>-1,584</b>	<b>-16,253</b>	<b>-3.4</b>

## EXECUTIVE DIRECTOR'S REPORT

JANUARY 2007

### EMPLOYEE BENEFIT PLAN – PPO NETWORK CHANGES

As some of you may know from recent reports in the news media, Norman Regional Hospital and Purcell Municipal Hospital have terminated their relationship with PPO Oklahoma, the Library's Preferred Provider Organization network. To bridge this gap, the Library's Third Party Administrator has entered into a direct agreement with both facilities. This arrangement will allow the Library's members to continue accessing both hospitals and receiving contract discounts without additional costs to the Employee Benefit Plan.

### JONES LIBRARY BUILDING COMMITTEE FORMED

I was asked to attend a meeting on December 21 regarding the desire of the city of Jones to provide a new library facility for their community. Commissioner Jim Roth joined me for this meeting. This committee was officially organized by the community on November 17, 2006. Their mission is to pursue all opportunities to bring a modern public library to the town of Jones. About 8 people attended the meeting including the mayor of Jones and the principle of Jones High School who is also president of the local Kiwanis Club. I gave an overview of library history, legislation and funding and provided information for them as to commission priorities and procedures. I did ask that they formally notify the commission chair of their desire to upgrade and/or build a new facility so that the commission could discuss the issue. In addition, I will provide to them information related to library customer usage in eastern Oklahoma County as well as library policy regarding new buildings and construction.

### eMEDIA NOW AVAILABLE TO THE PUBLIC

The paragraph below comes directly from the library's web site and tells customers about our new downloadable audio book service which became available on January 2, 2007. Due to the length of today's agenda, a demonstration of this new service will be shown next month.

*"The Metropolitan Library System is proud to announce the arrival of digital audio books for your enjoyment. Now you can browse and search hundreds of great titles and download them to your computer, transfer them to a portable device, or burn onto a CD for your reading and listening pleasure anywhere, anytime. Try it, it's easy!"*

*eMedia downloads are only available to your personal PC, laptop, or PDA."*

### CAPITAL PROJECTS UPDATE

Eleven responses to the library's Request for Qualifications (RFQ) for architectural services for the **Service Center** were received on January 4th. Staff is reviewing these documents. Once a "short list" is established, interviews will be scheduled. Our goal remains is to have a recommendation for Commission approval at the March 15<sup>th</sup> meeting.

MLS has been informed that OKC funding for the **Northwest Library** should be available this summer. The OKC – MLS Northwest Library Project Agreement (See agenda) allows for the Architect selection process to begin. After much discussion, it has been determined that OKC needs to purchase the land directly. This process, along with MLS's input and involvement should begin in late spring

Staff continues to work with OKC on the **Ralph Ellison** Architectural Selection Process. The library is working with the city regarding additional information needed before the interviews can be held.



While the **Downtown Library** water leaks have been in the news, OKC is working diligently to resolve this issue. MLS staff has been working closely with OKC in this matter. Testing of the building was conducted in mid December of '06 and a report to OKC is expected in mid January.

### **ALA MIDWINTER CONFERENCE**

Denyveta Davis, Stacy Schrank and Donna Morris will be representing MLS at the Midwinter American Library Association Conference in Seattle, Washington. This conference focuses on the work of the association with many, many committee meetings. In addition, the vendors at the midwinter meeting often introduce new library products. We appreciate the commission's support of staff attendance at these professional meetings

### **MLS TRAINING RECEIVES KUDOS**

Stacy Schrank, Employee Development Coordinator, was recognized early in December at the annual awards banquet for the Central Oklahoma Chapter of the American Society of Training and Development. He and the Planning Services Department received two Awards of Excellence for their training package materials related to the Summer at the Library program and the new computer sign-up procedures. The MLS training packages were two of the top three entries in the category of Non-Interactive Technology-Based Training for which 11 entries were submitted.

Congrats to Stacy and the Planning Department!

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended OLA Legislative Committee meeting
- Attended Rotary 29 Club meetings
- Will be attending ALA Midwinter Conference in Seattle

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

#### ***"Oklahoma Moments"***

Beginning in February, MLS' weekly television program, *Read About It*, will add a year-long series of 90-150-second segments with Gov. George Nigh. Written by RJN Downtown librarian Larry Johnson, each segment will feature Gov. Nigh relating an interesting story about an Oklahoman or Oklahoma incident. Johnson is the curator of the MLS website's "Oklahoma Images" file, and is the author of "Oklahoma Images" in our monthly magazine. This first round of ten historical vignettes for television were taped in the Downtown Library's Oklahoma Room.

*Read About It* airs on Cox Channel 7 in Oklahoma City and Norman, Mon-Fri at 9:00 a.m., Tues and Thurs at 4:30p, and Sat at 2:00p. It can also be seen via Cox Cable in Tulsa, Okmulgee, Henryetta, Muskogee, Cushing, Drumright, Enid, and Stillwater.

#### ***"Land of Promise: Europeans and African Americans in Oklahoma"***

Exhibit: Month of February  
Time: During Library Hours  
Location: Midwest City Library

As a part of the library's observance of Black History Month, and in celebration of Oklahoma's Centennial, the Midwest City Library will host the Oklahoma Humanities Council's traveling exhibit, *Land of Promise: Europeans and African Americans in Oklahoma*. How and why these groups came to Oklahoma, as well as cultural differences and similarities in the ways that Blacks and various European groups adapted to their new circumstances and contributed to Oklahoma's development, are points of interest.