

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, May 17, 2007, 3:30 p.m.  
Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(Telephone: 231-8650)

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

Hugh Rice, Chair

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

- Document #95 – 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 (#96 - #99)**

- Document #96 – Approval of Minutes of April 19, 2007 Meeting
- Document #97 – Acceptance of Review of Expenditures for April 2007
- Document #98 - Approval of Contract Awards and Purchases
  - Item A: Annual Renewal of Supply and Service Contract
  - Item B: Direct Thermal Printers and Printer Label Stock
  - Item C: Uniformed Security Officers
  - Item D: Elevator Maintenance
  - Item E: LaserJet and Inkjet Toner Cartridges
  - Item F: Copier Paper
- Document #99 – Request to Declare Vehicles Surplus

## **4:00 – 4:15 pm      NEW BUSINESS**

- Document #100 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Revisions to MLS Policy & Procedure Manual

## **4:15 – 4:20 pm      SPECIAL PRESENTATIONS**

- *MLS Summer Reading Programs* - Stacy Schrank, Employee Development Coordinator; Emily Williams, Young Adult Services Coordinator; Lisa Wood, Children's Services Coordinator

## **4:20 – 4:30 pm      INFORMATION REPORTS**

- Document #101 – MLS April 2007 Circulation Report
- Document #102 – MLS April 2007 Computer Usage Report
- Document #103 – MLS April 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, June 21, 2007  
Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139

## **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 May 2007:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Marilyn E. Backus, Materials Selector	20
Helen J. Shelton, Librarian, Capitol Hill Library	15
Heidi A. Port, Volunteer Coordinator, Development	10
Tindle J. Arnold, Circulation Clerk, Choctaw Library	10
Christopher L. Larwig, Technology Assistant, Downtown Library	5
Dianna L. Rupp, Circulation Clerk, Bethany Library	5



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

DATE: April 19, 2007

TIME: 3:30 pm

MEETING PLACE: Ralph Ellison 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 Ralph Ellison Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 16, 2007, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Nancy Anthony  
Ralph Bullard  
Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
Scott Duncan  
Lee Alan Leslie  
Penny McCaleb  
Shirley Pritchett  
Judy Smith  
Greg Womack  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Mick Cornett, Mayor of Oklahoma City  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Jose Jimenez  
Marguerite Ross  
Jim Roth, Chair, Board of County  
Commissioners  
Cynthia Trent

Estimate of general public and staff attending: 42



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

Roll was called to establish a quorum. Present: Anthony, Bullard, Caine, Cornelius, Duncan, Leslie, McCaleb, Pritchett, Smith, Womack, Rice.

**II.** Mr. Rice introduced Mrs. Fariba Williams, Provisional Manager of the Ralph Ellison Library. Mrs. Williams welcomed the Commission to Ralph Ellison Library.

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

**IV.** Mr. Rice referred to the Special Presentation – *Volunteer Recognition - Heidi Port, Volunteer Coordinator*.

Ms. Port introduced a volunteer program new to the system this year. The program is Children reading to Dogs. Children who are reluctant readers or are afraid to read out loud in front of people bring their books or find books at the library and read them with the dogs. The dogs are certified therapy dogs. The program is currently being offered at Edmond and Warr Acres Library. This year there were 19 handlers and 22 dogs. As a token of appreciation Ms. Port and *Spoticus* presented each handler and dog in attendance with a certificate and treat bag. The treat bags for the dogs were donated by Paws around Town.

In honor of National Volunteer week, Ms. Port presented each Commission member a Volunteer Appreciation packet. Ms. Port stated last fiscal year there were 1,965 volunteers, who gave 30,856.35 hours. Ms. Port thanked the Commission members for their dedication to the library system.

**V.** Mr. Rice presented the Consent Docket; 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; Document #90 – Request for Transfer of Funds.

Mr. Rice called for a motion.

**Dr. Ann Caine moved to accept the consent docket. Mrs. Cornelius seconded. Discussion followed. Motion passed unanimously.**

**VI.** Mr. Rice presented Document #91 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration – Lease Agreement for Café Operator.

Mrs. Morris referred to the Lease Agreement for a Café Operator. She stated the agreement has been reviewed by library staff, attorney Bill Comstock and the City of Oklahoma City.

Mr. Rice referred to paragraph #15 on page 3 of the Lease Agreement and recommended the library's legal counsel review it to make sure it's expansive and inclusive enough to include liability for food poisoning.

Mrs. Nancy Anthony asked for clarification of "first refusal" in paragraph #13 on page 2.

Discussion followed. Mr. Rice suggested striking paragraph 13 on page 2 and called for a motion to approve the contract subject to the deletion of paragraph 13 on page 2.

**Mr. Lee Alan Leslie moved to approve the Café Lease Agreement subject to the deletion of paragraph 13 listed on page 2 which states:**

**13. Culinary Concepts and The Catering Company 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.**

**Mr. Duncan seconded. Motion passed unanimously.**

**VII.** Mr. Rice referred to the Special Presentations – *Winter Read Fest - Anita Roesler, Senior Services Coordinator*



Mrs. Roesler stated there were 2,619 participants in *Winter Read Fest* this year. The library with the highest percentage increase this year was the Village Library. Village had an increase of 627%. Choctaw Library had the second largest increase with 328% and Del City had a 143 % increase. Mrs. Roesler also recognized Southern Oaks Library for their on-going accomplishments during *Winter Read Fest*. Southern Oaks had the most participants again this year with 672 participants.

**VIII.** Mr. Rice referred to the 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

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

Mrs. Morris announced that Ernestine Clark was inducted into the FOLIO Hall of Fame at the Oklahoma Library Association's annual conference.

The Endowment Trust celebrated another successful Literary Voices Event on April 17. Mrs. Morris thanked Penny McCaleb, who served as the Literary Voices chair. This year's guest author was Sue Grafton. Ms. Grafton made an appearance at the Downtown Library the next morning and was greeted by 171 devoted readers.

MLS is introducing a new program entitled "Leadership MLS" in May 2007. The goal of this program is to prepare and develop employees for their current and future leadership positions within the organization.

On the Capitol Projects Update, progress is moving ahead on the Service Center Project. Studio Architects has been visiting with departments, staff and Friends of the Library in an effort to gather information and understand the work flow of each area.

MLS will be partnering with Oklahoma City in the interview process for the hiring of an architect for the Ralph Ellison Library project. The interviews are scheduled for Friday, April 27.

Library staff was pleased to be invited to several meetings with the City of Oklahoma City regarding the 2007 General Obligation Bond Package which is expected to go to the voters on December 11, 2007. We were asked to analyze our critical needs. Our final submittal included three projects: the Capitol Hill Library project; additional dollars for the NW Library; and additional parking and replacement of mechanical and electrical equipment at Belle Isle Library.

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.

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

The next Commission meeting will be held at the Downtown Library, May 17, 2007.

**XI.** There being no further business, the meeting was adjourned at 4:20.



Donna Morris, Executive Director  
(Secretary)

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

April 30, 2007

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

For comparison, 83.33% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of April 2007.

[This page is intentionally left blank]



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

Document # 97  
MLC FY 2006-07  
May 17, 2007

April 30, 2007

**ASSETS**

CASH - Overnight Investment Account		\$ 5,500,458.89
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	(21,867,532.46)	
		150,440.54
<b>Total Assets</b>		<u><u>\$28,027,468.17</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 166,340.56	
2006-07 Purchase Orders Outstanding	617,047.80	
2005-06 Purchase Orders Outstanding	0.00	
2006-07 Checks Outstanding	242,603.57	
2005-06 Checks Outstanding	0.00	
<b>Total Liabilities</b>		1,025,991.93

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	150,440.54
-----------------------------	------------

FUND BALANCE:

Beginning of the Year	19,704,947.94	
Add: Revenues		
Budgeted	22,677,906.46	
Other	<u>2,142,873.86</u>	24,820,780.32
Less: Expenditures	<u>(17,674,692.56)</u>	
<b>Total Fund Balance</b>		<u>26,851,035.70</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$28,027,468.17</u></u>



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

**As of April 30, 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**

**April 1, 2007 to April 30, 2007**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2006 Ad Valorem Tax	\$22,017,973.00	\$ 2,323,936.49	\$21,867,532.46	99.32%
State Aid	287,762.00	157,187.00	314,374.00	109.25%
Fines	410,400.00	48,000.00	496,000.00	120.86%
<b>Total Budgeted Revenue</b>	<b>\$ 22,716,135.00</b>	<b>\$ 2,529,123.49</b>	<b>\$22,677,906.46</b>	<b>99.83%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 4,500.61	\$ 1,147,473.99	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		71,747.94	820,650.69	
Flexible Benefits Account Balance		0.00	4,978.34	
Sale of Surplus Equipment		0.00	11,927.50	
Miscellaneous		1,614.76	104,843.34	
<b>Total Miscellaneous Revenue</b>		<b>\$ 77,863.31</b>	<b>\$ 2,142,873.86</b>	
<b>Total Revenue</b>	<b>\$ 22,716,135.00</b>	<b>\$ 2,606,986.80</b>	<b>\$24,820,780.32</b>	<b>109.26%</b>



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

**April 30, 2007**

	BALANCE 3/1/2007	RECEIPTS April	EXPEND. April	BALANCE 3/31/2007
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 61,230.22	\$ 6,297.57	\$ 864.58	\$ 66,663.21
810 Prepaid Fees	(717.39)	8.90	0.00	(708.49)
815 Fines	48,527.00	42,086.41	48,090.00	42,523.41
820 Copy	105,090.94	4,676.70	939.59	108,828.05
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
<b>Total Revolving Funds</b>	<b>\$ 216,431.69</b>	<b>\$ 53,069.58</b>	<b>\$ 49,894.17</b>	<b>\$ 219,607.10</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2007
<b><u>Special Grants</u></b>				
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
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
921 07/OAC/African Am History Month	4,000.00	4,000.00	4,000.00	0.00
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)
926 07/Kirkpatrick/Come Read With Me	5,000.00	5,000.00	0.00	5,000.00
927 07/WalMart/Del City	1,000.00	1,000.00	0.00	1,000.00
939 YMCA/21st Century Grant	9,907.50	9,907.50	3,660.00	6,247.50
943 Junior League/MWC	750.00	750.00	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	4,467.79	32.21
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	3,300.00	3,357.32	2,613.12	744.20
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	1,817.23	82.77
991 06 Inasmuch	60,000.00	60,000.00	24,006.31	35,993.69
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

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2007
997	06 Eagle Scout/Village	630.00	630.00	0.00	630.00
998	06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
<b><u>Grants - Friends of MLS</u></b>					
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960	05 OK Reads OK	0.00	0.00	481.62	(481.62)
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	499.00	251.00
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
886	06 Lifetime Readers Society	2,500.00	2,500.00	2,000.00	500.00
893	06 Lee B Brawner Scholarship	8,300.00	8,300.00	6,572.92	1,727.08
<b><u>Grants - Friends of MLS</u></b>					
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	1,000.00	0.00
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	5,900.00	800.00
912	07 Looking at Jazz - Downtown	925.00	925.00	900.00	25.00
913	07 Oklahoma Voices	11,175.00	11,175.00	4,123.30	7,051.70
915	07 Library Enhancement - CH	1,108.00	1,108.00	0.00	1,108.00
<b>Total Grants</b>					<b><u>\$92,575.23</u></b>
<b>Total Special Funds</b>					<b><u>\$ 312,182.33</u></b>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of April 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	713,946.21	7,536,300.05	80.27	9,389,112.00	1,852,811.95
102	Wages - Part-time	108,246.15	1,148,992.02	71.39	1,609,530.00	460,537.98
103	Payroll Taxes	60,934.22	643,699.96	77.37	832,015.00	188,315.04
109	Workers Comp Insurance	7,336.00	85,622.00	75.78	112,990.00	27,368.00
112	Group Insurance	115,947.79	1,129,995.68	80.35	1,406,415.00	276,419.32
113	Employees Retirement	38,176.07	939,615.08	85.42	1,100,000.00	160,384.92
114	Unemployment Compensation	2,145.00	11,604.77	58.02	20,000.00	8,395.23
Total Personal Services		1,046,731.44	11,495,829.56	79.45	14,470,062.00	2,974,232.44

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	36.00	155,259.00	90.15	172,216.00	16,957.00
202	Liability/Bonding Insurance	.00	15,588.00	68.97	22,600.00	7,012.00
205	Rent of Library Buildings	400.00	4,400.00	91.67	4,800.00	400.00
206	Rent of Equipment	.00	1,515.00	70.47	2,150.00	635.00
207	Janitorial Services	17,164.00	258,520.35	78.59	328,930.00	70,409.65
208	Maintenance of Facilities	15,164.87	176,629.82	66.76	264,563.00	87,933.18
211	Parking & Transportation	13,576.92	106,927.73	60.74	176,054.00	69,126.27
212	Travel Expenses	4,251.79	25,928.05	51.78	50,072.00	24,143.95
213	Professional Services	11,540.24	133,439.56	52.40	254,664.00	121,224.44
214	Security Services	22,409.50	173,734.43	58.16	298,743.00	125,008.57
216	Telephone services	9,711.82	110,545.83	39.98	276,530.00	165,984.17
217	Electrical Services	27,956.86	365,192.18	73.02	500,119.00	134,926.82
218	Gas Services	4,248.50	54,347.28	85.46	63,596.00	9,248.72
219	Water & Garbage Services	2,900.40	39,362.40	77.06	51,078.00	11,715.60
220	Trigen Energy Services	19,542.21	144,029.28	88.91	162,000.00	17,970.72
226	Memberships	538.81	19,362.81	65.44	29,589.00	10,226.19
230	Other Library-related Services	33,861.11	249,174.77	74.84	332,942.00	83,767.23
231	Automation Contractual	15,925.01	212,074.81	62.88	337,260.00	125,185.19
236	Network Catalog Services	.00	45,100.50	85.66	52,648.00	7,547.50
Total Contractual Services		199,228.04	2,291,131.80	67.77	3,380,554.00	1,089,422.20

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of April 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	11,674.92	112,773.11	56.16	200,820.00	88,046.89
302	Postage	14,910.11	174,380.64	60.62	287,650.00	113,269.36
303	Supplies	11,493.38	194,089.99	71.15	272,789.00	78,699.01
310	Maintenance Supplies	3,440.28	27,493.43	38.72	71,000.00	43,506.57
312	Safety Supplies & Equipment	49.50	3,380.85	54.53	6,200.00	2,819.15
321	Gasoline & Oil	2,641.97	23,035.03	57.59	40,000.00	16,964.97
322	Vehicle Parts & Repairs	49.00	5,735.64	31.86	18,000.00	12,264.36
330	Programming Activities	25,158.18	114,167.42	53.92	211,735.00	97,567.58
331	Other Commodities	2,858.91	12,194.51	38.28	31,855.00	19,660.49
Total Commodities		72,276.25	667,250.62	58.53	1,140,049.00	472,798.38

**Capital Outlays**

401	Books & Materials	259,133.93	2,376,389.61	75.49	3,148,050.00	771,660.39
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	56.50	147,003.70	84.37	174,240.00	27,236.30
408	Furniture, Fixtures, & Equipmt	4,875.75	101,220.02	64.26	157,518.00	56,297.98
409	Motor Vehicles	.00	20,089.00	95.66	21,000.00	911.00
410	Automation Systems & Equipment	2,301.95	158,008.34	53.17	297,189.00	139,180.66
450	Capital Projects	60,728.99	414,769.91	6.42	6,460,538.00	6,045,768.09
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		327,097.12	3,220,480.58	13.75	23,426,262.00	20,205,781.42
Total Budget		1,645,332.85	17,674,692.56	41.67	42,416,927.00	24,742,234.44



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose	Amount	Amount
G-03577	Bradford Industrial Suppl Corp	Maintenance of Facilities	8.25	
		Maintenance of Facilities	267.06	
		Maintenance of Facilities	10.56	
		Maintenance of Facilities	38.25	
		Maintenance of Facilities	18.15	
		Maintenance of Facilities	233.78	576.05
G-03578	Grainger	Maintenance of Facilities	160.65	160.65
G-03579	O G & E	Electrical Services	13,763.03	13,763.03
G-03580	Oklahoma Natural Gas Co.	Gas Services	738.59	738.59
G-03581	City of Oklahoma City	Water & Garbage Services	646.93	646.93
G-03582	Southwestern Stationery and	Printing	5,087.00	5,087.00
G-03583	Locke Supply Co.	Maintenance of Facilities	19.89	
		Maintenance of Facilities	7.68	27.57
G-03584	Tech-Lock	Maintenance of Facilities	10.00	
		Maintenance of Facilities	3.00	13.00
G-03585	Demco	Programming Supplies	50.00	
		Supplies	1,500.00	1,550.00
G-03586	Gaylord Bros.	Supplies	57.38	57.38
G-03587	Gale Research	Materials	1,713.75	1,713.75
G-03588	Doc Savage Supply Co.	Maintenance of Facilities	32.90	
		Maintenance of Facilities	65.10	98.00
G-03589	City of Warr Acres	Water & Garbage Services	58.00	58.00
G-03590	Baker & Taylor Books	Materials	1,579.95	1,579.95
G-03591	Susan Ryan	Mileage	20.37	20.37
G-03592	CompSource Oklahoma	Workers Comp Insurance	7,336.00	7,336.00
G-03593	ALA Membership CSC	2007 ALA Membership Fee	150.00	
		Membership	210.00	360.00
G-03594	Facts On File, Inc.	Materials	1,271.16	1,271.16
G-03595	Instructional Video, Inc.	Materials	975.88	975.88
G-03596	Gale Group	Materials	3,049.56	3,049.56
G-03597	Ann Aliotta	Mileage	33.47	33.47
G-03598	The Edmond Evening Sun	Edmond Sun Subscription	84.00	84.00
G-03599	Hunter's Battery Warehouse	Maintenance of Facilities	21.90	
		Maintenance of Facilities	29.10	51.00
G-03600	Traci Jinkens	Mileage	11.92	11.92
G-03601	JoNita Normore	Mileage	21.34	21.34
G-03602	Mutual Assurance	Grp Life/Ad&d Ins Prm-Apr	27,308.78	27,308.78
G-03603	BayScan Technologies	Supplies	1,417.20	1,417.20
G-03604	Spaces, Inc.	Furniture	463.90	463.90
G-03605	Priscilla Doss	Mileage	15.76	15.76
G-03606	Rosemary Czarski	1 Year Box Rental & Stamp	109.00	109.00
G-03607	INTEGRIS Corporate Assistance	Employee Assistance	814.00	814.00
G-03608	Linda Hyams	Mileage	48.50	48.50
G-03609	Random House, Inc	Materials	1,425.60	1,425.60
G-03610	Cingular Wireless	Telephone Service	90.42	90.42
G-03611	Hobby Lobby	Supplies for Benefit Fair	24.43	24.43
G-03612	American Library Association	Registration	200.00	
		Registration	200.00	400.00
G-03613	Ingram Library Service	Materials	2,509.64	2,509.64
G-03614	XPEDX	Supplies	425.63	425.63
G-03615	Dana Morrow	Mileage	212.19	212.19
G-03616	Summit Mailing Systems, Inc.	Maintenance of Equipment	303.75	

\*\* Continued \*\*



General Fund F.Y. 06-07

**Warrant Register**

April 2007

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03616	Summit Mailing Systems, Inc.	Postage Meter Rental	278.50	582.25
G-03617	Audio Editions	Materials	1,000.82	1,000.82
G-03618	DWe Williams	Programming	150.00	150.00
G-03619	Patricia Jan Hall	Programming	75.00	75.00
G-03620	Ingram Library Service	Materials	368.05	368.05
G-03621	Tandem Library Group	Materials	709.42	709.42
G-03622	Town of Luther	Water & Garbage Services	44.25	44.25
G-03623	Barnes & Noble, Inc.	Materials	26.36	26.36
G-03624	Landon Holman	Mileage	18.92	18.92
G-03625	Melissa O'Neil	Mileage	54.81	54.81
G-03626	California State Library Fndn.	Supplies	45.00	45.00
G-03627	Heidi A. Port	Mileage	46.75	46.75
G-03628	Better Containers	Programming Supplies	225.56	225.56
G-03629	Party Galaxy M.G.	Benefits Fair Supplies	39.61	39.61
G-03630	City of Harrah	Water & Garbage Services	48.15	48.15
G-03631	City of Choctaw	Water & Gas Services	64.60	64.60
G-03632	Beautiful Feet Books	Materials	161.46	161.46
G-03633	Baker & Taylor Books	Materials	1,325.25	1,325.25
G-03634	Cheryl Pernell	Mileage	5.82	5.82
G-03635	Baker & Taylor Entertainment	Materials	4,210.27	4,210.27
G-03636	Metropolitan Library System	Grp Med/Dtl Ins Prem-Apr	78,637.28	78,637.28
G-03637	Walmart Community	Benefits Fair Supplies	27.33	27.33
G-03638	Carrier North	Maintenance of Facilities	308.94	
		Maintenance of Facilities	196.65	
		Maintenance of Facilities	10.26	515.85
G-03639	Classic Paper Supply	Supplies	1,244.40	1,244.40
G-03640	Darrie Breathwitt	Mileage	9.22	9.22
G-03641	Clean-Pro Industries, Inc.	Materials	149.75	149.75
G-03642	John Utley	Cell Phone Reimbursement	35.00	35.00
G-03643	Kelley Hoffman	Mileage	30.07	30.07
G-03644	Baker & Taylor Books	Materials	725.70	
		Materials	1,892.67	
		Materials	1,563.80	
		Materials	4,926.94	
		Materials	3,463.98	
		Materials	5,504.89	
		Materials	9,058.44	27,136.42
G-03645	Baker & Taylor Books	Materials	874.00	
		Materials	4,453.07	
		Materials	3,891.67	
		Materials	3,985.35	13,204.09
G-03646	Baker & Taylor Books	Materials	521.82	521.82
G-03647	Emily Williams	Mileage	85.36	85.36
G-03648	Lloyd Lovely	Mileage	160.54	160.54
G-03649	Christine Bassett	Mileage	9.70	9.70
G-03650	Angela Wall	Programming	65.00	65.00
G-03651	COTPA	Staff Parking	2,760.00	
		Staff Parking	2,300.00	
		Staff Parking	2,668.00	7,728.00
G-03652	Midwest Single Source, Inc.	Supplies	198.50	
		Supplies	36.31	234.81



General Fund F.Y. 06-07

**Warrant Register**

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03653	Gale Research	Materials	1,946.00	1,946.00
G-03654	Weston Woods Accts Receivable	Materials	103.28	103.28
G-03655	Baker & Taylor Books	Materials	647.01	647.01
G-03656	Instructional Video, Inc.	Materials	1,157.35	1,157.35
G-03657	Gale Group	Materials	1,969.56	1,969.56
G-03658	Live Oak Media	Materials	349.19	349.19
G-03659	Full Circle Bookstore	Materials	59.12	59.12
G-03660	Random House, Inc	Materials	3,868.00	3,868.00
G-03661	Ingram Library Service	Materials	429.96	429.96
G-03662	Tandem Library Group	Materials	585.76	585.76
G-03663	Center Point Large Print	Materials	2,571.24	2,571.24
G-03664	Baker & Taylor Books	Materials	1,696.77	1,696.77
G-03665	Baker & Taylor Entertainment	Materials	2,288.62	2,288.62
G-03666	University of Oklahoma Press	Materials	219.19	219.19
G-03667	Teaching Company	Materials	109.95	109.95
G-03668	Baker & Taylor Books	Materials	1,673.73	
		Materials	1,935.46	
		Materials	1,556.72	
		Materials	3,254.53	
		Materials	3,537.93	
		Materials	3,603.34	
		Materials	9,723.41	25,285.12
G-03669	Baker & Taylor Books	Materials	2,729.58	
		Materials	3,590.09	
		Materials	2,216.19	8,535.86
G-03670	Baker & Taylor Books	Materials	1,247.35	1,247.35
G-03671	Bank of Oklahoma	Payroll Transmittal-Chks	44,921.45	
		Payroll Transmittal-Chks	19,338.21	64,259.66
G-03672	Bank of Oklahoma	Federal Withholding Tax	35,955.10	
		Federal Withholding Tax	2,806.00	38,761.10
G-03673	Oklahoma Tax Commission	State Withholding Tax	13,135.00	
		State Withholding Tax	1,105.00	14,240.00
G-03674	Mun. Employees Credit Union	Employee Cr Union Deducts	10,633.51	
		Employee Cr Union Deducts	140.00	10,773.51
G-03675	United Way of Central Oklahoma	Employee Deductions	405.81	
		Employee Deductions	3.00	408.81
G-03676	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50	37.50
G-03677	Bank of America	Payroll Transmittal-DDep	184,331.31	
		Payroll Transmittal-DDep	26,115.29	210,446.60
G-03678	Nationwide Retirement Solution	Employee Deductions	7,191.07	7,191.07
G-03679	Transamerica Worksite Mrktg.	Employee Deductions	632.02	632.02
G-03680	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,166.00	5,166.00
G-03681	Bank of Oklahoma	Employee Flexplan Deposit	17,509.72	
		Employer Flexplan Deposit	1,210.00	18,719.72
G-03682	Bank of Oklahoma	Employee Soc/Sec Deposits	21,082.55	
		Employee Soc/Sec Deposits	3,323.76	
		Employee Medicare Deposit	4,930.58	
		Employee Medicare Deposit	777.34	
		Employer Soc/Sec Deposits	24,406.44	
		Employer Medicare Deposit	5,707.97	60,228.64
G-03683	MassMutual Financial Group	Employee Contrib -- DC PI	10,293.25	
		Employer Contrib -- DC PI	19,027.76	29,321.01



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03684	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-03685	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-03686	Administrative Systems, Inc.	Employee Deductions	1,024.91	1,024.91
G-03687	City of Midwest City	Water & Garbage Services	218.26	218.26
G-03688	O G & E	Electrical Services	4,788.62	4,788.62
G-03689	Oklahoma Natural Gas Co.	Gas Services	3,034.51	3,034.51
G-03690	Brodart, Inc.	Supplies	811.20	
		Supplies	11.54	822.74
G-03691	Amazon Credit Plan	Safety Supplies	39.99	39.99
G-03692	Ernestine Clark	Mileage	65.96	65.96
G-03693	Frank Ray	Mileage	102.34	102.34
G-03694	Strictly Publishing, Inc.	Employment Ad Issue	55.00	55.00
G-03695	Standard Printing Co., Inc.	Supplies	474.90	474.90
G-03696	Susie Beasley	Mileage	16.00	16.00
G-03697	Charles S. Isaacs	Mileage	4.61	4.61
G-03698	Marilyn E. Backus	Mileage	20.37	20.37
G-03699	Del City Chamber of Commerce	Membership	120.00	120.00
G-03700	Anne G. Fischer	Mileage	129.74	129.74
G-03701	Staples Credit Plan	Supplies	118.67	
		Supplies	169.96	288.63
G-03702	Full Circle Bookstore	Programming	470.24	470.24
G-03703	Rosemary Czarski	Mileage	119.31	
		Other Commodities	56.02	175.33
G-03704	Janet Brooks	Mileage	32.01	32.01
G-03705	Superior Security	Security Services	4,376.25	4,376.25
G-03706	Commercial Concepts	Furniture	18,600.00	18,600.00
G-03707	Frances Kay Samaripa	Mileage	25.90	
		Mileage	127.75	
		Mileage	27.55	181.20
G-03708	Blackmon-Mooring Steamatic, Inc	Maintenance of Facilities	300.00	300.00
G-03709	Oklahoma Air Filter	Maintenance of Facilities	183.48	
		Maintenance of Facilities	63.84	247.32
G-03710	Jonathan Willis	Mileage	28.13	28.13
G-03711	Dana Bickford	Professional Services	500.00	500.00
G-03712	True Colors	Personal Success Booklets	1,260.87	1,260.87
G-03713	Julia Ballou	Mileage	13.10	13.10
G-03714	HVAC Plus, Inc	Maintenance of Facilities	3,049.00	3,049.00
G-03715	Walker Companies	Supplies	19.45	19.45
G-03716	Larry G. Johnson	Supplies	51.61	51.61
G-03717	JoNita White	Mileage	12.61	12.61
G-03718	DWe Williams	Programming	175.00	175.00
G-03719	Econo Lube N' Tune	Maintenance Facilities	21.73	
		Maintenance Facilities	27.27	49.00
G-03720	Ginger Waldrip	Programming	100.00	100.00
G-03721	Aqualife Aquarium Systems, Inc	Aquarium Maintenance	65.00	65.00
G-03722	Matthew Cotter	Mileage	69.84	69.84
G-03723	Voss Lighting	Maintenance of Facilities	59.90	
		Maintenance of Facilities	16.90	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	1,684.80	1,856.60
G-03724	Robert L. Davis, II	Programming	50.00	
		Programming	25.00	75.00



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose	Amount
G-03725	Barnes & Noble, Inc.	Programming	60.68
		Programming	160.93
G-03726	Vernon Library Supply	Computer Equipment	2,207.00
G-03727	Frederick M. Dittmar	Programming	75.00
G-03728	Smith Carpet & Tile	Tile Replacement	2,285.13
G-03729	Evans Hardware	Maintenance of Facilities	113.36
		Maintenance of Facilities	15.49
		Maintenance of Facilities	65.66
		5M Weed/Feed Fertilizer	74.76
		Maintenance of Facilities	28.03
G-03730	Jim Austin Sales	Maintenance of Facilities	18.00
G-03731	Heidi Johnson	Mileage	4.85
G-03732	Lisa Walker	Mileage	20.37
G-03733	Ruby Soutiere	Mileage	20.37
G-03734	Novalco, Inc	Maintenance of Facilities	635.00
G-03735	Kevin Colwell	Mileage	7.28
G-03736	Oklahoma Literacy Coalition	Programming	33.00
G-03737	Vision Service Plan of	Group Vision Ins Prem-Apr	2,163.98
G-03738	Todd Olberding	Telephone Services	90.70
		Mileage	111.31
G-03739	Walmart Community	Supplies	78.48
		Supplies	29.82
G-03740	Kimberly A Terry	Mileage	232.55
		Telephone Services	70.00
		Other Commodities	8.01
		Supplies	30.32
		Memberships	133.00
G-03741	John L. Hilbert	Programming	111.41
		Programming	31.04
G-03742	Preston Bell	Parking & Transportation	40.00
G-03743	Reef Shop Warehouse	Maintenance of Facilities	44.98
		Maintenance of Facilities	67.00
G-03744	Allied Waste Services #060	Garbage Services	487.57
G-03745	Pamela Buchanan	Mileage	102.82
G-03746	O'Reilly Auto Parts	Maintenance of Facilities	9.99
G-03747	Corporate Express, Inc.	Supplies	18.15
G-03748	Christine Bassett	Travel Expenses	7.00
G-03749	Sabre Technologies	Computer Equipment	378.00
		Supplies	4,355.00
G-03750	Patrick Williams	Maintenance of Facilities	197.50
G-03751	Smart Technologies	Remove Replace Data Cable	400.00
G-03752	Erika Diel	Aquarium Service	120.00
G-03753	Midwest Single Source, Inc.	Supplies	120.00
G-03754	Grainger	Maintenance of Facilities	43.70
G-03755	Oklahoma Natural Gas Co.	Gas Services	125.40
G-03756	City of Oklahoma City	Water & Garbage Services	823.19
G-03757	City of the Village	Water & Garbage Services	76.42
G-03758	Southwestern Stationery and	Furniture	139.60
		Printing	992.00
G-03759	Gaylord Bros.	Furniture	387.04
		Supplies	141.33
G-03760	Gale Research	Materials	884.75



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03761	Journey House Travel, Inc.	Travel Expenses	442.20	442.20
G-03762	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-03763	Kathryn Thurman	Programming	125.00	125.00
G-03764	AT&T	Telephone Services	930.64	
		Telephone Services	1,328.31	
		Telephone Services	330.24	2,589.19
G-03765	City of Edmond	Electrical Services	2,904.07	2,904.07
G-03766	Standard Printing Co., Inc.	Printing	395.00	
		Printing	2,080.00	2,475.00
G-03767	Baker & Taylor Books	Materials	3,577.85	3,577.85
G-03768	Mid-west Landscape, LLC	Maintenance of Facilities	1,520.00	
		Maintenance of Facilities	719.00	2,239.00
G-03769	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03770	Barbara Beasley	Travel Expenses	7.00	7.00
G-03771	David Farris	Materials	50.85	50.85
G-03772	United Refrigeration, Inc.	Maintenance of Facilities	419.20	419.20
G-03773	Chester 'Jack' Kinzie, Jr.	Mileage	7.03	7.03
G-03774	Denyveta Davis	Mileage	227.71	227.71
G-03775	Ann Aliotta	Travel Expenses	7.00	7.00
G-03776	Anne G. Fischer	Telephone Services	50.00	50.00
G-03777	BayScan Technologies	Computer Equipment	5,913.74	5,913.74
G-03778	Spaces, Inc.	Furniture	2,745.60	2,745.60
G-03779	Copelin's Office Center	Supplies	31.98	31.98
G-03780	Library Video Co.	Materials	1,341.09	1,341.09
G-03781	Superior Security	Security Services	4,562.25	4,562.25
G-03782	DPS Printing	Supplies	356.04	356.04
G-03783	Catering By Finley, Inc.	Programming	178.82	178.82
G-03784	Mobile Storage Group	Maintenance of Facilities	240.00	240.00
G-03785	AT&T	Internet Data Circuit	1,612.73	
		Internet Data Circuit	893.75	
		Internet Data Circuit	893.75	
		Internet Data Circuit	931.62	
		Internet Data Circuit	946.85	
		Internet Data Circuit	954.81	6,233.51
G-03786	Blackstone Audio Books	Materials	683.25	683.25
G-03787	Oklahoma Gazette	Library-Related Services	1,117.80	1,117.80
G-03788	Random House, Inc	Materials	3,058.40	3,058.40
G-03789	Culinary Concepts, LLC	Other Commodities	65.93	65.93
G-03790	Karen L.Litteral	Mileage	8.22	8.22
G-03791	Ingram Library Service	Materials	2,332.78	2,332.78
G-03792	Candace McDaniel	Safety Supplies	55.13	55.13
G-03793	XPEDX	Supplies	2,248.00	
		Supplies	2,039.20	4,287.20
G-03794	D & R Reporting and Video, Inc	Professional Services	478.25	478.25
G-03795	Digital Library Reserve, Inc	Books and Materials	459.68	459.68
G-03796	St Luke Unitd Methodist Church	Professional Services	895.00	895.00
G-03797	Fuelman	Gas and Oil Service	2,641.97	2,641.97
G-03798	DWe Williams	Programming	1,000.00	1,000.00
G-03799	Sam Richards	Registration	60.00	60.00
G-03800	Patricia Jan Hall	Programming	75.00	75.00
G-03801	Minuteman Press	Supplies	273.00	
		Supplies	957.41	1,230.41



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03802	Ingram Library Service	Materials	223.30	223.30
G-03803	Tandem Library Group	Materials	52.47	52.47
G-03804	Frances V. Harbert	Mileage	6.60	6.60
G-03805	Robert L. Davis, II	Programming	25.00	25.00
G-03806	L. E. Acker Co.	Maintenance of Facilities	15.00	15.00
G-03807	Susan Pierce	Materials	150.00	150.00
G-03808	Anita Roesler	Mileage	58.88	58.88
G-03809	Clacton Press	Materials	184.25	184.25
G-03810	Jimmy Welch	Telephone Services	45.85	
		Telephone Services	25.00	70.85
G-03811	Dell Marketing L.P.	Computer Equipment	150.66	150.66
G-03812	Deborah Willis	Mileage	31.33	31.33
G-03813	OPUBCO Communications Group	Professional	77.01	
		Other Library-related Ser	209.84	286.85
G-03814	Bank of America	Other Library-related Ser	141.79	141.79
G-03815	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	475.76	475.76
G-03816	Katrina Prince	Memberships	35.00	35.00
G-03817	Kelley Riha	Mileage	33.95	33.95
G-03818	City of Edmond	Water & Garbage Services	307.20	307.20
G-03819	Linda Jameson	Mileage	16.01	16.01
G-03820	Office Depot Credit Plan	Supplies	60.15	
		Supplies	36.72	
		Supplies	45.55	142.42
G-03821	AT&T Yellow Pages	Other Library-related Ser	1,976.53	1,976.53
G-03822	Baker & Taylor Books	Materials	784.40	784.40
G-03823	Cox Communications, Inc.	Internet Data Circuit	1,360.20	
		Internet Data Circuit	1,721.40	
		Internet Data Circuit	310.72	3,392.32
G-03824	Cheryl Pernell	Travel Expenses	7.00	7.00
G-03825	Oklahoman	Materials	12,000.00	12,000.00
G-03826	Baker & Taylor Entertainment	Materials	2,298.41	2,298.41
G-03827	Walmart Community	Other Commodities	49.80	
		Other Commodities	346.85	396.65
G-03828	American Library Association	Programming Supplies	318.81	
		Programming Supplies	373.24	692.05
G-03829	Carrier North	Maintenance of Facilities	182.48	182.48
G-03830	Donna Morris	Car Allowance	450.00	450.00
G-03831	Star Lighting	Maintenance of Facilities	326.48	326.48
G-03832	Melissa Weathers	Travel Expenses	6.00	
		Mileage	20.37	26.37
G-03833	Sharon May	Mileage	6.24	6.24
G-03834	Cox Communications, Inc.	Telephone Services	386.03	386.03
G-03835	Guthrie Charitable and	Professional Services	735.00	735.00
G-03836	Baker & Taylor Books	Materials	946.04	
		Materials	2,018.49	
		Materials	2,317.57	
		Materials	2,374.81	
		Materials	3,453.65	
		Materials	3,851.20	
		Materials	6,605.04	
		Materials	3,834.49	25,401.29
G-03837	Baker & Taylor Books	Materials	1,328.73	
	** Continued **			



General Fund F.Y. 06-07

**Warrant Register**

April 2007

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-03837	Baker & Taylor Books	Materials	2,492.88	
		Materials	5,752.03	9,573.64
G-03838	Baker & Taylor Books	Materials	846.15	846.15
G-03839	SimplexGrinnell	Maintenance of Facilities	343.98	343.98
G-03840	Maria Watkins	Mileage	33.17	33.17
G-03841	Oklahoma Humanities Council	Programming	95.00	95.00
G-03842	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-03843	Sabre Technologies	Computer Equipment	4,360.00	4,360.00
G-03844	Trigen-OKC Energy Corporation	Energy Services	19,542.21	19,542.21
G-03845	John C. Hill	Maintenance Facilities	389.00	389.00
G-03846	ALA Subscription Dept	Materials	35.00	35.00
G-03847	Gale Research	Materials	671.25	671.25
G-03848	Weston Woods Accts Receivable	Materials	344.87	344.87
G-03849	Baker & Taylor Books	Materials	779.26	779.26
G-03850	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03851	Mitchell Repair Information Co	Materials	13,491.00	13,491.00
G-03852	Instructional Video, Inc.	Materials	200.58	200.58
G-03853	Gale Group	Materials	2,768.40	2,768.40
G-03854	LexisNexis Matthew Bender	Materials	911.89	911.89
G-03855	Library Video Co.	Materials	399.60	399.60
G-03856	Genealogical Publishing Co, Inc	Materials	112.00	112.00
G-03857	Random House, Inc	Materials	2,563.41	2,563.41
G-03858	Brilliance Corporation	Materials	300.04	300.04
G-03859	Ingram Library Service	Materials	824.83	824.83
G-03860	Audio Editions	Materials	319.08	319.08
G-03861	Ingram Library Service	Materials	1,199.01	1,199.01
G-03862	Center Point Large Print	Materials	1,108.29	1,108.29
G-03864	ProQuest	Materials	12,320.00	12,320.00
G-03865	BBC Audiobooks America	Materials	6.50	6.50
G-03866	Baker & Taylor Books	Materials	1,662.00	1,662.00
G-03867	Commercial Card Solutions	Registration	170.00	
		Supplies	39.22	
		Postage	78.67	
		Enrollment	95.00	
		Subscription	199.00	
		Reservations	76.29	
		Programming Supplies	70.00	
		Postage	79.00	
		Printing Supplies	135.68	
		Supplies	102.98	
		Programming Supplies	135.65	
		Programming Supplies	101.15	
		Programming Supplies	145.90	
		Registration	255.00	
		Background Checks	8.00	1,691.54
G-03868	Baker & Taylor Entertainment	Materials	8,521.11	
		Materials	629.97	9,151.08
G-03869	Commercial Card Solutions	Books & Materials	202.29	
		Books & Materials	175.79	
		Books & Materials	422.08	
		Books & Materials	101.61	
	** Continued **			



General Fund F.Y. 06-07

**Warrant Register**

April 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-03869	Commercial Card Solutions	Books & Materials	160.24
		Books & Materials	168.89
G-03870	Teaching Company	Materials	3,678.90
G-03871	Employee Benefits	Materials	372.00
G-03872	Baker & Taylor Books	Materials	1,098.81
		Materials	974.44
		Materials	1,251.14
		Materials	2,127.07
		Materials	4,195.85
		Materials	6,957.25
		Materials	800.46
G-03873	Baker & Taylor Books	Materials	5,056.90
		Materials	1,951.29
G-03874	Baker & Taylor Books	Materials	1,959.69
G-03875	Bank of Oklahoma	Payroll Transmittal-Chks	46,446.97
		Payroll Transmittal-Chks	18,974.37
G-03876	Bank of Oklahoma	Federal Withholding Tax	37,211.10
		Federal Withholding Tax	2,919.00
G-03877	Oklahoma Tax Commission	State Withholding Tax	13,575.00
		State Withholding Tax	1,108.00
G-03878	Mun. Employees Credit Union	Employee Cr Union Deducts	10,633.51
		Employee Cr Union Deducts	140.00
G-03879	United Way of Central Oklahoma	Employee Deductions	405.81
		Employee Deductions	3.00
G-03880	Rausch, Sturm, Israel & Hornik	Employee Deductions	37.50
G-03881	Bank of America	Payroll Transmittal-DDep	188,756.61
		Payroll Transmittal-DDep	27,313.41
G-03882	Nationwide Retirement Solution	Employee Deductions	7,191.07
G-03883	Transamerica Worksite Mktg.	Employee Deductions	632.02
G-03884	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,101.47
G-03885	Bank of Oklahoma	Employee Flexplan Deposit	8,157.26
G-03886	Bank of Oklahoma	Employee Soc/Sec Deposits	21,590.67
		Employee Soc/Sec Deposits	3,387.46
		Employee Medicare Deposit	5,049.50
		Employee Medicare Deposit	792.31
		Employer Soc/Sec Deposits	24,978.27
		Employer Medicare Deposit	5,841.54
G-03887	MassMutual Financial Group	Employee Contrib -- DC PI	10,362.93
		Employer Contrib -- DC PI	19,148.31
G-03888	ODHS Oklahoma Centralized	Employee Deductions	217.55
G-03889	Administrative Systems, Inc.	Employee Deductions	1,024.91
G-03890	Bradford Industrial Suppl Corp	Maintenance of Facilities	2.33
		Maintenance of Facilities	38.90
		Maintenance of Facilities	22.58
		Maintenance Facilities	527.84
G-03891	O G & E	Electrical Services	6,501.14
G-03892	Southwestern Stationery and	Printing	5,162.00
		Supplies	15.19
G-03893	Dagwell Dixie Inc	Maintenance of Facilities	113.68
G-03894	Demco	Supplies	101.80
		Safety Supplies	54.37



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03895	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-03896	Oklahoma Library Association	Registrations	450.00	450.00
G-03897	Spence & Associates, Inc	Automation Contractual	150.00	150.00
G-03898	Nutrifit of Oklahoma, LLC	Programming	85.00	
		Programming	85.00	
		Programming	85.00	255.00
G-03899	Charles S. Isaacs	Telephone Services	35.00	35.00
G-03900	Keystone Tape & Label, Inc.	Other Library-related Ser	82.37	82.37
G-03901	Pure Service Corp.	Janitorial Services	10,540.00	
		Janitorial Services	5,455.00	
		Janitorial Services	553.00	
		Janitorial Services	496.00	
		Janitorial Services	120.00	17,164.00
G-03902	Staples Business Advantage	Supplies	33.16	33.16
G-03903	Fast Signs	Maintenance of Facilities	65.00	65.00
G-03904	Superior Security	Security Services	4,562.25	
		Security Services	4,424.25	8,986.50
G-03905	Commercial Concepts	Construction	300.00	300.00
G-03906	Sandra Lanham	Mileage	9.70	9.70
G-03907	Oklahoma Air Filter	Maintenance of Facilities	34.92	34.92
G-03908	Southwest Solutions Group, Inc	Maintenance of Equipment	2,500.00	2,500.00
G-03909	Downtown College Consortium	Professional Services	140.00	140.00
G-03910	Jonathan Willis	Telephone Services	35.00	35.00
G-03911	Kristin Williamson	Mileage	17.22	17.22
G-03912	Scott's Printing & Copying	Printing Supplies	48.50	
		Supplies	1,689.95	
		Supplies	489.37	2,227.82
G-03913	True Colors	Registrations	795.00	795.00
G-03914	Linda Temple	Mileage	4.61	4.61
G-03915	Jason Meyers	Programming	140.00	140.00
G-03916	Oklahoma Secretary of State	Professional Services	25.00	25.00
G-03917	General Lighting & Sign Serv.	Maintenance of Facilities	468.16	468.16
G-03918	Frances V. Harbert	Travel Expenses	1.94	1.94
G-03919	Studio Architecture PC	Architecural Services	2,505.45	2,505.45
G-03920	Jason's Deli/Deli Partners	Professional Services	59.42	59.42
G-03921	Critter Tales, Inc.	Programming	90.00	90.00
G-03922	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-03923	Linscheid Library	Other Library-related Ser	415.20	415.20
G-03924	Penny Bird	Mileage	4.37	4.37
G-03925	Tom Warm	Programming	350.00	350.00
G-03926	Debbie Robertus	Mileage	32.50	32.50
G-03927	Jim Austin Sales	Maintenance of Facilities	7.50	7.50
G-03928	Beck Associates Architects	Construction	1,815.00	1,815.00
G-03929	GovConnection, Inc.	Supplies	892.50	892.50
G-03930	Southwest Paper - OKC	Supplies	2,362.20	2,362.20
G-03931	BMI Systems Corp.	Maintenance of Equipment	44.85	
		Maintenance of Equipment	28.75	
		Maintenance of Equipment	259.14	
		Maintenance of Equipment	74.86	
		Maintenance of Equipment	103.00	510.60
G-03932	Michael Stone	Programming	224.00	224.00
G-03933	Mary Daugherty	Mileage	7.76	7.76



General Fund F.Y. 06-07

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
G-03934	Sharon A. Nolan	Travel Expense	6.00	
		Professional Services	75.00	81.00
G-03935	Katrina Prince	Travel Expenses	7.00	7.00
G-03936	4 Imprint	Programming Supplies	309.26	309.26
G-03937	Crowe & Dunlevy	Professional Services	28.00	28.00
G-03938	Oklahoma Press Service	Other Library-related Ser	153.54	153.54
G-03939	John Wood	Telephone Services	50.00	50.00
G-03940	Crystal Suppes	Mileage	23.77	23.77
G-03941	Commercial Card Solutions	Maintenance Supplies	267.98	267.98
G-03942	Walmart Community	Supplies	56.77	56.77
G-03943	Metro Family	Other Library-relater Ser	1,683.00	1,683.00
G-03944	Rebecca McCauley	Programming	40.00	40.00
G-03945	Shirley Henderson	Mileage	4.37	4.37
G-03946	Star Lighting	Maintenance of Facilities	222.60	222.60
G-03947	Melissa Weathers	Other Commodities	53.36	53.36
G-03948	Cintas Corp.	Maintenance of Facilities	317.00	317.00
G-03949	University of Oklahoma	Professional Services	195.00	195.00
G-03950	Susan H. Wood	Programming	250.00	250.00
G-03951	Lesli Jones	Other Library-related Ser	465.00	465.00
G-03952	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03953	Cheryll Smith	Programming	128.44	128.44
G-03954	Rob Vollmar	Programming	100.00	100.00
G-03955	Emily Williams	Programming	86.69	86.69
G-03956	Heartland Payphone Service	Telephone Services	206.25	
		Telephone Services	41.00	247.25
G-03957	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-03958	Midwest Single Source, Inc.	Supplies	45.48	45.48
Total of FY 06-07 Warrants Issued				\$ 1,563,913.26

General Fund F.Y. 05-06

**Warrant Register**

April 2007

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05677	Baker & Taylor Books	Materials	328.20	328.20
Total of FY 05-06 Warrants Issued				\$ 328.20



Special Funds

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
S-12875	Bill J. Florence	Lost & Paid Book Returned	3.00	3.00
S-12876	Rich Antonisse	Lost & Paid Book Returned	3.00	3.00
S-12877	Elaine T. Huskey	Lost & Paid Book Returned	19.29	19.29
S-12878	Dorothy L. Thompson	Lost & Paid Book Returned	14.00	14.00
S-12879	Nicole M. Owens	Lost & Paid Book Returned	3.00	3.00
S-12880	Kim A. Callan	Lost & Paid Book Returned	8.99	8.99
S-12881	Patrina Sattiewhite	Lost & Paid Book Returned	12.50	12.50
S-12882	John J. Campbell	Lost & Paid Book Returned	3.00	3.00
S-12883	Cassie Thuy Nguyen	Lost & Paid Book Returned	3.00	3.00
S-12884	Lennis Edge	Lost & Paid Book Returned	11.10	11.10
S-12885	Malinda L. Huffaker	Lost & Paid Book Returned	20.95	20.95
S-12886	Culinary Concepts, LLC	Reimbursements	192.00	192.00
S-12887	Sandra D. Monko	Lost & Paid Book Returned	20.85	20.85
S-12888	Donna M. Goode	Lost & Paid Book Returned	8.48	8.48
S-12889	Dena E. Gentry	Lost & Paid Book Returned	11.00	11.00
S-12890	Linda M. Schumann	Lost & Paid Book Returned	3.00	3.00
S-12891	Michael Stone	Programming	84.00	84.00
S-12892	Thais Goodwin	Meeting Room Refund	60.00	60.00
S-12893	Charles D. Dayer	Lost & Paid Book Returned	3.00	3.00
S-12894	Jerry E. Stephens	Lost & Paid Book Returned	22.40	22.40
S-12895	Thomas E. Person	Lost & Paid Book Returned	9.95	9.95
S-12896	Rita M. Freeney	Lost & Paid Book Returned	21.95	21.95
S-12897	Floria S. Watts	Lost & Paid Book Returned	11.95	11.95
S-12898	Chelcie L. Madden	Lost & Paid Book Returned	16.00	16.00
S-12899	Wynona Hardcastle	Lost & Paid Book Returned	16.95	16.95
S-12900	Karen Sholar	Lost & Paid Book Returned	6.00	6.00
S-12901	Ian M. Benson	Lost & Paid Book Returned	24.95	24.95
S-12902	Martha M. Burns	Lost & Paid Book Returned	20.99	20.99
S-12903	Flo A. Bettencourt	Lost & Paid Book Returned	25.85	25.85
S-12904	Adenia J. Edmonson	Lost & Paid Book Returned	18.95	18.95
S-12905	Leah M. Gassett	Lost & Paid Book Returned	4.29	4.29
S-12906	Pylliese A. Sawyer	Lost & Paid Book Returned	3.00	3.00
S-12907	Baker & Taylor Books	Materials	21.93	21.93
S-12908	Hank Fincken	Programming	3,000.00	3,000.00
S-12909	Commercial Card Solutions	Equipment	391.53	391.53
S-12910	Metropolitan Library System	Transfer of Fines & Fees	48,000.00	48,000.00
S-12911	Steven Snead	Meeting Room Refund	30.00	30.00
S-12912	Standley Systems	Copier Usage	292.90	
		Copier Usage	302.89	595.79
S-12913	Community Playthings	Fixtures	230.00	
		Fixtures	269.00	499.00
S-12914	Baker & Taylor Books	Materials	7.11	7.11
S-12915	Commercial Card Solutions	Materials	190.65	
		Materials	572.39	763.04
S-12916	Oklahoma Tax Commission	State Sales Tax-Mar 2007	113.42	113.42
S-12917	John Paul Ancheta	Lost & Paid Book Returned	13.97	13.97
S-12918	Kristi L. Awtry	Lost & Paid Book Returned	9.00	9.00
S-12919	Paula R. Huss	Lost & Paid Book Returned	14.99	14.99
S-12920	Michelle L. Williams	Lost & Paid Book Returned	11.95	11.95
S-12921	Lorie Douglas	Lost & Paid Book Returned	98.25	98.25
S-12922	Magan H. O'Brien	Lost & Paid Book Returned	9.39	9.39
S-12923	Terrell Z. Sanders	Lost & Paid Book Returned	11.15	11.15

Special Funds

Warrant Register

April 2007

Number	Vendor/Payee	Purpose		Amount
S-12924	Nancy J. Davidson	Lost & Paid Book Returned	3.00	3.00
S-12925	Sienna A. Glass	Lost & Paid Book Returned	10.20	10.20
S-12926	Bill B. Garrett III	Lost & Paid Book Returned	3.94	3.94
S-12927	Susan H. Wood	Programming	500.00	500.00
S-12928	Norman Music Center	Furn Fixtures & Equipment	40.90	40.90
S-12929	Commercial Card Solutions	Supplies	45.93	45.93
S-12930	Oklahoma Tax Commission	State Sales Tax-Mar 2007	343.80	343.80
S-12931	Demco	Furniture	448.50	448.50
Total of Special Funds Warrants Issued				\$ 55,674.18



I, Donna Morris, certify that:

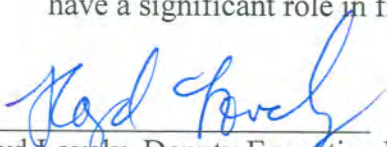
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

5-10-07  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

MAY 10, 2007  
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: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS**

The Library's purchasing policy requires that supply and service contracts be reviewed annually by the Administration. The Contractors listed below have performed the respective services satisfactorily and are recommended for renewal of their contracts. The contracts will be renewed at the terms and conditions stated below.

<b>Contractors</b>	<b>Supply/Service</b>	<b>Award Date</b>	<b>Estimated Cost</b>	<b>Account #</b>
PureService Corporation	Janitorial Services for 18 Locations	April 20, 2006 Doc #85B	\$346,810	206
Demco	Durafold Book Jacket Covers & In-processing Supplies	Sole Source	\$42,250	303
Southwest Paper	Georgia Pacific Paper Products	April 20, 2006 Doc #85C	\$30,000	310
Southwestern Stationary	Printing of Calendar of Events & <b>Metro Library</b> Magazine	June 15, 2006 Doc #103D	\$45,000	301
Mid-West Landscaping	Lawn & Flower Maintenance	April 20, 2006 Doc # 85A	\$27,750	208
Cox Production Services	Studio Production for Read About It	Sole Source	\$11,300	230
Hewlett Packard	Computer Maintenance	Sole Source	\$135,500	231
Chickasaw Telecom	Cisco Telephone Equipment Maintenance	Sole Source	\$29,600	231

### **RECOMMENDATION:**

That the Commission approve the renewal of the above contracts for the Fiscal Year 2007-08. Funding will be made available for these contracts in the FY 2007-08 budget.



## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM B: DIRECT THERMAL PRINTERS AND PRINTER LABEL STOCK**

Provided for in the FY2006-07 budget is the request to purchase 24 thermal printers for the system reserve process. Stock labels in the amount of one million labels are also to be purchased during the next fiscal year. The thermal printers selected for use in the system reserve process were Zebra brand printers, model numbers LP 2844-Z and S4M.

Specifications were prepared and bids were let for 20 days and were advertised for two days (April 5 and 10, 2007) in ***The Oklahoman***. Bids were also sent to nine prospective vendors.

A pre-bid conference was held at the Downtown Library on April 17, 2007. No vendors attended.

Bids were received and publicly opened on Tuesday, April 24, 2007. Eight vendors responded.

Vendors	Zebra LP2844-Z Printer	Zebra S4M Printer	1,000,000 Stock Labels
Barcode Planet	\$510.00	\$952.67	\$14,593.84
Bayscan	\$362.00	\$854.00	\$23,830.00
Data System Hardware	\$293.75	\$951.00	\$ 8,080.60
ID Technology	\$565.00	\$972.00	\$24,090.00
Justin Systems	\$362.00	\$882.00	No Bid
Label Design	\$495.00	\$1,095.00	\$21,950.00
Marketing Products	\$402.50	\$908.00	\$41,553.59
Sabre Technology	\$385.00	\$885.00	No Bid

Sabre Technology is located in Oklahoma County. All other vendors are located out of state.

All vendors bid the Zebra brand and models of thermal printers as specified. The Library wishes to purchase 7 of the Zebra LP2844-Z printers and 17 of the Zebra S4M printers. These printers are not to be split between vendors. Sabre Technology is the best and lowest bidder for the 24 Zebra printers when the Local Preference option is factored in with the evaluation.

Sabre Technology's cost for 24 Zebra printers is \$17,740.00.

The printer labels bid by Data System Hardware and Barcode Planet do not meet the adhesive backing requested in the specifications. Label Design and Supplies, Inc., is the best and lowest bidder meeting specifications.

The Library wishes to purchase 1,000,000 stock printer labels from Label Design and Supplies, Inc., in the amount of \$21,950.00

### **RECOMMENDATION:**

That the Commission award the contract for 24 Zebra Printers to Sabre Technology in the amount of \$17,740.00 and the contract for 1,000,000 stock printer labels to Label Design and Supplies, Inc., in the amount of \$21,950.00. Adequate funding for these purchases are provided for the FY 2006-07 budget, accounts 410 and 303.



## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM C: UNIFORMED SECURITY OFFICERS**

Provided for in annual budget are the requests for uniformed security officers at seven library locations. These locations are: Capitol Hill Library, Downtown Library, Ralph Ellison Library, Southern Oaks Library, The Village Library, Warr Acres Library and Wright Library. Bid specifications call for both armed and unarmed uniformed security officers.

Specifications were prepared and bids were let for 16 days and were advertised for two days (April 3 and 5, 2007) in ***The Oklahoman***. Bids were also sent to seven prospective vendors.

A pre-bid conference was held at the Downtown Library on April 10, 2007. Four vendors attended.

Bids were received and publicly opened on Tuesday, April 17 2007. Four vendors responded.

<b>Vendors</b>	<b>Unarmed Officers</b>	<b>Armed Officers</b>	<b>Annual Cost</b>
BPS	\$12.50	\$14.50	\$279,701.00
Superior Security	\$12.94	\$14.94	\$288,429.72
Securitas USA	\$12.51	\$15.16	\$290,210.33
Wackenhut	\$12.54	\$15.68	\$298,578.34

The estimated annual cost for security services is provided for evaluation purposes. Exact hours are unknown at this time. The estimated yearly hours for unarmed officers is 3,975 hours. The estimated yearly hours for armed officers is 15,863 hours.

Superior Security is located in Shawnee, Oklahoma. The other three vendors are located in Oklahoma County.

The size of BPS and the type of references provided, while positive, do not show the ability to provide the level of skills and dependability that our many locations require. Superior Security has been unable to provide the level and dependability that are required by the intent of the specifications. Problems regarding the level of training of the officers, manpower demands, turnovers and acceptable performance of officers have been constant problems with a small size company.

Securitas USA is the largest security company in the country. Securitas USA has many clients with similar requirements such as the Library. For these reasons it is recommended that Securitas USA is the best and lowest bidder meeting specifications. Securitas USA has provided security officers to the Library in the past.

### **RECOMMENDATION:**

That the Commission award the contract for Uniformed Security Officers for the Fiscal Year 2007-08 to Securitas USA in the amount of \$12.541 for unarmed officers and \$15.16 for armed officers. Funding will be made available for this security service in the FY 2007-08 budget, account 214.



## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM D: ELEVATOR MAINTENANCE**

Provided for the annual budget are the annual requests for elevator maintenance for the six elevators at three library locations. The elevators are located at Downtown Library, Belle Isle Library and Capitol Hill Library.

Specifications were prepared and bids were let for 20 days and were advertised for two days (April 19 and 24, 2007) in ***The Oklahoman***. Bids were also sent to three prospective vendors.

A pre-bid conference was held at the Downtown Library on May 1, 2007. Three vendors attended.

Bids were received and publicly opened on Tuesday, May 8, 2007. Two vendors responded.

Vendors	Locations				Total Annual Fee
American Elevators	Belle Isle \$143.00	Capitol Hill \$143.00			\$13,752.00
	Downtown #1 \$215.00	Downtown #2 \$215.00	Downtown #3 \$215.00	Downtown #4 \$215.00	
Kone Elevators	Belle Isle \$110.00	Capitol Hill \$110.00			\$11,700.00
	Downtown #1 \$125.00	Downtown #2 \$210.00	Downtown #3 \$210.00	Downtown #4 \$210.00	

Both vendors are located in Oklahoma County and meet specifications. Both vendors have provided excellent elevator maintenance to the Library.

Kone Elevator is the best and lowest bidder for annual elevator maintenance.

### **RECOMMENDATION:**

That the Commission award the contract for annual elevator maintenance for the Fiscal Year 2007-08 to Kone Elevators in the of \$11,700.00. Funding will be made available for this maintenance service in the FY 2007-08 budget, account 208.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM E: LASERJET & INKJET TONER CARTRIDGES**

Provided for in the annual budget is the continuous requirement for various types of LaserJet and inkjet toner cartridges for the various Hewlett Packard printers throughout the library system. The total purchase of these toner cartridges exceeds the maximum open market amount allowed by the purchasing policy.

The Library's purchasing policy states that supply contracts may be reviewed annually by the Administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractor listed below has provided the toner cartridges in an accurate and timely manner. The prices quoted have remained firm for the third final annual renewal.

Sabre Technologies is requesting a renewal of the contract awarded June 15, 2006, Document #103A, at the same terms and conditions of the original contract award.

#### **a. LaserJet Toner Cartridges**

<b>HP Printer 4000 Series</b>	<b>HP Printer 2100 Series</b>	<b>HP Printer 4100 Series</b>	<b>HP Printer 2300 Series</b>	<b>HP Printer 4200 Series</b>	<b>HP Printer 2400 Series</b>	<b>HP Printer 4250 Series</b>
\$87.00	\$81.00	\$101.00	\$95.00	\$122.00	\$165.00	\$118.00

#### **b. Inkjet Toner Cartridges**

<b>HP Printer HPC4836A</b>	<b>HP Printer HPC4837A</b>	<b>HP Printer HPC4838A</b>	<b>HP Printer HPC4844A</b>	<b>HP Printer HPC4841A</b>	<b>HP Printer HPC4842A</b>	<b>HP Printer HPC4843A</b>
\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00

### **RECOMMENDATION:**

That the Commission approve the renewal of the annual contract for toner cartridges to Sabre Technologies for the various toner cartridges and prices listed above. Funding will be provided for toner cartridges in the FY 2007-08 budget, account 303.



## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM F: COPIER PAPER**

Provided for in the annual budget is the continuous requirement for copier paper for use in the printers and copiers throughout the library system. Three sizes of copier paper are used by the Library: 8 1/2" x 11", letter; 8 1/2" x 14" legal and 11" x 17" ledger. The total purchase of these items exceeds the open market amount allowed by purchasing policy.

The Library's purchasing policy requires that supply contracts be reviewed annually by the administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractor listed below has provided all paper in an accurate and timely manner. These prices are competitive with those on the open market.

The Metropolitan Library Commission awarded the following contract for the copier papers to Xpedx Doc (#103) on June 15, 2006. This will be the second fiscal year(first renewal) for the contract.

Xpedx is requesting a 3.32% increase on the 8-1/2 x 11 copier paper and a 13.58% increase on the 8-1/2 x 14 copier paper and an 11.60% increase on the 11x17 ledger paper. The prices quoted are still below the next lowest vendor.

### **COPIER PAPER**

<b>VENDOR</b>	<b>8-1/2" x 11" COPIER PAPER 5,000 PER CASE</b>	<b>8-1/2" x 14" COPIER PAPER 5,000 PER CASE</b>	<b>11" x 17" LEDGER PAPER 2,500 PER CASE</b>
<b>XPEDX</b>	\$28.93/case	\$39.75/case	\$31.25/case

### **RECOMMENDATION:**

That the Commission approves the renewal of the contracts for copier papers with Xpedx. Funding for the paper supply will be provided for in the FY 2007-2008 budget, account 303.

## **REQUEST TO DECLARE EQUIPMENT SURPLUS**

The Commission on August 24, 2006 (Doc #14) approved the purchase of two ¾-Ton Chevrolet Trucks.

The two 2007 ¾ Ton Chevrolet Trucks have replaced the two 1995 Ford 250 service trucks. The 1995 Ford 250 service trucks have become surplus to the Library System's needs.

The Administration wishes to dispose of the vehicles in accordance with Commission policy by offering them for "Sealed Bid Sale" to the general public. Money received from the sealed bid sale will be placed in the general fund.

Notice of the Sealed Bid Sale will be published in the local papers and posted for public information at all library locations.

<b>Inventory Number</b>	<b>Description</b>	<b>Mileage</b>
22105	1995 Ford 250 Service Truck	76,547
22135	1995 Ford 250 Service Truck	117,829

### **RECOMMENDATION:**

That the Commission declares the two 1995 Ford 250 Service Trucks to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL**

In January of 2007, a safety and health inspection was conducted at the Ralph Ellison Library and several recommendations were made to the library system concerning revisions to our safety policies and practices. The library system contracted with Metrotech for assistance in the revisions to the policy as this is a service that they provide regularly to institutions and organizations in the community.

The Department of Labor inspector also identified several other items that needed correction. The library requested an extension to the original deadline to May 31, 2007 which was granted. All corrections have been completed and the final item required are the safety policy revisions. Because of the time constraints, the revisions are being presented directly to the full commission.

The final policy is attached with changes highlighted in red and copies of the original policy with changes noted will be available at the meeting. The policy to be revised is:

1. Stewardship of Human Resources  
SH 60 Responsibilities of Employees  
SH 640 Safety

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

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 640 Safety.



# SH 60 Responsibilities of Employees

## SH 640 Safety

***Adopted 5/04, Draft 5/07***

### Policy

The Metropolitan Library System (MLS) requires all employees and volunteers to follow safe working procedures. MLS has developed comprehensive health and safety programs. These programs comply with all federal, state and municipal laws, codes, regulations and standards relating to health, safety and the environment. These programs are assembled in the MLS Safety Manual maintained at each MLS location.

Safety standards applicable to the Library System are those prescribed by the Oklahoma Department of Labor, Public Employees Occupation Safety and Health (PEOSH) Division. Generally, these standards are the same as those issued by the Federal Occupational Safety and Health Administration (OSHA).

### Regulations

Every employee or other person authorized to conduct MLS activities is responsible for complying with all applicable health and safety regulations, MLS policies and established work practices. This includes but is not limited to:

1. Responsible and careful performance of his/her job duties in such a manner as to ensure safety.
2. Abide by restrictions or limitations prescribed or recommended by the employee's doctor when performing physical activities.
3. Promptly report any accidents, injuries or unsafe working conditions to his/her immediate supervisor. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses and property damage.
4. Supervisors will report accidents within 48 hours of occurrence using appropriate reporting procedures as described in SH 540 and AS 700.1. See Policy & Procedure Manual for more details. If the accident is life threatening or results in a fatality, report immediately to Director of Human Resources and Executive Director
5. Read and comply with all safety procedures.
6. Attend established education and training sessions and comply with health and safety directions as described in the MLS Safety Manual
7. Use proper Personal Protective Equipment (PPE) as described in the MLS Safety Manual
8. Wear clothing that is in good repair and meets the requirements of the assigned work.
9. Ensure only PEOSH or OSHA approved equipment (including ladders and stools) is used at all times and are properly secured before using.
10. Know emergency plans and procedures for his/her work area.



# SH 60 Responsibilities of Employees

## SH 640 Safety

***Adopted 5/04, Draft 5/07***

11. [Participate in required inspection and monitoring programs.](#)
12. [Consult Material Safety Data Sheets \(MSDS\) for chemicals used.](#)
13. Use established safe-lifting techniques when moving heavy objects.
14. [Maintain a clean and orderly work area.](#)
15. Keep floors and walkways free of obstructions such as extension cords, open file drawers or loose supplies.
16. Immediately remove spilled water or other liquids from [floors and](#) walkways.
17. [Operate Library-owned vehicles in compliance with state and local laws.](#)
18. Keep equipment in good repair.
19. Operate equipment only after receiving the proper training and use equipment only for the purpose for which it is designed.

## [MLS Safety Committee](#)

[The MLS Safety Committee has been established to promote the welfare and safety of library system employees. The Safety Committee is charged with the following duties and responsibilities:](#)

1. [Recommend and support safety education and programs for library employees](#)
2. [Formulate, review and/or recommend the adoption of safety policies](#)
3. [Ensure system-wide compliance with all PEOSH and OSHA standards](#)
4. [Monitor performance of all department safety inspections](#)
5. [Review accident reports and resolve any unsafe practices and conditions](#)
6. [Review and approve all chemicals and equipment used to ensure safe practices](#)

[The Safety Committee members are appointed by and are responsible to the Executive Director. The committee is composed of Deputy Executive Director/Library Operations, Director of Facilities Maintenance, Director of Human Resources, Headquarters Manager and three additional members chosen from the X-Change Committee.](#)

## **Safety Training Regulations**

1. [All employees will be provided with safety instruction including safe lifting, repetitive motion techniques, exercises for reduction of repetitive motion injuries, and the use of personal protection equipment. Training, as described in the MLS Safety Manual, will be required for all new hires and upon adding or changing job duties.](#)

# SH 60 Responsibilities of Employees

## SH 640 Safety

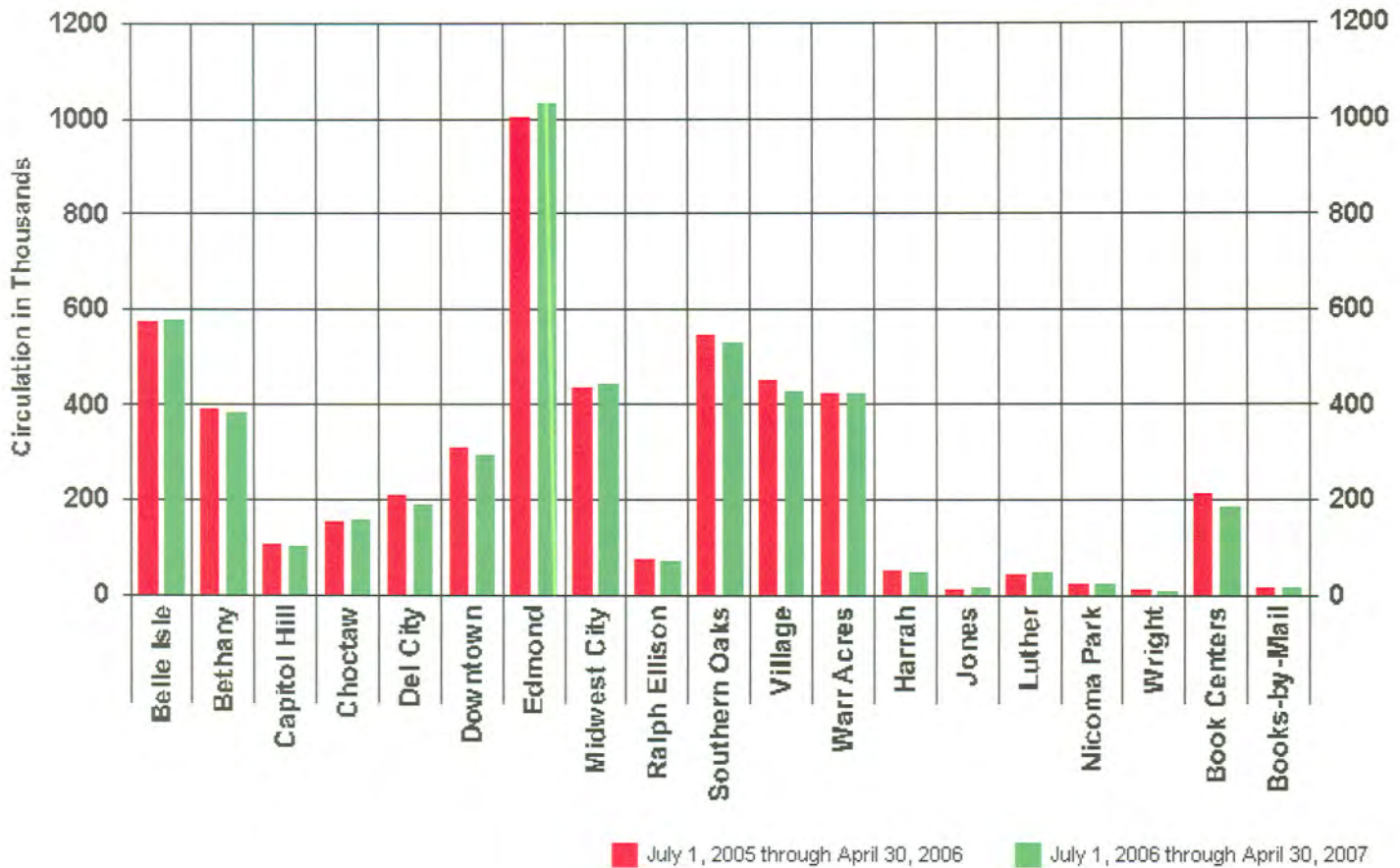
### ***Adopted 5/04, Draft 5/07***

2. All new employees, both full and part time, will complete one hour of safety training during his/her first quarter of employment. When an employee's first day on the job is the last day of the quarter (March 31, June 30, September 30 or December 31), s/he must complete the one hour of safety training that day.
3. Employees will complete 30 minutes of safety training each calendar quarter.
4. Employees with one worker's compensation reportable injury or illness during the previous calendar quarter will complete one hour of safety training.
5. Employees with more than one worker's compensation reportable injury or illness during the previous quarter will complete two hours of safety training.
6. Upon return to work following a worker's compensation related injury, employees will complete safety training on the first day back. If this is not possible, safety training must (without exception) be completed within the first five workdays. This training will be specific as to the injury or illness suffered by the employee. If no related materials are available, the general safety topic materials may be used. If the employee has not already completed their regularly scheduled training, this training will count towards the requirement.
7. Employees who fail to meet the required quarterly safety training will receive no higher than a two for the Training and Development standard on his/her next appraisal.



## **Circulation Gains and Losses**

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)



## Circulation Gains and Losses

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

APRIL 30, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
BELLE ISLE	06	41977	436507	12778	136963	54755	573470	
	07	42632	434072	12967	141542	55599	575614	
		<b>655</b>	<b>-2435</b>	<b>189</b>	<b>4579</b>	<b>844</b>	<b>2144</b>	<b>.4</b>
BETHANY	06	26237	274547	11443	115850	37680	390397	
	07	25779	260895	11168	119038	36947	379933	
		<b>-458</b>	<b>-13652</b>	<b>-275</b>	<b>3188</b>	<b>-733</b>	<b>-10464</b>	<b>-2.7</b>
CAPITOL HILL	06	6621	72474	3194	31091	9815	103565	
	07	6555	67179	2834	33639	9389	100818	
		<b>-66</b>	<b>-5295</b>	<b>-360</b>	<b>2548</b>	<b>-426</b>	<b>-2747</b>	<b>-2.7</b>
CHOCTAW	06	9161	96971	5065	56376	14226	153347	
	07	9678	100491	5513	57002	15191	157493	
		<b>517</b>	<b>3520</b>	<b>448</b>	<b>626</b>	<b>965</b>	<b>4146</b>	<b>2.7</b>
DEL CITY	06	14152	148051	5502	59585	19654	207636	
	07	12624	135522	4714	53339	17338	188861	
		<b>-1528</b>	<b>-12529</b>	<b>-788</b>	<b>-6246</b>	<b>-2316</b>	<b>-18775</b>	<b>-9.0</b>
DOWNTOWN	06	22307	233215	6140	72583	28447	305798	
	07	21656	219200	5485	70652	27141	289852	
		<b>-651</b>	<b>-14015</b>	<b>-655</b>	<b>-1931</b>	<b>-1306</b>	<b>-15946</b>	<b>-5.2</b>
EDMOND	06	58536	595991	38594	405113	97130	1001104	
	07	59634	605863	42364	423212	101998	1029075	
		<b>1098</b>	<b>9872</b>	<b>3770</b>	<b>18099</b>	<b>4868</b>	<b>27971</b>	<b>2.8</b>
MIDWEST CITY	06	30232	313950	10781	118362	41013	432312	
	07	31898	318173	12062	123321	43960	441494	
		<b>1666</b>	<b>4223</b>	<b>1281</b>	<b>4959</b>	<b>2947</b>	<b>9182</b>	<b>2.1</b>
RALPH ELLISON	06	5090	56167	1507	16316	6597	72483	
	07	4930	52755	1361	16512	6291	69267	
		<b>-160</b>	<b>-3412</b>	<b>-146</b>	<b>196</b>	<b>-306</b>	<b>-3216</b>	<b>-4.4</b>
SOUTHERN OAKS	06	39449	401256	13847	144358	53296	545614	
	07	38772	393060	13555	136080	52327	529140	
		<b>-677</b>	<b>-8196</b>	<b>-292</b>	<b>-8278</b>	<b>-969</b>	<b>-16474</b>	<b>-3.0</b>
VILLAGE	06	29463	310519	13192	139714	42655	450233	
	07	28200	292583	11851	134006	40051	426589	
		<b>-1263</b>	<b>-17936</b>	<b>-1341</b>	<b>-5708</b>	<b>-2604</b>	<b>-23644</b>	<b>-5.3</b>
WARR ACRES	06	27522	290840	11730	131105	39252	421945	
	07	28103	282875	13506	137310	41609	420185	
		<b>581</b>	<b>-7965</b>	<b>1776</b>	<b>6205</b>	<b>2357</b>	<b>-1760</b>	<b>-.4</b>



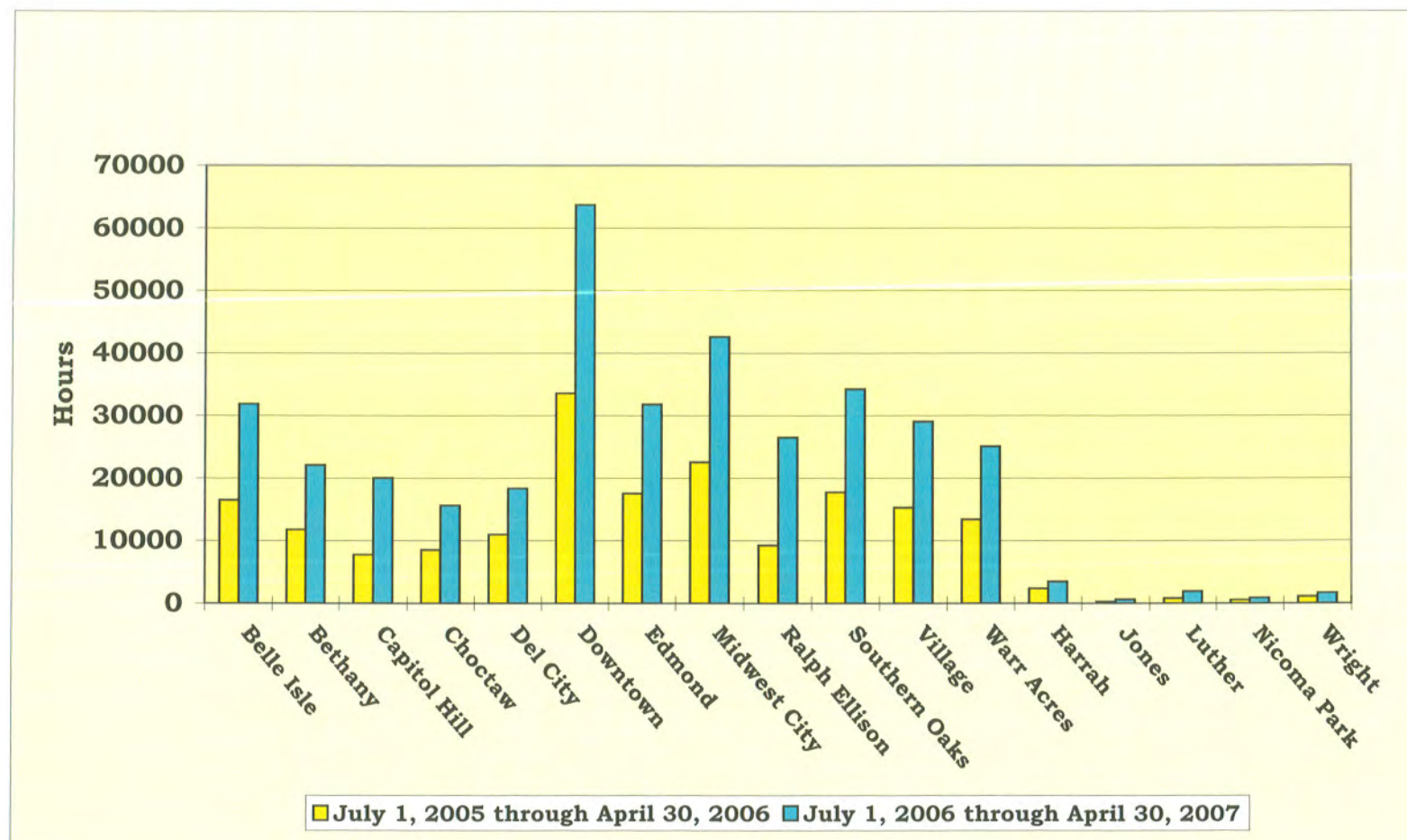
## Circulation Gains and Losses

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

APRIL 30, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	%
<u>EXTENSION LIBRARIES:</u>								
HARRAH	06	3146	33974	1250	14053	4396	48027	
	07	2983	32170	1217	13069	4200	45239	
		<b>-163</b>	<b>-1804</b>	<b>-33</b>	<b>-984</b>	<b>-196</b>	<b>-2788</b>	<b>-5.8</b>
JONES	06	1119	9509	282	2274	1401	11783	
	07	1030	11340	249	2595	1279	13935	
		<b>-89</b>	<b>1831</b>	<b>-33</b>	<b>321</b>	<b>-122</b>	<b>2152</b>	<b>18.3</b>
LUTHER	06	2633	29379	637	10472	3270	39851	
	07	3758	35562	832	10340	4590	45902	
		<b>1125</b>	<b>6183</b>	<b>195</b>	<b>-132</b>	<b>1320</b>	<b>6051</b>	<b>15.2</b>
NICOMA PARK	06	1689	17892	305	4501	1994	22393	
	07	1587	17581	282	3862	1869	21443	
		<b>-102</b>	<b>-311</b>	<b>-23</b>	<b>-639</b>	<b>-125</b>	<b>-950</b>	<b>-4.2</b>
WRIGHT	06	608	7626	148	1731	756	9357	
	07	636	6371	107	1334	743	7705	
		<b>28</b>	<b>-1255</b>	<b>-41</b>	<b>-397</b>	<b>-13</b>	<b>-1652</b>	<b>-17.7</b>
<u>OTHER:</u>								
BOOK CENTERS	06	9358	94128	11642	116691	21000	210819	
	07	9480	94121	6052	89790	15532	183911	
		<b>122</b>	<b>-7</b>	<b>-5590</b>	<b>-26901</b>	<b>-5468</b>	<b>-26908</b>	<b>-12.8</b>
BOOKS-BY-MAIL	06	1549	15337	0	0	1549	15337	
	07	1608	15507	0	0	1608	15507	
		<b>59</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>170</b>	<b>1.1</b>
TOTALS	06	330849	3438333	148037	1577138	478886	5015471	
	07	331543	3375320	146119	1566643	477662	4941963	
		<b>694</b>	<b>-63013</b>	<b>-1918</b>	<b>-10495</b>	<b>-1224</b>	<b>-73508</b>	<b>-1.5</b>

## Total Computer Hours Used by Library

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)





This page is intentionally blank

## Total Computer Usage

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	255		4,057		1,593.64		4,384		43,109		16,472.53	
	07	212		4,707		3,345.18		4,130		45,034		31,882.92	
		<b>-43</b>	<b>-16.9</b>	<b>650</b>	<b>16.0</b>	<b>1,751.54</b>	<b>109.9</b>	<b>-254</b>	<b>-5.8</b>	<b>1,925</b>	<b>4.5</b>	<b>15,410.39</b>	<b>93.6</b>
BETHANY	06	174		2,918		1,225.82		2,799		28,330		11,770.04	
	07	188		3,497		2,545.35		2,753		30,179		22,104.57	
		<b>14</b>	<b>8.0</b>	<b>579</b>	<b>19.8</b>	<b>1,319.53</b>	<b>107.6</b>	<b>-46</b>	<b>-1.6</b>	<b>1,849</b>	<b>6.5</b>	<b>10,334.53</b>	<b>87.8</b>
CAPITOL HILL	06	142		2,038		763.81		2,279		20,273		7,777.26	
	07	126		2,794		2,138.94		2,548		26,107		20,035.61	
		<b>-16</b>	<b>-11.3</b>	<b>756</b>	<b>37.1</b>	<b>1,375.13</b>	<b>180.0</b>	<b>269</b>	<b>11.8</b>	<b>5,834</b>	<b>28.8</b>	<b>12,258.35</b>	<b>157.6</b>
CHOCTAW	06	86		2,211		909.59		1,457		20,708		8,526.79	
	07	109		1,891		1,648.73		1,575		17,735		15,637.66	
		<b>23</b>	<b>26.7</b>	<b>-320</b>	<b>-14.5</b>	<b>739.14</b>	<b>81.3</b>	<b>118</b>	<b>8.1</b>	<b>-2,973</b>	<b>-14.4</b>	<b>7,110.87</b>	<b>83.4</b>
DEL CITY	06	117		2,734		1,081.96		2,486		27,521		11,010.90	
	07	163		2,826		2,157.26		2,489		24,508		18,369.90	
		<b>46</b>	<b>39.3</b>	<b>92</b>	<b>3.4</b>	<b>1,075.30</b>	<b>99.4</b>	<b>3</b>	<b>.1</b>	<b>-3,013</b>	<b>-10.9</b>	<b>7,359.00</b>	<b>66.8</b>
DOWNTOWN	06	284		7,027		3,057.25		5,395		78,644		33,589.17	
	07	244		9,041		6,707.12		4,417		82,680		63,713.23	
		<b>-40</b>	<b>-14.1</b>	<b>2,014</b>	<b>28.7</b>	<b>3,649.87</b>	<b>119.4</b>	<b>-978</b>	<b>-18.1</b>	<b>4,036</b>	<b>5.1</b>	<b>30,124.06</b>	<b>89.7</b>
EDMOND	06	299		5,052		1,858.62		4,997		49,465		17,575.28	
	07	261		4,546		3,313.15		4,580		44,278		31,792.01	
		<b>-38</b>	<b>-12.7</b>	<b>-506</b>	<b>-10.0</b>	<b>1,454.53</b>	<b>78.3</b>	<b>-417</b>	<b>-8.3</b>	<b>-5,187</b>	<b>-10.5</b>	<b>14,216.73</b>	<b>80.9</b>
MIDWEST CITY	06	349		6,573		2,378.28		5,897		61,441		22,558.57	
	07	334		6,200		4,412.33		5,754		58,872		42,634.48	
		<b>-15</b>	<b>-4.3</b>	<b>-373</b>	<b>-5.7</b>	<b>2,034.05</b>	<b>85.5</b>	<b>-143</b>	<b>-2.4</b>	<b>-2,569</b>	<b>-4.2</b>	<b>20,075.91</b>	<b>89.0</b>
RALPH ELLISON	06	188		2,507		836.56		2,665		26,710		9,285.47	
	07	188		3,803		2,801.29		3,072		33,464		26,521.97	
			<b>.0</b>	<b>1,296</b>	<b>51.7</b>	<b>1,964.73</b>	<b>234.9</b>	<b>407</b>	<b>15.3</b>	<b>6,754</b>	<b>25.3</b>	<b>17,236.50</b>	<b>185.6</b>



## Total Computer Usage

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	425		5,142		1,985.50		5,352		45,016		17,769.59	
	07	298		4,783		3,493.88		5,294		48,340		34,254.11	
		<b>-127</b>	<b>-29.9</b>	<b>-359</b>	<b>-7.0</b>	<b>1,508.38</b>	<b>76.0</b>	<b>-58</b>	<b>-1.1</b>	<b>3,324</b>	<b>7.4</b>	<b>16,484.52</b>	<b>92.8</b>
VILLAGE	06	240		3,664		1,404.98		4,511		41,188		15,304.79	
	07	270		4,614		3,348.00		4,053		40,762		29,062.76	
		<b>30</b>	<b>12.5</b>	<b>950</b>	<b>25.9</b>	<b>1,943.02</b>	<b>138.3</b>	<b>-458</b>	<b>-10.2</b>	<b>-426</b>	<b>-1.0</b>	<b>13,757.97</b>	<b>89.9</b>
WARRACRES	06	265		3,681		1,382.07		3,567		35,923		13,402.01	
	07	178		4,009		2,818.25		3,294		35,182		25,109.49	
		<b>-87</b>	<b>-32.8</b>	<b>328</b>	<b>8.9</b>	<b>1,436.18</b>	<b>103.9</b>	<b>-273</b>	<b>-7.7</b>	<b>-741</b>	<b>-2.1</b>	<b>11,707.48</b>	<b>87.4</b>
HARRAH	06	29		416		259.37		402		4,263		2,377.03	
	07	22		552		411.79		439		4,737		3,485.13	
		<b>-7</b>	<b>-24.1</b>	<b>136</b>	<b>32.7</b>	<b>152.42</b>	<b>58.8</b>	<b>37</b>	<b>9.2</b>	<b>474</b>	<b>11.1</b>	<b>1,108.10</b>	<b>46.6</b>
JONES	06	6		92		30.04		62		576		277.38	
	07	3		73		60.28		76		831		621.62	
		<b>-3</b>	<b>-50.0</b>	<b>-19</b>	<b>-20.7</b>	<b>30.24</b>	<b>100.7</b>	<b>14</b>	<b>22.6</b>	<b>255</b>	<b>44.3</b>	<b>344.24</b>	<b>124.1</b>
LUTHER	06	12		209		86.59		189		1,939		810.78	
	07	22		295		230.49		299		2,499		1,918.78	
		<b>10</b>	<b>83.3</b>	<b>86</b>	<b>41.1</b>	<b>143.90</b>	<b>166.2</b>	<b>110</b>	<b>58.2</b>	<b>560</b>	<b>28.9</b>	<b>1,108.00</b>	<b>136.7</b>
NICOMA PARK	06	4		119		58.44		113		1,121		543.10	
	07	8		99		59.24		130		1,217		892.09	
		<b>4</b>	<b>100.0</b>	<b>-20</b>	<b>-16.8</b>	<b>.80</b>	<b>1.4</b>	<b>17</b>	<b>15.0</b>	<b>96</b>	<b>8.6</b>	<b>348.99</b>	<b>64.3</b>
WRIGHT	06	3		243		99.38		129		2,694		1,085.93	
	07	14		184		123.57		158		2,472		1,664.07	
		<b>11</b>	<b>366.7</b>	<b>-59</b>	<b>-24.3</b>	<b>24.19</b>	<b>24.3</b>	<b>29</b>	<b>22.5</b>	<b>-222</b>	<b>-8.2</b>	<b>578.14</b>	<b>53.2</b>
TOTAL	06	2,878		48,683		19,011.90		46,684		488,921		190,136.62	
	07	2,640		53,914		39,614.85		45,061		498,897		369,700.40	
		<b>-238</b>	<b>-8.3</b>	<b>5,231</b>	<b>10.7</b>	<b>20,602.95</b>	<b>108.4</b>	<b>-1,623</b>	<b>-3.5</b>	<b>9,976</b>	<b>2.0</b>	<b>179,563.78</b>	<b>94.4</b>

## Computer Usage by Adult Customers

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	232		3,455		1,346.97		3,712		36,347		13,905.50	
	07	183		4,151		2,952.46		3,480		39,383		27,894.99	
		<b>-49</b>	<b>-21.1</b>	<b>696</b>	<b>20.1</b>	<b>1,605.49</b>	<b>119.2</b>	<b>-232</b>	<b>-6.3</b>	<b>3,036</b>	<b>8.4</b>	<b>13,989.49</b>	<b>100.6</b>
BETHANY	06	149		2,456		1,067.53		2,325		23,729		10,216.03	
	07	140		2,629		1,910.15		2,169		23,239		17,072.90	
		<b>-9</b>	<b>-6.0</b>	<b>173</b>	<b>7.0</b>	<b>842.62</b>	<b>78.9</b>	<b>-156</b>	<b>-6.7</b>	<b>-490</b>	<b>-2.1</b>	<b>6,856.87</b>	<b>67.1</b>
CAPITOL HILL	06	86		1,177		489.12		1,415		12,628		5,210.69	
	07	74		1,287		1,135.23		1,431		11,531		9,614.15	
		<b>-12</b>	<b>-14.0</b>	<b>110</b>	<b>9.3</b>	<b>646.11</b>	<b>132.1</b>	<b>16</b>	<b>1.1</b>	<b>-1,097</b>	<b>-8.7</b>	<b>4,403.46</b>	<b>84.5</b>
CHOCTAW	06	69		1,274		520.41		1,053		12,507		5,388.56	
	07	77		1,290		1,148.13		1,101		11,582		9,961.12	
		<b>8</b>	<b>11.6</b>	<b>16</b>	<b>1.3</b>	<b>627.72</b>	<b>120.6</b>	<b>48</b>	<b>4.6</b>	<b>-925</b>	<b>-7.4</b>	<b>4,572.56</b>	<b>84.9</b>
DEL CITY	06	96		2,211		891.08		1,999		22,995		9,461.69	
	07	128		1,991		1,533.42		1,904		18,277		13,637.03	
		<b>32</b>	<b>33.3</b>	<b>-220</b>	<b>-10.0</b>	<b>642.34</b>	<b>72.1</b>	<b>-95</b>	<b>-4.8</b>	<b>-4,718</b>	<b>-20.5</b>	<b>4,175.34</b>	<b>44.1</b>
DOWNTOWN	06	250		6,169		2,763.59		4,557		68,428		30,153.88	
	07	212		8,284		6,098.15		3,686		74,615		57,610.00	
		<b>-38</b>	<b>-15.2</b>	<b>2,115</b>	<b>34.3</b>	<b>3,334.56</b>	<b>120.7</b>	<b>-871</b>	<b>-19.1</b>	<b>6,187</b>	<b>9.0</b>	<b>27,456.12</b>	<b>91.1</b>
EDMOND	06	248		4,153		1,530.11		4,201		42,674		15,327.64	
	07	209		3,577		2,604.42		3,674		35,836		25,807.92	
		<b>-39</b>	<b>-15.7</b>	<b>-576</b>	<b>-13.9</b>	<b>1,074.31</b>	<b>70.2</b>	<b>-527</b>	<b>-12.5</b>	<b>-6,838</b>	<b>-16.0</b>	<b>10,480.28</b>	<b>68.4</b>
MIDWEST CITY	06	288		4,931		1,829.01		4,609		46,521		17,611.36	
	07	261		4,337		3,137.05		4,483		42,103		31,005.54	
		<b>-27</b>	<b>-9.4</b>	<b>-594</b>	<b>-12.0</b>	<b>1,308.04</b>	<b>71.5</b>	<b>-126</b>	<b>-2.7</b>	<b>-4,418</b>	<b>-9.5</b>	<b>13,394.18</b>	<b>76.1</b>
RALPH ELLISON	06	152		1,935		682.04		2,037		19,778		7,163.32	
	07	149		2,181		1,683.93		2,294		22,761		18,120.79	
		<b>-3</b>	<b>-2.0</b>	<b>246</b>	<b>12.7</b>	<b>1,001.89</b>	<b>146.9</b>	<b>257</b>	<b>12.6</b>	<b>2,983</b>	<b>15.1</b>	<b>10,957.47</b>	<b>153.0</b>



## Computer Usage by Adult Customers

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	353		3,931		1,579.57		4,256		34,484		14,254.76	
	07	218		3,395		2,513.88		3,918		32,782		23,638.99	
		<b>-135</b>	<b>-38.2</b>	<b>-536</b>	<b>-13.6</b>	<b>934.31</b>	<b>59.1</b>	<b>-338</b>	<b>-7.9</b>	<b>-1,702</b>	<b>-4.9</b>	<b>9,384.23</b>	<b>65.8</b>
VILLAGE	06	202		3,087		1,210.42		3,680		33,711		12,756.51	
	07	238		3,557		2,615.13		3,194		29,947		21,722.58	
		<b>36</b>	<b>17.8</b>	<b>470</b>	<b>15.2</b>	<b>1,404.71</b>	<b>116.1</b>	<b>-486</b>	<b>-13.2</b>	<b>-3,764</b>	<b>-11.2</b>	<b>8,966.07</b>	<b>70.3</b>
WARREN ACRES	06	229		3,203		1,211.68		3,028		29,758		11,406.32	
	07	146		3,123		2,176.78		2,688		27,165		19,451.47	
		<b>-83</b>	<b>-36.2</b>	<b>-80</b>	<b>-2.5</b>	<b>965.10</b>	<b>79.6</b>	<b>-340</b>	<b>-11.2</b>	<b>-2,593</b>	<b>-8.7</b>	<b>8,045.15</b>	<b>70.5</b>
HARRAH	06	23		296		165.23		290		3,291		1,773.35	
	07	12		291		224.23		285		3,131		2,151.15	
		<b>-11</b>	<b>-47.8</b>	<b>-5</b>	<b>-1.7</b>	<b>59.00</b>	<b>35.7</b>	<b>-5</b>	<b>-1.7</b>	<b>-160</b>	<b>-4.9</b>	<b>377.80</b>	<b>21.3</b>
JONES	06	4		49		17.60		39		396		190.09	
	07	3		39		31.70		44		364		289.33	
		<b>-1</b>	<b>-25.0</b>	<b>-10</b>	<b>-20.4</b>	<b>14.10</b>	<b>80.1</b>	<b>5</b>	<b>12.8</b>	<b>-32</b>	<b>-8.1</b>	<b>99.24</b>	<b>52.2</b>
LUTHER	06	11		157		68.06		123		1,254		571.00	
	07	11		151		115.59		153		1,243		952.25	
			<b>.0</b>	<b>-6</b>	<b>-3.8</b>	<b>47.53</b>	<b>69.8</b>	<b>30</b>	<b>24.4</b>	<b>-11</b>	<b>-.9</b>	<b>381.25</b>	<b>66.8</b>
NICOMA PARK	06	3		88		43.64		77		720		339.18	
	07	7		63		34.55		89		656		386.10	
		<b>4</b>	<b>133.3</b>	<b>-25</b>	<b>-28.4</b>	<b>-9.09</b>	<b>-20.8</b>	<b>12</b>	<b>15.6</b>	<b>-64</b>	<b>-8.9</b>	<b>46.92</b>	<b>13.8</b>
WRIGHT	06	3		192		80.25		88		2,168		874.80	
	07	13		142		95.89		108		1,811		1,248.94	
		<b>10</b>	<b>333.3</b>	<b>-50</b>	<b>-26.0</b>	<b>15.64</b>	<b>19.5</b>	<b>20</b>	<b>22.7</b>	<b>-357</b>	<b>-16.5</b>	<b>374.14</b>	<b>42.8</b>
TOTAL	06	2,398		38,764		15,496.31		37,489		391,389		156,604.68	
	07	2,081		40,488		30,010.69		34,701		376,426		280,565.25	
		<b>-317</b>	<b>-13.2</b>	<b>1,724</b>	<b>4.4</b>	<b>14,514.38</b>	<b>93.7</b>	<b>-2,788</b>	<b>-7.4</b>	<b>-14,963</b>	<b>-3.8</b>	<b>123,960.57</b>	<b>79.2</b>

## Computer Usage by Minor Customers

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	23		602		246.67		672		6,762		2,567.03	
	07	29		556		392.72		650		5,651		3,987.93	
		<b>6</b>	<b>26.1</b>	<b>-46</b>	<b>-7.6</b>	<b>146.05</b>	<b>59.2</b>	<b>-22</b>	<b>-3.3</b>	<b>-1,111</b>	<b>-16.4</b>	<b>1,420.90</b>	<b>55.4</b>
BETHANY	06	25		462		158.29		474		4,601		1,554.01	
	07	48		868		635.20		584		6,940		5,031.67	
		<b>23</b>	<b>92.0</b>	<b>406</b>	<b>87.9</b>	<b>476.91</b>	<b>301.3</b>	<b>110</b>	<b>23.2</b>	<b>2,339</b>	<b>50.8</b>	<b>3,477.66</b>	<b>223.8</b>
CAPITOL HILL	06	56		861		274.69		864		7,645		2,566.57	
	07	52		1,507		1,003.71		1,117		14,576		10,421.46	
		<b>-4</b>	<b>-7.1</b>	<b>646</b>	<b>75.0</b>	<b>729.02</b>	<b>265.4</b>	<b>253</b>	<b>29.3</b>	<b>6,931</b>	<b>90.7</b>	<b>7,854.89</b>	<b>306.0</b>
CHOCTAW	06	17		937		389.18		404		8,201		3,138.23	
	07	32		601		500.60		474		6,153		5,676.54	
		<b>15</b>	<b>88.2</b>	<b>-336</b>	<b>-35.9</b>	<b>111.42</b>	<b>28.6</b>	<b>70</b>	<b>17.3</b>	<b>-2,048</b>	<b>-25.0</b>	<b>2,538.31</b>	<b>80.9</b>
DEL CITY	06	21		523		190.88		487		4,526		1,549.21	
	07	35		835		623.84		585		6,231		4,732.87	
		<b>14</b>	<b>66.7</b>	<b>312</b>	<b>59.7</b>	<b>432.96</b>	<b>226.8</b>	<b>98</b>	<b>20.1</b>	<b>1,705</b>	<b>37.7</b>	<b>3,183.66</b>	<b>205.5</b>
DOWNTOWN	06	34		858		293.66		838		10,216		3,435.29	
	07	32		757		608.97		731		8,065		6,103.23	
		<b>-2</b>	<b>-5.9</b>	<b>-101</b>	<b>-11.8</b>	<b>315.31</b>	<b>107.4</b>	<b>-107</b>	<b>-12.8</b>	<b>-2,151</b>	<b>-21.1</b>	<b>2,667.94</b>	<b>77.7</b>
EDMOND	06	51		899		328.51		796		6,791		2,247.64	
	07	52		969		708.73		906		8,442		5,984.09	
		<b>1</b>	<b>2.0</b>	<b>70</b>	<b>7.8</b>	<b>380.22</b>	<b>115.7</b>	<b>110</b>	<b>13.8</b>	<b>1,651</b>	<b>24.3</b>	<b>3,736.45</b>	<b>166.2</b>
MIDWEST CITY	06	61		1,642		549.27		1,288		14,920		4,947.21	
	07	73		1,863		1,275.28		1,271		16,769		11,628.94	
		<b>12</b>	<b>19.7</b>	<b>221</b>	<b>13.5</b>	<b>726.01</b>	<b>132.2</b>	<b>-17</b>	<b>-1.3</b>	<b>1,849</b>	<b>12.4</b>	<b>6,681.73</b>	<b>135.1</b>
RALPH ELLISON	06	36		572		154.52		628		6,932		2,122.15	
	07	39		1,622		1,117.36		778		10,703		8,401.18	
		<b>3</b>	<b>8.3</b>	<b>1,050</b>	<b>183.6</b>	<b>962.84</b>	<b>623.1</b>	<b>150</b>	<b>23.9</b>	<b>3,771</b>	<b>54.4</b>	<b>6,279.03</b>	<b>295.9</b>



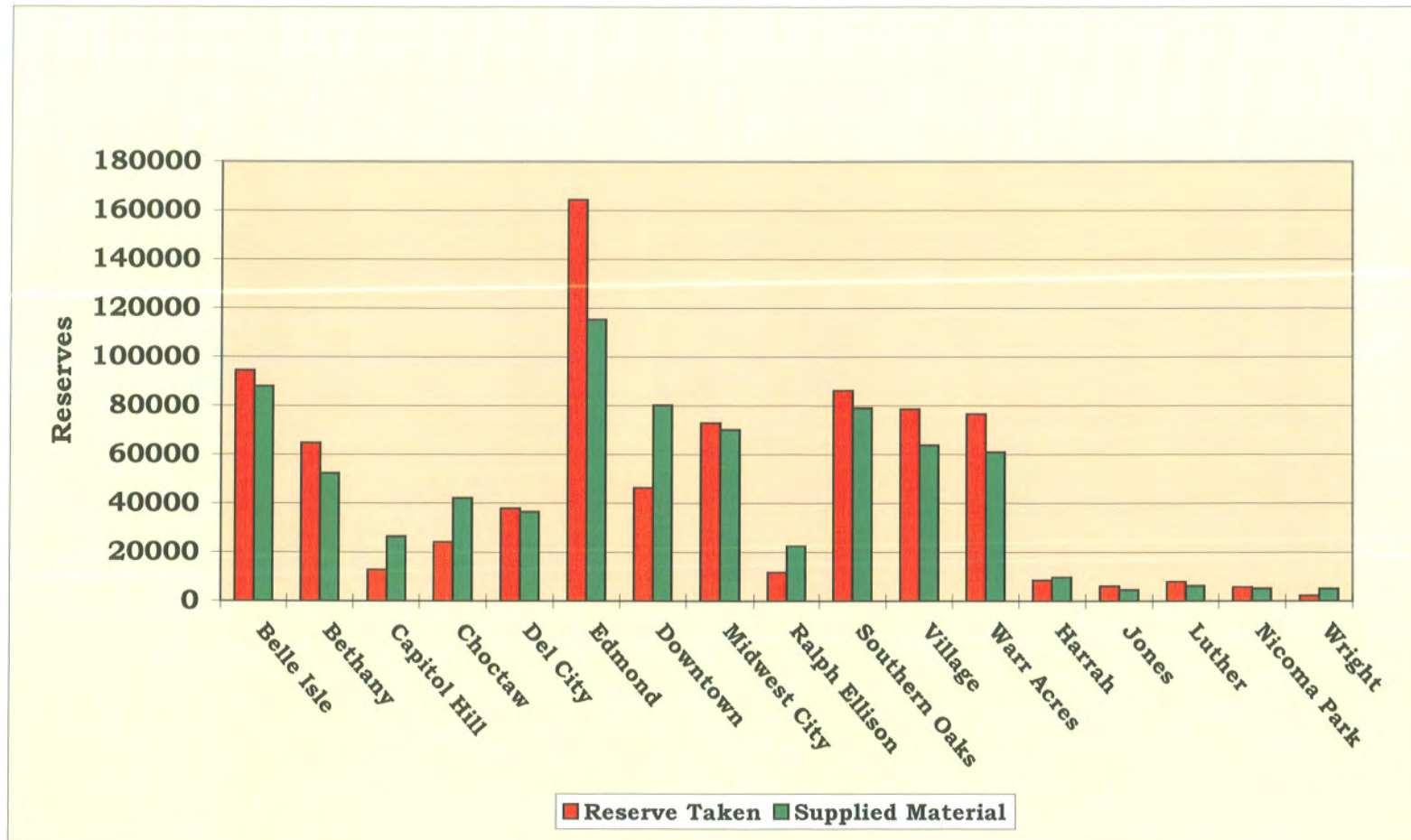
## Computer Usage by Minor Customers

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	72		1,211		405.93		1,096		10,532		3,514.83	
	07	80		1,388		980.00		1,376		15,558		10,615.12	
		<b>8</b>	<b>11.1</b>	<b>177</b>	<b>14.6</b>	<b>574.07</b>	<b>141.4</b>	<b>280</b>	<b>25.5</b>	<b>5,026</b>	<b>47.7</b>	<b>7,100.29</b>	<b>202.0</b>
VILLAGE	06	38		577		194.56		831		7,477		2,548.28	
	07	32		1,057		732.87		859		10,815		7,340.18	
		<b>-6</b>	<b>-15.8</b>	<b>480</b>	<b>83.2</b>	<b>538.31</b>	<b>276.7</b>	<b>28</b>	<b>3.4</b>	<b>3,338</b>	<b>44.6</b>	<b>4,791.90</b>	<b>188.0</b>
WARRACRES	06	36		478		170.39		539		6,165		1,995.69	
	07	32		886		641.47		606		8,017		5,658.02	
		<b>-4</b>	<b>-11.1</b>	<b>408</b>	<b>85.4</b>	<b>471.08</b>	<b>276.5</b>	<b>67</b>	<b>12.4</b>	<b>1,852</b>	<b>30.0</b>	<b>3,662.33</b>	<b>183.5</b>
HARRAH	06	6		120		94.14		112		972		603.68	
	07	10		261		187.56		154		1,606		1,333.98	
		<b>4</b>	<b>66.7</b>	<b>141</b>	<b>117.5</b>	<b>93.42</b>	<b>99.2</b>	<b>42</b>	<b>37.5</b>	<b>634</b>	<b>65.2</b>	<b>730.30</b>	<b>121.0</b>
JONES	06	2		43		12.44		23		180		87.29	
	07			34		28.58		32		467		332.29	
		<b>-2</b>	<b>-100.0</b>	<b>-9</b>	<b>-20.9</b>	<b>16.14</b>	<b>129.7</b>	<b>9</b>	<b>39.1</b>	<b>287</b>	<b>159.4</b>	<b>245.00</b>	<b>280.7</b>
LUTHER	06	1		52		18.53		66		685		239.78	
	07	11		144		114.90		146		1,256		966.53	
		<b>10</b>	<b>1000.0</b>	<b>92</b>	<b>176.9</b>	<b>96.37</b>	<b>520.1</b>	<b>80</b>	<b>121.2</b>	<b>571</b>	<b>83.4</b>	<b>726.75</b>	<b>303.1</b>
NICOMAPARK	06	1		31		14.80		36		401		203.92	
	07	1		36		24.69		41		561		505.99	
			<b>.0</b>	<b>5</b>	<b>16.1</b>	<b>9.89</b>	<b>66.8</b>	<b>5</b>	<b>13.9</b>	<b>160</b>	<b>39.9</b>	<b>302.07</b>	<b>148.1</b>
WRIGHT	06			51		19.13		41		526		211.13	
	07	1		42		27.68		50		661		415.13	
		<b>1</b>		<b>-9</b>	<b>-17.6</b>	<b>8.55</b>	<b>44.7</b>	<b>9</b>	<b>22.0</b>	<b>135</b>	<b>25.7</b>	<b>204.00</b>	<b>96.6</b>
TOTAL	06	480		9,919		3,515.59		9,195		97,532		33,531.94	
	07	559		13,426		9,604.16		10,360		122,471		89,135.15	
		<b>79</b>	<b>16.5</b>	<b>3,507</b>	<b>35.4</b>	<b>6,088.57</b>	<b>173.2</b>	<b>1,165</b>	<b>12.7</b>	<b>24,939</b>	<b>25.6</b>	<b>55,603.21</b>	<b>165.8</b>

## System Reserve Report

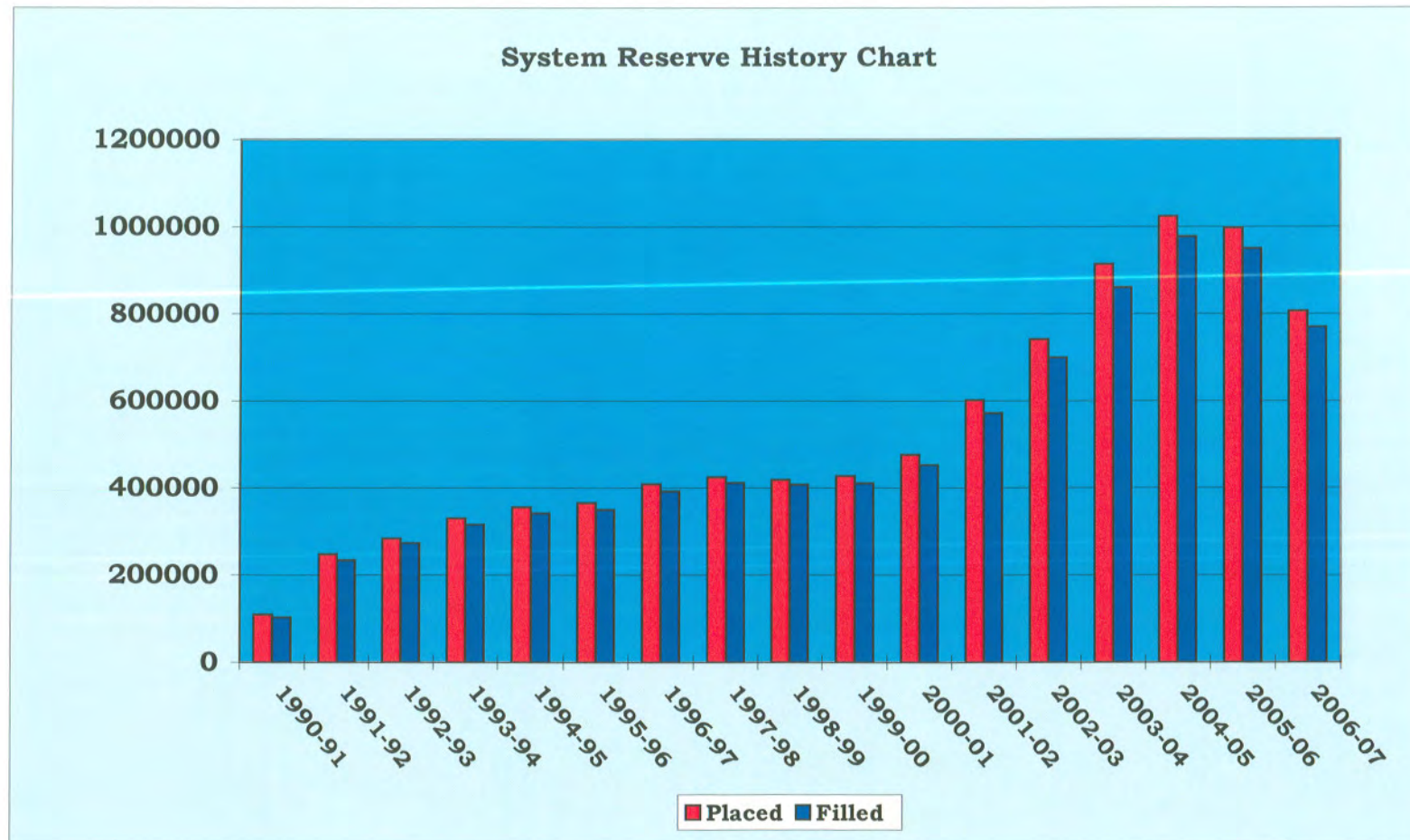
July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)





## System Reserve Report

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)



## System Reserves Report

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	06	9,671	100,288		9,309	95,150	
	07	9,574	94,514		8,833	90,009	
		<b>-97</b>	<b>-5,774</b>	<b>-5.8</b>	<b>-476</b>	<b>-5,141</b>	<b>-5.4</b>
BETHANY	06	5,860	67,452		5,728	64,260	
	07	6,302	64,786		6,192	61,962	
		<b>442</b>	<b>-2,666</b>	<b>-4.0</b>	<b>464</b>	<b>-2,298</b>	<b>-3.6</b>
CAPITOL HILL	06	1,238	12,114		1,189	11,574	
	07	1,274	12,762		1,137	11,854	
		<b>36</b>	<b>648</b>	<b>5.3</b>	<b>-52</b>	<b>280</b>	<b>2.4</b>
CHOCTAW	06	2,060	23,918		1,967	22,867	
	07	2,321	24,129		2,137	22,978	
		<b>261</b>	<b>211</b>	<b>.9</b>	<b>170</b>	<b>111</b>	<b>.5</b>
DEL CITY	06	3,699	38,801		3,399	36,857	
	07	3,714	37,981		3,427	36,162	
		<b>15</b>	<b>-820</b>	<b>-2.1</b>	<b>28</b>	<b>-695</b>	<b>-1.9</b>
EDMOND	06	15,276	168,025		14,232	160,875	
	07	16,094	164,311		15,166	157,767	
		<b>818</b>	<b>-3,714</b>	<b>-2.2</b>	<b>934</b>	<b>-3,108</b>	<b>-1.9</b>
DOWNTOWN	06	4,733	49,983		4,598	46,690	
	07	4,496	46,358		4,170	44,070	
		<b>-237</b>	<b>-3,625</b>	<b>-7.3</b>	<b>-428</b>	<b>-2,620</b>	<b>-5.6</b>
MIDWEST CITY	06	6,330	70,440		5,897	66,781	
	07	7,643	72,875		7,052	69,496	
		<b>1,313</b>	<b>2,435</b>	<b>3.5</b>	<b>1,155</b>	<b>2,715</b>	<b>4.1</b>
RALPH ELLISON	06	1,161	13,073		1,134	12,536	
	07	1,054	11,678		1,050	11,256	
		<b>-107</b>	<b>-1,395</b>	<b>-10.7</b>	<b>-84</b>	<b>-1,280</b>	<b>-10.2</b>
SOUTHERN OAKS	06	8,236	88,209		7,599	83,481	
	07	7,925	86,227		7,452	81,754	
		<b>-311</b>	<b>-1,982</b>	<b>-2.2</b>	<b>-147</b>	<b>-1,727</b>	<b>-2.1</b>
VILLAGE	06	7,189	80,176		6,861	75,890	
	07	7,855	78,589		7,294	74,604	
		<b>666</b>	<b>-1,587</b>	<b>-2.0</b>	<b>433</b>	<b>-1,286</b>	<b>-1.7</b>
WARR ACRES	06	6,438	80,468		6,556	77,171	
	07	7,715	76,586		7,368	73,433	
		<b>1,277</b>	<b>-3,882</b>	<b>-4.8</b>	<b>812</b>	<b>-3,738</b>	<b>-4.8</b>



## System Reserves Report

July 1, 2006 through April 30, 2007 (83.33% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	995	10,216		890	9,837	
	07	900	8,490		836	8,107	
		<b>-95</b>	<b>-1,726</b>	<b>-16.9</b>	<b>-54</b>	<b>-1,730</b>	<b>-17.6</b>
JONES	06	767	6,484		640	6,003	
	07	573	6,124		538	5,853	
		<b>-194</b>	<b>-360</b>	<b>-5.6</b>	<b>-102</b>	<b>-150</b>	<b>-2.5</b>
LUTHER	06	719	7,276		705	6,888	
	07	805	7,970		752	7,616	
		<b>86</b>	<b>694</b>	<b>9.5</b>	<b>47</b>	<b>728</b>	<b>10.6</b>
NICOMA PARK	06	543	5,867		496	5,718	
	07	480	5,702		468	5,305	
		<b>-63</b>	<b>-165</b>	<b>-2.8</b>	<b>-28</b>	<b>-413</b>	<b>-7.2</b>
WRIGHT	06	267	2,841		262	2,747	
	07	186	2,232		207	2,172	
		<b>-81</b>	<b>-609</b>	<b>-21.4</b>	<b>-55</b>	<b>-575</b>	<b>-20.9</b>
BOOKS-BY-MAIL	06	553	5,631		573	5,454	
	07	546	5,533		532	5,379	
		<b>-7</b>	<b>-98</b>	<b>-1.7</b>	<b>-41</b>	<b>-75</b>	<b>-1.4</b>
TOTAL	06	75,735	831,276		72,035	790,793	
	07	79,457	806,859		74,611	769,786	
		<b>3,722</b>	<b>-24,417</b>	<b>-2.9</b>	<b>2,576</b>	<b>-21,007</b>	<b>-2.7</b>

## EXECUTIVE DIRECTOR'S REPORT

MAY 2007

### GOVERNOR SIGNS HB 2192

On April 30, 2007, Governor Brad Henry approved HB 2192, the bill that changes the composition of the Metropolitan Library Commission. As you might recall, this bill provides for a representative on the Commission from every municipality that has a library facility and also provides Oklahoma City with an additional 3 members. I have forwarded the legislation to attorney Bill Comstock for his review. The legislation takes effect on July 31. Once the bill has been reviewed, I will send letters to the municipalities asking that they appoint and approve a representative to the commission as soon as possible. I will contact the library staff in the communities of Jones, Harrah, Choctaw, Luther and Nicoma Park for suggestions as to potential board members. That information will be forwarded to the mayors of the community for their consideration. At the August meeting, the quorum requirement for the commission will be 14 voting members present.

### LEADERSHIP MLS

Leadership MLS had its opening session on May 9, 2007. Congratulations to the following staff that were selected for inclusion in our inaugural class:

- |                      |                        |
|----------------------|------------------------|
| • Julie Ballou       | Materials Selection    |
| • Kellie Bradford    | Planning               |
| • Kelley Hoffman     | Human Resources        |
| • Heidi Port         | Development            |
| • John Utley         | Information Technology |
| • Sam Weehunt        | Del City               |
| • Emily Williams     | Outreach               |
| • Kristin Williamson | Midwest City           |

### AMERICAN LIBRARY ASSOCIATION CONFERENCE TO BE HELD IN WASHINGTON DC

From June 23 – 26 the annual ALA conference will be held in our nation's capitol. Programs specifically geared for Trustees will take place on Saturday and Sunday. If you are an ALA member and are interested in going; please contact Hugh Rice or the director's office.

### CAPITAL PROJECTS UPDATE

Progress is continues on design of the new **Service Center**. The 1<sup>st</sup> phase of the design process, *Programming*, is almost complete with final approval by the Steering Committee scheduled for May 21<sup>st</sup>. This will trigger the next phase, *Schematic Design*. The ground breaking is anticipated to be no later than February, 2008.

The interview process for the selection of the architect for **Ralph Ellison** project was completed on Friday April 27<sup>th</sup>. On May 22, OKC will be making a recommendation to the OKC City Council and will request approval to begin contract negotiations. Award of the contract is expected in 60 days

MLS staff participated in the Oklahoma City Council planning session on April 17 to discuss the **2007 General Obligation Bond Package**. Expected to go to the voters on December 11, 2007, these projects include the full funding of the work needed at Capitol Hill Library; additional dollars for the NW Library and additional parking and replacement of mechanical



and electrical equipment at the Belle Isle Library. We have requested a presentation by city staff to the commission and may be calling on commission members to help support this important election.

The appraisal for the **Northwest Library** site which has been recommended by MLS staff was received on May 2. While the price of the land is higher than we hoped, it does appear to be attainable, particle with the passage of the 2007 OKC GO bond request. The library system will continue to work with OKC to address this issue and other questions about this site. OKS would purchase the site with money expected to be available on July 1<sup>st</sup>.

Work continues on the **Downtown** water leaks. Additional testing is anticipated during June and it is hoped that repairs can be completed by late summer. MLS met with OKC and Beck Design to review our request to rework the north and east entry doors. Funding for this work would come from the sale of the old DN library.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended National Legislative Day
- Attended Rotary 29 Club Meetings
- Attended Endowment Trust Officers Meeting

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

### ***Centennial Costume Doll Display***

Friday, June 1, 2007  
Time: 9:00am-9:00pm  
Location: Edmond  
All ages

Stop by the small display case at the Edmond Library during June and July to see dolls in beautifully sewn costumes celebrating fashions in Oklahoma from 1907 to 2007

### ***"Art Happens"***

Friday, June 1, 2007  
Location: Midwest City  
All Ages

Local artist Pat Pearson will be the featured artist in the Midwest City Library gallery throughout June. Ms. Pearson, a member of the Mid-Del Art Guild, is a frequent participant in area art shows. Her exhibit at the Midwest City Library, entitled "Art Happens," will be her first solo event. The exhibit will be on display in the library's lobby from June 1 - July 2.

### ***Landscape Gardening***

Thursday, June 7, 2007  
Time: 1:30pm-3:00pm  
Location: Southern Oaks  
Adults

Learn the basics of landscape design to get the most out of your yard. Instructor, Amy Brothers is the Horticulture Educator at the Oklahoma County OSU Extension Center. Not only does Amy have the skills in plant identification, she also has the knowledge needed to keep landscapes thriving. Call the Southern Oaks library at 631-4468 to register for the free workshop.

### ***Indian Beadwork Demonstration***

Saturday, June 9, 2007  
Time: 3:00pm-4:00pm  
Location: Capitol Hill  
Adults

MLC - May 17, 2007  
MLS - Executive Director's Report

Prepared by: Executive Director  
Page 2 of 3

showcase tunes from the 30's, 40's and 50's in a rocking musical concert for the community. There will be a special salute to all branches of the armed forces for their commitment to our freedom. Audience members are welcomed to join in and dance along to their favorite tune. Light refreshments will be provided. Free and open to the public. Co-sponsor: Tinker AFB Flying High Band.