

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, March 15, 2007, 3:30 p.m.
Choctaw Library
2525 Muzzy
Choctaw, OK 73020
(Telephone: 390-8418)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #76 – 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 (#77 - #80)

- Document #77 – Approval of Minutes of February 15, 2007 Meeting
- Document #78 – Acceptance of Review of Expenditures for February 2007
- Document #79 - Approval of Contract Awards and Purchases
 - Item A: Printing of Summer Reading Material
 - Item B: Renewal of Public Officials' and Employee's Liability Insurance
 - Item C: Design Services for the new Service Center
- Document #80 - Request for Transfer of Funds

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #81 – Discussion, Consideration, and Possible Action: Finance Committee meeting, March 6, 2007 – Mr. David Greenwell, Chair

4:10 – 4:15 pm NEW BUSINESS

- Document #82 – Resolution of Appreciation: Peggy Winters

4:15 – 4:20 pm SPECIAL PRESENTATIONS

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

4:20 – 4:30 pm INFORMATION REPORTS

- Document #83 – MLS February 2007 Circulation Report
- Document #84 – MLS February 2007 Computer Usage Report
- Document #85 – MLS February 2007 System Reserve Report

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

4:40 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

- Literary Voice Update ~ Penny McCaleb & Ernestine Clark

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, April 19, 2007
Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

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 March 2007:

<u>Employees</u>	<u>Years of Service</u>
Denise A. Courts, Benefits Specialist, Human Resources	20
Joe J. Poe, Security Officer, Downtown Library	20
Jill J. Vessels, Cataloging Technician	20
Veronica Bernal, Cataloging Technician	5
Tonda Fame Kelly, Page, Edmond Library	5
Betty Ann Hepler Scott, Accounting Technician, Business Office	5

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

DATE: February 15, 2007 TIME: 3:30 pm

MEETING PLACE: Village 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 Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on February 12, 2007, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Ralph Bullard
Dr. Ann Caine, Vice-Chair
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Marguerite Ross
Peggy Winters
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma City
Scott Duncan
David Greenwell, Disbursing Agent
Millicent Gillogly
Shirley Pritchett
Jim Roth, Chair, Board of County
Commissioners
Cynthia Trent

Estimate of general public and staff attending: 26

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

Roll was called to establish a quorum. Present: Anthony, Bullard, Caine, Hannah, Jimenez, McCaleb, Ross, Winters, Womack, Rice. (Arrived: Leslie, 3:40 pm)

II. Mr. Rice introduced Mrs. LaVetta Kinsey-Dent, Manager of the Village Library.

Mrs. Dent welcomed the Commission to the Village Library.

Mr. Rice introduced Mr. Stan Alexander, City Representative for the City of the Village. Mr. Alexander announced the resignation of Peggy Winters, the Village appointee to the Library Commission. Mr. Alexander stated Peggy Winters is being replaced by Judy Smith.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for February 2007: Richard Rea, Director of Human Resources, 25 years.

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

V. Mr. Rice presented Consent Docket 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.

Mr. Rice called for a motion.

Mr. Jose Jimenez moved to accept the consent docket. Dr. Ann Caine seconded. Discussion followed. Motion passed unanimously.

VI. Mr. Rice called on Dr. Ann Caine to present Document #71 - Administrative & Personnel Committee meeting January 18, 2007 and Document # 72 – Administrative & Personnel Committee meeting January 24, 2007.

Dr. Caine stated the Administrative & Personnel Committee met in Executive Session, prior to the commission meeting on January 18, 2007 to discuss the Executive Director Evaluation with Donna Morris.

The Administrative & Personnel Committee also met on January 24, 2007 to review the current grievance policy. Due to the recent grievance hearing, the committee and library staff are reviewing ways to revise the language in the grievance policy for staff to be able to express concerns about a supervisor without the fear of retribution. 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 review of the grievance policy will be an on-going process in which the Administrative and Personnel Committee will work closely with the library staff in identifying possible changes to the policy.

VII. Mr. Rice referred to the Special Presentations.

Mr. Rice called on Mr. Joe McReynolds to present the *Friends of the Metropolitan Library System's 2007 Book Sale*.

Mr. McReynolds provided information on the upcoming book sale. He encouraged commission members to attend and take part in the event. The book sale will be February 23 through February 25 at the Oklahoma State Fairgrounds. Discussion followed.

Mr. Rice referred to the eMedia Presentation.

Ms. Karen Marriott, Deputy Executive Director/Materials & Outreach and Ms. Anne Fischer, Director of Information Technology presented an overview and a step by step tutorial of the eMedia service. On January 2, the library system launched the new eMedia service for downloadable audio books. The eMedia service is accessible through the library's website. Discussion followed.

VIII. Mr. Rice referred to the 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

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

Mrs. Morris reported the CSpan Book TV bus paid a visit to the Downtown and Belle Isle library on February 7.

HB 2192 has been introduced in the Oklahoma House of Representative. This bill would change the composition of the Metropolitan Library System by adding 9 new members in addition to the current 19 members. Mrs. Morris stated she has been in contact with several members of the Oklahoma County delegation regarding the bill and is planning to attend The Arts and Culture subcommittee of the House Education committee on February 12th to provide information regarding the system's concerns.

Rep. Paul Wesselhoft is the author of HB 1715 to be heard in this same committee. It deals with teenagers' usage of the Internet in public libraries. The library system is already in compliance with most of the provisions called for in this bill. Mrs. Morris will continue to monitor both bills and keep the commission informed as they move through the legislative process.

The short list of architectural firms has been narrowed down to 4, for the Service Center. After the building committee ranks the firms, contract negotiations will begin to select a firm. The goal remains to have a contract award for the Commission's approval at the March 15th meeting.

In honor of our centennial year, Mrs. Morris handed out the first of a series of 12 collector's bookmarks. Each bookmark features one of our Oklahoma Images. Each month, a new limited edition bookmark will be available at all agencies.

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

Mr. Rice stated there are no changes to the Standing Committee's. The previous year's appointments will continue for 2007.

The next Commission meeting will be held at the Choctaw Library, March 15, 2007.

XI. There being no further business, the meeting was adjourned at 4:32.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

February 28, 2007

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

For comparison, 66.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of February 2007.

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

February 28, 2007

ASSETS

CASH - Overnight Investment Account		\$ 4,513,228.69
INVESTMENTS (Schedule attached)		22,376,568.74
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	(17,945,907.31)	
		4,072,065.69
Total Assets		<u>\$30,961,863.12</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 157,602.47	
2006-07 Purchase Orders Outstanding	33,945.99	
2005-06 Purchase Orders Outstanding	9,083.45	
2006-07 Checks Outstanding	196,886.58	
2005-06 Checks Outstanding	20.03	
Total Liabilities		397,538.52

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	-	4,072,065.69
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FUND BALANCE:

Beginning of the Year		19,704,947.94
Add: Revenues		
Budgeted	18,502,094.31	
Other	2,009,270.72	20,511,365.03
Less: Expenditures		(13,724,054.06)
Total Fund Balance		<u>26,492,258.91</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$30,961,863.12</u>

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

As of February 28, 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		5.010%	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	2/25/2005	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
FNMA 08-09	2/2/2007	1/16/2009	5.267%	2,004,684.44
FNMA Notes 07/08	2/2/2007	10/3/2008	5.146%	2,033,081.94
Total Investments				<u>\$ 22,376,568.74</u>

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

February 1, 2007 to February 28, 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	\$ 369,868.85	\$17,945,907.31	81.51%
State Aid	287,762.00	157,187.00	157,187.00	54.62%
Fines	<u>410,400.00</u>	<u>50,000.00</u>	<u>399,000.00</u>	97.22%
Total Budgeted Revenue	<u>\$ 22,716,135.00</u>	<u>\$ 577,055.85</u>	<u>\$18,502,094.31</u>	81.45%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 8,409.17	\$ 1,139,658.61	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		123,366.60	697,840.76	
Flexible Benefits Account Balance		0.00	4,978.34	
Sale of Surplus Equipment		0.00	11,927.50	
Miscellaneous		<u>7,013.16</u>	<u>101,865.51</u>	
Total Miscellaneous Revenue		<u>\$ 138,788.93</u>	<u>\$ 2,009,270.72</u>	
Total Revenue	<u>\$ 22,716,135.00</u>	<u>\$ 715,844.78</u>	<u>\$20,511,365.03</u>	90.29%

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

February 28, 2007

	BALANCE 2/1/2007	RECEIPTS February	EXPEND. February	BALANCE 2/28/2007
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 49,298.04	\$ 7,471.34	\$ 659.25	\$ 56,110.13
810 Prepaid Fees	(565.87)	0.00	78.32	(644.19)
815 Fines	52,060.07	47,019.34	50,000.00	49,079.41
820 Copy	97,919.29	4,358.41	418.88	101,858.82
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
Total Revolving Funds	\$ 201,012.45	\$ 58,849.09	\$ 51,156.45	\$ 208,705.09
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/28/2007
<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	133,379.57	(3,379.57)
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	17,298.89	(1,298.89)
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
921 07/OAC/African Am History Month	4,000.00	0.00	4,000.00	(4,000.00)
923 07 OHC/A Jazz Journey	3,920.00	0.00	1,348.00	(1,348.00)
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
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	3,300.00	3,297.85	2,613.12	684.73
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	1,900.00	1,900.00	1,520.17	379.83
991 06 Inasmuch	60,000.00	60,000.00	23,243.27	36,756.73
993 06 WalMart/Edmond Library	2,000.00	2,000.00	1,664.48	335.52
994 06 WalMart/Village	2,000.00	2,000.00	971.49	1,028.51
995 06 WalMart/Midwest City	1,977.41	1,977.41	100.00	1,877.41
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,497.90	2.10
997 06 Eagle Scout/Village	630.00	630.00	0.00	630.00
998 06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/28/2007
<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	2,300.00	0.00
881	06 Toys for the Library	750.00	750.00	0.00	750.00
882	06 Stories and Students	500.00	500.00	0.00	500.00
883	06 Local History Materials Binding	3,000.00	3,000.00	2,015.30	984.70
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	19,200.00	0.00
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
<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	8,619.91	3,980.09
910	07 System-wide adult prgrmmng	6,300.00	6,700.00	2,900.00	3,800.00
911	07 Our World	14,150.00	14,150.00	12,775.00	1,375.00
912	07 Looking at Jazz - Downtown	925.00	925.00	900.00	25.00
913	07 Oklahoma Voices	11,175.00	11,175.00	3,433.64	7,741.36
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
Total Grants					<u>\$103,205.51</u>
Total Special Funds					<u>\$ 311,910.60</u>

Metropolitan Library System
Statement of Encumbrances
Month of February 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	708,166.11	5,759,957.36	61.35	9,389,112.00	3,629,154.64
102	Wages - Part-time	101,988.78	882,090.80	54.47	1,619,530.00	737,439.20
103	Payroll Taxes	60,028.18	491,080.96	59.02	832,015.00	340,934.04
109	Workers Comp Insurance	9,067.00	67,910.00	60.10	112,990.00	45,080.00
112	Group Insurance	113,260.71	899,291.87	63.94	1,406,415.00	507,123.13
113	Employees Retirement	37,873.49	844,804.54	76.80	1,100,000.00	255,195.46
114	Unemployment Compensation	.00	9,459.77	94.60	10,000.00	540.23
Total Personal Services		1,030,384.27	8,954,595.30	61.88	14,470,062.00	5,515,466.70

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	3,600.00	75.00	4,800.00	1,200.00
206	Rent of Equipment	.00	1,010.00	61.21	1,650.00	640.00
207	Janitorial Services	30,124.00	199,476.35	60.64	328,930.00	129,453.65
208	Maintenance of Facilities	22,456.23	138,268.02	52.26	264,563.00	126,294.98
211	Parking & Transportation	10,217.19	82,675.59	46.96	176,054.00	93,378.41
212	Travel Expenses	3,802.09	14,130.79	28.22	50,072.00	35,941.21
213	Professional Services	10,526.32	108,561.63	42.63	254,664.00	146,102.37
214	Security Services	13,358.46	133,155.30	44.57	298,743.00	165,587.70
216	Telephone services	11,434.48	91,405.35	32.99	277,030.00	185,624.65
217	Electrical Services	28,919.58	309,670.57	61.92	500,119.00	190,448.43
218	Gas Services	14,710.78	36,690.30	57.69	63,596.00	26,905.70
219	Water & Garbage Services	2,687.10	34,091.52	66.74	51,078.00	16,986.48
220	Trigen Energy Services	14,154.78	108,356.59	66.89	162,000.00	53,643.41
226	Memberships	7,805.00	18,217.84	61.57	29,589.00	11,371.16
230	Other Library-related Services	9,103.83	209,843.35	63.03	332,942.00	123,098.65
231	Automation Contractual	19,397.48	174,075.82	51.61	337,260.00	163,184.18
236	Network Catalog Services	100.50	45,100.50	85.66	52,648.00	7,547.50
Total Contractual Services		199,197.82	1,863,552.52	55.13	3,380,554.00	1,517,001.48

Metropolitan Library System
Statement of Encumbrances
Month of February 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	13,738.71	82,856.54	41.26	200,820.00	117,963.46
302	Postage	4,186.56	137,827.80	47.92	287,650.00	149,822.20
303	Supplies	10,735.28	159,706.07	58.55	272,789.00	113,082.93
310	Maintenance Supplies	824.28	19,233.07	27.09	71,000.00	51,766.93
312	Safety Supplies & Equipment	935.46	2,770.06	44.68	6,200.00	3,429.94
321	Gasoline & Oil	2,036.93	18,257.84	45.64	40,000.00	21,742.16
322	Vehicle Parts & Repairs	931.66	5,121.64	28.45	18,000.00	12,878.36
330	Programming Activities	5,385.03	77,418.44	36.56	211,735.00	134,316.56
331	Other Commodities	894.92	7,355.01	23.09	31,855.00	24,499.99
Total Commodities		39,668.83	510,546.47	44.78	1,140,049.00	629,502.53

Capital Outlays

401	Books & Materials	227,915.28	1,892,639.01	60.12	3,148,050.00	1,255,410.99
404	Government Documents	3,000.00	3,000.00	60.00	5,000.00	2,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,700.00	2,700.00
407	Periodicals & Subscriptions	524.00	146,640.20	84.16	174,240.00	27,599.80
408	Furniture, Fixtures, & Equipmt	2,809.16	93,997.65	59.67	157,518.00	63,520.35
409	Motor Vehicles	.00	20,089.00	95.66	21,000.00	911.00
410	Automation Systems & Equipment	2,207.00	149,113.99	50.17	297,189.00	148,075.01
450	Capital Projects	28,373.53	89,879.92	1.39	6,460,538.00	6,370,658.08
490	Capital Reserves - Current	.00	.00	.00	535,374.00	535,374.00
499	Reserve Carryover - Prior	.00	.00	.00	12,624,653.00	12,624,653.00
Total Capital Outlays		264,828.97	2,395,359.77	10.23	23,426,262.00	21,030,902.23
Total Budget		1,534,079.89	13,724,054.06	32.36	42,416,927.00	28,692,872.94

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Number	Vendor/Payee	Purpose	Amount	Amount
G-02711	Bank of Oklahoma	Payroll Transmittal-Chks	40,997.12	
		Payroll Transmittal-Chks	17,132.07	58,129.19
G-02712	Bank of Oklahoma	Federal Withholding Tax	35,218.10	
		Federal Withholding Tax	2,507.00	37,725.10
G-02713	Oklahoma Tax Commission	State Withholding Tax	12,843.00	
		State Withholding Tax	984.00	13,827.00
G-02714	Mun. Employees Credit Union	Employee Cr Union Deducts	10,193.51	
		Employee Cr Union Deducts	140.00	10,333.51
G-02715	United Way of Central Oklahoma	Employee Deductions	405.81	
		Employee Deductions	10.96	416.77
G-02716	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-02717	Bank of America	Payroll Transmittal-DDep	186,320.17	
		Payroll Transmittal-DDep	24,857.85	211,178.02
G-02718	Nationwide Retirement Solution	Employee Deductions	7,151.57	7,151.57
G-02719	Transamerica Worksite Mrktg.	Employee Deductions	632.01	632.01
G-02720	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,043.98	5,043.98
G-02721	Bank of Oklahoma	Employee Flexplan Deposit	17,364.80	
		Employer Flexplan Deposit	1,265.00	18,629.80
G-02722	Bank of Oklahoma	Employee Soc/Sec Deposits	20,827.01	
		Employee Soc/Sec Deposits	3,079.44	
		Employee Medicare Deposit	4,870.93	
		Employee Medicare Deposit	720.29	
		Employer Soc/Sec Deposits	23,906.85	
		Employer Medicare Deposit	5,590.92	58,995.44
G-02723	MassMutual Financial Group	Employee Contrib -- DC PI	10,208.30	
		Employer Contrib -- DC PI	18,859.49	29,067.79
G-02724	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02725	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	237.48	352.48
G-02726	Administrative Systems, Inc.	Employee Deductions	973.03	973.03
G-02727	Metropolitan Library System	Postage	55.19	
		Supplies	117.46	
		Supplies	29.32	
		Programming	138.01	
		Programming	15.75	
		Other Commodities	52.12	407.85
G-02728	City of Midwest City	Water & Garbage Services	224.78	224.78
G-02729	Bradford Industrial Suppl Corp	Maintenance of Facilities	23.85	23.85
G-02730	Federal Corporation	Maintenance of Facilities	1,550.00	1,550.00
G-02731	Oklahoma Natural Gas Co.	Gas Services	1,521.25	1,521.25
G-02732	City of Oklahoma City	Water & Garbage Services	873.14	873.14
G-02733	Triangle/A & E	Printing	485.27	485.27
G-02734	Southwestern Stationery and	Printing	3,661.00	
		Supplies	45.58	3,706.58
G-02735	Locke Supply Co.	Maintenance of Facilities	278.25	278.25
G-02736	Dagwell Dixie Inc	Maintenance of Facilities	13.84	
		Maintenance of Facilities	15.22	29.06
G-02737	Demco	Equipment	252.00	
		Supplies	465.00	717.00
G-02738	Gale Research	Materials	870.00	870.00
G-02739	Oklahoma Historical Society	Subscriptions	40.00	40.00
G-02740	Baker & Taylor Books	Materials	4,876.66	4,876.66

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Number	Vendor/Payee	Purpose		Amount
G-02741	Susie Beasley	Mileage	16.01	16.01
G-02742	Donna Morris	Travel Expenses	332.25	332.25
G-02743	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02744	CompSource Oklahoma	Workers Comp Insurance	7,067.00	7,067.00
G-02745	West Group Payment Center	Materials	307.50	307.50
G-02746	Barbara Beasley	Programming	54.02	54.02
G-02747	FedEx	Automation Contractual	25.62	25.62
G-02748	Recorded Books, LLC	Materials	142.30	142.30
G-02749	Johnstone Supply	Maintenance of Facilities	47.62	
		Maintenance of Facilities	82.54	130.16
G-02750	Denyveta Davis	Travel Expenses	844.94	844.94
G-02751	Gale Group	Materials	3,733.34	3,733.34
G-02752	Hunter's Battery Warehouse	Maintenance of Facilities	20.67	20.67
G-02753	Traci Jinkens	Mileage	17.80	17.80
G-02754	Production Services	Library-related Services	430.00	430.00
G-02755	JoNita Normore	Mileage	19.40	19.40
G-02756	Mutual Assurance	Grp Life/Ad&d Ins Prm-Feb	26,370.74	26,370.74
G-02757	Staples Credit Plan	Supplies	74.95	74.95
G-02758	Angie Paeltz	Mileage	29.59	29.59
G-02759	Oklahoma City Comm. College	Professional Services	75.00	75.00
G-02760	Library Video Co.	Materials	89.85	89.85
G-02761	Janet Brooks	Mileage	21.83	21.83
G-02762	INTEGRIS Corporate Assistance	Employee Assistance	816.00	816.00
G-02763	Dana Bickford	Professional Services	500.00	500.00
G-02764	Random House, Inc	Materials	270.40	270.40
G-02765	Cingular Wireless	Telephone Services	83.62	83.62
G-02766	Scott's Printing & Copying	Printing	583.45	583.45
G-02767	Hobby Lobby	Supplies	47.68	47.68
G-02768	HAJOCA Corporation	Maintenance of Facilities	81.90	81.90
G-02769	Ingram Library Service	Materials	1,782.75	1,782.75
G-02770	Summit Mailing Systems, Inc.	Postage	110.25	110.25
G-02771	Audio Editions	Materials	1,053.30	1,053.30
G-02772	Hannelore A. Chan	Programming	25.00	25.00
G-02773	Oklahoma County Newspapers	Subscriptions	72.00	72.00
G-02774	JoNita White	Mileage	21.83	21.83
G-02775	Hudson House	Materials	378.50	378.50
G-02776	Southern Hills Publishing	Materials	1,127.00	1,127.00
G-02777	Ingram Library Service	Materials	120.49	120.49
G-02778	Voss Lighting	Maintenance of Facilities	188.06	188.06
G-02779	Town of Luther	Water & Garbage Services	44.25	44.25
G-02780	Center Point Large Print	Materials	1,004.01	1,004.01
G-02781	Jason's Deli/Deli Partners	Professional Services	53.57	53.57
G-02782	Dell Marketing L.P.	Computer Equipment	14,896.00	14,896.00
G-02783	Melissa O'Neil	Programming	52.09	
		Programming	92.11	144.20
G-02784	Troy Systems International	Supplies	203.66	203.66
G-02785	BMI Systems Corp.	Maintenance of Equipment	121.16	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	263.08	
		Maintenance of Equipment	77.08	
		Maintenance of Equipment	96.84	586.91
G-02786	OPUBCO Communications Group	Library-related Services	145.96	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02786	OPUBCO Communications Group	Library-related Services	90.40	236.36
G-02787	AT&T	Telephone Services	49.33	49.33
G-02788	BBC Audiobooks America	Materials	452.57	452.57
G-02789	Clarion Meridian Hotel	Professional Services	454.44	454.44
G-02790	Novalco, Inc	Maintenance of Facilities	105.00	
		Maintenance of Facilities	745.00	850.00
G-02791	City of Harrah	Water & Garbage Services	66.00	66.00
G-02792	Crystal Suppes	Postage	52.00	52.00
G-02793	City of Choctaw	Water & Gas Services	62.00	62.00
G-02794	Vision Service Plan of	Group Vision Ins Prem-Feb	2,143.85	2,143.85
G-02795	Todd Olberding	Telephone Services	45.35	45.35
G-02796	CPI Office Products	Supplies	219.94	219.94
G-02797	Baker & Taylor Books	Materials	3,368.78	3,368.78
G-02798	Cox Communications, Inc.	Internet Data Circuit	2,443.92	
		Internet Data Circuit	2,443.91	
		Internet Data Circuit	658.09	5,545.92
G-02799	Baker & Taylor Entertainment	Materials	1,814.34	1,814.34
G-02800	Metropolitan Library System	Grp Med/Dtl Ins Prem-Feb	76,914.27	76,914.27
G-02801	Walmart Community	Memberships	15.84	15.84
G-02802	Kimberly A Terry	Mileage	22.50	
		Telephone Services	70.00	92.50
G-02803	Jane Humphries	Professional Services	1,000.00	1,000.00
G-02804	O'Reilly Auto Parts	Maintenance of Facilities	86.70	86.70
G-02805	Marquis Who's Who	Materials	326.21	326.21
G-02806	Robyn Poston	Programming	85.00	85.00
G-02807	Star Lighting	Maintenance of Facilities	195.16	195.16
G-02808	John Utley	Telephone Services	35.00	35.00
G-02809	Sharon May	Mileage	5.82	5.82
G-02810	Postal Customer Council	Other Commodities	18.50	18.50
G-02811	Cox Communications, Inc.	Telephone Services-JAN	430.01	430.01
G-02812	Corporate Express, Inc.	Supplies	19.24	
		Supplies	23.90	
		Supplies	5.96	
		Supplies	36.12	85.22
G-02813	Oklahoma Business Forms	Supplies	9,815.04	9,815.04
G-02814	Baker & Taylor Books	Materials	1,208.08	
		Materials	1,190.59	
		Materials	4,061.35	
		Materials	2,962.71	
		Materials	7,904.29	
		Materials	2,432.27	19,759.29
G-02815	Baker & Taylor Books	Materials	3,067.98	
		Materials	4,086.29	
		Materials	3,146.63	10,300.90
G-02816	Baker & Taylor Books	Materials	31.23	31.23
G-02817	SimplexGrinnell	Maintenance of Facilities	250.50	250.50
G-02818	Mickey Sherman	Programming	105.00	105.00
G-02819	Daily Ardmoreite	Subscriptions	105.00	105.00
G-02820	Heartland Payphone Service	Telephone Services	204.50	204.50
G-02821	COTPA	Parking	600.00	600.00
G-02822	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00

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Number	Vendor/Payee	Purpose		Amount
G-02823	Stacy Schrank	Travel Expenses	233.00	233.00
G-02824	John Sing	Maintenance of Facilities	350.00	
		Maintenance of Facilities	150.00	500.00
G-02825	Bradford Industrial Suppl Corp	Maintenance of Facilities	195.05	
		Maintenance of Facilities	103.72	
		Maintenance of Facilities	111.24	
		Maintenance of Facilities	22.39	432.40
G-02826	Grainger	Maintenance of Facilities	136.13	136.13
G-02827	O G & E	Electrical Services	14,495.50	
		Electrical Services	4,050.25	18,545.75
G-02828	Oklahoma Natural Gas Co.	Gas Services	9,305.66	9,305.66
G-02829	City of the Village	Water & Garbage Services	76.42	76.42
G-02830	Triangle/A & E	Printing	756.00	
		Printing	1,506.00	2,262.00
G-02831	Brodart, Inc.	Supplies	56.29	56.29
G-02832	Southwestern Stationery and	Supplies	19.47	
		Supplies	32.29	51.76
G-02833	Locke Supply Co.	Maintenance of Facilities	17.97	
		Maintenance of Facilities	275.86	293.83
G-02834	Tech-Lock	Maintenance of Facilities	10.00	
		Maintenance of Facilities	5.34	15.34
G-02835	Demco	Supplies	74.77	74.77
G-02836	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02837	Gaylord Bros.	Supplies	48.01	48.01
G-02838	Gale Research	Materials	671.25	671.25
G-02839	Journey House Travel, Inc.	Travel Expense	390.10	390.10
G-02840	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-02841	UNUM Life Insurance	Grp Long-Trm Disab Prm-FB	6,566.85	6,566.85
G-02842	Ernestine Clark	Mileage	43.17	43.17
G-02843	Standard Printing Co., Inc.	Printing	7,410.00	7,410.00
G-02844	Baker & Taylor Books	Materials	159.22	159.22
G-02845	Mid-west Landscape, LLC	Maintenance of Facilities	1,520.00	
		Maintenance of Facilities	719.00	2,239.00
G-02846	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02847	United Refrigeration, Inc.	Maintenance of Facilities	15.56	15.56
G-02848	N.E. Landfill, Inc	Maintenance of Facilities	50.03	50.03
G-02849	Chester 'Jack' Kinzie, Jr.	Mileage	7.03	7.03
G-02850	Elizabeth Holshouser	Mileage	10.19	10.19
G-02851	Gale Group	Materials	354.56	354.56
G-02852	Hunter's Battery Warehouse	Maintenance of Facilities	14.55	
		Maintenance of Facilities	24.10	
		Maintenance of Facilities	24.10	62.75
G-02853	Urban Libraries Council	Memberships	7,500.00	7,500.00
G-02854	Staples Business Advantage	Supplies	155.73	155.73
G-02855	Anne G. Fischer	Telephone Services	50.00	50.00
G-02856	Walter Wayne McEvilly	Programming	200.00	200.00
G-02857	Library Video Co.	Materials	2,878.66	2,878.66
G-02858	AVID Products	Supplies	1,185.00	1,185.00
G-02859	Superior Security	Security Services	3,643.50	3,643.50
G-02860	Oklahoma Air Filter	Maintenance of Facilities	44.95	44.95
G-02861	Jonathan Willis	Mileage	9.70	9.70
G-02862	Blackstone Audio Books	Materials	480.00	480.00

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Number	Vendor/Payee	Purpose		Amount
G-02863	Random House, Inc	Materials	2,992.80	2,992.80
G-02864	Scott's Printing & Copying	Printing	519.50	519.50
G-02865	True Colors	Professional Services	1,215.00	1,215.00
G-02866	Ingram Library Service	Materials	683.09	683.09
G-02867	Lakeshore Learning Materials	Programming Supplies	3.55	3.55
G-02868	Hannelore A. Chan	Programming	25.00	25.00
G-02869	Econo Lube N' Tune	Vehicle Parts & Repairs	50.56	
		Vehicle Parts & Repairs	24.98	75.54
G-02870	Walker Group	Supplies	441.50	441.50
G-02871	Matthew Cotter	Mileage	27.16	27.16
G-02872	Devon McDaniel	Mileage	21.83	21.83
G-02873	Jerod Gerfen	Mileage	33.22	33.22
G-02874	Minuteman Press	Printing	76.57	76.57
G-02875	Ingram Library Service	Materials	178.60	178.60
G-02876	Tandem Library Group	Materials	83.49	83.49
G-02877	Frances V. Harbert	Mileage	9.36	9.36
G-02878	Landon Holman	Mileage	15.04	15.04
G-02879	RIA	Materials	1,570.00	1,570.00
G-02880	Simona Long	Mileage	7.76	7.76
G-02881	Home Depot Credit Services	Maintenance of Facilities	48.91	48.91
G-02882	Dell Marketing L.P.	Computer Equipment	1,425.00	
		Computer Equipment	10,640.00	
		Computer Equipment	29,792.00	
		Computer Equipment	25,536.00	
		Computer Equipment	1,064.00	68,457.00
G-02883	Associated Appliance, Inc.	Maintenance of Facilities	15.60	15.60
G-02884	Southwest Paper - OKC	Supplies	183.08	183.08
G-02885	Steve's Wholesale Distributors	Maintenance of Facilities	25.89	25.89
G-02886	American Benefit Systems, Inc.	Professional Services	1,068.75	1,068.75
G-02887	Fox Brick & Stone	Maintenance of Facilities	100.00	100.00
G-02888	City of Oklahoma City	Professional Services	30.00	
		Professional Services	20.00	50.00
G-02889	Heidi Johnson	Mileage	4.85	4.85
G-02890	Hewlett-Packard Co.	Computer Equipment	2,192.00	2,192.00
G-02891	Ruby Soutiere	Mileage	12.13	12.13
G-02892	Rosalind L. Reeder	Programming	40.00	40.00
G-02893	Kevin Colwell	Mileage	7.28	7.28
G-02894	Norman Music Center	Programming	734.87	734.87
G-02895	Oklahoma Press Service	Library-related Services	158.56	158.56
G-02896	Abolghasem Siavashi	Mileage	2.43	2.43
G-02897	Office Depot Credit Plan	Supplies	31.24	
		Furniture	723.91	755.15
G-02898	Baker & Taylor Books	Materials	2,029.77	2,029.77
G-02899	Baker & Taylor Entertainment	Materials	4,476.15	4,476.15
G-02900	FBD Consulting, Inc.	Benefit Calculation	450.00	450.00
G-02901	Metro Family	Library-related Services	683.00	683.00
G-02902	John L. Hilbert	Programming	57.66	
		Programming	33.72	91.38
G-02903	Preston Bell	Parking & Transportation	40.00	40.00
G-02904	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	367.80	367.80
G-02905	Allied Waste Services #060	Garbage Services	488.56	488.56
G-02906	Pamela Buchanan	Mileage	13.82	13.82

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Number	Vendor/Payee	Purpose		Amount
G-02907	Robyn Poston	Programming	85.00	85.00
G-02908	Melissa Weathers	Mileage	16.73	16.73
G-02909	Cintas Corp.	Maintenance of Facilities	399.67	399.67
G-02910	Lesli Jones	Library-related Services	210.00	210.00
G-02911	Kelley Hoffman	Mileage	11.64	11.64
G-02912	Corporate Express, Inc.	Supplies	83.10	
		Supplies	38.61	121.71
G-02913	Baker & Taylor Books	Materials	616.52	
		Materials	3,692.83	
		Materials	6,927.91	
		Materials	3,176.92	
		Materials	5,488.91	
		Materials	660.60	20,563.69
G-02914	Baker & Taylor Books	Materials	1,702.85	
		Materials	2,462.57	
		Materials	2,181.79	
		Materials	5,773.16	12,120.37
G-02915	Baker & Taylor Books	Materials	1,898.11	1,898.11
G-02916	SimplexGrinnell	Maintenance of Facilities	755.00	
		Maintenance of Facilities	820.85	
		Maintenance of Facilities	277.10	
		Maintenance of Facilities	476.98	2,329.93
G-02917	Woods Downtown Floral	Other Commodities	98.00	98.00
G-02918	Maria Watkins	Mileage	30.07	30.07
G-02919	Mickey Sherman	Programming	70.00	
		Programming	70.00	140.00
G-02920	Emily Williams	Mileage	67.08	67.08
G-02921	Mario Medrano	Programming	200.00	200.00
G-02922	Oklahoma Humanities Council	Programming	80.00	80.00
G-02923	Lloyd Lovely	Mileage	32.50	32.50
G-02924	Angela Wall	Programming	60.00	60.00
G-02925	Bank of Oklahoma	Payroll Transmittal-Chks	42,991.91	
		Payroll Transmittal-Chks	19,033.71	62,025.62
G-02926	Bank of Oklahoma	Federal Withholding Tax	37,176.10	
		Federal Withholding Tax	2,731.00	39,907.10
G-02927	Oklahoma Tax Commission	State Withholding Tax	13,505.00	
		State Withholding Tax	1,042.00	14,547.00
G-02928	Mun. Employees Credit Union	Employee Cr Union Deducts	10,193.51	
		Employee Cr Union Deducts	140.00	10,333.51
G-02929	United Way of Central Oklahoma	Employee Deductions	405.81	
		Employee Deductions	10.96	416.77
G-02930	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-02931	Bank of America	Payroll Transmittal-DDep	191,708.56	
		Payroll Transmittal-DDep	25,222.30	216,930.86
G-02932	Nationwide Retirement Solution	Employee Deductions	7,098.57	7,098.57
G-02933	Transamerica Worksite Mrktg.	Employee Deductions	632.01	632.01
G-02934	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,023.86	5,023.86
G-02935	Bank of Oklahoma	Employee Flexplan Deposit	8,107.96	8,107.96
G-02936	Bank of Oklahoma	Employee Soc/Sec Deposits	21,499.80	
		Employee Soc/Sec Deposits	3,243.82	
		Employee Medicare Deposit	5,028.24	
		Employee Medicare Deposit	758.65	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-02936	Bank of Oklahoma	Employer Soc/Sec Deposits	24,743.66	
		Employer Medicare Deposit	5,786.75	61,060.92
G-02937	MassMutual Financial Group	Employee Contrib -- DC PI	10,297.41	
		Employer Contrib -- DC PI	19,014.00	29,311.41
G-02938	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02939	ODHS Oklahoma Centralized	Employee Deductions	115.00	
		Employee Deductions	137.25	252.25
G-02940	Administrative Systems, Inc.	Employee Deductions	973.03	973.03
G-02941	Grainger	Maintenance of Facilities	261.20	261.20
G-02942	Oklahoma Natural Gas Co.	Gas Services	649.04	649.04
G-02943	City of Bethany	Water & Garbage Services	128.60	128.60
G-02944	City of Oklahoma City	Water & Garbage Services	467.92	467.92
G-02945	Triangle/A & E	Printing	5.00	5.00
G-02946	Brodart, Inc.	Supplies	939.36	939.36
G-02947	Southwestern Stationery and	Printing	2,172.00	
		Printing	5,162.00	
		Supplies	28.48	
		Supplies	4.74	
		Supplies	472.32	
		Supplies	229.36	
		Printing	2,315.00	10,383.90
G-02948	Dagwell Dixie Inc	Maintenance of Facilities	43.62	
		Maintenance of Facilities	137.50	181.12
G-02949	Demco	Supplies	3,000.00	
		Supplies	250.25	
		Supplies	389.30	3,639.55
G-02950	Highsmith Co., Inc.	Supplies	78.55	
		Supplies	38.69	
		Supplies	24.66	141.90
G-02951	AT&T	Telephone Services	926.68	
		Telephone Services	1,322.45	
		Telephone Services	326.73	2,575.86
G-02952	City of Edmond	Electrical Services	4,010.26	4,010.26
G-02953	Alma L. Brown	Programming	29.16	29.16
G-02954	Frank Ray	Mileage	44.14	44.14
G-02955	Oklahoma Historical Society	Subscriptions	40.00	40.00
G-02956	Oklahoma Library Association	Professional Services	60.00	
		Registration	125.00	
		Registration	125.00	
		Registration	160.00	
		Registration	125.00	
		Registration	125.00	
		Registration	100.00	
		Registration	50.00	870.00
G-02957	Baker & Taylor Books	Materials	3,324.39	3,324.39
G-02958	Spence & Associates, Inc	Library-related services	1,900.00	1,900.00
G-02959	Charles S. Isaacs	Mileage	5.82	
		Telephone Services	35.00	40.82
G-02960	Recorded Books, LLC	Materials	3,011.14	3,011.14
G-02961	Pure Service Corp.	Janitorial Services	10,540.00	
		Janitorial Services	5,455.00	

** Continued **

General Fund F.Y. 06-07

Warrant Register

February 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-02961	Pure Service Corp.	Janitorial Services	553.00	
		Janitorial Services	496.00	
		Janitorial Services	120.00	
		Janitorial Services	10,110.00	
		Janitorial Services	2,425.00	
		Janitorial Services	425.00	30,124.00
G-02962	ConocoPhillips Fleet	Gasoline & Oil	132.66	132.66
G-02963	City Bites	Other Commodities	138.54	138.54
G-02964	Instructional Video, Inc.	Materials	49.95	49.95
G-02965	The Edmond Evening Sun	Subscriptions	180.00	180.00
G-02966	Live Oak Media	Materials	384.24	384.24
G-02967	Production Services	Library-related Services	300.00	300.00
G-02968	Light Bulb Supply Co., Inc.	Maintenance of Facilities	388.44	388.44
G-02969	Harmony Business Supplies	Supplies	85.93	85.93
G-02970	Angie Paeltz	Mileage	29.59	29.59
G-02971	Superior Security	Security Services	4,507.46	
		Security Services	4,393.75	8,901.21
G-02972	Julianna Link	Mileage	6.79	6.79
G-02973	Teen Ink	Library-Related Services	149.00	149.00
G-02974	Jonathan Willis	Telephone Services	35.00	35.00
G-02975	Rich Antonisse	Mileage	4.61	4.61
G-02976	Blick Art Materials	Supplies	48.13	48.13
G-02977	Metrocall Wireless	Telephone Services	35.85	35.85
G-02978	Oklahoma Gazette	Printing	1,428.30	1,428.30
G-02979	Random House, Inc	Materials	2,408.31	2,408.31
G-02980	Scott's Printing & Copying	Printing	137.34	137.34
G-02981	Christine Francis	Programming	100.00	100.00
G-02982	Ingram Library Service	Materials	1,187.41	1,187.41
G-02983	Julia Ballou	Mileage	12.13	12.13
G-02984	Walker Companies	Supplies	7.95	7.95
G-02985	Audio Editions	Materials	1,047.86	1,047.86
G-02986	Employment Technologies Corp	Professional Services	552.00	552.00
G-02987	FedEx Kinko's Print Services	Printing	4.50	4.50
G-02988	Hannelore A. Chan	Programming	25.00	25.00
G-02989	Fleetcor Technologies	Gasoline & Oil	1,904.27	1,904.27
G-02990	Barbara Caballero	Programming	300.00	300.00
G-02991	Gwendolyn Hooks	Programming	75.00	75.00
G-02992	Ingram Library Service	Materials	507.89	507.89
G-02993	Voss Lighting	Maintenance of Facilities	4.96	
		Maintenance of Facilities	19.44	
		Maintenance of Facilities	60.50	
		Maintenance of Facilities	19.10	104.00
G-02994	Center Point Large Print	Materials	498.42	498.42
G-02995	Schiffer Publishing	Materials	38.24	38.24
G-02996	L. E. Acker Co.	Maintenance of Facilities	8.16	8.16
G-02997	Anita Roesler	Reimbursement of OLA dues	35.00	
		Programming	60.00	95.00
G-02998	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-02999	Jimmy Welch	Telephone Services	45.60	
		Telephone Services	25.00	70.60
G-03000	Home Depot Credit Services	Maintenance of Facilities	40.00	40.00

General Fund F.Y. 06-07

Warrant Register

February 2007

Number	Vendor/Payee	Purpose		Amount
G-03001	Evans Hardware	Maintenance of Facilities	15.19	15.19
G-03002	Debbie Robertus	Mileage	7.52	7.52
G-03003	Deborah Willis	Mileage	15.04	15.04
G-03004	Steve's Wholesale Distributors	Maintenance of Facilities	392.46	392.46
G-03005	Kimberly Edwards	Programming	215.39	215.39
G-03006	Equipment Service, Inc.	Library-related Services	85.00	85.00
G-03007	Bank of America	Library-related Services	188.92	188.92
G-03008	Sharon A. Nolan	Programming	149.40	149.40
G-03009	Choctaw Chamber of Commerce	Memberships	100.00	100.00
G-03010	Finder Binder	Materials	600.00	600.00
G-03011	Direct Safety Co.	First Aid Supplies	26.51	26.51
G-03012	City of Edmond	Water & Garbage Services	190.40	190.40
G-03013	Lisa M. Wood	Other Commodities	50.03	50.03
G-03014	John Wood	Telephone Services	50.00	50.00
G-03015	Joshua Schell	Mileage	11.16	11.16
G-03016	Baker & Taylor Books	Materials	1,140.00	1,140.00
G-03017	Baker & Taylor Entertainment	Materials	4,485.75	4,485.75
G-03018	Commercial Card Solutions	Books & Materials	402.41	
		Books & Materials	205.75	
		Books & Materials	241.07	
		Books & Materials	275.56	1,124.79
G-03019	Reef Shop Warehouse	Maintenance of Facilities	77.94	77.94
G-03020	Classic Paper Supply	Maintenance Supplies	1,244.40	1,244.40
G-03021	Donna Morris	Car Allowance	450.00	450.00
G-03022	Susan H. Wood	Programming	285.00	285.00
G-03023	Rondia K. Banks	Programming	60.00	
		Programming	62.91	122.91
G-03024	CareerTrack	Registration	99.00	99.00
G-03025	Lesli Jones	Library-related Services	110.00	110.00
G-03026	Cheryl Smith	Programming	67.06	67.06
G-03027	Corporate Express, Inc.	Supplies	564.48	
		Supplies	22.59	
		Supplies	19.71	606.78
G-03028	Baker & Taylor Books	Materials	1,103.27	
		Materials	2,906.72	
		Materials	5,956.34	
		Materials	15,870.41	
		Materials	642.18	26,478.92
G-03029	Baker & Taylor Books	Materials	1,264.34	
		Materials	4,735.85	
		Materials	6,284.95	12,285.14
G-03030	Baker & Taylor Books	Materials	734.90	734.90
G-03031	SimplexGrinnell	Maintenance of Facilities	280.00	280.00
G-03032	Mickey Sherman	Programming	70.00	70.00
G-03033	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-03034	Erika Diel	Maintenance of Facilities	120.00	120.00
G-03035	Trigen-OKC Energy Corporation	Energy Services	14,154.78	14,154.78
G-03036	Eddie Lou Nachtrieb	Programming	50.00	50.00
G-03037	Midwest Single Source, Inc.	Supplies	743.30	
		Supplies	219.60	962.90
G-03038	Commercial Card Solutions	Programming Gifts	404.88	
		Programming Gifts	114.64	

** Continued **

General Fund F.Y. 06-07

Warrant Register

February 2007

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03038	Commercial Card Solutions	Travel Expense	360.00	
		Travel Expense	360.00	
		Travel	350.10	
		Travel Expense	50.00	
		Reservations	25.00	
		Equipment	172.49	
		Programming Supplies	88.46	
		Supplies	174.69	
		Supplies	54.20	
		Programming Supplies	103.06	
		Programming Supplies	71.00	
		Programming Supplies	44.98	
		Maintenance of Equipment	461.79	
		Supplies	34.95	
		Travel Expense	488.40	
		Professional Services	12.00	3,370.64
G-03039	Metropolitan Library System	Professional Services	60.00	
		Automation Contractual	6.46	
		Postage	24.31	
		Supplies	53.06	
		Programming	84.39	
		Other Commodities	42.52	270.74
G-03040	Grainger	Maintenance of Facilities	201.72	201.72
G-03041	O G & E	Electrical Services	6,363.57	6,363.57
G-03042	Oklahoma Natural Gas Co.	Gas Services	3,234.83	3,234.83
G-03043	Tech-Lock	Maintenance of Facilities	13.00	13.00
G-03044	Gale Research	Materials	2,305.85	2,305.85
G-03045	Constance J Shillingburg	Programming	100.00	100.00
G-03046	U.S. Govt. Printing Office	Government Documents	3,000.00	3,000.00
G-03047	Synergy Datacom Supply, Inc.	Automation Contractual	24.64	24.64
G-03048	Oklahoma Library Association	Registration	125.00	
		Registration	200.00	
		Registration	165.00	490.00
G-03049	Baker & Taylor Books	Materials	1,529.66	1,529.66
G-03050	Chester 'Jack' Kinzie, Jr.	Mileage	4.61	4.61
G-03051	Pure Service Corp.	Janitorial Services	10,540.00	
		Janitorial Services	5,455.00	
		Janitorial Services	553.00	
		Janitorial Services	496.00	
		Janitorial Services	120.00	17,164.00
G-03052	Instructional Video, Inc.	Materials	5,005.74	5,005.74
G-03053	Gale Group	Materials	744.42	744.42
G-03054	The Edmond Evening Sun	Subscriptions	87.00	87.00
G-03055	Salem Press Accounting Office	Materials	196.65	196.65
G-03056	Live Oak Media	Materials	216.83	216.83
G-03057	JoNita Normore	Mileage	5.82	5.82
G-03058	Crystell Publications	Materials	90.00	90.00
G-03059	Criss-Cross Numerical Direct.	Materials	7,342.00	7,342.00
G-03060	Genealogical Publishing Co, Inc	Materials	196.35	196.35
G-03061	Downtown College Consortium	Professional Services	210.00	210.00
G-03062	Random House, Inc	Materials	4,384.00	4,384.00

General Fund F.Y. 06-07

Warrant Register

February 2007

Number	Vendor/Payee	Purpose		Amount
G-03063	aha! Process, Inc.	Books & Materials	85.50	85.50
G-03064	Ingram Library Service	Materials	2,065.60	2,065.60
G-03065	Candace McDaniel	Furniture & Equipment	40.89	40.89
G-03066	XPEDX	Supplies	2,199.20	2,199.20
G-03067	Harrah Chamber of Commerce	Memberships	100.00	100.00
G-03068	Audio Editions	Materials	1,240.07	1,240.07
G-03069	Digital Library Reserve, Inc	Network Catalog Services	100.50	100.50
G-03070	Lynda G. Bahr	Mileage	24.62	24.62
G-03071	United States Postal Service	Postage	1,500.00	1,500.00
G-03072	Hannelore A. Chan	Programming	25.00	25.00
G-03073	DWe Williams	Programming	3,000.00	3,000.00
G-03074	Econo Lube N' Tune	Maintenance of Facilities	28.61	28.61
G-03075	Ginger Waldrup	Programming	100.00	100.00
G-03076	AV Cafe Inc	Materials	370.63	370.63
G-03077	Alfalfa Co Historical Society	Materials	132.72	132.72
G-03078	Winnie Mae Cafe	Other Commodities	256.75	256.75
G-03079	Adam Ledbetter	Programming	300.00	300.00
G-03080	Ingram Library Service	Materials	1,323.87	1,323.87
G-03081	Voss Lighting	Maintenance of Facilities	243.59	
		Maintenance of Facilities	41.80	285.39
G-03082	Beaver Express	Programming	299.56	299.56
G-03083	Barnes & Noble, Inc.	Materials	47.80	47.80
G-03084	Center Point Large Print	Materials	1,383.84	1,383.84
G-03085	Anita Roesler	Mileage	10.67	10.67
G-03086	Pauline Rodriguez-Atkins	Mileage	15.52	15.52
G-03087	Evans Hardware	Maintenance of Facilities	4.58	4.58
G-03088	Dell Marketing L.P.	Software	3,070.17	3,070.17
G-03089	Melissa O'Neil	Programming	102.76	102.76
G-03090	Steve's Wholesale Distributors	Maintenance of Facilities	19.96	19.96
G-03091	Heidi Johnson	Reimbursement of OLA dues	35.00	35.00
G-03092	Audra Blankenship	Programming	150.00	150.00
G-03093	Sound Room Publishers, Inc.	Materials	8.00	8.00
G-03094	Nat'l Atomic Museum Foundation	Programming	4.68	4.68
G-03095	Dowell Parking Center	Staff Parking	85.00	85.00
G-03096	Books in Motion	Materials	282.22	282.22
G-03097	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	39.00	39.00
G-03098	Darlene S. Browers	Programming	183.84	183.84
G-03099	Fariba Williams	Mileage	9.70	9.70
G-03100	Baker & Taylor Books	Materials	645.82	645.82
G-03101	Baker & Taylor Entertainment	Materials	2,691.70	2,691.70
G-03102	D.C.T. Enterprises of Oklahoma	Other Commodities	44.49	44.49
G-03103	Barbara A. Johnson	Mileage	9.70	9.70
G-03104	Oklahoma Heritage Association	Materials	172.25	172.25
G-03105	Susan H. Wood	Programming	250.00	250.00
G-03106	Lesli Jones	Library-related Services	140.00	140.00
G-03107	Worth Hydrochem of Oklahoma	Maintenance of Facilities	80.00	
		Maintenance of Facilities	210.00	290.00
G-03108	Faith Centered Resources	Materials	174.40	174.40
G-03109	Corporate Express, Inc.	Supplies	12.73	
		Supplies	15.44	
		Supplies	21.30	
		Supplies	26.50	

** Continued **

General Fund F.Y. 06-07

Warrant Register

February 2007

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03109	Corporate Express, Inc.	Supplies	46.40	122.37
G-03110	Baker & Taylor Books	Materials	729.41	
		Materials	992.76	
		Materials	1,183.29	
		Materials	2,185.66	
		Materials	3,607.61	
		Materials	1,266.94	
		Materials	6,914.16	16,879.83
G-03111	Baker & Taylor Books	Materials	1,499.32	
		Materials	4,645.65	
		Materials	2,514.91	
		Materials	5,797.88	14,457.76
G-03112	Baker & Taylor Books	Materials	1,685.24	1,685.24
G-03113	Mickey Sherman	Programming	70.00	70.00
G-03130	City of Del City	Building Rental	400.00	400.00
G-03131	Business & Legal Reports, Inc.	Safety Supplies	618.95	618.95
G-03132	Oklahoma Center for the Book	Library-related Services	65.00	65.00
G-03133	Dowell Parking Center	Staff Parking	400.00	400.00
Total of FY 06-07 Warrants Issued				\$ 1,614,599.92

Special Funds

Warrant Register

February 2007

Number	Vendor/Payee	Purpose		Amount
S-12728	Gale Group	Materials	23.16	23.16
S-12729	John C. Turner	Lost & Paid Book Returned	15.80	15.80
S-12730	Raymond L. Cook	Lost & Paid Book Returned	5.00	5.00
S-12731	Adrian Garcia	Lost & Paid Book Returned	4.99	4.99
S-12732	Emory J. Grove	Lost & Paid Book Returned	3.00	3.00
S-12734	Irene E. Bentley	Lost & Paid Book Returned	3.00	3.00
S-12735	Sharon A. Nolan	Lost & Paid Book Returned	15.00	15.00
S-12736	Oliver Cvitanic	Lost & Paid Book Returned	14.95	14.95
S-12737	Christie J. Lanham	Lost & Paid Book Returned	3.00	3.00
S-12738	Lisa Yee	Programming	6,000.00	6,000.00
S-12739	DWe Williams	Programming	6,000.00	6,000.00
S-12740	DWe Williams	Programming	4,000.00	4,000.00
S-12741	Commercial Concepts	Wall Art	4,850.00	4,850.00
S-12742	DWe Williams	Programming	1,000.00	1,000.00
S-12743	Fast Signs	Vehicle Lettering	1,286.58	1,286.58
S-12744	Nora B. Stager	Lost & Paid Book Returned	14.99	14.99
S-12745	Vicki C. Sides	Lost & Paid Book Returned	13.95	13.95
S-12746	Clark M. Sivard	Lost & Paid Book Returned	12.95	12.95
S-12747	Tommy J. Mouser	Lost & Paid Book Returned	16.00	16.00
S-12748	Trinity Eoff	Lost & Paid Book Returned	16.99	16.99
S-12749	Sarah Johnson	Lost & Paid Book Returned	10.96	10.96
S-12750	Greg P. Logan	Lost & Paid Book Returned	4.99	4.99
S-12751	Rebecca C. Thompson	Lost & Paid Book Returned	10.95	10.95
S-12752	Valerie J. Reeves	Lost & Paid Book Returned	6.00	6.00
S-12753	Lisa K. McAllister	Lost & Paid Book Returned	14.00	14.00
S-12754	Heather E. Nearman	Lost & Paid Book Returned	22.80	22.80
S-12755	Amber M. Jones	Lost & Paid Book Returned	16.95	16.95
S-12756	James W. Nantze	Lost & Paid Book Returned	21.65	21.65
S-12757	Jason Meyers	Programming	140.00	140.00
S-12758	Michael Stone	Programming	56.00	56.00
S-12759	Metropolitan Library System	Transfer of Fines & Fees	50,000.00	50,000.00
S-12760	Standley Systems	Copier Usage	298.60	
		Copier Usage	120.28	418.88
S-12761	Southwestern Stationery and	Printing	998.00	998.00
S-12762	Ace Bookbinding Co	Bookbinding	225.00	225.00
S-12763	Brilliance Corporation	Materials	403.43	403.43
S-12764	Baker & Taylor Books	Materials	383.88	383.88
S-12765	Christine Giles	Lost & Paid Book Returned	9.95	9.95
S-12766	Geri Price	Lost & Paid Book Returned	25.95	25.95
S-12767	Akiko Y. Winter	Lost & Paid Book Returned	14.95	14.95
S-12768	Lee Williams	Lost & Paid Book Returned	3.00	3.00
S-12769	Ramon C. Howard	Lost & Paid Book Returned	3.00	3.00
S-12770	Amy K. Guevara	Lost & Paid Book Returned	3.00	3.00
S-12771	Prinye I. Legg-Jack	Lost & Paid Book Returned	20.99	20.99
S-12772	Kennedy P. Cox	Lost & Paid Book Returned	24.95	24.95
S-12773	Claude M. Peeler	Lost & Paid Book Returned	12.95	12.95
S-12774	Patricia A. Romero	Lost & Paid Book Returned	3.00	3.00
S-12775	Bill E. Stiles	Lost & Paid Book Returned	3.00	3.00
S-12776	Cathy I. Thompson	Lost & Paid Book Returned	85.75	85.75
S-12777	Michelle Weston	Lost & Paid Book Returned	3.00	3.00
S-12778	Darlene L. Johnson	Lost & Paid Book Returned	28.94	28.94
S-12779	Betty J. Patton	Lost & Paid Book Returned	15.95	15.95

Special Funds

Warrant Register

February 2007

Number	Vendor/Payee	Purpose		Amount
S-12780	Sarah S. Brady	Lost & Paid Book Returned	12.65	12.65
S-12781	Migdalia Soto	Lost & Paid Book Returned	3.00	3.00
S-12782	Janette Mathis	Lost & Paid Book Returned	11.95	11.95
S-12783	Martha Van Zant	Lost & Paid Book Returned	14.05	14.05
S-12784	Emily Williams	Author Visit Meals	291.66	291.66
S-12785	Larry Moore	Programming	600.00	600.00
S-12786	Corporate Express, Inc.	Supplies	26.08	26.08
S-12787	Commercial Card Solutions	06/Inasmuch	381.71	
		06/Inasmuch	153.00	534.71
S-12788	Margaret T. Greenwood	Lost & Paid Book Returned	15.00	15.00
S-12789	Random House, Inc	Materials	88.00	88.00
S-12790	Alleta R. Raines	Lost & Paid Book Returned	19.95	19.95
S-12791	Susan A. O'Hara	Lost & Paid Book Returned	15.95	15.95
S-12792	Luz L. Jimenez	Lost & Paid Book Returned	3.00	3.00
S-12793	Marie E. Hooper	Lost & Paid Book Returned	4.00	4.00
S-12794	V. Jean Hightower	Lost & Paid Book Returned	18.95	18.95
S-12795	Mildred L. Thornton	Lost & Paid Book Returned	7.00	7.00
S-12796	Christina L. Curran	Lost & Paid Book Returned	7.98	7.98
S-12797	Tish M. Longnecker	Lost & Paid Book Returned	6.00	6.00
S-12798	Sarah E. Biggers	Lost & Paid Book Returned	3.00	3.00
S-12799	Beatrice L. Cole	Programming	300.00	300.00
S-12800	Jason Meyers	Programming	196.00	196.00
S-12801	Nat'l Atomic Museum Foundation	Travelling Exhibit	2,300.00	2,300.00
Total of Special Funds Warrants Issued				\$ 80,770.16

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.



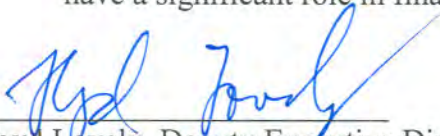
Donna Morris, Executive Director

3-7-07

Date

I, Lloyd Lovely, certify that:

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



Lloyd Lovely, Deputy Executive Director of Finance and Support

3-7-07

Date

CONTRACT AWARDS AND PURCHASES

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

Item A: Printing of Summer Reading Material

Provided for in the FY2006-07 budget is the annual request for printing of various Summer Reading program material.

Specifications were prepared and bids were let for 19 days and were advertised for two days (February 20 and 22, 2007) in ***The Oklahoman***. Bids were also sent to eight prospective vendors.

A pre-bid conference was held on February 27, 2007. One vendor attended.

Bids were received and publicly opened on Tuesday, March 6, 2007. Three vendors responded.

Vendors	Bid Amount
Southwestern Stationary	\$16,111.00
Single Source	\$17,320.27
DPS Printing	\$18,735.00

All vendors are located in Oklahoma County and meet specifications.

Southwestern Stationary is the best and lowest bidder. Southwestern Stationary has printed Summer Reading program material in the past.

RECOMMENDATION:

That the Commission award the contract to Southwestern Stationary for the printing of Summer Reading program material in the amount of \$16,111.00. Adequate funding for this printing project is available in the Fiscal Year budget 2006-07, account 301.

CONTRACT AWARDS AND PURCHASES

(cont'd)

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

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

The Library's Insurance Agent of Record has in the past, always provided the system's Public Officials' and Employee's Liability Insurance policy. Mr. Steve Payne, representing C.L. Frates and Company, is the Library's Insurance Agent of Record. Mr. Payne has proposed renewing the coverage with National Union Fire Insurance Company at an annual cost of \$8,622.00. In addition, the policy can be purchased for an eighteen month period, which will make the renewal time coincide with the Library's other policies, at an amount that is lower than the premium past last year. The premium summary is as follows.

Metropolitan Library System	11,563.00
Friends of the Library	497.00
Library Endowment Trust	373.00
Total Premium	\$12,433.00

RECOMMENDATION:

That the Commission purchase the contracts for the Public Officials' and Employee's Liability Insurance for the eighteen-month premium of \$11,563.00 from C.L. Frates and Company. Funding for this policy is provided for in the FY 2006-07 budget, account 202

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: DESIGN SERVICES FOR THE NEW SERVICE CENTER

Provided for in the budget for FY 2006-07 is a request to obtain professional architectural and engineering services to design the new Service Center which will be located near 300 NE 50th, Oklahoma City, OK 73105.

A *Request for Qualification* was prepared and the Notice was published for two days, (December 12 and 14, 2006) in ***The Oklahoman***. Requests were provided to 15 prospective architectural firms.

Eleven Statements of Qualifications (SOQ) were received on Thursday, January 4, 2007.

After a review of the above, a *Request for Proposal* was solicited and interviews were scheduled with 5 firms.

For additional information, see the recommendations of the Service Center Building Committee, Attachment "A".

Based upon interviews with & a review of the information provided by the above, the Building Committee has determined (see attached report) that Studio Architecture is the best design firm for this project.

RECOMMENDATION:

That the Commission award a contract to Studio Architecture for the design service associated with the new Service Center in the amount of \$258,857.00. Adequate funding for this work is available in the Fiscal Year budget 2006-07, account 450.

Report on the Selection of Professional Services For Design Services for the new Service Center

Authority: SF 200 Purchasing, VI. Policies, Paragraph 5C. Professional service contracts, such as architectural, engineering actuarial, training, consulting, performing and etc. For these types of contracts, requests for professional services shall be sent to qualified providers. Bids / Proposals shall be evaluated by the Executive Director and staff involved in the requisition. Both cost and technical expertise shall be considered in determining the best bidder. A documented evaluation report shall be completed prior to awarding a professional service contract.

Professional Service Requested:

Funding in the amount of \$ 3,500,000 was approved by the Metropolitan Library Commission in FY 06-07 for the new **MLS Service Center**. The dollars for professional **architectural design services** are included in this amount.

Requesting Agency:

To coordinate this effort, a Service Center Building Committee was created. The committee is made up of the following; Donna Morris - Chair, Karen Marriott, Jim Welch, Lloyd Lovely and Todd Olberding.

Process:

As a first step for selecting a design firm, a *Request for Qualifications* (RFQ) was created. This document provided general information about the project and the scope of design work. It requested detail information on:

- History & Availability
- Qualifications and Capabilities
- Project Organization Chart & Proposed Staff
- Firm's Related Experience
- References
- Project Administration

In the next step, the committee developed a *Request for Proposal* (RFP). This document requested that additional information be given for:

- the Complete Project Team
- Anticipated Schedule
- Samples of Contract Documents and an Estimate
- Anticipated Fees & Definition of Reimbursable Costs

Professional Firms Solicited:

On December 11, 2006, a Statement of Qualification was solicited from the 15 perspective firms listed below. The bolded firms (11 each) submitted a statement on January 4th, 2007. Please note that the firms marked with a (*) are located in Oklahoma County.

Architects In Partnership

Beck Design (*)

Blackledge & Associates (*)

Boynton Williams Architects

DDG, Inc (*)

Dennis Glover Architects (*)

Elliott & Associates (*)

Glover Smith Bode Architects (*)

HSE Architects LLC (*)

Kaighn Associates (*)

Kerr 3 Design (*)

Sam Moore Architects (*)

Pascal Aughtry Architects (*)

Small Group Architects (*)

Studio Architecture (*)

Based upon a weighted analysis and review of the information provided, the Building Committee established a shortlist of 5 candidates. A *Request for Proposal* along with a request to schedule an interview was issued on January 22, 2007 to:

Architects In Partnership

Boynton Williams Architects

HSE Architects LLC

Small Group Architects

Studio Architecture

The four bolded firms submitted a proposal and were interviewed on February 6 or 7th, 2007.

Professional Firm Recommended:

Based upon a review of the information provided and of the interviews, the Building Committee recommends Studio Architecture as the best design firm for this project.

Related documents – see CON files

06-12-08 MLS SC A-E RFQ Final; 07-01-22 MLS A-E RFP Service Center Final; Statements of Qualifications; Proposals

**METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS**

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

Additional Appropriations

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 114	Unemployment Compensation	\$10,000.00	\$20,000.00

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 102	Wages - Part-time	\$10,000.00	\$1,609,530.00

Commission Action

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

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met March 6, 2007, for:

- I.** Discussion, Consideration, and Possible Action: Recommendation from Administration to revise current policy regarding the selection of an audit firm.
- II.** Discussion, Consideration, and Possible Action: Recommendation from Administration to adjust insurance values to match current appraisals received from Gallagher Bassett Services, Inc.

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

To approve the following recommendations from the Finance Committee:

(Draft policy is attached to the minutes with changes listed in red font)

1. Revise the current Purchasing Policy and add the following paragraph regarding the selection of an audit firm.
 17. *Contracts with the financial auditors will extend for five years. The auditing firm my be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the contracting period, unless such requirement is waived by the Commission.*
2. Add the word **auditing** to section VI. Policies, page 3, paragraph c.
 - c. *Professional services contract, such as architectural, engineering, actuarial, training, consulting, **auditing**, performing and etc...*

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Tuesday, March 6, 2007 TIME: 4:00 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843-9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, February 28, 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 Downtown Library, 300 Park Avenue, and Belle Isle Library, 5501 N. Villa, Oklahoma City, on March 2, 2007, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Scott Duncan
Greg Womack

COMMITTEE MEMBERS EXCUSED:

Nancy Anthony

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 2

I. The meeting was called to order at 4:05 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Duncan, Womack, Greenwell.

II. Mr. Greenwell referred to the Recommendation from Administration to revise the current policy regarding the selection of an audit firm.

Mr. Greenwell stated the current policy specifies after five years the system must change auditors. Proposals were sent out for a new auditor and the system received no responses. Mr. Greenwell reported government auditing is becoming more and more difficult with a lot of firms pulling away from doing government based audits. Based on this information, Mr. Greenwell encouraged a revision of the current purchasing policy to eliminate the restriction requiring a change in auditors every five years. Discussion continued.

Mrs. Donna Morris referred to the committee documents and pointed out the draft paragraph which was added to the current purchasing policy. She called on Mr. Lloyd Lovely to explain the draft changes.

Mr. Lovely read the draft language being proposed regarding the auditing procedures in the purchasing policy. The language reads as follows:

Contracts with the financial auditors will extend for five years. The auditing firm may be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the contraction period.

Discussion followed.

Mr. Greenwell stated his concern with an auditing firm being required to change managers or partners every five years. Some firms may only have one manager and one partner and would then be restricted from being retained for a consecutive five-year period. As obtaining an auditor for governmental entities is becoming more difficult, Mr. Greenwell suggested revising the draft language to be more flexible in the future so the policy does not have to be re-visited again in five years.

Mrs. Morris recommended adding the clause *unless such procedure is waived by the Commission* to the draft language. Discussion continued.

The final revised language for the policy regarding the auditing procedures now reads:

Contracts with the financial auditors will extend for five years. The auditing firm may be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the contraction period, unless such procedure is waived by the Commission.

Mr. Lovely pointed out one other change made to the purchasing policy. The change is listed on page 3, paragraph c of the document. The word auditing was inserted in the beginning sentence to read:

c. Professional services contract, such as architectural, engineering, actuarial, training, consulting, **auditing**, performing and etc...

Mr. Greenwell called for a motion.

Mr. Duncan moved to approve the changes to the policy as read. Mr. Greg Womack seconded. No further discussion. Motion passed unanimously.

III. Mr. Greenwell referred to the Recommendation from Administration to adjust insurance values to match current appraisals received from Gallagher Bassett Services, Inc.

Mr. Lovely stated dollars were put into this year's budget to appraise all the buildings within the library system. The appraisal was recently completed and information regarding the appraisal was sent out in the Finance Committee packets. Mr. Lovely handed out information on the current insurance policies and rates to compare the rates to the appraisal. Mr. Lovely stated the total value in the appraisal is close to the total value of the current insurance policy. Individually between the libraries there are some very large differences, most notably Downtown. The appraisal for the Downtown Library building came in at \$20,041,902 and the insurance company has the building valued at \$23,166,780, which is a significant difference. The Choctaw Library building also had a significant discrepancy and the adjuster valued it less than what the insurance policy values it at. Discussion followed.

Mr. Duncan asked if the appraiser knew what the buildings were insured for and what was paid for the buildings? Mr. Lovely stated the appraiser started from a clean slate without any prior information on the buildings. Mr. Duncan suggested providing a copy of the appraisal to the insurance company for review and also to contact the appraiser for more possible information on the discrepancies.

Mrs. Morris stated there is no action required today. Administration wanted to provide the Finance Committee with the results of the Appraisal as a follow up to the request to have all the building's appraised.

Mr. Lovely stated he would follow-up with the insurance company and the appraiser for more information concerning the discrepancies and will report back to the committee.

Mr. Greenwell called for any further comments or questions. No further discussion.

IV. Mr. Greenwell adjourned the meeting at 4:37 p.m.



Donna Morris, Executive Director
(Secretary)

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04; Draft: 3/07

I. Legal Background

The Metropolitan Library Act (62 O.S. 1971, Section 551 et seq.) empowers the Metropolitan Library Commission to administer the expenditure of funds derived from the library tax levy and from fines, fees, sales of personal property and other miscellaneous income.

II. Annual Budget's Role in Purchasing Authority

Commission approval of the annual budget serves as the principal authority for the Library to encumber and expend the funds necessary to operate. This authority begins with approval of the preliminary budget (estimate of needs), normally adopted in June. Recognition of the preliminary budget as an operating budget is necessary because the new fiscal year begins on July 1. Expenditures such as personal services, materials, utilities, insurance coverage, maintenance, repairs and supplies must be in place with "first day" funding and reasonable assurance of adequate funding throughout the year. The final budget, incorporating necessary changes to the preliminary budget, is normally adopted in August.

III. Budget Documentation of Commission-Approved Purchases

The annual budget overview/summary, along with the line item budget submitted to the Commission, documents details of routine and non-routine proposed expenditures.

Some line items, such as office supplies, technical processing supplies, etc., are normally routine or self-descriptive and require little or no explanation in the budget overview/summary. Other categories, such as salaries and related personnel expenditures, require and receive more detailed explanations in the budget document. Proposals for purchases of furniture, fixtures, equipment, vehicles, automation hardware, capital improvements and other major, tangible items are listed individually in the proper accounts of the line item budget.

Except for items removed from the list or designated as "tentative" by a majority of the Commission during the budget adoption process, approved items may be purchased by the Library at the appropriate time without further Commission review. The purchase price shall not be greater than the budgeted amount plus the lesser of ten percent (10%) or \$500. When the competitive bidding procedure is required, the Commission reviews and approves or rejects a contract or purchase award at the time bids are submitted for review. The Commission may also choose at any time, by a majority vote, to reverse its approval given during the budget process to any item not yet purchased.

To ensure adequate funding for the approved preliminary budget, capital improvement projects, unless approved by the Commission in a prior year and funded within the Library's cash reserve plan, should not be implemented until the final budget is approved by the Commission.

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04; Draft: 3/07

IV. Monthly Commission Review of Claims

The list of claims for which checks have been issued during a given month is attached to the financial statement presented at the Commission's monthly meetings. The list serves as final documentation for audit purposes.

V. Definitions

Library Materials: All books and non-book items such as periodicals, films, records, prints, videos, CDs, cassette tapes, electronic databases and other products to which the public has direct access.

Capital Improvement Projects: Construction, remodeling and renovation, or major repairs or improvements to library facilities.

Personal Services: A category of the annual budget containing line items beginning with the number "1" or "2", including salaries, wages, payroll taxes, direct-cost benefits, janitorial services, security services, professional/consulting services, etc.

VI. Policies

1. The library administration shall establish and maintain a purchasing procedure to:
 - a. Assure that each encumbrance is a legal and just claim and is within the authorized available balance of the appropriate budget categories
 - b. Certify that purchased items are satisfactorily received
 - c. Provide accurate records for audit and keep such records on file for not less than three years
2. Major jobber contracts for purchases of library materials shall be awarded following the competitive bidding procedure at least every five years unless such procedure is waived by the Commission.
3. Acquisitions including capital items and construction contracts expected to cost \$10,000 or more each and not listed under State Contract shall be purchased via a competitive bidding procedure as described in Item 14 below. Items listed under State Contract may be purchased directly from the vendor, regardless of cost, with no further bidding procedure required. Purchases of similar items or groups of items should not generally be subdivided into multiple purchases of less than \$10,000. The Commission shall be advised if exceptions are made.
4. Contracts within the Personal Services category shall be governed by the Personal Services policy.
5. The following acquisitions and contracts shall not be subject to competitive bidding procedures:
 - a. Utilities and other services for which fees or rates are regulated by federal, state or local government

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04; Draft: 3/07

- b. Sole source contract. Any department requesting products or services by sole source contract shall attach to the requisition an affidavit signed by the chief administrative officer of that department to indicate it is indeed a sole source contract
 - c. Professional services contract, such as architectural, engineering, actuarial, training, consulting, **auditing**, performing and etc. For these types of contracts, requests for a professional service bid shall be sent to qualified providers. Bids shall be evaluated by the Executive Director and staff involved in the requisition. Both cost and technical expertise shall be considered in determining the best bidder. A documented evaluation report shall be completed prior to awarding a professional service contract
- 6. In an emergency situation requiring swift action when no regular or emergency Commission meeting is scheduled or practical under the circumstances, the administration may contract to handle the emergency. A report of the emergency acquisition will be presented to the Commission at the next scheduled Commission meeting.
 - 7. Library employees holding job titles designated as "Purchasing Officers" by the Metropolitan Library Commission may act in that capacity. Attachment A is a list of Purchasing Officers. This list may be amended by the Commission as needed. All Purchasing Officers shall be bonded in the amount of not less than \$25,000.
 - 8. The Library's Business Office shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and accounted for; the Director of Finance shall be the system's designated Encumbering Officer. The Executive Director, Deputy Director of Information Technology and Deputy Director of Public Services are also authorized to sign purchase orders as Encumbering Officers.
 - 9. Library checks (warrants) may be signed by any two of the following: Chair, Vice-Chair, Disbursing Agent, Secretary (Executive Director) of the Commission, Deputy Director of Information Technology, Deputy Director of Public Services and Director of Materials Services. The Secretary (Executive Director), Deputy Director of Information Technology, Deputy Director of Public Services and Director of Materials Services may not sign checks or warrants in which they are the payees of checks in payment of goods and services or when they have signed the respective purchase order as "Purchasing Officer".
 - 10. The "Request for Reimbursement of Out-of-Pocket Expenditures"(Form #417) shall be used for cash reimbursements under \$50.
 - 11. Request for Purchase (form #410) must be completed by the requesting agency/department as the authorization to issue a purchase order and procure the requested item or service. Exceptions to this requirement are:
 - a. Cash reimbursement for out-of-pocket expenditures under \$50, supported by form #417
 - b. Utilities and other services for which the fees or rates are regulated by federal, state or local government

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04; Draft: 3/07

- c. Service or maintenance contracts awarded by the Commission, of which the fees or rates have been specified in the bid and subsequent contract award.
- 12. The Library will not knowingly purchase nor accept bids to purchase any item from:
 - a. Commission members
 - b. Library employees
 - c. Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses
 - d. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase

This policy does not prohibit the purchase of items from any firm or enterprise in which an individual defined in C above is employed or owns stock but who does not have a vested interest as defined in D above.

- 13. The Commission gives preferential consideration when purchasing supplies or services through the competitive bidding procedure, to Oklahoma County residents and businesses whose property taxes directly support the Library. Preferential consideration is given only when all other factors used in determining lowest and best bidder are equal, and when the difference between the local and non-local vendor's bid price does not exceed five percent (5%) or \$1000, whichever is less.
- 14. For acquisitions or contracts expected to cost \$10,000 or more and not listed under State Contract, and in each situation involving a competitive bidding arrangement, the following procedures shall be followed:
 - a. The Library will seek current, qualified vendors to whom specifications will be sent inviting bids
 - b. A notice inviting bids will be published not less than two times in an Oklahoma County newspaper
 - c. The library will allow not less than 14 days for bids to be received
 - d. The bid proposal shall specify that the Commission retains the right to reject all bids and to waive any formalities and technicalities
 - e. Each bidder shall submit an "Affidavit for Filing With A Competitive Bid" to ensure a true competitive bidding process
 - f. Contractors engaged in service for the Library shall provide and maintain Workers' Compensation and employers' liability insurance coverage for the contractor and all employees of the contractor or the subcontractors engaged in any service contracts awarded by the Commission
 - g. The bidding and contract award procedures for construction contracts and building improvements shall be administered in accordance with the Public Competitive Bidding Act of 1974, unless the Commission procedures described in this section are more stringent than those provided for in the Act

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04; Draft: 3/07

- h. When required by law, all contractors engaged in library construction projects shall pay prevailing wages to their employees. The administration shall analyze acceptable bids received from vendors and recommend the vendor who has submitted the lowest and best bid to the Commission for approval.
 - i. The Commission shall review the bids and accept the lowest and best bid, retaining the right to reject all bids.
 - j. The administration shall then purchase the item via the established purchase order procedure.
 - k. Each contractor who is awarded a contract by the Commission shall execute an "Affidavit for Contract or Claim". This affidavit shall be for the entire contracted amount and/or for the entire fiscal year in which the contract is awarded.
15. The administration shall review all contracts at least annually and, depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Commission. All contracts in force for three consecutive years, which exceed \$10,000 in any one year, shall be subject to rebidding at the end of the third year unless this requirement is waived by the Commission.
16. For items or services expected to cost less than \$10,000 and not listed under State Contract, the following procedures shall be followed:
- a. For acquisitions between \$2,500 and \$9,999 the Library will solicit informal written quotes from available qualified vendors and award to the vendors with the best and lowest quotes. This procedure may be waived by the Executive Director in an emergency situation requiring immediate action when the procedure is not practical under the circumstances.
 - b. The records of written quotes will support the award to the lowest and best bidder, and will be attached to the Request for Purchase.
 - c. The requirement of proper and adequate insurance coverage (see paragraph 14 F & G) for construction and service contracts will also apply to the successful bidder under this procedure.
17. For contracts with the financial auditors will extend for five years. The auditing firm may be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the contracting period. Unless such requirement is waived by the commission.

Resolution of Appreciation for Outgoing Library Commissioner Peggy Winters

Whereas, Peggy Winters, appointed in July, 1997 by the City of the Village, has served as a member of the Metropolitan Library Commission of Oklahoma County for 9 years; and,

Whereas, she has served as a member of the Library Commission's Public Services Committee from 1997 to 2006, and;

Whereas, she has given freely of her time and served her community and city council by her excellent attendance at commission and committee meetings, and

Whereas, she has demonstrated a strong personal commitment to her community and library as well as provided exceptional attention to detail in her service to the commission and to the Village library, and

Whereas, she was always gracious, kind and interested in library staff, events and programs as she went about the business of representing her community on the library commission,

Now, Therefore, be it Resolved that the Library Commission extend its gratitude to Peggy Winters for her distinguished and faithful service on the Commission and her longtime, dedicated support of library services for all the people of Oklahoma County.

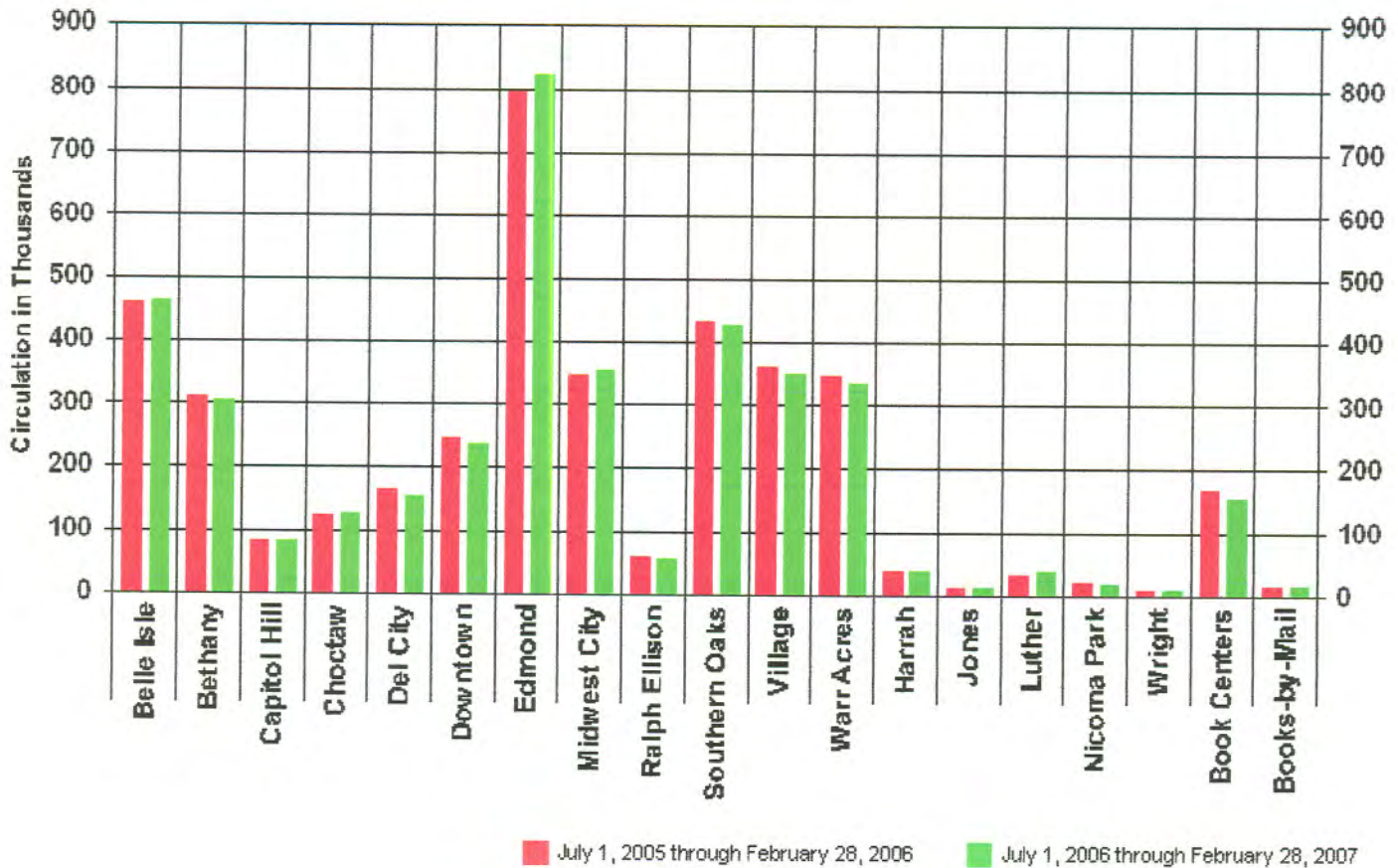
**Approved this 15th day of March 2007
by the Metropolitan Library Commission
of Oklahoma County**

Hugh Rice, Chair
Metropolitan Library Commission

Donna Morris, Executive Director
Metropolitan Library System

Circulation Gains and Losses

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)



Circulation Gains and Losses

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

FEBRUARY 28, 2007		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	06	41354	348002	14116	109567	55470	457569	
	07	39581	346427	13047	114217	52628	460644	
		-1773	-1575	-1069	4650	-2842	3075	.7
BETHANY	06	25786	218054	10659	91680	36445	309734	
	07	24694	207945	11386	95598	36080	303543	
		-1092	-10109	727	3918	-365	-6191	-2.0
CAPITOL HILL	06	7343	57892	3116	24323	10459	82215	
	07	6114	53705	3126	27464	9240	81169	
		-1229	-4187	10	3141	-1219	-1046	-1.3
CHOCTAW	06	9653	77356	5662	45705	15315	123061	
	07	9714	80655	4923	46214	14637	126869	
		61	3299	-739	509	-678	3808	3.1
DEL CITY	06	14136	117356	5394	47598	19530	164954	
	07	12538	109144	4576	43241	17114	152385	
		-1598	-8212	-818	-4357	-2416	-12569	-7.6
DOWNTOWN	06	22231	184744	6803	58839	29034	243583	
	07	19682	176018	6444	58419	26126	234437	
		-2549	-8726	-359	-420	-2908	-9146	-3.8
EDMOND	06	58841	471920	38912	324033	97753	795953	
	07	58540	484395	39161	339808	97701	824203	
		-301	12475	249	15775	-52	28250	3.5
MIDWEST CITY	06	31100	249438	11300	95009	42400	344447	
	07	28807	254967	10735	98378	39542	353345	
		-2293	5529	-565	3369	-2858	8898	2.6
RALPH ELLISON	06	5443	45496	1508	13187	6951	58683	
	07	4874	42283	1363	13451	6237	55734	
		-569	-3213	-145	264	-714	-2949	-5.0
SOUTHERN OAKS	06	39531	317999	14097	114434	53628	432433	
	07	36026	315602	12102	108662	48128	424264	
		-3505	-2397	-1995	-5772	-5500	-8169	-1.9
VILLAGE	06	29410	247902	13132	111723	42542	359625	
	07	26726	237797	12065	109864	38791	347661	
		-2684	-10105	-1067	-1859	-3751	-11964	-3.3
WARR ACRES	06	27562	237333	12086	106799	39648	344132	
	07	27357	224979	12086	109480	39443	334459	
		-205	-12354	0	2681	-205	-9673	-2.8

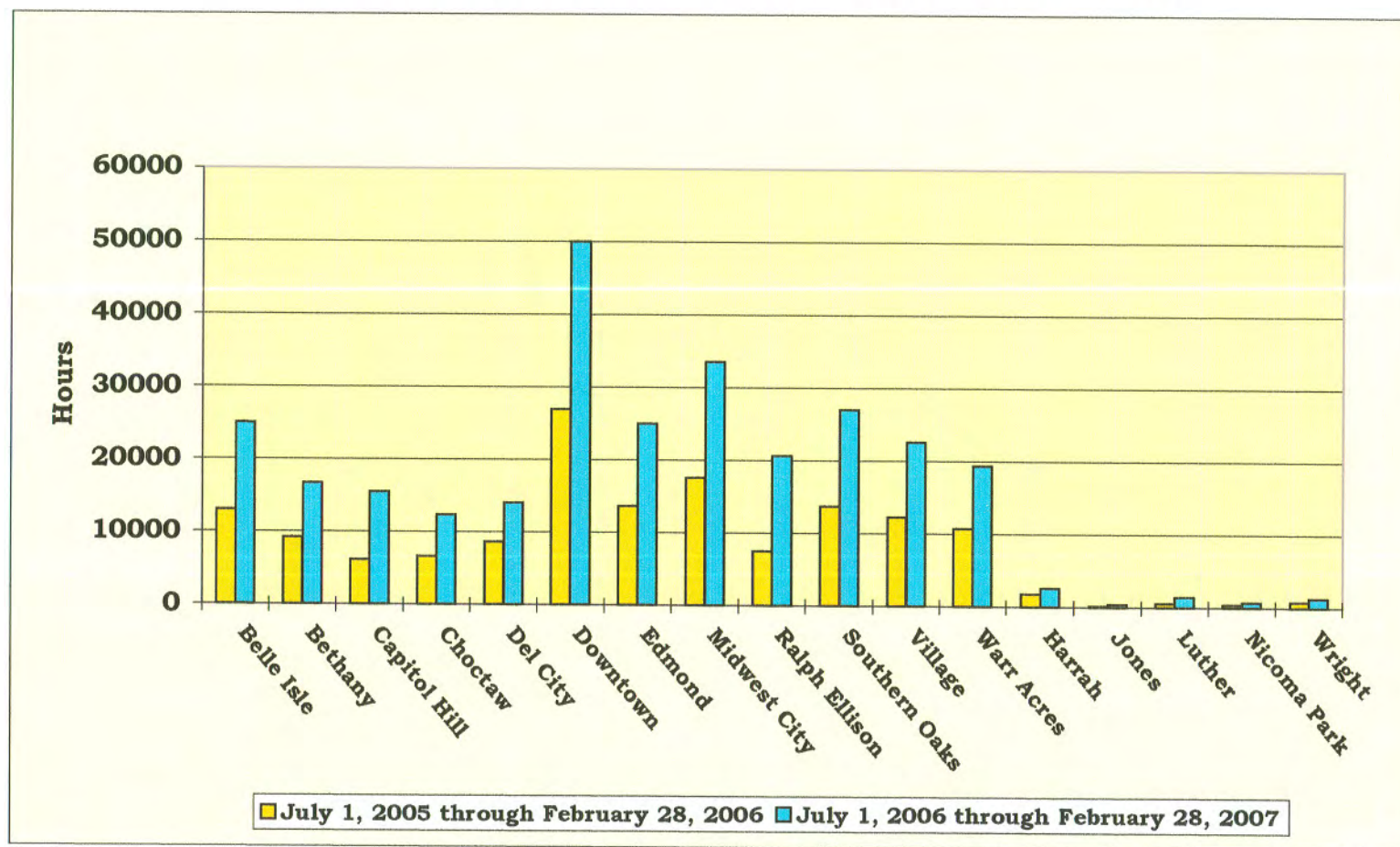
Circulation Gains and Losses

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

FEBRUARY 28, 2007		<u>ADULT</u>	<u>ADULT</u>	<u>JUVENILE</u>	<u>JUVENILE</u>	<u>TOTAL</u>	<u>TOTAL</u>	
		<u>MONTH</u>	<u>YEAR</u>	<u>MONTH</u>	<u>YEAR</u>	<u>MONTH</u>	<u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	06	3291	27192	1390	11219	4681	38411	
	07	2949	25645	1320	10565	4269	36210	
		-342	-1547	-70	-654	-412	-2201	-5.7
JONES	06	986	7270	298	1763	1284	9033	
	07	1119	8880	200	1996	1319	10876	
		133	1610	-98	233	35	1843	20.4
LUTHER	06	3468	23131	1111	9004	4579	32135	
	07	3570	27817	961	8517	4531	36334	
		102	4686	-150	-487	-48	4199	13.1
NICOMA PARK	06	1582	14386	307	3811	1889	18197	
	07	1416	14283	324	3231	1740	17514	
		-166	-103	17	-580	-149	-683	-3.8
WRIGHT	06	840	6206	176	1369	1016	7575	
	07	624	4984	118	1088	742	6072	
		-216	-1222	-58	-281	-274	-1503	-19.8
<u>OTHER:</u>								
BOOK CENTERS	06	9503	75239	11753	93586	21256	168825	
	07	9490	75142	6023	77701	15513	152843	
		-13	-97	-5730	-15885	-5743	-15982	-9.5
BOOKS-BY-MAIL	06	1427	12273	0	0	1427	12273	
	07	1530	12364	0	0	1530	12364	
		103	91	0	0	103	91	.7
TOTALS	06	333487	2739189	151820	1263649	485307	4002838	
	07	315351	2703032	139960	1267894	455311	3970926	
		-18136	-36157	-11860	4245	-29996	-31912	-.8

Total Computer Hours Used by Library

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)



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Total Computer Usage

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	315		4,164		1,585.00		3,826		34,617		13,028.30	
	07	251		4,393		3,171.43		3,648		35,468		25,021.77	
		-64	-20.3	229	5.5	1,586.43	100.1	-178	-4.7	851	2.5	11,993.47	92.1
BETHANY	06	185		2,724		1,122.19		2,422		22,241		9,222.50	
	07	198		3,199		2,409.48		2,352		22,737		16,747.48	
		13	7.0	475	17.4	1,287.29	114.7	-70	-2.9	496	2.2	7,524.98	81.6
CAPITOL HILL	06	166		1,949		722.03		1,993		16,070		6,201.66	
	07	193		2,631		2,199.63		2,232		20,251		15,532.99	
		27	16.3	682	35.0	1,477.60	204.6	239	12.0	4,181	26.0	9,331.33	150.5
CHOCTAW	06	115		2,476		934.88		1,277		16,044		6,618.86	
	07	107		1,706		1,547.72		1,363		14,058		12,323.28	
		-8	-7.0	-770	-31.1	612.84	65.6	86	6.7	-1,986	-12.4	5,704.42	86.2
DEL CITY	06	161		2,511		997.15		2,185		21,651		8,697.87	
	07	178		2,463		1,886.68		2,118		18,807		14,013.38	
		17	10.6	-48	-1.9	889.53	89.2	-67	-3.1	-2,844	-13.1	5,315.51	61.1
DOWNTOWN	06	362		6,957		3,086.47		4,770		63,303		26,926.96	
	07	273		7,913		6,194.24		3,891		64,333		49,990.67	
		-89	-24.6	956	13.7	3,107.77	100.7	-879	-18.4	1,030	1.6	23,063.71	85.7
EDMOND	06	335		4,886		1,776.25		4,315		38,689		13,665.81	
	07	319		4,158		3,102.31		4,043		35,018		25,037.74	
		-16	-4.8	-728	-14.9	1,326.06	74.7	-272	-6.3	-3,671	-9.5	11,371.93	83.2
MIDWEST CITY	06	364		6,048		2,210.51		5,133		48,017		17,571.04	
	07	364		5,826		4,282.37		5,069		46,133		33,566.16	
			.0	-222	-3.7	2,071.86	93.7	-64	-1.2	-1,884	-3.9	15,995.12	91.0
RALPH ELLISON	06	151		2,761		887.19		2,301		21,460		7,505.25	
	07	217		3,524		2,755.74		2,691		25,566		20,633.02	
		66	43.7	763	27.6	1,868.55	210.6	390	16.9	4,106	19.1	13,127.77	174.9

Total Computer Usage

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	357		4,394		1,733.51		4,547		34,782		13,712.11	
	07	372		4,709		3,394.28		4,654		38,408		27,048.25	
		15	4.2	315	7.2	1,660.77	95.8	107	2.4	3,626	10.4	13,336.14	97.3
VILLAGE	06	287		3,788		1,380.86		3,933		33,124		12,288.92	
	07	280		4,264		3,199.12		3,519		31,883		22,561.79	
		-7	-2.4	476	12.6	1,818.26	131.7	-414	-10.5	-1,241	-3.7	10,272.87	83.6
WARR ACRES	06	250		3,451		1,269.84		3,089		28,794		10,720.09	
	07	209		3,538		2,580.58		2,876		27,000		19,350.47	
		-41	-16.4	87	2.5	1,310.74	103.2	-213	-6.9	-1,794	-6.2	8,630.38	80.5
HARRAH	06	37		459		249.47		350		3,398		1,832.76	
	07	26		477		350.26		371		3,606		2,651.98	
		-11	-29.7	18	3.9	100.79	40.4	21	6.0	208	6.1	819.22	44.7
JONES	06	3		42		18.41		47		417		224.25	
	07	1		89		67.22		66		654		481.74	
		-2	-66.7	47	111.9	48.81	265.1	19	40.4	237	56.8	257.49	114.8
LUTHER	06	14		178		83.40		162		1,461		613.64	
	07	22		252		184.27		262		1,898		1,463.50	
		8	57.1	74	41.6	100.87	120.9	100	61.7	437	29.9	849.86	138.5
NICOMA PARK	06	5		102		54.43		96		850		418.62	
	07	8		120		70.84		116		1,023		775.89	
		3	60.0	18	17.6	16.41	30.1	20	20.8	173	20.4	357.27	85.3
WRIGHT	06	10		236		94.10		117		2,178		876.66	
	07	13		248		177.78		132		2,045		1,373.18	
		3	30.0	12	5.1	83.68	88.9	15	12.8	-133	-6.1	496.52	56.6
TOTAL	06	3,117		47,126		18,205.69		40,563		387,096		150,125.30	
	07	3,031		49,510		37,573.95		39,403		388,888		288,573.29	
		-86	-2.8	2,384	5.1	19,368.26	106.4	-1,160	-2.9	1,792	.5	138,447.99	92.2

Computer Usage by Adult Customers

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	272		3,507		1,356.01		3,213		28,997		11,050.30	
	07	217		3,833		2,775.70		3,058		30,831		21,760.09	
		-55	-20.2	326	9.3	1,419.69	104.7	-155	-4.8	1,834	6.3	10,709.79	96.9
BETHANY	06	151		2,200		940.63		2,008		18,617		7,987.16	
	07	159		2,386		1,796.60		1,854		17,680		13,093.30	
		8	5.3	186	8.5	855.97	91.0	-154	-7.7	-937	-5.0	5,106.14	63.9
CAPITOL HILL	06	97		1,073		439.92		1,239		10,158		4,181.66	
	07	106		1,214		1,126.29		1,236		8,820		7,247.29	
		9	9.3	141	13.1	686.37	156.0	-3	-.2	-1,338	-13.2	3,065.63	73.3
CHOCTAW	06	83		1,383		552.34		917		9,719		4,161.85	
	07	81		1,124		1,012.85		946		9,000		7,640.26	
		-2	-2.4	-259	-18.7	460.51	83.4	29	3.2	-719	-7.4	3,478.41	83.6
DEL CITY	06	122		2,146		872.85		1,764		18,209		7,529.12	
	07	137		1,740		1,344.10		1,618		14,270		10,547.07	
		15	12.3	-406	-18.9	471.25	54.0	-146	-8.3	-3,939	-21.6	3,017.95	40.1
DOWNTOWN	06	306		6,272		2,855.23		4,012		55,887		24,481.95	
	07	247		7,306		5,711.85		3,234		57,785		45,088.41	
		-59	-19.3	1,034	16.5	2,856.62	100.0	-778	-19.4	1,898	3.4	20,606.46	84.2
EDMOND	06	283		4,170		1,535.91		3,648		33,744		12,070.94	
	07	248		3,291		2,487.29		3,244		28,588		20,444.15	
		-35	-12.4	-879	-21.1	951.38	61.9	-404	-11.1	-5,156	-15.3	8,373.21	69.4
MIDWEST CITY	06	272		4,583		1,759.90		4,000		36,591		13,905.74	
	07	275		4,255		3,218.53		3,938		33,174		24,511.94	
		3	1.1	-328	-7.2	1,458.63	82.9	-62	-1.6	-3,417	-9.3	10,606.20	76.3
RALPH ELLISON	06	111		2,037		687.99		1,747		15,826		5,760.18	
	07	163		2,373		1,931.37		2,013		18,068		14,466.44	
		52	46.8	336	16.5	1,243.38	180.7	266	15.2	2,242	14.2	8,706.26	151.1

Computer Usage by Adult Customers

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	277		3,154		1,337.41		3,602		26,707		11,046.26	
	07	287		3,310		2,405.79		3,441		26,181		18,770.03	
		10	3.6	156	4.9	1,068.38	79.9	-161	-4.5	-526	-2.0	7,723.77	69.9
VILLAGE	06	231		3,117		1,157.11		3,208		26,974		10,174.77	
	07	213		2,956		2,297.11		2,741		22,988		16,535.94	
		-18	-7.8	-161	-5.2	1,140.00	98.5	-467	-14.6	-3,986	-14.8	6,361.17	62.5
WARR ACRES	06	217		2,894		1,082.99		2,617		23,684		9,086.68	
	07	168		2,690		1,962.17		2,345		20,784		14,982.01	
		-49	-22.6	-204	-7.0	879.18	81.2	-272	-10.4	-2,900	-12.2	5,895.33	64.9
HARRAH	06	23		314		167.15		253		2,681		1,414.37	
	07	14		321		225.07		248		2,509		1,703.52	
		-9	-39.1	7	2.2	57.92	34.7	-5	-2.0	-172	-6.4	289.15	20.4
JONES	06	2		36		16.23		29		302		156.33	
	07	1		42		35.26		34		267		209.00	
		-1	-50.0	6	16.7	19.03	117.3	5	17.2	-35	-11.6	52.67	33.7
LUTHER	06	9		136		69.40		104		951		439.15	
	07	12		116		78.72		135		903		718.08	
		3	33.3	-20	-14.7	9.32	13.4	31	29.8	-48	-5.0	278.93	63.5
NICOMA PARK	06	4		68		30.83		65		515		246.43	
	07	7		96		55.97		77		526		316.44	
		3	75.0	28	41.2	25.14	81.5	12	18.5	11	2.1	70.01	28.4
WRIGHT	06	5		180		71.33		76		1,753		698.80	
	07	12		186		140.51		86		1,487		1,025.60	
		7	140.0	6	3.3	69.18	97.0	10	13.2	-266	-15.2	326.80	46.8
TOTAL	06	2,465		37,270		14,933.23		32,502		311,315		124,391.69	
	07	2,347		37,239		28,605.18		30,248		293,861		219,059.57	
		-118	-4.8	-31	-1.1	13,671.95	91.6	-2,254	-6.9	-17,454	-5.6	94,667.88	76.1

Computer Usage by Minor Customers

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	43		657		228.99		613		5,620		1,978.00	
	07	34		560		395.73		590		4,637		3,261.68	
		-9	-20.9	-97	-14.8	166.74	72.8	-23	-3.8	-983	-17.5	1,283.68	64.9
BETHANY	06	34		524		181.56		414		3,624		1,235.34	
	07	39		813		612.88		498		5,057		3,654.18	
		5	14.7	289	55.2	431.32	237.6	84	20.3	1,433	39.5	2,418.84	195.8
CAPITOL HILL	06	69		876		282.11		754		5,912		2,020.00	
	07	87		1,417		1,073.34		996		11,431		8,285.70	
		18	26.1	541	61.8	791.23	280.5	242	32.1	5,519	93.4	6,265.70	310.2
CHOCTAW	06	32		1,093		382.54		360		6,325		2,457.01	
	07	26		582		534.87		417		5,058		4,683.02	
		-6	-18.8	-511	-46.8	152.33	39.8	57	15.8	-1,267	-20.0	2,226.01	90.6
DEL CITY	06	39		365		124.30		421		3,442		1,168.75	
	07	41		723		542.58		500		4,537		3,466.31	
		2	5.1	358	98.1	418.28	336.5	79	18.8	1,095	31.8	2,297.56	196.6
DOWNTOWN	06	56		685		231.24		758		7,416		2,445.01	
	07	26		607		482.39		657		6,548		4,902.26	
		-30	-53.6	-78	-11.4	251.15	108.6	-101	-13.3	-868	-11.7	2,457.25	100.5
EDMOND	06	52		716		240.34		667		4,945		1,594.87	
	07	71		867		615.02		799		6,430		4,593.59	
		19	36.5	151	21.1	374.68	155.9	132	19.8	1,485	30.0	2,998.72	188.0
MIDWEST CITY	06	92		1,465		450.61		1,133		11,426		3,665.30	
	07	89		1,571		1,063.84		1,131		12,959		9,054.22	
		-3	-3.3	106	7.2	613.23	136.1	-2	-2	1,533	13.4	5,388.92	147.0
RALPH ELLISON	06	40		724		199.20		554		5,634		1,745.07	
	07	54		1,151		824.37		678		7,498		6,166.58	
		14	35.0	427	59.0	625.17	313.8	124	22.4	1,864	33.1	4,421.51	253.4

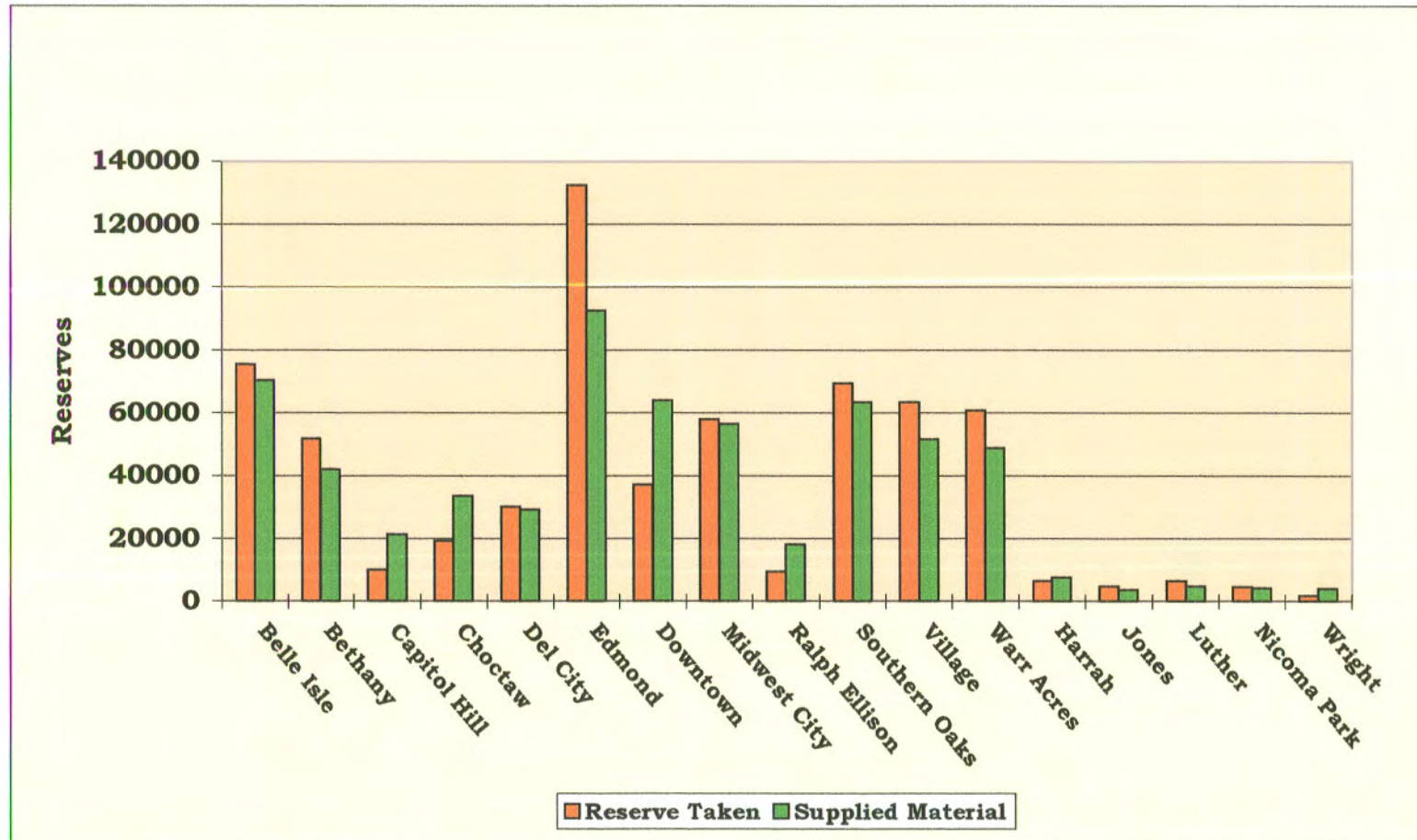
Computer Usage by Minor Customers

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	80		1,240		396.10		945		8,075		2,665.85	
	07	85		1,399		988.49		1,213		12,227		8,278.22	
		5	6.3	159	12.8	592.39	149.6	268	28.4	4,152	51.4	5,612.37	210.5
VILLAGE	06	56		671		223.75		725		6,150		2,114.15	
	07	67		1,308		902.01		778		8,895		6,025.85	
		11	19.6	637	94.9	678.26	303.1	53	7.3	2,745	44.6	3,911.70	185.0
WARR ACRES	06	33		557		186.85		472		5,110		1,633.41	
	07	41		848		618.41		531		6,216		4,368.46	
		8	24.2	291	52.2	431.56	231.0	59	12.5	1,106	21.6	2,735.05	167.4
HARRAH	06	14		145		82.32		97		717		418.39	
	07	12		156		125.19		123		1,097		948.46	
		-2	-14.3	11	7.6	42.87	52.1	26	26.8	380	53.0	530.07	126.7
JONES	06	1		6		2.18		18		115		67.92	
	07			47		31.96		32		387		272.74	
		-1	-100.0	41	683.3	29.78	1366.1	14	77.8	272	236.5	204.82	301.6
LUTHER	06	5		42		14.00		58		510		174.49	
	07	10		136		105.55		127		995		745.42	
		5	100.0	94	223.8	91.55	653.9	69	119.0	485	95.1	570.93	327.2
NICOMA PARK	06	1		34		23.60		31		335		172.19	
	07	1		24		14.87		39		497		459.45	
			.0	-10	-29.4	-8.73	-37.0	8	25.8	162	48.4	287.26	166.8
WRIGHT	06	5		56		22.77		41		425		177.86	
	07	1		62		37.27		46		558		347.58	
		-4	-80.0	6	10.7	14.50	63.7	5	12.2	133	31.3	169.72	95.4
TOTAL	06	652		9,856		3,272.46		8,061		75,781		25,733.61	
	07	684		12,271		8,968.77		9,155		95,027		69,513.72	
		32	4.9	2,415	24.5	5,696.31	174.1	1,094	13.6	19,246	25.4	43,780.11	170.1

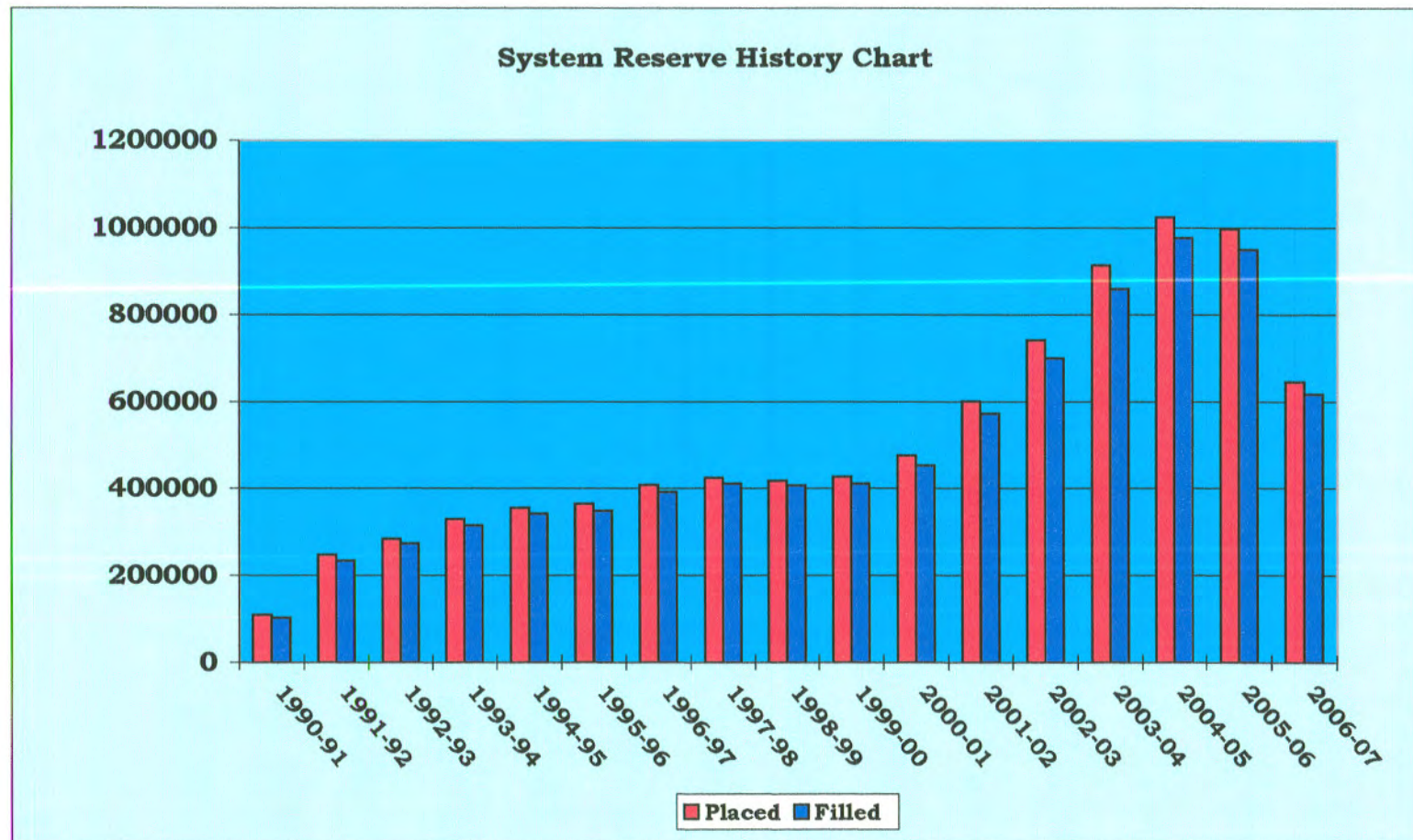
System Reserve Report

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)



System Reserve Report

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)



System Reserves Report

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	06	9,202	79,818		8,884	76,070	
	07	8,615	75,436		8,046	72,193	
		-587	-4,382	-5.5	-838	-3,877	-5.1
BETHANY	06	6,319	54,430		6,015	51,823	
	07	6,442	51,737		6,059	49,377	
		123	-2,693	-4.9	44	-2,446	-4.7
CAPITOL HILL	06	1,146	9,498		1,055	9,047	
	07	1,253	10,091		1,184	9,389	
		107	593	6.2	129	342	3.8
CHOCTAW	06	2,314	19,389		2,349	18,565	
	07	2,228	19,211		2,150	18,448	
		-86	-178	-.9	-199	-117	-.6
DEL CITY	06	3,664	30,889		3,597	29,462	
	07	3,682	30,139		3,498	28,718	
		18	-750	-2.4	-99	-744	-2.5
EDMOND	06	16,339	135,341		15,791	129,827	
	07	15,968	132,425		15,386	127,270	
		-371	-2,916	-2.2	-405	-2,557	-2.0
DOWNTOWN	06	4,931	39,815		4,533	37,102	
	07	4,397	37,078		4,236	35,385	
		-534	-2,737	-6.9	-297	-1,717	-4.6
MIDWEST CITY	06	6,656	56,815		6,483	53,943	
	07	6,792	57,910		6,290	55,391	
		136	1,095	1.9	-193	1,448	2.7
RALPH ELLISON	06	1,231	10,686		1,165	10,204	
	07	1,065	9,440		1,026	9,095	
		-166	-1,246	-11.7	-139	-1,109	-10.9
SOUTHERN OAKS	06	7,973	70,498		7,641	66,860	
	07	7,968	69,482		7,674	65,939	
		-5	-1,016	-1.4	33	-921	-1.4
VILLAGE	06	7,270	64,528		6,983	61,125	
	07	7,391	63,434		6,717	60,297	
		121	-1,094	-1.7	-266	-828	-1.4
WARR ACRES	06	6,892	66,281		6,914	63,695	
	07	7,239	60,792		6,931	58,456	
		347	-5,489	-8.3	17	-5,239	-8.2

System Reserves Report

July 1, 2006 through February 28, 2007 (66.67% of the 06-07 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	06	1,104	8,167		1,108	7,889	
	07	872	6,483		805	6,245	
		-232	-1,684	-20.6	-303	-1,644	-20.8
JONES	06	735	4,982		581	4,679	
	07	502	4,841		532	4,563	
		-233	-141	-2.8	-49	-116	-2.5
LUTHER	06	959	5,721		935	5,401	
	07	670	6,418		639	6,100	
		-289	697	12.2	-296	699	12.9
NICOMA PARK	06	452	4,778		465	4,775	
	07	569	4,502		491	4,226	
		117	-276	-5.8	26	-549	-11.5
WRIGHT	06	351	2,283		308	2,188	
	07	242	1,732		213	1,682	
		-109	-551	-24.1	-95	-506	-23.1
BOOKS-BY-MAIL	06	561	4,399		522	4,255	
	07	541	4,536		520	4,366	
		-20	137	3.1	-2	111	2.6
TOTAL	06	78,099	668,329		75,329	636,921	
	07	76,436	645,697		72,397	617,148	
		-1,663	-22,632	-3.4	-2,932	-19,773	-3.1

EXECUTIVE DIRECTOR'S REPORT

MARCH 2007

NEW COMMISSION MEMBER APPOINTED BY THE CITY OF VILLAGE

The Village City Council unanimously approved Judy Smith to fill the un-expired term of previous commission member Peggy Winters at their meeting on February 20, 2007.

Judy is a long time supporter of the Village Library and has been a member of the Village Special Friends and the Friends of the Metropolitan Library System for many years. She was on the Friends board and served as the Friend's liaison to the Library Endowment Trust for the past couple of years. We look forward to working with Judy in her new role on the library commission.

LIBRARY LEGENDS

In celebration of OLA's Centennial Year, the association has named "100 Library Legends". These people will be honored at the Monday night gala banquet. George Nigh will provide the keynote address that evening. Nancy Anthony, Lee Brawner, and Donna Morris are among those being honored that evening. Former commission member and chair Sharon Saulmon has also been named a Library Legend. I have attached background information about the "Library Legends" process. Please congratulate Nancy for being such a staunch advocate and supporter of public libraries!

OLA

The Oklahoma Library Association will be holding their 100th conference on April 2-4 at the Cox Convention Center. We are proud of all of our MLS staff who are speakers and panelists at programs and events at the conference. Melissa Weathers, DC manager of Library operations, Sharon Bish, Downtown librarian, Emily Williams, Outreach, Janet Brooks, Materials Services, and Donna Morris, Executive Director are some of the staff participating in programs this year.

CAPITAL PROJECTS UPDATE

As you may have already read, Staff has recommended that **Studio Architecture** of Oklahoma City be awarded the design services contract for the **Service Center**. We are very excited about getting started – in fact the first Pre-Design meeting has been scheduled for 9:00 AM on March 19th.

The OKC – MLS **Northwest Library** Project Agreement was executed on February 19th. OKC / MLS met on 2/28 to develop a time line for both the A/E selection and the site acquisition processes. As the bond money will be available on July 1st, 2007, the goal is to finalize both of these at that time.

Staff continues to work with OKC on the **Ralph Ellison** architectural selection process. OKC & MLS held a brief discussion on 2/28 and we expect to meet the week of 3/12 to review this process in depth.

On February 20th, OKC issued a report to Buckner & Moore regarding the leaks at the **Downtown Library**. This document outlined the results of testing performed in 2006 and the corrective work that is needed. BMI was directed to proceed with these repairs.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club meetings
- Attended OLA Legislative meeting
- Attended Literary Voices Committee meeting
- Will be attending OLA Program Committee meeting
- Will be attending OLA Endowment meeting
- Will be attending Library Endowment Trust meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Author Visit: Susan Wittig Albert

April 6, 2:30-4p Village Library

April 7, 10-11:30a Southern Oaks Library

April 7, 1-2:30p Belle Isle Library

Albert, whose mysteries are national bestsellers, is the author of over 100 books for adults and young readers. She will speak about her work, answer questions, and sign her new book, *Spanish Dagger*, which will be available for purchase. Albert also authors the *Cottage Tales of Beatrix Potter*.

Henry Ford: Fit to a 'T'

April 22 2pm Downtown Library

April 23 4pm Warr Acres Library

7pm Midwest City Library

April 24 1pm Edmond Library

7pm Belle Isle Library

It's 1932. Unemployment is rampant, union/management confrontations are on the rise, and fascism seems a viable political alternative. Henry Ford, who put the world on wheels, thinks he has found a solution. Sponsored by the Friends of the Metropolitan Library System

RAMADAN Exhibit

Exhibit: Month of April

Time: During Library Hours

Location: Edmond Library

Edmond Library invites you to explore the Holiday festivity of Ramadan with an exhibit of Islamic clothing, artifacts, books & decor. Celebrated in the ninth month of the Muslim calendar Ramadan lasts the entire month. Muslims fast during the daylight hours and in the evening eat small meals and visit with friends and family.

Co-Sponsor: Cynthia Dooley-Siddiqui

Landscape Design

Date: Tuesday, April 10, 2007

Time: 6:00 – 7:30 p.m.

Location: Choctaw Library

Adults

Amy Brothers, Horticulture Educator with OSU Extension will present the basics of landscape design and methods of improving current landscape and renovation of existing space. Free. Pre-registration required. Co-Sponsor: OSU Extension.

Japanese Spring Event

Date: Saturday, April 21, 2007
Time: 2:00 - 4:00 p.m.
Location: Bethany Library
All Ages

Bethany Library presents the Okii Taiko "big drums" annual performance. Origami demonstrations and traditional food will be served. Join us in this free festivity. Call 789-8363, ext. 3 for more information.

Gardening: Alternatives to Chemicals

Date: Thursday, April 26, 2007
Time: 1:30 - 3:00 p.m.
Location: Southern Oaks Library
All Ages

Many people want a beautiful landscape but are concerned about the use of chemicals. Learn about alternatives to chemicals and environmental friendly gardening techniques. Call Southern Oaks Library at 631-4468 to sign up for the free workshop.
Co-Sponsor: Oklahoma County OSU Extension Center

Mid-America Strings "Informance"

Date: Saturday, April 28, 2007
Time: 2:00 - 3:00 p.m.
Location: Edmond Library
All Ages

This entertaining presentation features music from Bach to Mozart to Scott Joplin and the Beatles. This one-hour long presentation is designed for audiences of all ages, and will not only highlight various styles of music, but will also provide insight into the lives of the composers and musicians. All performers in Mid America Strings are members of the Oklahoma City Philharmonic orchestra. Featured performers include Cathy and Mike Reaves on violin, Joe Guevara on viola, and Valorie Tatge on cello.
Co-Sponsor: Oklahoma City Philharmonic

Open Mic Poetry Night for Adults

Date: Monday, April 30, 2007
Time: 6:30 - 7:30 p.m.
Location: Ralph Ellison Library
Adults

The Ralph Ellison Library & the Society of Urban Poets (SOUP) present an Open Mic Poetry Nite. Please come & participate or just come & listen to all the talent in your community! Poetry can be original or an old published favorite. Our motto is "poetic expression without profanity."

Oklahoma Library Legends

an  centennial project

Oklahoma Library Legends

Library Legends Background

The OLA Centennial Ad Hoc Committee has worked for several years toward the 2007 celebrations of both the Oklahoma and OLA centennials. One of the Committee's goals is to recognize a group of approximately 100 people and/or groups who have made the most significant contributions to the development of libraries from territorial days to the present time.

Names of potential Legends were submitted by persons contacted by the Committee because of their knowledge of or access to information about various areas of librarianship in Oklahoma through the years. Other names were taken from a history of Oklahoma libraries published in 1937 by the Oklahoma Library Commission (now ODL), Sarah Haney's 1996 dissertation *The Origin and Development of the Oklahoma Library Association: 1907 to 1994*, and OLA archival materials. Additionally, the OLA membership at large was asked to provide input during a public comment period from January 10-27, 2006. Many additions, corrections, updates, and some self submissions were made to the list at that time.

Methodology

The Oklahoma Library Legends were selected using the Delphi Study Method, a method that achieves a consensus of opinion from a group of experts in situations in which there is a lack of historical data or which human judgment is critical. The Delphi technique has been used for futures research, policy formulation and decision-making. The process consists of identifying a panel of experts who remain anonymous to each other. Anonymity minimizes problems that may arise in normal group dynamics and encourages members to be completely honest in their assessment. The study proceeds in rounds and feedback from previous rounds is incorporated to structure each subsequent round. In this study, panelists were encouraged to consider the decade in which nominees were active as well as the geographic area in which professional contributions were made in order to have a final list that was representative of all time periods and regions. The composition of the panel helped ensure that librarians and library supporters in all types of libraries were represented.

The study was conducted between January 30 and March 4, 2006. Dr. Jennifer Paustenbaugh, Associate Dean for Planning and Assessment at Oklahoma State University, facilitated the study which was completed in three rounds utilizing

SurveyMonkey software. She was assisted by Legends Subcommittee members Jan Keene and Ila Grice Coffman. Dr. Anne Prestamo served as consultant on the project.

Composition of Expert Panel

The expert panel consisted of 22 panelists—17 of whom participated in more than one round of the study. On average, each panelist had worked in Oklahoma libraries for 29.1 years and had worked in libraries inside and outside of Oklahoma for 34.4 years. Eight panelists were from public libraries, 5 from academic, 4 from school libraries, 1 from medical libraries, and 4 from other types of libraries. Half of the panelists are retired and half are still active in librarianship. Half of the panelists are currently or were at retirement directors or deans of libraries. Twelve of the panelists have served as president of the Oklahoma Library Association. Geographically, the panelists came from all four quadrants of the state, with the largest number coming from the northeast quadrant (north of I-40 and east of I-35).

Last Update: 13 July 2006

URL: <http://www.library.okstate.edu/scua/jpaust/legends/background.htm>

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