METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
AGENDA

Thursday, May 19, 2005, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone – 231-8650)

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

Hugh D. Rice, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #87 – 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.)

3:35 – 3:55 pm CONSENT DOCKET (#88-91)

- Document #88 – Approval of Minutes of April 21, 2005 Meeting
- Document #89 – Acceptance of Review of Expenditures for April 2005
- Document #90 – Approval of Contract Awards and Purchases

  Item: A Purchase Maintenance Management Software
  Item: B Renewal of Auditing Services
  Item: C Annual Contract for LaserJet and InkJet Toner Cartridges

- Document #91 – Request to Declare Equipment Surplus

3:55 – 4:25 pm COMMITTEE REPORTS

- Document # 92 – Report and Recommendation from the Public Services Committee – Jose Jimenez, Chair

4:25 – 4:35 pm SPECIAL PRESENTATION

- MLS Summer Reading Programs – LaVetta Dent, Children's Services Coordinator, Outreach Services

4:35 – 4:40 pm INFORMATION REPORTS

- Document #93 – Customer Satisfaction Survey Results
- Document #94 – 2005 Annual Information Technology Report
- Document #95 – Metropolitan Library System April 2005 Circulation Report
- Document #96 – Metropolitan Library System April 2005 Internet Usage Report
- Document #97 – Metropolitan Library System April 2005 System Reserve Report

4:40 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

– 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, June 16, 2005
Southern Oaks Library
6900 S. Walker
OKC, OK 73139
Telephone – 631-4468

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in May 2005:

Employees	**Years of Service**
Evelyn K. Davis, Special Collections Assistant, Downtown Library	25
Collette Hankins, Administrative Receptionist, Downtown Library	20
Regina M. Wolfinger, Circulation Clerk, Belle Isle Library	15
Lisa E. Myers, Circulation Clerk, Village Library	5
Megan E. Smith, Library Page, Village Library	5

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

DATE: April 21, 2005 TIME: 3:30 p.m.

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 22, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library, 2000 NE 23rd, and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 18, 2005 in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
Carolyn Cornelius
Millicent Gillogly
Deanna Hannah
Penny McCaleb
Shirley Pritchett
Marguerite Ross
Jim Roth, Chair, Board of County Commissioners
Alyne Strube
Cynthia Trent
Peggy Winters
Hugh Rice, Chair
Donna Morris, Executive Director (Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Scott Duncan
David Greenwell, Disbursing Agent
Jose Jimenez
Pamela Pung
Greg Womack

Estimate of general public and staff attending: 85

I. Mr. Hugh D. Rice, Chair, called the meeting to order at 3:30 p.m. Due to a lack of quorum and with the consensus of the Commission members present, Mr. Rice asked the people who had signed up to address the Commission if they would like to begin.

II. Mr. Rice called for public comments. (Sixteen *Citizens Request to Speak* forms are attached.) Each speaker was allotted one timed-minute to address the Commission.

III. Mr. Rice called for roll to establish a quorum at 3:54 p.m.

Roll was called to establish a quorum. Present: Anthony, Caine, Cornelius, Gillogly, Hannah, McCalcb, Pritchett, Ross, Roth, Strube, Trent, Winters, Rice.

IV. Mr. Rice introduced Mrs. Susie Beasley, Manager of the Ralph Ellison Library.

Mrs. Beasley welcomed the Commission and invited everyone to view the various historic quilts on display in the Library

Mr. Rice introduced Ms. Jean Johnson, Metropolitan Library System (MLS) Staff Association representative, and Ms. Karen Klinka, journalist for *The Oklahoman.*

V. Mr. Rice announced the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for April 2005: Kristina Robertson, Circulation Clerk, Belle Isle Library for 5 years of service.

VI. In recognition of National Volunteer Week, Mr. Rice presented Mrs. Kim Stewart, with a framed Certificate of Appreciation to the Edmond Homeschool VolunTeens acknowledging the work and dedication of the more than 30 members, each of whom will receive a certificate. Mr. Rice invited A.J. Stewart -and Andrew Stewart, two of the members to present an impromptu sample of their *Edmond Library Comedy Commandos* talent for improvisation. The short performance was met with applause.

VII. Mr. Rice presented the Consent Docket (Document #79 – Approval of Minutes of March 24, 2005, Meeting; Document #80 – Acceptance of Review of Expenditures for March 2005, Document #81 – Approval of Contract Awards and Purchases.)

> **Mrs. Alyne Strube moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.**

VIII. Mr. Rice presented Document #82 – Report & Recommendation from the Library Retirement Pension Board (Board).

Mr. Rice began by stating that no Commission action is required today. The final changes to the Metropolitan Library System Retirement Pension Plan will be brought to the Commission.

Mr. Rice stated the Board, at the behest of the Finance Committee, was asked to review the present retirement plan due to the rising costs and burden on the operating budget of the Library System. The Board is examining several plan possibilities that would

maintain the integrity of the current plan while also securing an attractive retirement plan for new employees.

To that end, the Board is amending the current plan as follows: the Defined Benefit Plan's employees' normal retirement age will be increased to 65 years (from 62 years) and the employees' contribution will be increased to 4% pre-tax (from 3% post-tax), the current Defined Benefit Plan participants will be allowed to "opt out" to a new Defined Contribution Plan. All new employees will be required to participate in the new Defined Contribution Plan.

He continued, stating that the Board has authorized the Administration to review and refine a defined contribution plan. Mrs. Penny McCaleb asked if this was something that was to be implemented by July 1, 2005. Mr. Rice replied that because this endeavor needs to be very detailed, the Board did not want to rush the process and has not set that date as a deadline. Mrs. Morris stated, however, there should be estimated dollar amounts for consideration in the final budget process.

IX. Mr. Rice called on Mrs. McCaleb to present Document #83 – Report & Recommendation for the Long-Range Planning Committee (Committee).

Mrs. McCaleb stated that the Long-Range Planning Committee met on April 5, 2005. It reviewed the progress of the goals set in the Strategic Plan. She mentioned that the Committee wanted to schedule its meeting at the Capitol Hill Library, since a portion of the agenda was dedicated to the Capitol Hill Library project, but found that the lack of meeting room space as well as parking would not allow for the meeting to be held there. Mrs. McCaleb asked Mrs. Morris to elaborate on the Capitol Hill Library issues.

Mrs. Morris stated that the Committee was shown a PowerPoint presentation which outlined the current issues and needs of the Capitol Hill Library. It will be presented at a future Finance Committee meeting due to the budgetary implications.

She reminded the Commission that the Cataloging and Technical Processing departments were temporarily moved to the Capitol Hill Library 30 years ago, and they are still there. The increase in the usage levels of the Library System and the number of books processed and cataloged over that 30 year period has been quite dramatic. When reviewing the necessary Capitol Hill Library improvements as per the bond issue, it became clear that with the current needs of the Cataloging and Technical Processing departments, and the need to bring the old building up to current code. The Library System's relocation of the two temporary departments must be done.

Mrs. Morris emphasized that the two departments have reached their cataloging and processing capability limits in the space they currently occupy. The Library System's increased usage and growth and the amount of materials that will need to be cataloged and processed for a new northwest facility, necessitates the proposed action. She stressed that to do any remodeling at Capitol Hill Library; the Library System must first bring the entire building up to current codes. This will require more funding than was set aside originally for the project.

Mrs. Morris stated that the motion coming from the Long-Range Planning Committee is to authorize Library Administration to proceed with plans to move the Technical

Processing and Cataloging departments from the Capitol Hill Library facility to an expanded and renovated Maintenance center. She stated that with this approval the Finance Committee would then make the final decision as to the dollars that would be expended. Mrs. McCaleb impressed the importance of showing the Finance Committee the PowerPoint presentation that details the need to move those departments.

Mrs. Nancy Anthony asked if the motion was on a specific plan of action or are there options still under review. Mrs. Morris stated that options are still under review; however, the Administration is exploring options with Oklahoma City Northeast on land that is directly adjacent to the current Maintenance center property. Mrs. Anthony asked how many square feet would be needed for that function. Mrs. Morris stated that to combine the operations of Maintenance, Cataloging, Technical Processing, Outreach Services and the Friends sort-site approximately 20,000 square feet would be needed. Questions and discussion followed.

Mrs. Anthony asked if after the Cataloging and Technical Processing departments are moved from the Capitol Hill Library, would the library services there be expanded? Mrs. Morris stated that the original bond issue requested renovation and remodeling, specifically to bring restrooms up to ADA code, provision of a meeting room, and refurbishment of the interior.

As a result of the review, the Long-Range Planning Committee is recommending that the Commission authorize Library Administration to work with Oklahoma City Officials to postpone the Capitol Hill Library project until the relocation of the Cataloging and Technical Processing departments out of the Capitol Hill Library facility has been completed. Questions and discussion followed.

Mrs. Anthony wanted to ensure that when the Capitol Hill Library is renovated and remodeled it would be able to offer a broader spectrum of services to fulfill the needs of non-English-speaking customers. Mrs. Morris stated that with an expanded programming area these goals may be met.

Mr. Rice called for the motion from the Long-Range Planning Committee for action.

> **For the Commission to authorize Library Administration to proceed with plans to move the Technical Processing and Cataloging departments from the Capitol Hill Library facility to an expanded and renovated Maintenance center and to authorize the Library Administration to work with Oklahoma City officials to postpone the Capitol Hill Library bond project until the Technical Processing and Cataloging departments project is completed. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.**

X. Mr. Rice called on Ms. Heidi Port, Volunteer Coordinator.

Ms. Port thanked Commission members for their commitment, hard work, and countless volunteer hours of service; she presented them with a Volunteer Appreciation packet in honor of National Volunteer Week. She stated that every active MLS volunteer has been given the same gifts in appreciation for their generous work throughout the year.

Ms. Port highlighted the FY 2003 - 04 Volunteer Services year, stating that 2004 - 05 will be even better because of the more than 3,000 volunteers who made the August 2004 Bookpassing Event a huge success. On another note, she said Volunteer Services has implemented background checks for all adult volunteers, ID badges for volunteers, and quarterly volunteer reports. It has set up new volunteer procedures and new projects for MLS staff volunteers.

Ms. Port reviewed the Annual Volunteer Statistics for FY 2003-04: 1,844 volunteers participated with more than 29,247 documented volunteer hours. Ms. Port concluded by thanking the Commission for the many hours each Commission member has given each year while governing the Library System. Discussion followed.

XI. Mr. Rice referred to the Information Reports.

Document #84 – MLS March 2005 Circulation Report
Document #85 – MLS March 2005 Internet Usage Report
Document #86 – MLS March 2005 System Reserve Report

Questions and discussion followed.

XII. Mr. Rice called on Mrs. Morris for the Executive Director Report.

Mrs. Morris highlighted staff's participation in the Oklahoma Library Association's Annual Conference.

She stated that the Library System is participating in the Week of Hope activities by hosting a poetry reading and a small exhibit of art from the time of the bombing.

She announced the opening of the Fighting the Fires of Hate exhibition from the U.S. Holocaust Memorial Museum, now on display in the atrium of the Downtown Library.

Mrs. Morris announced that Ms. Ernestine Clark, Director of Development/ Volunteer Services, read a piece which she wrote, entitled "Reflection of Gratitude," at the Memorial Service April 19 at the Oklahoma City National Memorial. The reading was deeply touching and extremely impressive.

Mrs. Morris stated that she would be attending National Legislative Day May 2-4 in Washington, D.C., to discuss various issues, most importantly the E-rate funding. E-rate funding is important to libraries and schools in Oklahoma. She emphasized that many libraries and schools would not be connected to the Internet without receiving the E-rate funding.

Mrs. Morris concluded by reminding the Commission of upcoming Committee and Commission meetings. Questions and discussion followed.

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

Mrs. Anthony stated that it is always disappointing to her when public officials show up and give the Commission their opinions about one tiny issue and then leave. This appears to be the only level of interest that we get from them related to the library.

If they would have sat through this meeting to see the whole scope of everything that this Commission does: to see the pension issues, the volunteer participation, the day-to-day purchases - all the work that goes into this Library System. It is extremely disappointing, when there is so very much that pertains to the running of the Library System that should be of interest to them.

Mrs. Anthony responded to the issue of books "hurting children" as mentioned by the speaker; she expressed that concerned parties should look for something that in actuality does hurt children. "Our biggest problem should be that someone reads something in a library that is 'bad', and if that is our biggest problem - that people read something - I hope that it remains our biggest problem."

Mrs. Anthony again stated that she wishes we could get public official's attention on the whole scope of everything this Library System does. Discussion followed.

Dr. Ann Caine asked for clarification: Why is the Commission dealing with this book issue? Why is it not a staff issue to handle? Why is it going to the Public Services Committee? Mrs. Morris responded that this is not the regular procedure; as the parent did not follow the normal process, but instead appeared at the March Commission meeting and that is why it has been referred to the Public Services Committee. She stated that since the regular procedure for material concerns was circumvented, the Commission referred the issue of how the Commission should proceed when normal procedures are not followed to the Public Services Committee.

Dr. Caine stressed that it is not the job of the Commission to review individual material concerns; this is the job of the library staff and there is a process in place that needs to be upheld.

Mrs. Millicent Gillogly reaffirmed that the individual with the concern went around the process and went directly to the media and that was how this came to the Commission.

Mrs. Gillogly remarked that when her husband was on the Putnam City School Board he saw that his task as a school board member was to support the school staff. This is what she believes is the Commission's responsibility, to support the Library System staff.

Mrs. Hannah asked if there is a written procedure in place. Mrs. Morris clarified that written policies are in place for the selection and shelving of materials. Discussion followed.

Mr. Jim Roth asked a question of procedure: Is this Public Services Committee assignment over this issue the normal business course for the Commission or has it been taken out of the typical course of inquiry? Mrs. Morris stated that the charge of the Public Services Committee is the review of Library System's policies and procedures; however, it is not normal for the Public Services Committee to review books.

Mr. Roth asked for clarification of the charge sent to Public Services Committee. Is it being asked to segregate the three books by title or is there a bigger question on the open-shelving policy related to a particular subject? Mrs. Anthony commented that the Commission has dealt with the open-shelving policy without addressing specific titles.

Mrs. Morris stated that one of the difficulties of this particular issue is that of none of the written pieces received from the representatives and others ask for the same thing.

She restated, as per the minutes of the March 24, 2005, meeting, that Mr. Rice, with Commission consensus, stated that the Administration "would obtain more details as to what books and issues needed to be reviewed and submit a report to the Public Services Committee." The Public Services Committee was also asked to review action to be taken when the procedures set in place are not followed. Discussion followed.

Mr. Roth stated that he "does not believe you will find another locally elected official who is more in tune to letting our democracy speak from all corners of the spectrum." Having said that, the Commission has some duty to look at what resources are being absorbed by this wild goose chase, and are we shooting in the dark, by bringing this issue to this level, away from the responsibility of the staff. Are we reacting without really knowing what the 'boogieman' issue is? He stated that he expressed the opinion at the March meeting that if the parent's issue is legitimate; let us find out what that issue happens to be. And if there is standard protocol for how that issue is processed then let us let staff or the appropriate committees address that. But the hit and runs from these legislators who don't even pay into this Library System, who show up with the press and leave with the press, should not be expending staff's time nor our local tax dollars and resources chasing their agenda. If we are outside the normal procedures, let us stop. Let us get back to the normal procedures to address what our tax-paying parent's inquiry addressed.

Mrs. Morris stated that, as Mrs. Anthony mentioned, the Library System has been down this path before in terms of access issues. The Library System does have in place a system called the Parental Preference Option which will be emphasized as part of the report to the Public Services Committee.

Mr. Roth stated "if this Commission has endured that heavy lifting already and has probably been through some ugly chapters with the media. Let us not reopen that wound and let us stand by policies that are in place." He stated that if today's books are addressed, and we have a 60-day protracted debated about that, then the Commission is going to be encouraging that road show to do something in June, then something in August, and we will forever be absorbing resources away from the children that ought to be having whatever we are attempting to serve.

Mr. Roth encouraged the Commission to focus on business, focus on the established protocol and procedures, and maybe not revisit something on a knee-jerk reaction just because a few cameras show up. Mr. Rice read Mr. Roth's comments from the minutes of the last meeting. Discussion followed.

Mrs. Morris mentioned that the parent, Mr. Alan Woodland, who spoke at the March Commission meeting, did fill out the comment form, and that form has been responded to and mailed according to the Library System's normal procedure. Discussion followed.

Mrs. Deanna Hannah stated that "this issue appears to be as important to the mother who spoke today as it was to the mother with the Internet issue. I think to a mom this

is important, to a grandmother this is important... 'I want to limit what my little one sees.' I think it is important to these people; it is important enough that Representative Sally Kern was contacted by her constituents. And I don't think we should ignore this."

Mrs. Morris remarked that the Public Services Committee was scheduled as soon it was possible to coordinate a meeting date with all member schedules, and the Library System is certainly addressing it in as timely a fashion as possible. Discussion followed.

Mrs. Anthony commented that there are significant issues for children, what they see and what they do, but it is not in the library. It is in the parks, it is with people they deal with who take advantage of them, and there are all kinds of real problems and real dangers out there for children. For people to create a "strawman" at the library so they can knock him down and not deal with the real issues is disappointing to her in how they uphold their responsibilities. And the worse thing is that they are leaving the impression that there is something at the library that is dangerous. She expressed her conviction that she would leave her children here in this library building forever and not be concerned one bit versus the concern she would have of leaving them in a park, a school, or even some churches. Discussion followed.

Mrs. Winters commented that she had been contacted by several parents who were dismayed over the scheduled time of Commission and Committee meetings. She stated that she had an understanding that City Councils and such set standard meeting times. She asked to point out that at the Capitol the representatives are in session. Mrs. Anthony stated that they are not in session eight months of the year. Mr. Rice asked if there were further comments. There were none.

The next Commission meeting will be held at the Downtown Library on May 19, 2005, at 3:30 p.m.

XIV. There being no further business the meeting was adjourned at 4:47p.m.

Donna Morris

Donna Morris, Executive Director
(Secretary)

X 1

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4/21/05

Please complete this form if you are interested in addressing the Library Commission

Rep. Sally Kern
PRINT NAME

2713 N. Sterling OKC OK 73127
RESIDENCE: ADDRESS/ZIP

Rep Sally Kern
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 942 3504 **TELEPHONE** STKERN@COX.NET **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: House District 84

SELF: _____

I ask to speak on the following Agenda Item(s) Moving King & King from Ch. Hours Section To adult section

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

2

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 04/01/05

Please complete this form if you are interested in addressing the Library Commission

Joseph E Quigley
PRINT NAME

620 NW 19 OKC. 73103
RESIDENCE: ADDRESS/ZIP

Joseph E Quigley
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

(405)-521-0215 — **TELEPHONE**

JQuiglee@SBCglobal.NET. — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: ME

SELF: ✓

I ask to speak on the following Agenda Item(s) COMMENTS

I ask to speak on the topic or issue(s) of NOT moving King+King

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

3

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-05

Please complete this form if you are interested in addressing the Library Commission

Stephanie West
PRINT NAME

8 S. Creek Side Dr Edmond, OK 73003
RESIDENCE: ADDRESS/ZIP

Stephanie West
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-844-0141 **TELEPHONE**

westfam3@msn.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) Children's Section / Homosexual Books

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

4 E

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-05

Please complete this form if you are interested in addressing the Library Commission

Michael Camfield

PRINT NAME

2716 N. Lee Ave., OKC, OK 73103

RESIDENCE: ADDRESS/ZIP

Michael D. Camfield

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-525-3831 **TELEPHONE**

camfield@acluok.org **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: ACLU of Oklahoma

SELF: _____

I ask to speak on the following Agenda Item(s) _____

_____

I ask to speak on the topic or issue(s) of Open Shelving Policy / Children's Access to Books

_____

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

5 X

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-05

Please complete this form if you are interested in addressing the Library Commission

DAVID DUNN
PRINT NAME

3908 N. Rentiel Ave Bethany, OK 73008
RESIDENCE: ADDRESS/ZIP

D. Dunn
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: OKLA. Family Policy Council

SELF:

I ask to speak on the following Agenda Item(s)

I ask to speak on the topic or issue(s) of Placement of Children's books.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 11/4/05

Please complete this form if you are interested in addressing the Library Commission

Tracy Newkumet
PRINT NAME

1716 NW 20th St OKC 73106
RESIDENCE: ADDRESS/ZIP

Tracy Newkumet
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

6044747 — **TELEPHONE**

dakt1@cox.net — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: Myself

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of Shelving in Children's Section

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

7 X

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-05

Please complete this form if you are interested in addressing the Library Commission

Jasmine A. Majid
PRINT NAME

1103 Washington Street 73034
RESIDENCE: ADDRESS/ZIP

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE jasmineamajid@yahoo.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF: X

I ask to speak on the following Agenda Item(s) N/A – Public comment

I ask to speak on the topic or issue(s) of Placement of library materials w/i library

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

8A

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-05

Please complete this form if you are interested in addressing the Library Commission

James Nimmo
PRINT NAME

2406 NW 59, OKC 73112
RESIDENCE: ADDRESS/ZIP

James Nimmo
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

843-3651 **TELEPHONE**

james.nimmo@gmail.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: Stonewall Democrats

SELF:

I ask to speak on the following Agenda Item(s) ~~open shelving~~

I ask to speak on the topic or issue(s) of open shelving

donated 2 books

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

9 12

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 04-21-05

Please complete this form if you are interested in addressing the Library Commission

Jerry C. Tate
PRINT NAME

3708 S. Douglas Ave #113, OKC 73109
RESIDENCE: ADDRESS/ZIP

Jerry C. Tate
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

—
TELEPHONE

—
E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of Against restrictions on books.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

W 13

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: April 21

Please complete this form if you are interested in addressing the Library Commission

BARRY L POWERS
PRINT NAME

1207 NE 69 OKC OK 73111
RESIDENCE: ADDRESS/ZIP

Barry Powers
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

475-0451 — **TELEPHONE**

na — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: Citizen

SELF: Citizen

I ask to speak on the following Agenda Item(s) Inappropriate homosexual material available to children

I ask to speak on the topic or issue(s) of I'm converted in Christianity from homosexuality, safe children are no accident.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

4-21-05

11 X

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: _____

Please complete this form if you are interested in addressing the Library Commission

LISSA ANN WOHLTMANN

PRINT NAME

1316 Every Ct Edmond

RESIDENCE: ADDRESS/ZIP

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

340.4613 — **TELEPHONE**

LaWohltmann@yahoo.com — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: —

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

12 12

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: Apr. 22, 05

Please complete this form if you are interested in addressing the Library Commission

Paul Wesselhoft, State Representative

PRINT NAME

RESIDENCE: ADDRESS/ZIP

1105 NE 29th St Moore, OK

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION: Paul Wesselhoft

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: House of Rep's

SELF: ✓

I ask to speak on the following Agenda Item(s) Book Placement in Childrens Section

I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

13

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 04/21

Please complete this form if you are interested in addressing the Library Commission

Wayne Wright
PRINT NAME

1817 Sunflower Rd Piedmont 73078
RESIDENCE: ADDRESS/ZIP

Wayne Wright
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

373-4136 **TELEPHONE**

lords@fullnet.net **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF: self

I ask to speak on the following Agenda Item(s) Children's Section / homosexual mat.

I ask to speak on the topic or issue(s) of homosexual mat in Children's sect'n

donated several pamphlets

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

14

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4-21-25

Please complete this form if you are interested in addressing the Library Commission

Mike Reynolds

PRINT NAME

2609 SW 107th, 73170

RESIDENCE: ADDRESS/ZIP

Mike Reynolds

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

*ORGANIZATION:*_____

*SELF:*_____

I ask to speak on the following Agenda Item(s)_____

I ask to speak on the topic or issue(s) of_____

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4-21-05

15

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4

Please complete this form if you are interested in addressing the Library Commission

Gus Blackwell

PRINT NAME

RR 1 Goodwell, OK 73939

RESIDENCE: ADDRESS/ZIP

G R Blackwell

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

557-7384

TELEPHONE

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF: X

I ask to speak on the following Agenda Item(s)

I ask to speak on the topic or issue(s) of Inappropriate material in childrens section -

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

16 ~~16~~

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 4/21/05

Please complete this form if you are interested in addressing the Library Commission

Gayle T. Hough
PRINT NAME

10824 Admiral Dr.
RESIDENCE: ADDRESS/ZIP

Gayle T. Hough
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

720-7125
TELEPHONE

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF:

I ask to speak on the following Agenda Item(s)

I ask to speak on the topic or issue(s) of Shelving of Children's Book.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

PETITION FOR MORAL LIBRARIES

We endorse the Parents for Moral Libraries Petition to Mayor Mick Cornett, Oklahoma City; Metropolitan Library Commission

To: Mayor Mick Cornett, Oklahoma City and the Metropolitan Library Commission
Oklahoma has a Constitutional Amendment banning same-sex marriage. Additionally, 43 O.S. § 3 and 43 OS § 2.1 define marriage as between a man and woman and do not recognize same sex marriages performed in other states. Currently, homosexual themed books are permitted in the children's sections of our public libraries. Children are being exposed while unsuspecting parents stand by, completely unaware. This undermines the role of the parent. Our libraries receive 91% funding from property taxes of citizens. We call upon Mick Cornett, and the entire Metropolitan Library Commission to remove homosexual themed books from the children's sections of our libraries.

The Undersigned

Name	Phone for Verification	Address and Zip
John Hertz	405 598-2575	1509 old Santa Fe Tec OK
Dan Dudley	405-275-5673	2102 N. Reed Shawnee, OK 74804
Paul Lyle	405 598 8345	
John Lyle	598-8345	34855 sandy Rock Rd Tecumseh 74873
Ron Lyle	598-8345	34855 Sandy Rock Rd. Tecumseh OK 74873
Paula Sue Gabe		6317 Avalon Ln, OK 73118
John R. Gabe		" " " "
Sue Tidd		10902 E. 285 St Tulsa 74129

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The Undersigned

Name	Phone for Verification	Address and Zip
George Cox	387 3581	Blanchard 73010
Nathan Ryker	387 4466	3188 SE 24th NEWCASTLE OK 73065
Lori Bigly	456-2043	2475 Diffee Tah. OK
Marjea Farmer	405-606-1474	1053 Copper Lane Yukon OK 73099
JoAnn Bradley	918-456-8573	316 N. Cherokee Ave Tahlequah OK 74464
Annenda Reynolds	405 375 5540	PO Box 553 Kingfisher 73750
Richard Reynolds	405-375-5540	PO Box 553 Kingfisher 73750
Laura Allsig	405-375-6552	Kingfisher 73750
Rebecca Jaunie	918 456 7709	700 Victor Tahlequah OK 74464
Carolyn Evans	1924 White Ave	Tahlequah OK 74464
Margaret	(405) 382-6456	P.O. Box 588 Seminole 74818
[illegible]	405-382-6456	PO Box 588 Seminole OK 74818
Kat Graves	(580) 357-9008	PO Box 6962, Lawton OK 73506-0962

PETITION FOR MORAL LIBRARIES

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The Undersigned

Name	Phone for Verification	Address and Zip
Janice Elaine Phillips	943-1103	3721 NW 59 OKC, OK 73112
Craig Miller	201-8257	3623 NW 22nd OKC, OK, 73107
Geraldine Melton	942-3089	3243 Otterson Dr. OKC 73112
[illegible]	919-8720	12600 N. MACARTHUR, 1505 OKC 73142
Beverly George	946-4972	4225 NW 31 OK 73112
Thelma Marcus	942-6158	2828 W. Park OKC 73107
Warren Cole	748-3697	2614 NW 115th OKC 73120
Sami Hobia	350-5616	229 E Platt Yukon 73099
Denise Waddell	942-1890	3220 NW 28 OKC 73107
Patricia D Emmerich	942-2368	2948 NW 49 OKC 73112
Marie Cole	748-3697	2416 NW OKC 73120
[illegible]	943-1697	4417 NW 11 OKC 73107
Arthur Long	580-234-4977	1201 Ponca Enid 73703
Carolyn Smith	405 9475648	4213 NW 16th ter OKC 73107
Jeffrey K. Bedford	405 526-0001	520 West Main St OKCity 73102
Evelyn Crowder	840-5870	2606 N.W. 56 St. OKCity, OK 73112
James Crowder	840-5870	2606 N.W. 56TH ST. OKC, OK 73112
[illegible]	787-6186	6403 NW 31st Bethany 73008
Rudell Adkins	787-6186	6403 N.W. 31st BETHANY 73008
Leonard [illegible]	752-9462	12632 Valverde OKC 73142

PETITION FOR MORAL LIBRARIES

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The Undersigned

Name	Phone for Verification	Address and Zip
[signature]	720-1568	4813 NW 95 73132
Robert P. Anderson	755-2922	13517 Pinehurst Rd, 73120
Tom Corbett	843-3989	2947 N.W. 66th St 73116
Marilyn Randell	843-7228	1928 N.W. 56th St 73118
Nancy Will	842-5257	3230 N.W. 69th St, 73116
Ann Arnaud	728-8285	6115 N Meridian 73112
Dixie D Galloway	405-943-4538	4317 N.W. 57 OKC 73112

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The Undersigned

Name	Phone for Verification	Address and Zip
Willis Mason	405 742-1809	2917 N UTAH OKC 73107
Florine D Mason	942-1809	2917 n utah OKC 73107
Sarah Greenwald	405-202-9620	4833 S Hiawatha Rd El Reno 73036
Michelle McCoy	405-634-3178	1112 SW 83rd OKC OK 73139
Mich W McCoy	405-639-3178	1112 SW83RD OKC OK 73139
Sherri Johns	405 672-4785	5717 SE 55th St., OKC 73135
Vincent Johns	" "	" "

PETITION FOR MORAL LIBRARIES

We endorse the Parents for Moral Libraries Petition to Mayor Mick Cornett, Oklahoma City; Metropolitan Library Commission

To: Mayor Mick Cornett, Oklahoma City and the Metropolitan Library Commission Oklahoma has a Constitutional Amendment banning same-sex marriage. Additionally, 43 O.S. § 3 and 43 OS § 2.1 define marriage as between a man and woman and do not recognize same sex marriages performed in other states. Currently, homosexual themed books are permitted in the children's sections of our public libraries. Children are being exposed while unsuspecting parents stand by, completely unaware. This undermines the role of the parent. Our libraries receive 91% funding from property taxes of citizens. We call upon Mick Cornett, and the entire Metropolitan Library Commission to remove homosexual themed books from the children's sections of our libraries.

The Undersigned

Name	Phone for Verification	Address and Zip
Kathryn Hebbel	737-1809	222 E Reynolds Ave 73110
Susanne Reynolds	844-2154	17 N Baldwood Edmond OK 73034

To: Mayor Mick Cornett, Metropolitan Library Commission; Oklahoma City

Oklahoma has a Constitutional Amendment banning same-sex marriage. Additionally, 43 O.S. § 3 and 43 OS § 2.1 define marriage as between a man and woman and do not recognize same sex marriages performed in other states. Currently, homosexual themed books are permitted in the children's sections of our public libraries. Children are being exposed while unsuspecting parents stand nearby, completely unaware. This undermines the role of the parent. Our libraries receive 91% funding from property taxes of citizens. We call upon Mick Cornett, and the entire Metropolitan Library Commission to remove homosexual themed books from the children's sections of our libraries.

Sincerely,

The Undersigned

NAME (print & sign)	PHONE	EMAIL(option)
1 Dailey Brewer DAILEY BROWN	405 755-4903	
2 Velesta Cookie Brewer Velesta "Cookie" Brewer	755-4903	
3 Jeanne Anne Hubbard Jeanne Anne Hubbard	751-2946	
4 Patricia P. Wirth Patricia P. Wirth	603-5996	
5 Lane Reames	722-4570	
6 Della Reames	722-4570	
7 Ann Green	752-0645	
8 Betty Smith	752-0645	
9 Jane Loveall	721-7888	
10 Kathy Robertson	603-3900	
11 Linda Arms	728-2933	
12 Jaith Brown	722-8068	
13 Ken Brown	722 8068	
14 Chuck Goodwin	396-4722	

15	Robert Peck Robert P Peck	478-8916	
16	JANE E PECK Jane E Peck	478 8916	
17	MARVIN STARKEY M Starkey	691 1688	
18	SONJA STARKEY Sonja Starkey	691 8878	
19	Ronda R. Parker RONDA R. PARKER	470-1170	
20	DAVID PARKER Doyle	470-1170	
21	Lee Roy Houston	685-9773	
22	Darine Houston	685-9773	
23	Tom Hurley	728-1923	
24	Heidi C Hurley		
25	Wayne E Marley	720-1440	
26	Carol E Marley	720-1440	
27	Jim Jackson	386-4491	
28	Janice Southerland	728.0280	
29			
30			
31			
32			
33			
34			
35			
36			

To: Mayor Mick Cornett, Metropolitan Library Commission; Oklahoma City

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Sincerely,

The Undersigned

	NAME (print & sign)	PHONE	EMAIL(option)
1	Kellie Southerland Kellie D. South	728-0290	
2	Lisa A. Rice Lisa A. Rice	405 340 0069	
3	Kristy Schick Kristy Schick	341-6764	
4	Jolee Bence Jolee Bence	720-2565	
5	JACQUE ROSS	3304685	
6	Linda Harris Linda Harris	844-8047	
7	Linn Heagen Linn Heagen	454-6390	
8	Susan Boyes Susan Boyes	943-1152	
9	Amy Sailer Amy Sailer	350-0246	!!
10	Linda S. Baxter Linda Baxter	240-8733	
11	Kerri Naylor Kerri Naylor	396-2788	
12	Cathy Kelsay Cathy Kelsay	751-0549	
13	Jane Kouts Jane E. Kouts	752-0561	janeKouts@hotmail.com
14	Mary Beth Clayton Mary Beth Clayton	728 0809	

15	Renee Ward	607-8	
16	Tammy Rainey	613-7973	
17	Patti Shaw	348-6772	
18	LORETTA CROSE Loretta Crose	751-6886	
19	Kathy S Minton Kathy S. Minton	373 4575	
20	Carolyn S. Hanes Carolyn S. Hanes	721.2449	
21	Nicole Carpenter Nicole Carpenter	131-2622	
22	Glenda Busby Glenda Busby	844-7159	
23	Alison H. Goodwin Alison Goodwin	396.3300	
24	Yvonne Allred Yvonne Allred	341-5077	
25	Chrissi Harris Chrissi Harris	285-0325	
26	Denise Hails Denise Hails	728-3824	
27	Deborah Baker Deborah Baker	840-9275	
28	Jane Soerries JANE SOERRIES	721-6314	
29	Sherryle Boutelle Sherryle Boutelle	728-6744	
30	Jeanette Eason JEANETTE EASON	787-5858	
31	Tootsie Anderson Tootsie Anderson	721-0959	
32	Kathy Kastner Kathy Kastner	433-2459	
33	Shirlee Latham Shirlee Latham	844-3164	
34	MARK LATHAM	844-3164	
35	DAVID PATTON	474-8090	
36	Darlene Morton	283-0254	

To: Mayor Mick Cornett, Metropolitan Library Commission; Oklahoma City

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Sincerely,

The Undersigned

NAME (print & sign)	PHONE	EMAIL(option)
1 Brooke J. Elkins Brooke J. Elkins	601-7174	
2 Cindy Santelman	755 6124	
3 Janae Nelson Janae Nelson	755-6626	
4 Anne Bradford Anne S. Bradford	755-8651	
5 Katherine T. ~~Kathy~~ Smith Katherine T. Smith	720-2920	
6 Nancy Wheeler Nancy Wheeler	771-3939	
7 ~~[illegible]~~ Amy Clinkenbeard Amy Clinkenbeard	216-0714	
8 Gretchen Chatterwood	340-9695	
9 Cara Wagner	340-5108	
10 [illegible]	330-5334	
11 [illegible]	607 2820	
12 Sheree Davis Sheree Davis	752-1995	
13 Karin Moreland Karin Moreland	330-8042	
14 Frankie Burright Frankie Burright	359 0592	

15	CHERI HOLDER MCNEILL Cheri Holder McNeill	820-0355 341-0225	
16	Michele Renee Starkey	844-7807	
17	Judy Kay Webb	728-6721	
18	DEBRA LYN LEE Debra Lyn Lee	341-4608	
19	Tasa Barnett	721-5660	
20	Cindy Puckett	751-6339	
21	Marcus [illegible]	942-5197	
22	Nan Hymer	751-2570	
23	Judy Stringer	722-5063	
24	Linda Bynum	359-5848	[illegible]
25	Drew Hymer	751-2570	
26	Sharon Braker	495-6210	
27	[illegible]	751-2570	
28	Denise Dunn	341-8905	
29	ELIZABETH B. ALEXANDER Elizabeth B. Alexander	751 9049	
30	STANLEY W. ALEXANDER Stanley W. Alexander	751-9049	
31	[illegible]	751-5050	
32	Dulcie Bowen	755-3250	
33	Wayne Sowerby	842-6166	
34	[illegible]	751-1633	
35	Edward R Johnson	721-0263	
36	Carlita G Johnson	721-0263	
37.	Lila Raydt	728-5869	
38	Cathy Herndon	751-8223 728-5869	
39	Dinor Pardo		
40.	Sandra J. Goodwin Sandra J Goodwin	396-4722	

32

Petition to Reshelve Homosexual Materials

Petition summary and background	A young child found a book promoting homosexual marriage between two men called King & King in the children's section of an OKC library. Since that time several other books have been found with similar content targeted at our young children. We find this attempt to normalize the homosexual lifestyle by targeting our children reprehensible and request that this book and others like it be moved to the adult section of the library.
Action petitioned for	We, the undersigned, are concerned citizens who urge the Metropolitan Library Commission of Oklahoma County to reshelve books endorsing the homosexual lifestyle from the Children's section to the Adult section.

Printed Name	Signature	Address	Comment	Date
Donna Watson	[signature]	1705 Canary Circle		4-18-05
Donald E Harris	Donald E. Harris	2709 Kenwood Ct Edmond OK 73034	OVER DUE	4-18-05
Rick Johnson	Rick Johnson	116 S. Broadway		4-18-05
Terry Lippmann	Terry Lippmann	408 Crown Colony Rd		4-18-05
G. Lee Bortle	G. Lee Bortle	1601 Sleepy Hollow Rd.		4-18-05
Sue Gollaney	Sue Gollaney	1230 S. Gemini		4-19-05
Martin A. Mears DC	M.A. Mears DC	4209 Sooner Ct. Edmond		4-19-05
Nancy Mears	Nancy Mears	4209 Sooner Ct, Edmond		4-19-05
Gary A Jones	Gary A Jones	20237 SW Tinney Rd		4-19-05
Jay Lynn Pound	[signature]	4717 SE 42nd St		4-19-05
Elizabeth A. Rolen	Elizabeth A. Rolen	7205 N. Comanche WA. OK 73132		4-19-05

Printed Name	Signature	Address	Comment	Date
Graylene Stupich	Graylene Stupich	2828 NW 162 St Edmond		04/14/05
Amy Talarico	Amy Talarico	15309 Fairview Farm	Edmond	4/14/05

Petition to Reshelve Homosexual Materials

Petition summary and background	A young child found a book promoting homosexual marriage between two men called King & King in the children's section of an OKC library. Since that time several other books have been found with similar content targeted at our young children. We find this attempt to normalize the homosexual lifestyle by targeting our children reprehensible and request that this book and others like it be moved to the adult section of the library.
Action petitioned for	We, the undersigned, are concerned citizens who urge the Metropolitan Library Commission of Oklahoma County to reshelve books endorsing the homosexual lifestyle from the Children's section to the Adult section.

Printed Name	Signature	Address	Comment	Date
Deborra Kukuk	Deborra Kukuk	2401 St. Annes Drive Edmond, OK 73034		April 18, 05
Deb Corbett	Deb Corbett	13813 Plantation Way		4-18-05
Linda Nalley	Linda Nalley	3117 Durango Way		4-18-05
Anita Jackett	Anita Jackett	13510 Tanglewood Rd. EDM 73013		4/18/05
Carolyn Vance	Carolyn Vance	2017 Vance Dr		4/18/05
Regina Dunn	Regina Dunn	116 S. Walker, OKC, 73102 (mailing)		4-18-05
Denise Crosswhite	Denise Crosswhite	6216 Olde Harwick Cir OKC 73162		4-18-5
Janice Saulnier	Janice R Saulnier	2208 Trading Post Way, 73034		4-18-05
Talesa Shores	Talesa Shores	1708 Bunting Ln Edmond 73034		4-18-05
Sharon Mugg	Sharon Mugg	243 SILVER FIELD LN		4-18-05
Phyllis Gorman	Phyllis Gorman	6009 Chestnut Ct, Edmond, OK		4-18-05

Printed Name	Signature	Address	Comment	Date
T.J. King	Jerod. King	5917 La Quinta Dr.		4/18/05
MARILYN MARK	Marilyn Mark	1207 St. Andrews Dr		4/18/05
Margaret Allen	Margaret Allen 5905 Oak Forest Rd.	5905 Oak Forest Rd Edmond		4/18/05
GAYLE KEETON	Gayle Keeton	2121 W. Waterloo Rd		4-18-5
Marilyn Jones	Marilyn Jones	2008 Lurtlecreek		4-18-05
Rozine Schelling	Rozine Schelling	1301 Mary Lee Lane		4-18-05
Angie LaPlante	Angie LaPlante	13733 Plymouth Edmond OK 73013 Crossing		4-18-05
Joe Stupich		2828 NW 162nd St Edmond OK 73013		18 Apr 05

Metropolitan Library System

Certificate of Appreciation

to the

Edmond Homeschool VolunTeens

Thank you for helping the Library with many events and projects including the:
Edmond Library Grand Re-Opening, Library Booth at Septemberfest,
Edmond Library Comedy Commandos, Friends of the Library Booksale,
Book Festival, Ronald J. Norick Downtown Library Grand Opening and Book Passing.

Metropolitan Library Commission of Oklahoma County, Chair

Date

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

April 30, 2005

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of April 2005.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of April 2005.

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METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION

April 30, 2005

ASSETS

CASH - Overnight Investment Account			$ 3,347,096.38
INVESTMENTS (Schedule attached)			16,512,997.92
TAXES RECEIVABLE: 2004 Ad Valorem Tax		$20,730,146.00	
Less: Reserve for Delinquent Tax		(1,884,559.00)	
Budgeted Tax Revenue		$18,845,587.00	
Less: Tax Received		$ (18,780,349.56)	
			$65,237.44
Total Assets			$19,925,331.74

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:			
2003-04 Reserve for Appropriations		$ 173,921.35	
2004-05 Purchase Orders Outstanding		604,713.39	
2003-04 Purchase Orders Outstanding		3,307.81	
2004-05 Checks Outstanding		169,079.13	
2003-04 Checks Outstanding		0.00	
Total Liabilities			951,021.68
DEFERRED REVENUE:			
Current Year Ad Valorem Tax			$65,237.44
FUND BALANCE:			
Beginning of the Year		15,791,287.28	
Add: Revenues			
Budgeted	19,290,410.06		
Other	1,941,553.08	21,231,963.14	
Less: Expenditures		(18,114,177.80)	
Total Fund Balance			18,909,072.62
Total Liabilities, Deferred Revenue and Fund Balance			$19,925,331.74

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT

As of April 30, 2005

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/2002	10/31/2007	3.200%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/2002	11/17/2007	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/2002	12/18/2007	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/2003	1/6/2008	3.190%	1,000,000.00
Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/2003	1/21/2008	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/2003	1/23/2008	3.080%	600,000.00
CD - UMB Bank	2/12/2003	1/12/2008	3.500%	100,000.00
CD - Peoples National, Bethany	2/27/2003	2/27/2006	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/2003	9/23/2005	2.050%	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	12/21/2005	2.250%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	8/18/2005	2.180%	100,000.00
CD - Americrest Bank	7/18/2004	5/18/2005	2.040%	100,000.00
CD - BankFirst	7/28/2004	7/28/2009	3.090%	100,000.00
CD - Gold Bank	10/15/2003	6/15/2009	3.250%	100,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - IBC	11/29/2004	11/29/2008	3.600%	100,000.00
CD - Quail Creek Bank	12/7/2004	12/7/2006	3.050%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
FHLN Notes	1/28/2005	10/24/2005	2.840%	978,793.89
FHLN Notes	1/28/2005	7/26/2005	2.720%	986,490.56
FMCDN	1/31/2005	10/24/2005	2.886%	979,311.11
FNMA	1/31/2005	7/27/2005	2.785%	1,480,013.75
FHLB notes	2/10/2005	2/10/2006	3.100%	1,000,015.00
FHLB notes	2/15/2005	2/15/2007	3.570%	1,000,025.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	9/3/2005	3.030%	100,000.00
Fed Natl Mort Disc Notes	3/2/2005	9/19/2005	2.676%	496,251.94
Fed Natl Mort Disc Notes	3/1/2005	6/13/2005	2.922%	492,071.67
Total Investments				$ 16,512,997.92

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

July 1, 2004 to June 30, 2005

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
BUDGETED:				
2004 Ad Valorem Tax	$18,845,587.00	$ 1,838,022.17	$18,780,349.56	99.65%
State Aid	310,734.00	-	159,060.50	51.19%
Fines	389,250.00	45,000.00	351,000.00	90.17%
Total Budgeted Revenue	$ 19,545,571.00	$ 1,883,022.17	$19,290,410.06	98.69%
NOT BUDGETED:				
Prior Years Taxes		$ (12,180.86)	$ 1,541,412.63	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		7,452.31	125,068.61	
Flexible Benefits Account Balance		0.00	6,592.94	
Sale of Surplus Equipment		10,010.00	22,712.05	
Miscellaneous		1,447.70	245,766.85	
Total Miscellaneous Revenue		$ 6,729.15	$ 1,941,553.08	
Total Revenue	$ 19,545,571.00	$ 1,889,751.32	$21,231,963.14	108.63%

METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES

April 30, 2005

		BALANCE 4/1/2005	RECEIPTS April	EXPEND. April	BALANCE 4/30/2005
REVOLVING FUNDS:					
805	Gifts/Lost Books	$ 46,148.70	$ 4,508.31	$ 586.94	$ 50,070.07
810	Prepaid Fees	(768.02)	0.00	415.87	(1,183.89)
815	Fines	45,241.09	37,367.18	45,005.00	37,603.27
820	Copy	33,317.37	4,798.46	1,333.62	36,782.21
900	Special Event Fund	2,706.34	0.00	0.00	2,706.34
	Total Revolving Funds	$ 126,645.48	$ 46,673.95	$ 47,341.43	$ 125,978.00
GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 4/30/2005
	Special Grants				
857	DN/LC Donations	100,000.00	83,641.79	60,109.98	23,531.81
858	Inasmuch/DN Building	130,000.00	130,000.00	105,353.63	24,646.37
859	OCCF/Invisible Man	25,000.00	26,721.81	25,014.44	1,707.37
870	05 Ralph Ellison Dinner	20,000.00	20,000.00	19,527.18	472.82
939	YMCA/21st Century Grant	5,415.00	5,415.00	3,660.00	1,755.00
943	Junior League/MWC	750.00	750.00	692.97	57.03
947	Endowment/ Choctaw Childrens	4,500.00	4,500.00	0.00	4,500.00
948	Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
950	WalMart Lifetime Readers	1,000.00	1,000.00	975.00	25.00
953	05 OAC/Antonio Rocha	2,500.00	2,500.00	2,500.00	0.00
952	Human Rights Video Project	750.00	750.00	0.00	750.00
963	RE Friends/Programming Grant	1,900.00	2,000.00	1,512.60	487.40
979	05 ODL Early Literacy	17,000.00	17,000.00	12,363.97	4,636.03
980	05 WalMart Children's	1,000.00	1,000.00	250.45	749.55
981	05 Downtown Club/Children's	1,300.00	1,300.00	985.25	314.75
983	05 Endowment/MWC Anniversary	2,500.00	0.00	1,873.40	(1,873.40)
984	05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	0.00	5,000.00
	Grants - Friends of MLS				
903	Wal-Mart /Village Literacy	1,000.00	1,000.00	940.58	59.42
916	Wal-Mart /Village Furniture	1,000.00	1,000.00	940.84	59.16
922	03 OUT- Teen Summer	1,700.00	1,700.00	1,699.85	0.15
933	03 Staff Recognition	4,622.00	4,622.00	4,622.00	0.00
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
945	04 DN Grand Opening	50,000.00	50,000.00	49,601.03	398.97

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 4/30/2005
	Grants - Friends of MLS				
956	05 LIFE Come Read with Me	7,500.00	7,500.00	4,409.05	3,090.95
957	05 Lee Brawner Scholarship	10,740.00	10,740.00	4,206.07	6,533.93
959	05 Books for Moms	2,000.00	2,000.00	394.45	1,605.55
960	05 OK Reads OK Celeb	1,361.00	1,361.00	395.78	965.22
961	05 Cultural Arts	2,600.00	2,600.00	442.31	2,157.69
962	05 Our World Series	13,600.00	13,600.00	13,400.00	200.00
964	05 Rebinding Local History	3,500.00	3,500.00	1,861.80	1,638.20
965	05 Materials	15,000.00	15,000.00	13,832.51	1,167.49
966	05 Staff Recognition	5,341.72	5,341.72	5,088.76	252.96
967	05 MLS Volunteer Rec.	2,000.00	2,000.00	842.41	1,157.59
969	05 Big Book Carts	536.00	536.00	523.50	12.50
970	05 Community Quilts	2,000.00	2,000.00	1,772.81	227.19
971	05 Read to Me Packets	10,000.00	10,000.00	0.00	10,000.00
972	05 Project Laughter	4,000.00	4,000.00	600.00	3,400.00
973	05 40th Anniversary	3,000.00	3,000.00	2,959.66	40.34
974	05 Teen Job Fair	500.00	500.00	447.11	52.89
975	05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
976	05 Public Art in Libraries	2,000.00	2,000.00	0.00	2,000.00
977	05 Library Election	5,000.00	0.00	0.00	0.00
	Total Grants				$115,095.13
Total Special Funds					$ 241,073.13

Metropolitan Library System
Statement of Encumbrances
Month of April 2005

FY-05

Personal Services

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
101	Salaries	651,643.98	7,056,498.99	81.89	8,616,748.00	1,560,249.01
102	Wages - Part-time	92,906.16	988,977.29	71.32	1,386,768.00	397,790.71
103	Payroll Taxes	54,906.55	594,954.71	79.72	746,348.00	151,393.29
109	Workers Comp. Insurance	7,854.00	84,078.00	76.52	109,875.00	25,797.00
112	Group Insurance	109,877.43	1,097,340.34	79.48	1,380,571.00	283,230.66
113	Employees' Retirement	.00	1,573,250.00	100.00	1,573,252.00	2.00
114	Unemployment Comp.	1,933.02	4,223.02	42.23	10,000.00	5,776.98
	Total Personal Services	919,121.14	11,399,322.35	82.46	13,823,562.00	2,424,239.65

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Ins.	.00	157,776.00	96.79	163,002.00	5,226.00
202	Liability/Bonding Insurance	.00	20,490.00	91.47	22,400.00	1,910.00
205	Rent of Library Buildings	400.00	4,400.00	91.67	4,800.00	400.00
206	Rent of Equipment	1,420.20	15,597.00	78.10	19,970.00	4,373.00
207	Janitorial Services	16,705.00	170,114.00	73.78	230,570.00	60,456.00
208	Maintenance of Facilities	19,842.37	120,056.78	42.47	282,679.00	162,622.22
211	Parking & Transportation	7,934.47	79,156.04	60.91	129,960.00	50,803.96
212	Travel Expenses	4,744.46	16,162.99	39.82	40,592.00	24,429.01
213	Professional Services	9,998.39	142,343.49	52.92	268,955.00	126,611.51
214	Security Services	11,727.73	157,888.57	66.69	236,745.00	78,856.43
216	Telephone Services	9,433.52	118,618.61	39.95	296,902.00	178,283.39
217	Electrical Services	25,158.14	337,951.06	70.17	481,621.00	143,669.94
218	Gas Services	515.09	46,257.24	84.09	55,012.00	8,754.76
219	Water & Garbage Services	3,461.78	38,767.48	73.32	52,873.00	14,105.52
220	Trigen Energy Services	9,113.27	133,058.92	53.22	250,000.00	116,941.08
226	Membership	270.00	17,325.00	77.44	22,371.00	5,046.00
230	Other Library-Related Serv.	5,148.08	288,401.22	79.83	361,265.00	72,863.78
231	Automation Contractual	34,000.59	212,958.58	75.60	281,694.00	68,735.42
236	Network Catalog Services	33.08	171.82	.35	49,550.00	49,378.18
	Total Contractual Services	159,906.17	2,077,494.80	63.90	3,250,961.00	1,173,466.20

Metropolitan Library System
Statement of Encumbrances
Month of April 2005

FY-05

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301	Printing and Printing Supplies	15,495.66	180,962.35	92.66	195,304.00	14,341.65
302	Postage	4,319.13	184,120.42	61.11	301,300.00	117,179.58
303	Supplies	22,556.20	196,633.71	79.87	246,191.00	49,557.29
310	Maintenance Supplies	739.11	48,857.67	77.55	63,000.00	14,142.33
312	Safety Supplies & Equipment	423.28	3,310.78	45.33	7,304.00	3,993.22
321	Gas and Oil	1,122.86	12,876.95	64.38	20,000.00	7,123.05
322	Vehicle Parts & Repairs	314.41	5,548.69	30.83	18,000.00	12,451.31
330	Programming Activities	10,388.17	119,096.50	57.50	207,114.00	88,017.50
331	Other Commodities	660.19	16,087.75	52.39	30,710.00	14,622.25
	Total Commodities	56,019.01	767,494.82	70.48	1,088,923.00	321,428.18

Capital Outlays

401	Books & Materials	195,417.97	2,141,284.02	72.21	2,965,515.00	824,230.98
404	Government Documents	.00	2,000.00	34.48	5,800.00	3,800.00
405	Book Repairs & Bindings	.00	1,986.90	39.74	5,000.00	3,013.10
407	Periodicals & Subscriptions	174.05	139,949.84	85.10	164,450.00	24,500.16
408	Furniture, Fixture & Equip.	15,535.41	76,916.52	45.66	168,443.00	91,526.48
409	Motor Vehicle	1,737.40	42,522.40	78.75	54,000.00	11,477.60
410	Automation System & Equip.	49,991.00	268,533.73	72.68	369,450.00	100,916.27
450	Capital projects	160,238.48	1,196,672.42	46.42	2,577,770.00	1,381,097.58
490	Capital Reserves - Current	.00	.00	.00	1,240,894.93	1,240,894.93
499	Reserve Carryover	.00	.00	.00	9,622,086.41	9,622,086.41
	Total Capital Outlays	423,094.31	3,869,865.83	22.53	17,173,409.34	13,303,543.51
	Total Budget	1,558,140.63	18,114,177.80	51.26	35,336,855.34	17,222,677.54

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04080	City of Midwest City	Water & Garbage Service	191.28	191.28
G-04081	Bradford Industrial Suppl Corp	Maintenance of Facilities	17.94	17.94
G-04082	O G & E	Electrical Services	15,443.94	15,443.94
G-04083	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,916.00	1,916.00
G-04084	Brodart, Inc.	Equipment	519.95	519.95
G-04085	Emsco Electric Supply	Maintenance of Facilities	190.60	190.60
G-04086	Demco	Furniture	438.69	
		Supplies	118.46	
		supplies	125.12	
		Supplies	110.81	793.08
G-04087	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04088	Gale Research	Materials	2,280.48	2,280.48
G-04089	Highsmith Co., Inc.	Supplies	15.89	15.89
G-04090	Margaret Angeles	Mileage	2.03	2.03
G-04091	Mary Patton	Mileage	72.90	72.90
G-04092	Baker & Taylor Books - #510486	Materials	250.78	250.78
G-04093	U.S. Postmaster	Postage	15,000.00	15,000.00
G-04094	West Group Payment Center	Materials	273.00	273.00
G-04095	Recorded Books, LLC	Materials	168.15	168.15
G-04096	Carolyn Abernathy	Mileage	17.01	17.01
G-04097	Instructional Video, Inc.	Materials	368.95	368.95
G-04098	Denyvetta Davis	Registration Reimbursment	135.00	135.00
G-04099	Gale Group	Materials	1,960.38	1,960.38
G-04100	Oxford University Press	Materials	208.41	208.41
G-04101	Traci Jinkens	Mileage	4.78	4.78
G-04102	Staples Business Advantage	Supplies	42.00	
		Supplies	66.22	108.22
G-04103	Hal Leonard Publishing	Materials	145.74	145.74
G-04104	Library Video Co.	Materials	1,587.19	1,587.19
G-04105	Geri Price	Parking	70.00	70.00
G-04106	Morningstar	Materials	234.00	234.00
G-04107	Jill Vessels	Mileage	2.03	2.03
G-04108	FireCo of Oklahoma, Inc.	Maintenance of Facilities	148.65	148.65
G-04109	Random House, Inc	Materials	928.80	928.80
G-04110	Brilliance Corporation	Materials	267.44	267.44
G-04111	Ursula Ward	Mileage	4.05	4.05
G-04112	Associated Plastic Industries	Supplies	990.00	990.00
G-04113	Ingram Library Services	Materials	2,302.89	2,302.89
G-04114	Audio Editions	Materials	291.99	291.99
G-04115	United States Postal Service	Postage	1,500.00	1,500.00
G-04116	Scovil & Sides Hardware Co.	Maintenance of Facilities	868.00	868.00
G-04117	Hope Chest Legacy	Materials	33.85	33.85
G-04118	North Star Publishing Co.	Materials	24.00	24.00
G-04119	Shirley A. Stallings	Programming Activities	15.00	15.00
G-04120	Ingram Library Services	Materials	574.15	574.15
G-04121	Voss Lighting	Maintenance Supplies	27.25	27.25
G-04122	Town of Luther	Water & Garbage Services	36.18	36.18
G-04123	Jana Hausburg	Mileage	2.03	2.03
G-04124	Schiffer Publishing	Materials	59.81	59.81
G-04125	Dorothy Dunlap	Mileage	63.99	63.99
G-04126	Oklahoma Petroleum Directory	Materials	95.00	95.00
G-04127	Southwestern Bell	Telephone Services	234.66	234.66

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04128	Crystal Giles	Mileage	2.03	2.03
G-04129	Robert Howard Co.	Supplies	56.15	56.15
G-04130	Thirty Seconds Over Tokyo	Materials	25.00	25.00
G-04131	Film Ideas, Inc.	Materials	1,125.00	1,125.00
G-04132	Clyde Herrod	Mileage	2.03	2.03
G-04133	City of Harrah	Water & Garbage Service	47.46	47.46
G-04134	C.O.T.P.A.	Staff Parking	1,404.00	1,404.00
G-04135	Shannon Calderon	Programming Activities	100.00	100.00
G-04136	City Treasurer	Supplies	86.00	86.00
G-04137	Demco Media Turtleback Books	Materials	767.13	767.13
G-04138	Todd Olberding	Mileage	83.23	83.23
G-04139	Baker & Taylor Books - #510486	Materials	1,866.75	1,866.75
G-04140	Susan Stinson	Mileage	11.75	11.75
G-04141	Powers of Oklahoma	Capital Project	375.00	375.00
G-04142	Baker & Taylor Entertainment	Materials	470.67	470.67
G-04143	Financial Information Inc	Materials	1,095.00	1,095.00
G-04144	Dr. Max Price	Programming Activities	75.00	75.00
G-04145	Betty Wyrick	Mileage	53.50	53.50
G-04146	Classic Paper Supply	Maintenance Supplies	127.40	127.40
G-04147	Sharon May	Mileage	6.08	6.08
G-04148	Kelley Hoffman	Mileage	17.01	17.01
G-04149	Today's Training	Programming Activities	375.00	375.00
G-04150	Veronica Bernal	Mileage	39.29	39.29
G-04151	Securitas Security USA, Inc.	Security Services	2,970.65	2,970.65
G-04152	Baker & Taylor Books - #510486	Materials	1,057.65	
		Materials	834.63	
		Materials	1,777.00	
		Materials	3,045.59	
		Materials	1,442.35	
		Materials	5,114.62	
		Materials	1,466.99	14,738.83
G-04153	Baker & Taylor Books - #510486	Materials	1,189.12	
		Materials	1,463.75	
		Materials	2,724.01	
		Materials	5,165.63	10,542.51
G-04154	Baker & Taylor Books-#510486	Materials	647.08	647.08
G-04155	Emily Williams	Mileage	6.08	6.08
G-04156	Severn House Publishers	Materials	501.52	501.52
G-04157	COTPA	Staff Parking	1,360.00	
		Staff Parking	136.00	1,496.00
G-04158	Gabriel Sports Reunion	Materials	166.55	166.55
G-04159	UNUM Life Insurance	L-T Disab Ins Prm-APR	6,131.17	6,131.17
G-04160	CompSource Oklahoma	Worker Comp Insurance	7,554.00	7,554.00
G-04161	Mutual Assurance	Grp Life/Ad&d Ins Prm-APR	25,615.02	25,615.02
G-04162	Lisa Walker	Mileage	16.20	16.20
G-04163	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-APR	74,496.61	74,496.61
G-04164	Metropolitan Library System	Parking	7.00	
		Professional Services	55.00	
		Network Catalog Services	33.08	
		Postage	92.53	
		Supplies	27.09	
		Programming Activities	90.15	

** Continued **

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04164	Metropolitan Library System	Other Commodities	98.11	402.96
G-04165	Bradford Industrial Suppl Corp	Maintenance of Facilities	97.58	
		Maintenance of Facilities	36.21	
		Maintenance of Facilities	140.96	274.75
G-04166	Oklahoma Natural Gas Co.	Gas Services	2,166.62	2,166.62
G-04167	City of Bethany	Water & Garbage Services	117.70	117.70
G-04168	City of the Village	Water & Garbage Services	70.13	70.13
G-04169	Unisource Worldwide Inc-OKCity	Supplies	98.60	98.60
G-04170	Brodart, Inc.	Furniture	2,531.64	
		Supplies	25.75	2,557.39
G-04171	Southwestern Stationery and	Furniture	1,889.16	
		Printing	198.00	
		Printing	3,632.00	
		Printing	679.00	6,398.16
G-04172	Edward Terry	Mileage	30.78	30.78
G-04173	Tech-Lock	Maintenance of Facilities	9.00	
		Maintenance of Facilities	35.00	
		Maintenance of Facilities	12.00	56.00
G-04174	Highsmith Co., Inc.	Equipment	1,786.98	1,786.98
G-04175	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-04176	Synergy Datacom Supply Inc.	Supplies	228.44	228.44
G-04177	United Linen	Maintenance of Facilities	24.00	24.00
G-04178	Ernestine Clark	Printing	58.94	
		Mileage	121.91	180.85
G-04179	Christine Pryor	Programming Activities	150.00	150.00
G-04180	Elizabeth A. Pressler	Programming Activities	91.78	91.78
G-04181	Standard Printing Co., Inc.	Printing	880.00	880.00
G-04182	Baker & Taylor Books - #510486	Materials	2,166.31	2,166.31
G-04183	Donna Morris	Telephone Reimbursement	50.00	50.00
G-04184	Karen Marriott	Mileage	14.58	14.58
G-04185	Ray Wyssmann	Programming Activities	35.00	35.00
G-04186	Lanny Fiegenschuh	Programming Activities	35.00	35.00
G-04187	Elizabeth Kiser	Programming Activities	75.00	75.00
G-04188	Susan Ryan	Mileage	24.30	24.30
G-04189	Bill Warren Office Products	Supplies	276.00	276.00
G-04190	Barbara Beasley	Mileage	30.38	30.38
G-04191	Blackbaud	Automation Contractural	1,995.00	1,995.00
G-04192	Keystone Tape & Label, Inc.	Printing	220.50	220.50
G-04193	Recorded Books, LLC	Materials	229.49	229.49
G-04194	Carolyn Abernathy	Programming Activities	51.24	51.24
G-04195	Mobil 1 Lube/AFMS	Vehicle Parts & Repairs	99.27	99.27
G-04196	U.S. Postmaster	Postage	185.00	185.00
G-04197	Marilyn E. Backus	Mileage	9.32	9.32
G-04198	Instructional Video, Inc.	Materials	239.40	239.40
G-04199	Films for the Humanities	Materials	635.79	635.79
G-04200	Gale Group	Materials	47.31	47.31
G-04201	Staples Business Advantage	Supplies	121.99	121.99
G-04202	Anne G. Fischer	Telephone Reimbursement	57.12	
		March 2005	61.16	118.28
G-04203	Light Bulb Supply Co., Inc.	Maintenance of Facilities	224.10	224.10
G-04204	Friday	Library Related Services	370.00	370.00

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04205	Copelin's Office Center	Programming Activities	6.84	6.84
G-04206	Staples Credit Plan	Supplies	12.96	12.96
G-04207	Library Video Co.	Materials	415.06	415.06
G-04208	Priscilla Doss	Mileage	4.05	4.05
G-04209	Full Circle Book Store	Programming Activities	108.32	108.32
G-04210	Crosslands A&A Rental-All	Maintenance of Facilities	50.00	50.00
G-04211	Nancy Lytle	Mileage	111.58	111.58
G-04212	Janet Brooks	Mileage	175.03	175.03
G-04213	Crippen & Landru Publishers	Materials	63.25	63.25
G-04214	Executive Women International	OtherCommodities	30.00	30.00
G-04215	Blackmon-Mooring Steamatic,Inc	Maintenance of Facilities	182.00	182.00
G-04216	Audio Forum	Materials	85.00	85.00
G-04217	Oklahoma Air Filter	Maintenance of Facilities	85.20	85.20
G-04218	Catering By Finley, Inc.	Programming Activities	223.75	223.75
G-04219	Kultur International Films	Materials	44.59	44.59
G-04220	FireCo of Oklahoma, Inc.	Maintenance of Facilities	121.50	121.50
G-04221	Random House, Inc	Materials	249.60	249.60
G-04222	Cingular Wireless	Telephone Services	85.52	85.52
G-04223	Scott's Printing & Copying	Printing	378.70	
		Printing	646.03	
		Printing	740.00	1,764.73
G-04224	Brilliance Corporation	Materials	287.93	287.93
G-04225	Gateway Films/Vision Video	Materials	143.93	143.93
G-04226	Ingram Library Services	Materials	185.49	185.49
G-04227	Barbara Namminga	Travel Expense	24.71	24.71
G-04228	Julia Mock	Mileage	34.43	34.43
G-04229	Walker Companies	Programming Activities	632.90	
		Printing	16.95	649.85
G-04230	FedEx Kinko's Print Services	Printing	171.50	
		Printing	40.72	212.22
G-04231	Marilyn A. Hudson	Mileage	16.61	16.61
G-04232	Oklahoma County Newspapers	Subscriptions	15.00	15.00
G-04233	Mary Ann Mahan	Mileage	14.58	14.58
G-04234	Fuelman of Oklahoma	Gasoline	284.90	284.90
G-04235	DWe Williams	Programming Activities	150.00	150.00
G-04236	Oklahoma Center for the Book	Library Related Services	839.90	839.90
G-04237	Porch School Supply	Supplies	19.96	19.96
G-04238	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	53.95	
		Maintenance of Facilities	53.95	107.90
G-04239	Regina Kirkham	Mileage	8.10	8.10
G-04240	Ingram Library Services	Materials	234.38	234.38
G-04241	Sagebrush Corp.	Materials	838.97	838.97
G-04242	Voss Lighting	Maintenance of Facilities	86.97	86.97
G-04243	Frances V. Harbert	Programming Activities	51.43	51.43
G-04244	Helen Harrell	Mileage	21.87	21.87
G-04245	Barnes & Noble, Inc.	Materials	156.55	156.55
G-04246	Schiffer Publishing	Materials	102.56	102.56
G-04247	Anita Roesler	Travel Expense	60.75	
		Mileage	31.79	92.54
G-04248	Jimmy Welch	Mileage	13.37	13.37
G-04249	Dorothy Dunlap	Mileage	63.99	63.99
G-04250	Pauline Boyer Rodriguez	Mileage	8.10	8.10

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04251	Evans Hardware	Vehicle Parts & Repairs	60.70	60.70
G-04252	Dell	Computer Equipment	1,353.72	1,353.72
G-04253	Debbie Robertus	Travel Expense	24.71	
		Mileage	38.88	63.59
G-04254	Lisa Weissenbuehler	Supplies	25.64	25.64
G-04255	Rhonda Bryant	Programming Activities	100.00	100.00
G-04256	The Daily & Sunday	Legal Bid Notice	217.35	
		Classified Advertisement	175.00	392.35
G-04257	Heidi Johnson	Mileage	7.70	7.70
G-04258	Hudiburg Chevrolet, Inc.	Gas & Oil	65.37	65.37
G-04259	Sharon A. Nolan	Registration	35.00	35.00
G-04260	Ruby Soutiere	Mileage	12.56	12.56
G-04261	Pre Press Graphics &	Printing	2,705.00	2,705.00
G-04262	Sound Room Publishers, Inc.	Materials	119.00	119.00
G-04263	Metro Window cleaning	Maintenance of Facilities	4,000.00	4,000.00
G-04264	U.S. Postal Service	Postage	2,500.00	2,500.00
G-04265	Dowell Parking Center	Parking	35.00	35.00
G-04266	Lisa M. Wood	Programming	94.08	94.08
G-04267	John Wood	Mileage	28.96	28.96
G-04268	City of Choctaw	Water & Garbage Services	19.50	19.50
G-04269	Joshua Schell	Mileage	9.72	9.72
G-04270	Office Depot	Supplies	64.34	
		Supplies	41.56	
		Programming Activities	27.73	
		Supplies	1.58	135.21
G-04271	Baker & Taylor Books - #510486	Materials	876.80	876.80
G-04272	Baker & Taylor Entertainment	Materials	3,999.00	3,999.00
G-04273	Write Page, Inc	Programming Activities	150.00	150.00
G-04274	Manpower, Inc.	Salaries	1,037.80	1,037.80
G-04275	Padgett-Thompson	Registration	169.00	169.00
G-04276	Imagenation Promotional Group	Library Related Services	195.48	195.48
G-04277	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilties	127.00	
		Maintenance of Facilities	17.00	
		Maintenance of Facilities	300.00	607.00
G-04278	All-American Waste Control	Garbage Services	474.77	474.77
G-04279	Pamela Buchanan	Mileage	5.67	5.67
G-04280	Teaching Company	Materials	439.80	439.80
G-04281	A Chance to Change	Employee Assistance	1,000.00	1,000.00
G-04282	Star Lighting	Maintenance Supplies	74.82	74.82
G-04283	John Utley	Mileage	41.72	41.72
G-04284	Melissa Weathers	Mileage	5.67	5.67
G-04285	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-04286	Faith Centered Resources	Materials	830.91	830.91
G-04287	Anita Sanders	Mileage	15.39	15.39
G-04288	Corporate Express	Supplies	74.64	
		Furniture	213.06	287.70
G-04289	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,899.85	3,888.10
G-04290	Baker & Taylor Books - #510486	Materials	462.23	
		Materials	2,007.95	
		Materials	5,584.23	

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General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04290	Baker & Taylor Books - #510486	Materials	3,492.67	
		Materials	2,187.22	
		Materials	6,207.21	
		Materials	1,684.11	21,625.62
G-04291	Baker & Taylor Books - #510486	Materials	2,815.24	
		Materials	4,405.68	
		Materials	4,738.10	
		Materials	1,301.78	13,260.80
G-04292	Baker & Taylor Books-#510486	Materials	1,459.36	1,459.36
G-04293	Amy L. LaPointe	Programming	50.00	50.00
G-04294	Karen Zanfardino, M.S.	Programming Activities	50.00	50.00
G-04295	Lloyd Lovely	Mileage	23.49	23.49
G-04296	William F Comstock, P.C.	Legal Services	1,718.75	1,718.75
G-04297	Mary L Strong	Programming Activities	64.41	64.41
G-04298	Erika Diel	Maintenance of Facilties	120.00	120.00
G-04299	Cheryl Coleman	Mileage	47.47	47.47
G-04300	Trigen	Energy Services	9,113.27	9,113.27
G-04301	Single Source	Furniture	241.50	
		Supplies	244.98	486.48
G-04302	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-04303	Kiona Wooten Millirons	Programming Activities	100.00	100.00
G-04304	Global Industrial Equipment	Supplies	50.11	50.11
G-04305	John Sing's	Maintenance of Facilities	350.00	350.00
G-04306	Metropolitan Library System	Employee Deductions	100.00	100.00
G-04307	Convenient Loans	Employee Deductions	147.05	147.05
G-04308	Bank of Oklahoma	Payroll Transmittal-Chks	45,973.79	
		Payroll Transmittal-Chks	16,030.97	62,004.76
G-04309	Bank of Oklahoma	Federal Witholding Tax	33,927.10	
		Federal Witholding Tax	2,113.00	36,040.10
G-04310	Oklahoma Tax Commission	State Witholding Tax	16,148.00	
		State Witholding Tax	1,196.00	17,344.00
G-04311	Mun. Employees Credit Union	Employee Cr Union Deducts	10,123.74	
		Employee Cr Union Deducts	90.00	10,213.74
G-04312	United Way of Central Oklahoma	Employee Deductions	375.39	
		Employee Deductions	6.00	381.39
G-04313	Bank of America	Payroll Transmittal-DDep	159,102.87	
		Payroll Transmittal-DDep	23,804.87	182,907.74
G-04314	Nationwide Retirement Solution	Employee Deductions	8,540.97	8,540.97
G-04315	Transamerica Worksite Mrktg.	Employee Deductions	693.88	693.88
G-04316	Metro Library Sys Pension Trst	Employee Retirement Conts	8,501.26	8,501.26
G-04317	Bank of Oklahoma	Employee Flexplan Deposit	16,856.59	
		Employer Flexplan Deposit	1,430.00	18,286.59
G-04318	Bank of Oklahoma	Employee Soc/Sec Deposits	19,125.67	
		Employee Soc/Sec Deposits	2,903.00	
		Employee Medicare Deposit	4,472.94	
		Employee Medicare Deposit	678.97	
		Employer Soc/Sec Deposits	22,028.57	
		Employer Medicare Deposit	5,151.80	54,360.95
G-04319	Love, Beal & Nixon, P.C.	Employee Deductions	122.10	122.10
G-04320	Vision Service Plan of	Grp Vision Ins Prm-April	2,186.49	2,186.49

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04321	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04322	Administrative Systems, Inc.	Employee Deductions	807.44	807.44
G-04323	Credit Bureau Services Assoc.	Employee Deductions	200.35	200.35
G-04324	Metropolitan Library System	Parking	3.50	
		Professional Services	90.00	
		Printing	9.66	
		Postage	41.60	
		Supplies	135.53	
		Programming Activities	63.99	
		Programming Activities	181.67	
		Programming Activities	44.10	
		Other Commodities	87.29	657.34
G-04325	O G & E	Electrical Services	6,809.65	6,809.65
G-04326	City of Oklahoma City	Water & Garbage Services	420.36	420.36
G-04327	Southwestern Stationery and	Printing	335.13	
		Printing	875.96	1,211.09
G-04328	Demco	Supplies	42.98	42.98
G-04329	Journey House Travel, Inc.	Travel Expense	358.40	
		Travel Expense	406.80	
		Travel Expense	368.30	
		Travel Expense	252.30	
		Travel Expense	362.90	
		Travel Expense	362.90	2,111.60
G-04330	Oklahoma Heritage Book Center	Materials	76.90	76.90
G-04331	Sams Technical Publishing	Materials	155.35	155.35
G-04332	SBC	Telephone Servces	1,233.56	
		Telephone Services	1,676.16	
		Telephone Services	370.94	3,280.66
G-04333	City of Edmond	Electrical Services	2,904.55	2,904.55
G-04334	Alma L. Brown	Registration	140.00	140.00
G-04335	Oklahoma Historical Society	Subscription	33.00	
		Materials	48.71	81.71
G-04336	Elizabeth A. Pressler	Travel Expense	16.20	16.20
G-04337	Standard Printing Co., Inc.	Printing	1,368.76	1,368.76
G-04338	Karen Marriott	Travel Expense	34.37	34.37
G-04339	Auschwitz Study Foundation	Materials	15.00	15.00
G-04340	Kenneth E Weant	Books	25.00	25.00
G-04341	Garvin County	Books	34.00	34.00
G-04342	N. E. Landfill, Inc.	Computer Equip Maint.	17.95	17.95
G-04343	Edgar Cruz	Materials	105.00	105.00
G-04344	Keystone Tape & Label, Inc.	Printing	757.50	757.50
G-04345	Instructional Video, Inc.	Supplies	45.00	
		Materials	267.70	312.70
G-04346	Gale Group	Materials	111.80	111.80
G-04347	Randy Wayland	Programming Activiites	67.08	67.08
G-04348	Staples Business Advantage	Supplies	33.00	33.00
G-04349	Barbie Dubberstein	Programming Activities	375.00	375.00
G-04350	Fast Signs	Vehicle Graphics	1,067.40	1,067.40
G-04351	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-04352	Library Video Co.	Materials	1,119.77	1,119.77
G-04353	Debbie Langston	Programming Activities	52.50	52.50
G-04354	Teen Ink	Library Related Service	125.00	125.00

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04355	American Red Cross	Professional Services	560.00	560.00
G-04356	Random House, Inc	Materials	1,649.60	1,649.60
G-04357	Little River Zoo	Programming Activities	100.00	100.00
G-04358	Brilliance Corporation	Materials	143.96	143.96
G-04359	Ingram Library Services	Materials	2,155.62	2,155.62
G-04360	Mergent Co., Inc.	Materials	3,400.00	3,400.00
G-04361	Otis Audio, Inc.	Materials	17.48	17.48
G-04362	Audio Editions	Materials	134.56	134.56
G-04363	FedEx Kinko's Print Services	Library Related Services	598.67	
		Printing	24.50	
		Printing	60.00	683.17
G-04364	Debra O. Spindle	Mileage	19.44	19.44
G-04365	Republic Parking System	Parking	212.00	212.00
G-04366	Rotary Foundation	Membership	70.00	
		Other Commodities	188.50	258.50
G-04367	Positive Promotions	Award Recognition	75.15	75.15
G-04368	California Language Labs.	Materials	4,886.60	4,886.60
G-04369	Ingram Library Services	Materials	223.13	223.13
G-04370	Sagebrush Corp.	Materials	67.13	67.13
G-04371	Voss Lighting	Maintenance of Facilities	239.80	239.80
G-04372	Frances V. Harbert	Travel Expense	12.15	12.15
G-04373	Barnes & Noble, Inc.	Materials	95.88	95.88
G-04374	Vernon Library Supply	Equipment	4,659.85	4,659.85
G-04375	Lynn Moroney	Other Commodities	56.47	56.47
G-04376	Marianne's Rentals	Library Related Services	213.50	213.50
G-04377	Deborah Willis	Travel Expense	30.78	30.78
G-04378	Bank of America	Direct Deposit Fees	168.58	168.58
G-04379	Contractors Supply Co.	Maintenance Supplies	6.60	6.60
G-04380	Hudiburg Chevrolet, Inc.	Vehicle	16,153.00	16,153.00
G-04381	Van Zandt County	Books	67.00	67.00
G-04382	Katrina Prince	Travel Expense	15.80	15.80
G-04383	Pre Press Graphics &	Printing	165.00	165.00
G-04384	Kelley Riha	Mileage	74.12	74.12
G-04385	Michel M Haigh	Professional Services	200.00	200.00
G-04386	BBC Audiobooks America	Materials	650.94	650.94
G-04387	Books in Motion	Materials	62.43	62.43
G-04388	City of Edmond	Water & Garbage Service	200.15	200.15
G-04389	Derek Cash	Travel Expense	29.97	
		Registration	140.00	169.97
G-04390	City Treasurer	Supplies	46.00	46.00
G-04391	Demco Media Turtleback Books	Materials	17.70	17.70
G-04392	Office Depot	Supplies	62.67	
		Training Materials	160.64	223.31
G-04393	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	2,262.00	
		Internet Data Circuit	1,740.00	
		Internet Data Circuit	368.28	4,370.28
G-04394	Commercial Card Solutions	Supplies	71.05	
		Registration	60.00	
		Supplies	125.00	
		Computer Equipment	211.44	
		Professional Services	8.00	475.49
G-04395	Baker & Taylor Entertainment	Materials	3,625.93	3,625.93

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04396	Pension Solutions, Inc.	Benefit Calculation	2,550.00	2,550.00
G-04397	Marian J. LeCrone	Mileage	52.25	52.25
G-04398	Carrier North	Maintenance of Facilities	90.06	90.06
G-04399	Carol Hunter	Mileage	12.15	12.15
G-04400	Star Lighting	Maintenance of Facilities	19.75	
		Maintenance Supplies	123.88	143.63
G-04401	Khanh Minh Do	Mileage	72.09	72.09
G-04402	Scott Delsigne	Programming Activities	75.00	75.00
G-04403	Rondia K. Banks	Travel Expense	59.94	
		Registration	140.00	199.94
G-04404	Anita Sanders	Mileage	7.29	7.29
G-04405	Corporate Express	Supplies	34.34	
		Equipment	141.07	
		Supplies	28.13	203.54
G-04406	Cecil Peaden	Mileage	8.10	8.10
G-04407	Baker & Taylor Books - #510486	Materials	641.34	
		Materials	1,191.28	
		Materials	2,693.19	
		Materials	3,377.36	
		Materials	3,842.33	
		Materials	7,186.39	
		Materials	3,883.17	22,815.06
G-04408	Baker & Taylor Books - #510486	Materials	1,027.09	
		Materials	2,168.10	
		Materials	6,978.81	10,174.00
G-04409	Baker & Taylor Books-#510486	Materials	1,503.62	1,503.62
G-04410	Deborah Bouziden	Programming Activities	100.00	100.00
G-04411	Heartland Payphone Service	Telephone Services	86.40	86.40
G-04412	Single Source	Supplies	2,515.80	2,515.80
G-04413	Stacy Schrank	Mileage	36.25	36.25
G-04414	ALA Subscription Dept	Materials	35.00	35.00
G-04415	City of Del City	Building Rental	400.00	400.00
G-04416	Oklahoma Natural Gas Co.	Gas Services	808.62	
		Gas Services	1,739.85	2,548.47
G-04417	City of Bethany	Water & Garbage Services	109.10	109.10
G-04418	Unisource Worldwide Inc-OKCity	Maintenance Supplies	3,329.40	3,329.40
G-04419	Brodart, Inc.	Supplies	717.60	
		Supplies	45.97	763.57
G-04420	Southwestern Stationery and	Supplies	79.09	79.09
G-04421	The Dagwell Dixie Co.	Maintenance of Facilities	95.04	95.04
G-04422	Demco	Supplies	825.00	
		Supplies	106.41	
		Supplies	102.39	1,033.80
G-04423	Pipkin Cameras	Other Commodities	17.90	17.90
G-04424	Gale Research	Materials	3,441.68	
		Materials	859.99	4,301.67
G-04425	Highsmith Co., Inc.	Programming Supplies	41.40	
		Programming Supplies	68.18	
		Programming Supplies	35.95	145.53
G-04426	Doc Savage Supply Co.	Maintenance of Facilities	64.71	64.71
G-04427	Elizabeth A. Pressler	Mileage	9.44	9.44
G-04428	Standard Printing Co., Inc.	Supplies	375.00	375.00

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04429	Central Parking System	Parking	75.00	75.00
G-04430	Weston Woods Accts Receivable	Materials	55.95	55.95
G-04431	Harvey Stanbrough	Programming Activities	150.00	150.00
G-04432	Shelia Daniel	Programming Activities	50.00	50.00
G-04433	Baker & Taylor Books - #510486	Materials	1,833.77	1,833.77
G-04434	Karen Meyers	Programming Activities	75.00	75.00
G-04435	Mediation & Meeting Center	Professional Services	255.00	255.00
G-04436	Laura J Hurst-Frabasilio	Group Insurance	2.42	2.42
G-04437	Bill Warren Office Products	Supplies	149.99	
		Supplies	26.94	176.93
G-04438	TDS Telecom	Telephone Sevices	524.09	524.09
G-04439	American Library Association	Membership	200.00	200.00
G-04440	Maryann M Heard	Group Insurance	2.86	2.86
G-04441	Chester 'Jack' Kinzie, Jr.	Travel Expense	26.73	26.73
G-04442	OfficeMax - A Boise Co.	Supplies	149.50	149.50
G-04443	Ronna Davis	Registration	140.00	140.00
G-04444	Recorded Books, LLC	Materials	215.55	215.55
G-04445	Okla. Employment Security Comm	Unemployment Insurance	1,933.02	1,933.02
G-04446	Instructional Video, Inc.	Materials	144.52	144.52
G-04447	Greater Oklahoma City	Other Commodities	50.00	50.00
G-04448	Gale Group	Materials	595.10	595.10
G-04449	Ann Aliotta	Travel Expense	32.00	32.00
G-04450	Hunter's Battery Warehouse	Maintenance Supplies	53.50	53.50
G-04451	Salem Press Accounting Office	Materials	323.95	323.95
G-04452	Live Oak Media	Materials	122.75	122.75
G-04453	Staples Business Advantage	Supplies	43.98	43.98
G-04454	Hal Leonard Publishing	Materials	17.94	17.94
G-04455	Angie Paeltz	Mileage	12.96	12.96
G-04456	Library Video Co.	Materials	281.46	281.46
G-04457	Geri Price	Supplies	83.56	83.56
G-04458	Full Circle Book Store	Programming Activities	70.31	
		Materials	30.00	100.31
G-04459	BMI Systems	Equipment	39,546.00	39,546.00
G-04460	Teen Ink	Library Related Service	125.00	125.00
G-04461	Construction Building	Capital Project	328.00	328.00
G-04462	National Women's History	Programming Supplies	72.30	72.30
G-04463	Intl. Code Council	Books	92.99	92.99
G-04464	Lowe's Companies, Inc.	Maintenance of Facilities	21.75	21.75
G-04465	FireCo of Oklahoma, Inc.	Maintenance of Facilities	185.30	185.30
G-04466	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-04467	Oklahoma Dept. of Libraries	Registration	75.00	75.00
G-04468	Random House, Inc	Materials	2,053.60	2,053.60
G-04469	Scott's Printing & Copying	Printing	15.15	
		Printing	52.50	
		Printing	107.59	
		Printing	117.00	
		Printing	234.00	
		Printing	619.79	1,146.03
G-04470	Brilliance Corporation	Materials	743.62	743.62
G-04471	Ingram Library Services	Materials	3,567.90	3,567.90
G-04472	Walker Companies	Supplies	16.95	16.95

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
G-04473	Audio Editions	Materials	262.74	262.74
G-04474	FedEx Kinko's Print Services	Printing	39.20	
		Printing	152.58	
		Printing	59.50	
		Printing	179.50	430.78
G-04475	BMI Systems Corp.	Supplies	43.90	43.90
G-04476	Ingram Library Services	Materials	794.01	794.01
G-04477	Sagebrush Corp.	Materials	116.67	116.67
G-04478	Voss Lighting	Maintenance of Facilities	77.80	
		Maintenance of Facilities	12.12	89.92
G-04479	Frances V. Harbert	Mileage	8.63	8.63
G-04480	School Tech, Inc.	Safety Supplies	71.28	71.28
G-04481	Ami Tull	Programming Supplies	65.45	65.45
G-04482	Dell	Automation contractural	6,160.00	6,160.00
G-04483	Debbie Robertus	Mileage	18.83	18.83
G-04484	GovConnection, Inc.	Automation Contractural	2,938.08	
		Automation Contractural	296.18	3,234.26
G-04485	Associated Appliance, Inc.	Maintenance of Facilities	39.46	39.46
G-04486	The Daily & Sunday	Legal Advertisement	86.94	
		Legal Adv. Sealed Bid	89.87	176.81
G-04487	Sharon A. Nolan	Programming Activities	153.21	153.21
G-04488	Katrina Prince	Mileage	24.10	24.10
G-04489	Marty Ludlum	Programming Activities	100.00	100.00
G-04490	Oklahoma Today Magazine	Materials	51.35	51.35
G-04491	Omniplex	Programming Activities	150.00	150.00
G-04492	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,150.00	2,300.00
G-04493	BBC Audiobooks America	Materials	397.56	397.56
G-04494	Video Language Products	Materials	906.14	906.14
G-04495	Justin Systems, Inc.	Automation Contractural	3,256.81	3,256.81
G-04496	Lisa M. Wood	Mileage	171.72	171.72
G-04497	Ford Audio-Video	Automation Contractural	90.00	90.00
G-04498	Highbridge Audio	Materials	12.15	12.15
G-04499	Demco Media Turtleback Books	Materials	101.77	101.77
G-04500	David Fitzgerald & Associates	Library Related Services	90.00	
		Library Related Services	150.00	
		Library Related Services	155.00	
		LIbrary Related Services	420.00	815.00
G-04501	Jeanne Devlin	Parking	81.00	81.00
G-04502	Baker & Taylor Entertainment	Materials	1,843.76	1,843.76
G-04503	Manpower, Inc.	Temporary Services	574.20	
		Temporary Services	673.00	1,247.20
G-04504	Arts Council of Oklahoma City	Programming Activities	3,490.00	3,490.00
G-04505	Mobil 1 Lube/AFMS	Vehicle Parts & Repairs	33.51	33.51
G-04506	Walmart Community	Other Commodities	24.92	24.92
G-04507	Commercial Card Solutions	Registration	245.00	
		Books	415.32	660.32
G-04508	Helen Chacon	Group Insurance	6.10	6.10
G-04509	Donna Morris	Car Allowance	450.00	450.00
G-04510	Carol Hunter	Travel Expense	30.78	
		Registration	150.00	180.78
G-04511	Star Lighting	Maintenance Supplies	276.00	

** Continued **

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04511	Star Lighting	Maintenance Supplies	10.95	286.95
G-04512	Anita Sanders	Travel Expense	17.37	17.37
G-04513	Southwestern Bell	Telephone Services	63.42	
		Telephone Services	179.88	243.30
G-04514	Areawide Aging Agency	Registration	65.00	65.00
G-04515	Securitas Security USA, Inc.	Security Services	908.60	
		Security Services	2,972.13	
		Security Services	988.25	4,868.98
G-04516	Employee Benefits	Materials	332.00	332.00
G-04517	Baker & Taylor Books - #510486	Materials	688.62	
		Materials	1,395.85	
		Materials	952.74	
		Materials	852.98	
		Materials	5,250.01	
		Materials	1,777.84	
		Materials	2,274.87	
		Materials	1,639.79	14,832.70
G-04518	Baker & Taylor Books - #510486	Materials	1,504.87	
		Materials	2,317.92	
		Materials	3,751.17	
		Materials	2,091.06	
		Materials	2,140.46	11,805.48
G-04519	Baker & Taylor Books-#510486	Materials	2,264.60	2,264.60
G-04520	Sabre Technologies	Automation Contractural	140.00	
		Automation Contractural	285.00	
		Supplies	3,050.00	3,475.00
G-04521	Heartland Payphone Service	Telephone Services	195.50	195.50
G-04522	Severn House Publishers	Materials	529.48	529.48
G-04523	Cheryl Cherry	Group Insurance	6.76	6.76
G-04524	Smart Technologies	Computer Equipment	4,245.00	
		Automation Contractural	92.00	
		Automation Contractural	900.00	5,237.00
G-04525	Metropolitan Library System	Employee Deductions	100.00	100.00
G-04526	Convenient Loans	Employee Deductions	132.10	132.10
G-04527	Bank of Oklahoma	Payroll Transmittal-Chks	47,312.52	
		Payroll Transmittal-Chks	16,346.14	63,658.66
G-04528	Bank of Oklahoma	Federal Witholding Tax	35,195.10	
		Federal Witholding Tax	2,162.00	37,357.10
G-04529	Oklahoma Tax Commission	State Witholding Tax	16,718.00	
		State Witholding Tax	1,212.00	17,930.00
G-04530	Mun. Employees Credit Union	Employee Cr Union Deducts	10,123.74	
		Employee Cr Union Deducts	90.00	10,213.74
G-04531	United Way of Central Oklahoma	Employee Deductions	375.39	
		Employee Deductions	6.00	381.39
G-04532	Bank of America	Payroll Transmittal-DDep	163,095.05	
		Payroll Transmittal-DDep	22,741.79	185,836.84
G-04533	Nationwide Retirement Solution	Employee Deductions	8,540.97	8,540.97
G-04534	Transamerica Worksite Mrktg.	Employee Deductions	693.88	693.88
G-04535	Metro Library Sys Pension Trst	Employee Retirement Conts	8,481.54	8,481.54
G-04536	Bank of Oklahoma	Employee Flexplan Deposit	7,674.50	7,674.50
G-04537	Bank of Oklahoma	Employee Soc/Sec Deposits	19,613.68	
	** Continued **			

General Fund F.Y. 04-05 **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04537	Bank of Oklahoma	Employee Soc/Sec Deposits	2,857.18	
		Employee Medicare Deposit	4,587.08	
		Employee Medicare Deposit	668.24	
		Employer Soc/Sec Deposits	22,470.92	
		Employer Medicare Deposit	5,255.26	55,452.36
G-04538	Love, Beal & Nixon, P.C.	Employee Deductions	130.38	130.38
G-04539	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04540	Administrative Systems, Inc.	Employee Deductions	966.95	966.95
G-04541	Credit Bureau Services Assoc.	Employee Deductions	168.96	168.96
		Total of FY 04-05 Warrants Issued		$ 1,392,132.90

Special Funds **Warrant Register** April 2005

Number	Vendor/Payee	Purpose		Amount
S-11274	Cynthia M. Seals	Lost & Paid Book Returned	15.95	15.95
S-11275	Angela M. Mills	Lost & Paid Book Returned	3.00	3.00
S-11276	Elynn T. Wagner	Lost & Paid Book Returned	3.00	3.00
S-11277	April L. Zimmerman	Lost & Paid Book Returned	3.00	3.00
S-11278	Juanita M. McCanne	Lost & Paid Book Returned	3.00	3.00
S-11279	Loyce M.B. Varallyay	Lost & Paid Book Returned	4.98	4.98
S-11280	Lennis Edge	Lost & Paid Book Returned	15.95	15.95
S-11281	Oklahoma Tax Commission	SALES TAX	11.03	11.03
S-11282	Juliann Radford	Lost & Paid Book Returned	23.95	23.95
S-11283	Kay L. Bauman	Lost & Paid Book Returned	15.00	15.00
S-11284	Amarillo Public Library	Lost Book Reimbursement	55.00	55.00
S-11285	Baker & Taylor Books - #510486	Materials	73.74	73.74
S-11286	Nancy E. Skinner	Lost & Paid Book Returned	12.00	12.00
S-11287	Shawnee Library System	Out of State Loan Fee	5.00	5.00
S-11288	Oklahoma Tax Commission	SALES TAX	378.56	378.56
S-11289	Rosemary Czarski	Other Commodities	352.08	352.08
S-11290	Ricky D. Thomas	Lost & Paid Book Returned	8.95	8.95
S-11291	Kelsey G. Thomason	Lost & Paid Book Returned	6.30	6.30
S-11292	Trayvon Henry	Lost & Paid Book Returned	15.00	15.00
S-11293	Andrea J. Coleman	Lost & Paid Book Returned	3.00	3.00
S-11294	Lauri B. Stucki	Lost & Paid Book Returned	13.85	13.85
S-11295	Katrina Hammonds	Lost & Paid Book Returned	3.00	3.00
S-11296	Ashlyn D. King	Lost & Paid Book Returned	3.00	3.00
S-11297	Tanjane S. Obianwu	Lost & Paid Book Returned	3.00	3.00
S-11298	Evanston Public Library	Books	21.98	21.98
S-11299	Larry E. Williams	Lost & Paid Book Returned	4.95	4.95
S-11300	Demco	Equipment	119.98	119.98
S-11301	Standley Systems	Copier Usage	524.19	
		Copier Usage	251.87	776.06
S-11302	Walmart Community	Programming	117.79	117.79
S-11303	Choctaw High School	Programming	100.00	100.00
S-11304	Pirates Alley	Other Commodities	1,246.73	1,246.73
S-11305	Cheryll Smith	Programming	69.48	69.48
S-11306	Tony Caesar's Flowers	Reception 50th Anniv	91.00	91.00
S-11307	Teresa Z. Fife	Lost & Paid Book Returned	10.05	10.05
S-11308	Miriam C. Morales	Lost & Paid Book Returned	6.05	6.05
S-11309	Danny W. Atterberry	Lost & Paid Book Returned	26.95	26.95
S-11310	Clayton T. Hollingshead	Lost & Paid Book Returned	3.89	3.89
S-11311	Kerri L. St. John	Lost & Paid Book Returned	7.23	7.23
S-11312	Nicole R. Randolph	Lost & Paid Book Returned	3.00	3.00
S-11313	Oklahoma Dept. of Libraries	Books	104.00	104.00
S-11314	Elizabeth A. Hildebrand	Lost & Paid Book Returned	8.35	8.35
S-11315	Michelle R. Masters	Lost & Paid Book Returned	13.99	13.99
S-11316	Laura A Green	Lost and Paid	6.95	6.95
S-11317	Lorraine Bacon-Barclay	Lost & Paid Book Returned	8.95	8.95
S-11318	Metropolitan Library System	Transfer of Fines & Fees	45,000.00	45,000.00
S-11319	Xerox Corp.	Copier Usage	168.00	168.00
S-11320	Houston Academy of Medicine TX	Photocopies	11.00	11.00
S-11321	Borders Group, Inc.	Books	1,822.68	1,822.68
S-11322	Cinna Twister	Programming	223.92	223.92
S-11323	School Specialty	Furniture	246.38	246.38
S-11324	Reading Tree Productions	Programming	2,990.00	2,990.00

Special Funds

Warrant Register

April 2005

Number	Vendor/Payee	Purpose		Amount
S-11325	Carol Hamilton	Programming	400.00	400.00
S-11326	Quality Book Binding Co.	Genealogy Bindery	1,861.80	1,861.80
S-11327	Melissa Weathers	Programming	249.24	249.24
S-11328	Melissa Weathers	MWC 50 Anniversary	52.47	52.47
S-11329	Jane M. Stewart	Lost & Paid Book Returned	3.00	3.00
S-11330	Christie L. Barnes	Lost & Paid Book Returned	28.00	28.00
S-11331	Dal W. Campbell	Lost & Paid Book Returned	8.95	8.95
S-11332	Marti A. Cripps	Lost & Paid Book Returned	3.00	3.00
S-11333	Charley H. Ford	Lost & Paid Book Returned	4.95	4.95
S-11334	Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-11335	Monica Houston	Room Rental Cancellation	20.00	20.00
S-11336	Central Parking System	Parking	40.00	40.00
		Total of Special Funds Warrants Issued		$ 56,915.11

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: PURCHASE MAINTENANCE MANAGEMENT SOFTWARE

Provided for the FY 2004-05 budget is the request for a maintenance management software package from the Maintenance Department.

The Information Technology Department reviewed and tested software packages from several vendors to determine the best software available to meet the requirements of the Maintenance Department. Each vendor had a unique software package, which made each vendor and its software a sole source vendor.

After careful consideration, review and testing, the staff has recommended that Maintenance Connection, Inc., is the best and lowest vendor to provide a software package that meets the requirements of the Maintenance Department.

The cost of the software and the installation by Maintenance Connection is $13,185.00. The recurring annual fee for technical support, software maintenance and licensing is $6,549.30.

RECOMMENDATION:

That the Commission award the sole source contract for a maintenance management software package, technical support, software maintenance and licensing to Maintenance Connection for a total cost of $19,734.30. Adequate funding for this purchase is available in the FY 2004-05 budget, account 410.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: RENEWAL OF AUDITING SERVICES

Murrell, Hall, McIntosh & Co., PLLP was awarded the auditing service contract for the Library at the March 21, 2002, (Doc. #64) Commission meeting. The audit of the FY 2004-05 Financial Statement will be the fourth year that Murrell, Hall, McIntosh & Co., PLLP has conducted the audit. The audit will be conducted in accordance with the financial reporting model specified in GASB Statement #34.

Murrell, Hall, McIntosh & Co., PLLP will audit the Flexible Benefit Plan Fund.

The fees for the FY 2004-05 annual audits are as follows:

Audit Cost for the Financial Statements of the Library	$	12,250.00
Audit Cost for the Flexible Benefit Plan Fund	$	1,650.00
Total Audit Cost for the Fiscal Year Ending June 30, 2005	$	13,900.00

RECOMMENDATION:

That the Commission renew the contract for the FY 2004-05 annual audit with Murrell, Hall, McIntosh & Co., PLLP in the amount of $13,900.00. Funding for this audit service will be provided for in the FY 2005-06 budget, account 213.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: ANNUAL CONTRACT FOR LASERJET AND INKJET TONER CARTRIDGES

Provided for in the FY 2005-06 budget is the annual request for various toner cartridges for the many Hewlett Packard printers within the Library system. Both LaserJet and InkJet toner cartridges are used throughout the system.

Specifications were prepared and bids were let for 13 days and were advertised for two days (April 29 and May 3, 2005) in ***The Oklahoman***. Bids were sent to ten prospective vendors.

A pre-bid meeting was held Thursday, May 5, 2005, at Business Office, Downtown Library. No vendors attended. Bids were received and publicly opened May 11, 2005. Three vendors responded.

a. LaserJet Toner Cartridges

Vendors	HP Printer 4000 Series	HP Printer 2100 Series	HP Printer 4100 Series	HP Printer 2300 Series	HP Printer 4200 Series	HP Printer 2400 Series	HP Printer 4250/ 4350 Series
Sabre Technologies	**$87.00**	**$81.00**	**$101.00**	**$95.00**	**$122.00**	**$165.00**	**$118.00**
Crystal Data and Business Products	$86.19	$83.52	$106.30	$100.12	$128.87	$175.15	$125.30
A/C/E Supply and Service	$96.74	$89.75	$111.50	$104.97	$131.81	$178.17	$130.30

b. InkJet Toner Cartridges

Vendors	HP Printer HPC4836A	HP Printer HPC4837A	HP Printer HPC4838A	HP Printer HPC4844A	HP Printer HPC4841A	HP Printer HPC4842A	HP Printer HPC4843A
Sabre Technologies	**$27.00**	**$27.00**	**$27.00**	**$27.00**	**$27.00**	**$27.00**	**$27.00**
Crystal Data and Business Products	$27.22	$27.22	$27.22	$27.22	$26.95	$26.95	$26.95
A/C/E Supply and Service	$30.73	$30.73	$30.73	$30.73	$30.73	$30.73	$30.73

All vendors meet specifications and are located in Oklahoma County. Sabre Technologies is the overall best and lowest bidder for both the LaserJet and InkJet toner cartridges.

RECOMMENDATION:

That the Commission award the annual contract for LaserJet and InkJet Toner Cartridges to Sabre Technologies in the amounts indicated above for the Fiscal Year 2005-06. Funding for these purchases is provided for the FY 2005-06 budget, account 303.

REQUEST TO DECLARE EQUIPMENT SURPLUS

The Commission on January 20, 2005 (Doc #53) approved the purchase of one ½-Ton Truck and one ¾-Ton Cab and Chassis with service body.

The ¾-Ton Cab and Chassis is to have a service body installed and will be used as a maintenance service truck replacing the 1986 service van. The 2005 ½-ton pickup truck will replace the 1993 pickup truck. Both, the 1986 service van and the 1993 pickup truck have become surplus to the Library System's needs.

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

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

Inventory Number	Description	Mileage
21634	1986 Chevy Van	87425
22099	1993 Dodge 1-Ton Pickup with Liftgate	75601

RECOMMENDATION:

That the Commission declares the 1986 service van and the 1993 pickup truck to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

REPORT AND RECOMMENDATIONS FROM THE PUBLIC SERVICES COMMITTEE

THE PUBLIC SERVICES COMMITTEE MET MAY 5, 2005, FOR:

I. Establish a quorum.

II. Report and Recommendation from Administration ~ Review of: Metropolitan Library System Policy & Procedure Manual: Access to Materials ~ AM 310 Materials Selection and Metropolitan Library Commission of Oklahoma County policies and actions related to customer comments on library materials

III. Report and Recommendation from Administration ~ Adoption of Local History Collection Policy

IV. Report and Recommendation from Administration ~ Adoption of Genealogy Materials Policy

V. Report and Recommendation from Administration ~ Revision to Internet Policy

(Minutes of May 5, 2005 meeting are attached)

DURING ITS MEETING, THE COMMITTEE:

Reviewed and discussed all items.

The results of the discussions are as follows:

- The Committee took no action on the review of the Metropolitan Library System Policy & Procedure Manual: Access to Materials ~ AM 310 Materials Selection and Metropolitan Library Commission of Oklahoma County policies and actions related to customer comments on library materials.
- The Committee voted unanimously to adopt to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 312 Local History Collection and recommend to Commission the adoption of AM 312 Local History Collection. (policy is attached)
- The Committee voted unanimously to adopt to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 311 Genealogy Materials and recommend to Commission the adoption of AM 311 Genealogy Materials. (policy is attached)
- The Committee voted unanimously to approve the revisions to the Metropolitan Library System Policy & Procedure Manual: Access to Services, AS 400 Internet Access Policy and recommend to Commission approval of the revisions. (policy is attached)

COMMISSION ACTION: To accept/approve the following recommendations:

I. That the Commission approve the recommendations from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 312 Local History Collection.

II. That the Commission approve the recommendations from Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 311 Genealogy Materials.

III. That the Commission approve the recommendations from Public Services Committee on the revisions to the Metropolitan Library System Policy & Procedure Manual: Access to Services, AS 400 Internet Access Policy.

METROPOLITAN LIBRARY COMMISSION

OF OKLAHOMA COUNTY

PUBLIC SERVICES COMMITTEE

MINUTES

Thursday May 5, 2005 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County April 6, 2005. 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 May 2, 2005, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Jose Jimenez, Chair
Pamela Pung
Cynthia Trent
Peggy Winters

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Deanna Hannah, Metropolitan Library Commission, Member
Millicent Gillogly, Metropolitan Library Commission, Member
Shirley Pritchett, Metropolitan Library Commission, Member
Marguerite Ross, Metropolitan Library Commission, Member
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 82

I. The meeting was called to order at 3:31 pm by Jose Jimenez, Chair.

Roll was called to establish a quorum. Present: Pung, Trent, Winters, Jimenez.

II. Mr. Jimenez called for public comments. (Twenty *Citizens Request to Speak* forms are attached.) Mr. Jimenez reminded everyone that the Committee has a full agenda and that the normal allotted time for speakers is 15 minutes, however he made an exception on the allotted time today to allow each individual one [1] timed-minute in which to give their remarks.

III. Mr. Jimenez stated that the minutes of the July 8, 2004 meeting of the Committee were included for review.

IV. Mr. Jimenez referred to Agenda Item II. He stated that this item was referred to this Committee by the Commission for review. Mr. Jimenez asked members if they had any questions or comments on the report from Administration. There were none.

Mr. Jimenez asked Mrs. Donna Morris, Metropolitan Library System (MLS) Executive Director to begin the review.

Mrs. Morris referenced the components of the written report. She stated that included with the report was the MLS Policy & Procedure Manual: Access to Materials, AM 300 Library Collections and the request for members to carefully review the policy paying particular attention to parts of the policy regarding the responsibility for the selection of materials and the criteria and the resources that are used for selection.

She continued, by stating that pages 6~9 of the AM 300 policy refer to the major categories of the collection and their classifications. These sections give information on how and why materials are placed in certain classifications.

Also included with the report was the letter sent to Mr. Alan Woodland in response to the "MLS Individual's Comments on Library Materials and Information Access" form. She informed the Committee that Mr. Woodland was the parent who spoke at the March 24, 2005 Commission meeting.

Mrs. Morris stated that initially Mr. Woodland did not follow the policy or process the Library System has in place to address customers' concerns with library materials. At the request of the Administration, after the March 2005 meeting, Mr. Woodland completed and submitted the form to the Warr Acres Library. This information was included so that the Committee would be able to see the Library System's process for addressing customers' comments.

Mrs. Morris called on Ms. Karen Marriott, Deputy Executive Director/Materials & Outreach Services who would outline the details of the process.

Mrs. Morris stated that since there are some newer members on the Commission and to refresh the memories of others, the Administration included a copy of the screens available to parents as part of the Parental Preference Option (PPO); this service enables parents to block specific titles or classifications that they do no want their children to check out. She reminded Mrs. Peggy Winters that the PPO was the result of the Commission action several years ago.

Mrs. Morris read the vision statement that was adopted by Commission as part of the 2002 Strategic Plan and the Commission approved mission statement. Discussion followed.

She reinforced that the selection policy clearly supports the vision and mission statements ideals and specifically instructs staff to select materials to meet the needs of individuals in the community regardless of any anticipated disapproval or their own beliefs.

She explained that from July 2004 through March 2005, the Materials Selection department received 13,797 requests to purchase specific titles. Mrs. Winters asked how many requests are received before the Library System purchases the requested materials. Ms. Marriott responded that first the request must meet the selection criteria; then the number of requests for materials and number of copies that would need to be purchased follow a predetermined formula.

Mrs. Morris explained the long-standing policy of the Commission to not participate in the selection or classification of materials but to adopt policies to guide the professional staff in carrying out those responsibilities. Any change made to the current policies and procedures regarding the selection of materials and the review of these materials would require the Commission to establish new specific procedures to be followed by staff and any public wishing to request a review of materials by the Commission.

Mrs. Morris concluded by stating that after completing an additional review of the materials in question; the staff believes that the selection policy is sound. In response to the specific question as to whether or not it is appropriate to have the books in question shelved in the children's section of the Library System, the staff have determined that the books are cataloged and shelved appropriately according the Library System's selection policy. Questions and discussion followed.

Mrs. Trent asked since Mr. Woodland's initial comments were responded too; has the Library System heard anymore from him? Mrs. Morris responded no, we have not.

Mrs. Morris stated that she has requested Ms. Marriott to review the selection policy and explain the customer comment response process. Ms. Marriott provided the Committee with a summary of the process and a copy of the complete comment form.

Ms. Marriott reviewed the process with specific reference to the processing of Mr. Woodland's comment form. She referenced the Metropolitan Library System Policy

and Procedure Manual, Access to Materials, AM 310 Materials Selection. She also provided the Committee the opportunity to see the resources the Selection department uses for obtaining professional reviews of materials. Discussion followed.

Mrs. Winters asked if the books in question could be listed under the special collections category or could a new section of special collections be created. Mrs. Morris noted that the current policy would have to be changed; she reaffirmed that staff believes the current selection process and classification is sound. Discussion followed.

Mrs. Pam Pung stated that the Library System's policies and procedures are sound and good and that there is no merit for making any changes to them. The staff does a commendable job in adhering to the policies and procedures and we should support them.

Mrs. Cynthia Trent commented that this discussion has created a deep turmoil for her personally. She does believe that the Library System staff does and excellent job and that a public library is for everyone. However, her own personal beliefs would require the books in question to be reshelved; she is still conflicted because she does not believe the Commission should be reviewing every book in the system. Questions and Discussion followed.

Mr. Jimenez called for further discussion or a motion. There was none.

V. Mr. Jimenez referred to Agenda Item III. Ms. Marriott explained that the attached policy was written in order to meet the goals and objectives set in the Strategic Plan for the development and expansion of a local history collection.

This collection of material is housed at the Downtown Library in the Oklahoma Room. Mrs. Winters asked what the hours of operation for the Oklahoma Room. Mrs. Morris stated that it is opened from 1 pm to 5 pm, Monday through Friday.

Questions and discussion followed.

> **Mrs. Winters moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manuel: Access to Materials, AM 312 Local History Collection and to recommend to Commission the adoption of AM 312 Local History Collection policy. Mrs. Pung seconded. No further discussion; motion passed unanimously.**

VI. Mr. Jimenez referred to Agenda Item IV. Ms. Marriott explained that the attached policy was written in order to meeting the goals and objectives set in the Strategic Plan for the development and expansion of genealogy materials.

Mrs. Trent asked if this collection was also housed only in the Downtown Library. Ms. Marriott explained that there are genealogy materials located in libraries throughout the Library System, but that a large number of genealogy materials are

housed in the Downtown Library. She added that Mrs. Debra Spindle, Manager of the Downtown Library, is an expert in the field of genealogy. Questions and discussion followed.

Mrs. Pung moved to approved the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 311 Genealogy Materials and recommend to Commission the adoption of AM 311 Genealogy Materials. Mrs. Winters seconded. No further discussion; motion passed unanimously.

VII. Mr. Jimenez referred to Agenda Item V. Mrs. Morris stated that with the addition of the wireless internet service the Library System needed to update its Internet Policy to include this access. She stated that by making minor changes in the Library System's current policy the Administration has created a sound policy.

She referred to Mr. Jim Welch, Deputy Executive Director/Technology to the new method of adult acceptance of the internet usage agreement. Mr. Welch explained that each time an adult customer accesses the Library System's internet services, whether on a library computer or wireless access they will be required to read and accept the Internet Access Policy before the computer system will allow them the access.

Mrs. Winters asked if having access to email meant that minors would have access to chat rooms. Mr. Welch explained that minors would not be able to access chat rooms, strictly email access only. Questions and discussion followed.

Mrs. Pung moved to approve the recommendation from Administration on the revisions to the Metropolitan Library System Policy & Procedure Manual: Access to Services, AS 400 Internet Access Policy and recommend to Commission approval of the revisions. Mrs. Winters seconded. No further discussion, motion passed unanimously.

VIII. No further business, the Committee adjourned at 4:47 p.m.

Donna Morris

Donna Morris, Executive Director
(Secretary)

#1

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

Sally Kern

PRINT NAME

2713 n. Sterling Ave OKC Ok 73127

RESIDENCE: ADDRESS/ZIP

Rep. Sally Kern

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

957-7348 **TELEPHONE**

sallykern@okhouse.gov **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) Re-shelving books

_____

I ask to speak on the topic or issue(s) of _____

_____

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#2 Q

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 05/05/05

Please complete this form if you are interested in addressing the Library Commission

Joseph M. Quigley
PRINT NAME

6020 NW 19 OKC. OK
RESIDENCE: ADDRESS/ZIP

Joseph M. Quigley
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

521-0215 **TELEPHONE**

Jquiglee@aol.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) dealing w/ Book Shelving #2

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#3

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

Andrew V. Magnarella
PRINT NAME

5517 NW 23rd Oklahoma City, OK 73127
RESIDENCE: ADDRESS/ZIP

Andrew V. Magnarella
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-706-6832 _____
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: Andrew Magnarella

I ask to speak on the following Agenda Item(s) II

_____

I ask to speak on the topic or issue(s) of Porno / Sodamite Books in the Children's Section

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#4

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/05/05

Please complete this form if you are interested in addressing the Library Commission

Joshua McCloskey
PRINT NAME

5517 NW 23rd Street 78127
RESIDENCE: ADDRESS/ZIP

Joshua McCloskey
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

_____ mccloskeyj@aol.com
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) #2

_____

I ask to speak on the topic or issue(s) of #2

_____

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#5

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: May 5, 2005

Please complete this form if you are interested in addressing the Library Commission

CALEB M. GARRAWAY
PRINT NAME

5029 NW 197th Terrace
RESIDENCE: ADDRESS/ZIP

[signature]
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

_____ _____
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: X (concerned citizen of Oklahoma County)

I ask to speak on the following Agenda Item(s) _____

II

I ask to speak on the topic or issue(s) of Promoting homosexual (+ adult material) in areas of children's access of library

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#6

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

JOHN M. MAGAS
PRINT NAME

5555 N.W. 23rd. St. 73127
RESIDENCE: ADDRESS/ZIP

John M. Magas
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

946-5677 **TELEPHONE**

jmmagas@yahoo.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: Concerned citizen

I ask to speak on the following Agenda Item(s) (II)

I ask to speak on the topic or issue(s) of library materials available to children

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#1

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

Shane Dike
PRINT NAME

5555 NW 23 St. OKC, OK 73127
RESIDENCE: ADDRESS/ZIP

Shane G. Dike
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

(718) 926-0637 _____
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: Concerned OK County Citizen

SELF: ~~S~~ ✓

I ask to speak on the following Agenda Item(s) Article II

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

8

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

Adrian Van Maren
PRINT NAME

2038 N.W. 19th OKC, OK 73106
RESIDENCE: ADDRESS/ZIP

Adrian Van Maren
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

528-2118 — **TELEPHONE**

AdrianV.M.@Juno.com — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) # II

I ask to speak on the topic or issue(s) of Placing the wrong material into the hands of children

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#9

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

C.W. Fisk

PRINT NAME

5017 N.W. 19th TERR. Ok. City, OK 73127

RESIDENCE: ADDRESS/ZIP

C. W. Fisk

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-948-9358 _____

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF:

I ask to speak on the following Agenda Item(s) # II

I ask to speak on the topic or issue(s) of opposition to porn being available to Children.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#10

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

Jonathan J. Hernandez
PRINT NAME

1912 N Penn St.
RESIDENCE: ADDRESS/ZIP

Jonathan J. Hernandez
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

_____ _____
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: Citizen

I ask to speak on the following Agenda Item(s) II

_____

I ask to speak on the topic or issue(s) of Book placement. Adult materials place in children's section.

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#11

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-05-05

Please complete this form if you are interested in addressing the Library Commission

Amos Pranger

PRINT NAME

5555 NW 23rd St OKC, OK 73127

RESIDENCE: ADDRESS/ZIP

Amos J. Pranger

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-921-4373 **TELEPHONE**

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF:

I ask to speak on the following Agenda Item(s) II

I ask to speak on the topic or issue(s) of Book placement. Adult books place in area available for children of all age.

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#12

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: May 5, 2005

Please complete this form if you are interested in addressing the Library Commission

Victor Gorin
PRINT NAME

2512 Eubanks, OK | Nichols Hills, OK | Oklahoma 73112
RESIDENCE: ADDRESS/ZIP

V Gorin
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

947-2048 — **TELEPHONE**

vgorin@theshop.net — **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: ✓

SELF:

I ask to speak on the following Agenda Item(s) Books in Children's Section

I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#13

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

STAN ALEXANDER
PRINT NAME

2105 FREMONT DR. - The Village
RESIDENCE: ADDRESS/ZIP

Stan Alexander
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

751-8356
TELEPHONE

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: The Village City Council

SELF:

I ask to speak on the following Agenda Item(s) II -
Manual Access to Materials - Children's Area

I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#14

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5/5/05

Please complete this form if you are interested in addressing the Library Commission

Debbie Bowen

PRINT NAME

2604 CARLTON WAY, OKC 73120

RESIDENCE: ADDRESS/ZIP

X Debbie Bowen

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

755-3250 _____

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: Village City Council

SELF: _____

I ask to speak on the following Agenda Item(s) book placement

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#15

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

M. Mike Jestes

PRINT NAME

3908 N. Pennsylvania SH100 Bethany Ok 73008

RESIDENCE: ADDRESS/ZIP

Mike Jestes

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: Oklahoma Family Policy Council

SELF:

I ask to speak on the following Agenda Item(s) Library Placement

I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#16

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: May 5, 05

Please complete this form if you are interested in addressing the Library Commission

Melissa Michie
PRINT NAME

617 Redstone Edmond, Okla 73013
RESIDENCE: ADDRESS/ZIP

Melissa D Michie
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

_____ michiemouth@yahoo.com
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) II

_____

I ask to speak on the topic or issue(s) of _____

_____

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#17

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-5

Please complete this form if you are interested in addressing the Library Commission

James Nimmo

PRINT NAME

2406 NW 59

RESIDENCE: ADDRESS/ZIP

James Nimmo

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

843.3651 **TELEPHONE**

james.nimmo@gmail.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) Agenda item II

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#18

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

Karen Webb
PRINT NAME

1033 NW 20
RESIDENCE: ADDRESS/ZIP

Karen A. Webb
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-794-2711 _____
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) II

_____

I ask to speak on the topic or issue(s) of King & King.

_____

_____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#19

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-6-05

Please complete this form if you are interested in addressing the Library Commission

Stephanie West

PRINT NAME

8 5 Creek Side Dr Edmond, OK 73003

RESIDENCE: ADDRESS/ZIP

Stephanie West

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

844-0141 **TELEPHONE**

westfam3@msn.com **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: _____

I ask to speak on the following Agenda Item(s) II (2)

I ask to speak on the topic or issue(s) of shelving of homosexual books for children

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

#20

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR** TO START OF MEETING

DATE: 5-5-05

Please complete this form if you are interested in addressing the Library Commission

Pamela Klinkevich Kosted

PRINT NAME

3105 N.W. 22 OKC

RESIDENCE: ADDRESS/ZIP

Pamela K. Kosted

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

943-4944

TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) Childrens collection

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons 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. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

Metropolitan Library System

Customer Comment Process

The 'Individual's Comments on Library Materials and Information Access' form provides members of the public with a formal means to comment on or request reconsideration of materials in the library's collection. These forms are available at all Metropolitan Library System public service agencies. All library customers providing their name and address along with their written comments will receive a written response from the Executive Director.

1. The customer discusses their concern with staff at their library. The customer may choose to submit a written comment for consideration and response by the Executive Director.

2. The customer completes the 'Individual's Comments on Library Materials and Information Access' form. This form includes some information about the library system's selection and access policies.

3. The library staff member receiving the form sends it to the Materials Selection department with a copy of the material, if possible.

4. If Materials Selection receives the form without the material, a reserve is placed and the form is held until a copy of the material is received.

5. Materials Selection staff research the title, locating reviews or other critical information used in selecting it. They also look up library holdings and usage information.

6. Materials Selection staff review the material, the reviews and other information, in light of the customer's comments and the library's policies. They submit a recommendation to the Deputy Executive Director, Materials & Outreach.

7. The Deputy Executive Director, Materials and Outreach reviews this recommendation, the documentation and the material and drafts a response for the Executive Director.

8. The Executive Director makes the final decision and sends a written response letter to the customer.

Guidelines for Handling Negative Comments on Materials

It is inevitable that some of our materials will displease some of our customers. When these customers express their opinions, it isn't always pleasant. However, handling these comments is an important part of our job and will have a long-lasting influence on how that customer feels about our library.

The following steps should be followed in dealing with customer comments:

1. Listen

The first thing to do is to listen carefully to the customer. Be sure that you understand the nature of the comment. They need to know that they have been heard, that we are interested in their comments and that we take them seriously.

2. Use policy to respond

All staff should be familiar with the Materials Selection Policy. Staff should be able to explain that materials are selected with the guidance of these official policies and that we purchase for a wide variety of tastes and viewpoints.

3. Avoid giving your personal opinion of the material

We recommend that staff not give a personal opinion of the material in question...either pro or con. In this case, it is our professional attitude that is important, not our personal opinions.

4. Provide customer with appropriate form

After you have listened and attempted to explain the library's position via the various policies, the customer may still want to submit their concerns to the administration. Provide them with a copy of the 'Individuals Comments on Library Materials and Information Access' form. Explain that they may complete this form and receive a written response from the Executive Director.

5. Send form with material to the Materials Selection Office

Once the form is filled out by the customer, send it and a copy of the material in question to the Materials Selection Office.

6. Offer to help customer select something else

This should be the final step in your encounter with the customer. Also, tell them that they are welcome to make suggestions for materials they would like to see in the collection.

METROPOLITAN LIBRARY SYSTEM
INDIVIDUAL'S COMMENTS ON LIBRARY MATERIALS AND INFORMATION ACCESS

Note to Library Customer:

Your library serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following brief summary of the Library's policy on library materials.

The Metropolitan Library System's professional staff chooses books and other materials to meet the diverse needs of this community. The staff is guided by a Materials Selection Policy adopted by the Metropolitan Library Commission. The Commission and the staff support the belief that the right to read and the right of free access to library collections for all ages are essential to the individual's freedom of thought, which is fundamental to democracy. Accordingly, the Commission has also adopted the Library Bill of Rights and the Freedom to Read Statement, both of which represent the library's interpretation of the First Amendment to the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, to label 'controversial' materials, or to distribute lists of 'objectionable' materials or authors.

With respect to Internet access, the library recognizes that the Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally and culturally enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. For this reason, the Metropolitan Library System requires all library customers to become certified and to sign an Internet Use Agreement before accessing the Internet. For minor children under 18, this agreement must also be signed by a parent or guardian. The Metropolitan Library Commission and/or the library system assume no responsibility whatsoever for use of the Internet by library customers of any age.

If you would like copies of the Materials Selection Policy, the Library Bill of Rights, the Freedom to Read Statement, and/or the Internet certification packet, please ask your librarian.

Your comments, written below, will receive a written reply from the library system's Executive Director.

****

Date submitted _____ Name of library receiving comments _____

Your Name _____ Address _____

City _____ Zip _____ Telephone _____

If you are acting as the official spokesperson for an organization, please specify:

_____

LIBRARY MATERIAL ON WHICH YOU ARE COMMENTING:

_____Book_____Magazine _____Video _____Audio ____Internet ___Other (specify)_____

Title _____

Author:_____

Please comment on the material as a whole. Be specific about those matters which concern you, and feel free to suggest other materials (books, etc.) on the subject for our consideration. (Use other side if needed.)

METROPOLITAN LIBRARY SYSTEM
INDIVIDUAL'S COMMENTS ON LIBRARY MATERIALS AND INFORMATION ACCESS

Continuation for comments on the material as a whole. Be specific about those matters which concern you, and feel free to suggest other materials (books, etc.) on the subject for our consideration.

RESOLUTION
05-02-2005 (B)

WHEREAS, the City of The Village and the Oklahoma County Metropolitan Library System (MLS) strive to serve the best interests of its diverse citizens and patrons, respectively, and

WHEREAS, the City of The Village and the MLS have enjoyed a long-standing relationship in providing access to books, periodicals, and other learning material for its citizens and patrons, respectively, and

WHEREAS, the MLS, in joint cooperation with the City of The Village, has provided our citizens and its patrons, respectively, with dedicated staff and personnel, educational material and learning resources to provide an environment where knowledge can be acquired, and

WHEREAS, the City of The Village has a vital concern in the health and welfare of all its citizens regardless of age, and

WHEREAS, the City Council of the City of The Village endorses and cherishes fervently the rights of its citizens guaranteed under our state and federal constitutions to express their opinions on matters that concern their well-being.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of The Village that the MLS, while protecting the rights of all citizens to have free and unfettered access to all forms of legitimate expressions and ideas contained within books, periodicals and other learning material, is urged to adopt appropriate measures and procedures that will serve to protect the best interests of all children from books, periodicals and learning material that may be inappropriate or harmful.

BE IT FURTHER RESOLVED, that the City Council of the City of The Village commends the MLS and its dedicated staff for the excellent service it provides to our citizens and its patrons, respectively, and looks forward to continued cooperation and support wherein both public bodies strive to serve the best interests of all in providing a healthy and wholesome learning environment that serves the heart of our democracy.

PASSED AND APPROVED by the City Council of the City of The Village, Oklahoma this 2nd day of May 2005 after compliance with notice requirements of the Open Meeting Law (Title 25, O.S. 301, et seq.)

STAN ALEXANDER, MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY this 2nd day of May 2005.

CITY ATTORNEY

Access to Materials

AM 312 Local History Collection

Draft approved by Public Services Committee 05/05/05

Policy

The Local History Collection provides public access to records, photographs and other materials that document the history of Oklahoma City, the constituent communities of Oklahoma County and the state of Oklahoma.

Regulations

1. Local History collection is housed at the Ronald J. Norick Downtown Library. Materials do not circulate and can be examined in the local history room only.
2. The Local History collection is made up of materials about the state of Oklahoma. Materials about Oklahoma City and Oklahoma County are emphasized. Materials about the southwest or south central United States may be included if relevant to Oklahoma history.
3. The Local History collection will not be a depository for city or county government documents, but may include some of those documents if they are important to the growth, development or history of the jurisdiction.
4. The Local History collection may include materials that are not about Oklahoma but were created by an Oklahoman. This may include individuals born in the state as well as longtime state residents and others associated with Oklahoma. These works must be determined by the librarian or selector to have lasting historical or artistic merit relative to the history of the state.
5. Materials in a variety of formats may be added to the collection. These include, but are not limited to: books, periodicals, photographs, atlases, audiovisuals and electronic formats.
6. Materials will not be excluded from the collection solely on the basis of language.
7. The system will cooperate with the Oklahoma Historical Society to preserve important original materials requiring special environmental conditions.
8. The system reserves the right to enter into cooperative agreements with other organizations or institutions in order to preserve historical materials or to make them more widely available.
9. Purchases for the collection are made from an annual budget allocation approved by the library commission as part of the overall materials budget. Selections must meet the criteria of the Materials Selection Policy as well as the guidelines of this policy.
10. Gift materials added to the collection must meet the System's requirements for accepting gifts and the guidelines of this policy.
11. The System reserves the right to dispose of materials that are inappropriate for or no longer useful to the collection.
12. Duplicate copies of local history materials may be added to the general reference or circulating collections of system libraries based on availability and need.

Access to Materials

AM 311 Genealogy Materials

Draft approved by Public Services Committee 05/05/05

Policy

The library provides genealogy materials to assist the public in tracing their Oklahoma roots and family origins. Most of these materials are centralized in a special genealogy collection.

Regulations

1. General or introductory materials that introduce the public to the basics of genealogy may be purchased and housed at any of the system's libraries. More specialized or one-of-a-kind materials will be added to the centralized genealogy collection.

2. The genealogy collection is housed at the Ronald J. Norick Downtown Library. Materials are provided for in-library use only.

3. The genealogy collection is focused on but not limited to Oklahoma and the surrounding states and the migration patterns of past and current Oklahomans.

4. Materials in a variety of formats may be added to the collection. These include, but are not limited to: books, periodicals, photographs, atlases, audiovisuals and electronic formats.

5. Materials will not be excluded from the collection solely on the basis of language.

6. The system will cooperate with the Oklahoma Historical Society to complement rather than duplicate the resources in their genealogy library.

7. The system reserves the right to enter into cooperative agreements with other organizations or institutions in order to preserve genealogy materials or to make them more widely available.

8. Purchases for the collection are made from an annual budget allocation approved by the library commission as part of the overall materials budget. Selections must meet the criteria of the Materials Selection Policy as well as the guidelines of this policy.

9. Gift materials added to the collection must meet the System's requirements for accepting gifts as well as the guidelines of this policy.

10. The System reserves the right to dispose of materials that are inappropriate for or no longer useful for the collection.

Access to Services

AS 400 Internet Access Policy

Adopted: 2/98, Revised: 6/01 Draft approved by Public Services Committee 05/05/05

Policy

The library strives to facilitate equal information-access to every individual in our community. The Internet provides access to information far beyond the confines of the physical library. Through the application of this policy, the library endeavors to comply with all state and federal laws and provide all constitutionally protected information available on the Internet to all interested library customers.

While the Internet offers access to a wealth of material that is enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. For this reason, the Metropolitan Library System requires only filtered access to the Internet when using library connections. The Metropolitan Library Commission and/or the Library System assume no responsibility whatsoever for use of the Internet by library customers of any age.

The library offers connectivity to the Internet via:

1. Networked public library computers
2. Wireless access where customers use their own wireless capable devices

Definitions

- Internet, according to Merriam-Webster is "the electronic communications network that connects computer networks and organizational computer facilities around the world."
- Wireless Internet access enables customers, with their own equipment, to connect to the Internet without wires or cables. Internet access is within a range of 'hotspots'. With wireless Internet, the library offers the connection to the Internet while the customer uses their own wireless capable device.
- Filtered access means that the library uses a commercial product that blocks access to view specific Internet content defined by specific criteria. This is sometimes referred to as a 'technology protection measure'.

Regulations

Accessing the Internet via the library's computers and wireless Internet with customers' own wireless capable devices is eligible to all customers and all users agree to:

- Abide by library policies and procedures.
- Accept full responsibility for use of the Internet.
- Hold the library blameless for materials they or their child acquires on the Internet.

Internet Service Support

The library offers Internet access for its customers at all agencies, and will provide:

1. Training and operational support documents.
2. Expert library staff who are available to help adults and children find the material that they are seeking, regardless of format.
3. Assistance to adult Internet users doing bonafide research, or other lawful purposes, who are unable to access an Internet site because of the filter.

Customer Satisfaction Survey

Conducted by OU Poll
February 2005
Mike Miller

Table of Contents

Survey Background 3

Survey Highlights 4

- Library in the Community 4
- Personal Value 4
- Value of Your Tax Dollars 5
- Difficulty or Ease of Library Services 5
- Difficulty or Ease of Computer Services 6
- Difficulty or Ease of Library Website 6
- Goal of Having Delighted Customers 7
- Interactions with Library 7

Survey Background

"The Library will provide friendly and efficient customer service consistently exceeding customer expectations." ***Compass for the Future, 2002-2007***

Several objectives in our strategic plan, *A Compass for the Future, 2002-2007,* concentrate our actions and training on an increased customer service focus. In order for the Library to measure our success thus far, the library administration decided to conduct a survey of Oklahoma County residents.

"By the beginning of 2004, the Library will conduct a survey of Oklahoma County and will receive an excellent customer service rating." ***Compass for the Future, 2002-2007***

"To better ensure support for library programs, the system will strive to obtain mean scores in the 9.5 range, which would be an excellent (A) job." ***Compass for the Future, 2002-2007***

In preparation for the survey, the MLS began meeting with potential survey vendors in the spring of 2004. The MLS solicited proposals from three different vendors before choosing the OU Poll. We became familiar with the OU Poll as a result of a survey they had conducted for the Oklahoma Library Association. On May 25, 2004 Mike Miller, Researcher, met with Dr. Mary Outwater of the OU Poll to discuss our specific survey needs. Mike indicated that we wanted a survey of the residents of Oklahoma City and Oklahoma County that had a 95% confidence level with a margin of error +/- 4%. The survey contained 20 questions that focused on how much value members of the community placed on the library and what specific aspects of the library were of the most value. To achieve a sample that had a 95% confidence level with a margin of error +/- 4% required that the OU Poll have over 600 completed surveys. Dr. Outwater indicated that it would take at least three weeks to gather that number of completed surveys. During the survey period, August 2nd –August 26th 2004, they were able to gather 607 completed surveys.

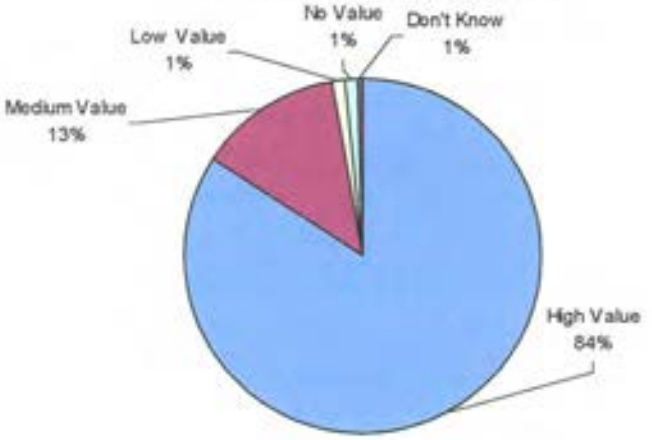
Purpose of Survey:

- Measure customer satisfaction levels
- Develop a barometer of customer support

Survey Highlights

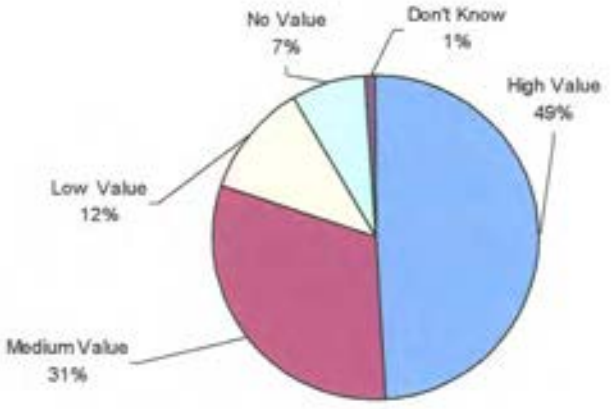
Survey respondents were asked several questions about the value of libraries. In response to the question, "*How much value do you place on having a public library in the community?*", 84% of survey respondents placed a high value on having a public library in the community while 13% indicated that having a library in the community has medium value.

How much value do you place on having a public library in the community?



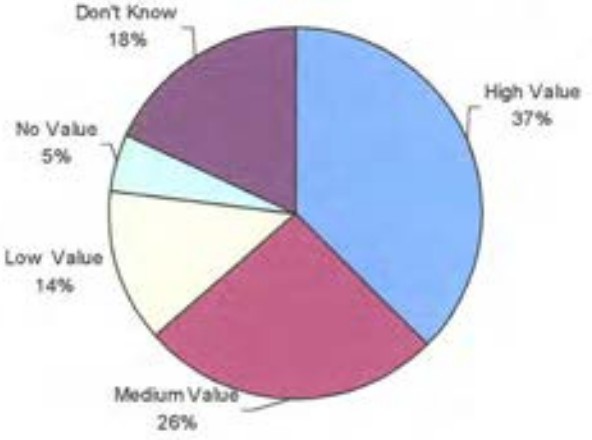
When survey respondents were asked "*How much personal value does the library hold for you?*" the percentage of survey respondents that indicated the library held a high value dropped to 49%, while 31% indicated that the library held a medium personal value.

How much personal value does the library hold for you?



When asked "*How much value do you feel you receive out of your tax dollars that go to support the library?*", 37% of survey respondents responded they received high value, while 26% of respondents responded they received medium value out of their tax dollars that go to support the library.

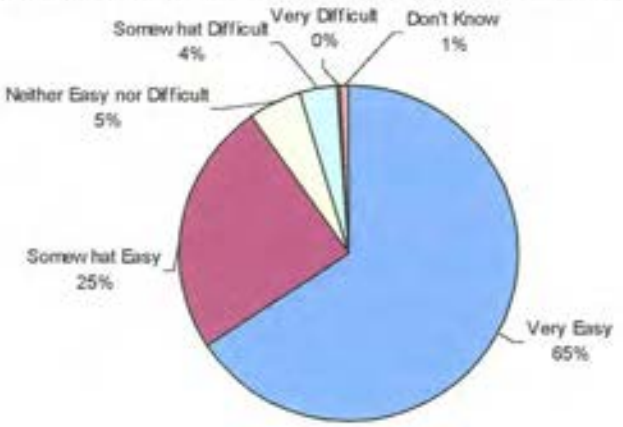
How much value do you feel you receive out of your tax dollars that go to support the library?



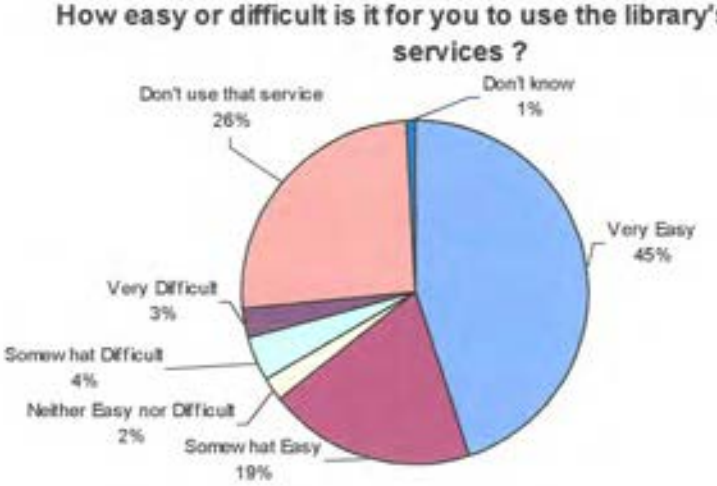
The responses to the above questions indicate that Oklahoma County residents consider it very important to have a library in the community; however residents do not have the same level of personal connection with the library as indicated by the responses to the questions about personal value. There is a 35% decrease when comparing the idea of a library in a community and the personal value of a library. There is another 11% decrease when comparing personal value to value of tax dollars that support the library.

Another series of questions asked survey respondents how easy or difficult it was to use various services of the library. When asked "*How easy or difficult is it for you to use the library's services?*", 65% percent of respondents indicated that it was very easy and 25% replied somewhat easy.

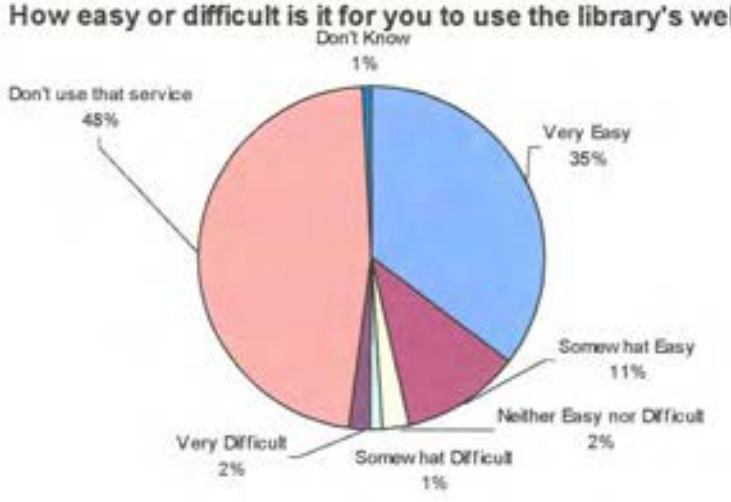
How easy or difficult is it for you to use the library's services ?



When asked a similar question "*How easy or difficult is it for you to use the library's computer services?*", 45% of respondents indicated very easy and 19% indicated somewhat easy. Approximately one-fourth or 26% of respondents indicated that they don't use the library's computer service.

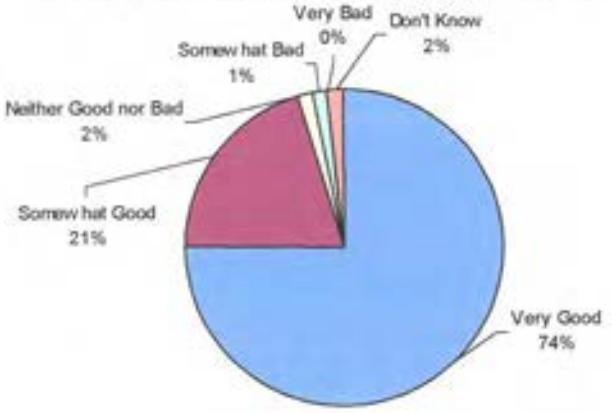


"*How easy or difficult is it for you to use the library's website?*" was asked of survey respondents of which 35% indicated that it was very easy and 11% replied somewhat easy. Approximately one-half or 48% of respondents indicated that they did not use our website. It is important to note that CyberMARS, our on-line catalog, can be accessed directly from the web without visiting our homepage or website.



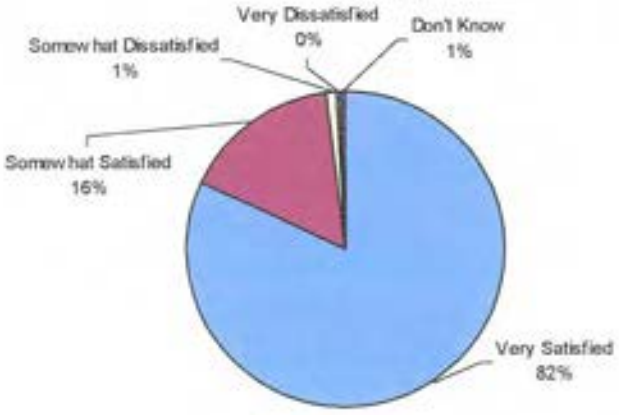
The survey also included questions regarding customer satisfaction. When survey respondents were asked if they felt the library was doing a very good job of meeting our goal of having delighted customers, 74% of respondents replied that we were doing a very good job while 21% replied that we were doing a somewhat good job of meeting that goal.

The goal of the library is to have delighted customers. In your opinion, how well are they doing at reaching this goal?



When asked how they felt about their interactions with the library, 82% were very satisfied and 16% were somewhat satisfied.

Overall, how satisfied do you feel about your interactions with the library?



The results of this survey will become the basis upon which we measure our success in increasing MLS employee's customer service skills. Survey results indicated there are two levels of support – the need for a library in the community and a personal need for a library.

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MLC FY 2004-05
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Information Technology Report

Prepared by:
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May 1, 2005

Projects Completed 4
Information Technology move to Downtown building 4
Luther Library Opening 5
Downtown Library and Administrative Offices Moved 5
Shelf Layout Assistance for the Downtown Move 5
Telephone System Installed 6
Re-Wiring at Three Libraries 6
E-Rate 7
Serials System Implemented 7
Implementation of OCLC Compliant Cataloging Software 7
New Application Software for Cataloging Technicians 7
Public Access/Genealogy CD/DVD Unit for Customer Use 8
System Reserve "Pull List" Developed and Implemented 8
Installations, Upgrades, Service Calls, and Help Desk Support 8
mlsHRPay Enhanced 8
Software Developed to Improve IT Processes and Updates 9
Additional Services provided by MLS Information Technology Department 9
Plans for the Coming Year 10
Complete Installation of Wireless Networking Hardware 10
Implement Wireless Networking and New Filtering 10
Upgrade Raiser's Edge Software 10
New Technical Processing System Developed and Implemented 11
Possibly Re-Do Wiring at Two Remaining Libraries 11
E-Rate 11
Automated Study of Reserve Process 12
Complete Migration of Remaining NT Servers to Windows 2003 Servers 13
E-Mail Conversion 13
Mobile Lab 13
Other Projects 13
Future Plans 14
Information Technology System Description 15
Summary Description of Information Technology System 15
Software Description 15
Circulation 16
Cash Handling 16
System Reserves 16
MLS Web-based Software 16
Internet Access 17
Materials Inventory Control 18
Materials Selection/Acquisition 18
Cataloging 18
Technical Processing 18
Serials Control 18
Financial Management 19
Payroll/Personnel 19
Reports 19
Windows Server Software/Utilities 19
Other 20

Third Party Software 20
MLS Philosophy re: Software Development 20

Information Technology Report -- 2005

The waiting is over! This year we finally made the move to the new Ronald J. Norick Downtown Library. It has been an extremely busy year, but much has been accomplished. And, we continue to work on many other projects that need to be accomplished to keep us from getting behind technology changes.

In this report, we will give you an overview of the major projects that have been accomplished during the past year as well as the status of projects still in progress and some that are ongoing from year to year. Again, all of the projects highlighted took a lot of effort on the part of many staff and could not have been completed without the cooperation of other departments throughout the system.

Projects Completed

Information Technology move to Downtown building

On April 20, 2004, we received the long anticipated call, "You can start moving into the new building today." We immediately placed calls to Chickasaw Telecom, our vendor and CHR Solutions, our telecommuncations consultant as they were scheduled to assist with the move. Chickasaw arrived at Capitol Hill within 30 minutes and we began moving equipment to the Downtown building.

During the next nine days, we had an electrician finish the electrical work in two data closets and the computer room. We installed routers, switches, several hundred fiber and copper patch cables, and power strips. Lan furniture was moved from Capitol Hill to the Downtown computer room. We contacted our telecommunications and Internet service providers to schedule the cutover of the communications lines. We also confirmed with Hewlett-Packard (HP) that the move would be taking place the weekend of May 1st and 2nd. We also began working on the new telephone system by testing the lines and by going to every office and determining which outlets would have phones connected.

On Saturday, May 1st, we shut down the NonStop system at Capitol Hill for the last time. The router that connected both the wide area network and the Internet was taken to the new building and HP arrived to disconnect the NonStop system and prepare it for its move. We also disconnected all of the Windows servers and prepared them for moving. The move of the NonStop system and the communications cutover was completed by midnight and the remaining servers were moved and the system was back online by 3pm on Sunday, May 2nd.

On Monday, May 3rd, the Information Technology (IT) department set up temporary shop in the Staff Training Room at the new building. There was no furniture in the building, so even though staff belongings were moved to storage areas at Downtown, we could not move into our office area. Also, because of the short turnaround time on the move, there had been no time for training on the telephones and we were still

experiencing some issues with the phone lines and how the call processing worked. Within the week, the phones were working fine and staff began adjusting to their new surroundings.
It was another week and a half before we had furniture and began moving into our offices. Had you ever thought it would be fun to squeeze 11 people into space meant for no more than six and then tell them they couldn't have anything to drink at their desk? Talk about testy! By the time we got to move to our work area, everyone had gotten on everyone else's last nerve!

We spent the next month in the building with the construction workers trying to finish up punch list items and the furniture installers putting in furniture in all the offices. During the time we moved and the next office moved to the building, we also had to install communications for the new Luther Library that opened on May 8th and the Midwest City library was closed for painting, re-wiring and installation of the new phones which will both be discussed in later sections.

Luther Library Opening

The Luther Library opened in its new building on Saturday, May 8, 2004. A new high speed data circuit was installed between Luther and Edmond to provide better data communications for Luther staff and customers. The IT department also terminated all new cables for both phones and computers and installed network equipment and computers. Three computers were moved from the trailer and two computers were added giving Luther four public computers. All of these computers have access to Microsoft Office software as well as the Internet.

Downtown Library and Administrative Offices Moved

Administrative Offices began moving to the new library the first week of June. The IT department was responsible for moving all computers and printers as well as installing telephones for staff as they moved to the building. From the first week of June to the grand opening on August 17th, the IT department moved and/or installed 140 computers as well as associated printers and installed 79 telephones. Most of the computers for the public areas were new so each one had to be set up with library software before it could be installed. This was done in addition to keeping up with regular service calls and maintenance at the rest of the library agencies.

Shelf Layout Assistance for the Downtown Move

One of the challenges of moving the books from the old Downtown Library to the new RJN Downtown Library was how to integrate the new books that had been purchased for the new building with the existing collection at the old building. Books that had been purchased for the new building had been stored on the shelves in the 2nd floor stacks area at the old building. There were approximately 50,000 items and it was going to be a monumental task to integrate the two sections.

Library staff provided the number and length of shelves available for each section and software was written that took the number of pages in a book to calculate the approximate width of a book. This was then used to determine how many books could/should be placed on each shelf. A printout was then produced that contained a page for each shelf that had the title and other information about the books that were to be located on that shelf. Staff taped the printouts to the shelves and as the books were moved over, they were placed on the shelves according to the printout. This saved staff a tremendous amount of time from having to try and calculate space needs manually and then having to shift books to make up for empty areas, full shelves, and miscalculations.

Another task that staff thought they would have to do is to take every item to a computer and change the location code since these items had been coded "Stacks" so that staff would know where to put them when they returned from checkout. Software was also written that changed the location code automatically without staff intervention.

Telephone System Installed

In addition to installing new telephones at the Downtown Library, nine other libraries were converted to the Voice Over IP (VoIP) telephone system. This involved replacing unmanaged switches with new Cisco managed switches, adding a router for the telephones, and configuring this equipment as well as all of the telephones for each library. Each remote library took approximately 60 hours to complete. Tasks involved with converting a library to the new phones included:

- ✓ Configuring each phone into Call Manager system which included assigning directory numbers, setting up voice mail, determining where to forward a call if the line is busy versus what to do if it's not answered, etc.
- ✓ Recording call handler messages including their main greeting, hours of operation, and closed messages. Configuring Call Manager and Unity systems to direct incoming calls.
- ✓ Configuring new switches for each library, reconfiguring the existing router to allow for voice traffic, and replacing unmanaged switches with managed switches. Each computer also had to have network settings changed. (This work had to be done outside of hours as it took communication lines down while work was performed.)
- ✓ Arrange to port phone number from one carrier to another so library's phone number would stay in service.
- ✓ Install voice router, all telephones, and paging equipment.
- ✓ Train staff and cut over to new phones

Re-Wiring at Three Libraries

Last year we had planned to re-wire five libraries for the new telephone system. Because Capitol Hill and Ralph Ellison have pending capitol projects that may involve rearrangement of these libraries, re-wiring of these two building has been delayed. The Midwest City Library was re-wired the last week of May in conjunction with painting work in the lobby area. Del City was re-wired over a weekend in August, and

Village re-wiring was completed in April. Category 6 wiring has been installed at the Downtown Library as well as these three buildings which prepares us for the future as Cat 6 wiring is rated for Gigabit speed which will be used with network equipment and even to the desktop in the future.

E-Rate

Filing for e-rate discounts is an annual process. Each year our requested services must be posted on the Schools and Library Division (SLD) website for 28 days before we are allowed to contract with a vendor for the services and the Form 471 requesting discounts on contracted services must be completed. This is a time consuming process as a lot of data must be gathered including the Free/Reduced lunch counts from the eight school districts in which Metropolitan libraries are located. Once the form has been filed and the documentation sent, we then go through a Program Integrity Assurance (PIA) process where we are usually called multiple times asking various questions about our application. If needed, we also must send back-up documentation at their request. However, the benefits in reduced telecommunications costs are worth the effort and as long as the program is in place, we will continue to apply for the discounts.

Serials System Implemented

A new Serials System prototype was developed last year and put into use by the Downtown Library Serials Technician. The new system has now been implemented system wide for all libraries to use. IT would like to thank Greg Bennett for providing training to the rest of the libraries on the new system.

Implementation of OCLC Compliant Cataloging Software

Last year, OCLC announced a new software package, Connexion, that would replace the Passport software. This software is used by Cataloging staff to obtain bibliographic records from OCLC for new titles that are added to the MLS Catalog. MLS has companion software that transfers the records from OCLC into our catalog. This software was updated to be compliant with the Connexion software and was being used by the Cataloging Manager for testing purposes. Both Connexion and the updated MLS Cataloging software have been implemented for all Cataloging staff and the old software has been retired.

New Application Software for Cataloging Technicians

Another project that was developed and implemented during the past year was new software for Cataloging technicians. The software previously used by the technicians had a text-based interface and records produced by all technicians went into one file for batch processing at the end of the day. The new software allows technicians to process independently. To implement this solution, new software was developed and new printers and different labels were purchased. The new labels had to be chosen very carefully as they require a long shelf life without fading or turning yellow. A synthetic label was chosen that also has a colored back that keeps UPC barcodes on books from showing through the label.

Public Access/Genealogy CD/DVD Unit for Customer Use

In the past, we have not allowed CD-Rom drives to be accessed by customers as they can attempt to install software on library computers and the drive trays are easily broken when you have them available in a public library environment. The Downtown Library requested that CD drives be available on the computers at the Downtown building so that customers could view genealogy and government document CDs while at the library. All computers on the 2nd floor have the CD drive available. While this has provided the desired access for genealogy and government document material, it has also caused some problems with customers wanting to insert their own CDs and upload files or install software on library computers. We will continue to look at this issue for better solutions that both provide customer access to library materials on CD while protecting computer security.

System Reserve "Pull List" Developed and Implemented

From FY2000-01 to FY2003-04, the number of reserves taken increased 429,000 or 88%. We are on track to go over one million reserves taken this year which is almost another 10% increase.

Part of the reserve process has been for staff to date stamp or color code reserves as they were received at their library. This process helped them know when to pull reserves from the shelf if they were not picked up. IT was able to automate this process by providing a "Pull List" each day with the "Search List" that lists which items should be pulled from the reserve shelf and routed on to the next customer or returned to the owning library. This list was implemented in November, 2004 and has proved successful in saving staff time from manually date coding materials.

Installations, Upgrades, Service Calls, and Help Desk Support

During the past year, approximately 200 computers have been installed, replaced or upgraded. This includes the additional computers that were added at the Downtown Library. More than 600 service calls have been made to repair equipment, replace printer maintenance kits, clean keyboards, and mice, and remove spyware from library computers. New anti-virus software was implemented this year that provides a central deployment solution. This software also has helped block much of the spyware that we had been finding on library computers. Several hundred other calls have been taken and resolved by phone without need for an on-site visit.

mlsHRPay Enhanced

MlsHRPay is a software system that provides payroll and personnel record keeping for the library system. The Finance department uses it to produce the payroll for library employees and the Human Resources department uses it to manage personnel functions including employee information, compensation, etc. The staff uses the mlsHRPay system to enter their time sheets, check and enter their annual leave, and to view their flexible benefits account.

This system was enhanced this year to provide a way for Human Resources to keep track of authorized vacant positions. It allows them to view by library or department all positions that are

authorized for that department, see any vacant positions, and when positions are added or removed, they can use this function to manage the change process.

Software Developed to Improve IT Processes and Updates

One task that is very time consuming for the IT department is to update computers with new viewers for Internet access, new home page location, updates to library software, and other Internet plugins. Software has been developed that allows us to remotely deploy many software updates, upgrade and install database viewers and Internet plugins as well as change home page location configurations when the new Intranet was introduced earlier this month. This software will continue to be enhanced to assist IT staff with performing many time consuming tasks that previously required staff to go to each library and spend time upgrading each computer. While it cannot be used for all upgrades, it helps staff to minimize time that a computer is out of service to customers for upgrades and new installation of software.

Additional Services provided by MLS Information Technology Department

Many other software changes have been implemented. These items include changes recommended by the Tech Support group, adding in-library and remote access to new subscription databases, Baker & Taylor link for Materials Selection, and combining system reserves for the Materials Selection department.

Two automation assisted pension polls have been prepared and analyzed by the IT department. Also, online sign-up for the Book Passing as well as assistance to Volunteer Services in preparing names for the Book Passing are other tasks completed during the past year.

It has also been an adjustment for the IT department to be in the Downtown Library. At Capitol Hill, we were somewhat isolated as there were only two other departments in the building. At Downtown, we are located on the 3rd floor with other administrative offices and are much more accessible to other staff needing technical assistance. Also, the new Downtown building has a lot of audio-visual equipment and we have provided backup assistance to the Downtown staff with the use of this equipment. We also were responsible for seeing that our firewall configuration was changed to allow the Polycom videoconferencing unit used by the College Consortium for distance learning to work in the classrooms on the 4th floor.

Plans for the Coming Year

For the first time in several years, our plans for the coming year do not include moving to the Downtown Library as this task has finally been accomplished. The list below includes projects that we plan to complete during the coming fiscal year as well as others that will be worked on as time allows.

Complete Installation of Wireless Networking Hardware

In January of this year, the Commission approved the purchase of Cisco Access Points and related hardware that will allow the library system to offer wireless networking to library customers at all 12 full-service libraries. Hardware installation is almost complete at the Downtown Library and will be completed at the other libraries within the next few weeks. Network and software installation is also underway and should be completed by sometime in June.

Implement Wireless Networking and New Filtering

With the implementation of Wireless Networking and the need to also filter internet access for wireless users, we have been investigating updated filtering services. Our current filtering solution is more than six years old and needs to be replaced with newer technology. It also will not work with our wireless solution.

We have chosen a newer Bess product and will be trying it out with a 30-day free trial before purchase. We feel that it will meet our current filtering needs as well as allowing us to filter wireless internet users.

The library administration will also be presenting a new Internet Access Policy to the Public Services committee and then the entire commission. This policy has been updated to cover Internet access both on library owned computers as well as wireless devices owned by customers but used for Internet access in the library. Once this policy has been approved, we will set a date for implementation of wireless Internet access for library customers.

Upgrade Raiser's Edge Software

The Raiser's Edge is software used by the Development Office to manager donations to the Endowment and the library, track Friends' memberships and booksale volunteers, and to manager volunteers for the library. It is a commercially purchased package and the company has provided a new version of the software as part of the annual maintenance and support agreement. This software upgrade will need to be installed and verified that it is working properly with the data already in the system. We had planned to complete this upgrade during the past year. However, the new version required the installation of a new server and the client computers used by the Development Office staff also had to be upgraded from Windows NT to Windows XP.

This has delayed this upgrade. All new hardware is now in place and we plan to complete the upgrade within the next month.

New Technical Processing System Developed and Implemented

The software currently used by the Technical Processing department is text-based and was originally developed when the Tandem system was first purchased. Enhancements have been added over the years. Now, a completely new Windows-based system has been developed and will be implemented for use by their department in the next three months.

This system provides better access to purchase orders, warrants, and invoices and allows staff to view items that have previously required running a batch report or calling the Business Office for the information. It will also allow staff to make changes to multiple items at one time that previously required changing each item individually. Staff have already viewed the prototype, suggested additional enhancements and changes and are looking forward to implementation of the new software.

Possibly Re-Do Wiring at Two Remaining Libraries

In preparation for the new phone system, we had budgeted to re-do the data/telecommunications wiring at five libraries: Midwest City, Capitol Hill, Del City, Ralph Ellison, and Village. Three of these libraries have been completed. However, due to pending capital remodeling projects and the pending move of Cataloging and Technical Processing from the Capitol Hill building, the re-wiring of Ralph Ellison and Capitol Hill have been delayed.

The Ralph Ellison re-wiring is complicated by the fact that there are no conduits to route wiring to the computer locations. This building will probably need similar work to that done at Southern Oaks during their remodel. This included trenching the floor to allow conduit to be placed so that wiring could be routed to areas where computers are located. We hope to include this with the remodeling if it is unable to be completed before that time.

Capitol Hill still poses some problems as once Cataloging and Technical Processing move from the building, there will still be major renovation needed to return the building to a community library. We will continue to monitor the progress of this renovation and have the building re-wired when we feel that it can be done without having to be re-done in a couple of years.

E-Rate

Filing for e-rate discounts is an annual process. Each year our requested services must be posted on the Schools and Library Division (SLD) website for 28 days before we are allowed to contract with a vendor for the services and the Form 471 requesting discounts on contracted services must be completed. This is a time consuming process as a lot of data must be gathered including the Free/Reduced lunch counts from the eight school districts in which Metropolitan libraries are located. Once the form has been filed and the documentation sent, we then go through a Program

Integrity Assurance (PIA) process where we are usually called multiple times asking various questions about our application. If needed, we also must send back-up documentation at their request. However, the benefits in reduced telecommunications costs are worth the effort and as long as the program is in place, we will continue to apply for the discounts.

Automated Study of Reserve Process

Due to the huge increase in system reserves, a task force has been looking at the library's reserve process for the past year. This task force has been charged with looking for ways to streamline the reserve process as well as help staff to work smarter and deal with space issues for storing the number of reserves that are processed at their library. The task force has looked at several processes that will improve reserve handling.

In addition to the study being done by the System Reserve Task force, the IT department will be working on an automated study of the reserve process. To assist with this study, a new step will be added for books being returned to a library and then being sent to the owning library. Currently, books are cleared at the library where the material is returned and then routed to the owning library. A new process is being implemented that will have staff re-clearing books that are returned to them from other libraries.

Part of this process is the implementation of a new status code called "Transit." If a book is cleared at a library that doesn't own it, the status will be set as "Transit" until it has returned to the owning library and been cleared by them. While this will cause some extra work for staff, it will have a two-fold benefit. First, when an item is cleared and is on reserve, it currently shows up on the "owning" library's reserve search list. With the transit status, it will not show up on a search list until it has been returned to the library. It will also provide more satisfaction for customers. The reason for this is that currently when the item is cleared, it shows "In" or "On Shelf." If a customer is searching the catalog and wants an item immediately, it may cause them to needlessly drive across town to pick up a book that actually was cleared at another library. With the new "Transit" code, the item will still show "Loaned" or "Transit" which will alert the customer that the item is not on the shelf and save them driving to the library when the material is not actually available.

Once this process is fully implemented, the IT staff will begin working on developing a "Search List" process that best minimizes the transport of books. Currently, many books are picked up each day and taken to the Maintenance Center for sorting and routing to a different library. We hope to minimize this process where many books can be dropped off at the next delivery point on their route rather than taking an extra day for the sorting process currently in place. It will take several months for this process to be fully studied and implementation of new procedures may not come until some time next year.

Complete Migration of Remaining NT Servers to Windows 2003 Servers

As we upgrade servers in the Library's Computer department, we have been installing servers with the Windows 2003 operating systems. This year, we upgraded two servers that provide access to CyberMARS. This has greatly improved response time for customers both inside the library and from their home or office.

Microsoft no longer provides support or security patches for the NT Operating System. It is very important for us to complete this migration and we plan to accomplish this during the coming year.

E-Mail Conversion

For the past few years, we have been using free e-mail services provided by OneNet, our Internet Service Provider. The server where our e-mail is located serves approximately 70,000 users including colleges and universities. We have experienced quite a few periods of "up and down" time during the past year due to the load on this server and problems with spam e-mails.

OneNet has approached us about switching to a "Hosted Exchange" environment that will be more reliable than the current service. We have put funds in the FY06 budget to make this switch and will be holding further talks with OneNet about how to accomplish the switch while maintaining e-mail for staff. There are several issues that will need to be resolved before the switch can be made but we are very hopeful that it can take place during the coming year.

Mobile Lab

One of the needs that has been expressed by library staff is the need to have computer training at a library other than Downtown. Driving to the Downtown area, finding and paying for parking can be very time consuming for a class that may only be a half day class. A major drawback has been that none of the libraries have space or adequate network wiring to set up a permanent training lab. With the addition of wireless networking and the reduction in cost of laptops, we feel that a mobile lab is now a possibility. Money has been budgeted to purchase laptops and a mobile cart for transportation and the Planning department will begin holding classes at various libraries throughout the system once the lab is in place.

Other Projects

In addition to the projects listed above, we will upgrade approximately 25% (150) of the computers owned by the library system. This is done so that we keep all computers relatively current and do not come up with needing to replace a really large number just so that we can implement new software. We have an inventory of over 700 devices including computers and printers and needing to replace too many in one year could have a very detrimental effect on the budget and IT staff. We will also be replacing a large group of printers in the next couple of months. The printers being replaced are more than 10 years old and parts for repair can no longer be obtained.

We will also continue maintaining the computers we own, take care of software upgrades including updates to our anti-virus software, and other service calls as requested.

Future Plans

We also have many ongoing future plans. Some of these plans may not be completed in this fiscal year, but we need to maintain awareness of the needs so that we do not come up with surprises in the future and find ourselves unprepared. These plans include:

- Keeping abreast of emerging technology (RFID)
- Re-evaluating our software for use by both customers and staff
- Updating a portion of the hardware each year
- Evaluating the desktop operating system
- Evaluating the server operating system
- Evaluating and updating the communications systems as needed

In closing, it seems that we say this every year, but this has once again been a busy, but productive year for Information Technology at MLS. In the coming year, we are continuing to look forward in providing customers and staff with the new and exciting items and supporting their information technology needs.

Information Technology System Description

Summary Description of Information Technology System

The Metropolitan Library Integrated System (MetropoLIS) provides vital automation 24 hours/7 days a week. It supports over 700 networked devices, including computers and printers, throughout the library system. Hardware for MetropoLIS includes a Hewlett-Packard (HP) NonStop database server with four gigabytes of memory and 144 gigabytes of mirrored disk storage. The HP NonStop system contains the databases and software that are accessed by CyberMARS through the Internet, the Z39.50 gateway, as well as all of the library support functions including circulation, in-library catalog searching, materials acquisition, cataloging of materials, accounts payable, payroll and personnel functions, etc.

Six additional servers are Windows NT servers that provide Web Page services for the library, CyberMARS, a Z39.50 gateway through the Library of Congress, Blackbaud database used to keep track of volunteers, donations to the library and to the endowment, and Friends of the Library memberships, and two proxy servers used for internal IP addressing. These servers are also the primary and backup domain controllers that manage security services for the library's NT network and provide internal Domain Name Services. We also have two Windows 2000 servers and five Windows 2003 servers that provide access to the staff catalog, CyberMars, backup files for disaster recovery, manage the anti-virus software and house the meeting room booking database. Two additional servers run the Linux operating system and provide the Bess filtering service for the library's computers. Five additional servers are specialty servers for operating the VoIP phone system and managing the wireless network.

The network devices located at the various library agencies are connected to the servers through the use of data communication circuits. All full-service libraries and the Maintenance/Outreach center are connected to the network through 100Mb data communication lines. Downtown, where the servers are located, has devices directly connected without use of data circuits. The Jones Library connects to the library network via an ISDN connection; Luther connects through Edmond Library via a T-1 line, and the three remaining extensions, Harrah, Nicoma Park, and Wright connect via cable modem service. The library system's connection to the Internet is a 100Mb circuit from the computer center at Downtown to our Internet Provider, OneNet.

Software Description

Software for MetropoLIS includes more than 700 different programs that have been developed in-house to perform the following functions:

Circulation

⇒ Materials Circulation; checkout, renewal, checkin
⇒ Flat Panel Touch Screens used with Virtual Circ Desk software that allows navigation by touching the screen
⇒ Receipt printers that will allow staff to provide customers with a detailed receipt of their transactions
⇒ Laser barcode scanners using CODABAR and Code39 bar code number systems
⇒ Speech Recognition Software that gives verbal message to staff
⇒ Automatic detection of delinquent patrons, cards with PPO restrictions, and Under 17 customers that need parental permission to check out R-rated videos at checkout time
⇒ Patron Inquiry for Transactions and Patron Information entry and update
⇒ Access to on-line materials catalog
⇒ Production of self-mailer overdue notices qualifying for lowest USPS rates or e-mail notifications
⇒ Production of follow-up billing statements
⇒ Production of Annual Fee Card expiration letters

Cash Handling

⇒ Fines and other payment collections
⇒ Prepaid Accounts
⇒ Cash reconciliation interface with Business Office system

System Reserves

⇒ Placing patron reserve requests for materials system-wide
⇒ Automatic "Trapping" of reserved materials at checkin time
⇒ Daily agency search lists containing materials that are on shelf
⇒ Reserves Routing and Receiving functions
⇒ Production of self-mailer reserve notifications or e-mail notifications that alert customers when reserved materials are available for pickup
⇒ Detailed status information including position on list, number waiting, and number of copies available
⇒ Reserve Pull List

MLS Web-based Software

⇒ CyberMARS
  - ➢ Public Access Catalog -- providing author, title, subject, call number, and keyword access
  - ➢ Viewing of Personal records including transactions, status of reserves, prepaid account, and Parental Preference Option
  - ➢ Internet Scheduling
  - ➢ Renewal of materials
  - ➢ Placing of reserves
  - ➢ Notification of reserves ready for pickup
  - ➢ Placing of Parental Preferences Option
  - ➢ Library developed software to provide seamless access to subscription databases. This software makes access to these databases seamless by

authenticating the customer through their library card information when accessing remotely or by IP address when in the library rather than requiring them to enter special user names and passwords for each database. Without the seamless integration, customers would have to be given a username and password for each database. Subscription databases available to customers include: FirstSearch, Biography & Genealogy Index, Biography Reference Bank, EbscoHost, LearnATest, Literature Resource Center, LitFinder, Ancestry.com, AP Multimedia Archive, Associations Unlimited, Facts.Com, Dun & Bradstreet Million Dollar database, Mergent Online, Newsbank, Proquest, Sirs, Sirs Discoverer, Novelist Reader's Advisory, Oklahoman Electronic Archives, and Mitchell's Repair manuals. All are available for access in the library and many are available for customers to access from home.

⇒ Staff Catalog
⇒ Oklahoma Images
⇒ MLS Events Calendar
⇒ MLS Meeting Calendar
⇒ MLS Staff Leave Calendar
⇒ Subscription Database redirection for transparent connection and statistics
⇒ Artist Index
⇒ Oklahoma County Building Index
⇒ Software for allowing e-mail suggestions of materials for purchase
⇒ Who's Who Pictorial Staff Directory
⇒ MLS Intranet Keyword Searching
⇒ Z39.50 Gateway

Note: Z39.50 is a national and international (ISO 23950) standard defining a protocol for computer-to-computer information retrieval. Z39.50 makes it possible for a user in one system to search and retrieve information from other computer systems (that have also implemented Z39.50) without knowing the search syntax that is used by those other systems. Many libraries across the world access the MLS Z39.50 gateway server application to obtain catalog and holdings information using a Z39.50 client. Many others access our database via the Z39.50 Gateway available through the Internet on the Library of Congress bibliographic web site.

Internet Access

⇒ Internet client -- used to log customers on, verifies that customer is Internet certified, allows Internet scheduling, and automatically logs off inactive user
⇒ Browser access to the World Wide Web (for staff and public)
⇒ Telnet access of our MARS service through the Internet (for Internet customers)
⇒ CyberMARS which allows in-browser access to the library catalog, personal records, and various licensed databases
⇒ Internet E-mail (for staff); customers can also register for e-mail through various Internet sites that offer free e-mail
⇒ Licensed reference resources

Materials Inventory Control

⇒ Assist agencies in collection management through various reports
⇒ Provide agencies with item inquiry
⇒ Provide agencies with internal agency collection control for:

- Materials Location (within agency)
- Coding Materials for rebind, mending, withdrawal, etc.
- Temporary loans of materials to other agencies

Materials Selection/Acquisition

⇒ Agency level fund accounting (detailed by type within fund)
⇒ Order entry and tracking
⇒ System level collection management information
⇒ GASB Compliant Materials Depreciation Reporting
⇒ MLS Catalog linkage with Baker & Taylor

Cataloging

⇒ Windows-based Client application for editing MARC records and transferring records from OCLC to the Tandem system
⇒ Subject cross references (both LC and local)
⇒ Automatic inventory entry
⇒ Processing "kit" production (including barcode)

Technical Processing

⇒ Automated receiving records of on order materials
⇒ Acknowledgment of receipt triggers automatic payment by the Business Office without further data entry

Serials Control

⇒ Checkin of periodicals
⇒ Routing capabilities
⇒ Linkage to MetropoLIS
for circulation and overdue reporting
for access to serials holdings via Public Access Catalog
⇒ Bibliographic control
⇒ Claiming report
⇒ Subscription Maintenance
⇒ Subscription Usage reports
⇒ Checkin of continuations

Financial Management

⇒ Accounts Payable Processing (A/P)
⇒ Warrant creation including MICR printing
⇒ Financial Reporting including Grant Accounting
⇒ A/P interface with MetropoLIS materials order/receiving process
⇒ Windows-based client for fixed asset accounting and physical inventory
⇒ GASB Compliant FF&E Depreciation Reporting
⇒ Program budget system

Payroll/Personnel

⇒ Employee time accounting
⇒ Employee leave and personnel records
⇒ Payroll production
⇒ Cafeteria Plan
⇒ Retirement accounting
⇒ Payroll check creation including MICR printing
⇒ Direct Deposit (ACH)
⇒ Query facility and export to MS Excel
⇒ Various reports

Reports

⇒ Collection Analysis
⇒ Library usage by time period Report
⇒ Circulation Gains/Losses Report
⇒ Patron Registration Report
⇒ Patron Registration matched to U.S. Census Geographic base file
⇒ Collection Shelf Management Reports
⇒ System Reserves Analysis Report
⇒ Billing Analysis Report
⇒ Various Access Usage Reports (Dial-Up MARS, In-Library MARS, Point & Click MARS, Telnet access)
⇒ GIS/GPS Information System

Windows Server Software/Utilities

⇒ NT Spool -- allows printing of Tandem documents to PC laser printers
⇒ Internet Usage statistical reporting
⇒ WhoIs -- allows staff to see who is logged on to an Internet computer
⇒ mlsPcHelper – Configurator software to allow remote updating of configuration files; allows Automation staff to deploy software updates without copying the file to each individual computer or needing to visit each computer to install the update; also allows remote re-booting of computer and other computer management functions

Other

⇒ Meeting Room Reservation System
⇒ Mailing List/Label System
⇒ Typesetting (Joy of Subjects and Video Catalog)
⇒ CASS software interface -- U.S. Postal Service certified software interface that allows the library to mail overdue notices and system reserve notifications at automated rates.
⇒ Oklahoma Images administration software

Third Party Software

⇒ Raiser's Edge Software (Used for managing Endowment donors, Friends' memberships, and Volunteer records
⇒ Electronic Mail System
⇒ Anti-virus software
⇒ AccuZip CASS software (Used for mailing system reserve and overdue notices at Automation rate)
⇒ TrackIt! (Used for IT department's work order management and computer inventory management)
⇒ ASTD (Used for Employee Training record keeping)

NOTE: All software except the Third Party software has been developed by MLS Information Technology (IT) staff and is maintained by MLS IT Staff. Software that has been developed uses a combination of Cobol, Scobol, and TAL for the Tandem Himalaya and Visual Basic and Active Server Pages (ASP) for the PC based and web-based applications. PC applications that communicate with the Tandem use Remote Server Call (RSC) to send messages between the two systems.

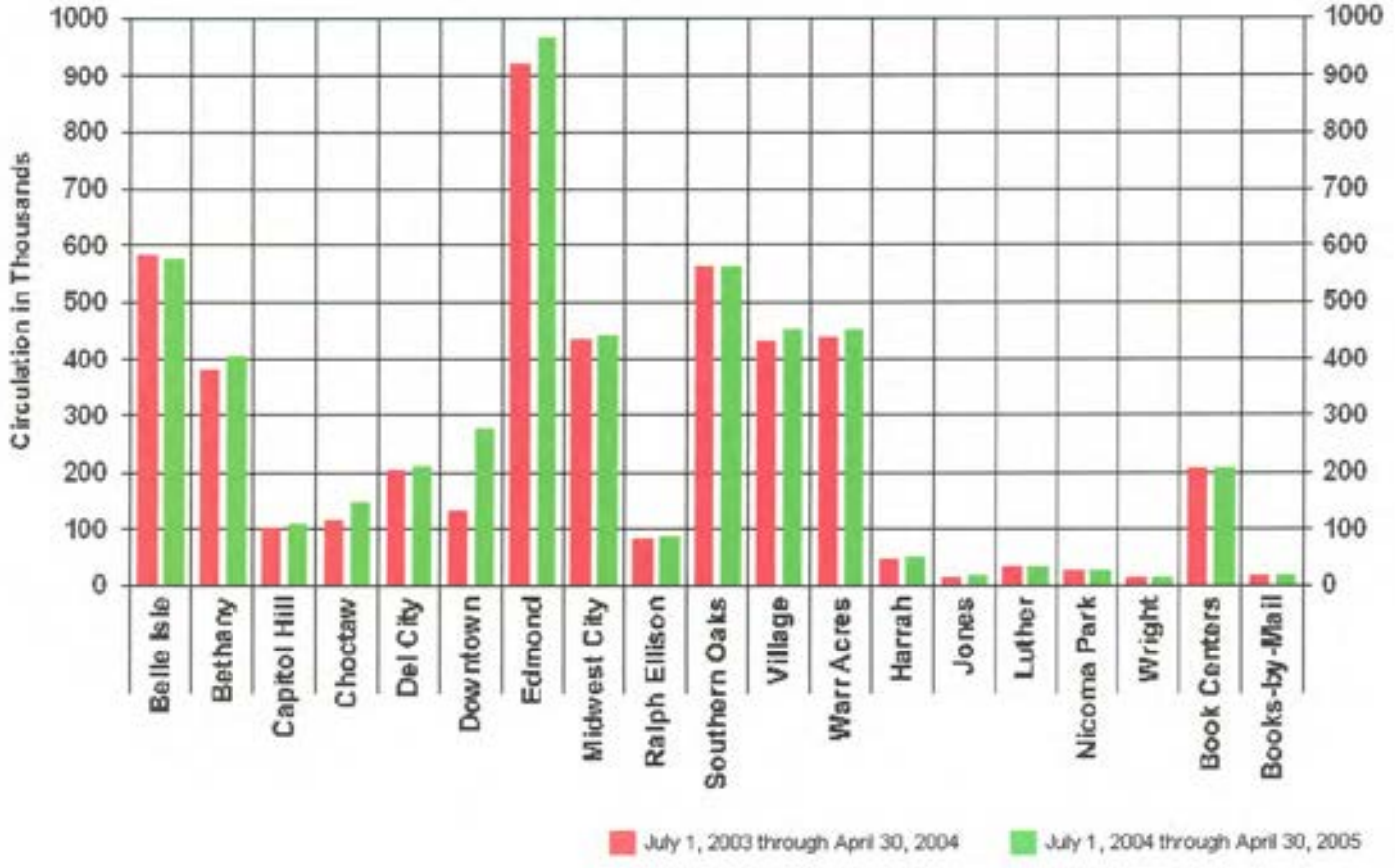
MLS Philosophy re: Software Development

The Metropolitan Library System develops much of its software in-house without using a turnkey software vendor. Our philosophy regarding library automation is to redevelop and update a portion of our software and replace a portion of our computer hardware each year. Using this approach, we can avoid the trauma that other libraries deal with when making an automation upgrade -- throwing out the entire system and choosing a new vendor. However, at any given point in time, MLS has the luxury of migrating to a turnkey system if it so chooses. With our given philosophy in place, this migration could take place on a timetable that would allow implementation at a well thought out pace.

Another part of our philosophy is to implement leading-edge technology which avoiding cutting-edge technology which is also referred to as the bleeding-edge. One example of this is that although we have been keeping abreast of the advancement of RFID technology, we have not recommended its adoption and implementation. This is because it is still evolving as a new technology and has not yet stabilized with standards across the industry.

Circulation Gains and Losses

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)



Circulation Gains and Losses

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

APRIL 30, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	04	42485	438952	13283	143644	55768	582596	
	05	43447	442979	12974	133496	56421	576475	
		962	**4027**	**-309**	**-10148**	**653**	**-6121**	**-1.1**
BETHANY	04	25934	259179	11666	117836	37600	377015	
	05	28698	283812	11385	119037	40083	402849	
		2764	**24633**	**-281**	**1201**	**2483**	**25834**	**6.9**
CAPITOL HILL	04	7537	72581	3123	29543	10660	102124	
	05	7281	78522	2528	28507	9809	107029	
		-256	**5941**	**-595**	**-1036**	**-851**	**4905**	**4.8**
CHOCTAW	04	9418	71425	5277	41174	14695	112599	
	05	8916	93053	4618	53536	13534	146589	
		-502	**21628**	**-659**	**12362**	**-1161**	**33990**	**30.2**
DEL CITY	04	14696	141879	5308	61233	20004	203112	
	05	17978	152011	5525	57301	23503	209312	
		3282	**10132**	**217**	**-3932**	**3499**	**6200**	**3.1**
DOWNTOWN	04	11374	111763	1635	18459	13009	130222	
	05	22726	209966	6688	64638	29414	274604	
		11352	**98203**	**5053**	**46179**	**16405**	**144382**	**110.9**
EDMOND	04	54474	535896	36975	386029	91449	921925	
	05	57070	570376	36087	398396	93157	968772	
		2596	**34480**	**-888**	**12367**	**1708**	**46847**	**5.1**
MIDWEST CITY	04	30210	308294	11158	124656	41368	432950	
	05	31928	324578	10000	114861	41928	439439	
		1718	**16284**	**-1158**	**-9795**	**560**	**6489**	**1.5**
RALPH ELLISON	04	6039	61859	1636	18617	7675	80476	
	05	5885	64572	1929	19122	7814	83694	
		-154	**2713**	**293**	**505**	**139**	**3218**	**4.0**
SOUTHERN OAKS	04	40614	414897	13453	145863	54067	560760	
	05	40309	420669	13816	140694	54125	561363	
		-305	**5772**	**363**	**-5169**	**58**	**603**	**.1**
VILLAGE	04	30313	296856	12367	132388	42680	429244	
	05	27479	314123	10893	136373	38372	450496	
		-2834	**17267**	**-1474**	**3985**	**-4308**	**21252**	**5.0**
WARR ACRES	04	30231	293718	12964	142023	43195	435741	
	05	29966	306483	13835	143048	43801	449531	
		-265	**12765**	**871**	**1025**	**606**	**13790**	**3.2**

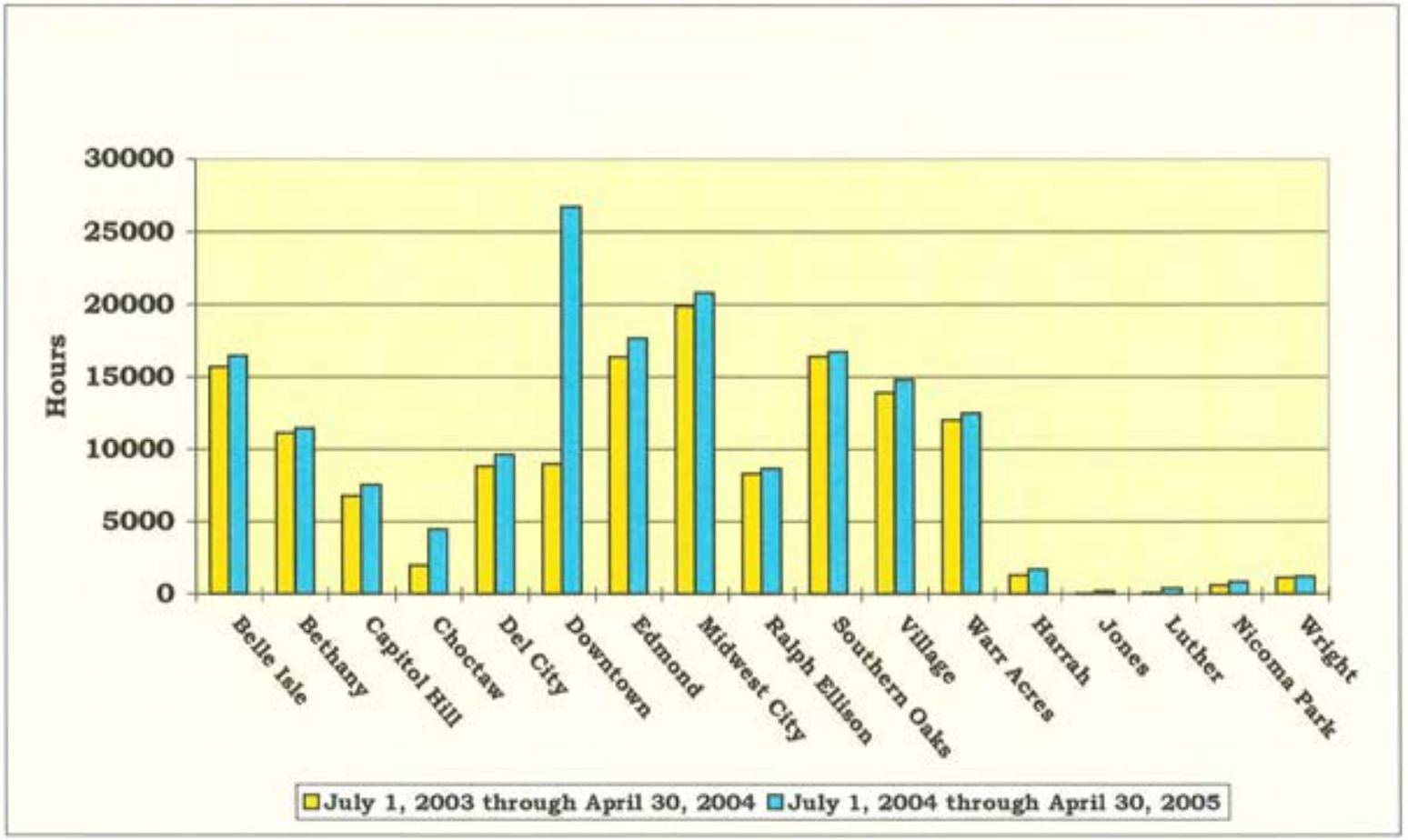
Circulation Gains and Losses

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

APRIL 30, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
EXTENSION LIBRARIES:								
HARRAH	04	3101	31068	1360	15137	4461	46205	
	05	3061	35095	1325	13740	4386	48835	
		-40	**4027**	**-35**	**-1397**	**-75**	**2630**	**5.7**
JONES	04	899	9130	200	2263	1099	11393	
	05	1199	10739	207	2699	1406	13438	
		300	**1609**	**7**	**436**	**307**	**2045**	**17.9**
LUTHER	04	2451	26310	235	6734	2686	33044	
	05	2260	22812	506	7538	2766	30350	
		-191	**-3498**	**271**	**804**	**80**	**-2694**	**-8.2**
NICOMA PARK	04	1638	17057	453	6422	2091	23479	
	05	1840	18659	483	4724	2323	23383	
		202	**1602**	**30**	**-1698**	**232**	**-96**	**-.4**
WRIGHT	04	953	8767	173	1667	1126	10434	
	05	777	9126	86	1726	863	10852	
		-176	**359**	**-87**	**59**	**-263**	**418**	**4.0**
OTHER:								
BOOK CENTERS	04	9351	95095	11366	112261	20717	207356	
	05	9326	91660	11508	114893	20834	206553	
		-25	**-3435**	**142**	**2632**	**117**	**-803**	**-.4**
BOOKS-BY-MAIL	04	1521	15118	0	0	1521	15118	
	05	1454	15665	0	0	1454	15665	
		-67	**547**	**0**	**0**	**-67**	**547**	**3.6**
TOTALS	04	323239	3209844	142632	1505949	465871	4715793	
	05	341600	3464900	144393	1554329	485993	5019229	
		18361	**255056**	**1761**	**48380**	**20122**	**303436**	**6.4**

Total Internet Hours Used by Library

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)



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Total Internet Usage

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	253		4,264		1,592.25		3,799		42,113		15,690.38	
	05	281		4,569		1,700.18		4,187		45,016		16,447.54	
		28	**11.1**	**305**	**7.2**	**107.93**	**6.8**	**388**	**10.2**	**2,903**	**6.9**	**757.16**	**4.8**
BETHANY	04	171		2,628		1,108.44		2,349		26,812		11,145.31	
	05	189		2,807		1,166.99		2,543		27,236		11,461.24	
		18	**10.5**	**179**	**6.8**	**58.55**	**5.3**	**194**	**8.3**	**424**	**1.6**	**315.93**	**2.8**
CAPITOL HILL	04	132		1,958		753.87		1,841		18,407		6,801.42	
	05	147		2,176		822.05		2,095		19,745		7,549.42	
		15	**11.4**	**218**	**11.1**	**68.18**	**9.0**	**254**	**13.8**	**1,338**	**7.3**	**748.00**	**11.0**
CHOCTAW	04	74		907		338.89		632		5,762		2,000.11	
	05	78		1,673		615.15		1,111		12,172		4,481.66	
		4	**5.4**	**766**	**84.5**	**276.26**	**81.5**	**479**	**75.8**	**6,410**	**111.2**	**2,481.55**	**124.1**
DEL CITY	04	114		2,240		878.36		2,026		22,121		8,840.51	
	05	143		2,636		1,034.62		2,236		24,023		9,634.34	
		29	**25.4**	**396**	**17.7**	**156.26**	**17.8**	**210**	**10.4**	**1,902**	**8.6**	**793.83**	**9.0**
DOWNTOWN	04	87		2,025		886.37		1,423		21,040		8,989.36	
	05	333		7,561		3,091.23		4,302		68,544		26,740.64	
		246	**282.8**	**5,536**	**273.4**	**2,204.86**	**248.8**	**2,879**	**202.3**	**47,504**	**225.8**	**17,751.28**	**197.5**
EDMOND	04	260		4,456		1,581.05		4,157		44,949		16,357.03	
	05	244		4,789		1,720.69		4,520		50,122		17,658.38	
		-16	**-6.2**	**333**	**7.5**	**139.64**	**8.8**	**363**	**8.7**	**5,173**	**11.5**	**1,301.35**	**8.0**
MIDWEST CITY	04	279		4,811		1,905.05		4,749		49,747		19,872.42	
	05	340		5,784		2,151.73		5,140		55,632		20,809.62	
		61	**21.9**	**973**	**20.2**	**246.68**	**12.9**	**391**	**8.2**	**5,885**	**11.8**	**937.20**	**4.7**
RALPH ELLISON	04	131		2,211		813.37		2,225		23,617		8,302.27	
	05	145		2,517		852.10		2,543		24,975		8,672.85	
		14	**10.7**	**306**	**13.8**	**38.73**	**4.8**	**318**	**14.3**	**1,358**	**5.8**	**370.58**	**4.5**

Total Internet Usage

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	318		4,278		1,697.64		4,481		40,729		16,423.31	
	05	326		4,371		1,706.15		4,977		42,883		16,740.63	
		8	**2.5**	**93**	**2.2**	**8.51**	**.5**	**496**	**11.1**	**2,154**	**5.3**	**317.32**	**1.9**
VILLAGE	04	279		3,909		1,388.39		3,732		38,190		13,927.74	
	05	199		3,417		1,242.75		4,156		40,931		14,777.97	
		-80	**-28.7**	**-492**	**-12.6**	**-145.64**	**-10.5**	**424**	**11.4**	**2,741**	**7.2**	**850.23**	**6.1**
WARR ACRES	04	232		3,436		1,243.61		3,195		32,885		12,004.95	
	05	207		3,699		1,329.19		3,359		34,662		12,517.64	
		-25	**-10.8**	**263**	**7.7**	**85.58**	**6.9**	**164**	**5.1**	**1,777**	**5.4**	**512.69**	**4.3**
HARRAH	04	23		267		108.27		301		3,011		1,306.30	
	05	31		411		182.24		394		3,904		1,719.06	
		8	**34.8**	**144**	**53.9**	**73.97**	**68.3**	**93**	**30.9**	**893**	**29.7**	**412.76**	**31.6**
JONES	04	2		25		10.36		31		183		71.09	
	05	5		45		26.87		49		393		199.82	
		3	**150.0**	**20**	**80.0**	**16.51**	**159.4**	**18**	**58.1**	**210**	**114.8**	**128.73**	**181.1**
LUTHER	04	2		38		15.98		30		272		118.29	
	05	7		105		35.54		138		1,219		435.64	
		5	**250.0**	**67**	**176.3**	**19.56**	**122.4**	**108**	**360.0**	**947**	**348.2**	**317.35**	**268.3**
NICOMA PARK	04	5		111		49.14		105		1,240		614.93	
	05	4		127		86.21		99		1,448		867.41	
		-1	**-20.0**	**16**	**14.4**	**37.07**	**75.4**	**-6**	**-5.7**	**208**	**16.8**	**252.48**	**41.1**
WRIGHT	04	7		326		132.77		112		2,848		1,126.53	
	05	3		302		116.24		113		3,142		1,223.91	
		-4	**-57.1**	**-24**	**-7.4**	**-16.53**	**-12.5**	**1**	**.9**	**294**	**10.3**	**97.38**	**8.6**
TOTAL	04	2,369		37,890		14,503.81		35,188		373,926		143,591.95	
	05	2,682		46,989		17,879.93		41,962		456,047		171,937.77	
		313	**13.2**	**9,099**	**24.0**	**3,376.12**	**23.3**	**6,774**	**19.3**	**82,121**	**22.0**	**28,345.82**	**19.7**

Internet Usage by Adult Customers

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	209		3,578		1,376.98		3,109		35,908		13,961.36	
	05	217		3,927		1,483.72		3,367		38,224		14,279.68	
		8	**3.8**	**349**	**9.8**	**106.74**	**7.8**	**258**	**8.3**	**2,316**	**6.4**	**318.32**	**2.3**
BETHANY	04	136		2,305		1,017.04		1,892		23,053		10,017.25	
	05	142		2,429		1,062.25		2,090		24,092		10,491.45	
		6	**4.4**	**124**	**5.4**	**45.21**	**4.4**	**198**	**10.5**	**1,039**	**4.5**	**474.20**	**4.7**
CAPITOL HILL	04	81		1,473		613.90		1,116		12,907		5,187.07	
	05	80		1,322		511.35		1,285		13,071		5,323.82	
		-1	**-1.2**	**-151**	**-10.3**	**-102.55**	**-16.7**	**169**	**15.1**	**164**	**1.3**	**136.75**	**2.6**
CHOCTAW	04	42		673		269.91		444		4,529		1,677.64	
	05	47		1,132		416.28		773		8,840		3,343.48	
		5	**11.9**	**459**	**68.2**	**146.37**	**54.2**	**329**	**74.1**	**4,311**	**95.2**	**1,665.84**	**99.3**
DEL CITY	04	82		1,905		779.76		1,576		18,824		7,881.98	
	05	114		2,059		790.73		1,719		19,832		8,217.97	
		32	**39.0**	**154**	**8.1**	**10.97**	**1.4**	**143**	**9.1**	**1,008**	**5.4**	**335.99**	**4.3**
DOWNTOWN	04	78		1,792		800.11		1,236		18,013		7,994.44	
	05	287		6,705		2,818.55		3,561		59,841		24,046.73	
		209	**267.9**	**4,913**	**274.2**	**2,018.44**	**252.3**	**2,325**	**188.1**	**41,828**	**232.2**	**16,052.29**	**200.8**
EDMOND	04	213		3,852		1,406.31		3,316		38,505		14,580.10	
	05	198		4,177		1,528.83		3,612		43,083		15,523.22	
		-15	**-7.0**	**325**	**8.4**	**122.52**	**8.7**	**296**	**8.9**	**4,578**	**11.9**	**943.12**	**6.5**
MIDWEST CITY	04	216		4,290		1,772.36		3,783		43,786		18,106.29	
	05	248		4,781		1,810.95		3,997		47,578		18,224.19	
		32	**14.8**	**491**	**11.4**	**38.59**	**2.2**	**214**	**5.7**	**3,792**	**8.7**	**117.90**	**.7**
RALPH ELLISON	04	83		1,660		634.03		1,628		17,289		6,377.03	
	05	97		1,945		669.40		1,831		18,176		6,526.39	
		14	**16.9**	**285**	**17.2**	**35.37**	**5.6**	**203**	**12.5**	**887**	**5.1**	**149.36**	**2.3**

Internet Usage by Adult Customers

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	236		3,090		1,312.40		3,332		31,467		13,402.36	
	05	252		3,382		1,366.37		3,755		33,164		13,568.45	
		16	**6.8**	**292**	**9.4**	**53.97**	**4.1**	**423**	**12.7**	**1,697**	**5.4**	**166.09**	**1.2**
VILLAGE	04	227		3,424		1,251.77		2,933		32,840		12,417.23	
	05	155		2,797		1,022.57		3,279		34,753		12,921.83	
		-72	**-31.7**	**-627**	**-18.3**	**-229.20**	**-18.3**	**346**	**11.8**	**1,913**	**5.8**	**504.60**	**4.1**
WARR ACRES	04	188		3,067		1,149.19		2,629		28,786		10,866.31	
	05	158		3,071		1,129.27		2,717		30,056		11,192.93	
		-30	**-16.0**	**4**	**.1**	**-19.92**	**-1.7**	**88**	**3.3**	**1,270**	**4.4**	**326.62**	**3.0**
HARRAH	04	14		217		89.87		220		2,386		1,079.31	
	05	18		327		152.78		283		2,890		1,344.96	
		4	**28.6**	**110**	**50.7**	**62.91**	**70.0**	**63**	**28.6**	**504**	**21.1**	**265.65**	**24.6**
JONES	04	1		16		6.62		24		164		63.80	
	05	1		35		21.00		29		304		167.62	
			.0	**19**	**118.8**	**14.38**	**217.2**	**5**	**20.8**	**140**	**85.4**	**103.82**	**162.7**
LUTHER	04			18		9.94		15		160		86.65	
	05	4		80		30.90		75		819		312.39	
		4		**62**	**344.4**	**20.96**	**210.9**	**60**	**400.0**	**659**	**411.9**	**225.74**	**260.5**
NICOMA PARK	04	2		81		38.02		75		949		459.11	
	05	3		88		55.99		62		999		645.01	
		1	**50.0**	**7**	**8.6**	**17.97**	**47.3**	**-13**	**-17.3**	**50**	**5.3**	**185.90**	**40.5**
WRIGHT	04	7		290		115.58		86		2,428		916.02	
	05	2		250		88.47		87		2,729		1,000.00	
		-5	**-71.4**	**-40**	**-13.8**	**-27.11**	**-23.5**	**1**	**1.2**	**301**	**12.4**	**83.98**	**9.2**
TOTAL	04	1,815		31,731		12,643.79		27,414		311,994		125,073.95	
	05	2,023		38,507		14,959.41		32,522		378,451		147,130.12	
		208	**11.5**	**6,776**	**21.4**	**2,315.62**	**18.3**	**5,108**	**18.6**	**66,457**	**21.3**	**22,056.17**	**17.6**

Internet Usage by Minor Customers

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	44		686		215.27		690		6,205		1,729.02	
	05	64		642		216.46		820		6,792		2,167.86	
		20	**45.5**	**-44**	**-6.4**	**1.19**	**.6**	**130**	**18.8**	**587**	**9.5**	**438.84**	**25.4**
BETHANY	04	35		323		91.40		457		3,759		1,128.06	
	05	47		378		104.74		453		3,144		969.79	
		12	**34.3**	**55**	**17.0**	**13.34**	**14.6**	**-4**	**-.9**	**-615**	**-16.4**	**-158.27**	**-14.0**
CAPITOL HILL	04	51		485		139.97		725		5,500		1,614.35	
	05	67		854		310.70		810		6,674		2,225.60	
		16	**31.4**	**369**	**76.1**	**170.73**	**122.0**	**85**	**11.7**	**1,174**	**21.3**	**611.25**	**37.9**
CHOCTAW	04	32		234		68.98		188		1,233		322.47	
	05	31		541		198.87		338		3,332		1,138.18	
		-1	**-3.1**	**307**	**131.2**	**129.89**	**188.3**	**150**	**79.8**	**2,099**	**170.2**	**815.71**	**253.0**
DEL CITY	04	32		335		98.60		450		3,297		958.53	
	05	29		577		243.89		517		4,191		1,416.37	
		-3	**-9.4**	**242**	**72.2**	**145.29**	**147.4**	**67**	**14.9**	**894**	**27.1**	**457.84**	**47.8**
DOWNTOWN	04	9		233		86.26		187		3,027		994.92	
	05	46		856		272.68		741		8,703		2,693.91	
		37	**411.1**	**623**	**267.4**	**186.42**	**216.1**	**554**	**296.3**	**5,676**	**187.5**	**1,698.99**	**170.8**
EDMOND	04	47		604		174.74		841		6,444		1,776.93	
	05	46		612		191.86		908		7,039		2,135.16	
		-1	**-2.1**	**8**	**1.3**	**17.12**	**9.8**	**67**	**8.0**	**595**	**9.2**	**358.23**	**20.2**
MIDWEST CITY	04	63		521		132.69		966		5,961		1,766.13	
	05	92		1,003		340.78		1,143		8,054		2,585.43	
		29	**46.0**	**482**	**92.5**	**208.09**	**156.8**	**177**	**18.3**	**2,093**	**35.1**	**819.30**	**46.4**
RALPH ELLISON	04	48		551		179.34		597		6,328		1,925.24	
	05	48		572		182.70		712		6,799		2,146.46	
			.0	**21**	**3.8**	**3.36**	**1.9**	**115**	**19.3**	**471**	**7.4**	**221.22**	**11.5**

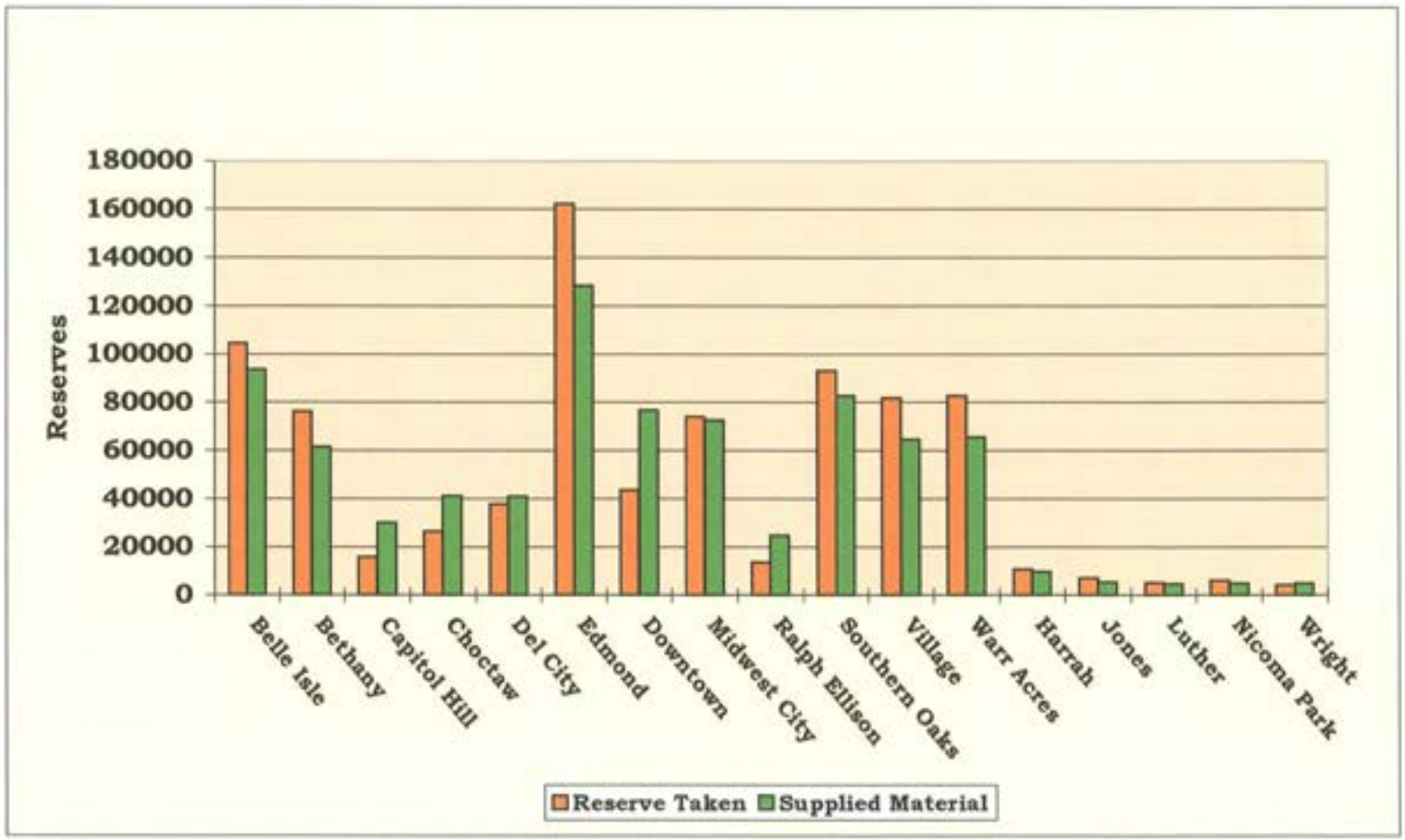
Internet Usage by Minor Customers

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	82		1,188		385.24		1,149		9,262		3,020.95	
	05	74		989		339.78		1,222		9,719		3,172.18	
		-8	**-9.8**	**-199**	**-16.8**	**-45.46**	**-11.8**	**73**	**6.4**	**457**	**4.9**	**151.23**	**5.0**
VILLAGE	04	52		485		136.62		799		5,350		1,510.51	
	05	44		620		220.18		877		6,178		1,856.14	
		-8	**-15.4**	**135**	**27.8**	**83.56**	**61.2**	**78**	**9.8**	**828**	**15.5**	**345.63**	**22.9**
WARR ACRES	04	44		369		94.42		566		4,099		1,138.64	
	05	49		628		199.92		642		4,606		1,324.71	
		5	**11.4**	**259**	**70.2**	**105.50**	**111.7**	**76**	**13.4**	**507**	**12.4**	**186.07**	**16.3**
HARRAH	04	9		50		18.40		81		625		226.99	
	05	13		84		29.46		111		1,014		374.10	
		4	**44.4**	**34**	**68.0**	**11.06**	**60.1**	**30**	**37.0**	**389**	**62.2**	**147.11**	**64.8**
JONES	04	1		9		3.74		7		19		7.29	
	05	4		10		5.87		20		89		32.20	
		3	**300.0**	**1**	**11.1**	**2.13**	**57.0**	**13**	**185.7**	**70**	**368.4**	**24.91**	**341.7**
LUTHER	04	2		20		6.04		15		112		31.64	
	05	3		25		4.64		63		400		123.25	
		1	**50.0**	**5**	**25.0**	**-1.40**	**-23.2**	**48**	**320.0**	**288**	**257.1**	**91.61**	**289.5**
NICOMA PARK	04	3		30		11.12		30		291		155.82	
	05	1		39		30.22		37		449		222.40	
		-2	**-66.7**	**9**	**30.0**	**19.10**	**171.8**	**7**	**23.3**	**158**	**54.3**	**66.58**	**42.7**
WRIGHT	04			36		17.19		26		420		210.51	
	05	1		52		27.77		26		413		223.91	
		1		**16**	**44.4**	**10.58**	**61.5**		**.0**	**-7**	**-1.7**	**13.40**	**6.4**
TOTAL	04	554		6,159		1,860.02		7,774		61,932		18,518.00	
	05	659		8,482		2,920.52		9,440		77,596		24,807.65	
		105	**19.0**	**2,323**	**37.7**	**1,060.50**	**57.0**	**1,666**	**21.4**	**15,664**	**25.3**	**6,289.65**	**34.0**

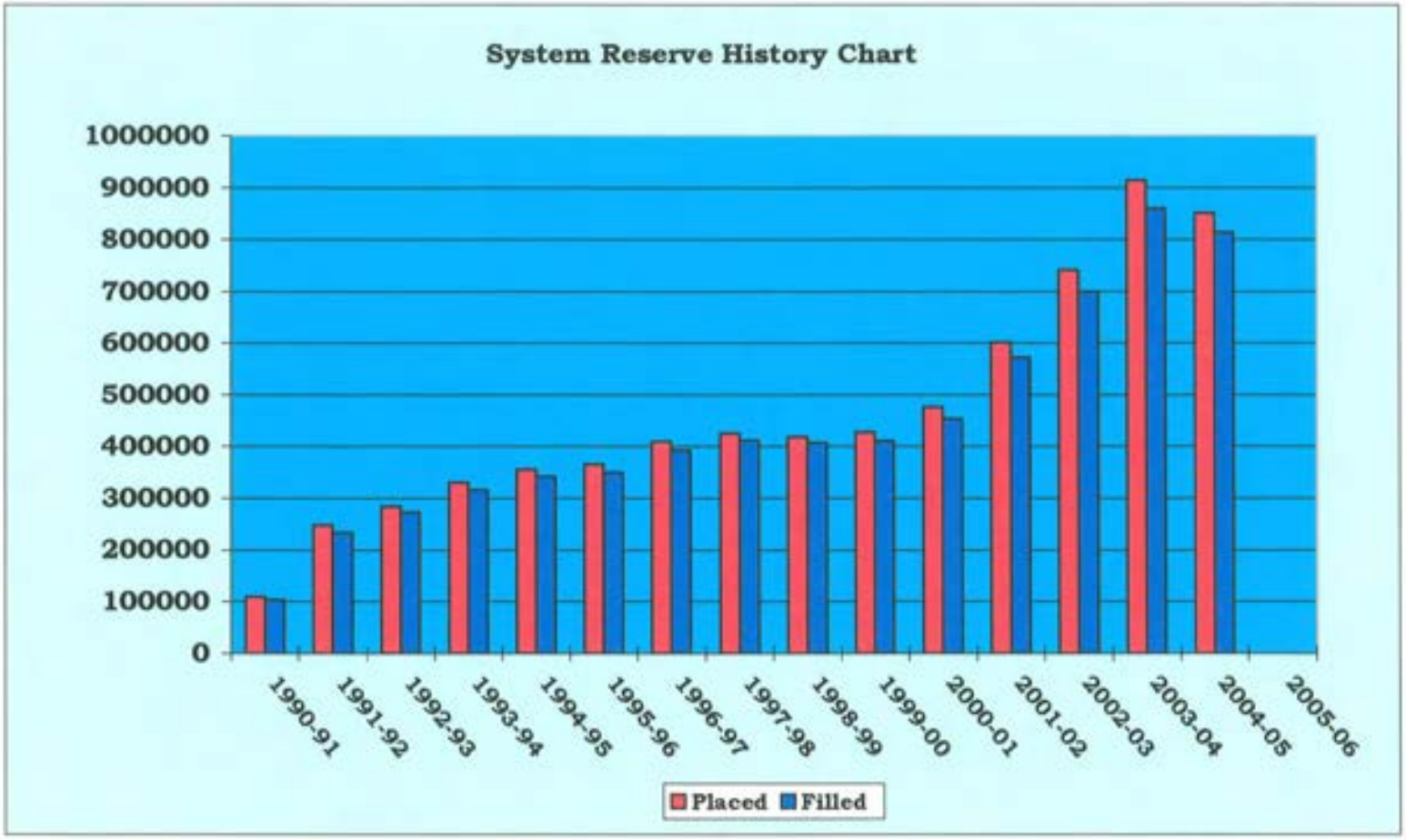
System Reserve Report

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)



System Reserve Report

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)



System Reserves Report

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	04	10,325	97,377		9,746	91,223	
	05	10,133	104,529		9,720	100,315	
		-192	**7,152**	**7.3**	**-26**	**9,092**	**10.0**
BETHANY	04	7,100	66,123		6,766	62,196	
	05	7,843	76,322		7,388	73,001	
		743	**10,199**	**15.4**	**622**	**10,805**	**17.4**
CAPITOL HILL	04	1,470	13,745		1,335	13,048	
	05	1,577	15,742		1,449	14,992	
		107	**1,997**	**14.5**	**114**	**1,944**	**14.9**
CHOCTAW	04	2,085	16,417		1,981	15,371	
	05	2,267	26,387		2,114	25,104	
		182	**9,970**	**60.7**	**133**	**9,733**	**63.3**
DEL CITY	04	3,941	37,367		3,706	35,090	
	05	3,968	37,849		3,660	36,300	
		27	**482**	**1.3**	**-46**	**1,210**	**3.4**
EDMOND	04	14,837	143,126		14,042	135,622	
	05	15,067	162,406		14,928	156,391	
		230	**19,280**	**13.5**	**886**	**20,769**	**15.3**
DOWNTOWN	04	2,643	27,475		2,533	25,549	
	05	4,759	43,540		4,583	40,392	
		2,116	**16,065**	**58.5**	**2,050**	**14,843**	**58.1**
MIDWEST CITY	04	6,364	66,115		6,182	62,667	
	05	7,234	74,035		6,493	70,533	
		870	**7,920**	**12.0**	**311**	**7,866**	**12.6**
RALPH ELLISON	04	1,230	11,778		1,123	11,050	
	05	1,150	13,634		1,132	13,189	
		-80	**1,856**	**15.8**	**9**	**2,139**	**19.4**
SOUTHERN OAKS	04	8,834	89,715		8,503	84,441	
	05	8,860	93,233		8,363	88,778	
		26	**3,518**	**3.9**	**-140**	**4,337**	**5.1**
VILLAGE	04	7,857	75,694		7,294	71,178	
	05	7,028	81,790		6,544	78,100	
		-829	**6,096**	**8.1**	**-750**	**6,922**	**9.7**
WARR ACRES	04	7,269	73,516		7,111	69,714	
	05	8,573	82,827		8,105	79,527	
		1,304	**9,311**	**12.7**	**994**	**9,813**	**14.1**

System Reserves Report

July 1, 2004 through April 30, 2005 (83.33% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	1,025	8,481		900	7,981	
	05	857	10,768		884	10,477	
		-168	**2,287**	**27.0**	**-16**	**2,496**	**31.3**
JONES	04	588	6,360		577	6,183	
	05	1,042	7,240		772	6,594	
		454	**880**	**13.8**	**195**	**411**	**6.6**
LUTHER	04	456	5,857		504	5,799	
	05	688	5,288		567	4,919	
		232	**-569**	**-9.7**	**63**	**-880**	**-15.2**
NICOMA PARK	04	637	6,002		599	5,723	
	05	474	6,145		552	6,084	
		-163	**143**	**2.4**	**-47**	**361**	**6.3**
WRIGHT	04	598	3,930		538	3,734	
	05	300	4,191		273	4,113	
		-298	**261**	**6.6**	**-265**	**379**	**10.1**
BOOKS-BY-MAIL	04	548	5,736		543	5,526	
	05	659	5,015		654	4,836	
		111	**-721**	**-12.6**	**111**	**-690**	**-12.5**
TOTAL	04	77,808	754,823		73,983	712,128	
	05	82,479	850,964		78,181	813,670	
		4,671	**96,141**	**12.7**	**4,198**	**101,542**	**14.3**

EXECUTIVE DIRECTOR'S REPORT

MAY 2005

NATIONAL LIBRARY LEGISLATIVE DAY

I spent a very busy and productive 3 days in Washington, D.C., talking about library issues in the Oklahoma Congressional delegation offices. State Librarian Susan McVey, Norman school librarian Jayme Seat and current Oklahoma Library Association president, Lynn McIntosh and I represented our state during these visits. We met with legislative aides in all of the offices and were most fortunate to be able to meet with freshman representative Dan Boren and have our picture taken with him.

MIDWEST CITY LIBRARY CLOSED FOR RE-CARPETING AND PAINTING

The Midwest City Library will be closed until May 31, 2005; the interior is being re-painted and new carpeting installed. We appreciate the support of the City of Midwest City in providing $50,000 to help with the cost of the carpeting.

LIBRARY STAFF VERY BUSY DURING THE MONTH OF MAY

May is a very busy month for library staff as they put the finishing touches on the preliminary budget, gear up for summer reading, work with the pension consultant on plans for the new defined contribution plan and the changes to the current defined benefit plan, and handle all of the year-end purchasing and recordkeeping. Library usage continues to surge upward and I appreciate very much the hard work of all of our dedicated staff throughout the system.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended National Legislative Day in Washington, D.C.
- Attended Annual Friends Meeting
- Will be attending OLA Executive Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

"CREATE YOUR OWN COAT OF ARMS" (GRADES K – 5TH)

June 2, 2-3 p.m., Choctaw Library

During the Middle Ages, a family coat of arms was important indeed. The symbols used represented the characteristics the family wanted to remember about itself: its courage, history, and dreams for the future. In this session, we will learn something about your last name and create a special coat of arms for you to take home or display at the library!

FARSI LANGUAGE CLASS

June 5, 1:30-3 p.m., Edmond Library

If you are interested in learning Farsi, this is the class for you. Learn speaking, reading, and writing skills.

MONTY HARPER'S DARING DREAMS (PREK – 5TH GRADE)

June 7, 1-1:45 p.m., Jones Library

Hold on to your helmet, it's time for Monty Harper's fun-fun-funny music and song!

DISASTER PREPAREDNESS WITH THE AMERICAN RED CROSS

June 10, 2-4 p.m., Midwest City Library

Come to the library and learn how to prepare your home and yourself for natural and man-made disasters. We'll cover getting prepared, creating a community and family disaster plan, compiling a disaster survival kit, and learning basic First Aid. Pre-register 732-4828.

SIZZLIN BRAINS PRESENTS "FATHER KNOWS BEST" (ALL AGES)

June 11, 2-2:45 p.m., Bethany Library

This radio re-enactment is guaranteed to entertain fathers of all ages. Manly light refreshments will be served. Free tickets will be given out 15 minutes before the performance.

CONVERSATION WITH AN ARTIST: NATIVE AMERICAN PAINTER BENJAMIN HARJO

June 16, 6 p.m., Ronald J. Norick Downtown Library

In keeping with June's Red Earth Festival in downtown OKC, we will gather for a conversation with one of Red Earth's most popular painters – Ben Harjo.

FAMILIES LEARN TO DRAW WITH OKLAHOMA CITY ILLUSTRATOR DANNY GORDON (ALL AGES)

June 18, 2-3 p.m., Edmond Library

This is a hands-on family event for children and accompanying adults. You will gain an effective, empowering ability to draw better.