

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 15, 2007, 3:30 p.m.

Village Library
10307 N. Penn
Oklahoma City, OK 73120
(Telephone: 755-0710)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #67 – 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 (#68 - #70)

- Document #68 – Approval of Minutes of January 18, 2007 Meeting
- Document #69 – Acceptance of Review of Expenditures for January 2007
- Document #70 – Approval of Contract Awards and Purchases
Item A: Electrical Wiring of the Café

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #71 – Administrative & Personnel Committee meeting, January 18, 2007
– Dr. Ann Caine, Chair
- Document #72 – Administrative & Personnel Committee meeting, January 24, 2007
– Dr. Ann Caine, Chair

4:10 – 4:15 pm SPECIAL PRESENTATIONS

- *eMedia Presentation*
- *Friends of the Metropolitan Library System's 2007 Book Sale* – Shirley Pritchett

4:15 – 4:30 pm INFORMATION REPORTS

- Document #73 – MLS January 2007 Circulation Report
- Document #74 – MLS January 2007 Computer Usage Report
- Document #75 – MLS January 2007 System Reserve Report

4:30 – 4:40 pm EXECUTIVE DIRECTOR'S REPORT

4:40 – 4:45 pm COMMISSION CHAIR'S REPORT

- MLC 2007 Standing Committee Assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, March 15, 2007
Choctaw Library, 2525 Muzzy., Choctaw, OK 73020

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in February 2007:

<u>Employees</u>	<u>Years of Service</u>
Richard E. Rea, Director of Human Resources	25
Jana L. Eatmon, Project Specialist, Outreach	5

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

DATE: January 18, 2007

TIME: 3:30 pm

MEETING PLACE: Warr Acres Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 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 Warr Acres Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 16, 2007, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Ralph Bullard
Dr. Ann Caine, Vice-Chair
David Greenwell, Disbursing Agent
Deanna Hannah
Lee Alan Leslie
Penny McCaleb
Shirley Pritchett
Marguerite Ross
Peggy Winters
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma City
Scott Duncan
Millicent Gillogly
Jose Jimenez
Hugh Rice, Chair
Jim Roth, Chair, Board of County
Commissioners
Cynthia Trent
Greg Womack

Estimate of general public and staff attending: 15

I. The meeting was called to order at 3:40 p.m. by Dr. Ann Caine, Vice-Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Greenwell, Hannah, Leslie, McCaleb, Pritchett, Ross, Winters, Caine.

II. Dr. Caine introduced Mrs. Barbara Beasley, Manager of the Warr Acres Library.

Mrs. Beasley welcomed the Commission to the Warr Acres Library.

III. Dr. Caine called for comments from the general public. There were none.

IV. Dr. Caine presented the Consent Docket 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.

Dr. Caine called for a motion.

Mrs. Peggy Winters moved to accept the consent docket. Ms. Marguerite Ross seconded. Discussion followed. Motion passed unanimously.

V. Dr. Caine called for a motion to go into Executive Session to discuss the Executive Director's evaluation.

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

VI. The Commission went into Executive Session at 3:45 p.m.

VII. The Commission ended Executive Session at 4:07 p.m.

VIII. The Commission reconvened the Open Meeting at 4:08 p.m.

IX. Dr. Caine referred to Document #61 ~ Report and Recommendation from Administrative & Personnel Committee.

Ms. Ross stated the motion coming from the Administrative & Personnel Committee is to renew the employment contract with Donna Morris, Executive Director, and award her a 7% pay increase which includes a 4% market adjustment and 3% merit increase, effective January 1, 2007. A motion coming from Committee requires no second. No further discussion. Motion passed unanimously.

X. Dr. Caine called on Mrs. Nancy Anthony to present the Nominating Committee Report.

Mrs. Anthony stated the members of the nominating committee have visited with the current officers of the commission and each one has agreed to serve for another one-year term.

The motion coming from the Nominating Committee is to re-elect Mr. Hugh Rice, Chair; Dr. Ann Caine, Vice-Chair; and Mr. David Greenwell, Disbursing Agent to serve for another one-year term for the Metropolitan Library Commission. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

XI. Dr. Caine referred to Document #62 ~ Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Approval of Northwest Library Project Agreement.

Mrs. Morris stated the Library System and the City of Oklahoma City are beginning the architect selection process for the Northwest Library. In order to facilitate the 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. Discussion followed.

Mr. David Greenwell moved to approve the Northwest Library Project Agreement between the City of Oklahoma City and Metropolitan Library Commission of Oklahoma County. Mrs. Pritchett seconded. No further discussion, motion passed unanimously.

XII. Dr. Caine called on Mrs. Anita Roesler, Senior Services Coordinator for the presentation of *Winter ReadFest 2007*.

Ms. Roesler stated *Winter ReadFest* begins February 6 and runs through March 31. She referred to the brochure included in the Commission packets. Participants must be 55 years or older. Upon completion of reading four books or listening to four books on tape or CD, the participant will be entered for a drawing for the chance to win books, gift cards, or other fun stuff. Participants can continue to read and enter the drawing throughout the program period. Mrs. Roesler called for questions and discussion followed.

XIII. Dr. Caine referred to the 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 December 2006 Annual Report

Mrs. Morris commended Ms. Terry and her staff on the wonderful work on the annual report. Questions and Discussion followed.

XIV. Dr. Caine called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported Norman Regional Hospital and Purcell Municipal Hospital have terminated their relationship with PPO Oklahoma, the Library System's Preferred Provider network. To bridge the gap, the Library System's Third Party Administrator has entered into a direct agreement with both facilities.

The City of Jones is interested in replacing their current library with another facility. Mrs. Morris stated she and Commissioner Jim Roth attended a meeting with the Mayor of Jones, the Principle of Jones High School and several members of the community to discuss the issue. Mrs. Morris provided an overview of Library history, legislation, and funding and provided information as to commission priorities and procedures. She also asked that they formally notify the commission chair of their desire to upgrade and/or build a new facility.

At next month's commission meeting, the Materials Service Department will present a demonstration of *eMedia*, the library system's new downloadable audio book service, which became available January 2.

Eleven responses have been received for the library's Request for Qualifications (RFQ) for architectural services for the Service Center. The list will be narrowed down to four or five and invitations will be sent for interviewing. The goal is to have a recommendation for Commission approval at the March 15 meeting.

Work is continuing with the City on the Ralph Ellison Architectural Selection Process.

Stacy Schrank, Employee Development Coordinator was recognized in December at the annual awards banquet for the Central Oklahoma Chapter of the American Society of Training and Development. Stacy 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.

XIV Dr. Caine stated Mr. Hugh Rice will be announcing the appointments to the Standing Committee's at the February Commission meeting. If any member has any questions or would like to make any changes to the current standings, please let Mr. Rice know prior to the February 15 meeting.

Dr. Caine thanked the commission for their patience as she conducted her first commission meeting.

The next Commission meeting will be held at the Village Library, February 15, 2007

There being no further business, the meeting was adjourned at 4:27.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2007

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2007.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2007.

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

January 31, 2007

ASSETS

CASH - Overnight Investment Account		\$ 8,407,231.94
INVESTMENTS (Schedule attached)		19,338,827.36
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	(17,576,038.46)	
		4,441,934.54
Total Assets		<u>\$32,187,993.84</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 150,641.07	
2006-07 Purchase Orders Outstanding	115,100.32	
2005-06 Purchase Orders Outstanding	16,033.45	
2006-07 Checks Outstanding	154,480.40	
2005-06 Checks Outstanding	44.34	
Total Liabilities		436,299.58

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,441,934.54
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FUND BALANCE:

Beginning of the Year	19,704,947.94	
Add: Revenues		
Budgeted	17,925,038.46	
Other	1,870,481.79	19,795,520.25
Less: Expenditures	(12,190,708.47)	
Total Fund Balance		<u>27,309,759.72</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$32,187,993.84</u>

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

As of January 31, 2007

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 - Weekee Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
Money Market - Yukon Bank	2/27/2003		4.990%	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	12/20/2007	5.060%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	3/18/2007	5.090%	100,000.00
CD - Coppermark Bank	7/18/2004	8/18/2007	5.100%	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
Fed Home LN MC '07	1/3/2007	9/18/2007	5.134%	964,056.67
Total Investments				<u>\$ 19,338,827.36</u>

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

January 1, 2007 to January 31, 2007

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2006 Ad Valorem Tax	\$22,017,973.00	\$ 7,266,527.19	\$17,576,038.46	79.83%
State Aid	287,762.00	-	-	0.00%
Fines	410,400.00	40,000.00	349,000.00	85.04%
Total Budgeted Revenue	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 7,306,527.19</u></u>	<u><u>\$17,925,038.46</u></u>	78.91%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 231,776.66	\$ 1,131,249.44	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		78,657.30	574,474.16	
Flexible Benefits Account Balance		0.00	4,978.34	
Sale of Surplus Equipment		0.00	11,927.50	
Miscellaneous		14,073.81	94,852.35	
Total Miscellaneous Revenue		<u><u>\$ 324,507.77</u></u>	<u><u>\$ 1,870,481.79</u></u>	
Total Revenue	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 7,631,034.96</u></u>	<u><u>\$19,795,520.25</u></u>	87.14%

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

January 31, 2007

	BALANCE 1/1/2007	RECEIPTS January	EXPEND. January	BALANCE 1/31/2007
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 41,422.76	\$ 8,465.51	\$ 590.23	\$ 49,298.04
810 Prepaid Fees	(591.19)	25.32	0.00	(565.87)
815 Fines	40,502.70	51,557.37	40,000.00	52,060.07
820 Copy	99,013.83	3,379.50	4,474.04	97,919.29
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
Total Revolving Funds	\$ 182,649.02	\$ 63,427.70	\$ 45,064.27	\$ 201,012.45
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 1/31/2007
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	91,379.29	89,785.96	1,593.33
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 07/Endowment/Vehicle	18,000.00	18,000.00	15,225.00	2,775.00
902 07/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)
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
923 07 OHC/A Jazz Journey	3,920.00	0.00	350.00	(350.00)
924 07/Guild/Choctaw Spanish Classes	800.00	800.00	0.00	800.00
925 07/Guild/ Choctaw Tai Chi	250.00	250.00	0.00	250.00
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	24,700.00	0.00
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	22,708.56	37,291.44
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	2,977.41	100.00	2,877.41
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 1/31/2007
<u>Grants - Friends of MLS</u>				
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960 05 OK Reads OK	0.00	0.00	481.62	(481.62)
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
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	6,347.92	1,952.08
895 06 Bill Gates Foundation	90,000.00	90,000.00	90,000.00	0.00
<u>Grants - Friends of MLS</u>				
904 07 Volunteer Recognition	2,000.00	2,000.00	1,902.53	97.47
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	1,000.00	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	2,328.25	10,271.75
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	925.00	0.00	925.00
913 07 Oklahoma Voices	11,175.00	11,175.00	3,015.56	8,159.44
915 07 Library Enhancement - CH	1,108.00	1,108.00	0.00	1,108.00
916 07 Support for Literary Voices	1,500.00	1,500.00	0.00	1,500.00
917 07 Truck Tool Box	9,000.00	9,000.00	9,000.00	0.00
Total Grants				\$133,400.45
Total Special Funds				\$ 334,412.90

Metropolitan Library System
Statement of Encumbrances
Month of January 2007

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	693,957.88	5,051,791.25	53.80	9,389,112.00	4,337,320.75
102	Wages - Part-time	99,279.12	780,102.02	48.17	1,619,530.00	839,427.98
103	Payroll Taxes	58,769.39	431,052.78	51.81	832,015.00	400,962.22
109	Workers Comp Insurance	8,680.00	58,843.00	52.08	112,990.00	54,147.00
112	Group Insurance	112,764.50	786,031.16	55.89	1,406,415.00	620,383.84
113	Employees Retirement	587,187.28	806,931.05	73.36	1,100,000.00	293,068.95
114	Unemployment Compensation	2,755.03	9,459.77	94.60	10,000.00	540.23
Total Personal Services		1,563,393.20	7,924,211.03	54.76	14,470,062.00	6,545,850.97
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.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	3,200.00	66.67	4,800.00	1,600.00
206	Rent of Equipment	.00	1,010.00	61.21	1,650.00	640.00
207	Janitorial Services	17,164.00	169,352.35	51.49	328,930.00	159,577.65
208	Maintenance of Facilities	18,039.38	117,761.09	44.51	264,563.00	146,801.91
211	Parking & Transportation	9,290.98	72,458.40	41.16	176,054.00	103,595.60
212	Travel Expenses	2,416.06	9,953.70	19.88	50,072.00	40,118.30
213	Professional Services	7,988.59	97,295.31	38.21	254,664.00	157,368.69
214	Security Services	18,616.57	119,796.84	40.10	298,743.00	178,946.16
216	Telephone services	16,259.68	79,970.87	28.87	277,030.00	197,059.13
217	Electrical Services	26,227.08	280,750.99	56.14	500,119.00	219,368.01
218	Gas Services	10,045.03	21,979.52	34.56	63,596.00	41,616.48
219	Water & Garbage Services	2,497.39	31,404.42	61.48	51,078.00	19,673.58
220	Trigen Energy Services	12,912.76	94,201.81	58.15	162,000.00	67,798.19
226	Memberships	3,524.34	10,412.84	35.19	29,589.00	19,176.16
230	Other Library-related Services	132,748.95	200,739.52	60.29	332,942.00	132,202.48
231	Automation Contractual	14,152.32	154,658.87	45.86	337,260.00	182,601.13
236	Network Catalog Services	.00	45,000.00	85.47	52,648.00	7,648.00
Total Contractual Services		292,283.13	1,665,169.53	49.26	3,380,554.00	1,715,384.47
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of January 2007

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	38,835.02	69,117.83	34.42	200,820.00	131,702.17
302	Postage	22,811.00	133,641.24	46.46	287,650.00	154,008.76
303	Supplies	13,340.33	148,886.26	54.58	272,789.00	123,902.74
310	Maintenance Supplies	921.46	18,408.79	25.93	71,000.00	52,591.21
312	Safety Supplies & Equipment	16.96	1,834.60	29.59	6,200.00	4,365.40
321	Gasoline & Oil	1,198.43	16,220.91	40.55	40,000.00	23,779.09
322	Vehicle Parts & Repairs	22.46	4,189.98	23.28	18,000.00	13,810.02
330	Programming Activities	9,293.19	72,037.41	34.02	211,735.00	139,697.59
331	Other Commodities	992.76	6,460.09	20.28	31,855.00	25,394.91
Total Commodities		87,431.61	470,797.11	41.30	1,140,049.00	669,251.89
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	242,744.36	1,664,723.73	52.88	3,148,050.00	1,483,326.27
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	621.00	146,116.20	83.86	174,240.00	28,123.80
408	Furniture, Fixtures, & Equipmt	1,829.53	91,188.49	57.89	157,518.00	66,329.51
409	Motor Vehicles	.00	20,089.00	95.66	21,000.00	911.00
410	Automation Systems & Equipment	88,624.27	146,906.99	49.43	297,189.00	150,282.01
450	Capital Projects	20,609.00	61,506.39	.95	6,460,538.00	6,399,031.61
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		354,428.16	2,130,530.80	9.09	23,426,262.00	21,295,731.20
		=====	=====		=====	=====
Total Budget		2,297,536.10	12,190,708.47	28.74	42,416,927.00	30,226,218.53
		=====	=====		=====	=====

General Fund F.Y. 06-07

Warrant Register

January 2007

Number	Vendor/Payee	Purpose	Amount	Amount
G-02294	Bank of Oklahoma	Payroll Transmittal-Chks	40,131.22	
		Payroll Transmittal-Chks	17,747.94	57,879.16
G-02295	Bank of Oklahoma	Federal Withholding Tax	32,695.10	
		Federal Withholding Tax	2,476.00	35,171.10
G-02296	Oklahoma Tax Commission	State Withholding Tax	12,086.00	
		State Withholding Tax	974.00	13,060.00
G-02297	Mun. Employees Credit Union	Employee Cr Union Deducts	9,795.51	
		Employee Cr Union Deducts	140.00	9,935.51
G-02298	United Way of Central Oklahoma	Employee Deductions	413.77	
		Employee Deductions	3.00	416.77
G-02299	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-02300	Bank of America	Payroll Transmittal-DDep	176,723.99	
		Payroll Transmittal-DDep	23,362.44	200,086.43
G-02301	Nationwide Retirement Solution	Employee Deductions	7,131.57	7,131.57
G-02302	Transamerica Worksite Mrktg.	Employee Deductions	632.41	632.41
G-02303	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,862.82	4,862.82
G-02304	Bank of Oklahoma	Employee Flexplan Deposit	17,081.53	
		Employer Flexplan Deposit	1,265.00	18,346.53
G-02305	Bank of Oklahoma	Employee Soc/Sec Deposits	19,822.90	
		Employee Soc/Sec Deposits	3,017.15	
		Employee Medicare Deposit	4,635.98	
		Employee Medicare Deposit	705.64	
		Employer Soc/Sec Deposits	22,840.26	
		Employer Medicare Deposit	5,341.68	56,363.61
G-02306	MassMutual Financial Group	Employee Contrib -- DC PI	9,595.99	
		Employer Contrib -- DC PI	17,757.04	27,353.03
G-02307	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02308	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	237.48	352.48
G-02309	Administrative Systems, Inc.	Employee Deductions	961.20	961.20
G-02310	O G & E	Electrical Services	4,829.70	4,829.70
G-02311	Oklahoma Natural Gas Co.	Gas Services	1,147.71	1,147.71
G-02312	Brodart, Inc.	Supplies	12.75	12.75
G-02313	Southwestern Stationery and	Supplies	28.48	28.48
G-02314	Demco	Supplies	58.50	58.50
G-02315	Highsmith Co., Inc.	Supplies	90.12	90.12
G-02316	UNUM Life Insurance	Grp Long-Trm Disab Prm-JN	6,286.74	6,286.74
G-02317	City of Warr Acres	Water & Garbage Services	56.65	56.65
G-02318	AT&T	Telephone Services	141.18	141.18
G-02319	Ernestine Clark	Mileage	38.27	38.27
G-02320	Frank Ray	Mileage	15.80	15.80
G-02321	Oklahoma Library Association	Professional Services	65.00	65.00
G-02322	Bill Warren Office Products	Suopplies	7.50	7.50
G-02323	CompSource Oklahoma	Workers Comp Insurance	8,680.00	8,680.00
G-02324	Ann Aliotta	Mileage	5.79	5.79
G-02325	Traci Jinkens	Mileage	19.17	19.17
G-02326	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jan	26,364.13	26,364.13
G-02327	Janet Brooks	Mileage	26.26	26.26
G-02328	Superior Security	Security Services	4,661.38	
		Security Services	4,556.50	9,217.88
G-02329	Scott's Printing & Copying	Printing	2,629.88	2,629.88
G-02330	Angela Hill	Programming Supplies	72.34	72.34

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Number	Vendor/Payee	Purpose		Amount
G-02331	Walker Companies	Library-related Services	89.95	89.95
G-02332	D & R Reporting and Video, Inc	Professional Services	469.75	469.75
G-02333	Barnes & Noble, Inc.	Programming Supplies	162.73	162.73
G-02334	Landon Holman	Mileage	24.03	24.03
G-02335	Scholastic, Inc.	Programming Supplies	500.16	500.16
G-02336	OPUBCO Communications Group	Library-related Services	207.91	207.91
G-02337	Vision Service Plan of	Group Vision Ins Prem-Jan	2,132.00	2,132.00
G-02338	Todd Olberding	Telephone Services	45.31	45.31
G-02339	Metropolitan Library System	Grp Med/Dtl Ins Prem-Jan	76,716.63	76,716.63
G-02340	Walmart Community	Supplies	46.86	46.86
G-02341	Kimberly A Terry	Supplies	22.74	
		Meeting Expense	28.99	
		Telephone Services	175.00	
		Mileage	177.28	404.01
G-02342	AT&T	Telephone Services	63.94	63.94
G-02343	Emily Williams	Mileage	25.72	25.72
G-02344	Smart Technologies	Maintenance of Facilities	70.00	
		Maintenance of Facilities	480.00	
		Maintenance of Facilities	480.00	1,030.00
G-02345	Stacy Schrank	Reimbursement of OLA dues	35.00	35.00
G-02346	Fred Roper	Programming	150.00	150.00
G-02347	City of Midwest City	Water & Garbage Services	231.30	231.30
G-02348	Bradford Industrial Suppl Corp	Maintenance of Facilities	210.85	210.85
G-02349	Federal Corporation	Maintenance of Facilities	306.77	306.77
G-02350	Del Technical Coatings, Inc.	Maintenance of Facilities	29.85	29.85
G-02351	O G & E	Electrical Services	13,720.00	13,720.00
G-02352	Oklahoma Natural Gas Co.	Gas Services	118.44	118.44
G-02353	City of Oklahoma City	Water & Garbage Services	799.68	799.68
G-02354	Southwestern Stationery and	Supplies	602.00	602.00
G-02355	Locke Supply Co.	Maintenance of Facilities	27.27	
		Maintenance of Facilities	3.88	
		Maintenance of Facilities	42.31	73.46
G-02356	The Dagwell Dixie Co.	Maintenance of Facilities	33.87	
		Maintenance of Facilities	32.32	66.19
G-02357	Tech-Lock	Maintenance of Facilities	12.50	
		Maintenance of Facilities	42.00	
		Maintenance of Facilities	12.00	66.50
G-02358	Gaylord Bros.	Supplies	172.45	172.45
G-02359	Gale Research	Materials	1,061.00	1,061.00
G-02360	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-02361	Synergy Datacom Supply, Inc.	Maintenance of Facilities	7.64	7.64
G-02362	Ernestine Clark	Other Commodities	88.50	88.50
G-02363	Oklahoma Library Association	Professional Services	65.00	65.00
G-02364	Weston Woods Accts Receivable	Materials	504.99	504.99
G-02365	Baker & Taylor Books	Materials	4,622.50	4,622.50
G-02366	Dun & Bradstreet	Materials	34,740.00	34,740.00
G-02367	Cheryl Mann	Mileage	2.23	2.23
G-02368	Charles S. Isaacs	Mileage	4.45	4.45
G-02369	United Refrigeration, Inc.	Maintenance of Facilities	2.36	2.36
G-02370	N.E. Landfill, Inc	Maintenance of Facilities	23.98	23.98
G-02371	Recorded Books, LLC	Materials	107.77	107.77
G-02372	U.S. Postmaster	Postage	37.50	37.50

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Number	Vendor/Payee	Purpose		Amount
G-02373	Phillip Tolbert	Programming	91.04	
		Programming	150.00	241.04
G-02374	Instructional Video, Inc.	Materials	4,695.03	4,695.03
G-02375	Denyveta Davis	Mileage	73.87	73.87
G-02376	Gale Group	Materials	2,606.00	2,606.00
G-02377	Hunter's Battery Warehouse	Maintenance of Facilities	43.90	43.90
G-02378	Anne G. Fischer	Mileage	41.39	41.39
G-02379	Light Bulb Supply Co., Inc.	Maintenance of Facilities	66.44	
		Maintenance of Facilities	335.40	401.84
G-02380	Midwest City	Memberships	190.00	190.00
G-02381	Library Video Co.	Materials	1,042.70	1,042.70
G-02382	Full Circle Bookstore	Materials	35.88	35.88
G-02383	Board of County Commissioners	Library-Related Services	128,988.18	128,988.18
G-02384	INTEGRIS Corporate Assistance	Employee Assistance	820.00	820.00
G-02385	Oklahoma Air Filter	Maintenance of Facilities	22.68	
		Maintenance of Facilities	62.16	84.84
G-02386	Jonathan Willis	Mileage	4.45	4.45
G-02387	Mobile Storage Group	Maintenance of Facilities	22.62	22.62
G-02388	Random House, Inc	Materials	164.80	164.80
G-02389	Cingular Wireless	Telephone Services	97.47	97.47
G-02390	Ursula Ward	Mileage	97.82	97.82
G-02391	Ingram Library Service	Materials	2,286.05	2,286.05
G-02392	High-Tech-Tronics, Inc.	Maintenance of Facilities	748.80	
		Maintenance of Facilities	164.70	913.50
G-02393	Audio Editions	Materials	2,048.25	2,048.25
G-02394	Lynda G. Bahr	Mileage	85.57	85.57
G-02395	Injoy Videos	Materials	1,992.70	1,992.70
G-02396	United States Postal Service	Postage	1,500.00	1,500.00
G-02397	Scovil & Sides Hardware Co.	Maintenance of Facilities	240.00	240.00
G-02398	Econo Lube N' Tune	Vehicle Parts & Repairs	22.48	
		Maintenance of Facilities	21.23	43.71
G-02399	Cambridge Scientific Abstracts	Materials	4,095.00	4,095.00
G-02400	Full Cast Audio	Materials	16.95	16.95
G-02401	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	75.50	75.50
G-02402	Ingram Library Service	Materials	544.56	544.56
G-02403	Tandem Library Group	Materials	272.09	272.09
G-02404	Voss Lighting	Maintenance of Facilities	285.00	
		Maintenance of Facilities	568.56	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	146.80	
		Maintenance of Facilities	164.55	1,212.41
G-02405	Town of Luther	Water & Garbage Services	44.25	44.25
G-02406	L. E. Acker Co.	Maintenance of Facilities	16.30	16.30
G-02407	Evans Hardware	Maintenance of Facilities	39.60	
		Maintenance of Facilities	90.93	
		Maintenance of Facilities	9.18	139.71
G-02408	Marsha Nelson, Ph.D.	Programming	62.50	62.50
G-02409	Deborah Willis	Mileage	8.46	8.46
G-02410	Steve's Wholesale Distributors	Maintenance of Facilities	13.38	13.38
G-02411	BMI Systems Corp.	Maintenance of Equipment	44.85	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	263.08	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02411	BMI Systems Corp.	Maintenance of Equipment	77.08	
		Maintenance of Equipment	96.84	510.60
G-02412	Robert Howard Co.	Supplies	245.55	245.55
G-02413	Contractors Supply Co.	Maintenance of Facilities	23.46	23.46
G-02414	AT&T	Telephone Services	49.05	49.05
G-02415	Aaron Killough	Mileage	2.23	2.23
G-02416	ExaminerEnterprise	Subscriptions	192.00	192.00
G-02417	Metro Library Sys Pension Trst	Employees Retirement	550,340.00	550,340.00
G-02418	Kevin Colwell	Mileage	4.45	4.45
G-02419	City of Harrah	Water & Garbage Services	48.50	48.50
G-02420	Polk Directories	Materials	2,822.00	2,822.00
G-02421	Heritage Books Inc	Materials	47.00	47.00
G-02422	City of Choctaw	Water & Gas Services	32.30	32.30
G-02423	Abolghasem Siavashi	Mileage	4.45	4.45
G-02424	Fariba Williams	Mileage	10.24	10.24
G-02425	Baker & Taylor Books	Materials	2,265.06	2,265.06
G-02426	Baker & Taylor Entertainment	Materials	7,499.10	
		Materials	5,494.98	12,994.08
G-02427	John L. Hilbert	Programming	168.79	
		Programming	18.96	
		Programming	79.55	267.30
G-02428	Garcia Tire Service, Inc.	Maintenance of Facilities	9.00	9.00
G-02429	Allied Waste Services #060	Garbage Services	487.42	487.42
G-02430	Pamela Buchanan	Mileage	39.38	39.38
G-02431	Star Lighting	Maintenance of Facilities	303.00	303.00
G-02432	John Utley	Mileage	16.24	16.24
G-02433	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-02434	Baker & Taylor Books	Materials	769.29	
		Materials	1,426.94	
		Materials	2,278.92	
		Materials	1,956.89	
		Materials	5,683.07	
		Materials	9,715.03	
		Materials	5,857.70	
		Materials	929.06	28,616.90
G-02435	Baker & Taylor Books	Materials	750.07	
		Materials	3,214.32	
		Materials	4,678.46	8,642.85
G-02436	Baker & Taylor Books	Materials	2,149.94	2,149.94
G-02437	SimplexGrinnell	Maintenance of Facilities	1,969.50	1,969.50
G-02438	McAlester News Capital	Subscriptions	141.00	141.00
G-02439	Midwest Single Source, Inc.	Supplies	455.49	455.49
G-02440	Gale Research	Materials	1,470.50	1,470.50
G-02441	Instructional Video, Inc.	Materials	1,346.58	1,346.58
G-02442	Gale Group	Materials	222.84	222.84
G-02443	Rand McNally	Materials	1,504.10	1,504.10
G-02444	Library Video Co.	Materials	119.80	119.80
G-02445	Full Circle Bookstore	Materials	124.56	124.56
G-02446	Worldwide Directories	Materials	122.91	122.91
G-02447	Random House, Inc	Materials	2,013.30	2,013.30
G-02448	Ingram Library Service	Materials	318.46	318.46

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Number	Vendor/Payee	Purpose		Amount
G-02449	Audio Editions	Materials	424.69	424.69
G-02450	Ingram Library Service	Materials	22.07	22.07
G-02451	Tandem Library Group	Materials	126.28	126.28
G-02452	BBC Audiobooks America	Materials	16.00	16.00
G-02453	Baker & Taylor Entertainment	Materials	2,055.89	2,055.89
G-02454	Accuity	Materials	1,289.96	1,289.96
G-02455	Baker & Taylor Books	Materials	2,097.75	
		Materials	1,751.34	
		Materials	6,052.33	
		Materials	2,045.54	
		Materials	4,280.05	16,227.01
G-02456	Baker & Taylor Books	Materials	1,923.57	
		Materials	5,792.01	7,715.58
G-02457	Lacebark, Inc.	Materials	246.50	246.50
G-02458	Bank of Oklahoma	Payroll Transmittal-Chks	43,178.99	
		Payroll Transmittal-Chks	18,762.99	61,941.98
G-02459	Bank of Oklahoma	Federal Withholding Tax	37,636.10	
		Federal Withholding Tax	2,552.00	40,188.10
G-02460	Oklahoma Tax Commission	State Withholding Tax	13,535.00	
		State Withholding Tax	991.00	14,526.00
G-02461	Mun. Employees Credit Union	Employee Cr Union Deducts	9,979.51	
		Employee Cr Union Deducts	140.00	10,119.51
G-02462	United Way of Central Oklahoma	Employee Deductions	413.77	
		Employee Deductions	200.00	
		Employee Deductions	3.00	616.77
G-02463	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-02464	Bank of America	Payroll Transmittal-DDep	193,159.85	
		Payroll Transmittal-DDep	24,056.88	217,216.73
G-02465	Nationwide Retirement Solution	Employee Deductions	7,131.57	7,131.57
G-02466	Transamerica Worksite Mrktg.	Employee Deductions	630.81	630.81
G-02467	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,113.65	5,113.65
G-02468	Bank of Oklahoma	Employee Flexplan Deposit	7,929.36	7,929.36
G-02469	Bank of Oklahoma	Employee Soc/Sec Deposits	21,651.69	
		Employee Soc/Sec Deposits	3,138.09	
		Employee Medicare Deposit	5,063.74	
		Employee Medicare Deposit	734.03	
		Employer Soc/Sec Deposits	24,789.95	
		Employer Medicare Deposit	5,797.50	61,175.00
G-02470	MassMutual Financial Group	Employee Contrib -- DC PI	10,327.65	
		Employee Contrib -- DC PI	19,090.24	29,417.89
G-02471	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02472	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	237.48	352.48
G-02473	Administrative Systems, Inc.	Employee Deductions	961.20	961.20
G-02474	Metropolitan Library System	Professional Services	160.00	
		Parking	1.00	
		Postage	44.03	
		Supplies	151.37	
		Supplies	107.48	
		Other Commodities	57.84	
		Programming	97.18	
		Programming	64.12	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02474	Metropolitan Library System	Programming	129.03
		Programming	32.73
G-02475	Bradford Industrial Suppl Corp	Maintenance of Facilities	8.52
		Maintenance of Facilities	10.95
G-02476	Federal Corporation	Maintenance of Facilities	40.81
		Maintenance of Facilities	43.01
G-02477	O G & E	Electrical Services	4,329.93
G-02478	Oklahoma Natural Gas Co.	Gas Services	6,599.05
		Gas Services	455.89
G-02479	City of the Village	Water & Garbage Services	76.42
G-02480	Triangle/A & E	Printing	10.80
		Printing	72.00
G-02481	Brodart, Inc.	Supplies	220.00
		Supplies	7.75
G-02482	Southwestern Stationery and	Supplies	55.41
		Supplies	1,868.48
		Supplies	56.04
		Supplies	25.54
		Supplies	25.85
		Printing	641.00
G-02483	Locke Supply Co.	Maintenance of Facilities	82.21
G-02484	Tech-Lock	Maintenance of Facilities	5.00
		Maintenance of Facilities	18.50
G-02485	Emsco Electric Supply	Maintenance of Facilities	2.80
G-02486	Demco	Supplies	461.75
		Supplies	20.53
		Supplies	1,500.00
G-02487	MASSCO Maintenance Co.	Equipment	190.30
G-02488	Eales Electronics Corp.	Maintenance of Facilities	25.00
		Maintenance of Facilities	225.00
G-02489	Gaylord Bros.	Furniture	257.64
		Furniture	643.50
		Supplies	174.26
G-02490	Highsmith Co., Inc.	Supplies	14.32
		Supplies	19.86
G-02491	City of Edmond	Electrical Services	3,517.79
G-02492	Alma L. Brown	Programming	137.19
G-02493	Standard Printing Co., Inc.	Printing	1,101.00
G-02494	Xerox Corp.	Maintenance of Facilities	186.00
G-02495	Susan Ryan	Mileage	15.13
G-02496	Mid-west Landscape, LLC	Maintenance of Facilities	1,520.00
		Maintenance of Facilities	719.00
G-02497	Barron's Educational Series	Books & Materials	12.95
G-02498	ALA Membership CSC	Memberships	445.00
		Membership	2,020.00
G-02499	Maintenance Connection	Maintenance of Facilities	396.00
G-02500	U.S. Postmaster	Postage	54.87
G-02501	Marilyn E. Backus	Mileage	13.80
G-02502	Central Oklahoma Volunteer	Memberships	20.00
G-02503	Pacesetters Consulting Group	Professional Services	400.00
G-02504	Harmony Business Supplies	Supplies	44.94

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Number	Vendor/Payee	Purpose		Amount
G-02505	Superior Security	Security Services	3,971.67	3,971.67
G-02506	Amigos Library Services	Professional Services	50.00	50.00
G-02507	Restoration Station L.L.C.	Upholstery	1,813.00	1,813.00
G-02508	Culinary Concepts, LLC	Programming	2,306.00	2,306.00
G-02509	Scott's Printing & Copying	Printing	94.73	
		Printing	570.25	664.98
G-02510	True Colors	Professional Services	632.52	632.52
G-02511	Associated Plastic Industries	Supplies	490.00	490.00
G-02512	Julia Ballou	Mileage	24.03	24.03
G-02513	XPEDX	Supplies	1,835.50	1,835.50
G-02514	Walker Companies	Supplies	103.70	103.70
G-02515	ARS	Furniture	587.60	587.60
G-02516	FedEx Kinko's Print Services	Supplies	26.82	26.82
G-02517	Fleetcor Technologies	Gasoline & Oil	1,198.43	1,198.43
G-02518	Rotary Club of Oklahoma City	Memberships	54.50	
		Other Commodities	188.50	243.00
G-02519	Frances V. Harbert	Mileage	2.80	2.80
G-02520	L. E. Acker Co.	Maintenance of Facilities	10.44	10.44
G-02521	Jason's Deli/Deli Partners	Professional Services	59.05	59.05
G-02522	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-02523	Jimmy Welch	Telephone Services	25.00	25.00
G-02524	Pauline Rodriguez-Atkins	Mileage	119.26	119.26
G-02525	Evans Hardware	Maintenance of Facilities	13.58	13.58
G-02526	Movie Licensing USA	Programming Activity	75.00	75.00
G-02527	OPUBCO Communications Group	Library-related Services	92.56	92.56
G-02528	Bank of America	Direct Deposit Fees	143.02	143.02
G-02529	Ruby Soutiere	Mileage	19.58	19.58
G-02530	Pirates Alley	Other Commodities	1,154.08	1,154.08
G-02531	Kelley Riha	Mileage	16.47	16.47
G-02532	Rosalind L. Reeder	Programming	80.00	80.00
G-02533	City of Edmond	Water & Garbage Services	176.70	176.70
G-02534	Oklahoma Press Service	Library-related Services	147.51	
		Library-related Services	138.30	285.81
G-02535	Cox Communications, Inc.	Internet Data Circuit	3,144.89	
		Internet Data Circuit	3,144.89	
		Internet Data Circuit	776.14	7,065.92
G-02536	Preston Bell	Parking & Transportation	40.00	40.00
G-02537	Sharon G. Bish	Reimbursement of OLA dues	35.00	35.00
G-02538	Donna Morris	Car Allowance	450.00	450.00
G-02539	Star Lighting	Maintenance of Facilities	86.99	86.99
G-02540	John Utley	Telephone Services	35.00	35.00
G-02541	Melissa Weathers	Mileage	20.92	
		Staff Recognition	27.54	
		Programming Supplies	26.09	
		Supplies	7.09	81.64
G-02542	Cintas Corp.	Maintenance of Facilities	275.48	275.48
G-02543	MSC Technologies	Maintenance of Equipment	3,558.00	3,558.00
G-02544	Cox Communications, Inc.	Telephone Services	423.63	423.63
G-02545	Corporate Express, Inc.	Supplies	33.98	
		Supplies	26.50	
		Supplies	33.20	
		Supplies	22.10	

** Continued **

General Fund F.Y. 06-07

Warrant Register

January 2007

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02545	Corporate Express, Inc.	Supplies	41.10
		Supplies	7.09
			163.97
G-02546	James Cain	Programming	75.00
G-02547	SimplexGrinnell	Maintenance of Facilities	794.50
G-02548	Woods Downtown Floral	Library-related services	38.00
G-02549	Mascots, Etc.	Library-related Services	150.00
G-02550	Heartland Payphone Service	Telephone Services	64.00
G-02551	Erika Diel	Maintenance of Facilities	120.00
		Maintenance of Facilities	156.00
			276.00
G-02552	McBride Clinic, Inc.	Professional Services	30.00
G-02553	Bradford Industrial Suppl Corp	Maintenance of Facilities	208.87
G-02554	O G & E	Electrical Services	7,079.66
G-02555	City of Bethany	Water & Garbage Services	142.40
G-02556	City of Oklahoma City	Water & Garbage Services	335.60
G-02557	Brodart, Inc.	Supplies	567.00
G-02558	Southwestern Stationery and	Supplies	65.52
		Printing	5,813.00
			5,878.52
G-02559	Hunzicker Brothers, Inc.	Maintenance of Facilities	50.00
G-02560	Demco	Equipment	534.33
G-02561	Gaylord Bros.	Supplies	22.77
		Supplies	183.96
			206.73
G-02562	AT&T	Telephone Services	929.26
		Telephone Services	1,321.73
		Telephone Services	326.73
			923.77
		Telephone Services	1,320.57
		Telephone Services	326.37
			5,148.43
G-02563	Oklahoma Library Association	Registration	75.00
		Professional Services	75.00
			150.00
G-02564	Baker & Taylor Books	Materials	3,405.34
G-02565	Spence & Associates, Inc	Library-related Services	748.75
G-02566	Charles S. Isaacs	Telephone Services	35.00
G-02567	Barron's Educational Series	Materials	79.92
G-02568	FedEx	Automation Contractual	7.71
G-02569	Recorded Books, LLC	Materials	1,372.49
G-02570	Oklahoma Employment	Unemployment Compensation	2,755.03
G-02571	Eureka Water Co.		22.00
G-02572	City Bites	Other Commodities	108.86
G-02573	Oklahoma Genealogical Society	Memberships	20.00
		Professional Services	45.00
			65.00
G-02574	Gale Group	Materials	394.44
G-02575	Staples Business Advantage	Supplies	99.95
		Supplies	186.88
			286.83
G-02576	Production Services	Library-related Services	690.00
G-02577	Northwest Chamber	Memberships	250.00
G-02578	LexisNexis Matthew Bender	Materials	1,809.51
G-02579	The Norman Transcript	Subscriptions	156.00
G-02580	Anne G. Fischer	Telephone Services	50.00
G-02581	New Atlas dot Com, Inc.	Materials	599.76
G-02582	Janet Brooks	Travel Expenses	11.64
G-02583	Superior Security	Security Services	3,664.42
			3,664.42

General Fund F.Y. 06-07

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
G-02584	Jonathan Willis	Telephone Services	35.00	35.00
G-02585	Random House, Inc	Materials	296.32	296.32
G-02586	Ingram Library Service	Materials	2,452.92	2,452.92
G-02587	XPEDX	Supplies	2,244.00	2,244.00
G-02588	Audio Editions	Materials	45.95	45.95
G-02589	United States Postal Service	Postage	6,000.00	6,000.00
G-02590	Chickasaw Telecom, Inc.	Automation Contractual	518.00	518.00
G-02591	Full Cast Audio	Materials	142.95	142.95
G-02592	Ingram Library Service	Materials	233.01	233.01
G-02593	Tandem Library Group	Materials	162.46	162.46
G-02594	Voss Lighting	Maintenance of Facilities	329.00	
		Maintenance of Facilities	142.50	
		Maintenance of Facilities	51.92	523.42
G-02595	Barnes & Noble, Inc.	Materials	463.20	463.20
G-02596	Center Point Large Print	Materials	498.42	498.42
G-02597	Anita Roesler	Mileage	38.89	38.89
G-02598	Secure Computing Corp.	Automation System & Equip	5,301.10	5,301.10
G-02599	Dell Marketing L.P.	Supplies	19.00	19.00
G-02600	Franklin Covey Co.	Supplies	67.93	67.93
G-02601	OPUBCO Communications Group	Library-related Services	96.64	96.64
G-02602	Robert Howard Co.	Supplies	25.92	25.92
G-02603	Capitol Chamber of Commerce	Memberships	100.00	100.00
G-02604	Clyde Herrod	Reimbursement of OLA dues	35.00	35.00
G-02605	Oklahoma Press Service	Materials	600.00	600.00
G-02606	John Wood	Telephone Services	50.00	50.00
G-02607	Baker & Taylor Books	Materials	1,000.10	1,000.10
G-02608	Commercial Card Solutions	Supplies	81.07	
		Supplies	95.80	
		Programming Activity	32.85	
		Telephone Services	82.92	292.64
G-02609	Baker & Taylor Entertainment	Materials	3,263.94	3,263.94
G-02610	Shawnee News - Star	Subscriptions	132.00	132.00
G-02611	FBD Consulting, Inc.	Professional Services	450.00	450.00
G-02612	Glenda Carlile	Other Commodities	25.00	25.00
G-02613	Commercial Card Solutions	Books & Materials	224.82	
		Books & Materials	328.71	
		Books & Materials	294.84	
		Books & Materials	198.65	1,047.02
G-02614	Oklahoma Heritage Association	Materials	492.43	492.43
G-02615	Technology Unlimited	Automation Contractual	99.00	99.00
G-02616	Baker & Taylor Books	Materials	782.61	
		Materials	608.04	
		Materials	2,804.07	
		Materials	7,846.71	12,041.43
G-02617	Baker & Taylor Books	Materials	1,411.48	
		Materials	5,254.27	
		Materials	4,942.74	11,608.49
G-02618	Baker & Taylor Books	Materials	1,152.21	1,152.21
G-02619	Mickey Sherman	Programming	70.00	
		Programming	70.00	140.00
G-02620	Shirley E. Wilson	Programming	75.00	75.00
G-02621	Gresly Printing, Inc.	Supplies	448.80	448.80

General Fund F.Y. 06-07

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
G-02622	Angela Wall	Programming	60.00	60.00
G-02623	Trigen-OKC Energy Corporation	Energy Services	12,912.76	12,912.76
G-02624	Metropolitan Library System	Parking	8.00	
		Professional Services	110.00	
		Telephone Services	19.35	
		Postage	98.61	
		Supplies	70.96	
		Programming	147.11	
		Programming	31.01	
		Other Commodities	126.93	
		Professional Services	30.00	
		Postage	20.80	
		Supplies	112.41	
		Supplies	42.20	
		Programming	60.25	
		Other Commodities	51.08	928.71
G-02625	City of Del City	Building Rental	400.00	400.00
G-02626	Bradford Industrial Suppl Corp	Maintenance of Facilities	8.92	8.92
G-02627	Grainger	Maintenance of Facilities	486.40	486.40
G-02628	HSM Electronic Protection Serv	Maintenance of Facilities	249.00	249.00
G-02629	Oklahoma Natural Gas Co.	Gas Services	1,848.94	1,848.94
G-02630	Triangle/A & E	Printing	159.81	159.81
G-02631	Southwestern Stationery and	Supplies	56.43	
		Supplies	591.30	647.73
G-02632	Tech-Lock	Maintenance of Facilities	5.98	5.98
G-02633	Demco	Supplies	95.65	
		Programming Supplies	27.40	
		Supplies	52.70	
		supplies	75.28	251.03
G-02634	Gaylord Bros.	Supplies	22.18	22.18
G-02635	City of Warr Acres	Water & Garbage Services	131.20	131.20
G-02636	AT&T	Telephone Services	141.42	141.42
G-02637	Strictly Publishing	Library-related Services	55.00	55.00
G-02638	Central Parking System	Parking	45.00	45.00
G-02639	Oklahoma Library Association	Professional Services	75.00	
		Memberships	64.00	139.00
G-02640	Weston Woods Accts Receivable	Materials	91.27	91.27
G-02641	Baker & Taylor Books	Materials	3,257.29	3,257.29
G-02642	Donna Morris	Telephone Services	50.00	50.00
G-02643	TDS Telecom	Telephone Services	115.09	
		Telephone Services	115.29	
		Telephone Services	181.09	411.47
G-02644	ALA Membership CSC	Memberships	150.00	
		Memberships	150.00	300.00
G-02645	Recorded Books, LLC	Materials	62.77	62.77
G-02646	The Penworthy Co.	Materials	2,500.61	2,500.61
G-02647	Instructional Video, Inc.	Materials	283.70	283.70
G-02648	Denyveta Davis	Mileage	66.64	66.64
G-02649	Gale Group	Materials	2,898.02	2,898.02
G-02650	Hunter's Battery Warehouse	Maintenance of Facilities	129.50	129.50
G-02651	Live Oak Media	Materials	305.65	305.65
G-02652	Ultimate Office	Supplies	30.29	30.29

General Fund F.Y. 06-07

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
G-02653	Pacesetters Consulting Group	Professional Services	600.00	600.00
G-02654	Spaces, Inc.	Furniture	6,589.18	
		Furniture	545.00	7,134.18
G-02655	Hal Leonard Publishing	Materials	126.27	126.27
G-02656	Library Video Co.	Materials	139.65	139.65
G-02657	Superior Security	Security Services	3,649.72	
		Security Services	3,695.88	7,345.60
G-02658	Jill Vessels	Reimbursement of OLA dues	35.00	35.00
G-02659	Random House, Inc	Materials	3,036.00	3,036.00
G-02660	Scott's Printing & Copying	Printing	1,520.30	1,520.30
G-02661	Brilliance Corporation	Materials	600.06	600.06
G-02662	American Library Association	Professional Services	175.00	175.00
G-02663	Ingram Library Service	Materials	191.17	191.17
G-02664	Candace McDaniel	Programming	22.07	22.07
G-02665	Dana Morrow	Programming Supplies	52.22	52.22
G-02666	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-02667	FedEx Kinko's Print Services	Printing	228.00	228.00
G-02668	Hannelore A. Chan	Programming	75.00	75.00
G-02669	Econo Lube N' Tune	Vehicle Parts & Repairs	24.98	24.98
G-02670	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	75.50	75.50
G-02671	Young Brothers, Inc	Construction	480.00	480.00
G-02672	Sam Richards	Mileage	13.35	13.35
G-02673	EPS Custom Telephone Booth	Fixtures	1,350.00	1,350.00
G-02674	Priya Desai	Mileage	15.58	15.58
G-02675	Minuteman Press	Printing	383.00	383.00
G-02676	Ingram Library Service	Materials	1,413.80	1,413.80
G-02677	Tandem Library Group	Materials	51.75	51.75
G-02678	Barnes & Noble, Inc.	Library-Related Services	448.50	448.50
G-02679	Peter Krauss	Programming	300.00	300.00
G-02680	Jimmy Welch	Telephone Services	45.62	45.62
G-02681	Evans Hardware	Maintenance of Facilities	139.60	
		Maintenance of Facilities	99.80	239.40
G-02682	Debbie Robertus	Mileage	37.16	37.16
G-02683	Southwest Paper - OKC	Maintenance Supplies	955.96	955.96
G-02684	OPUBCO Communications Group	Library-related Services	90.15	90.15
G-02685	OPHRA	Professional Services	130.00	130.00
G-02686	Dowell Parking Center	Staff Parking	450.00	450.00
G-02687	Direct Safety Co.	First Aid Supplies	16.96	16.96
G-02688	Oklahoma Literacy Coalition	Memberships	40.00	40.00
G-02689	Ford Audio-Video	Automation Contractual	227.90	227.90
G-02690	C.O.T.P.A.	Staff Parking	168.00	168.00
G-02691	CPI Office Products	Supplies	6.77	6.77
G-02692	Baker & Taylor Books	Materials	741.42	741.42
G-02693	Baker & Taylor Entertainment	Materials	939.09	939.09
G-02694	Walmart Community	Supplies	132.38	
		Supplies	94.30	226.68
G-02695	Brian Gorrell	Programming	300.00	300.00
G-02696	Murrell, Hall, McIntosh & Co.	Professional Services	1,735.00	1,735.00
G-02697	Classic Paper Supply	Maintenance of Facilities	533.91	533.91
G-02698	Phillip M. Mitchell	Programming	300.00	300.00
G-02699	Susan H. Wood	Programming	125.00	125.00
G-02700	AT&T	Telephone Services	65.39	65.39

General Fund F.Y. 05-06

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
G-05673	Vance Hunt & Associates, Inc.	Maintenance of Facilities	4,039.54	4,039.54
G-05674	Southern Aluminum Manufacturing	Furniture	5,071.00	5,071.00
G-05675	Mutual Assurance	Professional Services	273.00	273.00
Total of FY 05-06 Warrants Issued				\$ 9,383.54

Special Funds

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
S-12672	Gloria E. Poyser	Lost & Paid Book Returned	3.00	3.00
S-12673	Julie A. Cates	Lost & Paid Book Returned	3.00	3.00
S-12674	Peter K. Schaffer	Lost & Paid Book Returned	12.85	12.85
S-12675	John C. Turner	Lost & Paid Book Returned	14.95	14.95
S-12676	Elizabeth Kessler	Lee Brawner Scholarship	450.00	450.00
S-12677	Kellie Bradford	Lee Brawner Scholarship	600.00	600.00
S-12678	Lisa M. Wood	Lee Brawner Scholarship	300.00	300.00
S-12679	Gale Group	Materials	23.96	23.96
S-12680	Kelly A. Hays	Lost & Paid Book Returned	15.95	15.95
S-12681	Donna R. Munger	Lost & Paid Book Returned	10.19	10.19
S-12682	Louis D. Cook	Lost & Paid Book Returned	3.00	3.00
S-12683	Sonya A. Medina	Lost & Paid Book Returned	11.98	11.98
S-12684	Sarah J. Roberts	Lost & Paid Book Returned	10.99	10.99
S-12685	Stacy L. Williams	Lost & Paid Book Returned	5.99	5.99
S-12686	Chaz D. Feuerborn	Lost & Paid Book Returned	4.99	4.99
S-12687	Michael A. Waters	Lost & Paid Book Returned	24.95	24.95
S-12688	Scholastic Book Fairs	07/Friends/Autho visit-Lu	845.58	845.58
S-12689	Michael Stone	Programming	105.00	105.00
S-12690	Standley Systems	Copier Usage	267.09	
		Copier Usage	119.19	386.28
S-12691	Imagenation Promotional Group	Volunteer Recognition	1,793.33	1,793.33
S-12692	Shawn D. Jackson	Lost & Paid Book Returned	3.00	3.00
S-12693	Becky J. Stockton	Lost & Paid Book Returned	13.00	13.00
S-12694	Keely M. Frayser	Lost & Paid Book Returned	93.00	93.00
S-12695	Dorothy R. Bee Pape	Lost & Paid Book Returned	12.00	12.00
S-12696	Jana L. Harrison	Lost & Paid Book Returned	20.95	20.95
S-12697	Son K. Nguyen	Lost & Paid Book Returned	26.95	26.95
S-12698	Darlana K. Williams	Lost & Paid Book Returned	3.00	3.00
S-12699	George L. Kolokotronis	Lost & Paid Book Returned	3.00	3.00
S-12700	Joanna R. Gordy	Lost & Paid Book Returned	3.00	3.00
S-12701	Sunshine D. Schuppel	Lost & Paid Book Returned	9.98	9.98
S-12702	Austin Public Library ILL	Interlibrary Book Lost	25.20	25.20
S-12703	Vidyawatti Ramdeo	Lost & Paid Book Returned	4.09	4.09
S-12704	Stella E. Grimsley	Lost & Paid Book Returned	3.00	3.00
S-12705	Scholastic, Inc.	Books	1,482.67	1,482.67
S-12706	Hewlett-Packard Co.	Computer Equipment	1,831.00	1,831.00
S-12707	Metropolitan Library System	Transfer of Fines & Fees	40,000.00	40,000.00
S-12708	Imagenation Promotional Group	Book Bags	3,293.04	3,293.04
S-12709	Candace McDaniel	Supplies	30.30	30.30
S-12710	Walmart Community	Supplies	50.91	50.91
S-12711	Joshua Schell	Lee Brawner Scholarship	885.45	885.45
S-12712	Commercial Card Solutions	Equipment	555.55	555.55
S-12713	Commercial Card Solutions	06/Inasmuch	1,019.24	
		06/Inasmuch	43.50	1,062.74
S-12714	Katie E. Morris	Lost & Paid Book Returned	7.95	7.95
S-12715	Oklahoma Tax Commission	State Sales Tax-Dec 2006	93.04	93.04
S-12716	Jorge Rivas	Lost & Paid Book Returned	13.99	13.99
S-12717	Larry A. Willrath	Lost & Paid Book Returned	26.99	26.99
S-12718	Rhonda N. Raheem	Lost & Paid Book Returned	3.00	3.00
S-12719	Joan E. South	Lost & Paid Book Returned	9.40	9.40
S-12720	Leslie P. Hertzler	Lost & Paid Book Returned	4.99	4.99
S-12721	Angela D. Martin	Lost & Paid Book Returned	6.00	6.00

Special Funds

Warrant Register

January 2007

Number	Vendor/Payee	Purpose		Amount
S-12722	Lananh Thi Cao	Lost & Paid Book Returned	11.95	11.95
S-12723	Elaine T. Huskey	Lost & Paid Book Returned	15.00	15.00
S-12724	Jared Stapleton	Lost & Paid Book Returned	11.00	11.00
S-12725	Shirley M. Ferguson	Lost & Paid Book Returned	20.95	20.95
S-12726	Southwestern Stationery and	07/Friends/Okla Voices	136.15	136.15
S-12727	Oklahoma Tax Commission	State Sales Tax-Dec 2006	239.17	239.17
Total of Special Funds Warrants Issued				\$ 54,637.40

I, Donna Morris, certify that:

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



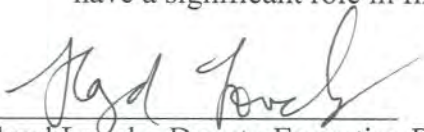
Donna Morris, Executive Director

2-8-06

Date

I, Lloyd Lovely, certify that:

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



Lloyd Lovely, Deputy Executive Director of Finance and Support

2-8-06

Date

CONTRACT AWARDS AND PURCHASES

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

Item A: Electrical Wiring of the Café

Provided for in the FY2006-07 budget are funds for use in finishing out the café area at the Downtown Library. The staff wishes to electrically wire the café to meet the operator's requirements and equipment needs.

Specifications were prepared and bids were let for 16 days and were advertised for two days (January 25 and 30, 2007) in ***The Oklahoman*** and at ***Bid News Construction Report and Southwest Construction News***. Bids were also sent to eight prospective vendors.

A mandatory pre-bid conference was held on the site of the café at the Downtown Library on February 1, 2007. Three vendors attended.

Bids were received and publicly opened on Thursday, February 8, 2007. Two vendors responded.

Vendors	Bid Amount
Hill Electric	\$22,900.00
Metro Electrical Contractors	\$27,000.00

Both vendors are located in Oklahoma County and meet specifications.

Hill Electric is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract to Hill Electric for the electrical wiring of the café area at the Downtown Library in the amount of \$22,900.00.

Adequate funding is available in the Fiscal Year budget 2006-07, account 450.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, January 18, 2007 TIME: 3:00 PM
MEETING PLACE: Warr Acres Library
5901 NW 63rd
Warr Acres, OK 73132
(405) 721-2616

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, January 11, 2007. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Warr Acres Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 16, 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:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:04 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. 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).

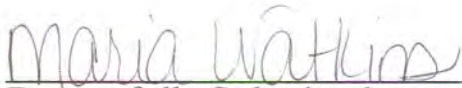
Ms. Marguerite Ross moved to go into Executive Session. Mrs. Shirley Pritchett seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:05 p.m.

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

The Committee ended Executive Session at 3:29 p.m.

III. There being no further business, the meeting was adjourned at 3:29 p.m.



Respectfully Submitted,
Maria Watkins, Executive Assistant

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, January 24, 2007 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Belle Isle, 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, January 16, 2007. 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 Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 22, 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:

Donna Morris, Executive Director
Hugh Rice, Chair, Metropolitan Library Commission

ESTIMATE OF OTHERS PRESENT: 5

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. Discussion, Consideration and Possible Action: Review of current MLS Grievance Policy with possible amendments.

Dr. Caine stated the purpose of this meeting is to review the current grievance policy and discuss possible ways to revise the policy and procedures.

Currently the Grievance policy and procedures do not have a method of by-passing the immediate supervisor when that person is alleged to be the individual causing the problem. The complaint resolution procedure of the Civil Rights Policy does have the "by-pass" method built in to the policy, but it only deals with illegal harassment or illegal discrimination.

The review of the grievance policy will be an on-going process in which the Administrative and Personnel Committee will work closely with the Administration in coming up with possible changes to the grievance policy and procedures.

Dr. Caine called on Mr. Ric Rea, Director of Human Resources, to provide an explanation of the current grievance policy and procedures.

The grievance policy is designed primarily to promote reaching the right decision on certain personnel issues rather than determining who is "right" or who is "wrong". Currently there is a statement in the policy which says that any employee who presents a complaint in good faith shall be free from restraint or reprisal. The current procedures do not allow for a by-pass. If the supervisor is the problem, the way the current procedures are written, you still have to talk the problem out with that person first.

Mr. Rea handed out a draft copy of some possible changes to the current grievance policy and procedures. Discussion followed.

Dr. Caine stated problems could arise from trying to make the policy too specific. The wording that is used needs to be clear and consistent, and should not include wording that is indefinable. The idea is not to change the intent of the current grievance policy and procedures, but to make some changes to the language so that it would be more understandable and clearly provide the avenue for an employee to by-pass the immediate supervisor without the fear of retribution.

Mrs. Donna Morris stated the wording used in the purpose of the policy would also need to be revised to match the wording in the policy and the procedures.

The consensus of the committee is to have the staff review the Grievance policy and procedures further in depth and bring their recommendations back to the Administrative and Personnel Committee for further review.

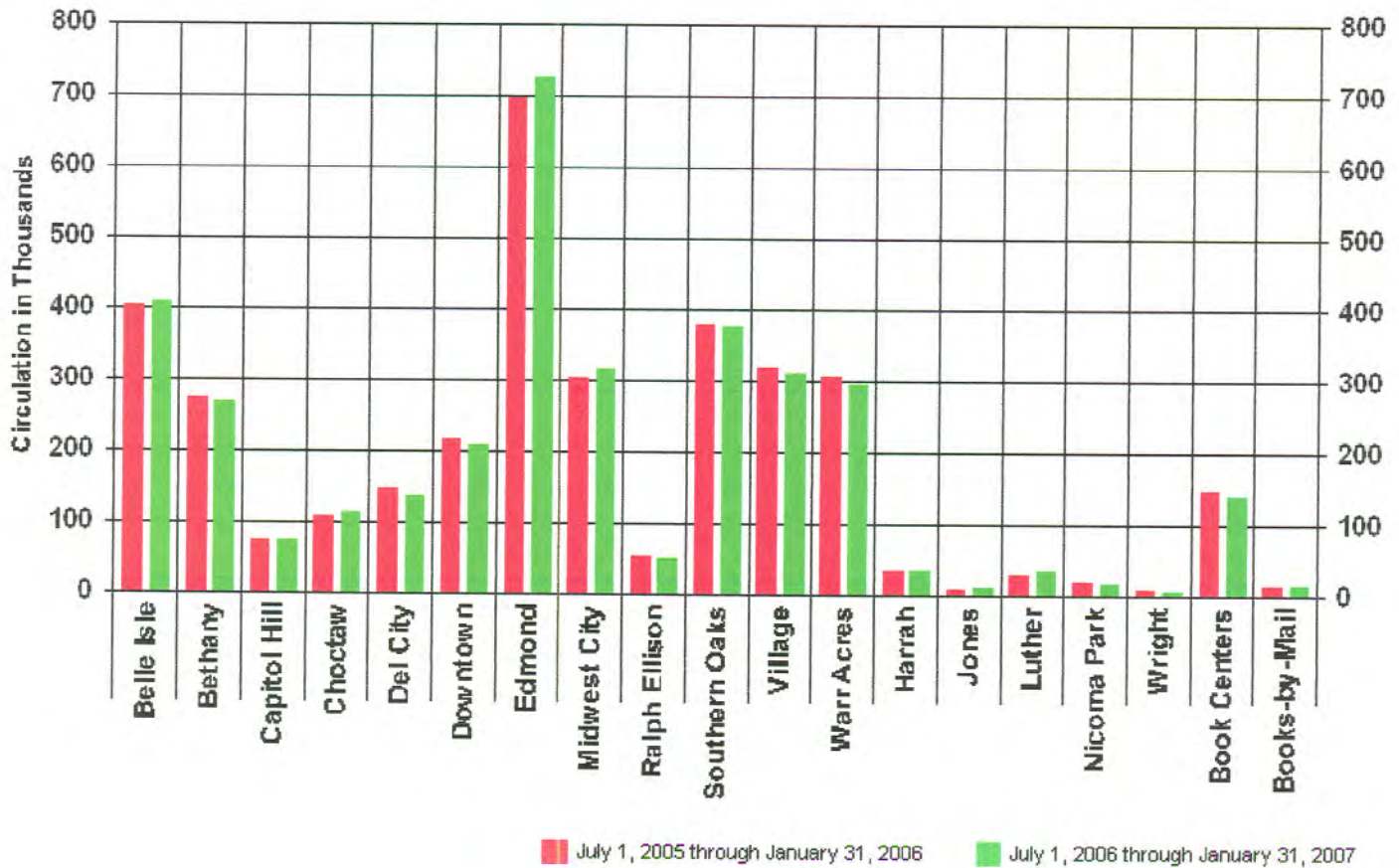
III. There being no further business, the meeting was adjourned at 4:55 p.m.



Donna Morris,
Secretary

Circulation Gains and Losses

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)



Circulation Gains and Losses

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

JANUARY 31, 2007		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	06	44401	306648	14253	95451	58654	402099	
	07	45256	306846	13711	101170	58967	408016	
		855	198	-542	5719	313	5917	1.5
BETHANY	06	27182	192268	12249	81021	39431	273289	
	07	27757	183251	11452	84212	39209	267463	
		575	-9017	-797	3191	-222	-5826	-2.1
CAPITOL HILL	06	7350	50549	3148	21207	10498	71756	
	07	6755	47591	3304	24338	10059	71929	
		-595	-2958	156	3131	-439	173	.2
CHOCTAW	06	9606	67703	5623	40043	15229	107746	
	07	10908	70941	5299	41291	16207	112232	
		1302	3238	-324	1248	978	4486	4.2
DEL CITY	06	14174	103220	5533	42204	19707	145424	
	07	13748	96606	4889	38665	18637	135271	
		-426	-6614	-644	-3539	-1070	-10153	-7.0
DOWNTOWN	06	22983	162513	6674	52036	29657	214549	
	07	21419	156336	6280	51975	27699	208311	
		-1564	-6177	-394	-61	-1958	-6238	-2.9
EDMOND	06	59760	413079	38310	285121	98070	698200	
	07	64576	425855	39870	300647	104446	726502	
		4816	12776	1560	15526	6376	28302	4.1
MIDWEST CITY	06	32788	218338	11808	83709	44596	302047	
	07	33200	226160	11817	87643	45017	313803	
		412	7822	9	3934	421	11756	3.9
RALPH ELLISON	06	6073	40053	1715	11679	7788	51732	
	07	5982	37409	2173	12088	8155	49497	
		-91	-2644	458	409	367	-2235	-4.3
SOUTHERN OAKS	06	39946	278468	14591	100337	54537	378805	
	07	40282	279576	13983	96560	54265	376136	
		336	1108	-608	-3777	-272	-2669	-.7
VILLAGE	06	31247	218492	13647	98591	44894	317083	
	07	29691	211071	12843	97799	42534	308870	
		-1556	-7421	-804	-792	-2360	-8213	-2.6
WARR ACRES	06	28973	209771	12857	94713	41830	304484	
	07	29738	197622	14044	97394	43782	295016	
		765	-12149	1187	2681	1952	-9468	-3.1

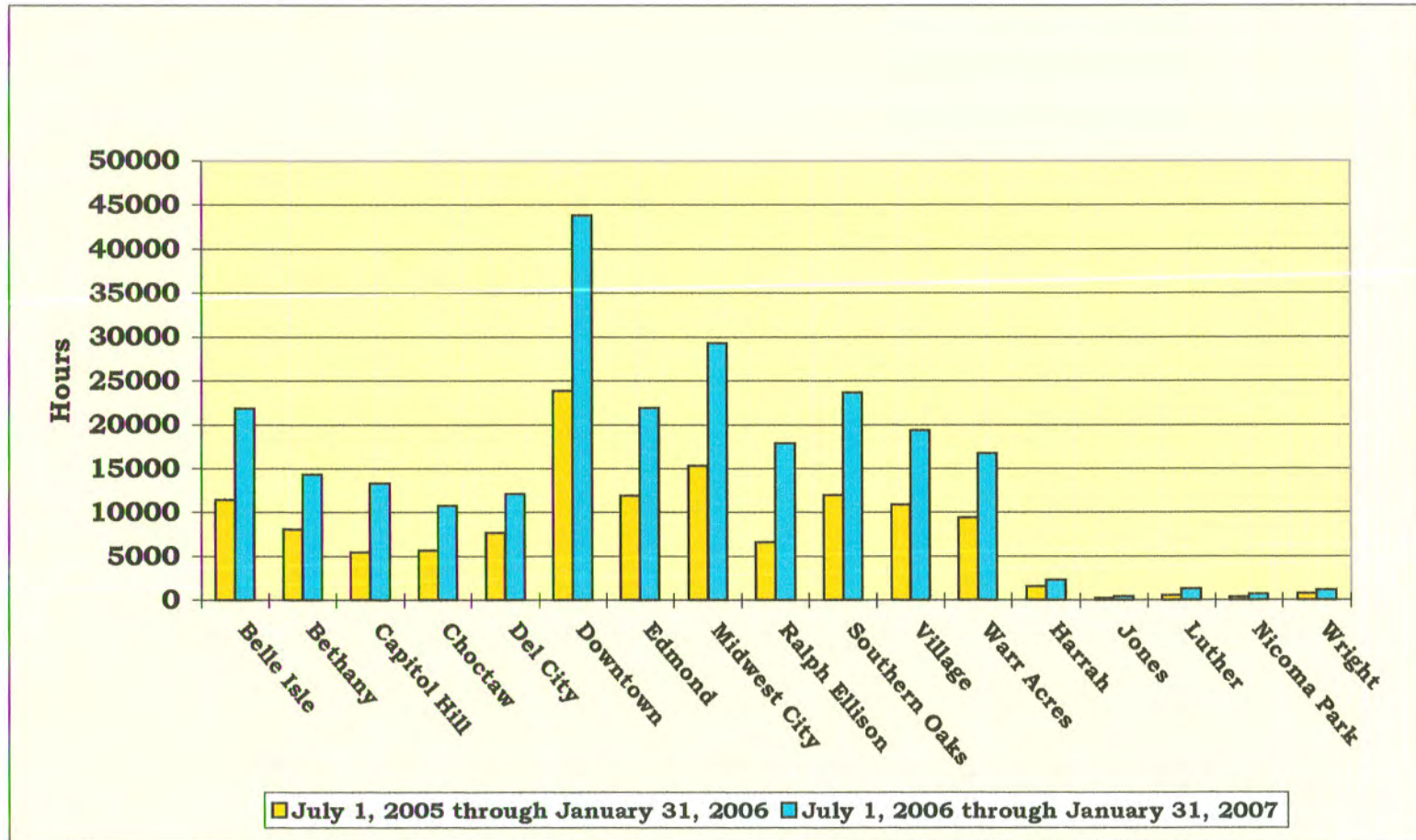
Circulation Gains and Losses

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

JANUARY 31, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	06	3683	23901	1495	9829	5178	33730	
	07	3285	22696	1149	9245	4434	31941	
		-398	-1205	-346	-584	-744	-1789	-5.3
JONES	06	944	6284	164	1465	1108	7749	
	07	1044	7761	226	1796	1270	9557	
		100	1477	62	331	162	1808	23.3
LUTHER	06	3090	19663	725	7893	3815	27556	
	07	3789	24247	812	7556	4601	31803	
		699	4584	87	-337	786	4247	15.4
NICOMA PARK	06	1887	12804	336	3504	2223	16308	
	07	1603	12867	325	2907	1928	15774	
		-284	63	-11	-597	-295	-534	-3.3
WRIGHT	06	785	5366	127	1193	912	6559	
	07	540	4360	88	970	628	5330	
		-245	-1006	-39	-223	-284	-1229	-18.7
<u>OTHER:</u>								
BOOK CENTERS	06	9470	65736	11679	81833	21149	147569	
	07	9465	65652	6001	71678	15466	137330	
		-5	-84	-5678	-10155	-5683	-10239	-6.9
BOOKS-BY-MAIL	06	1753	10846	0	0	1753	10846	
	07	1730	10834	0	0	1730	10834	
		-23	-12	0	0	-23	-12	-.1
TOTALS	06	346095	2405702	154934	1111829	501029	3517531	
	07	350768	2387681	148266	1127934	499034	3515615	
		4673	-18021	-6668	16105	-1995	-1916	-.1

Total Computer Hours Used by Library

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)



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Total Computer Usage

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	331		4,380		1,659.07		3,517		30,453		11,443.30	
	07	268		4,245		3,048.72		3,404		31,075		21,850.34	
		-63	-19.0	-135	-3.1	1,389.65	83.8	-113	-3.2	622	2.0	10,407.04	90.9
BETHANY	06	220		2,895		1,194.08		2,237		19,517		8,100.31	
	07	211		3,213		2,398.62		2,155		19,539		14,338.08	
		-9	-4.1	318	11.0	1,204.54	100.9	-82	-3.7	22	.1	6,237.77	77.0
CAPITOL HILL	06	190		2,020		781.32		1,827		14,121		5,479.63	
	07	138		2,468		1,985.90		2,039		17,620		13,333.36	
		-52	-27.4	448	22.2	1,204.58	154.2	212	11.6	3,499	24.8	7,853.73	143.3
CHOCTAW	06	93		2,216		906.90		1,163		13,568		5,683.98	
	07	83		1,486		1,443.61		1,256		12,352		10,775.56	
		-10	-10.8	-730	-32.9	536.71	59.2	93	8.0	-1,216	-9.0	5,091.58	89.6
DEL CITY	06	178		2,583		1,024.17		2,025		19,140		7,700.72	
	07	166		2,203		1,661.34		1,942		16,345		12,126.98	
		-12	-6.7	-380	-14.7	637.17	62.2	-83	-4.1	-2,795	-14.6	4,426.26	57.5
DOWNTOWN	06	412		7,464		3,266.96		4,410		56,346		23,840.49	
	07	292		7,559		5,985.17		3,620		56,420		43,796.43	
		-120	-29.1	95	1.3	2,718.21	83.2	-790	-17.9	74	.1	19,955.94	83.7
EDMOND	06	398		5,057		1,799.29		3,982		33,803		11,889.56	
	07	290		4,151		3,115.61		3,730		30,860		21,935.43	
		-108	-27.1	-906	-17.9	1,316.32	73.2	-252	-6.3	-2,943	-8.7	10,045.87	84.5
MIDWEST CITY	06	482		6,312		2,334.75		4,770		41,969		15,360.53	
	07	390		5,675		4,105.76		4,708		40,307		29,283.79	
		-92	-19.1	-637	-10.1	1,771.01	75.9	-62	-1.3	-1,662	-4.0	13,923.26	90.6
RALPH ELLISON	06	212		2,998		1,001.86		2,151		18,699		6,618.06	
	07	216		3,370		2,654.79		2,476		22,043		17,878.13	
		4	1.9	372	12.4	1,652.93	165.0	325	15.1	3,344	17.9	11,260.07	170.1

Total Computer Usage

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	415		4,541		1,841.18		4,192		30,388		11,978.60	
	07	345		4,680		3,289.23		4,283		33,699		23,653.97	
		-70	-16.9	139	3.1	1,448.05	78.6	91	2.2	3,311	10.9	11,675.37	97.5
VILLAGE	06	341		3,890		1,449.60		3,646		29,336		10,908.06	
	07	300		4,341		3,213.28		3,241		27,619		19,362.67	
		-41	-12.0	451	11.6	1,763.68	121.7	-405	-11.1	-1,717	-5.9	8,454.61	77.5
WARR ACRES	06	251		3,645		1,383.77		2,840		25,343		9,450.25	
	07	224		3,292		2,493.95		2,669		23,463		16,769.96	
		-27	-10.8	-353	-9.7	1,110.18	80.2	-171	-6.0	-1,880	-7.4	7,319.71	77.5
HARRAH	06	30		502		306.83		313		2,939		1,583.29	
	07	44		494		377.93		346		3,129		2,301.72	
		14	46.7	-8	-1.6	71.10	23.2	33	10.5	190	6.5	718.43	45.4
JONES	06	1		57		35.73		44		375		205.84	
	07	7		90		70.52		65		565		414.52	
		6	600.0	33	57.9	34.79	97.4	21	47.7	190	50.7	208.68	101.4
LUTHER	06	14		183		85.81		148		1,283		530.24	
	07	10		207		165.00		240		1,646		1,279.23	
		-4	-28.6	24	13.1	79.19	92.3	92	62.2	363	28.3	748.99	141.3
NICOMA PARK	06	7		121		59.37		91		748		364.19	
	07	12		101		63.68		108		903		705.05	
		5	71.4	-20	-16.5	4.31	7.3	17	18.7	155	20.7	340.86	93.6
WRIGHT	06	11		272		116.32		107		1,942		782.56	
	07	13		308		213.62		119		1,797		1,195.40	
		2	18.2	36	13.2	97.30	83.6	12	11.2	-145	-7.5	412.84	52.8
TOTAL	06	3,586		49,136		19,247.01		37,463		339,970		131,919.61	
	07	3,009		47,883		36,286.73		36,401		339,382		251,000.62	
		-577	-16.1	-1,253	-2.6	17,039.72	88.5	-1,062	-2.8	-588	-2	119,081.01	90.3

Computer Usage by Adult Customers

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	267		3,752		1,439.77		2,944		25,522		9,706.23	
	07	228		3,692		2,661.55		2,846		27,068		19,031.66	
		-39	-14.6	-60	-1.6	1,221.78	84.9	-98	-3.3	1,546	6.1	9,325.43	96.1
BETHANY	06	180		2,369		1,023.20		1,856		16,407		7,042.13	
	07	171		2,404		1,793.83		1,694		15,306		11,309.41	
		-9	-5.0	35	1.5	770.63	75.3	-162	-8.7	-1,101	-6.7	4,267.28	60.6
CAPITOL HILL	06	110		1,200		506.34		1,139		9,078		3,740.36	
	07	88		1,135		996.64		1,128		7,602		6,118.80	
		-22	-20.0	-65	-5.4	490.30	96.8	-11	-1.0	-1,476	-16.3	2,378.44	63.6
CHOCTAW	06	78		1,408		604.21		833		8,322		3,606.84	
	07	65		972		889.45		862		7,829		6,587.81	
		-13	-16.7	-436	-31.0	285.24	47.2	29	3.5	-493	-5.9	2,980.97	82.6
DEL CITY	06	138		2,142		883.18		1,640		16,003		6,632.70	
	07	116		1,540		1,160.79		1,480		12,506		9,184.41	
		-22	-15.9	-602	-28.1	277.61	31.4	-160	-9.8	-3,497	-21.9	2,551.71	38.5
DOWNTOWN	06	351		6,684		3,004.93		3,704		49,625		21,635.80	
	07	241		6,856		5,425.00		2,987		50,512		39,420.27	
		-110	-31.3	172	2.6	2,420.07	80.5	-717	-19.4	887	1.8	17,784.47	82.2
EDMOND	06	332		4,372		1,575.09		3,361		29,566		10,531.33	
	07	241		3,283		2,471.40		2,996		25,284		17,937.86	
		-91	-27.4	-1,089	-24.9	896.31	56.9	-365	-10.9	-4,282	-14.5	7,406.53	70.3
MIDWEST CITY	06	364		4,801		1,866.41		3,726		32,036		12,150.02	
	07	310		3,884		2,875.73		3,662		28,915		21,292.78	
		-54	-14.8	-917	-19.1	1,009.32	54.1	-64	-1.7	-3,121	-9.7	9,142.76	75.2
RALPH ELLISON	06	145		2,137		760.01		1,633		13,732		5,063.36	
	07	147		2,295		1,863.02		1,850		15,694		12,534.09	
		2	1.4	158	7.4	1,103.01	145.1	217	13.3	1,962	14.3	7,470.73	147.5

Computer Usage by Adult Customers

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	326		3,524		1,527.78		3,323		23,544		9,706.89	
	07	274		3,300		2,334.41		3,154		22,875		16,367.33	
		-52	-16.0	-224	-6.4	806.63	52.8	-169	-5.1	-669	-2.8	6,660.44	68.6
VILLAGE	06	275		3,216		1,233.61		2,975		23,837		9,013.40	
	07	245		3,199		2,398.92		2,526		20,027		14,236.08	
		-30	-10.9	-17	-5	1,165.31	94.5	-449	-15.1	-3,810	-16.0	5,222.68	57.9
WARR ACRES	06	203		3,070		1,203.80		2,401		20,791		8,003.75	
	07	192		2,584		1,985.46		2,178		18,104		13,030.94	
		-11	-5.4	-486	-15.8	781.66	64.9	-223	-9.3	-2,687	-12.9	5,027.19	62.8
HARRAH	06	23		399		233.79		230		2,372		1,250.18	
	07	24		351		247.88		235		2,201		1,492.64	
		1	4.3	-48	-12.0	14.09	6.0	5	2.2	-171	-7.2	242.46	19.4
JONES	06			39		25.30		27		266		140.10	
	07	2		28		28.03		33		225		173.74	
		2		-11	-28.2	2.73	10.8	6	22.2	-41	-15.4	33.64	24.0
LUTHER	06	10		120		58.66		95		815		369.75	
	07	5		94		70.14		123		787		639.36	
		-5	-50.0	-26	-21.7	11.48	19.6	28	29.5	-28	-3.4	269.61	72.9
NICOMA PARK	06	5		79		37.55		61		447		215.60	
	07	10		62		36.25		70		432		261.03	
		5	100.0	-17	-21.5	-1.30	-3.5	9	14.8	-15	-3.4	45.43	21.1
WRIGHT	06	9		230		103.17		71		1,573		627.47	
	07	7		198		137.40		74		1,301		885.09	
		-2	-22.2	-32	-13.9	34.23	33.2	3	4.2	-272	-17.3	257.62	41.1
TOTAL	06	2,816		39,542		16,086.80		30,019		273,936		109,435.91	
	07	2,366		35,877		27,375.90		27,898		256,668		190,503.30	
		-450	-16.0	-3,665	-9.3	11,289.10	70.2	-2,121	-7.1	-17,268	-6.3	81,067.39	74.1

Computer Usage by Minor Customers

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	64		628		219.30		573		4,931		1,737.07	
	07	40		553		387.17		558		4,007		2,818.68	
		-24	-37.5	-75	-11.9	167.87	76.5	-15	-2.6	-924	-18.7	1,081.61	62.3
BETHANY	06	40		526		170.88		381		3,110		1,058.18	
	07	40		809		604.79		461		4,233		3,028.67	
			.0	283	53.8	433.91	253.9	80	21.0	1,123	36.1	1,970.49	186.2
CAPITOL HILL	06	80		820		274.98		688		5,043		1,739.27	
	07	50		1,333		989.26		911		10,018		7,214.56	
		-30	-37.5	513	62.6	714.28	259.8	223	32.4	4,975	98.7	5,475.29	314.8
CHOCTAW	06	15		808		302.69		330		5,246		2,077.14	
	07	18		514		554.16		394		4,523		4,187.75	
		3	20.0	-294	-36.4	251.47	83.1	64	19.4	-723	-13.8	2,110.61	101.6
DEL CITY	06	40		441		140.99		385		3,137		1,068.02	
	07	50		663		500.55		462		3,839		2,942.57	
		10	25.0	222	50.3	359.56	255.0	77	20.0	702	22.4	1,874.55	175.5
DOWNTOWN	06	61		780		262.03		706		6,721		2,204.69	
	07	51		703		560.17		633		5,908		4,376.16	
		-10	-16.4	-77	-9.9	298.14	113.8	-73	-10.3	-813	-12.1	2,171.47	98.5
EDMOND	06	66		685		224.20		621		4,237		1,358.23	
	07	49		868		644.21		734		5,576		3,997.57	
		-17	-25.8	183	26.7	420.01	187.3	113	18.2	1,339	31.6	2,639.34	194.3
MIDWEST CITY	06	118		1,511		468.34		1,044		9,933		3,210.51	
	07	80		1,791		1,230.03		1,046		11,392		7,991.01	
		-38	-32.2	280	18.5	761.69	162.6	2	.2	1,459	14.7	4,780.50	148.9
RALPH ELLISON	06	67		861		241.85		518		4,967		1,554.70	
	07	69		1,075		791.77		626		6,349		5,344.04	
		2	3.0	214	24.9	549.92	227.4	108	20.8	1,382	27.8	3,789.34	243.7

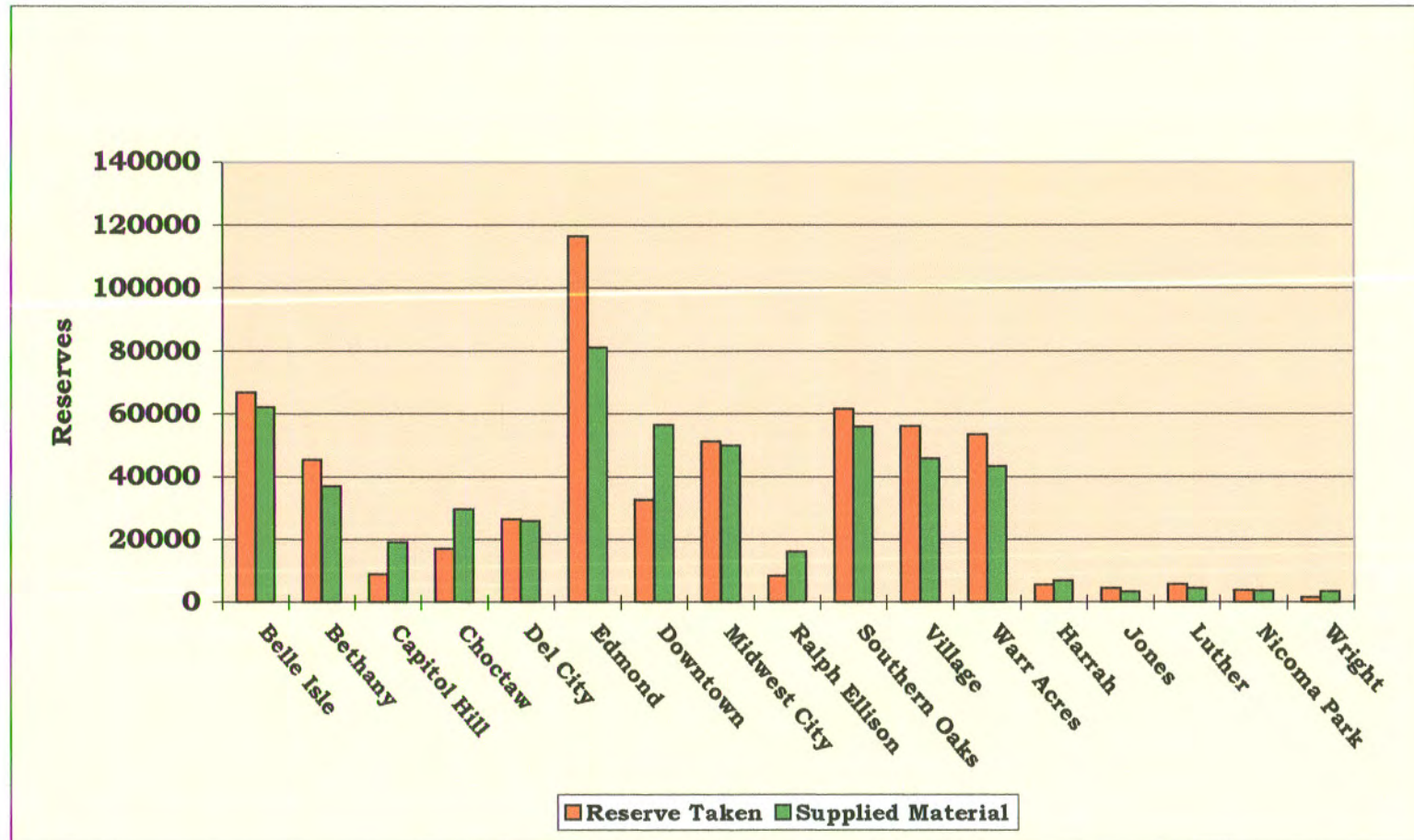
Computer Usage by Minor Customers

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	89		1,017		313.40		869		6,844		2,271.71	
	07	71		1,380		954.82		1,129		10,824		7,286.64	
		-18	-20.2	363	35.7	641.42	204.7	260	29.9	3,980	58.2	5,014.93	220.8
VILLAGE	06	66		674		215.99		671		5,499		1,894.66	
	07	55		1,142		814.36		715		7,592		5,126.59	
		-11	-16.7	468	69.4	598.37	277.0	44	6.6	2,093	38.1	3,231.93	170.6
WARR ACRES	06	48		575		179.97		439		4,552		1,446.50	
	07	32		708		508.49		491		5,359		3,739.02	
		-16	-33.3	133	23.1	328.52	182.5	52	11.8	807	17.7	2,292.52	158.5
HARRAH	06	7		103		73.04		83		567		333.11	
	07	20		143		130.05		111		928		809.08	
		13	185.7	40	38.8	57.01	78.1	28	33.7	361	63.7	475.97	142.9
JONES	06	1		18		10.43		17		109		65.74	
	07	5		62		42.49		32		340		240.78	
		4	400.0	44	244.4	32.06	307.4	15	88.2	231	211.9	175.04	266.3
LUTHER	06	4		63		27.15		53		468		160.49	
	07	5		113		94.86		117		859		639.87	
		1	25.0	50	79.4	67.71	249.4	64	120.8	391	83.5	479.38	298.7
NICOMA PARK	06	2		42		21.82		30		301		148.59	
	07	2		39		27.43		38		471		444.02	
			.0	-3	-7.1	5.61	25.7	8	26.7	170	56.5	295.43	198.8
WRIGHT	06	2		42		13.15		36		369		155.09	
	07	6		110		76.22		45		496		310.31	
		4	200.0	68	161.9	63.07	479.6	9	25.0	127	34.4	155.22	100.1
TOTAL	06	770		9,594		3,160.21		7,444		66,034		22,483.70	
	07	643		12,006		8,910.83		8,503		82,714		60,497.32	
		-127	-16.5	2,412	25.1	5,750.62	182.0	1,059	14.2	16,680	25.3	38,013.62	169.1

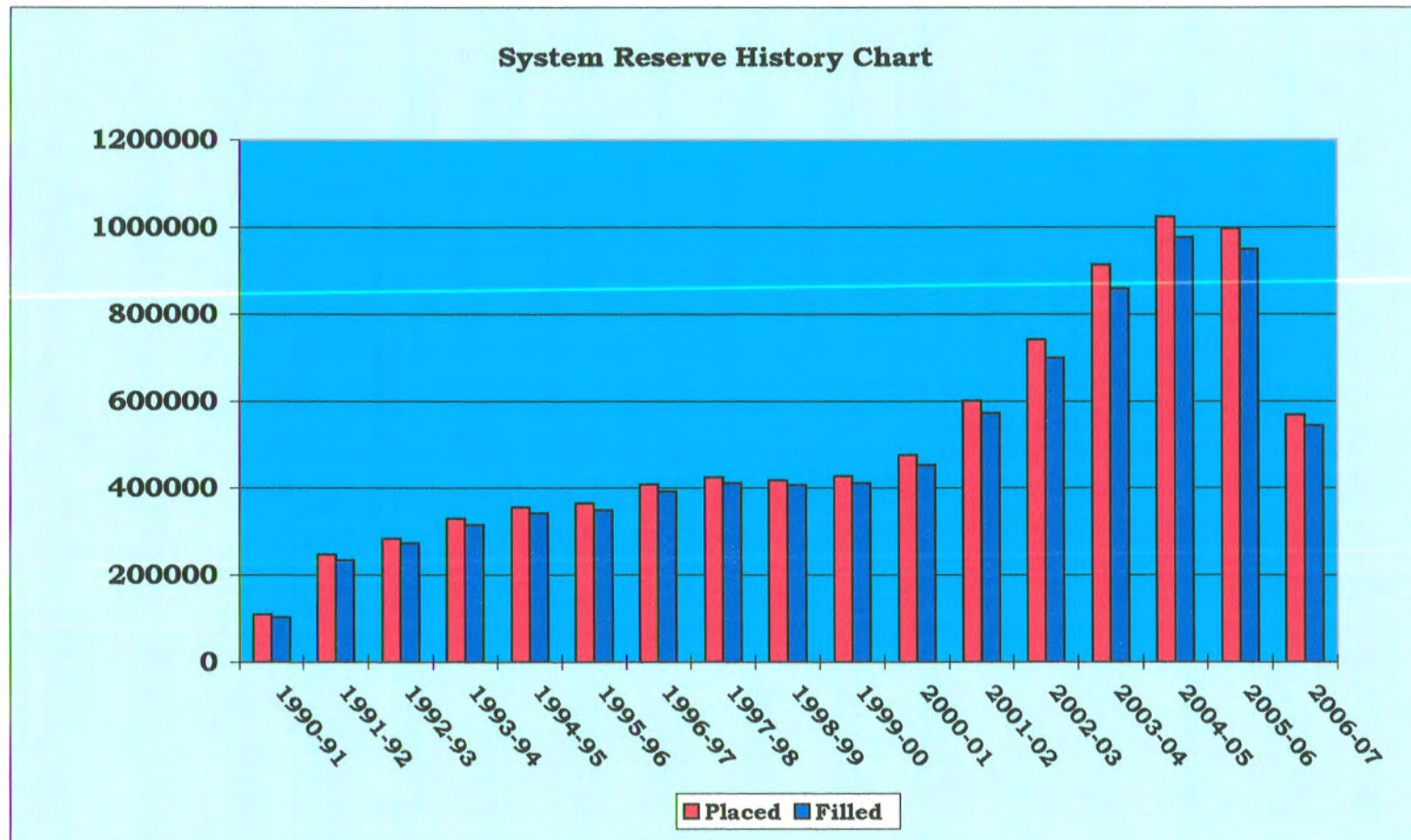
System Reserve Report

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)



System Reserve Report

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)



System Reserves Report

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	06	11,322	70,614		10,248	67,187	
	07	10,100	66,817		9,761	64,147	
		-1,222	-3,797	-5.4	-487	-3,040	-4.5
BETHANY	06	7,445	48,108		6,738	45,808	
	07	7,561	45,292		7,051	43,319	
		116	-2,816	-5.9	313	-2,489	-5.4
CAPITOL HILL	06	1,493	8,352		1,320	7,992	
	07	1,297	8,838		1,172	8,205	
		-196	486	5.8	-148	213	2.7
CHOCTAW	06	2,936	17,075		2,575	16,217	
	07	2,676	16,983		2,500	16,298	
		-260	-92	-.5	-75	81	.5
DEL CITY	06	4,319	27,225		3,781	25,865	
	07	4,023	26,457		3,758	25,220	
		-296	-768	-2.8	-23	-645	-2.5
EDMOND	06	18,769	118,997		17,520	114,036	
	07	19,089	116,456		17,899	111,894	
		320	-2,541	-2.1	379	-2,142	-1.9
DOWNTOWN	06	5,225	34,884		4,654	32,569	
	07	4,990	32,679		4,699	31,149	
		-235	-2,205	-6.3	45	-1,420	-4.4
MIDWEST CITY	06	7,782	50,159		7,134	47,460	
	07	7,487	51,118		7,066	49,104	
		-295	959	1.9	-68	1,644	3.5
RALPH ELLISON	06	1,278	9,455		1,135	9,039	
	07	1,298	8,375		1,247	8,070	
		20	-1,080	-11.4	112	-969	-10.7
SOUTHERN OAKS	06	9,731	62,523		8,802	59,220	
	07	9,674	61,514		8,961	58,268	
		-57	-1,009	-1.6	159	-952	-1.6
VILLAGE	06	8,948	57,258		8,156	54,143	
	07	8,335	56,041		7,945	53,580	
		-613	-1,217	-2.1	-211	-563	-1.0
WARR ACRES	06	8,916	59,388		8,047	56,781	
	07	8,585	53,552		8,107	51,525	
		-331	-5,836	-9.8	60	-5,256	-9.3

System Reserves Report

July 1, 2006 through January 31, 2007 (58.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	1,250	7,063		1,053	6,781	
	07	928	5,610		861	5,440	
		-322	-1,453	-20.6	-192	-1,341	-19.8
JONES	06	825	4,247		629	4,098	
	07	700	4,339		508	4,032	
		-125	92	2.2	-121	-66	-1.6
LUTHER	06	969	4,762		842	4,466	
	07	924	5,748		732	5,461	
		-45	986	20.7	-110	995	22.3
NICOMA PARK	06	607	4,326		565	4,310	
	07	462	3,933		480	3,735	
		-145	-393	-9.1	-85	-575	-13.3
WRIGHT	06	317	1,932		313	1,880	
	07	173	1,490		166	1,469	
		-144	-442	-22.9	-147	-411	-21.9
BOOKS-BY-MAIL	06	619	3,838		552	3,733	
	07	652	3,995		584	3,846	
		33	157	4.1	32	113	3.0
TOTAL	06	92,751	590,214		84,064	561,594	
	07	88,954	569,246		83,497	544,770	
		-3,797	-20,968	-3.6	-567	-16,824	-3.0

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2007

CSPAN BOOK TV BUS VISITS LIBRARIES

On February 7th, we were pleased to host the CSpan Book TV bus at the Downtown and Belle Isle Libraries. While at the downtown library, Read About It moderator BJ Williams arranged to have local author, Dr. David Dary, interviewed. Dr Dary, a retired professor from the University of Oklahoma, writes non-fiction books about the west.

LEGISLATIVE UPDATE

HB 2192 has been introduced in the Oklahoma House of Representatives. This bill would change the composition of the Metropolitan Library Commission by adding 9 new members from the 15 largest municipalities in Oklahoma County in addition to the current 19 members. The bill would also establish 26 as the maximum number of commission members. I have been in contact with several members of the Oklahoma County delegation regarding this bill. The Arts and Culture subcommittee of the House Education committee has this bill on their agenda on Monday, February 12th. I plan to attend that meeting and provide information regarding MLS concerns.

HB 1715 will also be heard in this same committee on Monday. It deals with teenagers' usage of the Internet in public libraries. Rep. Wesselhoft is the author of this bill which has been featured in news reports over the last few weeks. MLS is already in compliance with most of the provisions called for in the bill.

The Oklahoma Department of Libraries budget request contains an increase in state aid to public libraries. This increase would raise funding for libraries to \$2.50 per capita. For some libraries and systems this would be the first increase in state aid in over 20 years.

We are also following several pieces of legislation regarding property taxes which could impact library funding in the future. We will keep you informed as they move through the legislative process.

CAPITAL PROJECTS UPDATE

Library Staff interviewed a "short list" of 4 architectural firms on February 6th and 7th for the service center project. After the building committee ranks the firms, contract negotiations will begin with the selected firm. The goal remains to have a contract award for the Commission's approval at the March 15th meeting.

The OKC-MLS Northwest Library Project Agreement is scheduled to be executed by the Oklahoma City Council on February 20th. Staff from both entities plan to meet the week of February 12th to develop a time line which would outline both the A/E selection and the site acquisition processes.

Oklahoma City has indicated they expect to meet with MLS staff the week of February 12th to review the Ralph Ellison Architectural Selection Process and the additional information which library staff has requested.

While the **Downtown Library** water leaks have continued to be in the news, OKC is working to resolve this issue. A solution is being developed by the city's consultant, WJE. This plan will be presented to BMI, the builder, by the end of the month.

TAX HELP AVAILABLE AT AREA LIBRARIES AGAIN THIS YEAR

AARP Tax-Aide and VITA Tax-aide will be available at selected libraries during tax season this year. *INFO* magazine has exact information about libraries that will be providing this service and the days and times that volunteers will be available.

CENTENNIAL BOOKMARKS

In honor of our centennial year and to create more awareness of our *Oklahoma Images*, we have created a series of 12 collector bookmarks. Each elegantly styled bookmark features one of our *Oklahoma Images* and has a caption about that image. Each month, a new limited edition bookmark will be available at all agencies.

We hope this will provide an opportunity to promote the collection as well as to solicit new photos for the collection. We would love to obtain new historically significant images from towns within Oklahoma County.

DIRECTOR OUTREACH ACTIVITIES

- Attended OCCF Literacy meeting
- Attended Rotary 29 Club meetings
- Attended OLA Legislative meeting
- Attended ALA Mid-Winter in Seattle
- Will be attending OLA Program Committee meeting
- Will be attending PLDC Board meeting
- Will be attending OLA Endowment meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

"Celebrate Oklahoma Aviation & Women's History Month"

Exhibit: Month of March

Time: During Library Hours

Location: Southern Oaks Library

Come to the Southern Oaks Library anytime in March to view our "Women in Aviation" display, including handouts and brochures of the 99's Museum of Women Pilots.

"Canterbury Academy of the Vocal Art celebrates Oklahoma through Music"

Date: Saturday, March 3, 2007

Time: 2:00 – 3:00 p.m.

Location: Downtown Library

All Ages

The Apprentice Choir, one of two children's choruses of the Canterbury Academy of the Vocal Arts presents two Saturday concerts this month. On March 3, the ensemble will sing at the Downtown Library at 2:00 pm. On March 10, the choir will appear again at the Midwest City Library at 2:00 pm. CAVA Assistant Director Judith Havens has selected a program that includes an Oklahoma Folk-Song medley and Oklahoma singing games called play parties. Accompanist for the group is pianist Kay Boyles.
Co-sponsor: Canterbury Academy of the Vocal Arts.

Oklahoma City Philharmonic "Let's Talk About Music" series

Date: Thursday, March 8, 2007

Time: 7:00 - 8:30 p.m.

Location: Village Library

All Ages

The Oklahoma String Quartet presents an information and music performance called "Let's Dance" as part of the Oklahoma City Philharmonic "Let's Talk About Music" series. Musicians play and talk to audience members about their selections as they go. Join us for this free fun event!

Canterbury Academy of the Vocal Art celebrates Oklahoma through Music

Date: Saturday, March 10, 2007

Time: 2:00 - 3:00 p.m.

Location: Midwest City Library

All Ages

The Apprentice Choir, one of two children's choruses of the Canterbury Academy of the Vocal Arts presents two Saturday concerts this month. On March 3, the ensemble will sing at the Downtown Library at 2:00 pm. On March 10, the choir will appear again at the Midwest City Library at 2:00 pm. CAVA Assistant Director Judith Havens has selected a program that includes an Oklahoma Folk-Song medley and Oklahoma singing games called play parties. Accompanist for the group is pianist Kay Boyles.

Co-sponsor: Canterbury Academy of the Vocal Arts.

Irish Event

Date: Saturday, March 10, 2007

Time: 2:00 - 3:00 p.m.

Location: Bethany Library

All Ages

Jean Hill and her Irish dancers will delight young and old. Refreshments will be served after the program. Free event with limited seating. Call 789-8363, ext.3 for more information.

Piano Concert--Amy Cheng

Date: Sunday, March 25, 2007

Time: 2:00 - 3:00 p.m.

Location: Downtown Library

Adults

Everyone is invited to the virtuoso performance of Amy Cheng at the Steinway piano. Her repertoire is varied and enchanting. She is currently pianist for Brightmusic Chamber Music Society and professor of piano at OCU. She will be appearing in the 46th Star Auditorium.

Voncille Shipley Book Signing

Date: Wednesday, March 28, 2007

Time: 5:00 - 7:00 p.m.

Location: Capitol Hill Library

All Ages

Oklahoma author Voncille Shipley will be here from 5-7 p.m. for a book signing. She is the author of the books; *This Raw Red Land*, *Land of Sun and Flowers*, and *Left for Dead*.



Oklahoma Library Association

2007 Legislative Goals

- ◆ Support the Oklahoma Department of Libraries' budget request of \$7,857,000.
- ◆ Support equal access to information for all Oklahomans.
- ◆ Keep local library governance local.
- ◆ Oppose TABOR or any similar legislation.
- ◆ Maintain local fiscal decision-making in our public schools.
- ◆ Ensure quality school library programs for students staffed by certified master's-level library educators.

Oklahoma Library Association

300 Hardy Drive
Edmond, OK 73013
Ph: 405-525-5100
FAX: 405-525-5103
E-mail: kboies@sbcglobal.net

Bill Text For HB1715 - Introduced



STATE OF OKLAHOMA

1st Session of the 51st Legislature (2007)

HOUSE BILL 1715

By: Wesselhoft

AS INTRODUCED

An Act relating to public libraries; prohibiting certain children from accessing the Internet at public libraries without adult supervision; listing persons who can provide adult supervision; directing public libraries to develop an Internet access card system for certain children; stating criteria of the card system; requiring public libraries to provide certain information and warnings to parents when issuing Internet access cards; providing for codification; and providing an effective date.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 7-107 of Title 65, unless there is created a duplication in numbering, reads as follows:

A. Every public library in the state shall prohibit children twelve (12) years of age and younger from accessing the Internet through computers located at the public library unless there is on-site adult supervision of the Internet usage. In addition to public library employees, persons that may provide adult supervision shall include parents, guardians, teachers, or childcare providers.

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Page 1

B. Every public library in the state shall develop an Internet access card system for children between the ages of thirteen (13) and eighteen (18). Under the Internet access card system children between the ages of thirteen (13) and eighteen (18) shall be required to have parental permission in order to access the Internet through computers located at the public library. Each public library shall issue cards or develop some type of identification that children with parental permission shall present in order to

9 | access the Internet through computers located at the public library.
10 | When issuing a card or identification as provided for in this
11 | section, each public library shall provide to the parent information
12 | and warning about the dangers of children being contacted by sexual
13 | predators through on-line chat rooms.

14 | SECTION 2. This act shall become effective November 1, 2007.

15 |

16 | 51-1-5002 KB 09/22/06

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Req. No. 5002

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STATE OF OKLAHOMA

1st Session of the 51st Legislature (2007)

HOUSE BILL 2192

By: Cargill

AS INTRODUCED

An Act relating to public libraries; amending 65 O.S. 2001, Section 554, which relates to membership of the metropolitan library commission; adding certain members; providing for composition of the commission in certain counties; providing an effective date; and declaring an emergency.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 65 O.S. 2001, Section 554, is amended to read as follows:

Section 554. A. The Except as provided in subsection B of this section, the metropolitan library commission shall consist of eleven (11) members. Six of the members shall be appointed by the mayor of the county seat city, subject to approval of the governing body thereof. Three of the members shall be appointed by the board of county commissioners. The mayor of the county seat city and the chairman of the board of county commissioners shall be ex officio members of the commission and shall be entitled to vote on all matters. The initial appointments by the city shall designate two

1 ~~system existing as of July 1, 1992, shall not be affected by the~~
2 ~~provisions of this act~~ Beginning July 31, 2007, the metropolitan
3 library commission for any county with a population of at least six
4 hundred thousand (600,000) as determined by the latest federal
5 census shall consist of twenty-six (26) members. Ten of the members
6 shall be appointed by the mayor of the county seat city, subject to
7 the approval of the governing body thereof. One of the members
8 shall be appointed by the board of county commissioners to serve as
9 an at-large member of the commission, representing citizens living
10 in areas of the county not otherwise represented by an appointee.
11 Fifteen of the members shall represent the fifteen (15) most
12 populous municipalities in Oklahoma County. The maximum membership
13 of the commission shall remain at twenty-six (26) members and
14 addition or deletion of members to the board in the future will be
15 determined by population size.

16 SECTION 2. This act shall become effective July 31, 2007.

17 SECTION 3. It being immediately necessary for the preservation
18 of the public peace, health and safety, an emergency is hereby
19 declared to exist, by reason whereof this act shall take effect and
20 be in full force from and after its passage and approval.

21
22 51-1-6922 AB 01/18/07
23
24