

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, July 19, 2007, 3:30 p.m.  
Bethany Library  
3510 N. Mueller  
Bethany, OK 73008  
(Telephone: 789-8363)

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

Hugh Rice, Chair

## **3:30 – 3:45 pm INTRODUCTIONS**

- Document #01 – 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 (#02 - #05)**

- Document #02 – Approval of Minutes of June 21, 2007 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2007
- Document #04 - Approval of Contract Awards and Purchases
  - Item A: Copiers
  - Item B: Performance Appraisal System
- Document #05 – Request to declare equipment surplus

## **4:00 – 4:15 pm COMMITTEE REPORTS**

- Document #06 – Discussion, Consideration, and Possible Action: Report and Recommendation ~ Finance/Long-Range Planning Committee meeting July 11, 2007 – David Greenwell, Chair

## **4:15 – 4:20 pm NEW BUSINESS**

- Document #07 – Resolution of Appreciation: Cynthia Trent
- Document #08 – Resolution of Appreciation: Shirley Pritchett

## **4:20 – 4:30 pm SPECIAL PRESENTATIONS**

- *Conceptual Design of the Service Center* - Jim Hasenbeck & Josh Hill of Studio Architects
- *Library Night at the Ballpark* – Lisa Wood, Children's Services Coordinator, Outreach and Emily Williams, Young Adult Services Coordinator, Outreach

## **4:30 – 4:40 pm INFORMATION REPORTS**

- Document #09 - MLS Annual Furniture & Equipment Inventory Report FY 2006-07
- Document #10 – MLS June 2007 Circulation Report
- Document #11 – MLS June 2007 Computer Usage Report
- Document #12 – MLS June 2007 System Reserve Report

## **4:40 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT**

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

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

Thursday, August 23, 2007  
Belle Isle, 5501 N. Villa, Oklahoma City, OK 73112

## **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 July 2007:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Ronna C. Davis, Librarian, Edmond Library	25
Ursula A. Ward, Government Documents Cataloger	25
Angela M. Paeltz, Extension Specialist, Luther Library	15
Carol Moody, Library Assistant, Village Library	10
Dagmar M. Peery, Page, Edmond Library	10



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

DATE: June 21, 2007

TIME: 3:30 pm

MEETING PLACE: Southern Oaks 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 Southern Oaks and Downtown Library, 300 Park Avenue, Oklahoma City, on June 18, 2007, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Nancy Anthony  
Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Jose Jimenez  
Lee Alan Leslie  
Penny McCaleb  
Shirley Pritchett  
Marguerite Ross  
Judy Smith  
Ray Vaughn  
Greg Womack  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Mick Cornett, Mayor of Oklahoma City  
Ralph Bullard  
Scott Duncan  
Deanna Hannah

Estimate of general public and staff attending: 18

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

Roll was called to establish a quorum. Present: Anthony, Caine, Cornelius, Gillogly, Jimenez, Leslie, McCaleb, Ross, Smith, Vaughn, Rice. (Arrived: Womack, 3:36; Pritchett, 3:41; Greenwell, 4:15)

**I.** Mr. Rice welcomed new library commission member, Mr. Ray Vaughn. Mr. Vaughn replaces Mr. Jim Roth, who has assumed his duties as Corporation Commissioner.

**II.** Mr. Rice introduced Mr. Randy Wayland, Manager of the Southern Oaks Library. Mr. Wayland welcomed the Commission to the Southern Oaks Library.

**III.** Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for June 2007: Lanny Myers, Maintenance, 20 years of service.

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

**V.** Mr. Rice presented the Consent Docket; Document #105 – Approval of minutes of May 17, 2007 Meeting; Document #106 – Acceptance of Review of Expenditures for May 2007; Document #107 – Approval of Contract Awards and Purchases; Document #108 – Request for Transfer of Funds.

Mr. Rice called for a motion.

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

**VI.** Mr. Rice referred to Document #109 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration & Personnel Committee meeting – May 9, 2007 – Dr. Ann Caine, Chair

Dr. Caine referred to the report and recommendations from the A & P Committee. The committee met on May 9 to review the annual salary and benefits report. Dr. Caine referred to the information included in the commission packets, highlighting some of the changes to the benefits policies. The committee made a recommendation to the Finance Committee for a 4% market adjustment increase and up to a 3% merit increase to be incorporated into the Preliminary Budget for FY 07-08. The recommendation was approved by the Finance Committee. Dr. Caine called for questions.

**VII.** Mr. Rice referred to Document #112 – Discussion, Consideration, and Possible Action: Report and Recommendation – Long-Range Planning Committee meeting June 6, 2007 – Penny McCaleb, Chair.

Mrs. McCaleb called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations to present the proposal for the new Strategic Plan.

Mrs. Bauman presented a video presentation, designed to be a comprehensive view of the proposed Strategic Plan.

At the conclusion of the presentation, Mrs. Bauman stated a baseline survey will be conducted in the fall to establish current levels of accomplishments related to the service responses. Every year, managers of all departments and agencies will meet to brainstorm and determine what activities the system needs to work on for the coming year in order to achieve the goals in the strategic plan. The activities selected will then be reviewed at the end of the year. Each year Administration will come to the



Commission to provide an update of all that has been done. At the end of the five year period, another survey will be conducted to determine overall progress. Mrs. Bauman called for any questions. Discussion followed.

Mrs. McCaleb stated the Long-Range Planning Committee did not have a quorum, therefore no action was taken. The Commission will need to move to accept the Strategic Plan.

**Mr. Greg Womack moved to accept the Strategic Plan. Mrs. Millicent Gillogly seconded. No further discussion. Motion passed unanimously.**

**VIII.** Mr. Rice referred to the Report and Recommendations from the Finance Committee.

Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support, began by presenting Document #111 – Preliminary Budget FY 07-08. Mr. Lovely provided a brief review of the budget and called for questions. Discussion followed

**The motion coming from committee is to approve the Metropolitan Library System Preliminary Budget FY 2007-08. A motion coming from committee requires no second. Motion passed unanimously.**

Mr. David Greenwell, Finance Committee Chair referred to the next recommendation from the Committee.

Mr. Greenwell stated in the past the system had a policy requiring a change in auditors every five years. This year, at the conclusion of the five year period for the current auditor, proposals were sent out for a new auditor and no responses were received. The Finance Committee recommended and the commission approved a revision to the current purchasing policy eliminating the restriction requiring a change in auditors every five years if the auditor would agree to change their partner or manager in charge of the audit. Discussion followed.

**The motion coming from committee is to approve the recommendation to retain Murrell, Hall, & McIntosh as the library system's Auditor for a subsequent five year period. A motion coming from committee requires no second. Motion passed unanimously.**

**IX.** Mr. Rice referred to the Document #113 – *Resolution of Appreciation: The Honorable Jim Roth.*

**Mrs. Anthony moved to accept the Resolution of Appreciation for Jim Roth. Ms. Ross seconded. No further discussion. Motion passed unanimously.**

**X.** Mr. Rice referred to the Information Reports.

- ♦ Document #114 – MLS May 2007 Circulation Report
- ♦ Document #115 – MLS May 2007 Computer Usage Report
- ♦ Document #116 – MLS May 2007 System Reserve Report
- ♦ Document #117 – MLS May 2007 Annual Information Technology Report

Discussion followed.

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

Mrs. Morris stated she has met with Oklahoma City Mayor Cornett regarding the terms of the current Oklahoma City appointees to the Library Commission. Library attorney, Bill Comstock and City attorney Oval Jones have discussed the upcoming changes in composition of the library commission and have agreed as to how the terms will be staggered for Oklahoma City members.

Letters have been sent to the municipalities which will now have representation on the commission asking them to appoint a member to the board by July 31.

Cynthia Trent, long time commission member has resigned. She has moved to Elk City and begun a new position as Executive Director of Elkwood Assisted Living Center. A letter has been sent to the Del City Mayor, asking him to appoint a new representative to the Commission.

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

Mr. Rice announced the resignation of commission member Shirley Pritchett. Mrs. Pritchett has served on the board for a total of nine years.

The next Commission meeting will be held at the Bethany Library, July 19, 2007.

There being no further business, the meeting was adjourned at 4:35.



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Donna Morris, Executive Director  
(Secretary)



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

June 30, 2007

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of June 2007.

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

Document # 03  
MLC FY 2007-08  
July 19, 2007

June 30, 2007

**ASSETS**

CASH - Overnight Investment Account	\$ 3,753,635.75
INVESTMENTS (Schedule attached)	21,387,123.46

<b>Total Assets</b>	<u><u>\$25,140,759.21</u></u>
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**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2005-06 Reserve for Appropriations	\$ 166,340.56	
2006-07 Purchase Orders Outstanding	965,948.59	
2005-06 Purchase Orders Outstanding	0.00	
2006-07 Checks Outstanding	351,601.52	
2005-06 Checks Outstanding	<u>0.00</u>	
<b>Total Liabilities</b>		1,483,890.67

FUND BALANCE:

Beginning of the Year		19,704,947.94	
Add: Revenues			
Budgeted	23,311,934.90		
Other	<u>2,252,431.31</u>	25,564,366.21	
Less: Expenditures		<u>(21,612,445.61)</u>	
<b>Total Fund Balance</b>			<u>23,656,868.54</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>			<u><u>\$25,140,759.21</u></u>

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

**As of June 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 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>\$ 21,387,123.46</u>



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

**June 1, 2007 to June 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	\$ 326,627.23	\$22,427,560.90	101.86%
State Aid	287,762.00	-	314,374.00	109.25%
Fines	<u>410,400.00</u>	<u>32,000.00</u>	<u>570,000.00</u>	138.89%
<b>Total Budgeted Revenue</b>	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 358,627.23</u></u>	<u><u>\$23,311,934.90</u></u>	102.62%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 7,174.95	\$ 1,156,976.52	
Gifts and Lost Books Fees		0.00	53,000.00	
Investment Income		43,336.66	886,950.89	
Flexible Benefits Account Balance		0.00	4,978.34	
Sale of Surplus Equipment		6,101.88	18,029.38	
Miscellaneous		<u>16,452.17</u>	<u>132,496.18</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 73,065.66</u></u>	<u><u>\$ 2,252,431.31</u></u>	
<b>Total Revenue</b>	<u><u>\$ 22,716,135.00</u></u>	<u><u>\$ 431,692.89</u></u>	<u><u>\$25,564,366.21</u></u>	112.54%

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

**June 30, 2007**

	BALANCE 5/1/2007	RECEIPTS June	EXPEND. June	BALANCE 5/31/2007
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 72,067.09	\$ 7,291.93	\$ 458.98	\$ 78,900.04
810 Prepaid Fees	(730.80)	0.00	258.41	(989.21)
815 Fines	43,321.61	45,622.87	32,000.00	56,944.48
820 Copy	112,203.53	3,809.40	945.99	115,066.94
900 Special Event Fund	2,300.92	0.00	0.00	2,300.92
<b>Total Revolving Funds</b>	<b>\$ 229,162.35</b>	<b>\$ 56,724.20</b>	<b>\$ 33,663.38</b>	<b>\$ 252,223.17</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 5/31/2007
<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	127,836.52	2,163.48
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	9,109.87	2,890.13
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
923 07 OHC/A Jazz Journey	3,920.00	3,920.00	3,920.00	0.00
924 07/Guild/Choctaw Spanish Classes	800.00	800.00	450.00	350.00
925 07/Guild/ Choctaw Tai Chi	250.00	250.00	550.00	(300.00)
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
928 07/LET/Summer Reading	12,000.00	12,000.00	0.00	12,000.00
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	24,796.73	35,203.27
993 06 WalMart/Edmond Library	2,000.00	2,000.00	1,990.75	9.25
994 06 WalMart/Village	2,000.00	2,000.00	1,806.05	193.95
995 06 WalMart/Midwest City	1,977.41	1,977.41	100.00	1,877.41
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,497.90	2.10
997 06 Eagle Scout/Village	630.00	630.00	0.00	630.00



<b>GRANTS:</b>	<b>GRANT AMOUNT</b>	<b>RECEIPTS TO DATE</b>	<b>EXPEND. TO DATE</b>	<b>BALANCE 5/31/2007</b>
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	379.00	0.00
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	753.00	(3.00)
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	2,500.00	0.00
893 06 Lee B Brawner Scholarship	8,300.00	8,300.00	8,287.47	12.53
<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	4,702.68	297.32
908 07 LIFE Come Read with Me	7,500.00	9,737.94	7,225.78	2,512.16
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	6,781.62	5,900.00	881.62
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	962.97	145.03
<b><u>Grants - Friends of MLS</u></b>				
860 08 Volunteer Recognition	2,000.00	2,000.00	0.00	2,000.00
861 08 Staff Recognition	6,845.00	6,845.00	0.00	6,845.00
863 08 123 Play with Me	3,000.00	3,000.00	0.00	3,000.00
864 08 LIFE	7,500.00	7,500.00	0.00	7,500.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	0.00	1,713.00
<b>Total Grants</b>				<b><u>\$120,692.16</u></b>
<b>Total Special Funds</b>				<b><u>\$ 372,915.33</u></b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of June 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	716,151.99	8,964,599.19	95.48	9,389,112.00	424,512.81
102	Wages - Part-time	114,208.14	1,375,432.73	85.46	1,609,530.00	234,097.27
103	Payroll Taxes	61,523.95	766,289.94	92.10	832,015.00	65,725.06
109	Workers Comp Insurance	8,871.00	107,305.00	94.97	112,990.00	5,685.00
112	Group Insurance	116,212.62	1,360,986.20	96.77	1,406,415.00	45,428.80
113	Employees Retirement	38,719.31	1,016,680.52	92.43	1,100,000.00	83,319.48
114	Unemployment Compensation	5,000.00	16,524.77	82.62	20,000.00	3,475.23
Total Personal Services		1,060,687.01	13,607,818.35	94.04	14,470,062.00	862,243.65

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	.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	.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	600.00	2,115.00	98.37	2,150.00	35.00
207	Janitorial Services	31,754.00	315,323.35	95.86	328,930.00	13,606.65
208	Maintenance of Facilities	22,051.00	222,033.32	83.92	264,563.00	42,529.68
211	Parking & Transportation	5,181.41	122,699.59	69.69	176,054.00	53,354.41
212	Travel Expenses	5,881.45	32,717.87	65.34	50,072.00	17,354.13
213	Professional Services	18,053.97	163,102.54	64.05	254,664.00	91,561.46
214	Security Services	36,041.21	234,685.54	78.56	298,743.00	64,057.46
216	Telephone services	12,681.61	132,376.91	51.60	256,530.00	124,153.09
217	Electrical Services	41,964.92	439,402.23	87.86	500,119.00	60,716.77
218	Gas Services	2,225.22	61,013.61	95.94	63,596.00	2,582.39
219	Water & Garbage Services	4,166.32	46,432.90	90.91	51,078.00	4,645.10
220	Trigen Energy Services	19,957.24	181,999.64	100.00	182,000.00	.36
226	Memberships	500.00	20,869.50	70.53	29,589.00	8,719.50
230	Other Library-related Services	42,283.15	302,676.30	90.91	332,942.00	30,265.70
231	Automation Contractual	19,896.62	250,204.10	74.19	337,260.00	87,055.90
236	Network Catalog Services	.00	52,600.50	99.91	52,648.00	47.50
Total Contractual Services		263,238.12	2,755,899.90	81.52	3,380,554.00	624,654.10



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of June 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	45,548.17	167,556.10	83.44	200,820.00	33,263.90
302	Postage	21,710.65	215,158.62	74.80	287,650.00	72,491.38
303	Supplies	30,915.61	266,244.41	97.60	272,789.00	6,544.59
310	Maintenance Supplies	8,438.17	35,879.92	50.54	71,000.00	35,120.08
312	Safety Supplies & Equipment	202.30	4,644.94	74.92	6,200.00	1,555.06
321	Gasoline & Oil	6,792.55	32,557.15	81.39	40,000.00	7,442.85
322	Vehicle Parts & Repairs	1,676.08	7,439.45	41.33	18,000.00	10,560.55
330	Programming Activities	15,356.29	176,668.74	83.44	211,735.00	35,066.26
331	Other Commodities	3,344.68	21,752.87	68.29	31,855.00	10,102.13
Total Commodities		133,984.50	927,902.20	81.39	1,140,049.00	212,146.80
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	498,646.98	3,148,050.00	100.00	3,148,050.00	.00
404	Government Documents	2,000.00	5,000.00	100.00	5,000.00	.00
405	Book Repairs & Bindings	2,700.00	2,700.00	100.00	2,700.00	.00
407	Periodicals & Subscriptions	23,939.90	174,240.00	100.00	174,240.00	.00
408	Furniture, Fixtures, & Equipmt	4,962.47	109,176.43	69.31	157,518.00	48,341.57
409	Motor Vehicles	20.00	20,109.00	95.76	21,000.00	891.00
410	Automation Systems & Equipment	44,880.95	237,575.12	79.94	297,189.00	59,613.88
450	Capital Projects	422,958.81	623,974.61	9.66	6,460,538.00	5,836,563.39
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		1,000,109.11	4,320,825.16	18.44	23,426,262.00	19,105,436.84
		=====	=====		=====	=====
Total Budget		2,458,018.74	21,612,445.61	50.95	42,416,927.00	20,804,481.39
		=====	=====		=====	=====

General Fund F.Y. 06-07

Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
G-04470	Bradford Industrial Suppl Corp	Maintenance of Facilities	30.91	
		Maintenance of Facilities	74.14	
		Maintenance of Facilities	16.00	
		Maintenance of Facilities	32.44	153.49
G-04471	O G & E	Electrical Services	11,354.36	11,354.36
G-04472	Oklahoma Natural Gas Co.	Gas Services	155.20	155.20
G-04473	City of Oklahoma City	Water & Garbage Services	537.83	537.83
G-04474	Brodart, Inc.	Supplies	1,209.60	
		Supplies	567.00	
		Supplies	811.20	2,587.80
G-04475	Dagwell Dixie Inc	Maintenance of Facilities	13.66	13.66
G-04476	MASSCO Maintenance Co.	Maintenance Supplies	879.20	879.20
G-04477	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04478	Gaylord Bros.	Supplies	513.39	513.39
G-04479	Highsmith Co., Inc.	Supplies	51.98	
		Programming Supplies	30.80	
		Supplies	21.94	104.72
G-04480	UNUM Life Insurance	Grp Long-Trm Disab Prm-Jn	6,675.89	6,675.89
G-04481	City of Warr Acres	Water & Garbage Services	60.90	60.90
G-04482	Alma L. Brown	Programmiong Activities	237.46	237.46
G-04483	Frank Ray	Mileage	15.16	15.16
G-04484	Weston Woods Accts Receivable	Materials	494.90	494.90
G-04485	Baker & Taylor Books	Materials	455.14	455.14
G-04486	CompSource Oklahoma	Workers Comp Insurance	8,671.00	8,671.00
G-04487	Edgar Cruz	Materials	240.00	240.00
G-04488	Barbara Beasley	Mileage	12.61	12.61
G-04489	Oklahoma Opry, LLC	Programming Activities	150.00	150.00
G-04490	Chester 'Jack' Kinzie, Jr.	Travel Expenses	6.00	6.00
G-04491	Recorded Books, LLC	Materials	291.37	291.37
G-04492	Johnstone Supply	Maintenance of Facilities	63.02	
		Maintenance of Facilities	228.95	291.97
G-04493	Instructional Video, Inc.	Materials	840.98	840.98
G-04494	Randy Wayland	Other Commodities	222.28	222.28
G-04495	JoNita Normore	Mileage	5.82	5.82
G-04496	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jun	27,222.58	27,222.58
G-04497	Light Bulb Supply Co., Inc.	Maintenance of Facilities	104.85	
		Maintenance of Facilities	87.96	
		Maintenance of Facilities	149.25	342.06
G-04498	Copelin's Office Center	Supplies	94.47	94.47
G-04499	Angie Paeltz	Mileage	29.59	29.59
G-04500	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-04501	Full Circle Bookstore	Materials	16.77	16.77
G-04502	Superior Security	Security Services	4,512.21	4,512.21
G-04503	Commercial Concepts	Capital Projects	275.00	275.00
G-04504	INTEGRIS Corporate Assistance	Professional Services	836.00	836.00
G-04505	Kipp Brothers, Inc.	Programming Supplies	173.25	
		Programming Supplies	60.85	234.10
G-04506	Jonathan Willis	Mileage	34.68	34.68
G-04507	Rockhurst University	Professional Services	249.00	249.00
G-04508	Mobile Storage Group	Maintenance of Facilities	100.00	100.00
G-04509	Dana Bickford	Professional Services	900.00	900.00
G-04510	Random House, Inc	Materials	1,389.20	1,389.20



General Fund F.Y. 06-07

Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
G-04511	Culinary Concepts, LLC	Professional Services	414.25	414.25
G-04512	Printing Products, Inc.	Supplies	108.40	108.40
G-04513	Ingram Library Service	Materials	1,468.73	1,468.73
G-04514	Bottom Line Personal	Subscriptions	29.95	29.95
G-04515	XPEDX	Supplies	2,272.11	2,272.11
G-04516	Dana Morrow	Mileage	50.44	50.44
G-04517	Walker Companies	Equipment	16.80	16.80
G-04518	Digital Library Reserve, Inc	Books & Materials	1,546.54	
		Books & Materials	1,788.60	3,335.14
G-04519	ACCU Weather, Inc.	Materials	9,265.00	9,265.00
G-04520	JoNita White	Mileage	21.83	21.83
G-04521	Mardel, Inc.	Materials	167.22	167.22
G-04522	Patricia Jan Hall	Programming Activities	35.00	35.00
G-04523	Devon McDaniel	Mileage	14.39	14.39
G-04524	Ingram Library Service	Materials	237.14	237.14
G-04525	Voss Lighting	Maintenance of Facilities	156.42	
		Maintenance of Facilities	328.40	
		Maintenance of Facilities	119.80	
		Maintenance of Facilities	190.00	
		Maintenance of Facilities	52.22	
		Maintenance of Facilities	71.88	
		Maintenance of Facilities	51.66	
		Maintenance of Facilities	79.02	1,049.40
G-04526	Town of Luther	Water & Garbage Services	58.17	58.17
G-04527	Barnes & Noble, Inc.	Materials	2,018.02	2,018.02
G-04528	Landon Holman	Mileage	22.80	22.80
G-04529	Academic Inspiration	Programming	511.40	511.40
G-04530	Dell Marketing L.P.	Supplies	128.70	128.70
G-04531	Scholastic, Inc.	Programming Activities	10,928.22	10,928.22
G-04532	Burdine's Art Box, LLC	Materials	29.95	29.95
G-04533	Michael Stone	Programming Activities	126.00	126.00
G-04534	Hewlett-Packard Co.	Computer Equipment	1,712.00	
		Supplies	315.00	2,027.00
G-04535	Omniplex	Programming Activities	250.00	
		Programming Activities	150.00	400.00
G-04536	Dowell Parking Center	Parking	50.00	50.00
G-04537	Novalco, Inc	Maintenance of Facilities	531.46	531.46
G-04538	David P. Holder	Programming Activities	133.00	133.00
G-04539	Gregory Bennett	Mileage	2.91	2.91
G-04540	Crowe & Dunlevy	Professional Services	3,175.00	3,175.00
G-04541	Todd Olberding	Mileage	46.80	
		Telephone Services	45.55	92.35
G-04542	CPI Office Products	Furniture	427.84	427.84
G-04543	Baker & Taylor Books	Materials	2,615.00	2,615.00
G-04544	Baker & Taylor Entertainment	Materials	724.85	724.85
G-04545	Metropolitan Library System	Grp Med/Dtl Ins Prem-June	78,908.85	78,908.85
G-04546	FBD Consulting, Inc.	Professional Services	300.00	300.00
G-04547	Walmart Community	Supplies	125.40	
		Supplies	566.39	691.79
G-04548	Bill's Pavement Maintenance	Construction	43,991.84	43,991.84
G-04549	Imagination Promotional Group	Other Commodities	2,826.10	2,826.10
G-04550	EmTec Pest Control, Inc.	Maintenance of Facilities	900.00	900.00



General Fund F.Y. 06-07

Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
G-04551	Pamela Buchanan	Mileage	32.01	32.01
G-04552	O'Reilly Auto Parts	Maintenance of Facilities	32.28	32.28
G-04553	John Utle	Telephone Services	35.00	35.00
G-04554	Melissa Weathers	Other Commodities	129.05	
		Safety Equipment	69.99	199.04
G-04555	Cintas Corp.	Maintenance of Facilities	328.90	328.90
G-04556	Baker & Taylor Books	Materials	1,085.51	
		Materials	4,521.09	
		Materials	4,305.75	
		Materials	4,934.21	
		Materials	2,913.23	17,759.79
G-04557	Baker & Taylor Books	Materials	5,936.42	
		Materials	2,893.84	
		Materials	5,055.16	
		Materials	1,470.60	15,356.02
G-04558	Baker & Taylor Books	Materials	2,630.67	2,630.67
G-04559	SimplexGrinnell	Maintenance of Facilities	51.45	
		Maintenance of Facilities	153.24	
		Maintenance of Facilities	13.13	
		Maintenance Of Facilities	100.94	
		Automatic Contractual	405.50	724.26
G-04560	Sabre Technologies	Printers	17,740.00	17,740.00
G-04561	Smart Technologies	Automation Contractual	1,390.00	1,390.00
G-04562	Scholastic Book Fairs	Programming Supplies	826.19	826.19
G-04563	COTPA	Staff Parking	2,760.00	
		Staff Parking	2,208.00	
		Staff Parking	2,592.84	7,560.84
G-04564	Midwest Single Source, Inc.	Supplies	174.68	
		Printing Supplies	233.20	
		Equipment	82.17	490.05
G-04565	John C. Hill	Maintenance of Facilities	969.00	969.00
G-04566	Michael Nigro	Programming	275.00	275.00
G-04567	Bank of Oklahoma	Payroll Transmittal-Chks	41,682.12	
		Payroll Transmittal-Chks	18,416.31	60,098.43
G-04568	Bank of Oklahoma	Federal Withholding Tax	36,354.10	
		Federal Withholding Tax	2,876.00	39,230.10
G-04569	Oklahoma Tax Commission	State Withholding Tax	13,206.00	
		State Withholding Tax	1,120.00	14,326.00
G-04570	Mun. Employees Credit Union	Employee Cr Union Deducts	10,606.51	
		Employee Cr Union Deducts	140.00	10,746.51
G-04571	United Way of Central Oklahoma	Employee Deductions	400.81	
		Employee Deductions	3.00	403.81
G-04572	Bank of America	Payroll Transmittal-DDep	187,962.14	
		Payroll Transmittal-DDep	25,793.71	213,755.85
G-04573	Nationwide Retirement Solution	Employee Deductions	7,369.87	7,369.87
G-04574	Transamerica Worksite Mrktg.	Employee Deductions	632.02	632.02
G-04575	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,084.34	5,084.34
G-04576	Bank of Oklahoma	Employee Flexplan Deposit	17,796.34	
		Employer Flexplan Deposit	1,210.00	19,006.34
G-04577	Bank of Oklahoma	Employee Soc/Sec Deposits	21,155.91	
		Employee Soc/Sec Deposits	3,245.96	
		Employee Medicare Deposit	4,947.77	

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General Fund F.Y. 06-07

Warrant Register

June 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-04577	Bank of Oklahoma	Employee Medicare Deposit	759.14
		Employer Soc/Sec Deposits	24,402.12
		Employer Medicare Deposit	5,706.93
			60,217.83
G-04578	MassMutual Financial Group	Employee Contrib -- DC PI	10,502.21
		Employer Contrib -- DC PI	19,384.71
			29,886.92
G-04579	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
			85.00
G-04580	ODHS Oklahoma Centralized	Employee Deductions	217.55
			217.55
G-04581	Administrative Systems, Inc.	Employee Deductions	1,020.06
			1,020.06
G-04582	City of Midwest City	Water & Garbage Services	307.02
			307.02
G-04583	Grainger	Maintenance of Facilities	3,000.00
			3,000.00
G-04584	O G & E	Electrical Services	5,723.93
			5,723.93
G-04585	Oklahoma Natural Gas Co.	Gas Services	615.67
			615.67
G-04586	Triangle/A & E	Printing	775.50
		Printing	72.00
		Printing	53.27
			900.77
G-04587	Dagwell Dixie Inc	Maintenance of Facilities	98.18
		Maintenance of Facilities	10.02
			108.20
G-04588	Tech-Lock	Maintenance of Facilities	15.98
			15.98
G-04589	Emsco Electric Supply	Maintenance of Facilities	29.54
			29.54
G-04590	Demco	Supplies	1,098.75
		Supplies	676.00
		Supplies	1,258.00
		Supplies	465.00
		Supplies	3,000.00
		Supplies	450.44
			6,948.19
G-04591	Donald R. Hall, Sr.	Programming Activities	250.00
			250.00
G-04592	Rosemary Czarski	Mileage	20.86
			20.86
G-04593	Superior Security	Security Services	4,549.50
			4,549.50
G-04594	Oklahoma Air Filter	Maintenance of Facilities	149.85
		Maintenance of Facilities	49.95
		Maintenance of Facilities	63.84
			263.64
G-04595	AT&T	Internet Data Circuit	893.75
			893.75
G-04596	Oklahoma Gazette	Library-Related Services	558.90
			558.90
G-04597	Little River Zoo	Programming Activities	105.00
			105.00
G-04598	Candace McDaniel	Other Commodities	25.19
			25.19
G-04599	James E. Garling	Programming Activities	450.00
			450.00
G-04600	United States Postal Service	Postage	6,000.00
			6,000.00
G-04601	Cummins Southern Plains, Ltd.	Maintenance of Facilities	577.00
			577.00
G-04602	Voss Lighting	Maintenance of Facilities	190.00
			190.00
G-04603	Cox Media Oklahoma City	Library-Related Services	90.00
			90.00
G-04604	Jeffrey J. Crawford	Security Services	162.50
			162.50
G-04605	Andrew L. Anthony	Security Services	112.50
			112.50
G-04606	Richard Scott Sanders	Security Services	162.50
			162.50
G-04607	Miguel A. Campos	Security Services	212.50
			212.50
G-04608	Jurden Brown, Jr.	Security Services	625.00
			625.00
G-04609	Associated Appliance, Inc.	Maintenance of Facilities	27.49
			27.49
G-04610	John Paull	Security Services	87.50
			87.50
G-04611	Stanley Campbell	Security Services	212.50
			212.50
G-04612	Brent J. Mackerelle	Security Services	156.25
			156.25
G-04613	Kevin Connywerdy	Programming Activities	150.00
			150.00
G-04614	Forms World	Supplies	126.10
			126.10



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Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
G-04615	Displays 2 Go	Supplies	240.77	240.77
G-04616	Megan M. Adkins	Mileage	9.70	9.70
G-04617	Nancy Harris	Programming Activities	479.00	479.00
G-04618	Ruby Soutiere	Mileage	16.01	16.01
G-04619	Bank of Oklahoma	Group Insurance	10.00	10.00
G-04620	City of Harrah	Water & Garbage Services	47.08	47.08
G-04621	City of Choctaw	Water & Gas Services	90.00	90.00
G-04622	Roy Ballou	Mileage	32.01	32.01
G-04623	Allied Waste Services #060	Garbage Services	491.97	491.97
G-04624	SimplexGrinnell	Maintenance of Facilities	90.01	
		Maintenance of Facilities	52.47	
		Maintenance of Facilities	207.77	350.25
G-04625	Lloyd Lovely	Mileage	30.07	30.07
G-04626	Erika Diel	Maintenance of Facilities	120.00	120.00
G-04627	Bradford Industrial Suppl Corp	Maintenance of Facilities	213.17	
		Maintenance of Facilities	385.58	
		Maintenance of Facilities	83.38	682.13
G-04628	Federal Corporation	Maintenance of Facilities	60.00	60.00
G-04629	Oklahoma Natural Gas Co.	Gas Services	79.15	79.15
G-04630	City of the Village	Water & Garbage Services	76.42	76.42
G-04631	Triangle/A & E	Printing	36.00	36.00
G-04632	Southwestern Stationery and	Supplies	270.30	270.30
G-04633	Borders Group, Inc.	Programming Activities	283.41	
		Programming Activities	251.68	535.09
G-04634	Emsco Electric Supply	Maintenance of Facilities	235.34	235.34
G-04635	EBSCO Subscription Services	Materials	10,920.00	10,920.00
G-04636	Gale Research	Materials	1,506.85	1,506.85
G-04637	Highsmith Co., Inc.	Supplies	243.29	243.29
G-04638	Doc Savage Supply Co.	Maintenance of Facilities	42.00	42.00
G-04639	Ernestine Clark	Mileage	22.80	22.80
G-04640	Strictly Publishing, Inc.	Library-Related Services	110.00	110.00
G-04641	Mary Patton	Other Commodities	303.75	303.75
G-04642	Central Parking System	Parking	156.00	156.00
G-04643	Baker & Taylor Books	Materials	2,116.44	2,116.44
G-04644	Susie Beasley	Programming Acitivites	224.72	
		Supplies	99.96	324.68
G-04645	Donna Morris	Telephone Services	50.00	50.00
G-04646	Oklahoma City Zoological Park	Programming Acitivites	150.00	150.00
G-04647	Susan Ryan	Mileage	11.16	11.16
G-04648	Mid-west Landscape, LLC	Maintenance of Facilities	1,705.00	
		Maintenance of Facilities	200.00	
		Maintenance of Facilities	2,400.00	4,305.00
G-04649	Charles S. Isaacs	Mileage	10.43	
		Telephone Services	35.00	45.43
G-04650	American Library Assoc.	Programming Supplies	409.57	409.57
G-04651	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04652	David Farris	Materials	388.50	388.50
G-04653	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	

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General Fund F.Y. 06-07

Warrant Register

June 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-04653	Pure Service Corp.	Janitorial Services	4,110.00	
		Janitorial Services	2,780.00	
		Janitorial Services	370.00	24,424.00
G-04654	Johnstone Supply	Maintenance of Facilities	13.46	13.46
G-04655	ConocoPhillips Fleet	Gasoline and Oil	17.84	17.84
G-04656	Instructional Video, Inc.	Materials	74.75	74.75
G-04657	Denyveta Davis	Mileage	97.00	97.00
G-04658	Gale Group	Materials	1,265.24	1,265.24
G-04659	Hunter's Battery Warehouse	Maintenance of Facilities	43.90	43.90
G-04660	Production Services	Library-Related Services	920.00	920.00
G-04661	Anne G. Fischer	Mileage	40.26	
		Telephone Services	50.00	90.26
G-04662	Friday	Subscriptions	50.00	50.00
G-04663	Staples Credit Plan	Programming Supplies	57.33	57.33
G-04664	Library Video Co.	Materials	1,888.65	1,888.65
G-04665	Jean Hill	Programming Activities	450.00	450.00
G-04666	School of Metaphysics	Programming Activities	50.00	50.00
G-04667	Full Circle Bookstore	Books	191.20	
		Materials	96.00	287.20
G-04668	Rosemary Czarski	Professional Services	60.00	60.00
G-04669	Nancy Lytle	Mileage	14.55	14.55
G-04670	Janet Brooks	Mileage	22.80	22.80
G-04671	Commercial Concepts	Construction	1,230.00	1,230.00
G-04672	Amigos Library Services	Network Catalog Services	7,500.00	7,500.00
G-04673	Linda Hyams	Mileage	63.54	63.54
G-04674	Oklahoma City Employment Guide	Library-Related Services	226.00	226.00
G-04675	Random House, Inc	Materials	616.00	616.00
G-04676	Culinary Concepts, LLC	Professional Services	155.00	155.00
G-04677	Cingular Wireless	Telephone Services	85.74	85.74
G-04678	Little River Zoo	Programming Activities	85.00	85.00
G-04679	Radio Spirits, Inc.	Materials	13.00	13.00
G-04680	Ingram Library Service	Materials	714.89	714.89
G-04681	HVAC Plus, Inc	Maintenance of Facilities	96.68	96.68
G-04682	Dana Morrow	Other Commodities	87.94	87.94
G-04683	James E. Nimmo	Parking & Transportation	120.00	120.00
G-04684	Audio Editions	Materials	301.44	301.44
G-04685	Lakeshore Learning Materials	Maintenance of Facilities	44.17	44.17
G-04686	Digital Library Reserve, Inc	Books & Materials	5,250.00	5,250.00
G-04687	Lynda G. Bahr	Mileage	87.68	87.68
G-04688	FedEx Kinko's Print Services	Programming Activities	4.05	4.05
G-04689	Cummins Southern Plains, Ltd.	Maintenance of Facilities	508.30	508.30
G-04690	Chickasaw Telecom, Inc.	Maintenance	1,590.00	1,590.00
G-04691	Econo Lube N' Tune	Vehicle Parts & Repairs	19.73	
		Vehicle Parts & Repairs	19.73	39.46
G-04692	Crystal Roper	Mileage	11.64	11.64
G-04693	Porch School Supply	Programming Supplies	576.48	
		Programming Activities	150.75	727.23
G-04694	American Millwork Co., Inc	Construction	5,150.00	5,150.00
G-04695	Matthew Cotter	Mileage	70.81	70.81
G-04696	Ingram Library Service	Materials	495.10	495.10
G-04697	Voss Lighting	Maintenance of Facilities	1,853.80	1,853.80



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Number	Vendor/Payee	Purpose		Amount
G-04698	Frances V. Harbert	Mileage	8.10	8.10
G-04699	Studio Architecture PC	Architectural Services	6,971.30	6,971.30
G-04700	Dana Phillips	Mileage	27.16	27.16
G-04701	Jason's Deli/Deli Partners	Professional Services	118.85	118.85
G-04702	Anita Roesler	Mileage	37.30	37.30
G-04703	Critter Tales, Inc.	Programming Activities	90.00	90.00
G-04704	American Elevator Co., Inc.	Maintenance of Facilities	180.00	180.00
G-04705	Jimmy Welch	Telephone Services	46.46	46.46
G-04706	Evans Hardware	Maintenance of Facilities	13.04	
		Maintenance of Facilities	49.60	62.64
G-04707	Amy I-Lin Cheng	Programming	300.00	300.00
G-04708	Scholastic, Inc.	Programming Activities	33.90	33.90
G-04709	Ram Products	Equipment	6,695.00	6,695.00
G-04710	Kimberly Edwards	Programming Activities	257.04	257.04
G-04711	Heidi Johnson	Mileage	15.52	15.52
G-04712	Party Galaxy M.G.	Programming Activities	147.16	147.16
G-04713	Omniplex	Programming Activities	150.00	
		Programming Activities	150.00	300.00
G-04714	Kevin Colwell	Mileage	4.85	4.85
G-04715	Ford Audio-Video	Supplies	337.50	337.50
G-04716	United Parcel Service	Shipping	14.63	14.63
G-04717	Linda Jameson	Mileage	5.82	5.82
G-04718	Abolghasem Siavashi	Mileage	4.85	4.85
G-04719	Fariba Williams	Mileage	16.98	16.98
G-04720	Office Depot Credit Plan	Programming Supplies	43.94	43.94
G-04721	Baker & Taylor Books	Materials	770.62	770.62
G-04722	Cheryl Pernell	Mileage	15.52	15.52
G-04723	Baker & Taylor Entertainment	Materials	7,505.17	7,505.17
G-04724	AccuZip, Inc.	Automation Contractual	133.32	133.32
G-04725	Walmart Community	Programming Activities	173.19	
		Supplies	60.96	234.15
G-04726	Metro Family	Library-Related Services	2,340.00	2,340.00
G-04727	Kimberly A Terry	Telephone Services	70.00	
		Mileage	90.53	160.53
G-04728	Preston Bell	Parking & Transportation	40.00	40.00
G-04729	Garcia Tire Service, Inc.	Maintenance of Facilities	142.04	142.04
G-04730	Oklahoma Heritage Association	Materials	492.43	492.43
G-04731	Melissa Weathers	Supplies	73.88	73.88
G-04732	Cintas Corp.	Maintenance of Facilities	81.85	81.85
G-04733	Kelley Hoffman	Mileage	16.01	16.01
G-04734	Cheryl Smith	Mileage	8.00	8.00
G-04735	Corporate Express, Inc.	Supplies	22.23	22.23
G-04736	Baker & Taylor Books	Materials	1,879.12	
		Materials	1,128.24	
		Materials	1,410.90	
		Materials	3,427.08	
		Materials	8,441.67	
		Materials	1,141.53	17,428.54
G-04737	Baker & Taylor Books	Materials	688.06	
		Materials	1,738.72	
		Materials	5,827.71	
		Materials	4,969.79	13,224.28



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Number	Vendor/Payee	Purpose		Amount
G-04738	Baker & Taylor Books	Materials	146.53	146.53
G-04739	SimplexGrinnell	Maintenance of Facilities	216.47	
		Maintenance of Facilities	18.59	235.06
G-04740	Emily Williams	Mileage	17.12	17.12
G-04741	William F Comstock, P.C.	Professional Services	906.25	906.25
G-04742	Sabre Technologies	Computer Equipment	3,555.00	3,555.00
G-04743	Trigen-OKC Energy Corporation	Energy Services	18,114.24	18,114.24
G-04744	COTPA	Parking	200.00	200.00
G-04745	Midwest Single Source, Inc.	Supplies	73.20	73.20
G-04746	Christopher Carroll	Lee Brawner Scholarship	85.45	85.45
G-04747	Kiona Millirons	Programing Activities	700.00	700.00
G-04748	John Sing	Maintenance of Facilities	130.00	130.00
G-04749	Bed & Breakfast	Travel	2,476.96	2,476.96
G-04750	Gale Research	Materials	1,863.10	1,863.10
G-04751	Baker & Taylor Books	Materials	950.83	950.83
G-04752	Standard & Poor's	Materials	1,150.80	1,150.80
G-04753	Edgar Cruz	Materials	50.00	50.00
G-04754	Facts On File, Inc.	Materials	8,652.80	8,652.80
G-04755	Recorded Books, LLC	Materials	1,533.67	1,533.67
G-04756	Instructional Video, Inc.	Materials	2,713.41	2,713.41
G-04757	Gale Group	Materials	2,706.20	2,706.20
G-04758	Oxford University Press	Materials	411.45	411.45
G-04759	Full Circle Bookstore	Materials	199.60	199.60
G-04760	Neal-Schuman Publishers, Inc.	Materials	64.25	64.25
G-04761	Mel Bay	Materials	17.90	17.90
G-04762	Random House, Inc	Materials	542.16	542.16
G-04763	Ingram Library Service	Materials	1,663.85	1,663.85
G-04764	Information Today, Inc.	Materials	1,446.75	1,446.75
G-04765	Ingram Library Service	Materials	301.11	301.11
G-04766	Grey House Publishing	Materials	1,346.85	1,346.85
G-04767	Tandem Library Group	Materials	7.95	7.95
G-04768	Info USA Marketing, Inc.	Materials	19,500.00	19,500.00
G-04769	Baker & Taylor Books	Materials	713.96	713.96
G-04770	Baker & Taylor Entertainment	Materials	3,077.40	3,077.40
G-04771	Baker & Taylor Books	Materials	1,626.97	
		Materials	385.57	
		Materials	5,568.40	
		Materials	3,670.85	
		Materials	11,981.38	
		Materials	3,753.28	26,986.45
G-04772	Baker & Taylor Books	Materials	899.48	
		Materials	1,432.18	
		Materials	2,046.25	4,377.91
G-04773	Baker & Taylor Books	Materials	941.30	941.30
G-04774	Bank of Oklahoma	Payroll Transmittal-Chks	43,431.32	
		Payroll Transmittal-Chks	23,902.49	67,333.81
G-04775	Bank of Oklahoma	Federal Withholding Tax	37,168.10	
		Federal Withholding Tax	3,536.00	40,704.10
G-04776	Oklahoma Tax Commission	State Withholding Tax	13,590.00	
		State Withholding Tax	1,334.00	14,924.00
G-04777	Mun. Employees Credit Union	Employee Cr Union Deducts	10,671.51	
		Employee Cr Union Deducts	227.50	10,899.01



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G-04778	United Way of Central Oklahoma	Employee Deductions	400.81	
		Employee Deductions	3.00	403.81
G-04779	Bank of America	Payroll Transmittal-DDep	192,045.88	
		Payroll Transmittal-DDep	28,119.24	220,165.12
G-04780	Nationwide Retirement Solution	Employee Deductions	7,369.87	7,369.87
G-04781	Transamerica Worksite Mrktg.	Employee Deductions	632.02	632.02
G-04782	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,007.11	5,007.11
G-04783	Bank of Oklahoma	Employee Flexplan Deposit	8,330.16	8,330.16
G-04784	Bank of Oklahoma	Employee Soc/Sec Deposits	21,625.61	
		Employee Soc/Sec Deposits	3,834.86	
		Employee Medicare Deposit	5,057.62	
		Employee Medicare Deposit	896.93	
		Employer Soc/Sec Deposits	25,460.51	
		Employer Medicare Deposit	5,954.39	62,829.92
G-04785	MassMutual Financial Group	Employee Contrib -- DC PI	10,476.62	
		Employer Contrib -- DC PI	19,334.60	29,811.22
G-04786	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-04787	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-04788	Administrative Systems, Inc.	Employee Deductions	1,020.06	1,020.06
G-04789	Metropolitan Library System	Parking & Transportation	82.00	
		Parking & Transportation	36.00	
		Professional Services	234.33	
		Professional Services	30.00	
		Automation Contractural	14.18	
		Postage	50.05	
		Supplies	63.49	
		Supplies	43.19	
		Programming Activities	116.39	
		Programming Supplies	105.70	
		Other Commodities	172.52	
		Other Commodities	30.80	978.65
G-04790	O G & E	Electrical Services	11,365.17	11,365.17
G-04791	City of Bethany	Water & Garbage Services	137.80	137.80
G-04792	City of Oklahoma City	Water & Garbage Services	1,054.33	1,054.33
G-04793	Southwestern Stationery and	Printing	5,162.00	
		Supplies	5.50	5,167.50
G-04794	Hewlett-Packard Co.	Automation Contractural	12,029.00	12,029.00
G-04795	AT&T	Telephone Services	949.21	
		Telephone Services	1,329.20	
		Telephone Services	329.28	2,607.69
G-04796	City of Edmond	Electrical Services	3,521.46	3,521.46
G-04797	City Treasurer's Office	Capital Projects	139,000.00	139,000.00
G-04798	Alma L. Brown	Programming Activities	131.25	131.25
G-04799	Oklahoma Historical Society	Subscriptions	75.00	75.00
G-04800	Standard Printing Co., Inc.	Printing	3,971.72	3,971.72
G-04801	Oklahoma City Zoological Park	Programming Activities	225.00	225.00
G-04802	Browncor International	Supplies	480.00	480.00
G-04803	C & H Distributors, LLC	Supplies	153.67	153.67
G-04804	Oklahoma Opry, LLC	Programming Activities	150.00	150.00
G-04805	Keystone Tape & Label, Inc.	Library-Related Services	202.00	202.00
G-04806	Ronna Davis	Programming Activites	76.78	76.78
G-04807	Marilyn E. Backus	Mileage	13.10	13.10



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Number	Vendor/Payee	Purpose		Amount
G-04808	Staples Business Advantage	Supplies	185.80	185.80
G-04809	Priscilla Doss	Other Commodities	276.73	276.73
G-04810	Frances Kay Samaripa	Mileage	108.39	108.39
G-04811	Shawver & Son	Construction	600.00	
		Construction	325.00	925.00
G-04812	Jonathan Willis	Telephone Services	35.00	35.00
G-04813	Mary Strasner	Programming Activities	101.26	101.26
G-04814	Metrocall Wireless	Telephone Services	12.01	12.01
G-04815	Kristin Williamson	Mileage	31.53	31.53
G-04816	Oklahoma Gazette	Library-Related Services	558.90	
		Library-Related Services	558.90	1,117.80
G-04817	Christine Francis	Programming Activities	105.00	105.00
G-04818	Ingram Library Service	Materials	2,065.60	2,065.60
G-04819	OKC Business	Subscriptions	39.00	39.00
G-04820	High-Tech-Tronics, Inc.	Maintenance of Facilities	740.00	740.00
G-04821	FedEx Kinko's Print Services	Supplies	80.99	80.99
G-04822	Oklahoma County Newspapers	Subscriptions	54.00	54.00
G-04823	Mary Ann Mahan	Programming Activites	78.45	78.45
G-04824	Fuelman	Gasoline & Oil	3,074.71	3,074.71
G-04825	Positive Promotions	Other Commodities	98.90	98.90
G-04826	Patricia Jan Hall	Programming Activities	35.00	35.00
G-04827	Gwendolyn Hooks	Programming Activities	106.00	106.00
G-04828	Susan Pierce	Programming Activities	21.00	21.00
G-04829	Jimmy Welch	Telephone Services	25.00	25.00
G-04830	Cox Media Oklahoma City	Library-Related Services	1,619.00	1,619.00
G-04831	Jeffrey J. Crawford	Security Services	162.50	162.50
G-04832	John Mark Dawson	Security Services	300.00	300.00
G-04833	Dell Marketing L.P.	Computer Equipment	2,715.96	2,715.96
G-04834	Richard Scott Sanders	Security Services	162.50	162.50
G-04835	Miguel A. Campos	Security Services	212.50	212.50
G-04836	Jurden Brown, Jr.	Security Services	487.50	487.50
G-04837	WRS Group, LTD.	Programming Supplies	213.69	213.69
G-04838	John Paull	Security Services	162.50	162.50
G-04839	Ram Products	Maintenance of Facilities	276.00	276.00
G-04840	Stanley Campbell	Security Services	275.00	275.00
G-04841	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-04842	OPUBCO Communications Group	Library-Related Services	451.80	451.80
G-04843	Shelley Anne Richter	Programming Activites	50.00	50.00
G-04844	Maria Elena Ruffin	Programming Activities	200.00	200.00
G-04845	Kathleen N. Park	Programming Activities	70.00	70.00
G-04846	Steve L. Thomas	Security Services	25.00	25.00
G-04847	Karen Nilson	Programming Activities	100.00	100.00
G-04848	Joy & Trinity Printing, LLC	Printing	107.50	107.50
G-04849	Sammy Lopez	Professional Services	50.00	50.00
G-04850	Alston Quality Industries	Furniture	3,755.00	3,755.00
G-04851	Bank of America	Library-Related Services	142.67	142.67
G-04852	Marty Ludlum	Programming Activities	175.00	175.00
G-04853	Kellie Bradford	Mileage	14.31	14.31



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G-04854	City of Edmond	Water & Garbage Services	304.80	304.80
G-04855	The State Chamber	Professional Services	582.55	582.55
G-04856	ULINE	Supplies	183.64	183.64
G-04857	Alliance Personnel Service LLC	Maintenance of Facilities	139.20	139.20
G-04858	Gregory Bennett	Mileage	51.41	51.41
G-04859	Lisa M. Wood	Other Commodities	88.91	
		Other Commodities	50.65	139.56
G-04860	Oklahoma Press Service	Library-Related Services	154.28	154.28
G-04861	John Wood	Telephone Services	50.00	50.00
G-04862	Vision Service Plan of	Group Vision Ins Prem-JN	2,185.30	2,185.30
G-04863	Office Depot Credit Plan	Supplies	199.92	
		Supplies	167.58	
		Programming Activities	144.81	
		Supplies	60.35	572.66
G-04864	Todd Olberding	Professional Services	285.00	
		Travel Expenses	1,185.60	1,470.60
G-04865	CPI Office Products	Supplies	59.99	59.99
G-04866	Producers Playhouse	Library-Related Services	292.00	292.00
G-04867	Cox Communications, Inc.	Internet Data Circuit	2,113.08	
		Internet Data Circuit	2,768.11	
		Internet Data Circuit	424.73	5,305.92
G-04868	Commercial Card Solutions	Maintenance of Equipment	243.84	
		Travel Expenses	370.56	
		Supplies	44.22	
		Supplies	35.58	
		Programming Supplies	128.05	
		Supplies	40.75	
		Printing Supplies	440.67	
		Postage	9.00	
		Programming Supplies	26.95	
		Telephone Services	1.71	
		Supplies	281.00	
		Programming Supplies	239.22	
		Supplies	56.00	
		Supplies	222.85	
		Safety Supplies	65.85	
		Registration	195.00	
		Safety Supplies	772.40	
		Annual Fee	25.00	
		Professional Services	18.00	3,216.65
G-04869	Kaplan - First 3 Years	Programming Supplies	1,124.98	1,124.98
G-04870	Daniel Fields	Programming Activities	96.53	96.53
G-04871	Commercial Card Solutions	Library-Related Services	25.00	
		Books & Materials	188.38	
		Books & Materials	227.28	
		Books & Materials	196.99	
		Books & Materials	534.99	
		Books & Materials	709.09	1,881.73
G-04872	Luann Sewell Waters	Programming Activities	100.00	100.00
G-04873	Arts Midwest	Professional Services	335.00	335.00
G-04874	Donna Morris	Car Allowance	450.00	450.00
G-04875	Lesli Jones	Library-Related Services	260.00	260.00



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Number	Vendor/Payee	Purpose		Amount
G-04876	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-04877	Cox Communications, Inc.	Telephone Services	382.66	382.66
G-04878	Corporate Express, Inc.	Supplies	37.83	
		Supplies	369.54	407.37
G-04879	James Cain	Programming Activities	100.00	100.00
G-04880	Toby Tobin	Programming Activities	600.00	600.00
G-04881	Patrick Williams	Other Commodities	102.71	102.71
G-04882	Angela Wall	Programming	60.00	60.00
G-04883	Midwest Single Source, Inc.	Supplies	72.90	72.90
G-04884	Kiona Millirons	Programming Activities	500.00	500.00
G-04885	Metropolitan Library System	Parking & Transportation	12.00	
		Professional Services	135.00	
		Postage	55.23	
		Supplies	84.44	
		Supplies	5.30	
		Safety Supplies	2.90	
		Programming Activities	103.91	
		Programming Activities	101.19	
		Programming Activities	134.60	
		Programming Activities	39.90	
		Other Commodities	87.06	761.53
G-04886	Bradford Industrial Suppl Corp	Maintenance of Facilities	394.26	394.26
G-04887	Grainger	Maintenance of Facilities	136.13	136.13
G-04888	Oklahoma Natural Gas Co.	Gas Services	375.20	375.20
G-04889	Brodart, Inc.	Supplies	19.47	
		Supplies	384.00	403.47
G-04890	Southwestern Stationery and	Supplies	30.39	30.39
G-04891	Locke Supply Co.	Maintenance of Facilities	8.20	
		Maintenance of Facilities	7.21	
		Maintenance of Facilities	44.78	60.19
G-04892	Demco	Fixtures	2,290.97	
		Supplies	24.04	2,315.01
G-04893	Gale Research	Materials	7,296.80	7,296.80
G-04894	Highsmith Co., Inc.	Supplies	239.67	
		Programming Supplies	103.36	
		Programming Supplies	49.49	
		Programming Supplies	35.22	
		Supplies	34.60	462.34
G-04895	Doc Savage Supply Co.	Maintenance of Facilities	30.24	30.24
G-04896	Baker & Taylor Books	Materials	1,658.18	1,658.18
G-04897	Central Oklahoma Winnelson	Maintenance of Facilities	49.00	49.00
G-04898	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-04899	Mid-west Landscape, LLC	Maintenance of Facilities	1,468.00	1,468.00
G-04900	TDS Telecom	Telephone Services	115.87	
		Telephone Services	585.41	701.28
G-04901	American Library Assoc.	Programming Supplies	82.50	82.50
G-04903	Recorded Books, LLC	Materials	209.92	209.92
G-04904	Johnstone Supply	Maintenance of Facilities	104.95	104.95
G-04905	Jacquelyn J. Taylor	Programming Activities	113.61	113.61
G-04906	Instructional Video, Inc.	Materials	417.43	417.43
G-04907	Mullin Plumbing West Division	Construction	4,150.00	4,150.00
G-04908	Denyvetta Davis	Mileage	82.45	82.45



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Number	Vendor/Payee	Purpose		Amount
G-04909	Hunter's Battery Warehouse	Maintenance of Facilities	65.85	65.85
G-04910	Salem Press Accounting Office	Materials	314.45	314.45
G-04911	Production Services	Library-Related Services	230.00	230.00
G-04912	Hal Leonard Publishing	Materials	437.33	437.33
G-04913	Copelin's Office Center	Equipment	207.00	
		Supplies	98.40	305.40
G-04914	Priscilla Doss	Mileage	4.85	4.85
G-04915	Janet Brooks	Mileage	9.22	9.22
G-04916	Superior Security	Security Services	4,490.25	
		Security Services	3,182.54	7,672.79
G-04917	Oklahoma City Employment Guide	Library-Related Services	280.00	
		Library-Related Services	280.00	560.00
G-04918	Random House, Inc	Materials	704.00	704.00
G-04919	Culinary Concepts, LLC	Programming Activities	563.40	563.40
G-04920	Christine Francis	Programming	50.00	50.00
G-04921	Ingram Library Service	Materials	2,821.43	2,821.43
G-04922	Julia Ballou	Mileage	21.48	21.48
G-04923	XPEDX	Supplies	2,272.11	2,272.11
G-04924	Dana Morrow	Other Commodities	90.00	90.00
G-04925	Audio Editions	Materials	837.35	837.35
G-04926	Lakeshore Learning Materials	Programming Supplies	93.62	93.62
G-04927	FedEx Kinko's Print Services	Programming Activities	110.97	110.97
G-04928	Scovil & Sides Hardware Co.	Maintenance of Facilities	1,072.80	1,072.80
G-04929	Porch School Supply	Programming Activities	11.20	11.20
G-04930	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	225.00	
		Maintenance of Facilities	80.50	305.50
G-04931	North Star Publishing Co.	Materials	20.00	20.00
G-04932	Ingram Library Service	Materials	891.97	891.97
G-04933	Hope Health/ IHAC	Professional Services	1,339.36	1,339.36
G-04934	Voss Lighting	Maintenance of Facilities	203.04	
		Maintenance of Facilities	95.25	298.29
G-04935	Barnes & Noble, Inc.	Materials	1,600.47	1,600.47
G-04936	Facts On File News Services	Materials	12,283.75	12,283.75
G-04937	Baker & Taylor, Inc.	Materials	4,740.00	4,740.00
G-04938	Margaret Bauer	Programming Activities	200.00	200.00
G-04939	Evans Hardware	Maintenance of Facilities	11.38	11.38
G-04940	Maverick Books	Materials	78.96	78.96
G-04941	Heidi A. Port	Travel Expenses	352.00	352.00
G-04942	Southwest Paper - OKC	Maintenance Supplies	7,934.17	7,934.17
G-04943	Video Store Shopper	Supplies	36.00	36.00
G-04944	Tammie Burlison	Programming Activities	140.00	140.00
G-04945	OPUBCO Communications Group	Library-Related Services	252.80	
		Library-Related Services	77.78	330.58
G-04946	Harry Hoang	Mileage	4.61	4.61
G-04947	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	702.07	702.07
G-04948	Omniplex	Programming Activities	300.00	
		Programming Activities	150.00	450.00
G-04949	BBC Audiobooks America	Materials	8.00	8.00
G-04950	Priscilla A. Russell	Programming Activities	100.00	100.00
G-04951	Lisa M. Wood	Other Commodities	73.35	73.35
G-04952	Heritage Microfilm, Inc	Periodicals	23,679.90	23,679.90
G-04953	Joshua Schell	Mileage	23.28	23.28



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Number	Vendor/Payee	Purpose		Amount
G-04954	Office Depot Credit Plan	Programming Supplies	43.94	
		Supplies	159.96	
		Supplies	100.90	
		Supplies	59.96	364.76
G-04955	Karen L. Bays	Supplies	58.61	58.61
G-04956	Baker & Taylor Books	Materials	1,687.40	1,687.40
G-04957	Baker & Taylor Entertainment	Materials	931.86	931.86
G-04958	Walmart Community	Programming Activities	28.91	28.91
G-04959	Matheny Wrecker Service	Vehicle Parts & Repairs	94.00	94.00
G-04960	Imagination Promotional Group	Programming Supplies	2,026.57	2,026.57
G-04961	Classic Paper Supply	Supplies	52.00	52.00
G-04962	Susan H. Wood	Programming	250.00	
		Programming	300.00	
		Programming Activities	90.00	640.00
G-04963	Constructive Playthings	Programming Supplies	94.84	94.84
G-04964	Cynthia Daniel Wolf	Programming Activities	450.00	450.00
G-04965	Oklahoma Insurance Dept.	Books and Materials	480.00	480.00
G-04966	Emma Jean Stover	Programming Activities	100.00	100.00
G-04967	Baker & Taylor Books	Materials	1,481.71	
		Materials	2,527.77	
		Materials	2,928.26	
		Materials	1,781.49	
		Materials	6,966.44	
		Materials	2,080.05	17,765.72
G-04968	Baker & Taylor Books	Materials	666.51	
		Materials	3,515.12	
		Materials	5,329.12	9,510.75
G-04969	Baker & Taylor Books	Materials	3,994.01	3,994.01
G-04970	Kone Inc	Maintenance of Facilities	1,135.00	1,135.00
G-04971	Sabre Technologies	Supplies	6,860.00	6,860.00
G-04972	Stacy Schrank	Travel Expenses	171.20	
		Mileage	33.94	205.14
G-04973	John Sing	Maintenance of Facilities	100.00	100.00
G-04974	Oklahoma Insurance Dept.	Professional Services	120.00	120.00
Total of FY 06-07 Warrants Issued				\$ 1,890,016.65



Special Funds

Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
S-12998	Lakena M. Cowley	Lost & Paid Book Returned	3.00	3.00
S-12999	Caisey D. Blunt	Lost & Paid Book Returned	3.00	3.00
S-13000	Sophia A. Beattie	Lost & Paid Book Returned	8.95	8.95
S-13001	Rhonda L. Aldridge	Lost & Paid Book Returned	13.95	13.95
S-13002	Laura K. Drexler	Lost & Paid Book Returned	3.00	3.00
S-13003	Angela Hilliard-Sellers	Lost & Paid Book Returned	4.95	4.95
S-13004	Metropolitan Library System	Transfer of Fines & Fees	32,000.00	32,000.00
S-13005	Shelby C. Denney	Lost & Paid Book Returned	6.89	6.89
S-13006	Sarah J. Roberts	Lost & Paid Book Returned	24.00	24.00
S-13007	Kathryn E. Reilly	Lost & Paid Book Returned	3.00	3.00
S-13008	Arnold D. Lewis	Lost & Paid Book Returned	3.00	3.00
S-13009	Linda T. Surtees	Lost & Paid Book Returned	6.95	6.95
S-13010	Damaris Monjaraz	Lost & Paid Book Returned	3.00	3.00
S-13011	Amy P. Stewart	Lost & Paid Book Returned	8.80	8.80
S-13012	Ariel Phillips	Lost & Paid Book Returned	3.00	3.00
S-13013	Howard M. Hinton	Lost & Paid Book Returned	24.94	24.94
S-13014	Anna M. Menard	Lost & Paid Book Returned	12.95	12.95
S-13015	Sharon A. Nolan	Lost & Paid Book Returned	16.95	16.95
S-13016	Annie L. Griffin	Lost & Paid Book Returned	3.00	3.00
S-13017	Standley Systems	Copier Usage	301.34	
		Copier Usage	319.76	621.10
S-13018	Full Circle Bookstore	Books	116.32	116.32
S-13019	Barnes & Noble, Inc.	Books	383.68	383.68
S-13020	Christopher Carroll	Lee Brawner Scholarship	214.55	214.55
S-13021	Oklahoma Zoological Society	Summer Reading Prizes	770.32	770.32
S-13022	Sonic Drive-In Inc	Summer Reading Prizes	1,160.00	1,160.00
S-13023	Municipal Employees Cr Union	Summer Reading Prizes	2,900.00	2,900.00
S-13024	John C. Turner	Lost & Paid Book Returned	14.95	14.95
S-13025	Center Point Large Print	Materials	42.52	42.52
S-13026	Sally S. Koch	Lost & Paid Book Returned	6.00	6.00
S-13027	Carol Z. Stiles	Lost & Paid Book Returned	7.00	7.00
S-13028	Debra E. Maple	Lost & Paid Book Returned	3.00	3.00
S-13029	Rose A. Ledtje	Lost & Paid Book Returned	3.00	3.00
S-13030	Sidra Mesiya	Lost & Paid Book Returned	3.90	3.90
S-13031	Carol G. Maloney	Lost & Paid Book Returned	11.95	11.95
S-13032	Sharon A. Nolan	Lost & Paid Book Returned	15.00	15.00
S-13033	Baker & Taylor Books	Materials	35.10	35.10
S-13034	Oklahoma Zoological Society	Summer Reading Prizes	249.68	249.68
S-13035	Amazon Credit Plan	Gift Material	366.94	366.94
S-13036	Metropolitan Library System	Transfer to Reimburse GF	379.00	379.00
S-13037	Commercial Card Solutions	Materials	471.15	
		Materials	274.27	745.42
S-13038	Oklahoma Tax Commission	State Sales Tax-May 2007	95.15	95.15
S-13039	Kathryn E. Reilly	Lost & Paid Book Returned	3.00	3.00
S-13040	Brianna N. Shipley	Lost & Paid Book Returned	3.99	3.99
S-13041	Rebecca N. Jolley	Lost & Paid Book Returned	21.95	21.95
S-13042	Rodney S. Vernon	Lost & Paid Book Returned	10.95	10.95
S-13043	Tommy T. Woods	Lost & Paid Book Returned	3.99	3.99
S-13044	Netty M. Rodgers	Lost & Paid Book Returned	13.95	13.95
S-13045	Mariavis L. Fitzmorris	Lost & Paid Book Returned	13.25	13.25
S-13046	Nicole Cardenas	Lost & Paid Book Returned	10.95	10.95
S-13047	Laura A. Hill	Lost & Paid Book Returned	19.00	19.00



Special Funds

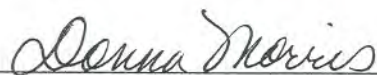
Warrant Register

June 2007

Number	Vendor/Payee	Purpose		Amount
S-13048	Oklahoma Tax Commission	State Sales Tax-May 2007	324.89	324.89
S-13049	Christine Francis	Programming	150.00	150.00
Total of Special Funds Warrants Issued				\$ 40,873.83

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

7-10-07  
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

7-10-07  
Date



## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: COPIERS**

The Library wishes to purchase two new Canon ImageRunner 3045 digital copiers. One of these new copiers would replace the old Canon 330S located in Outreach Services. This copier is six years old. The other new digital copier would be an additional copier to assist in the heavy duplicating needs on the third floor administrative areas.

BMI Systems is the local Canon copier dealer in Oklahoma City. BMI is offering the Canon ImageRunner 3045 digital copiers at the GSA pricing which they also offer to the State of Oklahoma. The GSA contract is #GS-25F-0023M.

The basic copiers will have the following features: automatic document feeder; reduction and enlargement; automatic duplexing; and two, 550 cassette paper trays. The Canon 3045 copier for Outreach Services will also have a multi-position finisher/stapler unit attached.

Outreach Services	Canon 3045 Copier w/Finisher/Stapler Unit	\$8,470.00	
3 <sup>rd</sup> Floor Downtown	Canon 3045 Copier	\$7,573.00	

### **RECOMMENDATION:**

That the Commission award the contract for the purchase of two new Canon 3045 copiers to BMI Systems in the amount of \$16,043.00. Funding for this purchase is available in special fund 820.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: PERFORMANCE APPRAISAL SYSTEM**

At the first of the calendar year, the Library advertised for proposals to develop a new performance appraisal system. No vendors attended the pre-submittal meeting on January 16, 2007 and only one proposal was received by the bidding deadline of January 30, 2007. The staff reviewed this proposal and it was determined that it did not meet specifications.

Subsequent to that time, the Human Resources Department was contacted by Right Management, who submitted a proposal based on the specifications for the Library's consideration. After a series of telephone conferences and in-person meetings, the proposal review committee concurred that the proposal by Right Management did meet specifications and the committee reached an agreement on a negotiated price.

Right Management's main office is located in Houston, Texas.

The funds in the FY 2006-07 budget were allowed to lapse and the project will be included in the FY 2007-08 proposed budget. The amount of \$65,000 will be proposed for the final FY 2007-08 budget. The price agreed to for the development of the performance appraisal system is \$56,350, plus travel expenses and cost as well as printing expenses.

### **RECOMMENDATION:**

That the Commission award the contract to Right Management for the Development of a Performance Appraisal System in the amount of \$56,350, plus an amount not to exceed \$8,650 for incidental expenses. Total contract price to be \$65,000. Funding for this project will be provided for in the FY 2007-08 budget, account 213.



## **REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS**

Throughout the year various pieces of furniture and equipment have become surplus to the Library's needs. Some are now obsolete and others are no longer required. Commission's approval is required to declare furniture and equipment to be surplus so it may be disposed of in accordance with Commission policy.

A summarized listing of the furniture and equipment that have become surplus to the Library is included. An itemized list is available for inspection in the Business Office.

The furniture and equipment, which have become excessive and surplus to an agency, have been made available to the Library System's other agencies. Any items transferred to the agencies before the retail sale will be put back into the inventory list at a later date.

The sale of the surplus furniture and equipment will be by retail sale in accordance with Commission policy. Notice of the retail sale will be published in the local paper and posted for public information at all library locations. Money received from the retail sale will be placed in the general fund.

Those items that are not sold at the retail sale will be disposed of in the best interest of the Library System.

### **RECOMMENDATION:**

The Commission declares the furniture and equipment listed to be surplus to the Library's needs and authorize the sale of the surplus in accordance with Commission policy by retail sale.

Qty	Description
1	Bin, Binder
1	Binder Equipment
1	Bulletin/White/Wallboard
2	Cabinets, File, 4 Drawer & Over
1	Cabinet, Micromedia
1	Cabinet, Storage
1	Caddie, Table
5	Carrels
2	Chairs, Lounge
1	Chair, Straight, with Arms
2	Chair, Straight, without Arms
1	Computer Hardware, Communications (Kiosk)
3	Computer Hardware, Printer
67	Computer, Micro, Base Unit
2	Copier
1	Credenza
1	Desk, L-Shape
1	Desk, Secretarial
1	Display, Cassette
2	Display, Literature & Periodical
1	Display, Paperback
1	Drill, Paper

Qty	Description
1	Ice Maker
2	Laptops
1	Lectern
1	Open Office Equipment
1	Oven, Microwave
7	Panel Systems
1	Projector, 16 mm
1	Reader-Printer, Microfiche
1	Scanner, Page
1	Show Case
2	Stools, Swivel
1	Surveillance Equipment
7	Table, Coffee, End, or Occasional
1	Table, Com/Catalog
1	Table, Folding
1	Table, Library
2	Typewriters, Electronic
6	Work Stations
2	Worksurfaces
1	Miscellaneous Furniture and Equipment
1	Miscellaneous Steel Shelving
38	Monitors



## **REPORT AND RECOMMENDATIONS** **FROM FINANCE COMMITTEE**

**The Finance and Long-Range Planning Committees met on July 11, 2007 for:**

(Please reference the Joint Finance/Long-Range Committees' packet for detailed reports.)

1. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration – Approval of funding for Service Center

### **During its meeting, the Committees:**

Reviewed and discussed all items.

### **COMMISSION ACTION:**

The Finance Committee recommends the Metropolitan Library Commission approval of the budget for construction of the Service Center in the amount of \$5,263,374.00. This amount includes approval of the two add alternates.

Adequate funding is provided in the capital reserve account.

**METROPOLITAN LIBRARY COMMISSION**  
**OF OKLAHOMA COUNTY**

**JOINT MEETING OF THE**  
**FINANCE AND LONG-RANGE PLANNING COMMITTEES**

**MINUTES**

DATE: Wednesday, July 11, 2007      TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73105  
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, July 2, 2007. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on July 9, 2007, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Finance Committee

David Greenwell, Chair  
Nancy Anthony  
Scott Duncan  
Greg Womack

Long-Range Planning Committee

Penny McCaleb, Chair  
Ralph Bullard  
Deanna Hannah  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

Long-Range Planning Committee

Millicent Gillogly

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 11**



**I.** The meeting was called to order at 3:34 p.m. by Mr. David Greenwell, Finance Committee Chair.

**II.** Roll of the Finance Committee was called to establish a quorum. Present: Anthony, Duncan, Greenwell (Arrived: Womack, 3:36).

Roll of the Long-Range Planning Committee was called for record of the members in attendance. Present: Bullard, Hannah (Arrived: McCaleb, 3:36; Womack, 3:36)

**III.** Mr. Greenwell referred to the Report and Recommendation from Administration – Approval of funding for Service Center. Mr. Greenwell stated the motion and vote will come from the Finance Committee; however, any input from the Long-Range Planning Committee is welcome.

Mr. Greenwell called on Donna Morris, Executive Director to present the Report from Administration.

Mrs. Morris stated the Commission has previously approved the land purchase and concept for the Service Center. Dollars have been put into the budget for the Service Center, but an official estimate from the architect had not been received until this time. Therefore, the funding of the Service Center has not been officially approved. Mrs. Morris stated there are three recommendations and the staff is recommending all three be approved. She called on Mr. Todd Olberding, Director of Construction Management to provide a review of the recommendations.

#### **Recommendation #1 - Construction of the Service Center**

Mr. Olberding stated construction prices have increased significantly and will continue to rise until the bid date of February 2008. Inflation costs for the past three years have increased on average 9% per year. Some of the reasons are attributed to the “China Effect”, Storm Effects, and Local Market Effects. Factoring in inflation and the various effects, the estimated construction cost is \$4,808,077.00. Questions and Discussion followed.

#### **Recommendation #2 – Tilt Wall Construction**

Mr. Olberding stated the original plans were to build a Service Center for the lowest possible amount, at which time a metal building was suggested. Metal buildings usually have a life span of 25 to 30 years. Alternatively, staff looked at the concrete “tilt-up” construction process, as this construction has a life span of 40 to 50 years and is more durable with lower maintenance costs. Based on this information, staff asked Studio architects to provide an estimate of the additional cost for a “tilt-up” building. The estimated cost for this work is \$156,456.00. Questions and Discussion followed.

#### **Recommendation #3 – Serviceability**

Mr. Olberding stated that considering the original plans to build a Service Center for the lowest possible cost, the serviceability of the project was matched to a metal building. With the approval of Recommendation of #2, it would be appropriate if the serviceability of the project be increased to match the structure (for examples, see Finance Committee document, page 5). Staff asked Studio architects to provide a budget number for this work. Because a fixed number cannot be provided, staff is asking the recommendation be approved as a Not to exceed allowance. Studio Architects and MLS staff will define



and price logical opportunities to effectively increase the serviceability of the project. The items and dollar amount will be presented as part of the final budget for the construction. The estimate for this work is \$298,841.00. Questions and Discussion followed.

The total cost for all three recommendations is \$5,263,374.00

Mr. Greenwell asked if the Capital budget can accommodate the project with the add-ons and still have sufficient funds for the future projects in mind. Mr. Lovely stated there is a sufficient amount of dollars available. He added, from a financial standpoint the "tilt-up" concrete is worth more than the metal building and would be a good investment for the system. Even with the addition of the service center and the two new libraries, Mr. Lovely stated he does not project the system will need to ask for a millage increase in the immediate future. The Ad Valorem valuations have steadily increased in previous years and this has resulted in the Capital budget being adequately funded. This year's valuations were projected at a 5% increase for the preliminary budget and the County has now projected a 6.8% increase in property valuations. Discussion followed.


Mr. Greenwell called for a motion from the Finance Committee.

**Mr. Womack moved to recommend to the Metropolitan Library Commission approval of the budget for construction of the Service Center in the amount of \$5,263,374.00. This amount includes approval of the two add alternates. Mr. Duncan seconded. No further discussion. Motion passed unanimously.**

Mr. Greenwell called for any further discussion.

Mrs. Morris stated Studio Architects will be making a presentation at the July Commission meeting.

**IV.** Mr. Greenwell adjourned the meeting at 4:20 p.m.

  
Donna Morris, Executive Director  
(Secretary)



## **RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER CYNTHIA TRENT**

**WHEREAS**, Cynthia Trent, appointed in July, 1999 by the City of Del City, has served as a member of the Metropolitan Library Commission of Oklahoma County for 8 years; and,

**WHEREAS**, she has served as a member of the Library Commission's Public Services Committee and the Executive Director Ad Hoc Evaluation Review Committee during her tenure on the Commission; and,

**WHEREAS**, she was an engaged and valuable member of the commission with a strong and passionate interest in library services to seniors in particular, and

**WHEREAS**, she demonstrated this interest through her participation in library conferences and communicated library events through her connections to programs and events designed for senior citizens,

**NOW, THEREFORE, BE IT RESOLVED** that the Library Commission extend its gratitude to Cynthia Trent for her service on the Commission and her support of library services for all the people of Oklahoma County.

**APPROVED THIS 19<sup>TH</sup> DAY OF JULY 2007  
BY THE METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

---

Hugh Rice, Chair  
Metropolitan Library Commission

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Donna Morris, Executive Director  
Metropolitan Library System

## **RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER SHIRLEY PRITCHETT**

**WHEREAS**, Shirley Pritchett, was first appointed to the Metropolitan Library Commission by the City of Warr Acres in August 1995, serving one three year term, and was re-appointed in July, 2001, serving 2 consecutive terms, and has been a member of the Metropolitan Library Commission of Oklahoma County for a total of 9 years; and,

**WHEREAS**, she has served as a valuable and active member of the Library Commission's Public Services Committee, Finance Committee, Administrative and Personnel Committee, and the 2005-06 Special Committee which established the "Family Talk" section, and;

**WHEREAS**, she has also given over 20 years of dedicated and devoted service to The Friends of the Library, serving in a variety of capacities on the Friends Board and at the annual Booksale and other Friends events; and

**WHEREAS**, her commitment to her community and the library commission is exhibited by outstanding attendance and hours of service at committee and commission meetings; and

**WHEREAS**, her passion for libraries, writing and literacy have been invaluable to the library staff, community and commission,

**NOW, THEREFORE, BE IT RESOLVED** that the Library Commission extend its gratitude to Shirley Pritchett for her distinguished and dedicated service on the Commission and her longtime, passionate support of library services for all the people of Oklahoma County.

**APPROVED THIS 19TH DAY OF JULY 2007  
BY THE METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

---

Hugh Rice, Chair  
Metropolitan Library Commission

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Donna Morris, Executive Director  
Metropolitan Library System



## **METROPOLITAN LIBRARY SYSTEM**

### **ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT**

#### **FY 2006 – 2007**

Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2007. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

#### **FURNITURE**

<b>Category</b>	<b>Quantity</b>	<b>Cost</b>
Benches, Chairs, Couches, Stools	576	\$478,209
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	286	\$621,219
Lecterns, Sculptures, Showcases, Stands, Tables	477	\$657,513
Book Bins, Bookcases, Cabinets	287	\$262,313
Clocks, Clothes Racks, Lockers, Open Office Equipment, Panel Systems, Planters	46	\$93,117
Displayers, Easels, Magazine/Newspaper Racks	78	\$74,990
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	35	\$28,781

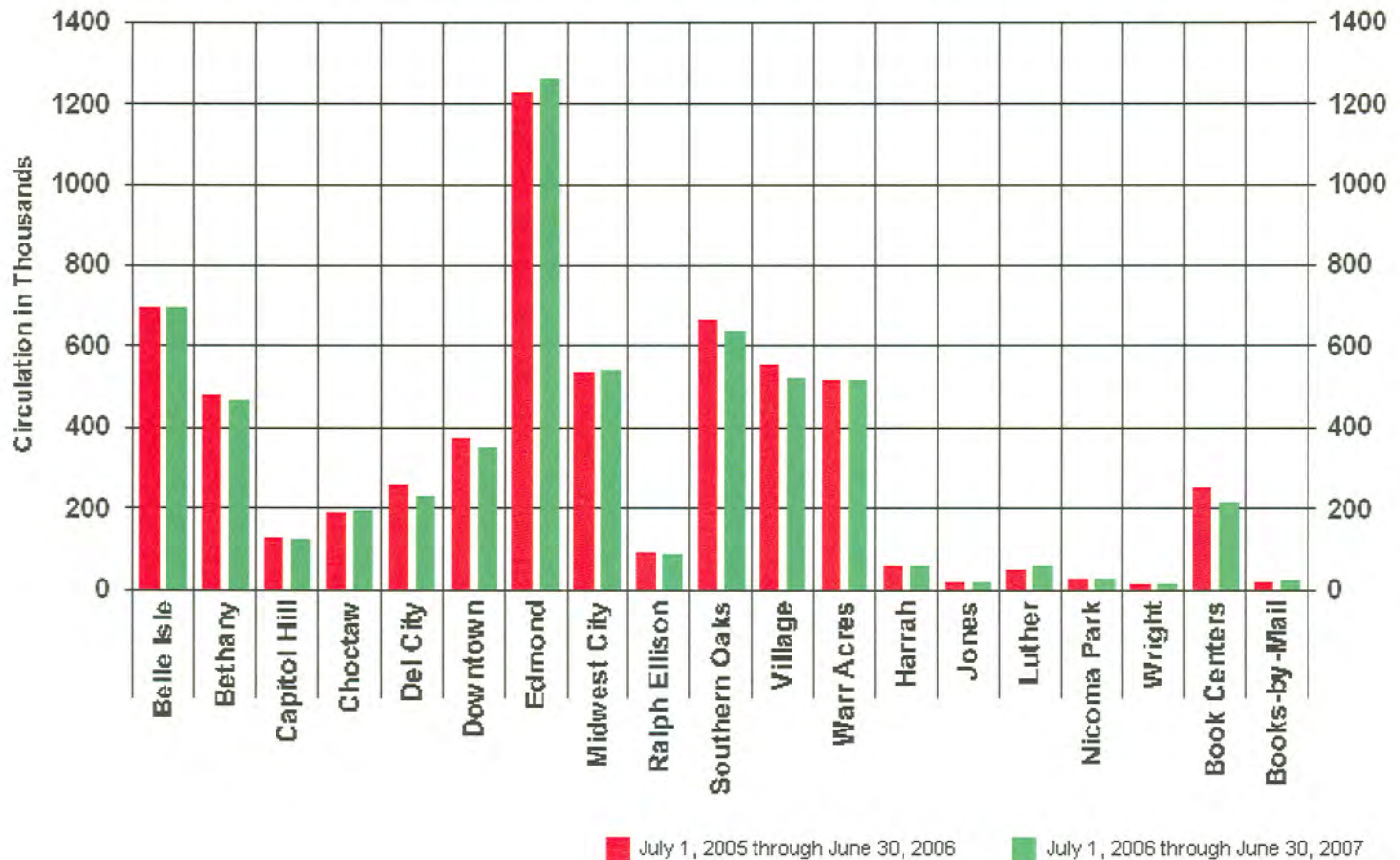
#### **EQUIPMENT**

<b>Category</b>	<b>Quantity</b>	<b>Cost</b>
Computer Equipment	1,067	\$1,596,278
Buildings, Property, Trailers and Vehicles	20	\$777,711
Office Production Equipment	89	\$226,067
Audio Visual, Reader/Printers, Security Equipment	128	\$912,574
Kitchen and Lounge Equipment	23	\$28,664
Maintenance Shop Equipment	17	\$34,584

<b>TOTAL INVENTORY</b>	<b>3,129</b>	<b>\$5,792,020</b>
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## **Circulation Gains and Losses**

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)





## Circulation Gains and Losses

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

<b>JUNE 30, 2007</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
BELLE ISLE	06	46229	526132	17932	167804	64161	693936	
	07	45668	522363	18390	173316	64058	695679	
		<b>-561</b>	<b>-3769</b>	<b>458</b>	<b>5512</b>	<b>-103</b>	<b>1743</b>	<b>.3</b>
BETHANY	06	29719	332986	16929	143527	46648	476513	
	07	28701	316679	17982	148530	46683	465209	
		<b>-1018</b>	<b>-16307</b>	<b>1053</b>	<b>5003</b>	<b>35</b>	<b>-11304</b>	<b>-2.4</b>
CAPITOL HILL	06	7392	86599	5145	39083	12537	125682	
	07	6882	81681	4882	41225	11764	122906	
		<b>-510</b>	<b>-4918</b>	<b>-263</b>	<b>2142</b>	<b>-773</b>	<b>-2776</b>	<b>-2.2</b>
CHOCTAW	06	10589	117355	9554	71332	20143	188687	
	07	10524	121249	9252	71787	19776	193036	
		<b>-65</b>	<b>3894</b>	<b>-302</b>	<b>455</b>	<b>-367</b>	<b>4349</b>	<b>2.3</b>
DEL CITY	06	15651	178879	9557	75431	25208	254310	
	07	14259	163411	8606	67211	22865	230622	
		<b>-1392</b>	<b>-15468</b>	<b>-951</b>	<b>-8220</b>	<b>-2343</b>	<b>-23688</b>	<b>-9.3</b>
DOWNTOWN	06	24601	279830	11065	90488	35666	370318	
	07	22494	263668	9048	85429	31542	349097	
		<b>-2107</b>	<b>-16162</b>	<b>-2017</b>	<b>-5059</b>	<b>-4124</b>	<b>-21221</b>	<b>-5.7</b>
EDMOND	06	66739	722595	62260	508117	128999	1230712	
	07	67952	735296	63304	527499	131256	1262795	
		<b>1213</b>	<b>12701</b>	<b>1044</b>	<b>19382</b>	<b>2257</b>	<b>32083</b>	<b>2.6</b>
MIDWEST CITY	06	34914	380860	21179	151644	56093	532504	
	07	34116	384204	21052	155230	55168	539434	
		<b>-798</b>	<b>3344</b>	<b>-127</b>	<b>3586</b>	<b>-925</b>	<b>6930</b>	<b>1.3</b>
RALPH ELLISON	06	6950	69293	2758	20800	9708	90093	
	07	5648	63322	3148	21084	8796	84406	
		<b>-1302</b>	<b>-5971</b>	<b>390</b>	<b>284</b>	<b>-912</b>	<b>-5687</b>	<b>-6.3</b>
SOUTHERN OAKS	06	42768	485322	20404	178812	63172	664134	
	07	42981	469170	19666	166852	62647	636022	
		<b>213</b>	<b>-16152</b>	<b>-738</b>	<b>-11960</b>	<b>-525</b>	<b>-28112</b>	<b>-4.2</b>
VILLAGE	06	34658	376353	20767	173905	55425	550258	
	07	33283	355456	19065	164678	52348	520134	
		<b>-1375</b>	<b>-20897</b>	<b>-1702</b>	<b>-9227</b>	<b>-3077</b>	<b>-30124</b>	<b>-5.5</b>
WARR ACRES	06	31094	349608	21956	165501	53050	515109	
	07	32075	343890	20121	170451	52196	514341	
		<b>981</b>	<b>-5718</b>	<b>-1835</b>	<b>4950</b>	<b>-854</b>	<b>-768</b>	<b>-1.1</b>

## Circulation Gains and Losses

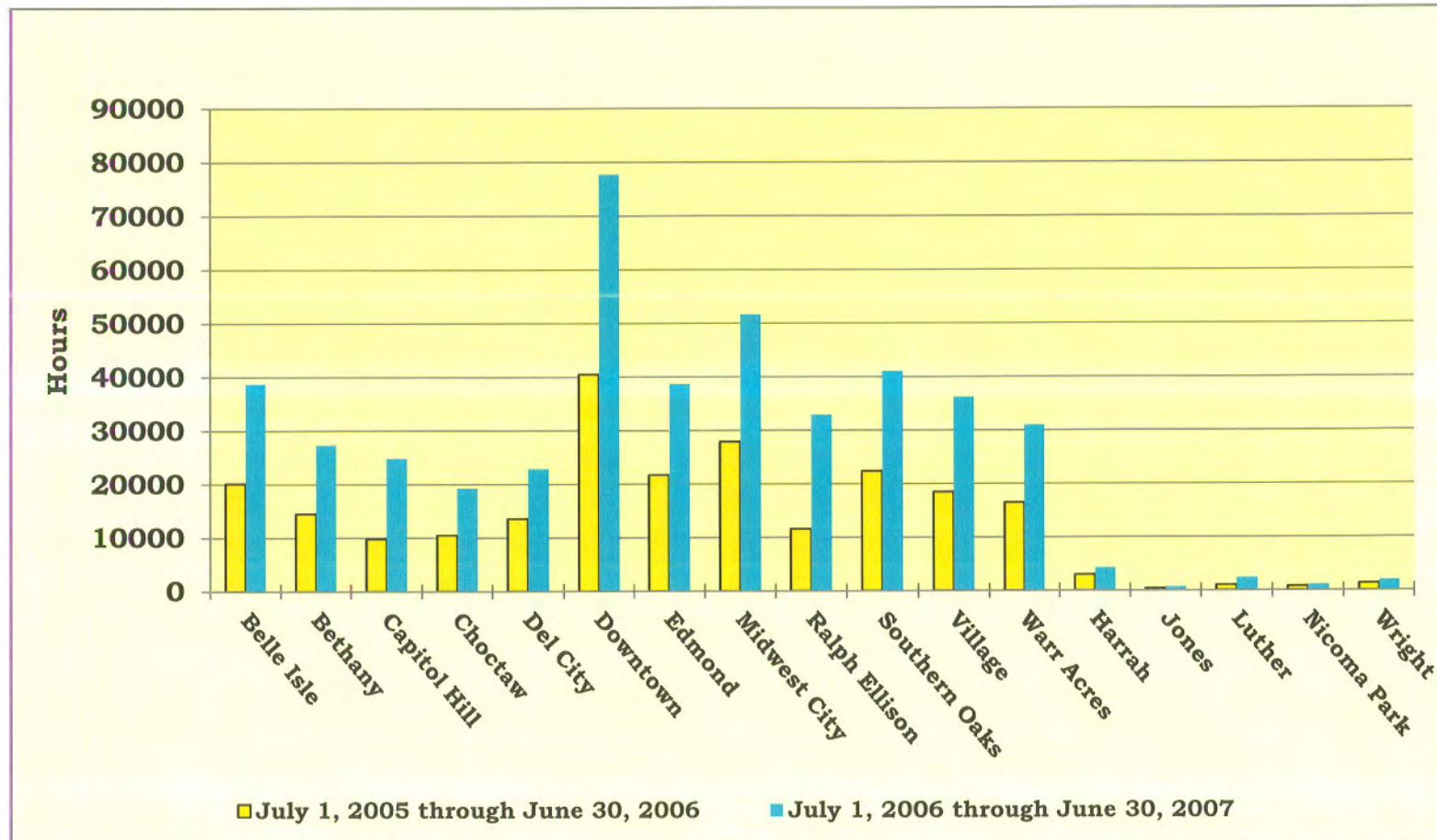
July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

<b>JUNE 30, 2007</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	06	3681	41108	2332	17652	6013	58760	
	07	3612	39291	2143	16363	5755	55654	
		<b>-69</b>	<b>-1817</b>	<b>-189</b>	<b>-1289</b>	<b>-258</b>	<b>-3106</b>	<b>-5.3</b>
JONES	06	1277	11966	628	3081	1905	15047	
	07	1055	13618	457	3377	1512	16995	
		<b>-222</b>	<b>1652</b>	<b>-171</b>	<b>296</b>	<b>-393</b>	<b>1948</b>	<b>12.9</b>
LUTHER	06	3717	36765	1487	12774	5204	49539	
	07	4404	43914	1929	13344	6333	57258	
		<b>687</b>	<b>7149</b>	<b>442</b>	<b>570</b>	<b>1129</b>	<b>7719</b>	<b>15.6</b>
NICOMA PARK	06	2106	21886	971	5936	3077	27822	
	07	1584	20874	503	4631	2087	25505	
		<b>-522</b>	<b>-1012</b>	<b>-468</b>	<b>-1305</b>	<b>-990</b>	<b>-2317</b>	<b>-8.3</b>
WRIGHT	06	584	8883	243	2064	827	10947	
	07	959	8213	221	1655	1180	9868	
		<b>375</b>	<b>-670</b>	<b>-22</b>	<b>-409</b>	<b>353</b>	<b>-1079</b>	<b>-9.9</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	06	9112	112569	11988	140342	21100	252911	
	07	9512	113024	6201	102060	15713	215084	
		<b>400</b>	<b>455</b>	<b>-5787</b>	<b>-38282</b>	<b>-5387</b>	<b>-37827</b>	<b>-15.0</b>
BOOKS-BY-MAIL	06	1550	18593	0	0	1550	18593	
	07	1622	18935	0	0	1622	18935	
		<b>72</b>	<b>342</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>342</b>	<b>1.8</b>
TOTALS	06	373331	4157582	237155	1968293	610486	6125875	
	07	367331	4078258	225970	1934722	593301	6012980	
		<b>-6000</b>	<b>-79324</b>	<b>-11185</b>	<b>-33571</b>	<b>-17185</b>	<b>-112895</b>	<b>-1.8</b>



## Total Computer Hours Used by Library

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)



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## Total Computer Usage

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	432		4,800		2,011.47		5,149		52,226		20,151.98	
	07	250		4,929		3,465.34		4,603		54,650		38,760.53	
		<b>-182</b>	<b>-42.1</b>	<b>129</b>	<b>2.7</b>	<b>1,453.87</b>	<b>72.3</b>	<b>-546</b>	<b>-10.6</b>	<b>2,424</b>	<b>4.6</b>	<b>18,608.55</b>	<b>92.3</b>
BETHANY	06	237		3,054		1,400.56		3,246		34,530		14,505.81	
	07	218		3,764		2,613.32		3,182		37,533		27,346.92	
		<b>-19</b>	<b>-8.0</b>	<b>710</b>	<b>23.2</b>	<b>1,212.76</b>	<b>86.6</b>	<b>-64</b>	<b>-2.0</b>	<b>3,003</b>	<b>8.7</b>	<b>12,841.11</b>	<b>88.5</b>
CAPITOL HILL	06	214		2,722		1,181.66		2,644		25,243		9,813.86	
	07	184		3,311		2,530.44		2,914		32,467		24,912.36	
		<b>-30</b>	<b>-14.0</b>	<b>589</b>	<b>21.6</b>	<b>1,348.78</b>	<b>114.1</b>	<b>270</b>	<b>10.2</b>	<b>7,224</b>	<b>28.6</b>	<b>15,098.50</b>	<b>153.8</b>
CHOCTAW	06	116		2,146		998.69		1,682		25,427		10,509.22	
	07	79		2,114		1,830.96		1,732		22,070		19,323.84	
		<b>-37</b>	<b>-31.9</b>	<b>-32</b>	<b>-1.5</b>	<b>832.27</b>	<b>83.3</b>	<b>50</b>	<b>3.0</b>	<b>-3,357</b>	<b>-13.2</b>	<b>8,814.62</b>	<b>83.9</b>
DEL CITY	06	180		2,979		1,336.83		2,839		33,446		13,558.65	
	07	194		3,223		2,341.48		2,859		30,720		22,918.21	
		<b>14</b>	<b>7.8</b>	<b>244</b>	<b>8.2</b>	<b>1,004.65</b>	<b>75.2</b>	<b>20</b>	<b>.7</b>	<b>-2,726</b>	<b>-8.2</b>	<b>9,359.56</b>	<b>69.0</b>
DOWNTOWN	06	438		7,500		3,744.94		6,171		93,520		40,490.36	
	07	237		10,015		6,976.53		4,876		102,612		77,717.35	
		<b>-201</b>	<b>-45.9</b>	<b>2,515</b>	<b>33.5</b>	<b>3,231.59</b>	<b>86.3</b>	<b>-1,295</b>	<b>-21.0</b>	<b>9,092</b>	<b>9.7</b>	<b>37,226.99</b>	<b>91.9</b>
EDMOND	06	462		5,684		2,259.70		5,777		60,391		21,717.90	
	07	274		4,775		3,447.57		5,095		53,873		38,713.15	
		<b>-188</b>	<b>-40.7</b>	<b>-909</b>	<b>-16.0</b>	<b>1,187.87</b>	<b>52.6</b>	<b>-682</b>	<b>-11.8</b>	<b>-6,518</b>	<b>-10.8</b>	<b>16,995.25</b>	<b>78.3</b>
MIDWEST CITY	06	419		6,751		2,906.92		6,672		74,738		27,922.19	
	07	351		6,679		4,538.07		6,440		71,897		51,716.53	
		<b>-68</b>	<b>-16.2</b>	<b>-72</b>	<b>-1.1</b>	<b>1,631.15</b>	<b>56.1</b>	<b>-232</b>	<b>-3.5</b>	<b>-2,841</b>	<b>-3.8</b>	<b>23,794.34</b>	<b>85.2</b>
RALPH ELLISON	06	205		2,995		1,324.71		3,039		32,593		11,588.52	
	07	190		4,897		3,264.25		3,421		42,592		32,932.04	
		<b>-15</b>	<b>-7.3</b>	<b>1,902</b>	<b>63.5</b>	<b>1,939.54</b>	<b>146.4</b>	<b>382</b>	<b>12.6</b>	<b>9,999</b>	<b>30.7</b>	<b>21,343.52</b>	<b>184.2</b>

## Total Computer Usage

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	415		5,793		2,513.12		6,187		56,296		22,407.48	
	07	322		5,342		3,678.24		5,908		58,142		41,092.74	
		<b>-93</b>	<b>-22.4</b>	<b>-451</b>	<b>-7.8</b>	<b>1,165.12</b>	<b>46.4</b>	<b>-279</b>	<b>-4.5</b>	<b>1,846</b>	<b>3.3</b>	<b>18,685.26</b>	<b>83.4</b>
VILLAGE	06	312		3,959		1,710.70		5,101		49,059		18,483.00	
	07	233		5,212		3,643.36		4,541		50,941		36,257.31	
		<b>-79</b>	<b>-25.3</b>	<b>1,253</b>	<b>31.6</b>	<b>1,932.66</b>	<b>113.0</b>	<b>-560</b>	<b>-11.0</b>	<b>1,882</b>	<b>3.8</b>	<b>17,774.31</b>	<b>96.2</b>
WARR ACRES	06	271		4,049		1,669.91		4,094		43,772		16,519.07	
	07	185		4,296		2,911.75		3,650		43,780		31,021.67	
		<b>-86</b>	<b>-31.7</b>	<b>247</b>	<b>6.1</b>	<b>1,241.84</b>	<b>74.4</b>	<b>-444</b>	<b>-10.8</b>	<b>8</b>	<b>.0</b>	<b>14,502.60</b>	<b>87.8</b>
HARRAH	06	28		508		288.21		455		5,243		2,956.81	
	07	41		523		393.24		510		5,849		4,314.33	
		<b>13</b>	<b>46.4</b>	<b>15</b>	<b>3.0</b>	<b>105.03</b>	<b>36.4</b>	<b>55</b>	<b>12.1</b>	<b>606</b>	<b>11.6</b>	<b>1,357.52</b>	<b>45.9</b>
JONES	06	4		121		69.25		68		792		403.92	
	07	5		90		68.33		83		999		748.13	
		<b>1</b>	<b>25.0</b>	<b>-31</b>	<b>-25.6</b>	<b>-.92</b>	<b>-1.3</b>	<b>15</b>	<b>22.1</b>	<b>207</b>	<b>26.1</b>	<b>344.21</b>	<b>85.2</b>
LUTHER	06	19		228		116.17		221		2,382		1,040.88	
	07	36		377		280.19		340		3,168		2,433.71	
		<b>17</b>	<b>89.5</b>	<b>149</b>	<b>65.4</b>	<b>164.02</b>	<b>141.2</b>	<b>119</b>	<b>53.8</b>	<b>786</b>	<b>33.0</b>	<b>1,392.83</b>	<b>133.8</b>
NICOMA PARK	06	8		186		131.12		127		1,477		775.65	
	07	2		160		131.58		134		1,491		1,109.78	
		<b>-6</b>	<b>-75.0</b>	<b>-26</b>	<b>-14.0</b>	<b>.46</b>	<b>.4</b>	<b>7</b>	<b>5.5</b>	<b>14</b>	<b>.9</b>	<b>334.13</b>	<b>43.1</b>
WRIGHT	06	4		292		124.53		136		3,244		1,336.99	
	07	8		257		172.65		180		2,982		2,011.98	
		<b>4</b>	<b>100.0</b>	<b>-35</b>	<b>-12.0</b>	<b>48.12</b>	<b>38.6</b>	<b>44</b>	<b>32.4</b>	<b>-262</b>	<b>-8.1</b>	<b>674.99</b>	<b>50.5</b>
TOTAL	06	3,764		53,767		23,788.49		53,608		594,379		234,182.29	
	07	2,809		59,964		42,287.30		50,468		615,766		453,330.58	
		<b>-955</b>	<b>-25.4</b>	<b>6,197</b>	<b>11.5</b>	<b>18,498.81</b>	<b>77.8</b>	<b>-3,140</b>	<b>-5.9</b>	<b>21,387</b>	<b>3.6</b>	<b>219,148.29</b>	<b>93.6</b>



## Computer Usage by Adult Customers

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	384		4,310		1,794.00		4,394		44,310		17,091.42	
	07	211		4,160		2,929.00		3,879		47,672		33,827.09	
		<b>-173</b>	<b>-45.1</b>	<b>-150</b>	<b>-3.5</b>	<b>1,135.00</b>	<b>63.3</b>	<b>-515</b>	<b>-11.7</b>	<b>3,362</b>	<b>7.6</b>	<b>16,735.67</b>	<b>97.9</b>
BETHANY	06	186		2,560		1,196.85		2,694		28,986		12,600.03	
	07	166		2,538		1,762.64		2,486		28,314		20,670.22	
		<b>-20</b>	<b>-10.8</b>	<b>-22</b>	<b>-.9</b>	<b>565.79</b>	<b>47.3</b>	<b>-208</b>	<b>-7.7</b>	<b>-672</b>	<b>-2.3</b>	<b>8,070.19</b>	<b>64.0</b>
CAPITOL HILL	06	106		1,385		616.96		1,620		15,304		6,353.76	
	07	90		1,458		1,222.31		1,632		14,452		12,112.53	
		<b>-16</b>	<b>-15.1</b>	<b>73</b>	<b>5.3</b>	<b>605.35</b>	<b>98.1</b>	<b>12</b>	<b>.7</b>	<b>-852</b>	<b>-5.6</b>	<b>5,758.77</b>	<b>90.6</b>
CHOCTAW	06	79		1,370		621.80		1,218		15,207		6,539.64	
	07	55		1,298		1,028.40		1,212		14,157		12,026.01	
		<b>-24</b>	<b>-30.4</b>	<b>-72</b>	<b>-5.3</b>	<b>406.60</b>	<b>65.4</b>	<b>-6</b>	<b>-.5</b>	<b>-1,050</b>	<b>-6.9</b>	<b>5,486.37</b>	<b>83.9</b>
DEL CITY	06	139		2,324		1,056.31		2,273		27,776		11,541.06	
	07	132		2,135		1,517.98		2,184		22,563		16,712.19	
		<b>-7</b>	<b>-5.0</b>	<b>-189</b>	<b>-8.1</b>	<b>461.67</b>	<b>43.7</b>	<b>-89</b>	<b>-3.9</b>	<b>-5,213</b>	<b>-18.8</b>	<b>5,171.13</b>	<b>44.8</b>
DOWNTOWN	06	374		6,450		3,348.17		5,238		81,255		36,331.32	
	07	204		9,054		6,258.08		4,091		92,588		70,110.63	
		<b>-170</b>	<b>-45.5</b>	<b>2,604</b>	<b>40.4</b>	<b>2,909.91</b>	<b>86.9</b>	<b>-1,147</b>	<b>-21.9</b>	<b>11,333</b>	<b>13.9</b>	<b>33,779.31</b>	<b>93.0</b>
EDMOND	06	376		4,666		1,861.90		4,862		51,711		18,765.67	
	07	225		3,756		2,715.78		4,103		43,429		31,253.16	
		<b>-151</b>	<b>-40.2</b>	<b>-910</b>	<b>-19.5</b>	<b>853.88</b>	<b>45.9</b>	<b>-759</b>	<b>-15.6</b>	<b>-8,282</b>	<b>-16.0</b>	<b>12,487.49</b>	<b>66.5</b>
MIDWEST CITY	06	324		5,028		2,149.76		5,239		57,006		21,741.08	
	07	262		4,244		2,931.47		5,017		50,867		37,233.92	
		<b>-62</b>	<b>-19.1</b>	<b>-784</b>	<b>-15.6</b>	<b>781.71</b>	<b>36.4</b>	<b>-222</b>	<b>-4.2</b>	<b>-6,139</b>	<b>-10.8</b>	<b>15,492.84</b>	<b>71.3</b>
RALPH ELLISON	06	143		2,132		932.31		2,311		24,075		8,856.71	
	07	117		2,122		1,429.31		2,509		27,302		21,440.73	
		<b>-26</b>	<b>-18.2</b>	<b>-10</b>	<b>-.5</b>	<b>497.00</b>	<b>53.3</b>	<b>198</b>	<b>8.6</b>	<b>3,227</b>	<b>13.4</b>	<b>12,584.02</b>	<b>142.1</b>

## Computer Usage by Adult Customers

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	319		4,099		1,859.64		4,904		42,554		17,757.91	
	07	209		3,334		2,339.92		4,340		39,075		28,137.31	
		-110	-34.5	-765	-18.7	480.28	25.8	-564	-11.5	-3,479	-8.2	10,379.40	58.4
VILLAGE	06	239		3,177		1,393.05		4,165		40,141		15,410.52	
	07	166		3,391		2,372.02		3,561		36,646		26,470.31	
		-73	-30.5	214	6.7	978.97	70.3	-604	-14.5	-3,495	-8.7	11,059.79	71.8
WARRACRES	06	215		3,179		1,365.99		3,466		36,137		14,018.63	
	07	143		2,685		1,857.81		2,961		32,868		23,383.43	
		-72	-33.5	-494	-15.5	491.82	36.0	-505	-14.6	-3,269	-9.0	9,364.80	66.8
HARRAH	06	17		355		200.89		324		3,993		2,174.20	
	07	17		300		208.39		319		3,780		2,602.47	
			.0	-55	-15.5	7.50	3.7	-5	-1.5	-213	-5.3	428.27	19.7
JONES	06	3		38		26.52		42		486		252.84	
	07	1		40		37.15		46		440		349.87	
		-2	-66.7	2	5.3	10.63	40.1	4	9.5	-46	-9.5	97.03	38.4
LUTHER	06	11		116		58.95		142		1,581		729.05	
	07	15		157		104.59		175		1,623		1,273.59	
		4	36.4	41	35.3	45.64	77.4	33	23.2	42	2.7	544.54	74.7
NICOMAPARK	06	5		46		21.82		86		847		401.11	
	07	1		64		42.33		91		802		499.86	
		-4	-80.0	18	39.1	20.51	94.0	5	5.8	-45	-5.3	98.75	24.6
WRIGHT	06	3		188		83.66		94		2,556		1,066.61	
	07	4		158		93.57		124		2,148		1,462.81	
		1	33.3	-30	-16.0	9.91	11.8	30	31.9	-408	-16.0	396.20	37.1
TOTAL	06	2,923		41,423		18,588.58		43,072		473,925		191,631.56	
	07	2,018		40,894		28,850.75		38,730		458,726		339,566.13	
		-905	-31.0	-529	-1.3	10,262.17	55.2	-4,342	-10.1	-15,199	-3.2	147,934.57	77.2



## Computer Usage by Minor Customers

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	06	48		490		217.47		755		7,916		3,060.56	
	07	39		769		536.34		724		6,978		4,933.44	
		<b>-9</b>	<b>-18.8</b>	<b>279</b>	<b>56.9</b>	<b>318.87</b>	<b>146.6</b>	<b>-31</b>	<b>-4.1</b>	<b>-938</b>	<b>-11.8</b>	<b>1,872.88</b>	<b>61.2</b>
BETHANY	06	51		494		203.71		552		5,544		1,905.78	
	07	52		1,226		850.68		696		9,219		6,676.70	
		<b>1</b>	<b>2.0</b>	<b>732</b>	<b>148.2</b>	<b>646.97</b>	<b>317.6</b>	<b>144</b>	<b>26.1</b>	<b>3,675</b>	<b>66.3</b>	<b>4,770.92</b>	<b>250.3</b>
CAPITOL HILL	06	108		1,337		564.70		1,024		9,939		3,460.10	
	07	94		1,853		1,308.13		1,282		18,015		12,799.83	
		<b>-14</b>	<b>-13.0</b>	<b>516</b>	<b>38.6</b>	<b>743.43</b>	<b>131.7</b>	<b>258</b>	<b>25.2</b>	<b>8,076</b>	<b>81.3</b>	<b>9,339.73</b>	<b>269.9</b>
CHOCTAW	06	37		776		376.89		464		10,220		3,969.58	
	07	24		816		802.56		520		7,913		7,297.83	
		<b>-13</b>	<b>-35.1</b>	<b>40</b>	<b>5.2</b>	<b>425.67</b>	<b>112.9</b>	<b>56</b>	<b>12.1</b>	<b>-2,307</b>	<b>-22.6</b>	<b>3,328.25</b>	<b>83.8</b>
DEL CITY	06	41		655		280.52		566		5,670		2,017.59	
	07	62		1,088		823.50		675		8,157		6,206.02	
		<b>21</b>	<b>51.2</b>	<b>433</b>	<b>66.1</b>	<b>542.98</b>	<b>193.6</b>	<b>109</b>	<b>19.3</b>	<b>2,487</b>	<b>43.9</b>	<b>4,188.43</b>	<b>207.6</b>
DOWNTOWN	06	64		1,050		396.77		933		12,265		4,159.04	
	07	33		961		718.45		785		10,024		7,606.72	
		<b>-31</b>	<b>-48.4</b>	<b>-89</b>	<b>-8.5</b>	<b>321.68</b>	<b>81.1</b>	<b>-148</b>	<b>-15.9</b>	<b>-2,241</b>	<b>-18.3</b>	<b>3,447.68</b>	<b>82.9</b>
EDMOND	06	86		1,018		397.80		915		8,680		2,952.23	
	07	49		1,019		731.79		992		10,444		7,459.99	
		<b>-37</b>	<b>-43.0</b>	<b>1</b>	<b>.1</b>	<b>333.99</b>	<b>84.0</b>	<b>77</b>	<b>8.4</b>	<b>1,764</b>	<b>20.3</b>	<b>4,507.76</b>	<b>152.7</b>
MIDWEST CITY	06	95		1,723		757.16		1,433		17,732		6,181.11	
	07	89		2,435		1,606.60		1,423		21,030		14,482.61	
		<b>-6</b>	<b>-6.3</b>	<b>712</b>	<b>41.3</b>	<b>849.44</b>	<b>112.2</b>	<b>-10</b>	<b>-.7</b>	<b>3,298</b>	<b>18.6</b>	<b>8,301.50</b>	<b>134.3</b>
RALPH ELLISON	06	62		863		392.40		728		8,518		2,731.81	
	07	73		2,775		1,834.94		912		15,290		11,491.31	
		<b>11</b>	<b>17.7</b>	<b>1,912</b>	<b>221.6</b>	<b>1,442.54</b>	<b>367.6</b>	<b>184</b>	<b>25.3</b>	<b>6,772</b>	<b>79.5</b>	<b>8,759.50</b>	<b>320.6</b>

## Computer Usage by Minor Customers

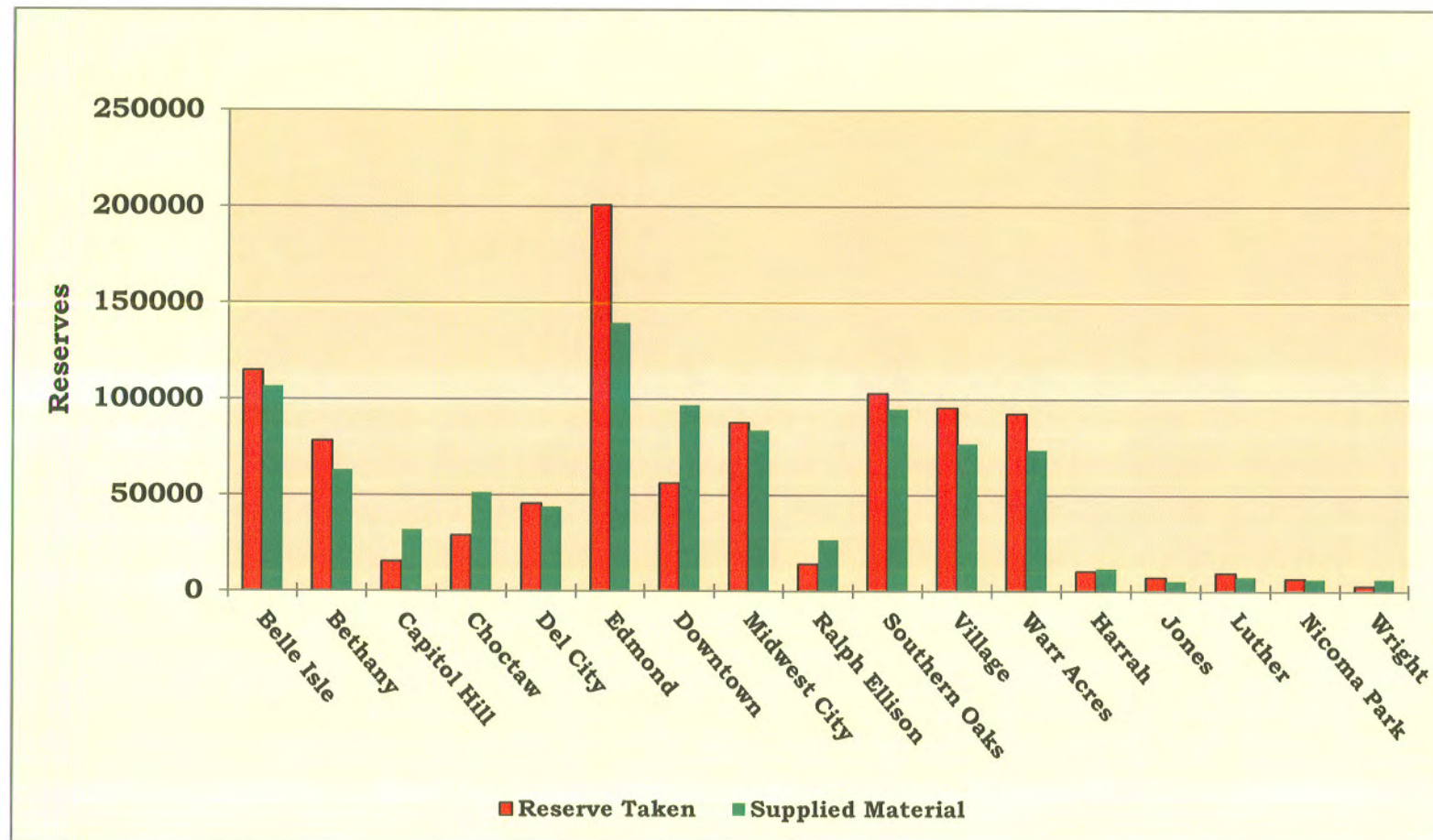
July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	06	96		1,694		653.48		1,283		13,742		4,649.57	
	07	113		2,008		1,338.32		1,568		19,067		12,955.43	
		<b>17</b>	<b>17.7</b>	<b>314</b>	<b>18.5</b>	<b>684.84</b>	<b>104.8</b>	<b>285</b>	<b>22.2</b>	<b>5,325</b>	<b>38.7</b>	<b>8,305.86</b>	<b>178.6</b>
VILLAGE	06	73		782		317.65		936		8,918		3,072.48	
	07	67		1,821		1,271.34		980		14,295		9,787.00	
		<b>-6</b>	<b>-8.2</b>	<b>1,039</b>	<b>132.9</b>	<b>953.69</b>	<b>300.2</b>	<b>44</b>	<b>4.7</b>	<b>5,377</b>	<b>60.3</b>	<b>6,714.52</b>	<b>218.5</b>
WARRACRES	06	56		870		303.92		628		7,635		2,500.44	
	07	42		1,611		1,053.94		689		10,912		7,638.24	
		<b>-14</b>	<b>-25.0</b>	<b>741</b>	<b>85.2</b>	<b>750.02</b>	<b>246.8</b>	<b>61</b>	<b>9.7</b>	<b>3,277</b>	<b>42.9</b>	<b>5,137.80</b>	<b>205.5</b>
HARRAH	06	11		153		87.32		131		1,250		782.61	
	07	24		223		184.85		191		2,069		1,711.86	
		<b>13</b>	<b>118.2</b>	<b>70</b>	<b>45.8</b>	<b>97.53</b>	<b>111.7</b>	<b>60</b>	<b>45.8</b>	<b>819</b>	<b>65.5</b>	<b>929.25</b>	<b>118.7</b>
JONES	06	1		83		42.73		26		306		151.08	
	07	4		50		31.18		37		559		398.26	
		<b>3</b>	<b>300.0</b>	<b>-33</b>	<b>-39.8</b>	<b>-11.55</b>	<b>-27.0</b>	<b>11</b>	<b>42.3</b>	<b>253</b>	<b>82.7</b>	<b>247.18</b>	<b>163.6</b>
LUTHER	06	8		112		57.22		79		801		311.83	
	07	21		220		175.60		165		1,545		1,160.12	
		<b>13</b>	<b>162.5</b>	<b>108</b>	<b>96.4</b>	<b>118.38</b>	<b>206.9</b>	<b>86</b>	<b>108.9</b>	<b>744</b>	<b>92.9</b>	<b>848.29</b>	<b>272.0</b>
NICOMAPARK	06	3		140		109.30		41		630		374.54	
	07	1		96		89.25		43		689		609.92	
		<b>-2</b>	<b>-66.7</b>	<b>-44</b>	<b>-31.4</b>	<b>-20.05</b>	<b>-18.3</b>	<b>2</b>	<b>4.9</b>	<b>59</b>	<b>9.4</b>	<b>235.38</b>	<b>62.8</b>
WRIGHT	06	1		104		40.87		42		688		270.38	
	07	4		99		79.08		56		834		549.17	
		<b>3</b>	<b>300.0</b>	<b>-5</b>	<b>-4.8</b>	<b>38.21</b>	<b>93.5</b>	<b>14</b>	<b>33.3</b>	<b>146</b>	<b>21.2</b>	<b>278.79</b>	<b>103.1</b>
TOTAL	06	841		12,344		5,199.91		10,536		120,454		42,550.73	
	07	791		19,070		13,436.55		11,738		157,040		113,764.45	
		<b>-50</b>	<b>-5.9</b>	<b>6,726</b>	<b>54.5</b>	<b>8,236.64</b>	<b>158.4</b>	<b>1,202</b>	<b>11.4</b>	<b>36,586</b>	<b>30.4</b>	<b>71,213.72</b>	<b>167.4</b>



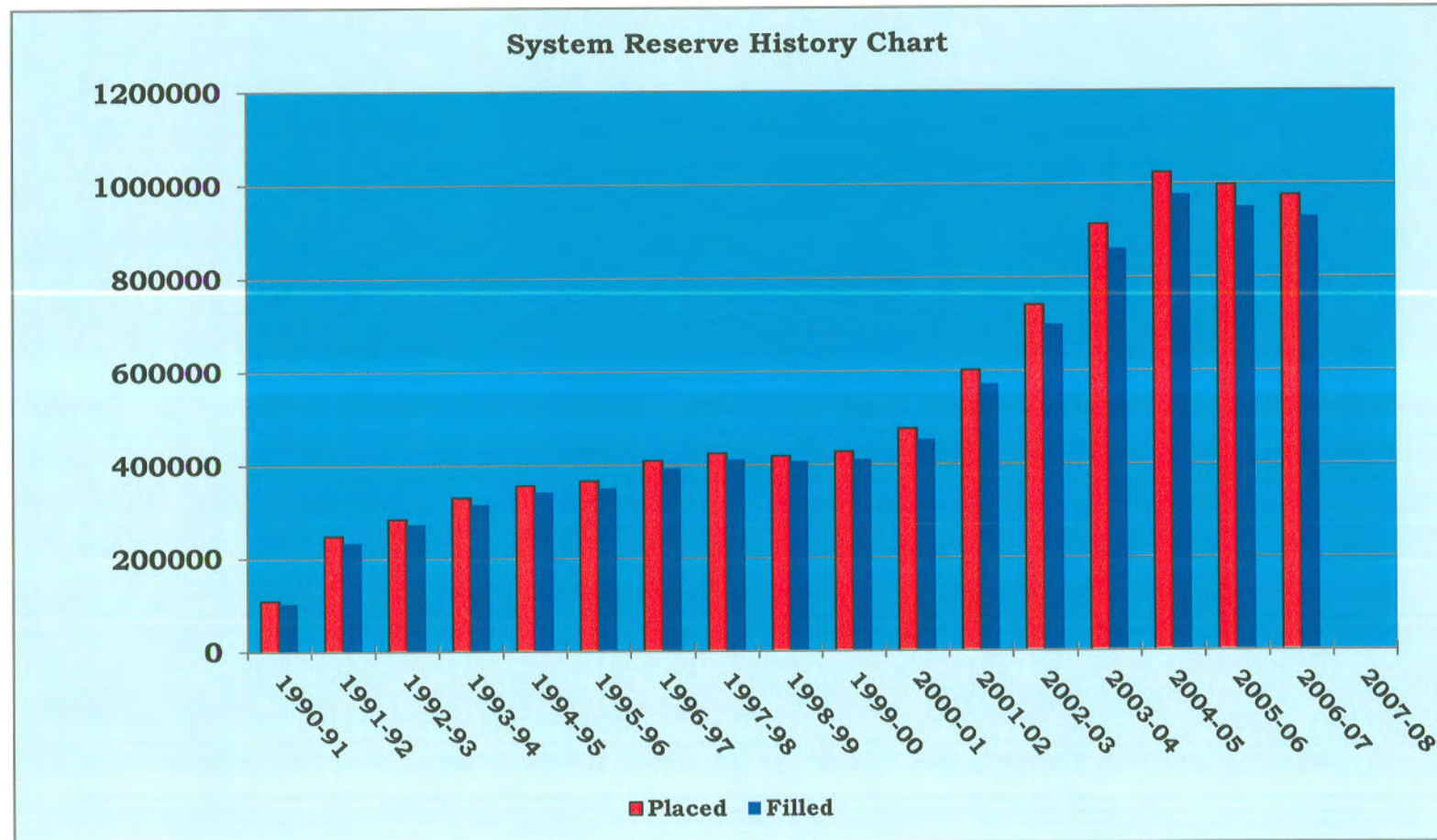
## System Reserve Report

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)



## System Reserve Report

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)





## System Reserves Report

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	06	9,817	119,697		9,511	113,939	
	07	10,624	114,758		9,776	109,141	
		<b>807</b>	<b>-4,939</b>	<b>-4.1</b>	<b>265</b>	<b>-4,798</b>	<b>-4.2</b>
BETHANY	06	6,767	80,977		6,618	77,250	
	07	6,960	78,154		6,381	74,388	
		<b>193</b>	<b>-2,823</b>	<b>-3.5</b>	<b>-237</b>	<b>-2,862</b>	<b>-3.7</b>
CAPITOL HILL	06	1,059	14,256		989	13,602	
	07	1,189	15,380		1,120	14,321	
		<b>130</b>	<b>1,124</b>	<b>7.9</b>	<b>131</b>	<b>719</b>	<b>5.3</b>
CHOCTAW	06	2,364	28,738		2,325	27,542	
	07	2,402	28,908		2,238	27,469	
		<b>38</b>	<b>170</b>	<b>.6</b>	<b>-87</b>	<b>-73</b>	<b>-.3</b>
DEL CITY	06	3,669	46,483		3,593	44,277	
	07	3,614	45,530		3,458	43,429	
		<b>-55</b>	<b>-953</b>	<b>-2.1</b>	<b>-135</b>	<b>-848</b>	<b>-1.9</b>
EDMOND	06	17,906	202,425		17,256	193,720	
	07	19,173	200,749		17,929	192,121	
		<b>1,267</b>	<b>-1,676</b>	<b>-.8</b>	<b>673</b>	<b>-1,599</b>	<b>-.8</b>
DOWNTOWN	06	5,110	59,710		4,857	56,004	
	07	4,949	56,135		4,643	53,205	
		<b>-161</b>	<b>-3,575</b>	<b>-6.0</b>	<b>-214</b>	<b>-2,799</b>	<b>-5.0</b>
MIDWEST CITY	06	7,895	85,598		7,861	81,120	
	07	7,884	87,748		7,241	83,645	
		<b>-11</b>	<b>2,150</b>	<b>2.5</b>	<b>-620</b>	<b>2,525</b>	<b>3.1</b>
RALPH ELLISON	06	1,218	15,609		1,192	14,947	
	07	1,219	14,085		1,148	13,554	
		<b>1</b>	<b>-1,524</b>	<b>-9.8</b>	<b>-44</b>	<b>-1,393</b>	<b>-9.3</b>
SOUTHERN OAKS	06	8,519	105,247		8,328	99,895	
	07	8,744	102,992		11,474	97,296	
		<b>225</b>	<b>-2,255</b>	<b>-2.1</b>	<b>3,146</b>	<b>-2,599</b>	<b>-2.6</b>
VILLAGE	06	8,779	96,887		8,360	91,741	
	07	8,909	95,540		8,214	90,502	
		<b>130</b>	<b>-1,347</b>	<b>-1.4</b>	<b>-146</b>	<b>-1,239</b>	<b>-1.4</b>
WARR ACRES	06	7,756	95,701		7,531	91,681	
	07	8,485	92,434		7,762	88,364	
		<b>729</b>	<b>-3,267</b>	<b>-3.4</b>	<b>231</b>	<b>-3,317</b>	<b>-3.6</b>

## System Reserves Report

July 1, 2006 through June 30, 2007 (100.00% of the 06-07 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	06	778	12,013		812	11,654	
	07	961	10,463		878	9,938	
		<b>183</b>	<b>-1,550</b>	<b>-12.9</b>	<b>66</b>	<b>-1,716</b>	<b>-14.7</b>
JONES	06	718	7,826		633	7,431	
	07	597	7,310		519	6,882	
		<b>-121</b>	<b>-516</b>	<b>-6.6</b>	<b>-114</b>	<b>-549</b>	<b>-7.4</b>
LUTHER	06	962	9,021		903	8,471	
	07	751	9,468		693	9,050	
		<b>-211</b>	<b>447</b>	<b>5.0</b>	<b>-210</b>	<b>579</b>	<b>6.8</b>
NICOMA PARK	06	474	6,944		538	6,830	
	07	498	6,592		522	6,327	
		<b>24</b>	<b>-352</b>	<b>-5.1</b>	<b>-16</b>	<b>-503</b>	<b>-7.4</b>
WRIGHT	06	246	3,333		206	3,206	
	07	241	2,805		259	2,716	
		<b>-5</b>	<b>-528</b>	<b>-15.8</b>	<b>53</b>	<b>-490</b>	<b>-15.3</b>
BOOKS-BY-MAIL	06	536	6,748		537	6,541	
	07	402	6,453		364	6,228	
		<b>-134</b>	<b>-295</b>	<b>-4.4</b>	<b>-173</b>	<b>-313</b>	<b>-4.8</b>
TOTAL	06	84,573	997,227		82,050	949,865	
	07	87,602	975,517		84,619	928,586	
		<b>3,029</b>	<b>-21,710</b>	<b>-2.2</b>	<b>2,569</b>	<b>-21,279</b>	<b>-2.2</b>



## EXECUTIVE DIRECTOR'S REPORT

JULY 2007

### COMMISSION MEMBERS APPOINTED

I am pleased to announce the reappointment of Judy Smith for her first full 3 year term as The Village representative to The Metropolitan Library Commission.

We welcome back to the Commission Alyne Strube. She was appointed to serve a 3 year term by the City of Choctaw at their council meeting on July 10.

Glenda Choate has been appointed to the Commission by the trustees of Jones. She will be the first representative from that community to our Commission.

Margaret Graham was approved by the Luther Board of Trustees to serve on the Metropolitan Library Commission at their regular meeting on July 10.

Glenda, Margaret and Alyne will begin their terms at the August meeting.

**Welcome to all our New Commissioners!**

### CAPITAL PROJECTS UPDATE

Progress continues on design of the **Service Center**. With the approval of the budget previously discussed in this agenda, the 2<sup>nd</sup> phase of the design process. *Schematic Design*, will be complete. The next phase, *Design Development*, has already started and the ground breaking ceremony is tentatively scheduled for February, 2008.

On July 3<sup>rd</sup>, OKC awarded the design contract for **Ralph Ellison Library Renovation** to Allen Brown Architects. The "kickoff" meeting – identification of the "team" and a review of the scope & anticipated schedule was held on July 11. The 1<sup>st</sup> phase, *PreDesign*, will confirm the scope & budget and is expected to be finished by September 7.

Work on the **2007 General Obligation Bond Package** continues and is expected to go to the voters on December 11, 2007. This bond package includes funding for the Capitol Hill Library, the NW Library and the Belle Isle Library. It is likely that the Metropolitan Library Commission may also be asked to help support this important election.

OKC/MLS continue to work on issues associated with the proposed building site for the **Northwest Library**. These issues include; a storm water study, zoning review, survey work and an environmental study. All of these are part of the *Due Diligence* process associated with the purchase of land.

To restate the obvious-it has been raining "cats & dogs". It should come as no surprise, then, that leaks continue at the **Downtown Library**. OKC continues to work with the General Contractor, BMI, to resolve this issue.

### DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Library Camp



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

### ***Tai Chi for Adults/Seniors***

Monday, July 23 & 30, 2007  
Time: 6:30pm-7:45pm  
Location: Midwest City Library  
Ages 16 and Older

Tai Chi Ch'uan is an ancient "soft style" martial art that is renowned for promoting flexibility, strength, and balance in both mental and physical levels. Come join instructor Chris Francis as she guides newcomers and more experienced students alike. Space for this popular class is limited so please re-register by signing up at the Information Desk or by calling 732-4828.

### ***How's this?***

Tuesday, July 31, 2007  
Alzheimer's Information  
Time: 6:30-7:30 pm  
Location: Del City Library  
Seniors

Alzheimer's is a disease that affects over 4.5 million American. The Oklahoma Alzheimer's Association will be coming to the Del City Library to provide you with all the information you need to know about Alzheimer's, how to care for a person with Alzheimer's, and the research that is being done to eliminate the disease. Call 672-1377 to pre-register.

### ***National Inventors Month***

Wednesday, August 1, 2007  
Time: 9:00am-9:00pm  
Location: Southern Oaks Library  
All Ages

Celebrate National Inventors Month! Come to the Southern Oaks Library anytime during library hours to view our display of inventors. Check out books, videos, reading lists, bookmarks and hand-outs. Information from the Oklahoma Inventors Congress and the Oklahoma Inventors Assistance Service will also be available.

### ***Farsi Instructions***

Sunday, August 5, 2007  
Time: 1:30-2:30pm  
Location: Edmond Library  
Adults

Learn Farsi from an expert. Class moves rapidly. Material fees of \$20.00, per month, payable to the instructor. For questions, call 341-9282. Both written and spoken Farsi will be introduced.

### ***Getting Into Gear to Write: A Writer's Workshop***

Monday, August 6, 2007  
Time: 6:30pm-8:00pm  
Location: Midwest City Library  
Adults

Instructor Jan Hall has taught creative writing at Rose State College and will provide an overview of the creative writing process for new and experienced writers. Participants will discover their writer's voice, finding ideas, creating space and time for writing, and finding a market place for your work. Class members will participate in various interactive exercises. Space is limited to twelve.