

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, April 19, 2007, 3:30 p.m.
Ralph Ellison Library
2000 NE 23rd
Oklahoma City, OK 73111
(Telephone: 424-1437)

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #86 – 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 (#87 - #90)

- Document #87 – Approval of Minutes of March 15, 2007 Meeting
- Document #88 – Acceptance of Review of Expenditures for March 2007
- Document #89 – Approval of Contract Awards and Purchases
 - Item A: Warr Acres Parking Lot
 - Item B: Award Ribbons
- Document #90 – Request for Transfer of Funds

4:00 – 4:15 pm NEW BUSINESS

- Document #91 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Lease Agreement for Café Operator

4:15 – 4:20 pm SPECIAL PRESENTATIONS

- *Volunteer Recognition* – Heidi Port, Volunteer Coordinator
- *Winter ReadFest Update* – Anita Roesler, Senior Services Coordinator

4:20 – 4:30 pm INFORMATION REPORTS

- Document #92 – MLS March 2007 Circulation Report
- Document #93 – MLS March 2007 Computer Usage Report
- Document #94 – MLS March 2007 System Reserve Report

4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, May 17, 2007
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in April 2007:

<u>Employees</u>	<u>Years of Service</u>
Clyde D. Herrod, Associate Cataloger	25
Jean M. Wilburn, Circulation Clerk, Belle Isle Library	15
Keri L. Cloud, Page, Edmond Library	5

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

DATE: March 15, 2007

TIME: 3:30 pm

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

Commission Members

PRESENT:

Ralph Bullard
Dr. Ann Caine, Vice-Chair
Carolyn Cornelius
Millicent Gillogly
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Shirley Pritchett
Marguerite Ross
Jim Roth, Chair, Board of County
Commissioners
Judy Smith
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Mick Cornett, Mayor of Oklahoma City
Scott Duncan
David Greenwell, Disbursing Agent
Cynthia Trent
Greg Womack

Estimate of general public and staff attending: 20

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

Roll was called to establish a quorum. Present: Bullard, Caine, Cornelius, Gillogly, Hannah, Jimenez, Leslie, McCaleb, Pritchett, Ross, Smith, Rice. (Arrived: Roth, 3:50 pm)

II. Mr. Rice welcomed newest commission member Mrs. Judy Smith. Mrs. Smith will be filling the un-expired term of Mrs. Peggy Winters as the Village appointee.

Mr. Rice introduced Mrs. Rosemary Czarski, Manager of the Choctaw Library. Mrs. Czarski welcomed the Commission to the Choctaw Library. Mrs. Czarski introduced Mrs. Margaret Mueller, of the Choctaw Library Guild.

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

IV. Mr. Rice presented Consent Docket 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; Document #80 – Request for Transfer of Funds.

Mr. Rice called for a motion.

Mr. Jose Jimenez moved to accept the consent docket. Ms. Marguerite Ross seconded. Discussion followed. Motion passed unanimously.

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

Mrs. Donna Morris reported the Finance Committee met on March 6. In Mr. Greenwell's absence, Mrs. Morris called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to provide the Finance Committee report and recommendations.

Mr. Lovely stated the current purchasing policy specifies after five years the system must change auditors. Proposals were sent out for a new auditor and the system did not receive a good response. The Finance Committee recommended revising the current purchasing policy to eliminate the restriction requiring a change in auditors every five years. Discussion followed.

The Finance Committee also discussed the building appraisals which were recently completed. The committee reviewed the appraised insurance value of all the buildings and compared them to the current insurance policy. Mr. Lovely stated the total value of the current insurance policy is close to the total value in the appraisal. Individually between the libraries there were some very large differences, most notably the Downtown Library. The Choctaw Library building also had a significant discrepancy. The Finance Committee requested Mr. Lovely follow-up with the insurance company and the appraiser for more information concerning the discrepancies and then to report back to the committee.

The motion coming from the Finance Committee is:

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 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.

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...*

A motion coming from committee requires no second. Discussion followed. Motion passed; 12 – yes, 1 – no (abstain).

VI. Mr. Rice presented Document #82 – Resolution of Appreciation: Peggy Winters.

Mr. Rice expressed his appreciation for Mrs. Winters and stated it's important to note from time to time when she had an understandable disagreement on a major and sensitive issue she was always most gracious and kind. Mr. Rice called for a motion and a second.

Mrs. Shirley Pritchett moved to approve the Resolution of Appreciation for Mrs. Peggy Winters. Mrs. Millicent Gillogly seconded. No further discussion. Motion passed unanimously.

VII. Mr. Rice referred to the Special Presentations – *Friends of the Metropolitan Library System 2007 Book Sale Update*– Shirley Pritchett.

Mrs. Pritchett reported 2007 was a record year for the book sale and it was a great success. The grand total of proceeds from the book sale was \$ 251,059.34. Mrs. Pritchett thanked all the volunteers for their hard work and dedication.

VIII. Mr. Rice referred to the 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

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

Mrs. Morris reported the Oklahoma Library Association will be holding their 100th conference on April 2 through April 4 at the Cox Convention Center. Several MLS staff members will be participating in programs this year. In honor of OLA's Centennial Year, the association has named "100 Library Legends". The Library Legends will be honored at the Monday night gala banquet. Among those being honored will be Nancy Anthony, Lee Brawner and Donna Morris. Former commission member and chair Sharon Saulmon has also been named a Library Legend. More information on the legends can be found at: www.oklibs.org.

Studio Architecture of Oklahoma City has been awarded the design contract for the Service Center. The first pre-design meeting has been scheduled for March 19th.

The Northwest Library project Agreement was executed on February 19th. There was a February 28th meeting to develop a time-line for both the architect selection and the site acquisition process. Bond money should be available on July 1, 2007 and 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 February 28th and expect to meet the week of March 12th to review this process further in depth.

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

Mrs. Penny McCaleb reported on the Fifth Annual Literary Voices Author Dinner to be held April 17, 2007. This year, the guest-author will be Sue Grafton. For more information, contact the Development Office or via email at development@metrolibrary.org.

The next Commission meeting will be held at the Ralph Ellison Library, April 19, 2007.

XI. There being no further business, the meeting was adjourned at 4:12.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

March 31, 2007

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

For comparison, 75.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of March 2007.

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

March 31, 2007

ASSETS

CASH - Overnight Investment Account		\$ 4,586,354.20
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	(19,543,595.97)	
		2,474,377.03
Total Assets		<u>\$29,437,299.97</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 157,602.47	
2006-07 Purchase Orders Outstanding	324,436.51	
2005-06 Purchase Orders Outstanding	9,066.29	
2006-07 Checks Outstanding	582,514.42	
2005-06 Checks Outstanding	22.50	
Total Liabilities		1,073,642.19

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	-	2,474,377.03
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FUND BALANCE:

Beginning of the Year		19,704,947.94
Add: Revenues		
Budgeted	20,148,782.97	
Other	2,065,010.55	22,213,793.52
Less: Expenditures		(16,029,460.71)
Total Fund Balance		25,889,280.75
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$29,437,299.97</u>

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

As of March 31, 2007

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	11/13/2007	5.100%	\$ 98,336.68
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
Money Market - Yukon Bank	2/27/2003		5.010%	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	3/16/2008	5.150%	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**

March 1, 2007 to March 31, 2007

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2006 Ad Valorem Tax	\$22,017,973.00	\$ 1,597,688.66	\$19,543,595.97	88.76%
State Aid	287,762.00	157,187.00	157,187.00	54.62%
Fines	<u>410,400.00</u>	<u>49,000.00</u>	<u>448,000.00</u>	109.16%
Total Budgeted Revenue	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 1,803,875.66</u></u>	<u><u>\$20,148,782.97</u></u>	88.70%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 2,870.21	\$ 1,142,973.38	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		51,061.99	748,902.75	
Flexible Benefits Account Balance		0.00	4,978.34	
Sale of Surplus Equipment		0.00	11,927.50	
Miscellaneous		<u>1,363.07</u>	<u>103,228.58</u>	
Total Miscellaneous Revenue		<u><u>\$ 55,295.27</u></u>	<u><u>\$ 2,065,010.55</u></u>	
Total Revenue	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 1,859,170.93</u></u>	<u><u>\$22,213,793.52</u></u>	97.79%

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

March 31, 2007

	BALANCE 3/1/2007	RECEIPTS March	EXPEND. March	BALANCE 3/31/2007
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 56,110.13	\$ 5,900.24	\$ 780.15	\$ 61,230.22
810 Prepaid Fees	(644.19)	0.00	73.20	(717.39)
815 Fines	49,079.41	48,447.59	49,000.00	48,527.00
820 Copy	101,858.82	4,447.60	1,215.48	105,090.94
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
Total Revolving Funds	\$ 208,705.09	\$ 58,795.43	\$ 51,068.83	\$ 216,431.69
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2007
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	91,379.29	89,785.96	1,593.33
858 Inasmuch/DN Building	130,000.00	130,000.00	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	4,279.55	7,720.45
903 07/Arts Alliance/Andes Manta	1,725.00	1,725.00	1,725.00	0.00
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)
922 07/OAC/Howard Hanger	2,500.00	0.00	2,500.00	(2,500.00)
923 07 OHC/A Jazz Journey	3,920.00	0.00	3,224.40	(3,224.40)
924 07/Guild/Choctaw Spanish Classes	800.00	800.00	0.00	800.00
925 07/Guild/ Choctaw Tai Chi	250.00	250.00	400.00	(150.00)
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	4,019.29	480.71
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	1,810.12	89.88
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	1,806.05	193.95
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

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2007
998	06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
<u>Grants - Friends of MLS</u>					
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960	05 OK Reads OK	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
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	1,000.00	0.00
886	06 Lifetime Readers Society	2,500.00	2,500.00	2,000.00	500.00
888	06 Teen Job Fair (MWC)	425.00	425.00	425.00	0.00
892	06 Computer Paging System	2,500.00	2,500.00	2,500.00	0.00
893	06 Lee B Brawner Scholarship	8,300.00	8,300.00	6,572.92	1,727.08
<u>Grants - Friends of MLS</u>					
904	07 Volunteer Recognition	2,000.00	2,000.00	1,981.49	18.51
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	7,500.00	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	14,150.00	0.00
912	07 Looking at Jazz - Downtown	925.00	925.00	900.00	25.00
913	07 Oklahoma Voices	11,175.00	11,175.00	3,560.94	7,614.06
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	1,500.00	0.00
Total Grants					\$87,688.27
Total Special Funds					\$ 304,119.96

Metropolitan Library System
Statement of Encumbrances
Month of March 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	1,062,396.48	6,822,353.84	72.66	9,389,112.00	2,566,758.16
102	Wages - Part-time	158,655.07	1,040,745.87	64.26	1,619,530.00	578,784.13
103	Payroll Taxes	91,684.78	582,765.74	70.04	832,015.00	249,249.26
109	Workers Comp Insurance	10,376.00	78,286.00	69.29	112,990.00	34,704.00
112	Group Insurance	114,756.02	1,014,047.89	72.10	1,406,415.00	392,367.11
113	Employees Retirement	56,634.47	901,439.01	81.95	1,100,000.00	198,560.99
114	Unemployment Compensation	.00	9,459.77	94.60	10,000.00	540.23
Total Personal Services		1,494,502.82	10,449,098.12	72.21	14,470,062.00	4,020,963.88

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	15,588.00	15,588.00	68.97	22,600.00	7,012.00
205	Rent of Library Buildings	400.00	4,000.00	83.33	4,800.00	800.00
206	Rent of Equipment	505.00	1,515.00	91.82	1,650.00	135.00
207	Janitorial Services	41,880.00	241,356.35	73.38	328,930.00	87,573.65
208	Maintenance of Facilities	24,047.69	162,315.71	61.35	264,563.00	102,247.29
211	Parking & Transportation	10,675.22	93,350.81	53.02	176,054.00	82,703.19
212	Travel Expenses	7,545.47	21,676.26	43.29	50,072.00	28,395.74
213	Professional Services	13,337.69	121,899.32	47.87	254,664.00	132,764.68
214	Security Services	18,169.63	151,324.93	50.65	298,743.00	147,418.07
216	Telephone services	9,428.66	100,834.01	36.40	277,030.00	176,195.99
217	Electrical Services	27,564.75	337,235.32	67.43	500,119.00	162,883.68
218	Gas Services	13,408.48	50,098.78	78.78	63,596.00	13,497.22
219	Water & Garbage Services	2,370.48	36,462.00	71.38	51,078.00	14,616.00
220	Trigen Energy Services	16,130.48	124,487.07	76.84	162,000.00	37,512.93
226	Memberships	622.00	18,839.84	63.67	29,589.00	10,749.16
230	Other Library-related Services	5,659.31	215,115.16	64.61	332,942.00	117,826.84
231	Automation Contractual	22,073.98	196,149.80	58.16	337,260.00	141,110.20
236	Network Catalog Services	.00	45,100.50	85.66	52,648.00	7,547.50
Total Contractual Services		229,406.84	2,092,571.86	61.90	3,380,554.00	1,287,982.14

Metropolitan Library System
Statement of Encumbrances
Month of March 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	18,221.65	101,078.19	50.33	200,820.00	99,741.81
302	Postage	21,642.73	159,470.53	55.44	287,650.00	128,179.47
303	Supplies	23,044.04	182,750.11	66.99	272,789.00	90,038.89
310	Maintenance Supplies	4,820.08	24,053.15	33.88	71,000.00	46,946.85
312	Safety Supplies & Equipment	561.29	3,331.35	53.73	6,200.00	2,868.65
321	Gasoline & Oil	2,135.22	20,393.06	50.98	40,000.00	19,606.94
322	Vehicle Parts & Repairs	89.24	5,210.88	28.95	18,000.00	12,789.12
330	Programming Activities	11,690.80	89,109.24	42.09	211,735.00	122,625.76
331	Other Commodities	1,223.25	8,965.76	28.15	31,855.00	22,889.24
Total Commodities		83,428.30	594,362.27	52.13	1,140,049.00	545,686.73

Capital Outlays

401	Books & Materials	224,661.67	2,117,300.68	67.26	3,148,050.00	1,030,749.32
404	Government Documents	.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	307.00	146,947.20	84.34	174,240.00	27,292.80
408	Furniture, Fixtures, & Equipmt	2,346.62	96,344.27	61.16	157,518.00	61,173.73
409	Motor Vehicles	.00	20,089.00	95.66	21,000.00	911.00
410	Automation Systems & Equipment	6,592.40	155,706.39	52.39	297,189.00	141,482.61
450	Capital Projects	264,161.00	354,040.92	5.48	6,460,538.00	6,106,497.08
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		498,068.69	2,893,428.46	12.35	23,426,262.00	20,532,833.54
Total Budget		2,305,406.65	16,029,460.71	37.79	42,416,927.00	26,387,466.29

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03114	Bank of Oklahoma	Payroll Transmittal-Chks	39,520.94	
		Payroll Transmittal-Chks	19,787.60	59,308.54
G-03115	Bank of Oklahoma	Federal Withholding Tax	35,638.10	
		Federal Withholding Tax	2,773.00	38,411.10
G-03116	Oklahoma Tax Commission	State Withholding Tax	13,002.00	
		State Withholding Tax	1,062.00	14,064.00
G-03117	Mun. Employees Credit Union	Employee Cr Union Deducts	10,223.51	
		Employee Cr Union Deducts	140.00	10,363.51
G-03118	United Way of Central Oklahoma	Employee Deductions	405.81	
		Employee Deductions	10.96	416.77
G-03119	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-03120	Bank of America	Payroll Transmittal-DDep	188,533.56	
		Payroll Transmittal-DDep	23,844.45	212,378.01
G-03121	Nationwide Retirement Solution	Employee Deductions	7,141.07	7,141.07
G-03122	Transamerica Worksite Mrktg.	Employee Deductions	632.02	632.02
G-03123	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,084.51	5,084.51
G-03124	Bank of Oklahoma	Employee Flexplan Deposit	17,463.00	
		Employer Flexplan Deposit	1,265.00	18,728.00
G-03125	Bank of Oklahoma	Employee Soc/Sec Deposits	20,921.19	
		Employee Soc/Sec Deposits	3,196.89	
		Employee Medicare Deposit	4,892.88	
		Employee Medicare Deposit	747.73	
		Employer Soc/Sec Deposits	24,118.30	
		Employer Medicare Deposit	5,640.48	59,517.47
G-03126	MassMutual Financial Group	Employee Contrib -- DC PI	10,219.48	
		Employer Contrib -- DC PI	18,911.60	29,131.08
G-03127	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-03128	ODHS Oklahoma Centralized	Employee Deductions	115.00	115.00
G-03129	Administrative Systems, Inc.	Employee Deductions	987.86	987.86
G-03134	City of Midwest City	Water & Garbage Services	205.22	205.22
G-03135	Bradford Industrial Suppl Corp	Maintenance of Facilities	48.75	48.75
G-03136	Grainger	Maintenance of Facilities	101.00	
		Maintenance of Facilities	45.24	146.24
G-03137	Oklahoma Natural Gas Co.	Gas Services	1,832.67	1,832.67
G-03138	Triangle/A & E	Maintenance of Facilities	4.50	4.50
G-03139	Southwestern Stationery and	Supplies	43.82	43.82
G-03140	Locke Supply Co.	Maintenance of Facilities	14.75	14.75
G-03141	Tech-Lock	Maintenance of Facilities	44.44	44.44
G-03142	EBSCO Subscription Services	Supplies	18.96	18.96
G-03143	Gaylord Bros.	Supplies	27.40	27.40
G-03144	Gale Research	Materials	6,645.25	6,645.25
G-03145	Journey House Travel, Inc.	Travel Expense	469.60	469.60
G-03146	UNUM Life Insurance	Grp Long-Trm Disab Prm-MR	6,643.32	6,643.32
G-03147	City of Warr Acres	Water & Garbage Services	55.60	55.60
G-03148	AT&T	Telephone Services	141.34	141.34
G-03149	Frank Ray	Mileage	61.60	61.60
G-03150	Oklahoma Historical Society	Subscriptions	40.00	40.00
G-03151	Oklahoma Library Association	Registration	125.00	
		Registration	125.00	
		Registration	125.00	
		Registration	125.00	
		Registration	100.00	

** Continued **

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-03151	Oklahoma Library Association	Registration	100.00	
		Registration	100.00	
		Registration	100.00	
		Registration	135.00	
		Registration	100.00	
		Registration	125.00	
		Registration	75.00	
		Registration	100.00	
		Registration	100.00	
		Registration	75.00	
		Registration	100.00	
		Registration	125.00	
		Registration	125.00	
		Registration	160.00	
		Registration	125.00	
		Registration	185.00	
		Registration	100.00	
		Registration	100.00	
		Registration	150.00	2,780.00
G-03152	Susie Beasley	Reimbursement of OLA dues	35.00	35.00
G-03153	Susan Ryan	Mileage	16.01	16.01
G-03154	Bill Warren Office Products	Supplies	11.75	11.75
G-03155	TDS Telecom	Telephone Services	115.29	
		Telephone Services	199.67	314.96
G-03156	CompSource Oklahoma	Workers Comp Insurance	8,376.00	8,376.00
G-03157	West Group Payment Center	Materials	212.00	212.00
G-03158	Barbara Beasley	Mileage	21.10	21.10
G-03159	KTUZ TV	Library-related Services	2,050.00	2,050.00
G-03160	Johnstone Supply	Maintenance of Facilities	99.54	99.54
G-03161	Instructional Video, Inc.	Materials	665.54	665.54
G-03162	Gale Group	Materials	2,261.90	2,261.90
G-03163	Ann Aliotta	Mileage	14.55	14.55
G-03164	Hunter's Battery Warehouse	Maintenance of Facilities	66.00	66.00
G-03165	Staples Business Advantage	Supplies	54.79	
		Supplies	45.99	100.78
G-03166	Production Services	Library-related Services	460.00	460.00
G-03167	Mutual Assurance	Grp Life/Ad&d Ins Prm-Mar	27,457.88	27,457.88
G-03168	Anne G. Fischer	Mileage	66.69	66.69
G-03169	Light Bulb Supply Co., Inc.	Maintenance of Facilities	268.52	
		Maintenance of Facilities	99.50	368.02
G-03170	Rosemary Czarski	Supplies	14.14	
		Programming	48.20	
		Other Commodities	32.09	94.43
G-03171	Nancy Lytle	Professional Services	169.00	169.00
G-03172	Superior Security	Security Services	4,457.25	4,457.25
G-03173	Great American Glass & Tinting	Maintenance of Facilities	2,100.00	2,100.00
G-03174	INTEGRIS Corporate Assistance	Employee Assistance	810.00	810.00
G-03175	Conney Safety Products	Safety Supplies	235.82	235.82
G-03176	Blackstone Audio Books	Materials	90.00	90.00
G-03177	Random House, Inc	Materials	1,280.00	1,280.00
G-03178	Gateway Films/Vision Video	Materials	143.90	143.90

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03179	Ingram Library Service	Materials	950.84	950.84
G-03180	Audio Editions	Materials	557.35	557.35
G-03181	Ingram Library Service	Materials	141.12	141.12
G-03182	Tandem Library Group	Materials	17.16	17.16
G-03183	Barnes & Noble, Inc.	Materials	14.65	14.65
G-03184	Scholastic Library Publishing	Materials	13,137.00	13,137.00
G-03185	Baker & Taylor Entertainment	Materials	959.23	959.23
G-03186	Baker & Taylor Books	Materials	1,679.05	
		Materials	1,543.42	
		Materials	2,728.43	
		Materials	4,482.64	
		Materials	1,739.62	
		Materials	4,764.06	
		Materials	5,851.15	22,788.37
G-03187	Baker & Taylor Books	Materials	1,962.80	
		Materials	3,946.69	
		Materials	3,552.10	9,461.59
G-03188	Baker & Taylor Books	Materials	1,414.73	1,414.73
G-03189	Jonathan Willis	Mileage	15.52	15.52
G-03190	Oklahoma History Center	Other Commodities	300.00	300.00
G-03191	Dana Bickford	Professional Services	900.00	900.00
G-03192	Karen L.Litteral	Mileage	7.28	7.28
G-03193	Hobby Lobby	Programming	68.98	68.98
G-03194	Francie Pendleton	Mileage	31.04	31.04
G-03195	American Library Association	Registration	280.00	
		Registration	245.00	525.00
G-03196	Julia Ballou	Mileage	16.01	16.01
G-03197	XPEDX	Supplies	126.94	126.94
G-03198	High-Tech-Tronics, Inc.	Maintenance of Facilities	59.85	59.85
G-03199	Lynda G. Bahr	Mileage	90.38	90.38
G-03200	Hannelore A. Chan	Programming	25.00	25.00
G-03201	Jason Hunter	Programming	50.00	50.00
G-03202	Matthew Cotter	Mileage	43.65	43.65
G-03203	General Lighting & Sign Serv.	Maintenance of Facilities	307.68	307.68
G-03204	Voss Lighting	Maintenance of Facilities	95.00	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	81.90	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	47.92	
		Maintenance of Facilities	1,310.40	1,630.22
G-03205	DWeLo Enterprises LLC	Programming	36.00	36.00
G-03206	Town of Luther	Water & Garbage Services	44.25	44.25
G-03207	Sears Commercial One Account	Maintenance of Facilities	100.41	
		Maintenance of Facilities	119.92	
		Maintenance of Facilities	202.42	
		Maintenance of Facilities	311.96	734.71
G-03208	Jason's Deli/Deli Partners	Professional Services	70.72	70.72
G-03209	Landon Holman	Mileage	16.98	16.98
G-03210	Rhonda J. Turley	Programming	53.61	53.61
G-03211	Evans Hardware	Maintenance of Facilities	51.85	51.85
G-03212	BMI Systems Corp.	Maintenance of Equipment	65.78	
		Maintenance of Equipment	28.75	

** Continued **

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-03212	BMI Systems Corp.	Maintenance of Equipment	263.08	
		Maintenance of Equipment	77.08	
		Maintenance of Equipment	96.84	531.53
G-03213	OPUBCO Communications Group	Library-related Services	175.45	
		Library-related Services	1,200.00	
		Library-related Services	84.55	1,460.00
G-03214	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	284.37	
		Vehicle Parts & Repair	175.34	459.71
G-03215	Ruby Soutiere	Mileage	25.22	25.22
G-03216	U.S. Postal Service	Postage	2,500.00	2,500.00
G-03217	Metro Builders Supply	Equipment	183.00	183.00
G-03218	City of Harrah	Water & Garbage Services	51.01	51.01
G-03219	John Wood	Mileage	16.98	16.98
G-03220	City of Choctaw	Water & Gas Services	64.60	64.60
G-03221	Vision Service Plan of	Group Vision Ins Prem-Mar	2,203.05	2,203.05
G-03222	C.O.T.P.A.	Staff Parking	84.00	84.00
G-03223	Producers Playhouse	Library-related Services	806.00	806.00
G-03224	Ann Meeks	Reimbursement of OLA due	35.00	35.00
G-03225	Metropolitan Library System	Grp Med/Dtl Ins Prem-Mar	77,186.77	77,186.77
G-03226	Walmart Community	Programming	67.11	
		Supplies	5.82	
		Programming	35.22	
		Programming	7.31	115.46
G-03227	Dr. Max Price	Programming	75.00	75.00
G-03228	Jane Humphries	Professional Services	1,200.00	1,200.00
G-03229	Betty Scott	Mileage	11.31	11.31
G-03230	Gustaff Besungu	Programming	250.00	250.00
G-03231	Classic Paper Supply	Maintenance Supplies	378.00	378.00
G-03232	Pamela Buchanan	Mileage	44.86	44.86
G-03233	Saisri V. McCormick	Mileage	14.55	14.55
G-03234	Star Lighting	Maintenance of Facilities	319.60	319.60
G-03235	John Utley	Telephone Services	35.00	
		Mileage	16.25	51.25
G-03236	Karole Stout	Programming	150.00	150.00
G-03237	Oklahoma City Police Dept.	Maintenance of Facilities	15.00	
		Maintenance of Facilities	15.00	30.00
G-03238	AT&T	Telephone Services	48.98	48.98
G-03239	Corporate Express, Inc.	Supplies	58.65	
		Supplies	11.07	
		Supplies	13.00	82.72
G-03240	Smart Technologies	Software	6,523.08	
		Automation Contractual	330.00	6,853.08
G-03241	Cheryl Coleman	Mileage	3.88	3.88
G-03242	Eddie Lou Nachtrieb	Programming	50.00	50.00
G-03243	COTPA	Staff Parking	2,861.86	
		Staff Parking	2,300.00	
		Staff Parking	2,582.57	7,744.43
G-03244	John C. Hill	Furniture	139.00	139.00
G-03245	Stacy Schrank	Mileage	68.63	68.63
G-03246	Weston Woods Accts Receivable	Materials	86.86	86.86
G-03247	Baker & Taylor Books	Materials	367.65	367.65

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03248	Recorded Books, LLC	Materials	261.30	261.30
G-03249	Instructional Video, Inc.	Materials	200.58	200.58
G-03250	Gale Group	Materials	166.08	166.08
G-03251	Hal Leonard Publishing	Materials	476.87	476.87
G-03252	Mel Bay	Materials	246.46	246.46
G-03253	Municipal Code Corporation	Materials	110.24	110.24
G-03254	Random House, Inc	Materials	1,805.60	1,805.60
G-03255	Ingram Library Service	Materials	2,256.93	2,256.93
G-03256	Audio Editions	Materials	83.89	83.89
G-03257	American Petroleum Institute	Materials	1,430.00	1,430.00
G-03258	California Language Labs	Materials	523.20	523.20
G-03259	Ingram Library Service	Materials	869.51	869.51
G-03260	Tandem Library Group	Materials	73.16	73.16
G-03261	Baker & Taylor Books	Materials	969.00	969.00
G-03262	Baker & Taylor Entertainment	Materials	4,526.87	
		Materials	1,091.34	5,618.21
G-03263	Oklahoma Heritage Association	Materials	33.91	33.91
G-03264	Baker & Taylor Books	Materials	902.19	
		Materials	3,276.81	
		Materials	2,672.29	
		Materials	2,353.73	
		Materials	5,305.90	
		Materials	4,798.11	
		Materials	9,774.89	29,083.92
G-03265	Baker & Taylor Books	Materials	2,479.54	
		Materials	2,466.97	
		Materials	4,031.86	8,978.37
G-03266	Baker & Taylor Books	Materials	376.98	376.98
G-03267	Bank of Oklahoma	Payroll Transmittal-Chks	42,878.57	
		Payroll Transmittal-Chks	19,516.35	62,394.92
G-03268	Bank of Oklahoma	Federal Withholding Tax	37,090.10	
		Federal Withholding Tax	2,864.00	39,954.10
G-03269	Oklahoma Tax Commission	State Withholding Tax	13,477.00	
		State Withholding Tax	1,075.00	14,552.00
G-03270	Mun. Employees Credit Union	Employee Cr Union Deducts	10,248.51	
		Employee Cr Union Deducts	140.00	10,388.51
G-03271	United Way of Central Oklahoma	Employee Deductions	405.81	
		Employee Deductions	10.96	416.77
G-03272	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-03273	Bank of America	Payroll Transmittal-DDep	190,700.96	
		Payroll Transmittal-DDep	26,345.07	217,046.03
G-03274	True Colors Association	Registration	250.00	250.00
G-03275	Nationwide Retirement Solution	Employee Deductions	7,141.07	7,141.07
G-03276	Transamerica Worksite Mrktg.	Employee Deductions	632.02	632.02
G-03277	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,071.88	5,071.88
G-03278	Bank of Oklahoma	Employee Flexplan Deposit	8,120.85	8,120.85
G-03279	Bank of Oklahoma	Employee Soc/Sec Deposits	21,429.93	
		Employee Soc/Sec Deposits	3,353.45	
		Employee Medicare Deposit	5,011.93	
		Employee Medicare Deposit	784.32	
		Employer Soc/Sec Deposits	24,783.51	
		Employer Medicare Deposit	5,796.01	61,159.15

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03280	MassMutual Financial Group	Employee Contrib -- DC PI	10,237.25	
		Employer Contrib -- DC PI	18,876.42	29,113.67
G-03281	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-03282	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-03283	Administrative Systems, Inc.	Employee Deductions	978.77	978.77
G-03284	Metropolitan Library System	Parking & Transportation	9.00	
		Professional Services	45.70	
		Postage	75.73	
		Supplies	88.99	
		Programming	134.07	
		Programming	10.78	
		Other Commodities	50.64	414.91
G-03285	Bradford Industrial Suppl Corp	Maintenance of Facilities	8.00	8.00
G-03286	Federal Corporation	Maintenance of Facilities	90.93	90.93
G-03287	Grainger	Maintenance of Facilities	115.99	
		Maintenance of Facilities	144.84	260.83
G-03288	O G & E	Electrical Services	12,354.61	
		Electrical Services	4,178.44	16,533.05
G-03289	Oklahoma Natural Gas Co.	Gas Services	8,925.61	8,925.61
G-03290	Triangle/A & E	Printing	5.29	
		Printing	5.00	10.29
G-03291	Brodart, Inc.	Supplies	192.00	192.00
G-03292	Southwestern Stationery and	Supplies	69.34	
		Supplies	18.04	87.38
G-03293	Emsco Electric Supply	Maintenance of Facilities	81.24	81.24
G-03294	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-03295	Gaylord Bros.	Supplies	26.92	26.92
G-03296	Journey House Travel, Inc.	Travel Expenses	469.60	
		Travel Expenses	288.10	757.70
G-03297	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-03298	Ernestine Clark	Mileage	90.21	90.21
G-03299	Oklahoma Library Association	Registration	160.00	
		Registration	125.00	
		Registration	90.00	
		Registration	160.00	
		Registration	210.00	
		Registration	100.00	
		Registration	90.00	
		Registration	75.00	
		Registration	150.00	
		Registration	100.00	
		Registration	90.00	
		Registration	65.00	
		Registration	90.00	1,505.00
G-03300	Donna Morris	Telephone Services	50.00	50.00
G-03301	U.S. Postal Service	Postage for Permit	15,000.00	15,000.00
G-03302	Bank of Oklahoma	Payroll Taxes	235.91	235.91
G-03303	Judy Litchfield	Library-related Services	387.50	387.50
G-03304	ConocoPhillips Fleet	Gasoline & Oil	102.06	102.06
G-03305	Denyveta Davis	Other Commodities	57.93	57.93
G-03306	Hunter's Battery Warehouse	Maintenance of Facilities	12.05	
		Maintenance of Facilities	24.10	36.15

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03307	Light Bulb Supply Co., Inc.	Maintenance of Facilities	220.63	
		Maintenance of Facilities	99.50	320.13
G-03308	Jean Hill	Programming	150.00	150.00
G-03309	Great Events Publishing	Supplies	46.48	46.48
G-03310	Janet Brooks	Mileage	48.02	48.02
G-03311	Superior Security	Security Services	4,544.25	
		Security Services	4,547.38	9,091.63
G-03312	Restoration Station L.L.C.	Maintenance of Facilities	531.50	531.50
G-03313	Andrew Keepers-Phillips	Mileage	2.43	2.43
G-03314	Cingular Wireless	Telephone Services	92.80	92.80
G-03315	Ursula Ward	Mileage	135.32	135.32
G-03316	Gallagher Bassett Services	Professional Services	4,930.00	4,930.00
G-03317	Digital Library Reserve, Inc	Books & Materials	182.34	
		Books & Materials	5,250.00	5,432.34
G-03318	Lynda G. Bahr	Mileage	139.66	139.66
G-03319	Stuart Williamson	Mileage	14.55	14.55
G-03320	Fleetcor Technologies	Gasoline & Oil	2,027.16	2,027.16
G-03321	Econo Lube N' Tune	Vehicle Parts & Repairs	44.30	
		Vehicle Parts & Repairs	22.98	67.28
G-03322	Crystal Roper	Mileage	1.93	1.93
G-03323	Sam Richards	Mileage	7.13	7.13
G-03324	Architectural Revisions, Inc	Maintenance of Facilities	2,755.00	2,755.00
G-03325	Regina Kirkham	Mileage	16.98	16.98
G-03326	Voss Lighting	Maintenance of Facilities	105.85	
		Maintenance of Facilities	190.00	
		Maintenance of Facilities	19.10	
		Maintenance of Facilities	232.32	
		Maintenance of Facilities	37.00	
		Maintenance of Facilities	52.50	636.77
G-03327	Frances V. Harbert	Mileage	6.16	6.16
G-03328	A-Russell's Mr Rooter	Maintenance of Facilities	134.50	134.50
G-03329	Perry Publishing Co.	Library-related Services	374.56	374.56
G-03330	Jana Hausburg	Mileage	2.91	2.91
G-03331	Susan Hutchins	Mileage	11.16	11.16
G-03332	J. Howard Hanger	Programming	3,325.00	3,325.00
G-03333	True Colors Association	Membership	35.00	35.00
G-03334	Jimmy Welch	Mileage	34.19	
		Telephone Services	25.00	59.19
G-03335	Pauline Rodriguez-Atkins	Mileage	127.07	127.07
G-03336	Evans Hardware	Maintenance of Facilities	12.26	
		Maintenance of Facilities	8.58	20.84
G-03337	Dell Marketing L.P.	Computer Equipment	344.95	344.95
G-03338	Deborah Willis	Mileage	6.79	6.79
G-03339	Michael Stone	Programming	161.00	161.00
G-03340	Mary Daugherty	Mileage	14.07	14.07
G-03341	AT&T	Telephone Services	25.66	25.66
G-03342	Aaron Killough	Mileage	2.43	2.43
G-03343	Bob Bovee	Programming	400.00	400.00
G-03344	Robin Hocker	Programming	200.00	200.00
G-03345	Novalco, Inc	Maintenance of Facilities	244.99	244.99
G-03346	Kevin Colwell	Mileage	4.85	4.85
G-03347	Linda Jameson	Mileage	20.37	20.37

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03348	Abolghasem Siavashi	Mileage	4.85	4.85
G-03349	Fariba Williams	Mileage	29.59	29.59
G-03350	Office Depot Credit Plan	Supplies	46.13	
		supplies	64.23	110.36
G-03351	Ann Meeks	Mileage	5.82	5.82
G-03352	Cox Communications, Inc.	Internet Data Circuit	2,443.92	
		Internet Data Circuit	2,443.91	
		Internet Data Circuit	658.09	5,545.92
G-03353	Metro Family	Library-related Services	1,170.00	1,170.00
G-03354	Barnum's Sewer, Drain &	Fixtures	1,500.00	1,500.00
G-03355	SYMETRA LIFE INSURANCE COMPANY	Finance	4,025.00	4,025.00
G-03356	Jane Humphries	Programming	85.00	85.00
G-03357	Imagenation Promotional Group	Other Commodities	601.29	601.29
G-03358	Construction Industries Board	Professional Services	300.00	300.00
G-03359	Allied Waste Services #060	Garbage Services	487.96	487.96
G-03360	O'Reilly Auto Parts	Maintenance of Facilities	17.98	17.98
G-03361	Rebecca McCauley	Programming	40.00	40.00
G-03362	Robyn Poston	Programming	85.00	
		Programming	85.00	170.00
G-03363	Star Lighting	Maintenance of Facilities	365.22	365.22
G-03364	Melissa Weathers	Mileage	31.53	31.53
G-03365	Sharon May	Reimbursement of OLA dues	35.00	35.00
G-03366	Rondia K. Banks	Programming	49.56	49.56
G-03367	Sheila Fixel	Mileage	5.82	5.82
G-03368	Lesli Jones	Library-related Services	90.00	90.00
G-03369	Kelley Hoffman	Mileage	19.40	19.40
G-03370	OKC Philharmonic Orchestra	Programming	405.00	405.00
G-03371	Oklahoma City Police Dept.	Maintenance of Facilities	100.00	100.00
G-03372	Cox Communications, Inc.	Telephone Service	411.51	411.51
G-03373	Rob Vollmar	Programming	500.00	500.00
G-03374	Maria Watkins	Mileage	11.16	11.16
G-03375	Mickey Sherman	Programming	70.00	70.00
G-03376	Emily Williams	Mileage	22.21	22.21
G-03377	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-03378	Lloyd Lovely	Mileage	38.80	38.80
G-03379	Christine Bassett	Mileage	3.15	3.15
G-03380	National Library Legislative	Registration	20.00	20.00
G-03381	Angela Wall	Programming	60.00	60.00
G-03382	Midwest Single Source, Inc.	Supplies	126.19	
		Supplies	136.34	
		Supplies	30.12	292.65
G-03383	Metropolitan Library System	Parking & Transportation	4.00	
		Professional Services	118.43	
		Automation Contractual	6.00	
		Supplies	76.68	
		Programming	173.24	
		Programming	95.06	
		Programming	46.48	
		Other Commodities	94.35	
		Books & Materials	7.50	621.74
G-03384	Bradford Industrial Suppl Corp	Maintenance of Facilities	321.50	321.50
G-03385	O G & E	Electrical Services	7,286.65	7,286.65

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03386	Oklahoma Natural Gas Co.	Gas Services	520.18	
		Gas Services	2,130.02	2,650.20
G-03387	City of Bethany	Water & Garbage Services	133.20	133.20
G-03388	City of Oklahoma City	Water & Garbage Services	517.28	
		Water & Garbage Services	555.92	1,073.20
G-03389	City of the Village	Water & Garbage Services	76.42	76.42
G-03390	Triangle/A & E	Printing	162.00	162.00
G-03391	Southwestern Stationery and	Supplies	21.84	21.84
G-03392	Locke Supply Co.	Maintenance of Facilities	17.09	17.09
G-03393	Dagwell Dixie Inc	Maintenance of Facilities	21.63	21.63
G-03394	Tech-Lock	Maintenance of Facilities	339.00	339.00
G-03395	Demco	Supplies	136.78	
		Supplies	63.34	200.12
G-03396	MASSCO Maintenance Co.	Maintenance of Facilities	2.85	2.85
G-03397	Gaylord Bros.	Supplies	203.45	203.45
G-03398	Gale Research	Materials	1,000.45	1,000.45
G-03399	Highsmith Co., Inc.	Supplies	17.55	
		Supplies	37.52	55.07
G-03400	Journey House Travel, Inc.	Travel Expenses	329.10	329.10
G-03401	Synergy Datacom Supply, Inc.	Maintenance of Facilities	43.90	43.90
G-03402	AT&T	Telephone Services	930.52	
		Telephone Services	1,322.91	
		Telephone Services	331.53	2,584.96
G-03403	City of Edmond	Electrical Services	3,745.05	3,745.05
G-03404	Alma L. Brown	Programming	39.70	39.70
G-03405	Oklahoma Library Association	Registration	160.00	
		Registration	125.00	
		Registration	175.00	
		Registration	100.00	
		Registration	175.00	735.00
G-03406	South OKC Chamber of Commerce	Programming	300.00	300.00
G-03407	Spence & Associates, Inc	Automation Syst. & Equipm	150.00	150.00
G-03408	Mid-west Landscape, LLC	Maintenance of Facilities	1,520.00	
		Maintenance of Facilities	719.00	2,239.00
G-03409	Charles S. Isaacs	Telephone Services	35.00	35.00
G-03410	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03411	Keystone Tape & Label, Inc.	Library-related Services	362.42	362.42
G-03412	Recorded Books, LLC	Materials	807.96	807.96
G-03413	Instructional Video, Inc.	Materials	1,090.00	1,090.00
G-03414	Greater Oklahoma City	Registration	80.00	80.00
G-03415	Denyvetta Davis	Mileage	126.15	126.15
G-03416	Gale Group	Materials	2,516.08	2,516.08
G-03417	The Edmond Evening Sun	Subscriptions	144.00	144.00
G-03418	Hunter's Battery Warehouse	Maintenance of Facilities	14.55	14.55
G-03419	Live Oak Media	Materials	121.66	121.66
G-03420	Staples Business Advantage	Supplies	139.35	
		Supplies	50.38	189.73
G-03421	Production Services	Library-related Services	380.00	380.00
G-03422	Anne G. Fischer	Telephone Services	50.00	50.00
G-03423	Library Video Co.	Materials	269.45	269.45
G-03424	Commercial Concepts	Furniture	940.00	940.00
G-03425	Conney Safety Products	Safety Supplies	40.05	40.05

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03426	Oklahoma Air Filter	Maintenance of Facilities	31.92	31.92
G-03427	Jonathan Willis	Telephone Services	35.00	35.00
G-03428	Blackstone Audio Books	Materials	488.25	488.25
G-03429	Random House, Inc	Materials	3,255.20	3,255.20
G-03430	Scott's Printing & Copying	Printing	1,812.97	1,812.97
G-03431	Brilliance Corporation	Materials	52.94	52.94
G-03432	Karen L.Litteral	Registration	60.00	60.00
G-03433	Hobby Lobby	Supplies	12.96	12.96
G-03434	American Library Association	Registration	195.00	195.00
G-03435	Ingram Library Service	Materials	178.69	178.69
G-03436	OKC Business	Subscriptions	39.00	39.00
G-03437	Candace McDaniel	Programming	64.98	64.98
G-03438	Summit Mailing Systems, Inc.	Equipment Rental	226.50	
		Maintenance of Facilities	122.35	348.85
G-03439	Audio Editions	Materials	515.33	515.33
G-03440	United States Postal Service	Postage	6,000.00	6,000.00
G-03441	Econo Lube N' Tune	Vehicle Parts & Repairs	21.96	21.96
G-03442	Full Cast Audio	Materials	6.95	6.95
G-03443	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	75.50	75.50
G-03444	Patricia Jan Hall	Programming	75.00	75.00
G-03445	Walker Group	Supplies	135.80	135.80
G-03446	Ingram Library Service	Materials	789.93	789.93
G-03447	Tandem Library Group	Materials	614.91	614.91
G-03448	Voss Lighting	Maintenance of Facilities	442.20	
		Maintenance of Facilities	179.75	621.95
G-03449	Beaver Express	Programming	227.70	227.70
G-03450	L. E. Acker Co.	Maintenance of Facilities	43.20	43.20
G-03451	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-03452	Jimmy Welch	Telephone Services	45.60	45.60
G-03453	Oklahoma Petroleum Directory	Materials	200.00	200.00
G-03454	Amy I-Lin Cheng	Programming	100.00	100.00
G-03455	Southwest Paper - OKC	Maintenance Supplies	4,781.32	4,781.32
G-03456	OPUBCO Communications Group	Library-Related Services	415.00	415.00
G-03457	Bank of America	Direct Deposit Fees	144.31	144.31
G-03458	Ruby Soutiere	Reimbursement of OLA dues	35.00	35.00
G-03459	Kelley Riha	Mileage	178.00	178.00
G-03460	City of Edmond	Water & Garbage Services	179.02	179.02
G-03461	ULINE	Supplies	526.74	526.74
G-03462	Oklahoma Press Service	Library-related Services	167.47	167.47
G-03463	John Wood	Telephone Services	50.00	50.00
G-03464	Office Depot Credit Plan	Automation Contractual	268.98	268.98
G-03465	Producers Playhouse	Library-related Services	97.00	97.00
G-03466	Baker & Taylor Entertainment	Materials	10,037.26	10,037.26
G-03467	Financial Information, Inc.	Materials	1,095.00	1,095.00
G-03468	Walmart Community	Supplies	40.58	40.58
G-03469	Preston Bell	Parking & Transportation	40.00	40.00
G-03470	Jane Humphries	Professional Services	600.00	600.00
G-03471	Donna Morris	Car Allowance	450.00	450.00
G-03472	Star Lighting	Maintenance of Facilities	94.85	
		Maintenance of Facilities	13.98	
		Maintenance of Facilities	56.91	
		Maintenance of Facilities	47.92	

** Continued **

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03472	Star Lighting	Maintenance of Facilities	68.97	282.63
G-03473	Scott Delsigne	Programming	75.00	75.00
G-03474	Cintas Corp.	Maintenance of Facilities	307.80	307.80
G-03475	Lesli Jones	Library-related Services	230.00	230.00
G-03476	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03477	Cheryll Smith	Programming	104.43	104.43
G-03478	Oklahoma City Police Dept.	Maintenance of Facilities	75.00	
		Maintenance of Facilities	50.00	125.00
G-03479	Corporate Express, Inc.	Supplies	10.26	10.26
G-03480	Baker & Taylor Books	Materials	1,553.35	
		Materials	1,534.50	
		Materials	2,038.58	
		Materials	2,506.65	
		Materials	3,255.30	
		Materials	2,320.56	
		Materials	1,844.58	15,053.52
G-03481	Baker & Taylor Books	Materials	952.01	
		Materials	3,509.68	
		Materials	4,168.56	
		Materials	1,188.56	9,818.81
G-03482	Baker & Taylor Books	Materials	1,193.41	1,193.41
G-03483	Tulin LaFollette	Mileage	16.01	16.01
G-03484	Patrick Williams	Professional Services	137.50	137.50
G-03485	Erika Diel	Maintenance of Facilities	120.00	120.00
G-03486	Trigen-OKC Energy Corporation	Energy Services	16,130.48	16,130.48
G-03487	Eddie Lou Nachtrieb	Programming	50.00	50.00
G-03488	Kiona Millirons	Programming	150.00	150.00
G-03489	Stacy Schrank	Professional Services	114.04	114.04
G-03490	Gale Research	Materials	1,487.10	1,487.10
G-03491	Oklahoma Historical Society	Materials	297.68	297.68
G-03492	Weston Woods Accts Receivable	Materials	617.24	617.24
G-03493	Baker & Taylor Books	Materials	3,035.25	3,035.25
G-03494	Bank of Oklahoma	Payroll Transmittal-Chks	45,512.12	
		Payroll Transmittal-Chks	18,874.94	64,387.06
G-03495	Bank of Oklahoma	Federal Withholding Tax	38,532.10	
		Federal Withholding Tax	2,773.00	41,305.10
G-03496	Oklahoma Tax Commission	State Withholding Tax	13,938.00	
		State Withholding Tax	1,063.00	15,001.00
G-03497	Mun. Employees Credit Union	Employee Cr Union Deducts	10,474.51	
		Employee Cr Union Deducts	140.00	10,614.51
G-03498	Recorded Books, LLC	Materials	4,618.93	4,618.93
G-03499	Instructional Video, Inc.	Materials	497.15	497.15
G-03500	Gale Group	Materials	54.32	54.32
G-03501	Hal Leonard Publishing	Materials	245.25	245.25
G-03502	Library Video Co.	Materials	1,499.84	1,499.84
G-03503	Full Circle Bookstore	Materials	813.44	813.44
G-03504	TheStreet.com	Materials	448.95	448.95
G-03505	Random House, Inc	Materials	1,856.00	1,856.00
G-03506	Brilliance Corporation	Materials	11.55	11.55
G-03507	Gateway Films/Vision Video	Materials	98.94	98.94
G-03508	Ingram Library Service	Materials	2,990.05	2,990.05

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03509	Audio Editions	Materials	460.26	460.26
G-03510	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-03511	Bank of America	Payroll Transmittal-DDep	195,352.60	
		Payroll Transmittal-DDep	26,097.63	221,450.23
G-03512	Ingram Library Service	Materials	1,922.82	1,922.82
G-03513	Nationwide Retirement Solution	Employee Deductions	7,141.07	7,141.07
G-03514	Maverick Books	Materials	62.97	62.97
G-03515	Sound Room Publishers, Inc.	Materials	165.00	165.00
G-03516	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,123.88	5,123.88
G-03517	Bank of Oklahoma	Employee Flexplan Deposit	59.30	59.30
G-03518	BBC Audiobooks America	Materials	8.00	8.00
G-03519	Bank of Oklahoma	Employee Soc/Sec Deposits	21,927.56	
		Employee Soc/Sec Deposits	3,286.14	
		Employee Medicare Deposit	5,128.28	
		Employee Medicare Deposit	768.58	
		Employer Soc/Sec Deposits	25,213.88	
		Employer Medicare Deposit	5,896.69	62,221.13
G-03520	MassMutual Financial Group	Employee Contrib -- DC PI	10,198.88	
		Employer Contrib -- DC PI	18,846.45	29,045.33
G-03521	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-03522	Baker & Taylor Books	Materials	1,571.37	1,571.37
G-03523	Baker & Taylor Entertainment	Materials	3,123.42	
		Materials	423.66	3,547.08
G-03524	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-03525	Employee Benefits	Materials	346.00	346.00
G-03526	Baker & Taylor Books	Materials	436.50	
		Materials	641.80	
		Materials	1,023.32	
		Materials	3,318.41	
		Materials	10,946.60	
		Materials	689.45	17,056.08
G-03527	Baker & Taylor Books	Materials	1,077.32	
		Materials	2,066.30	
		Materials	3,885.47	7,029.09
G-03528	Baker & Taylor Books	Materials	3,176.63	3,176.63
G-03529	City of Del City	Building Rental	400.00	400.00
G-03530	Bradford Industrial Suppl Corp	Maintenance of Facilities	88.85	
		Maintenance of Facilities	123.95	
		Maintenance of Facilities	41.60	
		Maintenance of Facilities	21.12	
		Maintenance of Facilities	119.80	395.32
G-03531	Grainger	Maintenance of Facilities	128.88	128.88
G-03532	Southwestern Stationery and	Supplies	19.42	19.42
G-03533	Demco	Supplies	1,060.00	
		Supplies	1,258.00	
		Supplies	2,028.00	4,346.00
G-03534	Gaylord Bros.	Furniture	285.85	285.85
G-03535	Oklahoma Library Association	Registration	125.00	
		Membership	32.00	157.00
G-03536	Spence & Associates, Inc	Library Related Services	1,900.00	1,900.00
G-03537	TDS Telecom	Telephone Services	115.29	
		Telephone Services	199.67	314.96

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03538	ALA Membership CSC	Membership	215.00	215.00
G-03539	Pure Service Corp.	Janitorial Services	10,540.00	
		Janitorial Services	5,455.00	
		Janitorial Services	553.00	
		Janitorial Services	496.00	
		Janitorial Services	120.00	
		Janitorial Services	17,400.00	
		Janitorial Services	7,126.00	
		Janitorial Services	190.00	41,880.00
G-03540	City Bites	Other Commodities	114.63	114.63
G-03541	Full Circle Bookstore	Programming	82.18	82.18
G-03542	Michael's Arts & Crafts	Framing of Document	101.06	101.06
G-03543	Superior Security	Security Services	4,556.25	
		Security Services	4,521.75	9,078.00
G-03544	Conney Safety Products	Safety Supplies	56.35	56.35
G-03545	Melanie Levick	Mileage	2.43	2.43
G-03546	Joyce McCauley Johnson	Mileage	5.24	5.24
G-03547	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	
		Maintenance of Facilities	209.70	913.50
G-03548	James E. Nimmo	Parking/Transportation	120.00	120.00
G-03549	OSCPA	Insurance	180.00	180.00
G-03550	Love Envelopes Inc	Supplies	1,969.00	1,969.00
G-03551	Gartech Refrigerant	Maintenance of Facilities	210.65	210.65
G-03552	Ultimate Heroes Comics	Supplies	286.27	286.27
G-03553	Southwest Compressor, Inc.	Maintenance of Facilities	2,133.00	2,133.00
G-03554	Dowell Parking Center	Staff Parking	450.00	450.00
G-03555	Kellie Bradford	Mileage	43.50	43.50
G-03556	Kimberly Rickey	Mileage	7.28	7.28
G-03557	C. L. Frates & Co.	Insurance	11,563.00	11,563.00
G-03558	Joshua Schell	Mileage	13.10	13.10
G-03559	Office Depot Credit Plan	Supplies	299.17	299.17
G-03560	CPI Office Products	Supplies	141.97	141.97
G-03561	LaVetta Kinsey Dent	MLS Comm Mtg Supplies	77.65	77.65
G-03562	Walmart Community	Safety Supplies	109.82	109.82
G-03563	Commercial Card Solutions	Books & Materials	183.76	
		Books & Materials	268.35	
		Books & Materials	316.64	
		Books & Materials	170.49	
		Books & Materials	335.70	
		Books & Materials	119.75	1,394.69
G-03564	Carrier North	Maintenance of Facilities	260.84	260.84
G-03565	Mun. Employees Credit Union	Programming	2,500.00	2,500.00
G-03566	Susan H. Wood	Programming	250.00	250.00
G-03567	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03568	AT&T	Telephone Services	55.38	
		Telephone Services	141.34	196.72
G-03569	Rob Vollmar	Programming	100.00	100.00
G-03570	Corporate Express, Inc.	Supplies	8.31	8.31
G-03571	William F Comstock, P.C.	Professional Services	1,375.00	1,375.00
G-03572	Sabre Technologies	Computer Equipment	378.00	378.00
G-03573	Midwest Single Source, Inc.	Supplies	132.00	132.00
G-03574	Stacy Schrank	Mileage	119.73	119.73

General Fund F.Y. 06-07

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-03575	John Sing	Maintenance of Facilities	150.00	150.00
G-03576	U. S. Treasury	Backup Withholding Fees	1,300.00	
		Backup Withholding Fees	2,789.76	4,089.76
Total of FY 06-07 Warrants Issued				\$ 2,014,916.13

General Fund F.Y. 05-06

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
G-05676	Jean Johnson	Membership	22.50	22.50
Total of FY 05-06 Warrants Issued				\$ 22.50

Special Funds

Warrant Register

March 2007

Number	Vendor/Payee	Purpose		Amount
S-12802	Walmart Community	Volunteer Recognition	78.96	78.96
S-12803	Silberia Lorenzo	Lost & Paid Book Returned	24.85	24.85
S-12804	Becky L. Worth	Lost & Paid Book Returned	12.99	12.99
S-12805	Sherri Ratliff	Lost & Paid Book Returned	7.95	7.95
S-12806	Mari J. Singh	Lost & Paid Book Returned	14.95	14.95
S-12807	Karely Astorga	Lost & Paid Book Returned	20.00	20.00
S-12808	Chris W. Stogsdill	Lost & Paid Book Returned	3.00	3.00
S-12809	Angie Diaz	Lost & Paid Book Returned	11.99	11.99
S-12810	Wendy R. Fine-Thomas	Lost & Paid Book Returned	3.00	3.00
S-12811	Shannon L. Eccles	Lost & Paid Book Returned	8.99	8.99
S-12812	Harris County Public Library	Lost ILL Book	17.97	17.97
S-12813	Christie J. Lanham	Lost & Paid Book Returned	6.00	6.00
S-12814	Triangle/A & E	Printing	180.00	180.00
S-12815	Oklahoma Gazette	Advertising	896.40	896.40
S-12816	Friends of the Metro. Library	Grant Balance Refund	229.72	229.72
S-12817	Baker & Taylor Books	Materials	267.77	267.77
S-12818	Lisa G. Holmes	Lost & Paid Book Returned	8.94	8.94
S-12819	Konnice D. Nantze	Lost & Paid Book Returned	3.00	3.00
S-12820	Oklahoma Tax Commission	State Sales Tax-Jan 2007	104.17	104.17
S-12821	Kelly E. Bass	Lost & Paid Book Returned	12.95	12.95
S-12822	Sarah Johnson	Lost & Paid Book Returned	12.95	12.95
S-12823	Patricia Ann Thrower	Lost & Paid Book Returned	39.95	39.95
S-12824	Kristopher R. Wilson	Lost & Paid Book Returned	6.15	6.15
S-12825	Todd G. Wright	Lost & Paid Book Returned	3.00	3.00
S-12826	Tristin D. Russell	Lost & Paid Book Returned	3.00	3.00
S-12827	Barbara A. Jones	Lost & Paid Book Returned	16.99	16.99
S-12828	Bobby D. Studdard	Lost & Paid Book Returned	23.99	23.99
S-12829	Beth E. Herzig	Lost & Paid Book Returned	3.00	3.00
S-12830	Linda R. Pearson	Lost & Paid Book Returned	21.29	21.29
S-12831	Lisa K. Seitz	Lost & Paid Book Returned	3.00	3.00
S-12832	Karen K. Pierce	Lost & Paid Book Returned	15.19	15.19
S-12833	Kristen G. Kitchell	Lost & Paid Book Returned	18.45	18.45
S-12834	J. Howard Hanger	Programming	1,375.00	1,375.00
S-12835	Walmart Community	Programming Supplies	127.30	127.30
S-12836	Metropolitan Library System	Transfer of Fines & Fees	49,000.00	49,000.00
S-12837	Friends of the Metro. Library	Grant Balance Refund	1,500.00	1,500.00
S-12838	Oklahoma Tax Commission	State Sales Tax-Jan 2007	259.35	259.35
S-12839	Standley Systems	Copier Usage	434.79	
		Copier Usage	193.74	628.53
S-12840	J. Howard Hanger	Programming	2,500.00	2,500.00
S-12841	John B. Williams	Programming	800.00	800.00
S-12842	Maria Y. Bozarth	Programming	300.00	300.00
S-12843	Andrew Keepers-Phillips	Lee Brawner Scholarship	225.00	225.00
S-12844	Amalia M Cruzan	Lost & Paid Book Returned	6.00	6.00
S-12845	Oklahoma Tax Commission	State Sales Tax-Feb 2007	95.01	95.01
S-12846	Rich Antonisse	Lost & Paid Book Returned	11.25	11.25
S-12847	Paula B. Erickson	Lost & Paid Book Returned	9.98	9.98
S-12848	Danielle B. Coats	Lost & Paid Book Returned	15.65	15.65
S-12849	Gay W. Darnell	Lost & Paid Book Returned	20.95	20.95
S-12850	Emily S. Smith	Lost & Paid Book Returned	3.00	3.00
S-12851	Tamika M. Williams	Lost & Paid Book Returned	18.95	18.95
S-12852	Violet D. Megehee	Lost & Paid Book Returned	19.97	19.97

Special Funds

Warrant Register


March 2007

Number	Vendor/Payee	Purpose		Amount
S-12853	Guadalupe Morales	Lost & Paid Book Returned	16.85	16.85
S-12854	Yvonne E. Hawthorne	Lost & Paid Book Returned	3.00	3.00
S-12855	Oklahoma Tax Commission	State Sales Tax-Feb 2007	327.60	327.60
S-12856	S & S Worldwide	Programming Supplies	160.86	160.86
S-12857	Baker & Taylor Books	Materials	13.42	13.42
S-12858	Friends of the Metro. Library	Grant Balance Refund	2.44	2.44
S-12859	Ruth Lummis, Director	Books	24.00	24.00
S-12860	Friends of the Metro. Library	Grant Refund Balance	2,500.00	2,500.00
S-12861	Baker & Taylor Books	Materials	8.76	8.76
S-12862	Omniplex	Summer Reading Prizes	1,050.00	1,050.00
S-12863	Imagenation Promotional Group	Summer Reading Prizes	3,229.55	3,229.55
S-12864	James E. Sutterfield	Lost & Paid Book Returned	29.95	29.95
S-12865	University of Arkansas	Lost Book Replacement	30.00	30.00
S-12866	Emily S. Smith	Lost & Paid Book Returned	3.00	3.00
S-12867	Ryan M. Edwards	Lost & Paid Book Returned	11.95	11.95
S-12868	Staci L. Young	Lost & Paid Book Returned	10.95	10.95
S-12869	Sandra L. Rushing	Lost & Paid Book Returned	17.49	17.49
S-12870	Jennifer L. Wilhm	Lost & Paid Book Returned	13.00	13.00
S-12871	Lubbock Public Library - ILL	Lost Book Replacement	18.49	18.49
S-12872	Carol A. Smith	Lost & Paid Book Returned	6.00	6.00
S-12873	Christine Francis	Programming	100.00	100.00
S-12874	Borders Group, Inc.	Books	834.56	834.56

Total of Special Funds Warrants Issued \$ 67,408.37

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.



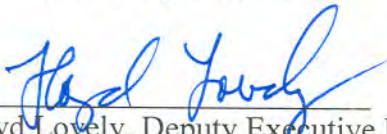
Donna Morris, Executive Director

4-11-07

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

4-11-07

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: Production and Delivery of Award Ribbons

Provided for in the FY2006-07 budget is the request for the production of 10,500 award ribbons for the Summer Reading at the Library program.

Specifications were prepared and bids were let for 16 days and were advertised for two days (March 20, and 22, 2007) in ***The Oklahoman***. Bids were also sent to seven prospective vendors.

A pre-bid conference was held on March 27, 2007. No vendors attended.

Bids were received and publicly opened on Tuesday, April 3, 2007. Four vendors responded.

Vendors	Bid Amount
Walker Companies	\$11,497.50
Single Source	\$11,655.00
Homer Miller	\$16,580.00
Midwest Trophy	\$19,845.00

All vendors are located in Oklahoma County and meet specifications. The Library wishes to purchase the 10,500 award ribbons as requested in the specifications.

Walker Companies is the best and lowest bidder. Walker Companies has produced award ribbons for the Summer Reading programs in the past.

RECOMMENDATION:

That the Commission award the contract to Walker Companies for the production of 10,500 award ribbons for Summer Reading at the Library program in the amount of \$11,497.50. 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: Overlay of Asphalt for Warr Acres Library Parking Lot

Provided for in the FY2007-08 budget, is the request to overlay the asphalt parking lot at Warr Acres Library. The area to be overlaid with 2" asphalt is approximately 31,050 sqft. Approximately 5,000 sqft of repairs to the sub-base is expected to be needed before the overlay can be applied.

Specifications were prepared and bids were let for 23 days and were advertised for two days (January 23, and 25, 2007) in **The Oklahoman**. Bids were also sent to nine prospective vendors.

A mandatory pre-bid conference was held at Warr Acres Library on January 30, 2007. Nine vendors attended.

Bids were received and publicly opened on Tuesday, February 13, 2007. Five vendors responded.

Vendors	Bid Amount
Bill's Pavement	\$46,627.84
Bishop's Paving	\$48,365.00
Markwell Paving	\$51,539.00
A-Tech Paving	\$52,409.00
Merritt Sealing	\$69,679.00

All vendors are located in Oklahoma County and meet specifications.

Bill's Pavement is the best and lowest bidder. Bill's Pavement has performed asphalt work for the Library in the past.

RECOMMENDATION:

That the Commission award the contract to Bill's Pavement for the overlay of asphalt at the Warr Acres parking lot in the amount of \$46,627.84. Adequate funding for this project is available in the Fiscal Year budget 2006-07, account 450.

**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 206	Rent of Equipment	\$500.00	\$2,150.00

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 216	Telephone Services	\$500.00	\$276,530.00

This budget transfer will allow the Library to keep postage equipment for which the software was projected to be obsolete at the end of 2006. However, we have now learned that the software is good until the end of 2008.

Commission Action

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

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Letter of Intent for Café Operator

A qualified vendor has been identified to open a café operation in the available lease space located at the Downtown Library, 300 Park Avenue, Oklahoma City, Oklahoma. The vendor requests to enter into a lease agreement with MLS to perform build-out of the space and begin operation of a café open to the public. The vendor, Culinary Concepts, LLC, has been in business in the Oklahoma City area since 1985 and currently operates the café at the Oklahoma History Center and the largest catering business in Oklahoma City, The Catering Company.

The attached agreement has been reviewed by library staff, attorney William Comstock and the City of Oklahoma City prior to being presented to the Commission.

ADMINISTRATIVE RECOMMENDATION TO COMMISSION:

That the Commission approve the Agreement between the Metropolitan Library System and Culinary Concepts, LLC effective April 19, 2007.

Metropolitan Library System
Ronald J. Norick Library

Café Lease Agreement

This AGREEMENT is made and entered into this ____ day of _____, by and between the METROPOLITAN LIBRARY SYSTEM (herein "MLS") and CULINARY CONCEPTS, LLC (herein "Culinary Concepts").

WHEREAS, MLS provides library and related services to the citizens of Oklahoma County pursuant to the provisions of the Metropolitan Library Act, Title 65, O.S. §551, et.seq., at 17 locations across the county, including the Ronald J. Norick Downtown Library (herein "RJN Downtown Library") located at 300 Park Avenue, Oklahoma City. RJN Downtown Library is a library and learning center and offers expanded educational services and facilities to the citizens of Oklahoma County;

WHEREAS, Culinary Concepts DBA The Catering Company offers full service catering and food service statewide. Culinary Concepts currently has offices located at 13700 N. Eastern, Edmond, Oklahoma 73013.

WHEREAS, MLS desires to offer a dining venue at the RJN Downtown Library at 300 Park Avenue, Oklahoma City, Oklahoma. Combining the services offered by Culinary Concepts and MLS will serve to increase the use of the RJN Downtown Library and will further provide greatly enhanced benefits to the citizens of Oklahoma County and the community in general.

NOW THEREFORE, in consideration of the mutual benefits to flow between the parties, the parties mutually agree as follows:

1. Culinary Concepts may operate a café open to the public offering such items as pastries, sandwiches, soft drinks, coffee, tea and other miscellaneous food items ordinarily sold in a coffee shop or small café in the space designated for that purpose on the first floor of the RJN Downtown Library.
2. Culinary Concepts shall be responsible for providing a trained staff to maintain the café operation on a daily basis and agrees to maintain hours of operation during regular Library hours. The café, with the advanced written approval of MLS may be open additional hours if desired by the operator.
3. Culinary Concepts shall, at its expense, provide for approval, a detailed plan drawing of the proposed finished café space.
4. Culinary Concepts shall, at its expense, provide all equipment and approved furnishings installed by a certified, licensed and bonded contractor and obtain all necessary inspections as required by the City of Oklahoma City and State of Oklahoma.
5. MLS agrees to contribute to the build-out expense of the café space in accordance with Oklahoma State Law and MLS Purchasing Policies. Funds will be used for equipment, fixtures and furnishings that will be permanently attached to the premises and will remain with the premises should Culinary Concepts vacate the facility.

Metropolitan Library System
Ronald J. Norick Library

Café Lease Agreement

6. MLS will provide, at no charge to Culinary Concepts, necessary utility services to include water service, electrical, natural gas and trash service. Culinary Concepts shall provide adequate trash removal devices to remove trash from the café.
7. Culinary Concepts shall be responsible for the proper cleaning of the café space and shall maintain the space and its employees in a clean, sanitary and orderly condition at all times and shall observe all health and sanitation ordinances of the City of Oklahoma and the rules, regulations and standards of the County, State and Federal authorities. Failure by Culinary Concepts to pass City/County Health Department Inspections shall be reason for closure and cancellation of this contract. Additionally, because use of the area will be shared by the café and library customers, Culinary Concepts will be responsible for daily maintenance of the Atrium area of the RJN Downtown Library when the area is used by the café for seating.
8. Culinary Concepts shall, at its own expense, provide for any computers, fax machines, copy machines, telephones and all other equipment and supplies required for the operation of the café. Culinary Concepts shall be responsible for the payment of all labor, materials and other costs associated with the installation of telephone service and may use the service provider of choice. Access to the building for installation of telephone service shall be coordinated with MLS.
9. Culinary Concepts shall, at its own expense, provide signage for the café. Such signage must meet all City of Oklahoma City codes and must be approved by MLS.
10. Culinary Concepts shall have access to the loading dock, basement Catering Kitchen and 4th floor Serving Kitchen of the RJN Downtown Library. Use of the loading dock for regular deliveries shall be scheduled with MLS to coordinate with regular library business use of the area. All food preparation shall be in accordance with City/County Health Dept and State Health department (ODEQ) and all City of Oklahoma City building code requirements.
11. Parking for café employees shall be the responsibility of Culinary Concepts and may be acquired through area parking facilities. MLS will provide, at no charge, one (1) parking space designated for a café vehicle in the library parking area located on the South side of the building.
12. Culinary Concepts agrees to provide a 10% discount to MLS staff and volunteers with proper photo ID badge issued by MLS.
13. Culinary Concepts and The Catering Company except for events proposed and hosted by the City of Oklahoma City, shall be the preferred caterer and shall have right of first refusal for any catered events held at the RJN Downtown Library. MLS will continue to allow customers to bring in light refreshments in the designated public space.

Café Lease Agreement

14. Culinary Concepts hereby agrees that it will obtain, at its own expense, all permits and licenses required by the City of Oklahoma City and/or the County of Oklahoma, pay all royalties, license fees, taxes, etc., which may come due and are required as a result of the operation of the café
15. Culinary Concepts assumes all risks incident to or in connection with the operation of the café, and shall indemnify, defend and save the Metropolitan Library System and the City of Oklahoma City harmless from damage or injuries of whatever nature or kind, to persons or property arising directly or indirectly out of the café operations and arising from acts or omissions of its employees. Culinary Concepts shall indemnify, defend, save harmless the Metropolitan Library System and the City of Oklahoma City from any penalties for violation of any law, ordinance or regulation affecting or having application to the operation of the café or resulting from carelessness, negligence or improper conduct of Culinary Concepts or any of its agents or employees.

In conjunction with the above, Culinary Concepts shall carry workers' compensation insurance in accordance with the state laws and shall carry employers' liability insurance in the following amounts:

Property Damage Liability Limit shall be carried in the amount of not less than \$1,000,000 for each occurrence for bodily injury and a minimum limit of \$1,000,000 for property damage liability. Culinary Concepts shall maintain "Broad Form" property damage liability insurance, including complete operations.

All Other Liability In an amount of not less than \$1,000,000 for claims including accidental death, personal injury, and all other claims to any person out of a single accident or occurrence.

Single Occurrence or Accident Liability In an amount of not less than \$1,000,000 for any number of claims arising out of a single accident or occurrence.

The insurance policies shall be issued by a company approved by MLS. MLS shall be furnished with a certificate of insurance, which shall provide that such insurance shall not be changed or cancelled, without thirty days prior written notice to MLS. Certificates of insurance shall be delivered to MLS prior to the commencement of the contract. The insurance policy shall list MLS as co-insured or additional insured.

Insurance on Contents of Café Culinary Concepts understands and agrees that MLS does not insure the contents of the café from loss or damage by fire, water, theft or any other peril. Any losses sustained by Culinary Concepts shall be at its own expense. The provision of any insurance coverage for the contents of the café shall be at the expense of Culinary Concepts.

Metropolitan Library System
Ronald J. Norick Library

Café Lease Agreement

16. Monthly rent for use of the café facility shall be set at \$500.00 and will be due on the first day of every month. This rental amount is all inclusive with no additional fees for regular operations.
17. This agreement is not intended to create, nor shall it be construed as, a partnership, an agency or a joint venture relationship between MLS and Culinary Concepts.
18. Culinary Concepts shall at all times comply with the rules and regulations promulgated by MLS and all local, state and federal ordinances, statutes, laws and regulations during the term of this Agreement.
19. The Agreement may be terminated without cause by either party by giving 120 days written notice to the other. Upon termination, Culinary Concepts shall leave the RJN Downtown Library café space in the improved condition as existed at the commencement of the operation. It is agreed that any equipment and furnishings (not permanently attached to the premises) and purchased by Culinary Concepts shall remain the property of Culinary Concepts upon termination of this Agreement.
20. Renegotiation and renewal of this Agreement shall occur in June of each year for the coming fiscal year. The Agreement will run from MLS fiscal year to fiscal year (July 1 to June 30 of each calendar year).
21. This Agreement may only be modified or amended by a written modification or amendment signed by both parties.

Dated as of the day and year first written above:

"MLS"

METROPOLITAN LIBRARY SYSTEM

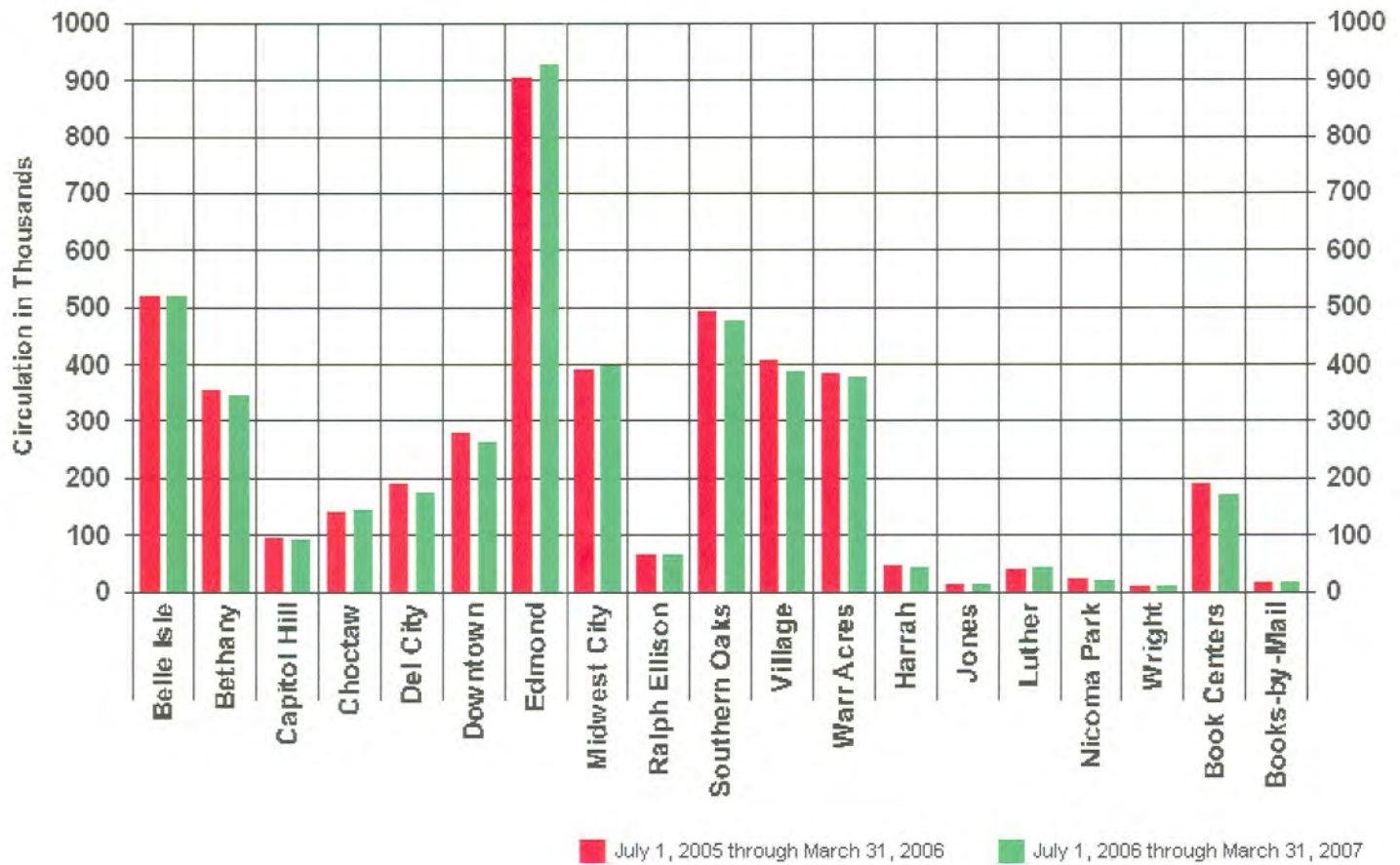
By: 
Donna Morris
Executive Director

"Culinary Concepts"

By: 
Owner/Operator

Circulation Gains and Losses

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)



Circulation Gains and Losses

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

MARCH 31, 2007		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	06	46528	394530	14618	124185	61146	518715	
	07	45013	391440	14358	128575	59371	520015	
		-1515	-3090	-260	4390	-1775	1300	.3
BETHANY	06	30256	248310	12727	104407	42983	352717	
	07	27171	235116	12272	107870	39443	342986	
		-3085	-13194	-455	3463	-3540	-9731	-2.8
CAPITOL HILL	06	7961	65853	3574	27897	11535	93750	
	07	6919	60624	3341	30805	10260	91429	
		-1042	-5229	-233	2908	-1275	-2321	-2.5
CHOCTAW	06	10454	87810	5606	51311	16060	139121	
	07	10158	90813	5275	51489	15433	142302	
		-296	3003	-331	178	-627	3181	2.3
DEL CITY	06	16543	133899	6485	54083	23028	187982	
	07	13754	122898	5384	48625	19138	171523	
		-2789	-11001	-1101	-5458	-3890	-16459	-8.8
DOWNTOWN	06	26164	210908	7604	66443	33768	277351	
	07	21526	197544	6748	65167	28274	262711	
		-4638	-13364	-856	-1276	-5494	-14640	-5.3
EDMOND	06	65535	537455	42486	366519	108021	903974	
	07	61834	546229	41040	380848	102874	927077	
		-3701	8774	-1446	14329	-5147	23103	2.6
MIDWEST CITY	06	34280	283718	12572	107581	46852	391299	
	07	31308	286275	12881	111259	44189	397534	
		-2972	2557	309	3678	-2663	6235	1.6
RALPH ELLISON	06	5581	51077	1622	14809	7203	65886	
	07	5542	47825	1700	15151	7242	62976	
		-39	-3252	78	342	39	-2910	-4.4
SOUTHERN OAKS	06	43808	361807	16077	130511	59885	492318	
	07	38686	354288	13863	122525	52549	476813	
		-5122	-7519	-2214	-7986	-7336	-15505	-3.1
VILLAGE	06	33154	281056	14799	126522	47953	407578	
	07	26586	264383	12291	122155	38877	386538	
		-6568	-16673	-2508	-4367	-9076	-21040	-5.2
WARR ACRES	06	25985	263318	12576	119375	38561	382693	
	07	29793	254772	14324	123804	44117	378576	
		3808	-8546	1748	4429	5556	-4117	-1.1

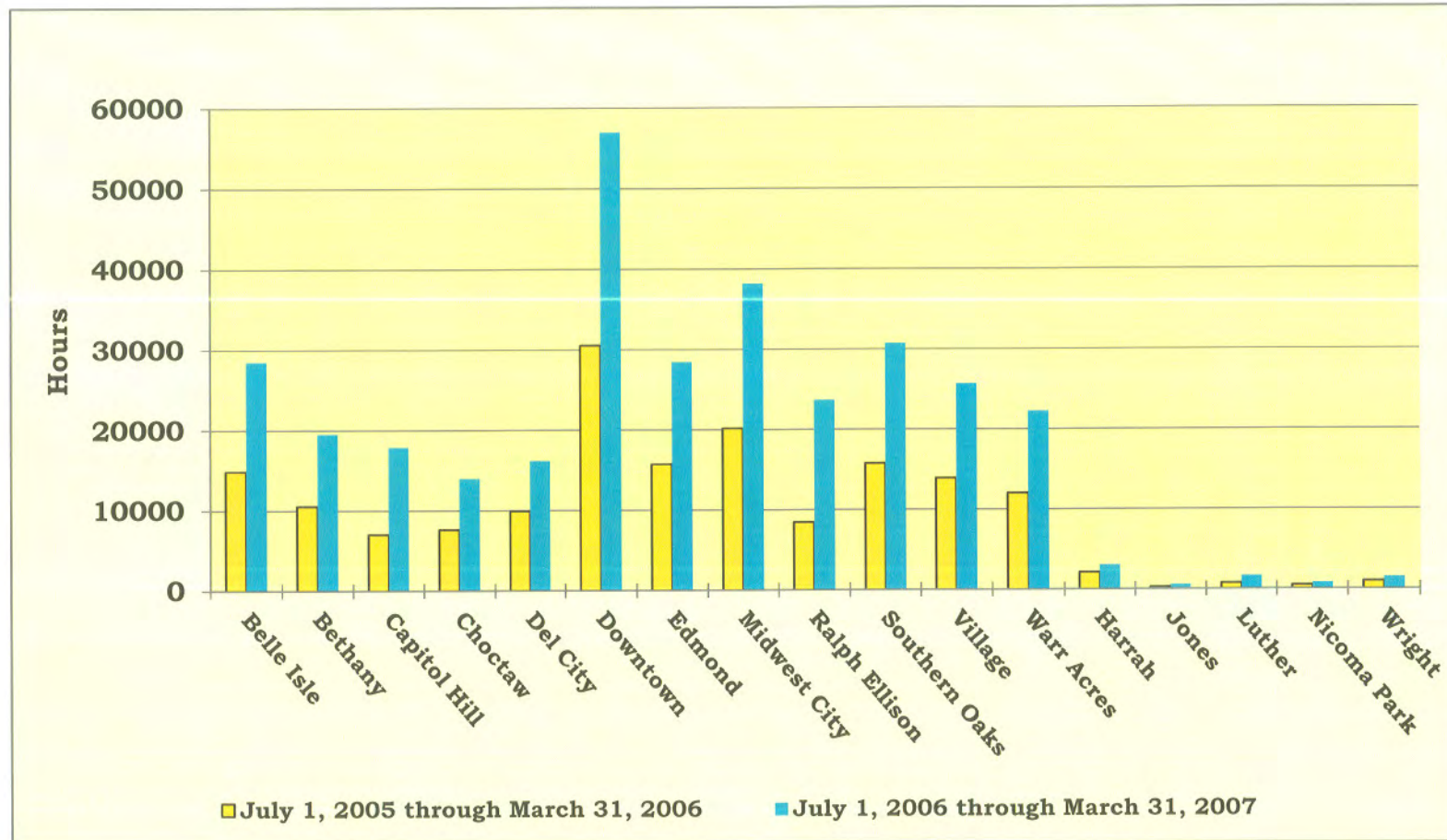
Circulation Gains and Losses

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

MARCH 31, 2007		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	06	3636	30828	1584	12803	5220	43631	
	07	3542	29187	1287	11852	4829	41039	
		-94	-1641	-297	-951	-391	-2592	-5.9
JONES	06	1120	8390	229	1992	1349	10382	
	07	1430	10310	350	2346	1780	12656	
		310	1920	121	354	431	2274	21.9
LUTHER	06	3615	26746	831	9835	4446	36581	
	07	3987	31804	991	9508	4978	41312	
		372	5058	160	-327	532	4731	12.9
NICOMA PARK	06	1817	16203	385	4196	2202	20399	
	07	1711	15994	349	3580	2060	19574	
		-106	-209	-36	-616	-142	-825	-4.0
WRIGHT	06	812	7018	214	1583	1026	8601	
	07	751	5735	139	1227	890	6962	
		-61	-1283	-75	-356	-136	-1639	-19.1
<u>OTHER:</u>								
BOOK CENTERS	06	9531	84770	11463	105049	20994	189819	
	07	9499	84641	6037	83738	15536	168379	
		-32	-129	-5426	-21311	-5458	-21440	-11.3
BOOKS-BY-MAIL	06	1515	13788	0	0	1515	13788	
	07	1535	13899	0	0	1535	13899	
		20	111	0	0	20	111	.8
TOTALS	06	368295	3107484	165452	1429101	533747	4536585	
	07	340745	3043777	152630	1420524	493375	4464301	
		-27550	-63707	-12822	-8577	-40372	-72284	-1.6

Total Computer Hours Used by Library

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)



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Total Computer Usage

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	305		4,435		1,850.59		4,130		39,052		14,878.89	
	07	280		4,863		3,518.26		3,925		40,330		28,539.03	
		-25	-8.2	428	9.7	1,667.67	90.1	-205	-5.0	1,278	3.3	13,660.14	91.8
BETHANY	06	203		3,171		1,321.72		2,625		25,412		10,544.22	
	07	217		3,947		2,813.39		2,566		26,683		19,559.87	
		14	6.9	776	24.5	1,491.67	112.9	-59	-2.2	1,271	5.0	9,015.65	85.5
CAPITOL HILL	06	149		2,165		811.79		2,137		18,235		7,013.45	
	07	208		3,062		2,363.68		2,423		23,313		17,896.67	
		59	39.6	897	41.4	1,551.89	191.2	286	13.4	5,078	27.8	10,883.22	155.2
CHOCTAW	06	99		2,453		998.34		1,372		18,497		7,617.20	
	07	108		1,787		1,666.05		1,467		15,845		13,989.33	
		9	9.1	-666	-27.2	667.71	66.9	95	6.9	-2,652	-14.3	6,372.13	83.7
DEL CITY	06	184		3,136		1,231.07		2,369		24,787		9,928.94	
	07	212		2,877		2,200.60		2,328		21,683		16,213.11	
		28	15.2	-259	-8.3	969.53	78.8	-41	-1.7	-3,104	-12.5	6,284.17	63.3
DOWNTOWN	06	366		8,315		3,605.08		5,111		71,617		30,531.92	
	07	288		9,307		7,015.94		4,174		73,640		57,006.56	
		-78	-21.3	992	11.9	3,410.86	94.6	-937	-18.3	2,023	2.8	26,474.64	86.7
EDMOND	06	385		5,724		2,050.85		4,699		44,413		15,716.66	
	07	282		4,720		3,446.24		4,321		39,734		28,480.88	
		-103	-26.8	-1,004	-17.5	1,395.39	68.0	-378	-8.0	-4,679	-10.5	12,764.22	81.2
MIDWEST CITY	06	417		6,851		2,609.25		5,548		54,868		20,180.29	
	07	362		6,546		4,658.54		5,424		52,674		38,223.58	
		-55	-13.2	-305	-4.5	2,049.29	78.5	-124	-2.2	-2,194	-4.0	18,043.29	89.4
RALPH ELLISON	06	177		2,743		943.66		2,477		24,203		8,448.91	
	07	201		4,098		3,089.32		2,887		29,663		23,722.27	
		24	13.6	1,355	49.4	2,145.66	227.4	410	16.6	5,460	22.6	15,273.36	180.8

Total Computer Usage

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	386		5,092		2,071.98		4,927		39,874		15,784.09	
	07	357		5,152		3,713.77		4,998		43,559		30,761.19	
		-29	-7.5	60	1.2	1,641.79	79.2	71	1.4	3,685	9.2	14,977.10	94.9
VILLAGE	06	340		4,400		1,610.89		4,272		37,524		13,899.81	
	07	265		4,266		3,153.94		3,784		36,149		25,715.73	
		-75	-22.1	-134	-3.0	1,543.05	95.8	-488	-11.4	-1,375	-3.7	11,815.92	85.0
WARR ACRES	06	216		3,449		1,300.28		3,303		32,243		12,020.37	
	07	244		4,176		2,942.85		3,118		31,175		22,292.34	
		28	13.0	727	21.1	1,642.57	126.3	-185	-5.6	-1,068	-3.3	10,271.97	85.5
HARRAH	06	23		449		284.90		373		3,847		2,117.66	
	07	46		579		421.36		417		4,185		3,073.34	
		23	100.0	130	29.0	136.46	47.9	44	11.8	338	8.8	955.68	45.1
JONES	06	9		67		23.09		56		484		247.34	
	07	8		105		81.10		73		758		561.34	
		-1	-11.1	38	56.7	58.01	251.2	17	30.4	274	56.6	314.00	127.0
LUTHER	06	15		269		110.55		177		1,730		724.19	
	07	16		306		224.79		277		2,204		1,688.29	
		1	6.7	37	13.8	114.24	103.3	100	56.5	474	27.4	964.10	133.1
NICOMA PARK	06	13		152		66.04		109		1,002		484.66	
	07	6		95		56.96		122		1,118		832.85	
		-7	-53.8	-57	-37.5	-9.08	-13.7	13	11.9	116	11.6	348.19	71.8
WRIGHT	06	9		273		109.89		126		2,451		986.55	
	07	13		243		167.32		144		2,288		1,540.50	
		4	44.4	-30	-11.0	57.43	52.3	18	14.3	-163	-6.7	553.95	56.2
TOTAL	06	3,296		53,144		20,999.97		43,811		440,239		171,125.15	
	07	3,113		56,129		41,534.11		42,448		445,001		330,096.88	
		-183	-5.6	2,985	5.6	20,534.14	97.8	-1,363	-3.1	4,762	1.1	158,971.73	92.9

Computer Usage by Adult Customers

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	264		3,853		1,498.71		3,478		32,892		12,558.67	
	07	238		4,357		3,149.40		3,299		35,219		24,929.61	
		-26	-9.8	504	13.1	1,650.69	110.1	-179	-5.1	2,327	7.1	12,370.94	98.5
BETHANY	06	162		2,628		1,155.49		2,172		21,256		9,144.44	
	07	173		2,939		2,077.55		2,028		20,603		15,157.40	
		11	6.8	311	11.8	922.06	79.8	-144	-6.6	-653	-3.1	6,012.96	65.8
CAPITOL HILL	06	88		1,279		531.84		1,328		11,449		4,721.13	
	07	129		1,445		1,245.33		1,358		10,244		8,478.62	
		41	46.6	166	13.0	713.49	134.2	30	2.3	-1,205	-10.5	3,757.49	79.6
CHOCTAW	06	68		1,446		622.75		984		11,232		4,868.02	
	07	78		1,260		1,135.83		1,025		10,281		8,800.84	
		10	14.7	-186	-12.9	513.08	82.4	41	4.2	-951	-8.5	3,932.82	80.8
DEL CITY	06	139		2,583		1,046.36		1,903		20,782		8,570.55	
	07	158		2,014		1,554.53		1,777		16,284		12,102.29	
		19	13.7	-569	-22.0	508.17	48.6	-126	-6.6	-4,498	-21.6	3,531.74	41.2
DOWNTOWN	06	314		7,313		3,261.53		4,306		62,260		27,390.71	
	07	244		8,610		6,463.90		3,475		66,332		51,512.30	
		-70	-22.3	1,297	17.7	3,202.37	98.2	-831	-19.3	4,072	6.5	24,121.59	88.1
EDMOND	06	300		4,770		1,724.32		3,950		38,518		13,796.38	
	07	225		3,772		2,787.07		3,466		32,267		23,210.01	
		-75	-25.0	-998	-20.9	1,062.75	61.6	-484	-12.3	-6,251	-16.2	9,413.63	68.2
MIDWEST CITY	06	311		5,027		1,892.28		4,314		41,517		15,754.05	
	07	282		4,631		3,386.70		4,218		37,747		27,851.25	
		-29	-9.3	-396	-7.9	1,494.42	79.0	-96	-2.2	-3,770	-9.1	12,097.20	76.8
RALPH ELLISON	06	137		2,012		720.51		1,883		17,835		6,480.41	
	07	134		2,522		1,975.49		2,149		20,586		16,441.18	
		-3	-2.2	510	25.3	1,254.98	174.2	266	14.1	2,751	15.4	9,960.77	153.7

Computer Usage by Adult Customers

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	302		3,858		1,634.78		3,900		30,530		12,670.03	
	07	267		3,473		2,528.18		3,700		29,350		21,095.79	
		-35	-11.6	-385	-10.0	893.40	54.6	-200	-5.1	-1,180	-3.9	8,425.76	66.5
VILLAGE	06	267		3,586		1,347.38		3,476		30,599		11,538.68	
	07	211		3,204		2,402.52		2,953		26,377		19,098.47	
		-56	-21.0	-382	-10.7	1,055.14	78.3	-523	-15.0	-4,222	-13.8	7,559.79	65.5
WARR ACRES	06	181		2,864		1,104.83		2,797		26,544		10,189.68	
	07	200		3,251		2,290.12		2,543		24,040		17,273.45	
		19	10.5	387	13.5	1,185.29	107.3	-254	-9.1	-2,504	-9.4	7,083.77	69.5
HARRAH	06	14		312		191.09		267		2,993		1,605.46	
	07	25		331		223.40		273		2,840		1,926.92	
		11	78.6	19	6.1	32.31	16.9	6	2.2	-153	-5.1	321.46	20.0
JONES	06	6		45		16.16		35		347		172.49	
	07	7		58		48.63		41		325		257.63	
		1	16.7	13	28.9	32.47	200.9	6	17.1	-22	-6.3	85.14	49.4
LUTHER	06	8		146		63.79		112		1,097		502.94	
	07	7		139		97.95		141		1,041		815.11	
		-1	-12.5	-7	-4.8	34.16	53.6	29	25.9	-56	-5.1	312.17	62.1
NICOMA PARK	06	9		117		49.11		74		632		295.54	
	07	5		67		35.11		82		593		351.55	
		-4	-44.4	-50	-42.7	-14.00	-28.5	8	10.8	-39	-6.2	56.01	19.0
WRIGHT	06	8		215		92.40		85		1,976		794.55	
	07	8		162		111.95		95		1,669		1,153.05	
			.0	-53	-24.7	19.55	21.2	10	11.8	-307	-15.5	358.50	45.1
TOTAL	06	2,578		42,054		16,953.33		35,064		352,459		141,053.73	
	07	2,391		42,235		31,513.66		32,623		335,798		250,455.47	
		-187	-7.3	181	.4	14,560.33	85.9	-2,441	-7.0	-16,661	-4.7	109,401.74	77.6

Computer Usage by Minor Customers

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	41		582		351.88		652		6,160		2,320.22	
	07	42		506		368.86		626		5,111		3,609.42	
		1	2.4	-76	-13.1	16.98	4.8	-26	-4.0	-1,049	-17.0	1,289.20	55.6
BETHANY	06	41		543		166.23		453		4,156		1,399.78	
	07	44		1,008		735.84		538		6,080		4,402.47	
		3	7.3	465	85.6	569.61	342.7	85	18.8	1,924	46.3	3,002.69	214.5
CAPITOL HILL	06	61		886		279.95		809		6,786		2,292.32	
	07	79		1,617		1,118.35		1,065		13,069		9,418.05	
		18	29.5	731	82.5	838.40	299.5	256	31.6	6,283	92.6	7,125.73	310.9
CHOCTAW	06	31		1,007		375.59		388		7,265		2,749.18	
	07	30		527		530.22		442		5,564		5,188.49	
		-1	-3.2	-480	-47.7	154.63	41.2	54	13.9	-1,701	-23.4	2,439.31	88.7
DEL CITY	06	45		553		184.71		466		4,005		1,358.39	
	07	54		863		646.07		551		5,399		4,110.82	
		9	20.0	310	56.1	461.36	249.8	85	18.2	1,394	34.8	2,752.43	202.6
DOWNTOWN	06	52		1,002		343.55		805		9,357		3,141.21	
	07	44		697		552.04		699		7,308		5,494.26	
		-8	-15.4	-305	-30.4	208.49	60.7	-106	-13.2	-2,049	-21.9	2,353.05	74.9
EDMOND	06	85		954		326.53		749		5,895		1,920.28	
	07	57		948		659.17		855		7,467		5,270.87	
		-28	-32.9	-6	-.6	332.64	101.9	106	14.2	1,572	26.7	3,350.59	174.5
MIDWEST CITY	06	106		1,824		716.97		1,234		13,351		4,426.24	
	07	80		1,915		1,271.84		1,206		14,927		10,372.33	
		-26	-24.5	91	5.0	554.87	77.4	-28	-2.3	1,576	11.8	5,946.09	134.3
RALPH ELLISON	06	40		731		223.15		594		6,368		1,968.50	
	07	67		1,576		1,113.83		738		9,077		7,281.09	
		27	67.5	845	115.6	890.68	399.1	144	24.2	2,709	42.5	5,312.59	269.9

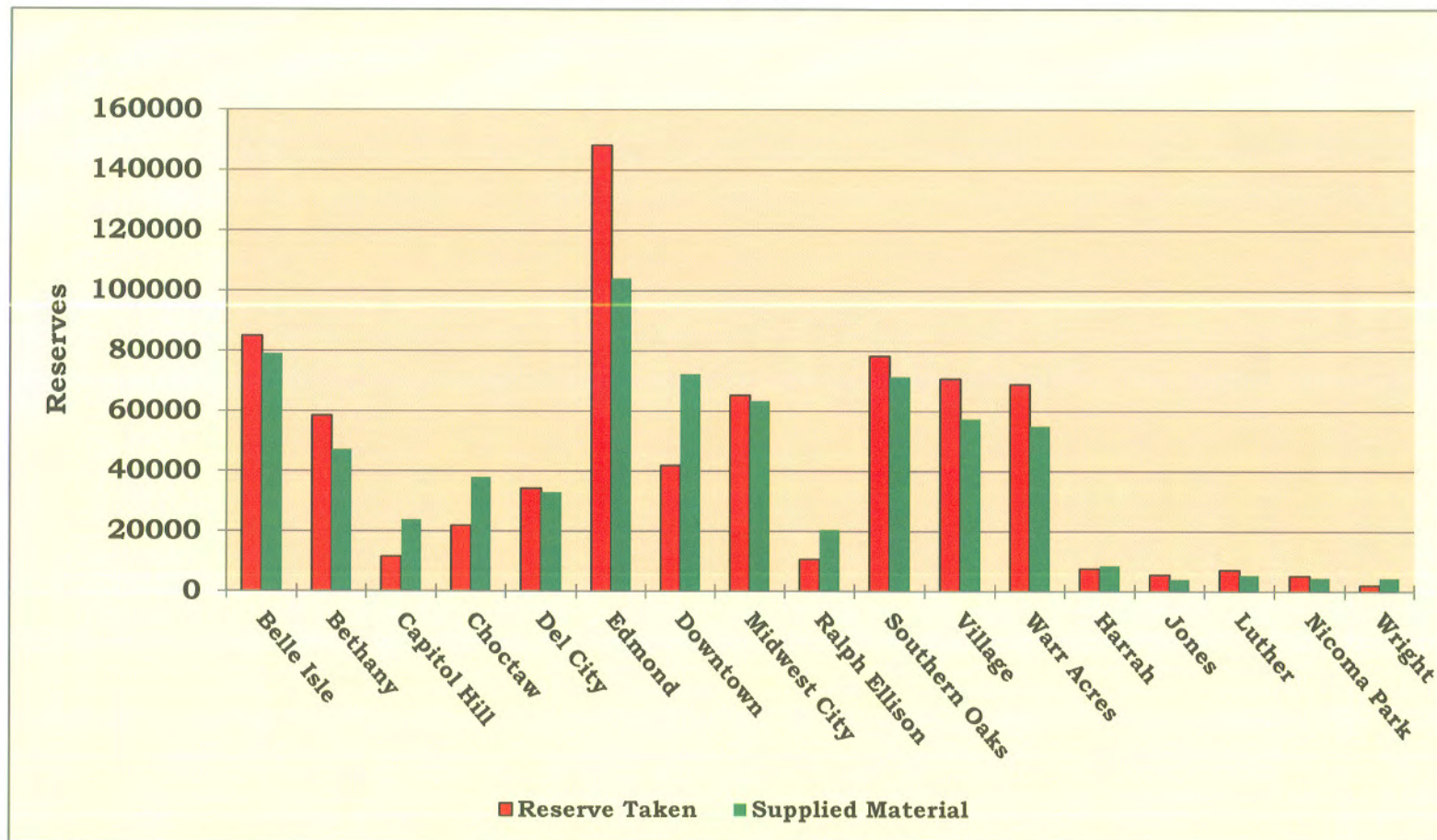
Computer Usage by Minor Customers

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	84		1,234		437.20		1,027		9,344		3,114.06	
	07	90		1,679		1,185.59		1,298		14,209		9,665.40	
		6	7.1	445	36.1	748.39	171.2	271	26.4	4,865	52.1	6,551.34	210.4
VILLAGE	06	73		814		263.51		796		6,925		2,361.13	
	07	54		1,062		751.42		831		9,772		6,617.26	
		-19	-26.0	248	30.5	487.91	185.2	35	4.4	2,847	41.1	4,256.13	180.3
WARR ACRES	06	35		585		195.45		506		5,699		1,830.69	
	07	44		925		652.73		575		7,135		5,018.89	
		9	25.7	340	58.1	457.28	234.0	69	13.6	1,436	25.2	3,188.20	174.2
HARRAH	06	9		137		93.81		106		854		512.20	
	07	21		248		197.96		144		1,345		1,146.42	
		12	133.3	111	81.0	104.15	111.0	38	35.8	491	57.5	634.22	123.8
JONES	06	3		22		6.93		21		137		74.85	
	07	1		47		32.47		32		433		303.71	
		-2	-66.7	25	113.6	25.54	368.5	11	52.4	296	216.1	228.86	305.8
LUTHER	06	7		123		46.76		65		633		221.25	
	07	9		167		126.84		136		1,163		873.18	
		2	28.6	44	35.8	80.08	171.3	71	109.2	530	83.7	651.93	294.7
NICOMA PARK	06	4		35		16.93		35		370		189.12	
	07	1		28		21.85		40		525		481.30	
		-3	-75.0	-7	-20.0	4.92	29.1	5	14.3	155	41.9	292.18	154.5
WRIGHT	06	1		58		17.49		41		475		192.00	
	07	5		81		55.37		49		619		387.45	
		4	400.0	23	39.7	37.88	216.6	8	19.5	144	30.3	195.45	101.8
TOTAL	06	718		11,090		4,046.64		8,747		87,780		30,071.42	
	07	722		13,894		10,020.45		9,825		109,203		79,641.41	
		4	.6	2,804	25.3	5,973.81	147.6	1,078	12.3	21,423	24.4	49,569.99	164.8

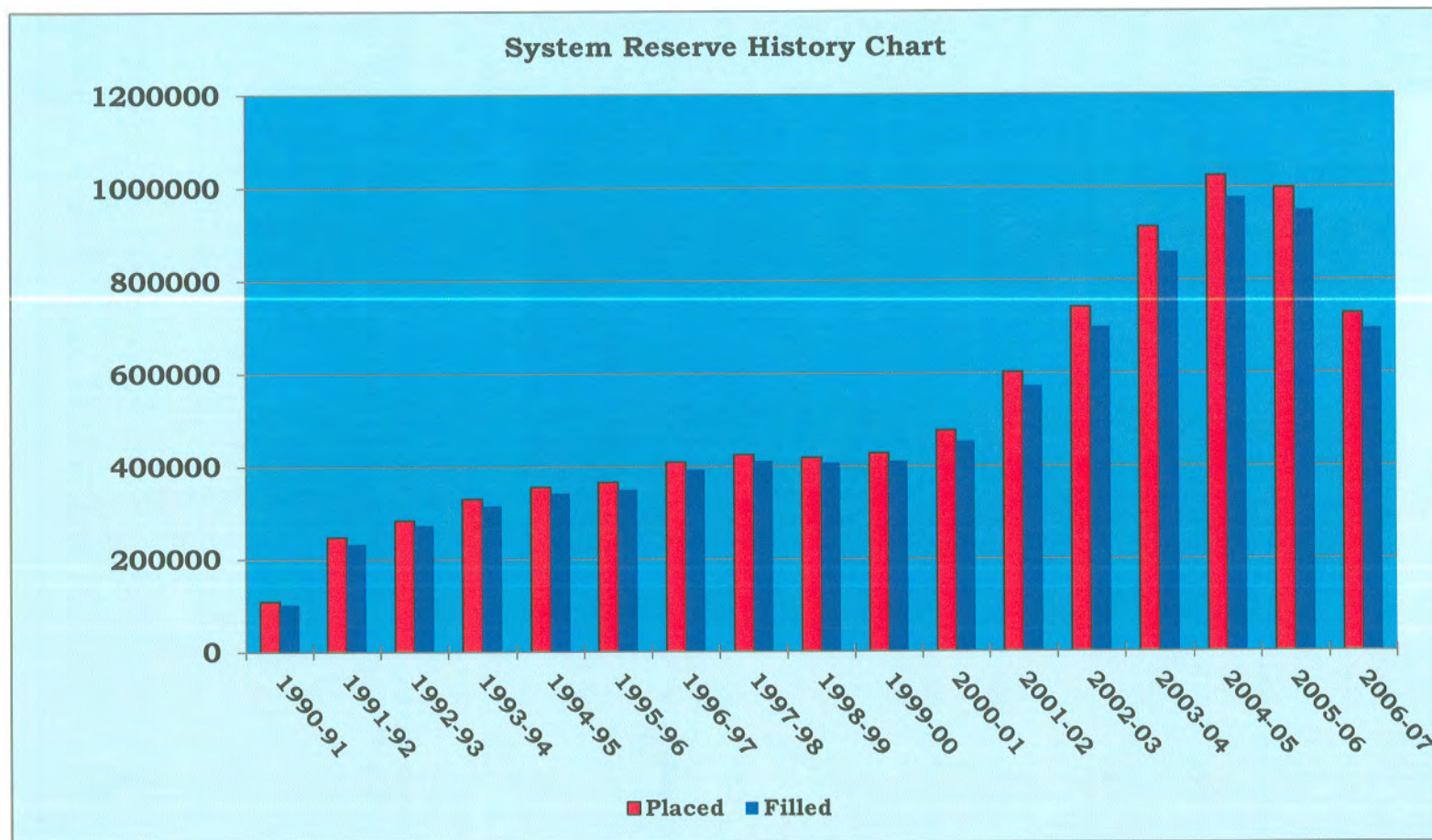
System Reserve Report

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)



System Reserve Report

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)



System Reserves Report

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	06	10,797	90,615		9,773	85,842	
	07	9,500	84,938		8,983	81,176	
		-1,297	-5,677	-6.3	-790	-4,666	-5.4
BETHANY	06	7,160	61,590		6,709	58,532	
	07	6,745	58,483		6,393	55,770	
		-415	-3,107	-5.0	-316	-2,762	-4.7
CAPITOL HILL	06	1,378	10,876		1,338	10,385	
	07	1,397	11,488		1,328	10,717	
		19	612	5.6	-10	332	3.2
CHOCTAW	06	2,469	21,858		2,335	20,900	
	07	2,597	21,808		2,393	20,841	
		128	-50	-.2	58	-59	-.3
DEL CITY	06	4,213	35,102		3,996	33,458	
	07	4,128	34,267		4,018	32,735	
		-85	-835	-2.4	22	-723	-2.2
EDMOND	06	17,399	152,745		16,817	146,643	
	07	15,784	148,214		15,336	142,604	
		-1,615	-4,531	-3.0	-1,481	-4,039	-2.8
DOWNTOWN	06	5,435	45,250		4,993	42,095	
	07	4,781	41,862		4,519	39,902	
		-654	-3,388	-7.5	-474	-2,193	-5.2
MIDWEST CITY	06	7,295	64,110		6,949	60,888	
	07	7,321	65,231		7,053	62,444	
		26	1,121	1.7	104	1,556	2.6
RALPH ELLISON	06	1,226	11,912		1,199	11,402	
	07	1,184	10,624		1,111	10,206	
		-42	-1,288	-10.8	-88	-1,196	-10.5
SOUTHERN OAKS	06	9,471	79,973		9,023	75,882	
	07	8,815	78,301		8,363	74,302	
		-656	-1,672	-2.1	-660	-1,580	-2.1
VILLAGE	06	8,456	72,986		7,905	69,030	
	07	7,295	70,730		7,015	67,311	
		-1,161	-2,256	-3.1	-890	-1,719	-2.5
WARR ACRES	06	7,745	74,028		6,921	70,616	
	07	8,077	68,869		7,609	66,065	
		332	-5,159	-7.0	688	-4,551	-6.4

System Reserves Report

July 1, 2006 through March 31, 2007 (75.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	1,054	9,221		1,058	8,947	
	07	1,107	7,590		1,026	7,271	
		53	-1,631	-17.7	-32	-1,676	-18.7
JONES	06	735	5,717		684	5,363	
	07	710	5,551		752	5,315	
		-25	-166	-2.9	68	-48	-.9
LUTHER	06	836	6,557		782	6,183	
	07	747	7,165		764	6,864	
		-89	608	9.3	-18	681	11.0
NICOMA PARK	06	546	5,324		447	5,222	
	07	720	5,222		611	4,837	
		174	-102	-1.9	164	-385	-7.4
WRIGHT	06	291	2,574		297	2,485	
	07	314	2,046		283	1,965	
		23	-528	-20.5	-14	-520	-20.9
BOOKS-BY-MAIL	06	679	5,078		626	4,881	
	07	451	4,987		481	4,847	
		-228	-91	-1.8	-145	-34	-.7
TOTAL	06	87,185	755,530		81,852	718,767	
	07	81,673	727,386		78,038	695,180	
		-5,512	-28,144	-3.7	-3,814	-23,587	-3.3

EXECUTIVE DIRECTOR'S REPORT

APRIL 2007

ERNESTINE CLARK INDUCTED INTO FOLIO HALL OF FAME

I am pleased to announce that at last weeks Oklahoma Library Association annual meeting, our very own Ernestine Clark, Director of Development and Volunteer Services was inducted into the Statewide Friends (FOLIO) Hall of Fame for her many years of service on that board as well as the National Friends of Libraries USA board. Ernestine served in various capacities and officer positions as well as traveling to small towns in Oklahoma about creating Friends of Library groups. The award was kept secret from Ernestine, who thought she was going there to applaud for someone else. Congratulations to Ernestine!

LITERARY VOICES EVENT

By the time the Commission meets on April 19, we will have celebrated another successful Literary Voices Event. Penny McCaleb, Literary Voices chair, and her committee deserve a big thank you for all of the hard work involved in making the event such a success. We will bring you more details next month. Thank you, Penny!

LEADERSHIP MLS

MLS is introducing a new training program entitled "Leadership MLS" in May of 2007. The goal of this program is to prepare and develop current employees for their current and future leadership positions within the organization. This new program is a step in our goal to be moving forward with "succession planning" and developing future leaders for MLS. I have attached the implementation proposal for your information. Kudos to Kellie Bradford, Planning Services Specialist; Stacy G. Schrank, Employee Development Coordinator; and Kay Bauman, Deputy Executive Director, Library Operations, Planning and Marketing for developing this new training program for library staff.

THE VILLAGE LIBRARY FRIENDS PRESENT: "THE VILLAGE FAIR: A DAY IN PROVENCE"

The Village Library, Special Friends of the Library will be hosting "The Village Fair" at Casady Square, located at Britton and Penn. The event is scheduled for May 12, 2007 from 9 a.m. to 5 p.m. The Village Friends have joined with Casady Square Merchants Association to offer this special event. The southwest corner parking lot will be transformed into a marketplace like one might visit in the Provence region of France.

NATIONAL LIBRARY LEGISLATIVE DAY

On May 1 & 2nd it will once again be my pleasure to be one of the representatives for the state of Oklahoma at the annual National Library Legislative Day. 5 librarians from public, school and the state library will be visiting with our senators and representatives about issues related to libraries. It is an interesting and fascinating experience learning how our government functions.

CAPITAL PROJECTS UPDATE

Progress is moving ahead on the Service Center Project. Studio Architects spent last week visiting the departments and meeting with library staff and Friends of the Library in an effort to gather

information and understand the work flow and processes of each area. As you might expect; planning and thinking of a new building and new ways to do business is pretty exciting and fun and I think everyone involved is enjoying the process.

We are a partner with Oklahoma City in the interview process for the hiring of an architect for the Ralph Ellison project. The interviews are scheduled for Friday April 27th.

Library staff was pleased to be invited to several meetings with Oklahoma City regarding the 2007 General Obligation Bond Package which is expected to go to the voters on December 11, 2007. In August of 2006, we submitted 6 projects at a cost of about \$12 million to Oklahoma City. In mid March, the City asked us to re-prioritize and reduce the amount we were requesting. We analyzed our critical needs and re-submitted 4 projects at the amount of \$10.4 million. Asked to review one more time, the final submittal to the city requested \$7.9 million for 3 library projects. These projects are continuation of the Capitol Hill Library project; additional dollars for the NW Library and additional parking and replacement of mechanical and electrical equipment at the Belle Isle Library. The Oklahoma City Council will be having a planning session on April 17 to discuss all of the proposed projects and library staff has been invited to attend.

Regarding the Northwest Library, a firm has been hired to provide an appraisal for one of the suggested sites. If the price is right, OKC funds will be available in July for the purchase of the land. With the impact of the land cost known, the Architectural/Engineering selection process will begin.

All parties have agreed to work together to find a solution to the Downtown water leaks. Additionally, sale funds from the old Downtown library in excess of \$400,000 will be made available for OKC library Capital projects. Some of this money will be spent, as requested by MLS, to rework the north and east entry doors.

DIRECTOR OUTREACH ACTIVITIES

- Attended Oklahoma Library Association annual conference
- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Easy Listening—Using eMedia on Your Computer

Tuesday, May 1, 2007

Time: 6:30pm-8:00pm

Location: Village

Adults

Easy Listening-Using eMedia on your computer --Free computer class for adults! Learn to download audio books from the library's eMedia collection to your computer and copy them to CD's so you can listen to them in your car or on a portable CD player. Come in or call to sign up. Village Library (405) 755-0710.

Oklahoma Fancy Dancers

All Ages

The Oklahoma Fancy Dancers are a group of powwow champions that come together to form a professional and highly acclaimed Native American dance troupe. All the dancers are enrolled tribal members, most of whom are full-blood, representing various tribes. The dancers wear traditional top-quality award-winning regalia.

The group presents a wide range of traditional information, including hoop and fancy dancing. Widely known for the educational elements of their performances, the Oklahoma Fancy Dancers have traveled the world and earned a stellar reputation for excellence and authenticity. Co-sponsor: Friends of the Metropolitan Library System.

Schedule for the Fancy Dancers During May

Sat. May 5	2 pm	Belle Isle Library
Sun. May 6	2 pm	Downtown Library
Sat. May 12	2 pm	Village Library (held @ the Village Fair
Thur. May 17	6:30 pm	Bethany Library
Sat. May 19	2 pm	Edmond Library
Sun. May 20	2 pm	Midwest City Library
Mon. May 21	10:30 am	Southern Oaks Library
" "	6:30 pm	Del City Library

"Centennial Stitches-Oklahoma History in Quilts" Trunk Show

Adults

For Mother's day, Judy Howard with Buckboard Quilts will present this program showing quilts honoring Oklahoma's history and its women. Limited seating is available. Special refreshments served after the program.

Schedule for the Centennial Stitches:

Thur. May 10	6:30 pm	Bethany Library
Sat. May 12	10 am	Edmond Library
" "	2 pm	Downtown Library

Internet Safety: A Seminar for Parents and Caregivers

Thursday, May 10, 2007

Time: 6:30-8:00pm

Location: Midwest City

Adults

As the school year ends and your family spends more time on the Internet, it might be useful to ask yourself the following questions: Are your children active on the Internet? Do your children use MySpace or other similar social networking sites? Would you like to learn strategies on how to ensure your family's safety on the Internet? If you answered "yes" to one or more of these questions, come join local experts to learn about common Internet safety issues, how you can assess your family's relative level of safety on the Internet, and how to prevent or recognize unsafe Internet activities. Space for this program is limited. Please pre-register at the Information Desk or by calling 732-4828, ext. 3.

McEvilly: Piano Concert for Everyone

Sunday, May 13, 2004

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Wayne McEvilly at the Steinway piano performs his program Joy of Mozart (dedicated to Mozart's mother). Fourth floor, 46th Star auditorium

Spiritful Voices Choir Concert

Sunday, May 13, 2007
Time: 3:00pm-4:00pm
Location: Belle Isle
All Ages

Spiritful Voices Choir, an adult choir who performs in many places around Oklahoma City, will celebrate spring in this free concert

Free Community Legal Fair

Saturday, May 19, 2007
Time: 10:00am-2:00pm
Location: Ralph Ellison
Adults

Ralph Ellison Library will host a FREE Legal Fair for the community. The OKC Association of Black Lawyers will be here to answer all your legal questions! Family/Divorce, DHS issues, Landlord/Tenant, Employment, & SS are just a few topics that can be discussed. Co-sponsor: The OKC Association of Black Lawyers.

Woody Guthrie Discussion

Tuesday, May 29, 2007
Time: 6:30pm-7:30pm
Location: Del City
Adults

Celebrate Oklahoma's centennial by learning about one of Oklahoma's greatest sons, Woody Guthrie. Professor Regina Bennett from Oklahoma City University will be at the library to discuss Woody Guthrie, his music, and his book Bound for Glory. Call 672-1377 to pre-register