

# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

## AGENDA

Thursday June 16, 2005 3:30 p.m.  
Southern Oaks Library  
6900 S. Walker, Oklahoma City, OK 73110  
(405) 631-4468

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

Hugh Rice, Chair

### **3:30 - 3:35 pm INTRODUCTIONS**

- Document #98 - 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 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 - 3:50 pm CONSENT DOCKET (#99 - #101)**

- Document #99 - Approval of Minutes of May 19, 2005 Meeting
- Document #100 - Acceptance of Review of Expenditures for May 2005
- Document #101 - Approval of Contract Awards and Purchases
  - Item: A Annual Renewal of Supply and Service Contracts
  - Item: B Copier Paper, Inkjet Paper and Tractor Feed Paper

### **3:50 - 4:10 pm COMMITTEE REPORTS**

- Document #102 - Minutes of June 2, 2005, Administrative & Personnel Committee ~ Ann Caine, Chair
- Document #103 - Report and Recommendations from Finance Committee ~ David Greenwell, Chair
- Document #104 - Metropolitan Library System Preliminary Budget FY 2005-2006

### **4:10 - 4:35 pm SPECIAL PRESENTATIONS**

- Summer Promotional Presentation - Jeanne Devlin, Assistant Manager for Marketing & Communications
- MLS Employee Training - MLS University - Stacy Schrank, Employee Development Coordinator

### **4:35 - 4:45 pm INFORMATION REPORTS**

- Document #105 - MLS May 2005 Circulation Report
- Document #106 - MLS May 2005 Internet Usage Report
- Document #107 - MLS May 2005 System Reserve Report

### **4:45 - 4:55 pm EXECUTIVE DIRECTOR'S REPORT**

### **4:55 - 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

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

Thursday, July 21, 2005  
Bethany Library  
3510 N. Mueller, Bethany, OK, 73008  
Telephone - (405) 789-8363

Laurie Mack-Clark, Accounting Manager, Business Office	30
Susan Stinson, Circulation Clerk, Southern Oaks Library	25
Randy Knutson, Maintenance Technician II	15
Phyllis Davidson, Librarian, Downtown Library	10
Ray Lira, Security Officer, Downtown Library	5

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

DATE: May 19, 2005

TIME: 3:30 p.m.

MEETING PLACE: Downtown 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 Downtown Library, 300 Park Avenue, Oklahoma City, on May 16, 2005 in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Nancy Anthony  
Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Jose Jimenez  
Penny McCaleb  
Shirley Pritchett  
Pamela Pung  
Jim Roth, Chair, Board of County  
Commissioners  
Alyne Strube  
Cynthia Trent  
Peggy Winters  
Greg Womack  
Hugh Rice, Chair  
Donna Morris, Executive Director  
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
Marguerite Ross

Estimate of general public and staff attending: 115

I. The meeting was called to order at 3:30 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Caine, Cornelius, Gillogly, Hannah, Jimenez, McCaleb, Pritchett, Pung, Ross, Roth, Strube, Trent, Winters, Womack, Rice. (Arrived: Greenwell - 3:32 p.m.)

II. Mr. Rice introduced Mrs. Debra Spindle, Manager of the Downtown Library.

Mrs. Spindle welcomed the Commission and highlighted some of the day-to-day events at the Downtown Library.

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

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for May 2005: Evelyn K. Davis, Special Collections Assistant, Downtown Library for 25 years of service; Collette Hankins, Administrative Specialist, Downtown Library, 20 years of service; Lisa Myers, Circulation Clerk, Village Library, 5 years of service; and Megan Smith, Library Page, Village Library, 5 years of service.

IV. Mr. Rice called for public comments. (Thirty-two *Citizens Request to Speak* forms are attached.) Each speaker was allotted 30 timed-seconds to address the Commission.

V. Mr. Rice presented the Consent Docket (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, Document #91 – Request to Declare Equipment Surplus.)

**Mrs. Carolyn Cornelius moved to accept the Consent Docket. Mrs. Cynthia Trent seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.**

VI. Mr. Rice called on Mr. Jose Jimenez to present Document #92 – Report & Recommendation for the Public Services Committee (Committee).

Mr. Jimenez reviewed Document #92 stating that after a quorum was established the Committee was presented with the reports from Administration. After much discussion, the Committee took no action on its agenda item #II: Review of Metropolitan Library System Policy and Procedure Manual: Access to Materials - AM 310 Materials Selection and the Commission's policies and actions related to customer comments on library materials.



He continued the review stating that the Administration completed its presentations; as a result, the following motions are presented for Commission action. Discussion followed.

**The Public Services Committee moved that the Commission approve:**

- 1. adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 312 Local History Collection.**
- 2. adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 311 Genealogy Materials.**
- 3. revisions to the Metropolitan Library System Policy & Procedure Manual: Access to Services, AS 400 Internet Access Policy.**

**A motion coming from Committee requires no second. By Commission consensus, the recommendations from Public Services Committee were voted on individually. All three items passed unanimously.**

**VII.** Mr. Rice called for discussion on the items referred by Commission to the Public Services Committee. Mr. Rice read the petition that was presented at the March Commission meeting.

Mrs. Shirley Pritchett read a prepared statement on her position in favor of reshelving the books. Discussion followed.

Mrs. Millicent Gillogly stated that she agrees that the books in question are definitely classified appropriately by the definitions of the policy; however, she believes a compromise can be achieved. She presented a handout with suggestions for possible avenues for compromise. (Mrs. Gillogly's handout is attached.) Discussion followed.

Mrs. Deanna Hannah commented that parents should be responsible for their children, however, that ideal mostly "falls through the cracks." She read from the minutes of the Public Services Committee meeting quoting Mrs. Trent's sentiments and agreeing on the deep turmoil she has on this particular topic while also having complete faith in the Library System staff's ability to correctly classify and categorize library materials. Mrs. Hannah stated that she does not want the job of classifying and categorizing library materials and does not feel this is the Commission's purpose; however, she feels strongly that children should not have access to these particular books without parental input.

Mrs. Trent thanked Mrs. Hannah for her comments and added that she appreciated Mrs. Gillogly's problem solving abilities and agrees with that course of action.

Mrs. Winters commented that at the time of the Committee meeting she felt that no action could be taken because a plan of action was lacking. She referenced a newspaper article that explains how the Tulsa Library System has opted to handle this particular question by creating a "Parenting Collection" separate from the children's collection. She asked if this would be another possible avenue for compromise. Mrs. Morris stated yes, this is a possibility; however, the issue again for the Commission is what will be the criteria for placing material in this collection. She added that Tulsa Libraries "Parenting Collection" is also located within the children's area of the library. Mrs. Winters emphasized that she is in favor of reshelving the books. Discussion followed.

Mr. Rice asked Mrs. Morris if children are restricted from any of the public areas in a library. Mrs. Morris explained that there are no restrictions and that at many of the libraries the physical space would not support such. The "children's section" is an area within the building with both low and high shelving that holds the collection of books classified as "easy" that are designed to be read to children, as well as several other children's classifications.

Mr. Rice referenced the handout, presented to Commission, showing the results of a survey of Internet websites of libraries from across the nation. Of specific interest were those sections concerning policies related to children. This survey was conducted by Ms. Karen Marriott, Deputy Executive Director/ Materials & Outreach. (The survey results are attached). Mrs. Morris reminded the Commission of the Library System's Parental Preference Option. Questions and discussion followed.

Mrs. Nancy Anthony expressed that the Commission should step outside of the "specific content" issue; remembering that the question is "what steps will the Commission take when the next 'specific content' issue is brought up and then the next..." The point is that if this Commission continues on this course every meeting it will be reviewing material that is found objectionable by someone. Is that the purpose of the Commission? Discussion followed.

Mr. Jimenez requested that the matter not be referred back to the Public Services Committee. By Commission consensus, the matter was referred to Administration for further research and review.

**VIII.** Mr. Rice called on Mrs. LaVetta Dent, Children's Service Coordinator, Outreach Services.

Mrs. Dent presented the "Summer @ the Library", summer reading programs for children and young adults. The theme of the children's programs is *Dragons, Dreams, & Daring Deeds* and the theme for the young adults is *LOL*;) (computer slang for **laugh out loud** with a smile). Questions and discussion followed.



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

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

Mrs. Morris stated that Mrs. McCaleb had asked for the results of this survey at a recent meeting so she wanted to take this opportunity to highlight the Customer Satisfaction Survey Results showing that 98% of the Library System's customers are satisfied with the libraries and services.

Mrs. Cornelius expressed amazement and wonder at the fact that in the Information Technology Report it shows the in-house development of more than 700 software programs; she heartily congratulated Mr. Jim Welch, Deputy Executive Director/Technology and Ms. Anne Fischer, Director of Information Technology for these tremendous accomplishments among the many. Questions and discussion followed.

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

Mrs. Morris reviewed the written report. Questions and discussion followed.

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

The next Commission meeting will be held at the Southern Oaks Library June 16, 2005.

**XII.** There being no further business the meeting was adjourned at 5:40 p.m.



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: 5-19-01

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

Cokie Anderson  
PRINT NAME

1202 Tedford Way OKC 73116  
RESIDENCE: ADDRESS/ZIP

OKLAHOMA county  
COUNTY OF RESIDENCE

Cokie Anderson  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

840-2967 cokie@okstate.edu  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Oklahoma Library Association

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, county of residence 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:** 05/18/05

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

Frank Mazella  
**PRINT NAME**

2221 Churchill Pl, OKC, OK 73120  
**RESIDENCE: ADDRESS/ZIP**

Oklahoma  
**COUNTY OF RESIDENCE**

Frank Mazella  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

**TELEPHONE** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** Me

I ask to speak on the following Agenda Item(s) Gay 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, county of residence 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.



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

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

**DATE:** 5/18/15

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

Cheryl Emerson  
**PRINT NAME**

2231 NW 36th St, OKC, OK 73112  
**RESIDENCE: ADDRESS/ZIP**

Oklahoma  
**COUNTY OF RESIDENCE**

Cheryl Emerson  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

521.1224  
**TELEPHONE**

cemerson@odot.org  
**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** X

I ask to speak on the following Agenda Item(s) Book Sensenship  
King & King

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

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## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 05/19/05

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

TREBOR WORTHEN  
PRINT NAME

4904 N. Woodward Ave 73112  
RESIDENCE: ADDRESS/ZIP

Oklahoma  
COUNTY OF RESIDENCE

Trebor Worthen  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

WHO YOU ARE REPRESENTING: Self - House District 87  
ORGANIZATION: \_\_\_\_\_

SELF: \_\_\_\_\_

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

I ask to speak on the topic or issue(s) of "king & king" book

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

**DATE:** 5-19-05

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

Adrian Van Manen  
**PRINT NAME**

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

Oklahoma  
**COUNTY OF RESIDENCE**

Adrian Van Manen  
**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) Inappropriate books  
in the children's section of MLS

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, county of residence 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:** 5/19/05

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

Amos J Pranger

**PRINT NAME** #209  
5555 NW 23rd St 73127

**RESIDENCE: ADDRESS/ZIP**

OKC

**COUNTY OF RESIDENCE**

Amos J Pranger

**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) Books inappropriately placed  
in childrens section of library

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, county of residence 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.



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## CITIZENS REQUEST TO SPEAK

### THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

**DATE:** 5/19/2005

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

Sally Blevins  
**PRINT NAME**

2319 NW 20<sup>th</sup> St. OKC, OK 73107  
**RESIDENCE: ADDRESS/ZIP**

OK  
**COUNTY OF RESIDENCE**

Sally Blevins  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

525-5907 flyingpegasus@sbcglobal.net  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** self - OGLAC

**SELF:** X

I ask to speak on the following Agenda Item(s) placement of childrens books

I ask to speak on the topic or issue(s) of placement of childrens books in  
adult section

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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.

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## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 5/19

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

Crystal Woodland

PRINT NAME  
8016 Wilshire Hills Dr 73132

RESIDENCE: ADDRESS/ZIP  
Oklahoma

COUNTY OF RESIDENCE  
Crystal Woodland

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

WHO YOU ARE REPRESENTING:

ORGANIZATION: \_\_\_\_\_

SELF: X

I ask to speak on the following Agenda Item(s) Homosexual themed  
childrens books

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

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

DATE: 5/19/2005

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

Alan Woodland  
PRINT NAME

8016 Wilshire Hills Dr  
RESIDENCE: ADDRESS/ZIP

Oklahoma  
COUNTY OF RESIDENCE

Alan  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

WHO YOU ARE REPRESENTING:

ORGANIZATION: \_\_\_\_\_

SELF: X

I ask to speak on the following Agenda Item(s) Homosexual themed childrens books

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

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TO START OF MEETING

DATE: 5-19-05

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

MAX A. PRILE  
PRINT NAME

5555 N.W. 23RD, STREET  
RESIDENCE: ADDRESS/ZIP

OK-CITY OK  
COUNTY OF RESIDENCE

Max A. Prile  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-942-0246  
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 PLACEMENT OF  
"KING AND KING" IN CHILDREN'S  
READING SECTION.

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**THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\***

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

**DATE:** 5-16-05

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

NANCY BLANKENSHIP  
**PRINT NAME**

11109 Blue Stem Back Road, OKC 73142  
**RESIDENCE: ADDRESS/ZIP**

Okla.  
**COUNTY OF RESIDENCE**

Nancy Blankenship  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

405-722-1296 jblankenship@cox.net  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** ☒ \_\_\_\_\_

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

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

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TO START OF MEETING

**DATE:** 5-19-05

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

STAN ALEXANDER - MAYOR of The Village  
**PRINT NAME**

2105 FREMONT DR, The Village  
**RESIDENCE: ADDRESS/ZIP**

OKLAHOMA  
**COUNTY OF RESIDENCE**

Stan Alexander  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

751-8356  
**TELEPHONE**

Stan@StrunkInsurance.com  
**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** The Village

**SELF:** \_\_\_\_\_

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

Committee Reports - #92

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

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5-19-05

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

Michael Camfield  
**PRINT NAME**

2716 N. Lee, OKC, OK 73103  
**RESIDENCE: ADDRESS/ZIP**

Oklahoma  
**COUNTY OF RESIDENCE**

Michael Camfield  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

521-1832  
**TELEPHONE** **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 King & King et. al

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5-19-05

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

Sally Kern  
**PRINT NAME**

2713 N. Sterling Ave OKC  
**RESIDENCE: ADDRESS/ZIP**

OK  
**COUNTY OF RESIDENCE**

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

**ADDITIONAL CONTACT INFORMATION:**

942-3504  
**TELEPHONE**

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

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** House of Rep.

**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, county of residence 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:** 5-19-05

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

Robert A. Ross, Jr.  
**PRINT NAME**

3404 N. GROVE OKC, OK 73122  
**RESIDENCE: ADDRESS/ZIP**

OKLAHOMA  
**COUNTY OF RESIDENCE**

Robert A. Ross, Jr.  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** CONCERNED CITIZEN

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

I ask to speak on the topic or issue(s) of INAPPROPRIATE BOOKS IN CHILDREN'S  
SECTION.

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5/18/05

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

Gaylene Turner  
**PRINT NAME**

5804 N. W. 57 Warr Acres  
**RESIDENCE: ADDRESS/ZIP**

OK  
**COUNTY OF RESIDENCE**

Gaylene Turner  
**SIGNATURE. NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

787-0300 gturner9@cox.net  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** ☒ \_\_\_\_\_

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

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

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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: 5-19-05

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

Joe Finn  
PRINT NAME

5117 NW 19<sup>th</sup> terrace  
RESIDENCE: ADDRESS/ZIP

Okc, Ok 73127 Ok. county  
COUNTY OF RESIDENCE

Joe D. Finn  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-943-8350  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: \_\_\_\_\_

SELF: a concerned Okc christian citizen

I ask to speak on the following Agenda Item(s) In appropriate books in  
children 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, county of residence 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:** 5-19-05

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

Leonard Flansburg  
**PRINT NAME**

209 NW 20th St, OKC, OK 73103  
**RESIDENCE: ADDRESS/ZIP**

Oklahoma County  
**COUNTY OF RESIDENCE**

Leonard Flansburg  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

405-525-0283  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** ☒ \_\_\_\_\_

I ask to speak on the following Agenda Item(s) Local segregation of  
books and denial of access

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

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# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 05/19/2005

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

Paul R Thompson  
PRINT NAME

1133 N.W. 32nd Ave 73115  
RESIDENCE: ADDRESS/ZIP

Oklahoma County, Okla  
COUNTY OF RESIDENCE

Paul R Thompson  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 524-2131 None  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Self + OCLC +  
SELF:

I ask to speak on the following Agenda Item(s) Book resolutions  
KING + KING

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

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5-19-05

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

Nancy Lombardy  
**PRINT NAME**

3412 NW 41 ST.  
**RESIDENCE: ADDRESS/ZIP**

OKC 73112  
**COUNTY OF RESIDENCE**

Nancy Lombardy  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

664-0483  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** Self

**SELF:** ✓

I ask to speak on the following Agenda Item(s) Reshelving of  
Very questionable "Children's" books

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

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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: 19 May 05

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

Tre Ranne  
PRINT NAME

604 Heatherstone Rd., Edmond, OK 73034  
RESIDENCE: ADDRESS/ZIP

Oklahoma  
COUNTY OF RESIDENCE

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

ADDITIONAL CONTACT INFORMATION:

405-715-3027 hindsighthero@yahoo.com  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: University of Central Oklahoma Association for Women's Studies

SELF: \_\_\_\_\_

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

Shelving Policy Children's Policy

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, county of residence 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:** May 19, '05

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

Nathaniel Batchelder  
**PRINT NAME**

2912 N. Robinson  
**RESIDENCE: ADDRESS/ZIP**

OK Co  
**COUNTY OF RESIDENCE**

Nathaniel Batchelder  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

524-5577 batchelc@aol.com  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** Central Oklahoma Human Rights Alliance  
**SELF:** \_\_\_\_\_

I ask to speak on the following Agenda Item(s) Children's Book shelving

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

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# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 5/19/05

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

RICHARD WITT  
PRINT NAME  
15720 TRADITIONS BLVD, EDMOND 73013  
RESIDENCE: ADDRESS/ZIP  
OKLAHOMA  
COUNTY OF RESIDENCE  
Richard H. Witt  
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) SEPARATE FILING OF CERTAIN MATERIALS

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

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# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 5-19-05

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

JOHN YEATS  
PRINT NAME  
11405 SPRING CREEK OKC OK 73162  
RESIDENCE: ADDRESS/ZIP

OKLAHOMA  
COUNTY OF RESIDENCE

[Signature]  
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) \_\_\_\_\_  
Shelving - pro

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

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

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

**DATE:** 19 MAY 05

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

JIM HUFF

**PRINT NAME**

6912 S. HARVEY PLACE

**RESIDENCE: ADDRESS/ZIP**

OKLAHOMA

**COUNTY OF RESIDENCE**

Jim Huff

**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

632-5862

**TELEPHONE**

**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:**

**SELF:** MYSELF

I ask to speak on the following Agenda Item(s) SHELVING OF CHILDREN'S  
BOOKS

I ask to speak on the topic or issue(s) of DO NOT CHANGE CURRENT  
RULES & PROCEDURES

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5-19-05

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

ELLEN KAZMIERCZAK  
**PRINT NAME** 504 SW 54th St. OKC OK 73109

**RESIDENCE: ADDRESS/ZIP** OKLA

**COUNTY OF RESIDENCE** Ellen Kazmierczak

**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

405-636-0809 Kazz420@cox.net  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** Myself

I ask to speak on the following Agenda Item(s) Shelving of Children's  
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, county of residence 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: 5/17/05

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

Victor Gorin

PRINT NAME 2512 NW Eubank

RESIDENCE: ADDRESS/ZIP OKC, 73112

COUNTY OF RESIDENCE Oklahoma

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 947-2048

TELEPHONE Vgorin@tleshop.net

WHO YOU ARE REPRESENTING:

ORGANIZATION: ✓

SELF: ✓

I ask to speak on the following Agenda Item(s) King, King & similar  
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, county of residence 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:** 5-19-05

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

**PRINT NAME**

Mary Ann White

**RESIDENCE: ADDRESS/ZIP**

1816 NW 19 OKC 73106

OK

**COUNTY OF RESIDENCE**

**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

Mary Ann White

**ADDITIONAL CONTACT INFORMATION:**

**TELEPHONE**

557-0078

**E-MAIL**

maryann@gsronline.com

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** \_\_\_\_\_

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

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, county of residence 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:** 5-19-05

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

Dottie Gillespie  
**PRINT NAME**

11321 Hickory Creek Rd  
**RESIDENCE: ADDRESS/ZIP**

Luther, OK 73054  
**COUNTY OF RESIDENCE**

Dottie Gillespie  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

454-3635  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** Dottie Gillespie

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

I ask to speak on the topic or issue(s) of Book: "King & King"

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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:** 5-19-05

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** OK

**COUNTY OF RESIDENCE**

Stephanie West

**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

844-0141 westfam3@msn.com

**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** ✓

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

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, county of residence 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:** 5-19-05

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

Ernst West  
**PRINT NAME**

8 Creek Side Edmond, OK 73003  
**RESIDENCE: ADDRESS/ZIP**

Okla. County  
**COUNTY OF RESIDENCE**

Ernst West  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**WHO YOU ARE REPRESENTING:**

ORGANIZATION: \_\_\_\_\_

SELF: X

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

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, county of residence 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.

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

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

DATE: 5/19/05

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

LEE ALAN LESLIE

PRINT NAME

213 RANDALL

RESIDENCE: ADDRESS/ZIP

OK

COUNTY OF RESIDENCE

Lee Leslie

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

737 4005

TELEPHONE

lecaleslie@yahoo.com

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Library Board of Midwest City

SELF:

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

I ask to speak on the topic or issue(s) of Movement of King to restricted area

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence 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.



## **Recommended Motions for MLC Meeting 5/19/05**

... that the Metropolitan Library Commission revise AM 300 Library Collections, AM 310 Materials Selection , VII Major Categories of the Materials Collection, B. Juvenile Reading Level, 3. Classifications by adding the underlined statement

Material appropriate for the juvenile reading level can extend from preschool age through 9<sup>th</sup> grade. Content will be age –level appropriate for each of the following classifications. Classifications used within the juvenile reading level are the following:

...that the Metropolitan Library System establish and maintain a Special Collection organized around Section C. of IV. Special Collections— Accessibility for a special audience, that audience being parents looking for help with current, possibly controversial and sensitive, parenting issues. Such issues might include, but not be limited to, death, bullying, human sexuality, sexual and physical abuse.

State: Arkansas  
Library: **Central Arkansas Library System**  
Service Area: Six cities and counties, population 480,000  
Locations: 12 libraries  
Collection size: 635,000 items  
Circulation: 5.3 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Library does not assume responsibility for children in the library. Library requests a parent or guardian visit with child.  
Provision for restricted borrowing by children: Parent must sign the card. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: 8 copies are currently on order  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.cals.lib.ar.us](http://www.cals.lib.ar.us)

State: California  
Library: **San Francisco Public Library**  
Service Area: population 793,600  
Locations: 28 libraries  
Collection size: 2.3 million items  
Circulation: 6.3 million circulation  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Library does not assume responsibility for children in the library. Children under 8 yrs must be accompanied at all times by an adult caregiver.  
Provision for restricted borrowing by children: Parent must sign the card. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.sfpl.lib.ca.us](http://www.sfpl.lib.ca.us)

Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Colorado  
Library: **Denver Public Library**  
Service Area: population 572,862  
Locations: 23 libraries  
Collection size: 2.5 million items  
Circulation: 9.2 million circulation  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: Parent must sign the card. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.denver.lib.co.us](http://www.denver.lib.co.us)

State: Colorado  
Library: **Pikes Peak Library District**  
Service Area: El Paso County (Colorado Springs), population 481,366  
Locations: 11 libraries  
Collection size: 856,000 items  
Circulation: 5.2 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Children under 12 yrs must have caregiver present; children under 8 yrs must be accompanied at all times  
Provision for restricted borrowing by children: Parent must sign the card of child under 13 yrs. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: no copies owned  
Access to The Duke Who Outlawed Jelly Beans: no copies owned  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.ppld.org](http://www.ppld.org)



Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Georgia  
Library: **Gwinnett County Library**  
Service Area: population 700,000  
Locations: 12 libraries  
Collection size: 684,970  
Circulation: not found  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Young children must be accompanied by a caregiver at all times.  
Provision for restricted borrowing by children: Parent may choose to restrict their child's borrowing of materials from the adult collection.  
Access to King & King: no copies owned  
Access to Daddy's Roommate: no copies owned  
Access to The Duke Who Outlawed Jelly Beans: no copies owned  
Access to Heather Has Two Mommies: no copies owned  
Web address: [www.gwinnettpl.org](http://www.gwinnettpl.org)

State: Indiana  
Library: **Indianapolis Marion County Public Library**  
Service Area: population 860,454  
Locations: 23 libraries  
Collection size: 500,000 items  
Circulation: 8.4 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: Parent must sign the card of child under 14 yrs. Parent may restrict child's borrowing of videos to children's videos only.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.imcpl.org](http://www.imcpl.org)

Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Kentucky  
Library: **Louisville Free Public Library**  
Service Area: population 693,604  
Locations: 17 libraries  
Collection size: 1.3 million items  
Circulation: 3.8 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: Parent must sign the card of child under 14 yrs. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: no copies owned  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: no copies owned  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.lfpl.org](http://www.lfpl.org)

State: Minnesota  
Library: **Hennepin County Library**  
Service Area: population 740,974  
Locations: 26 libraries  
Collection size: 1.5 million items  
Circulation: 11.5 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: Parent must sign the card of child under 13 yrs. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.hcld.org](http://www.hcld.org)

Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Missouri  
Library: **Kansas City Public Library**  
Service Area: population 239,000  
Locations: 9 libraries  
Collection size: 1.2 million items  
Circulation: 2.4 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Children too young to leave the library alone should not be unaccompanied in the library.  
Provision for restricted borrowing by children: Parent must sign the card of child under 13 yrs. There is no ability to restrict borrowing on the card once it is signed.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.kclibrary.org](http://www.kclibrary.org)

State: Missouri  
Library: **Mid-Continent Public Library**  
Service Area: Clay, Jackson and Platte Counties, population 938,000  
Locations: 30 libraries  
Collection size: 3.3 million items  
Circulation: 7.7 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: none mentioned on website  
Access to King & King: no copies owned  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: no copies owned  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.mcpl.lib.mo.us](http://www.mcpl.lib.mo.us)



Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Ohio  
Library: **Cleveland Public Library**  
Service Area: City of Cleveland and Cuyahoga County, population 1.3 million  
Locations: 46 libraries  
Collection size: 4.1 million items  
Circulation: not found  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Children under 7 yrs must be accompanied at all times by a responsible party.  
Provision for restricted borrowing by children: None mentioned on website.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies on order for the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.cpl.org](http://www.cpl.org)

State: Oklahoma  
Library: **Metropolitan Library System**  
Service Area: Oklahoma County, population 680,000  
Locations: 17 libraries  
Collection size: 1.1 million  
Circulation: 5.8 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Parents are encouraged to visit the library with their child.  
Provision for restricted borrowing by children: Parents must sign card for child up to 17 yrs. Parents may choose to restrict borrowing of selected titles or classifications of materials. Child cannot borrow R rated videos without parent's written permission.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: no cataloged copies owned  
Web address: [www.metrolibrary.org](http://www.metrolibrary.org)

Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Oklahoma  
Library: **Tulsa City County Library**  
Service Area: Tulsa County, population 569,000  
Locations: 25  
Collection size: 1.7 million  
Circulation: 3.7 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: None mentioned on website  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.tulsalibrary.org](http://www.tulsalibrary.org)

State: Oregon  
Library: **Multnomah County Library**  
Service Area: population 667,000  
Locations: 17 libraries  
Collection size: 2 million  
Circulation: 6.1 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services. Caregiver should come with the child. Children under 6 yrs should not be left alone.  
Provision for restricted borrowing by children: None mentioned on website.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.multcolib.org](http://www.multcolib.org)

Metropolitan Library System  
Survey of library Internet websites concerning policies related to children  
Summary of results - alphabetical by state

State: Texas  
Library: **Dallas Public Library**  
Service Area: population 1.2 million  
Locations: 23 libraries  
Collection size: 2.5 million  
Circulation: 3.8 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
For children under 12, presence of caregiver "highly recommended"  
Provision for restricted borrowing by children: None mentioned on website.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies in the children's collection  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.dallaslibrary.org](http://www.dallaslibrary.org)

State: Utah  
Library: **Salt Lake City Public Library**  
Service Area: population 182,000  
Locations: 6 libraries  
Collection size: 750,000 items  
Circulation: 2.5 million  
Restrictions on in-house access to materials by children: No restrictions. Parents are responsible for their children's use of the library, its materials and services.  
Provision for restricted borrowing by children: None mentioned on website.  
Access to King & King: copies in the children's collection  
Access to Daddy's Roommate: copies in the children's collection  
Access to The Duke Who Outlawed Jelly Beans: copies not owned  
Access to Heather Has Two Mommies: copies in the children's collection  
Web address: [www.slcppl.lib.ut.us](http://www.slcppl.lib.ut.us)





## THE MLS PARENTAL PREFERENCE OPTION

5/19/2005

- \* Since 1997, the Metropolitan Library System has had in place a service that, while continuing to respect the full First Amendment access rights of all library users, allows parents to restrict their own children's borrowing of library materials. The Parental Preference Option allows parents and guardians to designate borrowing preferences for their own child's library card.
- \* The PPO allows parents and/or guardians to designate borrowing preferences for their child:
  - 1) by identifying categories (e.g. Adult Non-Fiction, Adult Fiction, etc.) and formats within categories (e.g. book, video, audio) of the library collection from which your child may not borrow.
  - 2) by identifying up to 50 titles your child may not borrow.
- \* The PPO is an extension of CyberMARS, which provides online access to MLS's computerized catalog of materials. The PPO can be accessed at any CyberMARS computer in MLS's 12 full service libraries or through a web browser from home or any library via a link on the MLS website, [www.metrolibrary.org](http://www.metrolibrary.org). Our librarians are also happy to show parents how to sign up for the PPO.
- \* MLS has 101,386 children's card holders. Parents have opted for the Parental Preference Option on 365 children's library cards (FY04).
- \* In a 2005 Internet survey of 15 library system policies, MLS was one of two library systems with a PPO-type service — and the only library system with a means by which parents can restrict their children's borrowing to children's materials.
- \* With respect to the availability of materials to children, MLS Policy affirms the responsibility and the rights of all parents and guardians to guide their own children's use of the library and its resources and services.

**If you have other questions, please don't hesitate to ask a librarian.**

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

May 31, 2005

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

For comparison, 91.67% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2005.

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

Document # 100  
MLC FY 2004-05  
June 16, 2005

May 31, 2005

**ASSETS**

CASH - Overnight Investment Account	\$ 1,995,856.00
INVESTMENTS (Schedule attached)	16,512,997.92
<b>Total Assets</b>	<b><u>\$18,508,853.92</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2003-04 Reserve for Appropriations	\$ 177,229.16	
2004-05 Purchase Orders Outstanding	606,484.08	
2003-04 Purchase Orders Outstanding	0.00	
2004-05 Checks Outstanding	109,985.75	
2003-04 Checks Outstanding	<u>0.00</u>	
<b>Total Liabilities</b>		<b>893,698.99</b>

**FUND BALANCE:**

Beginning of the Year		15,791,287.28	
Add: Revenues			
Budgeted	19,454,289.31		
Other	<u>1,989,813.78</u>	21,444,103.09	
Less: Expenditures		<u>(19,620,235.44)</u>	
<b>Total Fund Balance</b>			<b><u>17,615,154.93</u></b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>			<b><u>\$18,508,853.92</u></b>

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

**As of May 31, 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	3/18/2006	3.400%	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				<u>\$ 16,512,997.92</u>

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

July 1, 2004 to June 30, 2005

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2004 Ad Valorem Tax	\$18,845,587.00	\$ 126,879.25	\$18,907,228.81	100.33%
State Aid	310,734.00	-	159,060.50	51.19%
Fines	<u>389,250.00</u>	<u>37,000.00</u>	<u>388,000.00</u>	99.68%
<b>Total Budgeted Revenue</b>	<b><u>\$ 19,545,571.00</u></b>	<b><u>\$ 163,879.25</u></b>	<b><u>\$19,454,289.31</u></b>	99.53%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 19,420.38	\$ 1,560,833.01	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		12,563.04	137,631.65	
Flexible Benefits Account Balance		0.00	6,592.94	
Sale of Surplus Equipment		0.00	22,712.05	
Miscellaneous		<u>16,277.28</u>	<u>262,044.13</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 48,260.70</u></b>	<b><u>\$ 1,989,813.78</u></b>	
<b>Total Revenue</b>	<b><u>\$ 19,545,571.00</u></b>	<b><u>\$ 212,139.95</u></b>	<b><u>\$21,444,103.09</u></b>	109.71%



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

**May 31, 2005**

	<u>BALANCE</u> <u>4/1/2005</u>	<u>RECEIPTS</u> <u>April</u>	<u>EXPEND.</u> <u>April</u>	<u>BALANCE</u> <u>4/30/2005</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 50,070.07	\$ 5,475.02	\$ 343.10	\$ 55,201.99
810 Prepaid Fees	(1,183.89)	53.61	0.00	(1,130.28)
815 Fines	37,603.27	38,069.85	37,045.00	38,628.12
820 Copy	36,782.21	4,111.05	2,019.00	38,874.26
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 125,978.00</b>	<b>\$ 47,709.53</b>	<b>\$ 39,407.10</b>	<b>\$ 134,280.43</b>
<b>GRANTS:</b>				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>4/30/2005</u>
<u><b>Special Grants</b></u>				
857 DN/LC Donations	100,000.00	84,291.79	60,109.98	24,181.81
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	2,250.00	2,250.00	1,512.60	737.40
979 05 ODL Early Literacy	17,000.00	17,000.00	12,691.64	4,308.36
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	2,041.40	(2,041.40)
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	0.00	5,000.00
985 05 OAC/Barbara Geary	500.00	0.00	500.00	(500.00)
<u><b>Grants - Friends of MLS</b></u>				
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	1,700.00	0.00
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	50,000.00	0.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 4/30/2005
<u>Grants - Friends of MLS</u>					
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	5,556.07	5,183.93
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	1,720.72	879.28
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	1,511.66	488.34
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	1,100.00	2,900.00
973	05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
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	1,950.00	50.00
977	05 Library Election	5,000.00	0.00	0.00	0.00
<b>Total Grants</b>					<u>\$108,816.85</u>
<b>Total Special Funds</b>					<u>\$ 243,097.28</u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2005

FY-05

**Personal Services**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	664,206.23	7,719,738.27	89.59	8,616,748.00	897,009.73
102	Wages - Part-time	88,483.35	1,077,460.64	77.70	1,386,768.00	309,307.36
103	Payroll Taxes	55,388.10	650,342.81	87.14	746,348.00	96,005.19
109	Workers Comp. Insurance	7,361.00	91,439.00	83.22	109,875.00	18,436.00
112	Group Insurance	219,250.52	1,316,590.86	95.37	1,380,571.00	63,980.14
113	Employees' Retirement	.00	1,573,250.00	100.00	1,573,252.00	2.00
114	Unemployment Comp.	.00	4,223.02	42.23	10,000.00	5,776.98
Total Personal Services		1,034,689.20	12,433,044.60	89.94	13,823,562.00	1,390,517.40
		=====	=====		=====	=====

**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	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	1,420.20	17,017.20	85.21	19,970.00	2,952.80
207	Janitorial Services	16,705.00	186,819.00	81.02	230,570.00	43,751.00
208	Maintenance of Facilities	22,123.81	142,180.59	50.30	282,679.00	140,498.41
211	Parking & Transportation	8,753.61	87,909.65	67.64	129,960.00	42,050.35
212	Travel Expenses	130.90	16,293.89	40.14	40,592.00	24,298.11
213	Professional Services	7,760.90	147,554.39	54.86	268,955.00	121,400.61
214	Security Services	15,893.14	173,781.71	73.40	236,745.00	62,963.29
216	Telephone Services	12,986.28	131,604.89	44.33	296,902.00	165,297.11
217	Electrical Services	27,073.93	365,024.99	75.79	481,621.00	116,596.01
218	Gas Services	2,267.56	48,524.80	88.21	55,012.00	6,487.20
219	Water & Garbage Services	2,757.68	41,525.16	78.54	52,873.00	11,347.84
220	Trigen Energy Services	9,355.60	142,414.52	56.97	250,000.00	107,585.48
226	Membership	455.00	17,780.00	79.48	22,371.00	4,591.00
230	Other Library-Related Serv.	5,341.35	293,742.57	81.31	361,265.00	67,522.43
231	Automation Contractual	21,319.36	234,277.94	83.17	281,694.00	47,416.06
236	Network Catalog Services	.00	171.82	.35	49,550.00	49,378.18
Total Contractual Services		154,744.32	2,229,689.12	68.59	3,250,961.00	1,021,271.88
		=====	=====		=====	=====



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2005

FY-05

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing and Printing Supplies	15,285.35	196,247.70	100.48	195,304.00	-943.70
302	Postage	21,256.50	205,376.92	68.16	301,300.00	95,923.08
303	Supplies	6,486.98	200,734.24	81.54	246,191.00	45,456.76
310	Maintenance Supplies	1,218.76	52,545.93	83.41	63,000.00	10,454.07
312	Safety Supplies & Equipment	-3.83	3,306.95	45.28	7,304.00	3,997.05
321	Gas and Oil	2,637.19	15,514.14	77.57	20,000.00	4,485.86
322	Vehicle Parts & Repairs	.00	5,548.69	30.83	18,000.00	12,451.31
330	Programming Activities	9,808.21	128,704.71	62.14	207,114.00	78,409.29
331	Other Commodities	2,986.71	19,024.46	61.95	30,710.00	11,685.54
Total Commodities		59,675.87	827,003.74	75.95	1,088,923.00	261,919.26
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	220,062.82	2,361,346.84	79.63	2,965,515.00	604,168.16
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	68.13	140,017.97	85.14	164,450.00	24,432.03
408	Furniture, Fixture & Equip.	14,958.82	92,765.34	55.07	168,443.00	75,677.66
409	Motor Vehicle	8,510.29	51,032.69	94.50	54,000.00	2,967.31
410	Automation System & Equip.	4,793.01	273,326.74	73.98	369,450.00	96,123.26
450	Capital projects	12,239.08	1,208,021.50	46.86	2,577,770.00	1,369,748.50
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		260,632.15	4,130,497.98	24.05	17,173,409.34	13,042,911.36
		=====	=====		=====	=====
Total Budget		1,509,741.54	19,620,235.44	55.52	35,336,855.34	15,716,619.90
		=====	=====		=====	=====

## General Fund F.Y. 04-05

## Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
G-04542	Bradford Industrial Suppl Corp	Maintenance of Facilities	7.92	
		Maintenance of Facilities	61.35	69.27
G-04543	O G & E	Electrical Services	16,638.09	16,638.09
G-04544	City of Oklahoma City	Water & Garbage Services	644.34	644.34
G-04545	Triangle/A & E	Maintenance Supplies	2.97	2.97
G-04546	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,916.00	
		Maintenance Supplies	777.00	2,693.00
G-04547	Locke Supply Co.	Maintenance of Facilities	19.62	
		Maintenance of Facilities	91.94	
		Maintenance of Facilities	14.04	
		Maintenance of Facilities	22.72	
		Maintenance of Facilities	19.62	
		Maintenance of Facilities	16.32	
		Maintenance of Facilities	17.71	201.97
G-04548	The Dagwell Dixie Co.	Maintenance of Facilities	29.09	29.09
G-04549	Edward Terry	Mileage	33.21	33.21
G-04550	Emsco Electric Supply	Maintenance of Facilities	17.69	
		Maintenance of Facilities	246.54	
		Maintenance of Facilities	35.99	300.22
G-04551	Demco	Supplies	152.56	
		Supplies	2,975.00	
		Supplies	166.47	
		supplies	77.60	3,371.63
G-04552	EBSCO Subscription Services	Subscription	126.05	126.05
G-04553	Gale Research	Materials	3,900.00	3,900.00
G-04554	UNUM Life Insurance	L-T Disab Ins Prm-MAY	6,165.68	6,165.68
G-04555	City of Warr Acres	Garbage & Sewer Service	54.25	54.25
G-04556	Ernestine Clark	Parking	70.00	
		Mileage	51.44	121.44
G-04557	Joe Cooper Ford	Vehicle	16,794.00	16,794.00
G-04558	Standard Printing Co., Inc.	Supplies	448.50	448.50
G-04559	Harvey Stanbrough	Programming Activities	100.00	100.00
G-04560	Baker & Taylor Books - #510486	Materials	2,464.74	2,464.74
G-04561	Susan Ryan	Mileage	16.20	16.20
G-04562	Kennedy Kirk Shelley	Programming Activities	60.00	60.00
G-04563	Humber Literacy Council	Programming Activities	32.45	32.45
G-04564	CompSource Oklahoma	Worker Comp Insurance	11,361.00	11,361.00
G-04565	Nextel Communications	Telephone Services	176.69	176.69
G-04566	Chester 'Jack' Kinzie, Jr.	Mileage	7.09	7.09
G-04567	Recorded Books, LLC	Materials	832.52	832.52
G-04568	Mobil 1 Lube/AFMS	Gas and Oil	33.51	33.51
G-04569	Instructional Video, Inc.	Materials	6,081.23	
		Materials	1,480.78	7,562.01
G-04570	Gale Group	Materials	1,719.84	1,719.84
G-04571	Salem Press Accounting Office	Materials	545.60	545.60
G-04572	Randy Wayland	Mileage	11.54	11.54
G-04573	Staples Business Advantage	Supplies	31.33	
		Supplies	119.46	150.79
G-04574	Barbie Dubberstein	Programming Activities	75.00	75.00
G-04575	Mutual Assurance	Grp Life/Ad&d Ins Prm-MAY	26,065.42	26,065.42
G-04576	Anne G. Fischer	Mileage	132.64	132.64
G-04577	Hal Leonard Publishing	Materials	164.63	164.63



## General Fund F.Y. 04-05

## Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
G-04578	Staples Credit Plan	Supplies	19.99	19.99
G-04579	Okla. City Community College	Professional Services	1,900.00	1,900.00
G-04580	Library Video Co.	Materials	311.04	311.04
G-04581	Priscilla Doss	Mileage	5.27	5.27
G-04582	Dennis Northcott	Materials	63.98	63.98
G-04583	Janet Brooks	Mileage	63.93	63.93
G-04584	Oklahoma Air Filter	Maintenance of Facilities	41.04	
		Maintenance of Facilities	40.40	81.44
G-04585	Oklahoma Living Book Order	Materials	361.24	361.24
G-04586	Heidi Daniel-Morgan	Mileage	172.53	172.53
G-04587	Frank's Custom Trailer Sales	Vehicles	670.00	670.00
G-04588	Random House, Inc	Materials	6,815.50	6,815.50
G-04589	Brilliance Corporation	Materials	3,597.29	3,597.29
G-04590	Gateway Films/Vision Video	Materials	278.81	278.81
G-04591	Hobby Lobby	Programming Activities	69.60	69.60
G-04592	Ingram Library Services	Materials	859.76	
		Materials	2,524.35	3,384.11
G-04593	High-Tech Tronics, Inc.	Maintenance of Facilities	284.40	284.40
G-04594	Audio Editions	Materials	403.16	403.16
G-04595	OSCPA	Membership	180.00	180.00
G-04596	Fuelman of Oklahoma	Gas and Oil	323.02	
		Gas and Oil	416.06	739.08
G-04597	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	60.45	60.45
G-04598	Gimmel Computer &	Supplies	3,571.80	3,571.80
G-04599	Evans Enterprises Inc-OKC	Maintenance of Facilities	49.72	49.72
G-04600	Ingram Library Services	Materials	259.37	259.37
G-04601	Sagebrush Corp.	Materials	232.21	232.21
G-04602	Town of Luther	Water & Garbage Services	36.18	36.18
G-04603	Debbie Kelley	Parking	70.00	70.00
G-04604	Evans Hardware	Maintenance of Facilities	6.48	6.48
G-04605	Lisa Weissenbuehler	Supplies	62.05	62.05
G-04606	Asset Redistribution	Fixtures	1,207.44	
		Fixtures	2,191.22	3,398.66
G-04607	Heidi A. Port	Mileage	6.48	6.48
G-04608	Steve's Wholesale Distributors	Maintenance of Facilities	58.79	58.79
G-04609	AT&T	Telephone Services	48.25	48.25
G-04610	Ruby Soutiere	Mileage	14.58	14.58
G-04611	BBC Audiobooks America	Materials	1,591.39	1,591.39
G-04612	City of Harrah	Water & Garbage Service	52.22	52.22
G-04613	Info USA Marketing, Inc.	Materials	495.00	495.00
G-04614	City of Choctaw	Water & Garbage Services	22.65	22.65
G-04615	Office Depot	Supplies	4.99	4.99
G-04616	Todd Olberding	Telephone Services	45.98	45.98
G-04617	Baker & Taylor Books - #510486	Materials	695.60	695.60
G-04618	Cheryl Pernell	Mileage	22.67	22.67
G-04619	Baker & Taylor Entertainment	Materials	233.62	233.62
G-04620	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-MAY	76,463.26	76,463.26
G-04621	FBD Consulting, Inc.	Benefit Calculation	2,550.00	2,550.00
G-04622	Walmart Community	Programming Activities	106.50	
		Supplies	5.59	
		Supplies	7.90	119.99
G-04623	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	120.93	120.93



## General Fund F.Y. 04-05

## Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
G-04624	Betty Wyrick	Mileage	69.82	69.82
G-04625	Anne Cowles	Programming Activities	100.00	100.00
G-04626	Barbara A. Johnson	Mileage	13.37	13.37
G-04627	Denesa Yost	Payroll Deduction Refund	6.21	6.21
G-04628	Rondia K. Banks	Programming Activities	100.00	100.00
G-04629	Kelley Hoffman	Mileage	13.16	13.16
G-04630	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-04631	Corporate Express	Furniture	351.22	
		Safety Supplies	12.99	
		Equipment	194.77	
		Supplies	37.30	
		Supplies	84.39	680.67
G-04632	Baker & Taylor Books - #510486	Materials	300.00	
		Materials	1,982.76	
		Materials	1,957.28	
		Materials	1,152.32	
		Materials	1,904.11	
		Materials	7,459.45	14,755.92
G-04633	Baker & Taylor Books - #510486	Materials	1,450.25	
		Materials	1,995.47	
		Materials	7,427.70	
		Materials	2,629.48	13,502.90
G-04634	Baker & Taylor Books-#510486	Materials	429.12	429.12
G-04635	Maria Watkins	Mileage	52.04	52.04
G-04636	African Imports USA	Materials	238.99	238.99
G-04637	Severn House Publishers	Materials	341.00	341.00
G-04638	Administrative Systems, Inc.	Employee Deductions	960.74	960.74
G-04639	Lisa Bradley	Mileage	8.10	8.10
G-04640	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	
		Maintenance of Facilities	937.50	1,027.50
G-04641	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-04642	Stacy Schrank	Parking	70.00	70.00
G-04643	Metropolitan Library System	Maintenance of Facilities	3.21	
		Parking	10.00	
		Professional Services	90.00	
		Library Related Services	49.98	
		Automation Contractural	38.47	
		Printing	42.75	
		Postage	73.50	
		Supplies	86.89	
		Gas and Oil	43.50	
		Programming Activities	154.79	
		Programming Activities	44.14	
		Other Commodities	32.86	
		Motor Vehicle	32.00	702.09
G-04644	City of Midwest City	Water & Garbage Service	368.88	368.88
G-04645	Bradford Industrial Suppl Corp	Maintenance of Facilities	498.57	498.57
G-04646	Grainger Parts Operations	Maintenance of Facilities	26.19	26.19
G-04647	Oklahoma Natural Gas Co.	Gas Services	986.59	986.59
G-04648	City of the Village	Water & Garbage Services	70.13	70.13
G-04649	Triangle/A & E	Supplies	50.75	50.75

## General Fund F.Y. 04-05

## Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
G-04650	Southwestern Stationery and	Printing	236.42	
		Printing	9,267.00	
		Printing	3,324.00	12,827.42
G-04651	Tech-Lock	Maintenance of Facilities	9.90	
		Capital Projects	285.30	295.20
G-04652	Demco	Supplies	37.38	37.38
G-04653	Gale Research	Materials	204.40	204.40
G-04654	Journey House Travel, Inc.	Travel Expense	350.90	
		Travel Expense	130.00	480.90
G-04655	Alma L. Brown	Programming Activities	40.71	40.71
G-04656	Richard Rea	Travel Expense	31.46	31.46
G-04657	Frank Ray	Mileage	18.83	18.83
G-04658	Elizabeth A. Pressler	Mileage	3.65	3.65
G-04659	Metro News, LLC	Subscriptions	5.00	5.00
G-04660	Sheila Daniel	Programming Activities	50.00	50.00
G-04661	Baker & Taylor Books - #510486	Materials	475.33	475.33
G-04662	U.S. Postmaster	Postage	15,000.00	15,000.00
G-04663	Spence & Associates, Inc	Library Related Services	1,012.50	
		Library Related Services	1,012.50	2,025.00
G-04664	Mitchell Repair Information Co	Materials	13,491.00	13,491.00
G-04665	Mid-west Landscape, LLC	Maintenance of Facilities	155.00	155.00
G-04666	The Penworthy Co.	Materials	129.18	129.18
G-04667	Instructional Video, Inc.	Materials	641.78	641.78
G-04668	Denyveta Davis	Mileage	284.92	284.92
G-04669	Gale Group	Materials	325.81	325.81
G-04670	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	230.00	690.00
G-04671	LexisNexis Matthew Bender	Materials	684.64	684.64
G-04672	Light Bulb Supply Co., Inc.	Maintenance of Facilities	458.78	458.78
G-04673	Copelin's Office Center	Programming Activities	11.75	11.75
G-04674	Staples Credit Plan	Supplies	49.14	49.14
G-04675	Angie Paeltz	Supplies	68.61	68.61
G-04676	Walter Wayne McEvilly	Programming Activities	250.00	250.00
G-04677	Library Video Co.	Materials	99.90	99.90
G-04678	Geri Price	Parking	70.00	70.00
G-04679	Rosemary Czarski	Mileage	19.85	19.85
G-04680	Nancy Lytle	Mileage	24.50	24.50
G-04681	Oklahoma Air Filter	Maintenance of Facilities	183.34	183.34
G-04682	American Red Cross	Professional Services	305.00	305.00
G-04683	Mary Strasner	Programming Activities	257.24	257.24
G-04684	Marilyn Hudson	Mileage	35.41	35.41
G-04685	Marcia J. Findeiss	Mileage	17.01	17.01
G-04686	FireCo of Oklahoma, Inc.	Maintenance of Facilities	300.00	300.00
G-04687	Random House, Inc	Materials	7,092.00	7,092.00
G-04688	Cingular Wireless	Telephone Services	86.66	86.66
G-04689	Scott's Printing & Copying	Printing	590.08	590.08
G-04690	Hobby Lobby	Supplies	113.86	113.86
G-04691	A. Rifkin Co.	Supplies	1,295.60	1,295.60
G-04692	Ingram Library Services	Materials	565.39	565.39
G-04693	Julia Mock	Mileage	22.28	22.28
G-04694	Walker Companies	Supplies	220.15	220.15



## General Fund F.Y. 04-05

## Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
G-04695	Audio Editions	Materials	319.84	319.84
G-04696	Lakeshore Learning Materials	Programming Activities	79.45	79.45
G-04697	United States Postal Service	Postage	6,000.00	6,000.00
G-04698	FedEx Kinko's Print Services	Printing	271.68	
		Programming Activities	35.60	307.28
G-04699	Republic Parking System	Parking	212.00	212.00
G-04700	Oklahoma County Newspapers	Subscription	13.13	13.13
G-04701	Linda Temple	Mileage	15.39	15.39
G-04702	Mary Ann Mahan	Programming Activities	81.64	81.64
G-04703	Fuelman of Oklahoma	Gas and Oil	531.65	531.65
G-04704	DWe Williams	Programming Activities	1,050.00	1,050.00
G-04705	BMI Systems Corp.	Supplies	43.90	43.90
G-04706	Ginger Waldrip	Programming Activities	200.00	200.00
G-04707	Ingram Library Services	Materials	150.88	150.88
G-04708	Sagebrush Corp.	Materials	26.46	26.46
G-04709	Voss Lighting	Maintenance Supplies	21.36	21.36
G-04710	Frances V. Harbert	Mileage	20.13	20.13
G-04711	Barnes & Noble, Inc.	Programming Activities	51.05	51.05
G-04712	Anita Roesler	Mileage	17.25	
		Other Commodities	66.08	83.33
G-04713	American Elevator Co., Inc.	Maintenance of Facilities	968.00	968.00
G-04714	Jimmy Welch	Remote Access	25.00	
		Mileage	21.06	46.06
G-04715	A Better Time Service	Maintenance of Facilities	50.00	50.00
G-04716	Dell	Computer Equipment	9,257.34	9,257.34
G-04717	Deborah Willis	Mileage	28.76	28.76
G-04718	Southwest Compressor, Inc.	Maintenance of Facilities	2,054.00	2,054.00
G-04719	Heidi Johnson	Mileage	14.18	14.18
G-04720	Contractors Supply Co.	Maintenance Supplies	20.98	20.98
G-04721	Rosalind L. Reeder	Programming Activities	100.00	
		Programming Activities	50.00	150.00
G-04722	Lisa M. Wood	Programming Activities	90.78	90.78
G-04723	Crowe & Dunlevy	Legal Services	2,199.50	2,199.50
G-04724	John Wood	Mileage	18.02	18.02
G-04725	Linda Jameson	Mileage	3.65	3.65
G-04726	City of Choctaw	Water & Garbage Services	22.65	22.65
G-04727	Vision Service Plan of	Grp Vision Ins Prm-May	2,194.77	2,194.77
G-04728	C.O.T.P.A.	Staff Parking	1,404.00	1,404.00
G-04729	Demco Media Turtleback Books	Materials	239.58	239.58
G-04730	Office Depot	Supplies	25.08	
		Supplies	56.22	81.30
G-04731	Todd Olberding	Mileage	51.03	51.03
G-04732	Baker & Taylor Books - #510486	Materials	3,385.36	3,385.36
G-04733	David Fitzgerald & Associates	Library Related Services	30.00	30.00
G-04734	Baker & Taylor Entertainment	Materials	4,033.02	4,033.02
G-04735	Bentley Flooring	Carpet Project	44,427.74	44,427.74
G-04736	Manpower	Temporary Services	638.00	
		Temporary Services	638.00	1,276.00
G-04737	FBD Consulting, Inc.	Benefit Calculation	220.00	220.00
G-04738	Walmart Community	Supplies	5.46	5.46
G-04739	Metro Family Magazine	Library Related Services	297.50	297.50
G-04740	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
	** Continued **			



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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04740	EmTec Pest Control, Inc.	Maintenance of Facilities	143.00	306.00
G-04741	All-American Waste Control	Garbage Services	470.57	470.57
G-04742	Pamela Buchanan	Mileage	2.43	2.43
G-04743	John Utley	Mileage	42.93	42.93
G-04744	Melissa Weathers	Programming Activities	138.53	
		Mileage	59.94	198.47
G-04745	Cintas Corp.	Maintenance of Facilities	64.20	64.20
G-04746	Focus on the Family	Materials	40.45	40.45
G-04747	Lesli Jones	Library Related Services	135.00	
		Library Related Services	140.00	
		Library Related Services	180.00	455.00
G-04748	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-04749	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	1,016.28	
		Security Services	2,972.13	
		Security Services	2,972.13	7,948.79
G-04750	Baker & Taylor Books - #510486	Materials	447.74	
		Materials	661.31	
		Materials	1,565.27	
		Materials	1,729.33	
		Materials	2,839.56	
		Materials	6,287.85	
		Materials	733.74	14,264.80
G-04751	Baker & Taylor Books - #510486	Materials	2,353.16	
		Materials	1,228.14	
		Materials	7,003.39	10,584.69
G-04752	Baker & Taylor Books-#510486	Materials	1,799.77	1,799.77
G-04753	Laura Scheller	Programming Activities	100.00	100.00
G-04754	Beatriz Meyer	Programming Activities	700.00	700.00
G-04755	Kelly Dalrymple	Registration	140.00	140.00
G-04756	Lloyd Lovely	April 2005	21.87	21.87
G-04757	COTPA	Staff Parking	1,450.67	
		Staff Parking	136.00	1,586.67
G-04758	COTPA	Parking	500.00	500.00
G-04759	Single Source	Supplies	195.10	195.10
G-04760	Stacy Schrank	Mileage	57.11	57.11
G-04761	Metropolitan Library System	Employee Deductions	100.00	100.00
G-04762	Bank of Oklahoma	Payroll Transmittal-Chks	46,610.25	
		Payroll Transmittal-Chks	15,035.90	61,646.15
G-04763	Bank of Oklahoma	Federal Withholding Tax	33,956.10	
		Federal Withholding Tax	2,099.00	36,055.10
G-04764	Oklahoma Tax Commission	State Withholding Tax	16,267.00	
		State Withholding Tax	1,173.00	17,440.00
G-04765	Mun. Employees Credit Union	Employee Cr Union Deducts	10,123.74	
		Employee Cr Union Deducts	90.00	10,213.74
G-04766	United Way of Central Oklahoma	Employee Deductions	375.39	
		Employee Deductions	6.00	381.39
G-04767	Bank of America	Payroll Transmittal-DDep	161,052.05	
		Payroll Transmittal-DDep	22,622.90	183,674.95
G-04768	Nationwide Retirement Solution	Employee Deductions	8,590.97	8,590.97
G-04769	Transamerica Worksite Mktg.	Employee Deductions	693.88	693.88

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Number	Vendor/Payee	Purpose		Amount
G-04770	Metro Library Sys Pension Trst	Employee Retirement Conts	8,620.85	8,620.85
G-04771	Bank of Oklahoma	Employee Flexplan Deposit	16,963.49	
		Employer Flexplan Deposit	1,375.00	18,338.49
G-04772	Bank of Oklahoma	Employee Soc/Sec Deposits	19,301.99	
		Employee Soc/Sec Deposits	2,754.32	
		Employee Medicare Deposit	4,514.23	
		Employee Medicare Deposit	644.21	
		Employer Soc/Sec Deposits	22,056.40	
		Employer Medicare Deposit	5,158.24	54,429.39
G-04773	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04774	Administrative Systems, Inc.	Employee Deductions	1,000.85	1,000.85
G-04775	Metropolitan Library System	Parking	23.25	
		Professional Services	75.00	
		Postage	35.00	
		Supplies	88.22	
		Safety Supplies	4.59	
		Programming Activities	125.52	
		Programming Activities	19.42	
		Other Commodities	95.56	
		Motor Vehicle	32.00	
		Professional Services	15.00	513.56
G-04776	Bradford Industrial Suppl Corp	Maintenance of Facilities	120.37	
		Maintenance of Facilities	35.68	156.05
G-04777	O G & E	Electrical Services	7,454.67	7,454.67
G-04778	City of Oklahoma City	Water & Garbage Services	673.31	673.31
G-04779	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04780	Gaylord Bros.	Furniture	2,886.23	2,886.23
G-04781	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-04782	Oklahoma Heritage Book Center	Materials	274.60	274.60
G-04783	Sams Technical Publishing	Materials	155.35	155.35
G-04784	Synergy Datacom Supply Inc.	Automation Contractural	68.48	68.48
G-04785	SBC	Telephone Services	1,218.35	
		Telephone Services	1,336.08	
		Telephone Services	415.73	2,970.16
G-04786	City of Edmond	Electrical Services	2,981.17	2,981.17
G-04787	United Linen	Maintenance of Facilities	24.00	24.00
G-04788	R & M Laus Publisher	Materials	43.90	43.90
G-04789	Oklahoma Library Association	Registration	45.00	45.00
G-04790	Weston Woods Accts Receivable	Materials	130.58	130.58
G-04791	Sheila Daniel	Programming Activities	50.00	50.00
G-04792	Baker & Taylor Books - #510486	Materials	1,577.28	1,577.28
G-04793	Donna Morris	Travel Expense	613.79	
		Telephone Services	50.00	663.79
G-04794	Hal Kohlman	Programming Activities	100.00	100.00
G-04795	Fox Moon Productions	Programming Activities	300.00	300.00
G-04796	Dustin Cooper	Programming Activities	100.00	100.00
G-04797	David Temmons	Programming Activities	150.00	150.00
G-04798	Recorded Books, LLC	Materials	3,553.40	3,553.40
G-04799	Johnstone Supply	Maintenance of Facilities	26.54	26.54
G-04800	Salem Press Accounting Office	Materials	561.60	561.60
G-04801	Live Oak Media	Materials	211.79	211.79
G-04802	Kimbo Educational	Materials	315.92	315.92



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Number	Vendor/Payee	Purpose		Amount
G-04803	Staples Business Advantage	Supplies	162.99	162.99
G-04804	Baudville	Supplies	101.21	
		Supplies	225.55	326.76
G-04805	Library Video Co.	Materials	185.68	185.68
G-04806	Standard Steel Company	Maintenance of Facilities	68.00	68.00
G-04808	Peak Technologies	Automation Contractural	780.00	780.00
G-04809	Superior Construction	Maintenance of Facilities	1,150.00	1,150.00
G-04810	Executive Women International	Other Commodities	30.00	30.00
G-04811	Genealogical Publishing Co, Inc	Materials	26.50	26.50
G-04812	Conney Safety Products	Safety Supplies	163.43	163.43
G-04813	Oklahoma Air Filter	Maintenance of Facilities	33.84	33.84
G-04814	Heidi Daniel-Morgan	Travel Expense	20.25	20.25
G-04815	Random House, Inc	Materials	948.00	948.00
G-04816	Ingram Library Services	Materials	1,797.51	1,797.51
G-04817	Dana Morrow	Registration	140.00	140.00
G-04818	Mergent Co., Inc.	Materials	1,955.00	1,955.00
G-04819	High-Tech Tronics, Inc.	Maintenance of Facilities	59.85	59.85
G-04820	Fuelman of Oklahoma	Gas and Oil	366.44	
		Gas and Oil	502.19	868.63
G-04821	Showcases	Supplies	563.76	563.76
G-04822	C. H. Guernsey & Company	Capital Project	3,145.00	3,145.00
G-04823	Bob Morris	Programming Activities	280.00	280.00
G-04824	Full Cast Audio	Materials	117.95	117.95
G-04825	Ginger Waldrip	Programming Activities	200.00	200.00
G-04826	Dollar General Store	Programming Activities	120.00	120.00
G-04827	Ingram Library Services	Materials	386.35	386.35
G-04828	David Swanson	Programming Activities	200.00	200.00
G-04829	Helen Harrell	Mileage	7.70	7.70
G-04830	Jana Hausburg	Mileage	2.03	2.03
G-04831	L. E. Acker Co.	Maintenance of Facilities	15.80	15.80
G-04832	Jimmy Welch	Remote Access	25.00	25.00
G-04833	Home Depot Credit Services	Maintenance of Facilities	10.40	
		Maintenance of Facilities	17.12	27.52
G-04834	Pauline Boyer Rodriguez	Travel Expense	156.33	156.33
G-04835	Maverick Books	Materials	17.99	17.99
G-04836	CDW-G	Computer Equipment	2,056.00	2,056.00
G-04837	Lisa Weissenbuehler	Postage	148.00	148.00
G-04838	J & R Equipment	Motor Vehicle	1,769.29	1,769.29
G-04839	The Daily & Sunday	Legal Notice Adv.	72.09	72.09
G-04840	Bank of America	Direct Deposit Fees	200.03	200.03
G-04841	Contractors Supply Co.	Maintenance of Facilities	24.85	
		Maintenance of Facilities	21.09	45.94
G-04842	Katrina Prince	Mileage	8.10	8.10
G-04843	Westrex International	Automation Contractural	510.78	510.78
G-04844	Dowell Parking Center	Parking	70.00	70.00
G-04845	Westquip, Inc	Maintenance of Facilities	262.65	262.65
G-04846	Direct Safety Co.	Safety Supplies	51.39	51.39
G-04847	City of Edmond	Water & Garbage Service	227.90	227.90
G-04849	Clyde Herrod	Mileage	2.03	2.03
G-04850	Info USA Marketing, Inc.	Materials	4,950.00	4,950.00
G-04851	Office Depot	Supplies	62.08	
		Supplies	28.37	90.45



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Number	Vendor/Payee	Purpose		Amount
G-04852	Ann Meeks	Travel Expense	24.71	24.71
G-04853	Baker & Taylor Books - #510486	Materials	2,529.95	2,529.95
G-04854	Commercial Card Solutions	Registration	125.00	
		Equipment	1,296.93	
		Automation Contractural	200.99	
		Automation Contractural	31.75	
		Automation Contractural	216.83	
		Automation Contractural	483.55	
		Automation Contractural	1,535.50	
		Professional Services	222.00	
		Supplies	33.62	
		Luncheon	100.00	
		Registration	175.00	
		Travel	333.69	
		Professional Services	10.00	4,764.86
G-04855	Baker & Taylor Entertainment	Materials	46.60	46.60
G-04856	Manpower	Temporary Services	638.00	638.00
G-04857	Commercial Card Solutions	Books	519.68	
		Books	229.98	
		Books	555.19	
		Books	247.14	
		Books	173.39	
		Books	269.66	
		Automation Contractural	250.00	2,245.04
G-04858	Reef Shop Warehouse	Maintenance of Facilities	18.00	18.00
G-04859	A Chance to Change	Employee Assistance	995.00	995.00
G-04860	Donna Morris	Car Allowance	450.00	450.00
G-04861	Focus on the Family	Materials	64.25	64.25
G-04862	Esther Quintero	Programming Activities	200.00	200.00
G-04863	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	100.00
G-04864	Suzanne & Jim, Inc	Programming Activities	400.00	400.00
G-04865	Corporate Express	Supplies	19.54	19.54
G-04866	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,970.65	3,958.90
G-04867	Baker & Taylor Books - #510486	Materials	477.37	
		Materials	1,199.69	
		Materials	1,698.43	
		Materials	1,733.60	
		Materials	1,668.83	
		Materials	2,331.16	
		Materials	7,574.46	
		Materials	1,139.48	17,823.02
G-04868	Baker & Taylor Books - #510486	Materials	1,190.42	
		Materials	1,461.35	
		Materials	2,143.67	
		Materials	6,897.03	11,692.47
G-04869	Baker & Taylor Books-#510486	Materials	503.00	503.00
G-04870	Mario Medrano	Other Commodities	250.00	250.00
G-04871	Sabre Technologies	Computer Equipment	11,300.00	
		Computer Equipment	12,640.00	
		Computer Equipment	9,480.00	

\*\* Continued \*\*

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04871	Sabre Technologies	Computer Equipment	10,270.00	43,690.00
G-04872	Maria Y. Bozarth	Programming Activities	180.00	180.00
G-04873	Mary L Strong	Programming Activities	147.93	147.93
G-04874	Erika Diel	Maintenance of Facilities	120.00	120.00
G-04875	Trigen	Energy Services	9,355.60	9,355.60
G-04876	Single Source	Supplies	143.65	143.65
G-04877	Custom Cleaning	Maintenance of Facilities	175.00	175.00
G-04878	John Sing's	Maintenance of Facilities	100.00	
		Maintenance of Facilities	415.00	515.00
G-04879	Commercial Card Solutions	Programming Supplies	127.50	127.50
G-04880	City of Del City	Building Rental	400.00	400.00
G-04881	Bradford Industrial Suppl Corp	Maintenance of Facilities	39.89	39.89
G-04882	Oklahoma Natural Gas Co.	Gas Services	539.48	
		Gas Services	741.49	1,280.97
G-04883	City of Bethany	Water & Garbage Services	113.40	113.40
G-04884	Brodart, Inc.	Furniture	2,692.96	
		Supplies	14.55	
		Supplies	6.72	2,714.23
G-04885	Demco	Supplies	9.63	
		Supplies	13.68	
		Supplies	13.56	
		Programming Supplies	25.33	62.20
G-04886	Gale Research	Materials	3,307.18	3,307.18
G-04887	Highsmith Co., Inc.	Programming Supplies	17.90	17.90
G-04888	Oriental Trading Co., Inc.	Programming Supplies	143.20	143.20
G-04889	Mary Patton	Travel Expense	30.78	30.78
G-04890	Baker & Taylor Books - #510486	Materials	733.74	733.74
G-04891	General Binding Corp.	Printing	197.48	197.48
G-04892	Bill Warren Office Products	Supplies	11.10	11.10
G-04893	TDS Telecom	Telephone Sevice	524.09	524.09
G-04894	ALA Order Fulfillment	Programming Material	173.00	173.00
G-04895	Nextel Communications	Telephone Services	176.69	176.69
G-04896	Marilyn E. Backus	Mileage	16.20	16.20
G-04897	John Pansze	Programming Activities	150.00	150.00
G-04898	Instructional Video, Inc.	Materials	1,559.47	1,559.47
G-04899	Southwest Trailers & Equipment	Motor Vehicle	7,838.00	7,838.00
G-04900	OESCO	Capitol Project	6,123.00	
		Construction	901.90	7,024.90
G-04901	Gale Group	Materials	217.20	217.20
G-04902	Staples Business Advantage	Supplies	157.29	157.29
G-04903	Anne G. Fischer	Telephone Reimbursement	52.65	
		Telephone Reimbursement	43.99	
		Automation Contractural	165.01	261.65
G-04904	Spaces, Inc.	Furniture	2,105.16	
		Furniture	2,339.95	
		Furniture	954.05	
		Furniture	2,184.00	7,583.16
G-04905	Library Video Co.	Materials	163.16	163.16
G-04906	Full Circle Book Store	Programming Activities	27.18	27.18
G-04907	FireCo of Oklahoma, Inc.	Maintenance of Facilities	186.00	
		Maintenance of Facilities	300.00	486.00



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Number	Vendor/Payee	Purpose		Amount
G-04908	Oklahoma Gazette	Library Related Services	527.85	527.85
G-04909	Random House, Inc	Materials	1,519.20	1,519.20
G-04910	Scott's Printing & Copying	Printing	853.15	853.15
G-04911	Little River Zoo	Programming Activities	115.00	115.00
G-04912	Brilliance Corporation	Materials	57.89	57.89
G-04913	Ingram Library Services	Materials	1,820.57	1,820.57
G-04914	Dialog Corp.	Materials	1,464.00	1,464.00
G-04915	Julia Mock	Membership Reimbursement	35.00	35.00
G-04916	Walker Companies	Supplies	47.20	47.20
G-04917	Audio Editions	Materials	499.52	499.52
G-04918	FedEx Kinko's Print Services	Programming Activities	27.00	
		Printing	15.00	42.00
G-04919	Fuelman of Oklahoma	Gas and Oil	366.44	
		Gas and Oil	365.12	731.56
G-04920	Chickasaw Telecom, Inc.	Automation Contractural	150.00	150.00
G-04921	Ingram Library Services	Materials	704.55	704.55
G-04922	Airgas Mid South, Inc.	Maintenance of Facilities	27.54	27.54
G-04923	Ameripipe	Maintenance of Facilities	88.00	88.00
G-04924	Robin Hocker	Programming Activities	100.00	100.00
G-04925	Dorothy Dunlap	Mileage	137.70	137.70
G-04926	Pauline Boyer Rodriguez	Mileage	14.18	14.18
G-04927	Southwestern Bell	Telephone Services	179.86	179.86
G-04928	Michael Corley	Programming Activities	238.00	238.00
G-04929	Contractors Supply Co.	Maintenance of Facilities	28.77	28.77
G-04930	Ruth Butler	Parking	4.00	4.00
G-04931	Sharon A. Nolan	Programming Activities	99.49	99.49
G-04932	Pre Press Graphics &	Printing	310.00	310.00
G-04933	Westrex International	Supplies	1,829.10	1,829.10
G-04934	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,150.00	2,300.00
G-04935	Rosalind L. Reeder	Programming Activities	50.00	50.00
G-04936	Greenwood Publishing Group	Materials	39.49	39.49
G-04937	Oklahoma Press Service	Library Related Services	136.39	136.39
G-04938	Teresa Goggins	Mileage	28.35	28.35
G-04939	Demco Media Turtleback Books	Materials	83.16	83.16
G-04940	Office Depot	Supplies	79.94	
		Supplies	99.95	179.89
G-04941	Ann Meeks	Membership Reimbursement	35.00	35.00
G-04942	Baker & Taylor Books - #510486	Materials	1,821.60	1,821.60
G-04943	Commercial Card Solutions	Programming Supplies	127.50	127.50
G-04944	Baker & Taylor Entertainment	Materials	541.63	541.63
G-04945	Manpower	Temporary Services	454.58	454.58
G-04946	Walmart Community	Other Commodities	21.26	21.26
G-04947	Marian J. LeCrone	Mileage	18.63	18.63
G-04948	O'Reilly Auto Parts	Maintenance of Facilities	20.56	20.56
G-04949	Oklahoma City Florist	Supplies	25.00	25.00
G-04950	Barbara A. Johnson	Mileage	9.32	9.32
G-04951	Rondia K. Banks	Programming Activities	52.38	52.38
G-04952	Cheryll Smith	Mileage	29.57	29.57
G-04953	Southwestern Bell	Telephone Services	63.41	63.41
G-04954	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-04955	Corporate Express	Supplies	55.82	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-04955	Corporate Express	Supplies	196.74
		Supplies	9.96
G-04956	Greater Oklahoma City	Programming Activities	240.00
G-04957	Securitas Security USA, Inc.	Security Services	2,970.65
		Security Services	1,014.80
G-04958	Baker & Taylor Books - #510486	Materials	1,406.66
		Materials	1,171.40
		Materials	704.34
		Materials	2,595.55
		Materials	1,650.69
		Materials	2,152.21
		Materials	6,435.43
		Materials	725.04
G-04959	Baker & Taylor Books - #510486	Materials	1,248.70
		Materials	3,717.07
		Materials	3,654.40
		Materials	2,537.03
G-04960	Baker & Taylor Books-#510486	Materials	1,934.34
G-04961	Emily Williams	Travel Expense	28.35
		Travel Expense	46.17
G-04962	Sabre Technologies	Supplies	835.00
G-04963	Kevin Mathey	Programming Activities	200.00
G-04964	Scholastic Book Fairs	Programming Activities	814.93
G-04965	Custom Cleaning	Maintenance of Facilities	125.00
G-04966	John Sing's	Maintenance of Facilities	275.00
G-04967	Metropolitan Library System	Employee Deductions	100.00
G-04968	Bank of Oklahoma	Payroll Transmittal-Chks	48,533.97
		Payroll Transmittal-Chks	15,336.66
G-04969	Bank of Oklahoma	Federal Withholding Tax	36,342.10
		Federal Withholding Tax	2,119.00
G-04970	Oklahoma Tax Commission	State Withholding Tax	17,118.00
		State Withholding Tax	1,154.00
G-04971	Mun. Employees Credit Union	Employee Cr Union Deducts	9,973.74
		Employee Cr Union Deducts	90.00
G-04972	United Way of Central Oklahoma	Employee Deductions	375.39
		Employee Deductions	5.00
G-04973	Bank of America	Payroll Transmittal-DDep	167,808.14
		Payroll Transmittal-DDep	21,982.90
G-04974	Nationwide Retirement Solution	Employee Deductions	8,590.97
G-04975	Transamerica Worksite Mrktg.	Employee Deductions	693.88
G-04976	Metro Library Sys Pension Trst	Employee Retirement Conts	8,641.74
G-04977	Bank of Oklahoma	Employee Flexplan Deposit	7,852.40
G-04978	Bank of Oklahoma	Employee Soc/Sec Deposits	20,101.73
		Employee Soc/Sec Deposits	2,731.63
		Employee Medicare Deposit	4,701.21
		Employee Medicare Deposit	638.83
		Employer Soc/Sec Deposits	22,833.38
		Employer Medicare Deposit	5,340.08
G-04979	Love, Beal & Nixon, P.C.	Employee Deductions	125.39
G-04980	Oklahoma Centralized Support	Employee Deductions	115.00
G-04981	Administrative Systems, Inc.	Employee Deductions	1,000.85
Total of FY 04-05 Warrants Issued			\$ 1,507,970.85

Special Funds

Warrant Register

May 2005

Number	Vendor/Payee	Purpose		Amount
S-11337	Cecilia Madonna	Lost & Paid Book Returned	5.99	5.99
S-11338	Tim L. Woods	Lost & Paid Book Returned	3.00	3.00
S-11339	Amalia M Cruzan	Lost & Paid Book Returned	3.00	3.00
S-11340	Henry H. Moore	Lost & Paid Book Returned	14.98	14.98
S-11341	Terri L. Burr	Lost & Paid Book Returned	4.99	4.99
S-11342	Shane M. Nitzel	Lost & Paid Book Returned	12.95	12.95
S-11343	Sharon A. Nolan	Lost & Paid Book Returned	16.99	16.99
S-11344	Don R. Roberts	Lost & Paid Book Returned	15.95	15.95
S-11345	Bruce P. Kessler	Lost & Paid Book Returned	3.00	3.00
S-11346	Kristie Ming Hwei Tan	Programming	960.00	960.00
S-11347	Pre Press Graphics &	Volunteer Recognition	664.25	664.25
S-11348	Lee S. Niggermeyer	Lost & Paid Book Returned	3.00	3.00
S-11349	Sherri M. Smathers	Lost & Paid Book Returned	3.00	3.00
S-11350	Mary Ann Seefeldt	Lost & Paid Book Returned	3.00	3.00
S-11351	Jared S. Plaudis	Lost & Paid Book Returned	15.98	15.98
S-11352	Phoung Ha Nguyen	Lost & Paid Book Returned	3.00	3.00
S-11353	Metropolitan Library System	Transfer of Fines & Fees	37,000.00	37,000.00
S-11354	Alexa D. Fioroni	Room Rental Refund	20.00	20.00
S-11355	Jill Perry	Room Overpayment Refund	25.00	25.00
S-11356	Standley Systems	Copier Usage	486.26	
		Copier Usage	239.83	726.09
S-11357	Friends of the Metro. Library	Grant Balance Refund	398.97	398.97
S-11358	Joshua Schell	Brawner Scholarship	450.00	450.00
S-11359	Metropolitan Library System	Programming	18.41	18.41
S-11360	Barbara Geary	Programming	500.00	500.00
S-11361	Barbara Geary	Programming	500.00	500.00
S-11362	H. David Williams	Lost & Paid Book Returned	3.00	3.00
S-11363	Robert R. Compton	Lost & Paid Book Returned	9.00	9.00
S-11364	Amy L. Raines	Lost & Paid Book Returned	3.00	3.00
S-11365	Vu Hong Lam	Lost & Paid Book Returned	10.28	10.28
S-11366	Tran Bao Ho	Lost & Paid Book Returned	15.98	15.98
S-11367	Elizabeth A. Hildebrand	Lost & Paid Book Returned	21.95	21.95
S-11368	Kari S. Mitchell	Lost & Paid Book Returned	5.20	5.20
S-11369	Ruth Ann Martin	Lost & Paid Book Returned	3.00	3.00
S-11370	Oklahoma Tax Commission	SALES TAX	12.12	12.12
S-11371	Virginia B. Graves	Lost & Paid Book Returned	46.95	46.95
S-11372	Oklahoma Tax Commission	Sales Tax	365.70	365.70
S-11373	BMI Systems Corp.	Copier Usage	95.00	
		Copier Usage	95.00	
		Copier Usage	95.00	
		Copier Usage	95.00	
		Copier Usage	107.61	
		Copier Usage	95.00	
		Copier Usage	41.73	
		Copier Usage	39.00	
		Copier Usage	20.04	
		Copier Usage	28.83	
		Copier Usage	25.00	
		Copier Usage	56.05	
		Copier Usage	38.95	
		Copier Usage	56.05	
		Copier Usage	38.95	927.21

**Special Funds**

**Warrant Register**

**May 2005**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-11374	Friends of the Metro. Library	Refund Grant Balance	.15	.15
S-11375	Deborah Bouziden	Programming	300.00	300.00
S-11376	Dowell Parking Center	Parking	5.00	5.00
S-11377	Commercial Card Solutions	Art	1,950.00	1,950.00
S-11378	Suong Anh Thu Nguyen	Lost & Paid Book Returned	3.00	3.00
S-11379	Julie M. Scott	Lost & Paid Book Returned	16.95	16.95
S-11380	Suzanne M. Rennix	Lost & Paid Book Returned	11.95	11.95
S-11381	Steve R. Walther	Lost & Paid Book Returned	6.99	6.99
S-11382	Sheridan M. Dunn	Lost & Paid Book Returned	3.00	3.00
S-11383	Brandy L. Wheeler	Lost & Paid Book Returned	3.00	3.00
S-11384	Carol J. Rodgers	Lost & Paid Book Returned	11.95	11.95
S-11385	Annie G. Bartley	Lost & Paid Book Returned	3.00	3.00
S-11386	Sylvia J. Pardue	Lost & Paid Book Returned	3.00	3.00
S-11387	Billy J. Boling	Lost & Paid Book Returned	3.00	3.00
S-11388	Oklahoma Tax Commission	Sales Tax	20.00	20.00
S-11389	Sandra S. Tull	Lost & Paid Book Returned	14.95	14.95
S-11390	Yvette Perez	Lost & Paid Book Returned	3.00	3.00
S-11391	Charles S. Isaacs	Brawner Scholarship	450.00	450.00
S-11392	Elizabeth Kessler	Brawner Scholarship	450.00	450.00
S-11393	Sharon A. Nolan	Programming	35.83	35.83
S-11394	Ingram Library Services	Materials	327.67	327.67
S-11395	Gold Star Graphics	Supplies	168.00	168.00
<b>Total of Special Funds Warrants Issued</b>				<b>\$ 46,585.38</b>



## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS**

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

Contractors	Supply/Service	Award Date	Estimated Cost	Account #
Cox Production Services	Studio Production for Read About It	Sole Source	\$23,500	230
Chickasaw Telecom	Cisco Telephone Equipment Maintenance	7/29/03 Doc.#3	\$18,000 Annual Cost	231
Demco	Durafold Book Jacket Covers	6/19/03 Doc.#91	\$15,000 Annual Cost	303
Economy Janitorial	Janitorial Services: 15 Locations	4/15/03 Doc.#77	\$200,460 Annual Cost	206
Oklahoma Gazette	Publication of Display Advertisement	3/18/04 Doc. #69	\$27,500 Annual Cost	230
Hewlett Packard	Computer Mainframe Maintenance	10/95 Sole Source	\$144,000 Annual Cost	231
J & B Graphics	Fabrication & Installation of Library Signage	8/21/01 Doc. #10	\$60,000 Annual Cost	408 & 450
Kone	Elevator Maintenance of 4 Elevators at Downtown	5/04	\$13,620 Annual Cost	208
Myers Landscaping	Lawn Maintenance: 7 Locations	5/15/03 Doc.#83	\$17,100 Annual Cost	208
Securitas Security Service	Security Services: 5 Locations	7/29/03 Doc.#3	\$260,000 Annual Cost	214
Southwestern Stationary	Printing of Metro Library Magazine & Calendar of Events	6/17/04 Doc.#95	\$55,000 Annual Cost	301
Spaces	Knoll Office Furniture	1/16/03 Doc. #47	GSA Pricing	408 & 450
Unisource	Georgia Pacific Paper Products	5/16/03 Doc.#74	\$35,000 Annual Cost	310

### **RECOMMENDATION:**

That the Commission approve the renewal of the above listed contracts for the Fiscal Year 2005-06. Funding for these contracts will be provided for in the FY 2005-06 budget.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM B: COPIER PAPER, INKJET PAPER AND TRACTOR FEED PAPER**

Provided for in the annual budget is the continuous requirement for various types of papers. The total purchase of these items exceeds the maximum open market amount allowed by purchasing policy.

Specifications were prepared and bids were let for nineteen days and were advertised for two days (May 19 and May 20, 2005) in **The Daily Oklahoman**. Bids were sent to five prospective vendors. A pre-bid meeting was scheduled for Thursday, 10:30 am, May 26, 2005, at the Business Office, Downtown Library. No vendors attended. Bids were received and publicly opened June 7, 2005. Two vendors responded.

#### **COPIER PAPER**

VENDORS	8-1/2" x 11" COPIER PAPER 5,000 PER CASE	8-1/2" x 14" COPIER PAPER 5,000 PER CASE	11" X 17" COPIER PAPER	9-1/2" X 11", 20LB BLANK, ONE PART, WHITE TRACTOR FEED PAPER	8-1/2" X 11" INKJET PAPER, 24LB, 95 BRITENESS
UNISOURCE	\$25.80/case	\$34.40/case	\$26.95/case	\$19.98/case	\$28.90/case
SOUTHWEST PAPER	\$24.54/case	\$32.67/case	\$25.80/case	\$20.16/case	\$55.20/case

Unisource and Southwest Paper are both located in Oklahoma City.

This is an "all or none" bid for the copier papers. The tractor feed papers and the inkjet papers are considered separate bids. Southwest Paper is the best and lowest bidder for the copier papers. Unisource is the best and lowest bidder on the tractor feed papers and the inkjet papers.

These are a one-year open-end supply contract. The contract may be renewed for two additional fiscal years, at one-year intervals, if the prices are competitive and agreeable to the Library.

### **RECOMMENDATION:**

That the Commission award the contract for copier papers to Southwest Paper and the contract for tractor feed papers and inkjet papers to Unisource. Funding for the paper supply will be provided for in the FY 2005-06 budget, account 303.

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

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Thursday, June 2, 2005 TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, May 20, 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 Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 31, 2005, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Ann Caine, Chair  
Carolyn Cornelius  
Shirley Pritchett  
Marguerite Ross

**COMMITTEE MEMBERS EXCUSED:**

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 8**



I. The meeting was called to order at 3:31 p.m., by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Pritchett, Ross, Caine.

II. Dr. Caine called on Mr. Ric Rea, Director of Human Resources, to present the Annual Review of Human Resources – Salaries and Benefits.

Mr. Rea reviewed the recommendations from the Administration in detail. He stated that the recommendations on compensation have not increased over last year's amount. The recommendations ask for a compensation merit/performance increase schedule of from 0% to 3%, effective July 1, 2005, and a market adjustment of 3% for all employees, effective with the beginning of the pay period in December 2005 that includes January 1, 2006. Questions and discussion followed.

He continued by explaining the 0% rate increase in the long-term disability insurance and the decrease to \$0.18/\$1000 of the life and accidental death and dismemberment insurance with a change in insurance carrier to Sun Life Assurance Company. He explained the employee assistance program (EAP) provider's rate increase of \$0.25 per employee per month.

Mr. Rea explained the need for staff to be authorized to further explore long-term care insurance, with a possible mid-year implementation; he reminded the Committee that that this insurance would be an employee-pay-all insurance. He called for questions and discussion followed.

Mr. Rea referred the benefits plan review to Mrs. Kelley Hoffman, Benefits Manager.

Mrs. Hoffman explained the benefit recommendations in detail. She explained that acceptance of the 0% rate increase for the self-funded medical /dental plan and the approval of the medical/dental funding account variation formula includes amending the plan by:

- eliminating the age limit on immunizations under the wellness benefit
- under the pharmacy benefit program
  - implementing prescription benefit plan design changes
  - introducing the Caremark Specialty Pharmacy Service for selected biotechnical (specialty) drugs
  - applying managed drug limitations to two drug classes
  - initiating Caremark's CustomCare Retail retrospective review program

Mrs. Hoffman continued by explaining the increase for the administrative service fee of the third-party administrator of \$0.50 per employee per month and the increase of \$0.50 per employee per month for access to an expanded preferred provider organization (PPO) network coverage area.

The recommended monthly premiums for FY 2005-06 are:

	<b>Library's Share</b>	<b>Employee's Share</b>	<b>Total</b>
Employee only	\$428.37	\$ 47.60	<b>\$475.97</b>
Dependents	\$276.70	118.60	<b>\$395.30</b>
Both	\$705.07	\$166.20	<b>\$871.27</b>

Mr. Rea concluded by restating the recommendations and called for questions. Discussion followed.

Dr. Caine called for a motion.

**Mrs. Carolyn Cornelius moved to accept the Administration's recommendations and recommend that the Finance Committee incorporate the funds for the recommendations into the FY 2005-06 Budget. Ms. Marguerite Ross seconded. No further discussion; motion passed unanimously.**

III. No further business, Dr. Caine adjourned the meeting at 4:00 p.m.

  
Donna Morris, Executive Director  
(Secretary)

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

### **The Finance Committee met June 7, 2005, for:**

(Please reference the A & P and Finance Committees' packets for the detailed reports.)

Report and Recommendations from A & P Committee June 2, 2005, meeting

Report and Recommendations from Administration

➤ MLC FY 2005-06 Preliminary Budget

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

Reviewed and discussed all items.

The following recommendation is the result of the discussions.

### **COMMISSION ACTION:**

#### **To approve the following recommendations from the Finance Committee:**

Approve the Metropolitan Library System Preliminary Budget FY 2005-06.



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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Wednesday, June 7, 2005    TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue, Seminole Nation Room  
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, March 21, 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 June 6, 2004, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

David Greenwell, Chair  
Nancy Anthony  
Scott Duncan

**COMMITTEE MEMBERS EXCUSED:**

Greg Womack

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 15**

I. The meeting was called to order at 3:33 p.m. by Mr. David Greenwell, Chair.

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

II. Mr. Greenwell called on Mrs. Carolyn Cornelius to present Agenda Item #1 – Report and Recommendations from the Administrative and Personnel (A & P) Committee June 2, 2005, meeting.

Mrs. Cornelius referred the presentation and recommendations to Mr. Ric Rea, Director of Human Resources.

Mr. Rea reviewed the recommendations and presented the motion from the A & P Committee. Mr. Scott Duncan requested that the budgetary impact for each of the A & P Committee's recommendations be included in future reports. He requested that next year's report include insight into how the performance appraisal/merit increase is achieved. Questions and discussion followed.

**The A & P Committee moves to have the Finance Committee approve the following recommendations for incorporation into the FY 2005-06 Budget.**

- 1. Approve the incorporation into the FY 2005-06 Annual Budget the recommended merit increase schedule of from 0% to 3% for FY 2005-06. Funds have been included in the FY 2005-06 Preliminary Budget.**
- 2. Approve the incorporation into the FY 2005-06 Annual Budget the recommended market adjustment of 3%, effective the last pay period in December 2005 that includes January 1, 2006. Funds have been included in the FY 2005-06 Preliminary Budget.**
- 3. Approve the incorporation into the FY 2005-06 Annual Budget the recommended Medical/Dental Benefit Plan premiums, using the accepted FY 2005-06 Medical/Dental Funding Account Variation, and to accept the recommended changes to the Medical/Dental Benefit Plan provisions. Funds have been included in the FY 2005-06 Preliminary Budget.**

**A motion coming from Committee needs no second. No further discussion; motion passed unanimously.**

III. Mr. Greenwell called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support, to present an overview of the preliminary budget.

Mr. Lovely gave an overview of revenues stating that the County Assessor's Office has first estimate of the county's assessed property values at \$4,261,915,837. This figure is 6% higher than the previous year, resulting in approximately \$20,147,238 in property tax revenue for the Library System. He explained the miscellaneous Income, carryover from prior years, and the reserves account. Questions and discussion followed.

Mr. Lovely stated that the proposed total budget for FY 2005-06 is \$35,353,685. This total budget consists of:


- \$ 22,007,663 for the operating budget
- \$ 2,263,156 for capital projects
- \$ 11,082,866 for reserves

Mrs. Anthony asked if the Library System has a target amount set for the reserves account. Mr. Lovely responded that for this year the specific reserve is \$3.4 million. The Library System targets a reserve balance large enough to provide for operating cash in the new fiscal year until the new ad valorem taxes start to be received in November. For this year, that target would be approximately \$4.5 million. Questions and discussion followed.

Mr. Greenwell called for a motion on the FY 2005-06 Preliminary Budget.

**Mrs. Anthony moved to approve the MLS FY 2005-06 Preliminary Budget as presented and to recommend Commission approval. Mr. Duncan seconded. No further discussion. Motion passed unanimously.**

**IV.** Mr. Greenwell adjourned the meeting at 5:05 p.m.

  
Donna Morris, Executive Director  
(Secretary)



Document # 104  
MLS FY 2004-05  
June 16, 2005

Previously presented to:  
Finance Committee  
Agenda Item # III  
MLC FY 2004-05  
June 7, 2005

## **REPORT AND RECOMMENDATION FROM FINANCE COMMITTEE**

### **METROPOLITAN LIBRARY SYSTEM PRELIMINARY BUDGET FY 2005 - 2006 (July 1, 2005 ~ June 30, 2006)**

*THIS BINDER WAS HAND-DELIVERED  
TO COMMISSION MEMBERS ON FRIDAY, JUNE 3, 2005*

**PLEASE REMEMBER TO BRING THIS DOCUMENT # 104**  
**TO THE JUNE 16, 2005**  
**METROPOLITAN LIBRARY COMMISSION MEETING**  
**AT THE SOUTHERN OAKS LIBRARY**

### **ADMINISTRATIVE RECOMMENDATION AND COMMITTEE ACTION:**

To approve the Metropolitan Library System Preliminary Budget FY 2005-06



**METROPOLITAN LIBRARY SYSTEM**  
2005 Summer at the Library Media Plan

Rev: 6/14/05

NA = not applicable  
X = running

**MAY 2005**

MEDIUM	RUN DATE	MAY 1-8	MAY 9-15	MAY 16-22	MAY 23-29	MAY 30-JUN 5
Banner (Outside) 16 Libraries (DN's pole banners in works)	June 10 - July 30	NA	NA	NA	NA	NA
Calendar of Events (MLS) June Calendar July Calendar	mid-May, June, July May 21 - June 20 June 21 - July 20	NA	NA	X X NA	X X NA	X X NA
Metro Library Magazine (Summer)	July 15 - Sept. 20	NA	NA	NA	NA	NA
Newspaper Metro Family Oklahoma Gazette Sunday Oklahoman (Post-It / Front Cover) 2 Zones / Subs, Newstands, Early Ed. Newstds	May, June, July May 1-31, June 1-30 May 25-31, June 1-7, July 6-12 May 28-29	X X NA NA	X X NA NA	X X NA NA	X X X X	X X X X
Radio (Teen & Children) KKWD / Wild 97.9 (Teens) KMGL (Children) KOMA (Children)	mid-June to mid-July June 15-Jun 28 & July 6-14 w/remote June 15-Jun 30 & July 5-15 June 15-Jun 30 & July 5-15	NA	NA	NA	NA	NA
Television (Cable) Cox Cable Promo Ads (500 spots) Purchased Ads (3 mill impressions) Telemundo (Spanish)	mid-May, June, e-July mid-May - e-July mid-May - e-July mid-May - e-July June	NA	NA	X X X X NA	X X X X NA	X NA X X X

\*\* Can't go to press til July 1 (new fiscal year); printer gets 7 biz days.



Rev: 6/14/05

NA = not applicable  
X = running

# METROPOLITAN LIBRARY SYSTEM

## 2005 Summer at the Library Media Plan

### JUNE 2005

MEDIUM	RUN DATE	JUN 1-5	JUN 6-12	JUN 13-19	JUN 20-26	JUN 27-JUL 3
Banner (Outside) 16 Libraries (DN pole signs in works)	June 10 - July 30	NA	X	X	X	X
Calendar of Events (MLS)	mid-May, June, July	X	X	X	X	X
June Calendar	May 21 - June 20	X	X	X	NA	NA
July Calendar	June 21 - July 20	NA	NA	NA	X	X
Metro Library Magazine (Summer)	July 15 - Sept. 20	NA	NA	NA	NA	NA
Newspaper	May, June, July	X	X	X	X	X
Metro Family (monthly)	May 1-31, June 1-30, July 1-31	X	X	X	X	X
Oklahoma Gazette (weekly)	May 25-31, June 1-7, July 6-12	X	X	NA	NA	NA
Sunday Oklahoman (Post-It / Sun Front Cover)	May 28-29	NA	NA	NA	NA	NA
2 Zones / Subs, Newstds, Early Ed Newstds						
Radio (Teen & Kid)	mid-June to mid-July	NA	NA	X	X	X
KKWD - Wild 97.9 (Teen)	TBD			X	X	X
KOMA (Children)	TBD			X	X	X
KMGL (Children)	TBD			X	X	X
Television (Cable)	mid-May, June, e-July	X	X	X	X	X
Cox Cable	mid-May - e-July	X	NA	X	NA	NA
Promo Ads (500)	mid-May - e-July	X	X	X	X	NA
Purchased Ads (3 mil impressions)	mid-May - e-July	X	NA	X	NA	NA
Telemundo (Spanish)	June	X	X	X	X	X

\*\* Can't go to press til July 1 (new fiscal year); printer gets seven business days.





Rev: 6/14/05

NA = not applicable  
X = running

# METROPOLITAN LIBRARY SYSTEM

## 2005 Summer at the Library Media Plan

### JULY 2005

MEDIUM	RUN DATE	JUL 1-3	JUL 4-10	JUL 11-17	JUL 18-24	JUL 25-31
Banner (Outside) 16 Libraries (DN pole signs in works)	June 10 - July 30	NA	X	X	X	X
Calendar of Events (MLS)	mid-May, June, July	X	X	X	X	NA
June Calendar	May 21 - June 20	NA	NA	NA	NA	NA
July Calendar	June 21 - July 20	X	X	X	X	NA
Metro Library Magazine (Summer)	July 15 - September 20	NA	NA	X	X	X
Newspaper	May, June, July	X	X	X	X	X
Metro Family (monthly)	May 1-31, June 1-30, July 1-31	X	X	X	X	X
Oklahoma Gazette (weekly)	May 25-31, June 1-7, July 6-12	NA	X	X	X	NA
Sunday Oklahoman (Post-It / Sun Front Cover)	May 28-29	NA	NA	NA	NA	NA
Radio (Teen & Children)	mid-June to mid-July	NA	X	NA	NA	NA
KKWD / Wild 97.9 (Teens)	TBD	NA	NA	NA	NA	NA
KMGL (Children's)	TBD	NA	X	NA	NA	NA
KOMA (Children's)	TBD	NA		NA	NA	NA
Television (Cable)	mid-May, June, e-July	NA	X	NA	NA	NA
Cox Cable	mid-May - e-July	NA	X	NA	NA	NA
Promo Ads (500)	mid-May - e-July	NA	X	NA	NA	NA
Purchased Ads (3 mil impressions)	mid-May - e-July	NA	X	NA	NA	NA
Telemundo (Spanish)	June	X	X	NA	NA	NA

\*\* Can't go to press til July 1 (new fiscal year); printer gets 7 biz days.



"None of us are as  
knowledgeable as all  
of us!"

PARTNERS  
G  
WITH  
LIBRARIES  
- Anonymous



**Stacy G. Schrank, M.Ed.**  
**Employee Development**  
**Coordinator**



**Developing YOU...**  
**Creating US!**



## OUR GOAL

# Partners Connecting People with Libraries



# Components



- Unique –Metro U Library Courses
- Partner – Specialized courses conducted by non-MLS resources



- Individual – Learning completed through an employee's own resources (e.g. professional organizations, workshops, seminars, college or technical classes, etc.)





# Sample of Metro U Course Offerings

- Agency Operations
  - Intro to V-Circ
  - Show Me the Money
  - Got Cards?
  - Inter-library Loan
- Collection Development
  - Collection Management
  - Processing the Basics
  - Reader's Advisory
  - Periodicals Management
  - Understanding Databases
- Communication
  - Essential Communication
  - What's That You Say? Effective Listening
  - Writing 'Right-On'
  - Basic Calypso





- Faculty Development
  - Training in the MLS
  - Train – the – Trainer
- Lunch & Learn
- Management & Leadership
  - Genuine Leadership Series
  - Management & Supervision Series
  - Leading Volunteers to Success
- Misc.
  - **GOAL**
  - Intro to Child Growth & Development
  - Middle Childhood & Adolescent
  - Book'n Library Rooms
- Safety
  - CPR & First Aid for Infant/Child and Adult
- Technology
  - Excel & Me!



# Participation

FY 2004-2005

- **42** Unique Courses through Metro U
  - 3,804 Contact Training Hours
  - 475.5 days @ 8 hours
- **29** Partner Courses
  - 278.25 Contact Training Hours
  - Approx. 35 days @ 8hours

**71** Different Opportunities for Employees – averages nearly **6** classes a month!





# Who Participates?

## 406 Employees

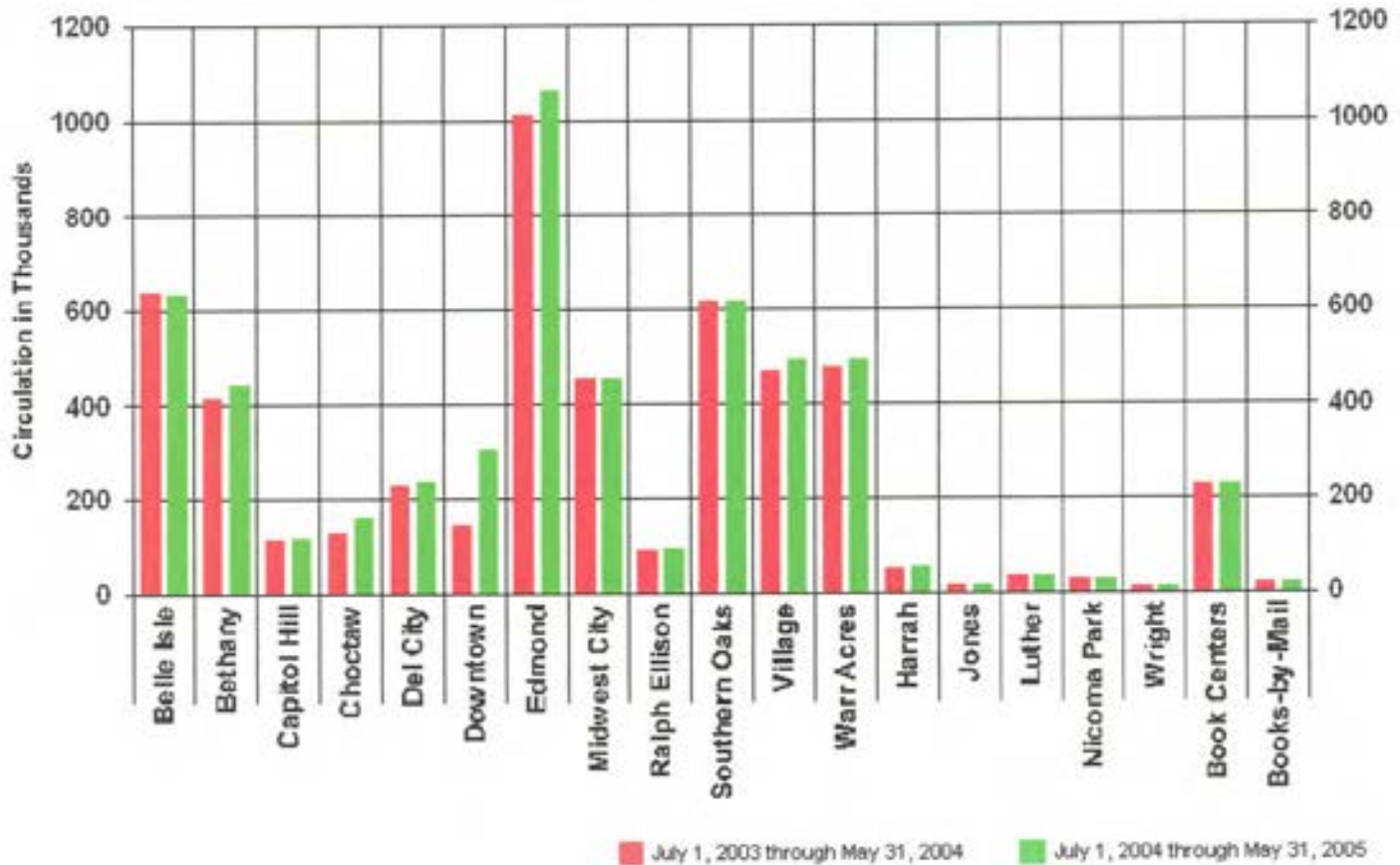
- 71% employees attended at least one Metro U or Partner Course during FY 2004-2005
- 25% attended 2 to 3 courses
- 12% attended 4-5
- 6% attended 6+





## Circulation Gains and Losses

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)



## **Circulation Gains and Losses**

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

<b>MAY 31, 2005</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	04	40874	479826	12259	155903	53133	635729	
	05	42212	485191	12105	145601	54317	630792	
		<b>1338</b>	<b>5365</b>	<b>-154</b>	<b>-10302</b>	<b>1184</b>	<b>-4937</b>	<b>-.8</b>
BETHANY	04	25996	285175	11332	129168	37328	414343	
	05	28085	311897	10784	129821	38869	441718	
		<b>2089</b>	<b>26722</b>	<b>-548</b>	<b>653</b>	<b>1541</b>	<b>27375</b>	<b>6.6</b>
CAPITOL HILL	04	6848	79429	2629	32172	9477	111601	
	05	6959	85481	2242	30749	9201	116230	
		<b>111</b>	<b>6052</b>	<b>-387</b>	<b>-1423</b>	<b>-276</b>	<b>4629</b>	<b>4.1</b>
CHOCTAW	04	9519	80944	5342	46516	14861	127460	
	05	10123	103176	4964	58500	15087	161676	
		<b>604</b>	<b>22232</b>	<b>-378</b>	<b>11984</b>	<b>226</b>	<b>34216</b>	<b>26.8</b>
DEL CITY	04	15635	157514	6841	68074	22476	225588	
	05	20823	172834	7048	64349	27871	237183	
		<b>5188</b>	<b>15320</b>	<b>207</b>	<b>-3725</b>	<b>5395</b>	<b>11595</b>	<b>5.1</b>
DOWNTOWN	04	11181	122944	1554	20013	12735	142957	
	05	22774	232740	7056	71694	29830	304434	
		<b>11593</b>	<b>109796</b>	<b>5502</b>	<b>51681</b>	<b>17095</b>	<b>161477</b>	<b>113.0</b>
EDMOND	04	51771	587667	35319	421348	87090	1009015	
	05	56493	626869	37626	436022	94119	1062891	
		<b>4722</b>	<b>39202</b>	<b>2307</b>	<b>14674</b>	<b>7029</b>	<b>53876</b>	<b>5.3</b>
MIDWEST CITY	04	15834	324128	5295	129951	21129	454079	
	05	11674	336252	3384	118245	15058	454497	
		<b>-4160</b>	<b>12124</b>	<b>-1911</b>	<b>-11706</b>	<b>-6071</b>	<b>418</b>	<b>.1</b>
RALPH ELLISON	04	6372	68231	1985	20602	8357	88833	
	05	6684	71256	1702	20824	8386	92080	
		<b>312</b>	<b>3025</b>	<b>-283</b>	<b>222</b>	<b>29</b>	<b>3247</b>	<b>3.7</b>
SOUTHERN OAKS	04	40323	455220	12295	158158	52618	613378	
	05	40656	461325	12926	153620	53582	614945	
		<b>333</b>	<b>6105</b>	<b>631</b>	<b>-4538</b>	<b>964</b>	<b>1567</b>	<b>.3</b>
VILLAGE	04	29133	325989	12268	144656	41401	470645	
	05	31090	345213	11775	148148	42865	493361	
		<b>1957</b>	<b>19224</b>	<b>-493</b>	<b>3492</b>	<b>1464</b>	<b>22716</b>	<b>4.8</b>
WARR ACRES	04	27457	321175	11762	153785	39219	474960	
	05	29071	335554	12681	155729	41752	491283	
		<b>1614</b>	<b>14379</b>	<b>919</b>	<b>1944</b>	<b>2533</b>	<b>16323</b>	<b>3.4</b>

## **Circulation Gains and Losses**

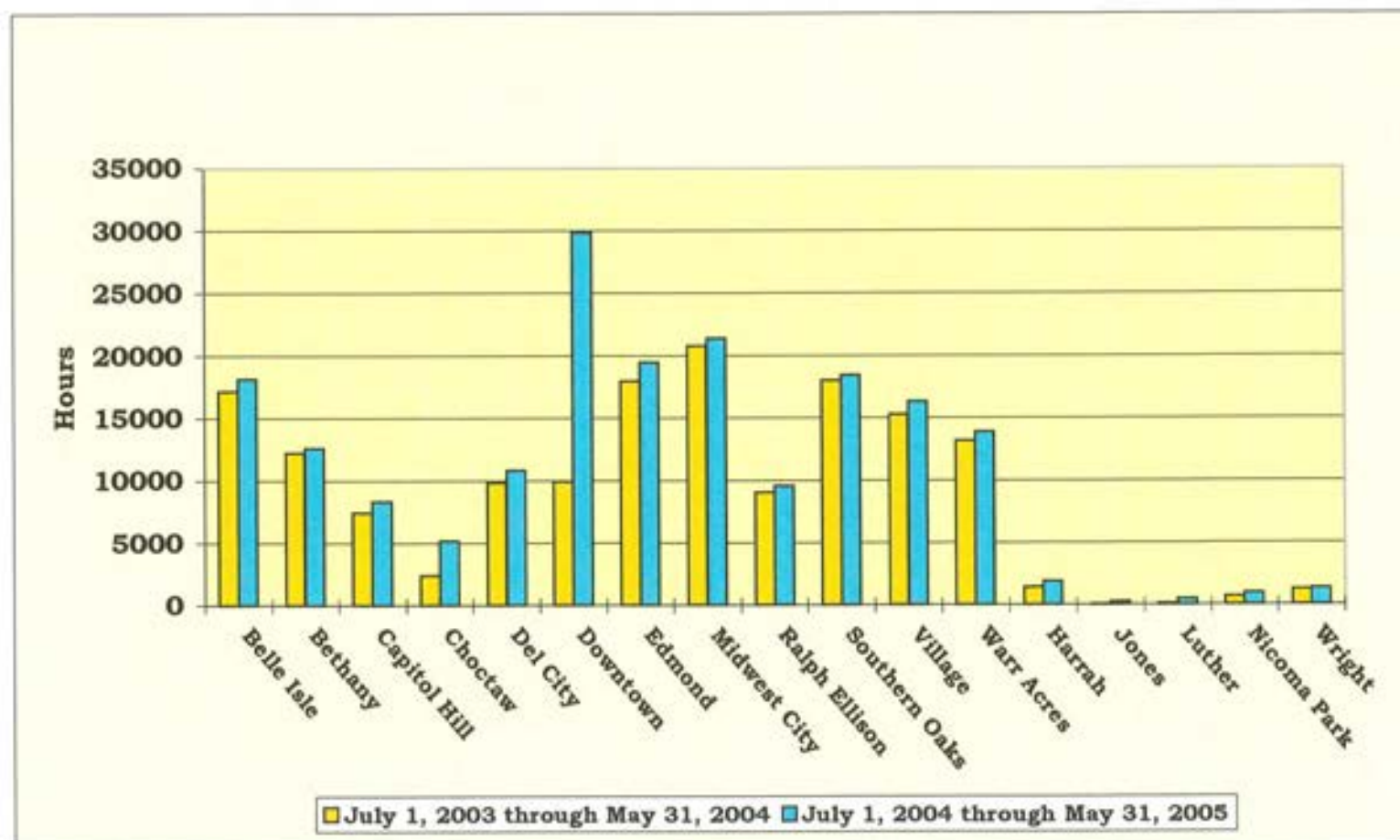
July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

MAY 31, 2005		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	04	3023	34091	1010	16147	4033	50238	
	05	3604	38699	1193	14933	4797	53632	
		<b>581</b>	<b>4608</b>	<b>183</b>	<b>-1214</b>	<b>764</b>	<b>3394</b>	<b>6.8</b>
JONES	04	819	9949	245	2508	1064	12457	
	05	1229	11968	230	2929	1459	14897	
		<b>410</b>	<b>2019</b>	<b>-15</b>	<b>421</b>	<b>395</b>	<b>2440</b>	<b>19.6</b>
LUTHER	04	1227	27537	440	7174	1667	34711	
	05	2359	25171	650	8188	3009	33359	
		<b>1132</b>	<b>-2366</b>	<b>210</b>	<b>1014</b>	<b>1342</b>	<b>-1352</b>	<b>-3.9</b>
NICOMA PARK	04	1774	18831	502	6924	2276	25755	
	05	1959	20618	606	5330	2565	25948	
		<b>185</b>	<b>1787</b>	<b>104</b>	<b>-1594</b>	<b>289</b>	<b>193</b>	<b>.7</b>
WRIGHT	04	1189	9956	224	1891	1413	11847	
	05	745	9871	133	1859	878	11730	
		<b>-444</b>	<b>-85</b>	<b>-91</b>	<b>-32</b>	<b>-535</b>	<b>-117</b>	<b>-1.0</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	04	9326	104421	11369	123630	20695	228051	
	05	9274	100934	11480	126373	20754	227307	
		<b>-52</b>	<b>-3487</b>	<b>111</b>	<b>2743</b>	<b>59</b>	<b>-744</b>	<b>-.3</b>
BOOKS-BY-MAIL	04	1336	16454	0	0	1336	16454	
	05	1374	17039	0	0	1374	17039	
		<b>38</b>	<b>585</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>585</b>	<b>3.6</b>
TOTALS	04	299637	3509481	132671	1638620	432308	5148101	
	05	327188	3792088	138585	1692914	465773	5485002	
		<b>27551</b>	<b>282607</b>	<b>5914</b>	<b>54294</b>	<b>33465</b>	<b>336901</b>	<b>6.5</b>



## Total Internet Hours Used by Library

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)



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## Total Internet Usage

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	242		4,087		1,492.62		4,037		46,200		17,183.00	
	05	283		4,601		1,693.33		4,462		49,617		18,140.87	
		<b>41</b>	<b>16.9</b>	<b>514</b>	<b>12.6</b>	<b>200.71</b>	<b>13.4</b>	<b>425</b>	<b>10.5</b>	<b>3,417</b>	<b>7.4</b>	<b>957.87</b>	<b>5.6</b>
BETHANY	04	172		2,691		1,100.81		2,521		29,503		12,246.12	
	05	197		3,012		1,168.98		2,739		30,248		12,630.22	
		<b>25</b>	<b>14.5</b>	<b>321</b>	<b>11.9</b>	<b>68.17</b>	<b>6.2</b>	<b>218</b>	<b>8.6</b>	<b>745</b>	<b>2.5</b>	<b>384.10</b>	<b>3.1</b>
CAPITOL HILL	04	131		1,795		669.19		1,971		20,202		7,470.61	
	05	131		1,994		783.95		2,226		21,739		8,333.37	
			<b>.0</b>	<b>199</b>	<b>11.1</b>	<b>114.76</b>	<b>17.1</b>	<b>255</b>	<b>12.9</b>	<b>1,537</b>	<b>7.6</b>	<b>862.76</b>	<b>11.5</b>
CHOCTAW	04	96		1,141		416.51		726		6,903		2,416.62	
	05	93		1,999		724.59		1,202		14,171		5,206.25	
		<b>-3</b>	<b>-3.1</b>	<b>858</b>	<b>75.2</b>	<b>308.08</b>	<b>74.0</b>	<b>476</b>	<b>65.6</b>	<b>7,268</b>	<b>105.3</b>	<b>2,789.63</b>	<b>115.4</b>
DEL CITY	04	145		2,676		980.00		2,170		24,797		9,820.51	
	05	193		3,116		1,201.73		2,428		27,139		10,836.07	
		<b>48</b>	<b>33.1</b>	<b>440</b>	<b>16.4</b>	<b>221.73</b>	<b>22.6</b>	<b>258</b>	<b>11.9</b>	<b>2,342</b>	<b>9.4</b>	<b>1,015.56</b>	<b>10.3</b>
DOWNTOWN	04	95		2,288		935.97		1,518		23,328		9,925.33	
	05	327		7,610		3,123.35		4,627		76,155		29,864.49	
		<b>232</b>	<b>244.2</b>	<b>5,322</b>	<b>232.6</b>	<b>2,187.38</b>	<b>233.7</b>	<b>3,109</b>	<b>204.8</b>	<b>52,827</b>	<b>226.5</b>	<b>19,939.16</b>	<b>200.9</b>
EDMOND	04	277		4,514		1,593.50		4,433		49,463		17,950.53	
	05	291		5,230		1,823.93		4,809		55,352		19,482.31	
		<b>14</b>	<b>5.1</b>	<b>716</b>	<b>15.9</b>	<b>230.43</b>	<b>14.5</b>	<b>376</b>	<b>8.5</b>	<b>5,889</b>	<b>11.9</b>	<b>1,531.78</b>	<b>8.5</b>
MIDWEST CITY	04	140		2,360		898.82		4,888		52,107		20,771.24	
	05	103		1,633		607.33		5,241		57,265		21,416.95	
		<b>-37</b>	<b>-26.4</b>	<b>-727</b>	<b>-30.8</b>	<b>-291.49</b>	<b>-32.4</b>	<b>353</b>	<b>7.2</b>	<b>5,158</b>	<b>9.9</b>	<b>645.71</b>	<b>3.1</b>
RALPH ELLISON	04	125		2,136		738.97		2,350		25,753		9,041.24	
	05	180		2,658		900.52		2,722		27,633		9,573.37	
		<b>55</b>	<b>44.0</b>	<b>522</b>	<b>24.4</b>	<b>161.55</b>	<b>21.9</b>	<b>372</b>	<b>15.8</b>	<b>1,880</b>	<b>7.3</b>	<b>532.13</b>	<b>5.9</b>



## Total Internet Usage

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	291		4,086		1,579.44		4,770		44,815		18,002.75	
	05	317		4,345		1,696.90		5,293		47,228		18,437.53	
		<b>26</b>	<b>8.9</b>	<b>259</b>	<b>6.3</b>	<b>117.46</b>	<b>7.4</b>	<b>523</b>	<b>11.0</b>	<b>2,413</b>	<b>5.4</b>	<b>434.78</b>	<b>2.4</b>
VILLAGE	04	234		3,958		1,375.39		3,965		42,148		15,303.13	
	05	250		4,430		1,544.08		4,405		45,361		16,322.05	
		<b>16</b>	<b>6.8</b>	<b>472</b>	<b>11.9</b>	<b>168.69</b>	<b>12.3</b>	<b>440</b>	<b>11.1</b>	<b>3,213</b>	<b>7.6</b>	<b>1,018.92</b>	<b>6.7</b>
WARR ACRES	04	195		3,271		1,150.51		3,389		36,156		13,155.46	
	05	238		3,835		1,363.39		3,596		38,497		13,881.03	
		<b>43</b>	<b>22.1</b>	<b>564</b>	<b>17.2</b>	<b>212.88</b>	<b>18.5</b>	<b>207</b>	<b>6.1</b>	<b>2,341</b>	<b>6.5</b>	<b>725.57</b>	<b>5.5</b>
HARRAH	04	27		310		141.76		328		3,321		1,448.06	
	05	23		369		179.92		417		4,273		1,898.98	
		<b>-4</b>	<b>-14.8</b>	<b>59</b>	<b>19.0</b>	<b>38.16</b>	<b>26.9</b>	<b>89</b>	<b>27.1</b>	<b>952</b>	<b>28.7</b>	<b>450.92</b>	<b>31.1</b>
JONES	04	1		18		8.30		32		201		79.39	
	05	3		59		37.68		52		452		237.50	
		<b>2</b>	<b>200.0</b>	<b>41</b>	<b>227.8</b>	<b>29.38</b>	<b>354.0</b>	<b>20</b>	<b>62.5</b>	<b>251</b>	<b>124.9</b>	<b>158.11</b>	<b>199.2</b>
LUTHER	04	7		58		15.95		37		330		134.24	
	05	10		139		51.64		148		1,358		487.28	
		<b>3</b>	<b>42.9</b>	<b>81</b>	<b>139.7</b>	<b>35.69</b>	<b>223.8</b>	<b>111</b>	<b>300.0</b>	<b>1,028</b>	<b>311.5</b>	<b>353.04</b>	<b>263.0</b>
NICOMA PARK	04	8		113		61.00		113		1,353		675.93	
	05	9		142		97.66		108		1,590		965.07	
		<b>1</b>	<b>12.5</b>	<b>29</b>	<b>25.7</b>	<b>36.66</b>	<b>60.1</b>	<b>-5</b>	<b>-4.4</b>	<b>237</b>	<b>17.5</b>	<b>289.14</b>	<b>42.8</b>
WRIGHT	04	4		308		127.63		116		3,156		1,254.16	
	05	7		278		109.88		120		3,420		1,333.79	
		<b>3</b>	<b>75.0</b>	<b>-30</b>	<b>-9.7</b>	<b>-17.75</b>	<b>-13.9</b>	<b>4</b>	<b>3.4</b>	<b>264</b>	<b>8.4</b>	<b>79.63</b>	<b>6.3</b>
TOTAL	04	2,190		35,810		13,286.37		37,364		409,736		156,878.32	
	05	2,655		45,450		17,108.86		44,595		501,498		189,047.13	
		<b>465</b>	<b>21.2</b>	<b>9,640</b>	<b>26.9</b>	<b>3,822.49</b>	<b>28.8</b>	<b>7,231</b>	<b>19.4</b>	<b>91,762</b>	<b>22.4</b>	<b>32,168.81</b>	<b>20.5</b>

## Internet Usage by Adult Customers

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	194		3,445		1,311.18		3,301		39,289		15,253.52	
	05	226		3,842		1,461.23		3,590		42,020		15,730.47	
		<b>32</b>	<b>16.5</b>	<b>397</b>	<b>11.5</b>	<b>150.05</b>	<b>11.4</b>	<b>289</b>	<b>8.8</b>	<b>2,731</b>	<b>7.0</b>	<b>476.95</b>	<b>3.1</b>
BETHANY	04	144		2,395		1,019.11		2,039		25,551		11,073.41	
	05	145		2,462		998.06		2,240		26,689		11,332.95	
		<b>1</b>	<b>.7</b>	<b>67</b>	<b>2.8</b>	<b>-21.05</b>	<b>-2.1</b>	<b>201</b>	<b>9.9</b>	<b>1,138</b>	<b>4.5</b>	<b>459.54</b>	<b>4.1</b>
CAPITOL HILL	04	68		1,273		523.81		1,184		14,168		5,705.64	
	05	85		1,310		546.09		1,369		14,377		5,869.82	
		<b>17</b>	<b>25.0</b>	<b>37</b>	<b>2.9</b>	<b>22.28</b>	<b>4.3</b>	<b>185</b>	<b>15.6</b>	<b>209</b>	<b>1.5</b>	<b>164.18</b>	<b>2.9</b>
CHOCTAW	04	57		814		324.89		501		5,340		1,999.62	
	05	61		1,251		474.39		834		10,091		3,817.37	
		<b>4</b>	<b>7.0</b>	<b>437</b>	<b>53.7</b>	<b>149.50</b>	<b>46.0</b>	<b>333</b>	<b>66.5</b>	<b>4,751</b>	<b>89.0</b>	<b>1,817.75</b>	<b>90.9</b>
DEL CITY	04	122		2,322		881.41		1,698		21,174		8,770.23	
	05	138		2,520		957.58		1,856		22,347		9,174.97	
		<b>16</b>	<b>13.1</b>	<b>198</b>	<b>8.5</b>	<b>76.17</b>	<b>8.6</b>	<b>158</b>	<b>9.3</b>	<b>1,173</b>	<b>5.5</b>	<b>404.74</b>	<b>4.6</b>
DOWNTOWN	04	88		2,061		850.11		1,326		20,147		8,870.97	
	05	260		6,817		2,871.90		3,824		66,672		26,905.35	
		<b>172</b>	<b>195.5</b>	<b>4,756</b>	<b>230.8</b>	<b>2,021.79</b>	<b>237.8</b>	<b>2,498</b>	<b>188.4</b>	<b>46,525</b>	<b>230.9</b>	<b>18,034.38</b>	<b>203.3</b>
EDMOND	04	218		3,890		1,390.23		3,537		42,406		15,972.72	
	05	233		4,522		1,589.85		3,845		47,546		17,094.50	
		<b>15</b>	<b>6.9</b>	<b>632</b>	<b>16.2</b>	<b>199.62</b>	<b>14.4</b>	<b>308</b>	<b>8.7</b>	<b>5,140</b>	<b>12.1</b>	<b>1,121.78</b>	<b>7.0</b>
MIDWEST CITY	04	109		2,109		819.11		3,892		45,760		18,884.06	
	05	74		1,307		503.85		4,070		48,756		18,690.49	
		<b>-35</b>	<b>-32.1</b>	<b>-802</b>	<b>-38.0</b>	<b>-315.26</b>	<b>-38.5</b>	<b>178</b>	<b>4.6</b>	<b>2,996</b>	<b>6.5</b>	<b>-193.57</b>	<b>-1.0</b>
RALPH ELLISON	04	98		1,638		579.55		1,727		18,931		6,958.29	
	05	137		1,975		693.91		1,968		20,154		7,220.43	
		<b>39</b>	<b>39.8</b>	<b>337</b>	<b>20.6</b>	<b>114.36</b>	<b>19.7</b>	<b>241</b>	<b>14.0</b>	<b>1,223</b>	<b>6.5</b>	<b>262.14</b>	<b>3.8</b>

## Internet Usage by Adult Customers

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	208		2,999		1,239.17		3,543		34,463		14,638.20	
	05	237		3,282		1,290.82		3,995		36,493		14,877.36	
		<b>29</b>	<b>13.9</b>	<b>283</b>	<b>9.4</b>	<b>51.65</b>	<b>4.2</b>	<b>452</b>	<b>12.8</b>	<b>2,030</b>	<b>5.9</b>	<b>239.16</b>	<b>1.6</b>
VILLAGE	04	179		3,452		1,242.51		3,115		36,305		13,666.68	
	05	178		3,393		1,200.85		3,457		38,151		14,123.56	
		<b>-1</b>	<b>-6</b>	<b>-59</b>	<b>-1.7</b>	<b>-41.66</b>	<b>-3.4</b>	<b>342</b>	<b>11.0</b>	<b>1,846</b>	<b>5.1</b>	<b>456.88</b>	<b>3.3</b>
WARR ACRES	04	141		2,792		1,019.43		2,770		31,571		11,883.39	
	05	177		3,045		1,125.22		2,893		33,099		12,317.39	
		<b>36</b>	<b>25.5</b>	<b>253</b>	<b>9.1</b>	<b>105.79</b>	<b>10.4</b>	<b>123</b>	<b>4.4</b>	<b>1,528</b>	<b>4.8</b>	<b>434.00</b>	<b>3.7</b>
HARRAH	04	14		227		112.30		234		2,613		1,191.61	
	05	18		300		152.99		301		3,190		1,497.95	
		<b>4</b>	<b>28.6</b>	<b>73</b>	<b>32.2</b>	<b>40.69</b>	<b>36.2</b>	<b>67</b>	<b>28.6</b>	<b>577</b>	<b>22.1</b>	<b>306.34</b>	<b>25.7</b>
JONES	04	1		16		6.19		25		180		69.99	
	05	2		46		31.94		31		350		199.56	
		<b>1</b>	<b>100.0</b>	<b>30</b>	<b>187.5</b>	<b>25.75</b>	<b>416.0</b>	<b>6</b>	<b>24.0</b>	<b>170</b>	<b>94.4</b>	<b>129.57</b>	<b>185.1</b>
LUTHER	04	2		35		11.66		17		195		98.31	
	05	5		93		38.13		80		912		350.52	
		<b>3</b>	<b>150.0</b>	<b>58</b>	<b>165.7</b>	<b>26.47</b>	<b>227.0</b>	<b>63</b>	<b>370.6</b>	<b>717</b>	<b>367.7</b>	<b>252.21</b>	<b>256.5</b>
NICOMA PARK	04	4		61		33.64		79		1,010		492.75	
	05	6		104		69.89		68		1,103		714.90	
		<b>2</b>	<b>50.0</b>	<b>43</b>	<b>70.5</b>	<b>36.25</b>	<b>107.8</b>	<b>-11</b>	<b>-13.9</b>	<b>93</b>	<b>9.2</b>	<b>222.15</b>	<b>45.1</b>
WRIGHT	04	4		255		96.87		90		2,683		1,012.89	
	05	4		241		92.74		91		2,970		1,092.74	
			<b>.0</b>	<b>-14</b>	<b>-5.5</b>	<b>-4.13</b>	<b>-4.3</b>	<b>1</b>	<b>1.1</b>	<b>287</b>	<b>10.7</b>	<b>79.85</b>	<b>7.9</b>
TOTAL	04	1,651		29,784		11,461.17		29,078		341,786		136,542.28	
	05	1,986		36,510		14,099.44		34,512		414,920		161,210.33	
		<b>335</b>	<b>20.3</b>	<b>6,726</b>	<b>22.6</b>	<b>2,638.27</b>	<b>23.0</b>	<b>5,434</b>	<b>18.7</b>	<b>73,134</b>	<b>21.4</b>	<b>24,668.05</b>	<b>18.1</b>



## Internet Usage by Minor Customers

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	48		642		181.44		736		6,911		1,929.48	
	05	57		759		232.10		872		7,597		2,410.40	
		<b>9</b>	<b>18.8</b>	<b>117</b>	<b>18.2</b>	<b>50.66</b>	<b>27.9</b>	<b>136</b>	<b>18.5</b>	<b>686</b>	<b>9.9</b>	<b>480.92</b>	<b>24.9</b>
BETHANY	04	28		296		81.70		482		3,952		1,172.71	
	05	52		550		170.92		499		3,559		1,097.27	
		<b>24</b>	<b>85.7</b>	<b>254</b>	<b>85.8</b>	<b>89.22</b>	<b>109.2</b>	<b>17</b>	<b>3.5</b>	<b>-393</b>	<b>-9.9</b>	<b>-75.44</b>	<b>-6.4</b>
CAPITOL HILL	04	63		522		145.38		787		6,034		1,764.97	
	05	46		684		237.86		857		7,362		2,463.55	
		<b>-17</b>	<b>-27.0</b>	<b>162</b>	<b>31.0</b>	<b>92.48</b>	<b>63.6</b>	<b>70</b>	<b>8.9</b>	<b>1,328</b>	<b>22.0</b>	<b>698.58</b>	<b>39.6</b>
CHOCTAW	04	39		327		91.62		225		1,563		417.00	
	05	32		748		250.20		368		4,080		1,388.88	
		<b>-7</b>	<b>-17.9</b>	<b>421</b>	<b>128.7</b>	<b>158.58</b>	<b>173.1</b>	<b>143</b>	<b>63.6</b>	<b>2,517</b>	<b>161.0</b>	<b>971.88</b>	<b>233.1</b>
DEL CITY	04	23		354		98.59		472		3,623		1,050.28	
	05	55		596		244.15		572		4,792		1,661.10	
		<b>32</b>	<b>139.1</b>	<b>242</b>	<b>68.4</b>	<b>145.56</b>	<b>147.6</b>	<b>100</b>	<b>21.2</b>	<b>1,169</b>	<b>32.3</b>	<b>610.82</b>	<b>58.2</b>
DOWNTOWN	04	7		227		85.86		192		3,181		1,054.36	
	05	67		793		251.45		803		9,483		2,959.14	
		<b>60</b>	<b>857.1</b>	<b>566</b>	<b>249.3</b>	<b>165.59</b>	<b>192.9</b>	<b>611</b>	<b>318.2</b>	<b>6,302</b>	<b>198.1</b>	<b>1,904.78</b>	<b>180.7</b>
EDMOND	04	59		624		203.27		896		7,057		1,977.81	
	05	58		708		234.08		964		7,806		2,387.81	
		<b>-1</b>	<b>-1.7</b>	<b>84</b>	<b>13.5</b>	<b>30.81</b>	<b>15.2</b>	<b>68</b>	<b>7.6</b>	<b>749</b>	<b>10.6</b>	<b>410.00</b>	<b>20.7</b>
MIDWEST CITY	04	31		251		79.71		996		6,347		1,887.18	
	05	29		326		103.48		1,171		8,509		2,726.46	
		<b>-2</b>	<b>-6.5</b>	<b>75</b>	<b>29.9</b>	<b>23.77</b>	<b>29.8</b>	<b>175</b>	<b>17.6</b>	<b>2,162</b>	<b>34.1</b>	<b>839.28</b>	<b>44.5</b>
RALPH ELLISON	04	27		498		159.42		623		6,822		2,082.95	
	05	43		683		206.61		754		7,479		2,352.94	
		<b>16</b>	<b>59.3</b>	<b>185</b>	<b>37.1</b>	<b>47.19</b>	<b>29.6</b>	<b>131</b>	<b>21.0</b>	<b>657</b>	<b>9.6</b>	<b>269.99</b>	<b>13.0</b>

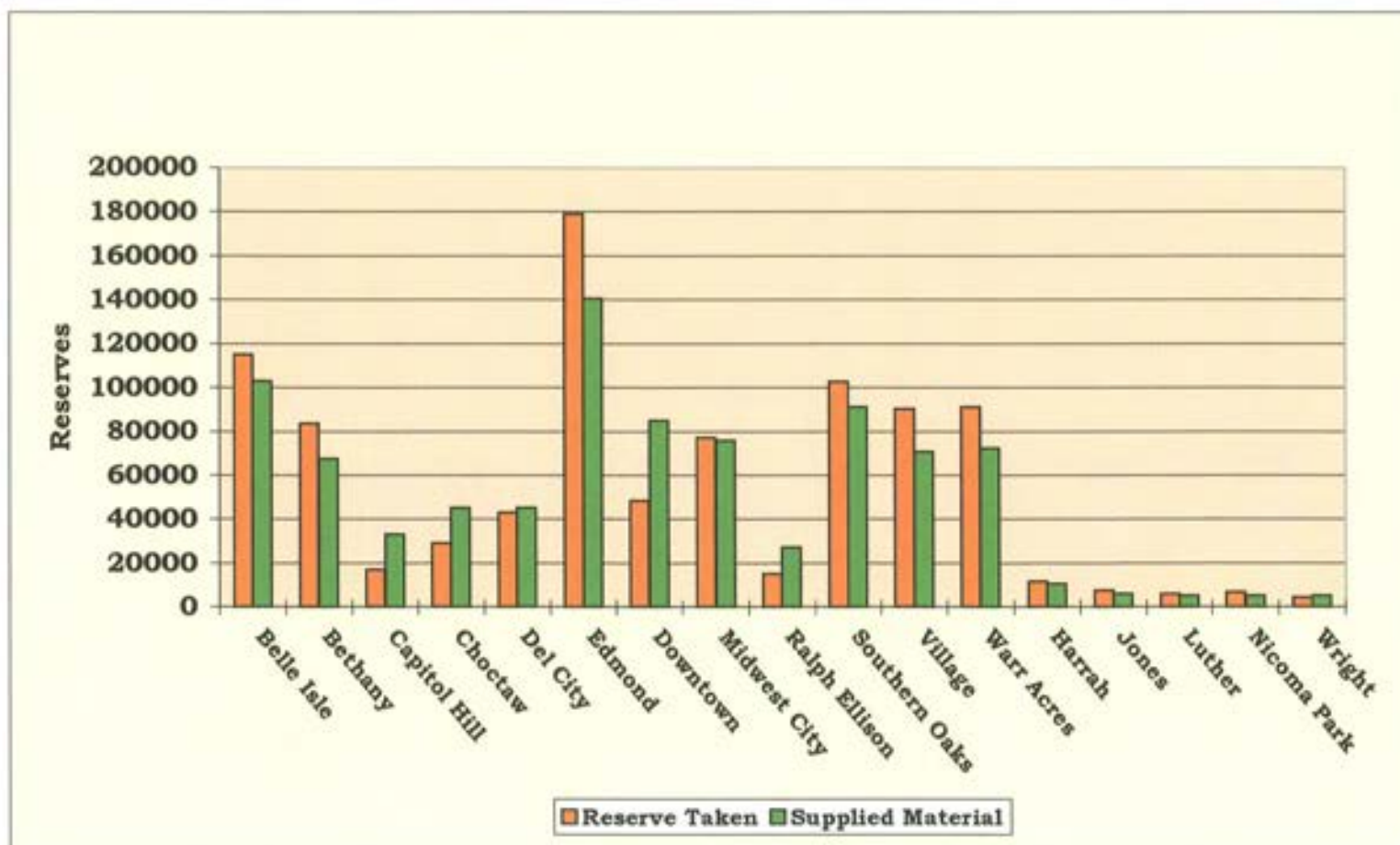
## Internet Usage by Minor Customers

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	83		1,087		340.27		1,227		10,352		3,364.55	
	05	80		1,063		406.08		1,298		10,735		3,560.17	
		-3	-3.6	-24	-2.2	65.81	19.3	71	5.8	383	3.7	195.62	5.8
VILLAGE	04	55		506		132.88		850		5,843		1,636.45	
	05	72		1,037		343.23		948		7,210		2,198.49	
		17	30.9	531	104.9	210.35	158.3	98	11.5	1,367	23.4	562.04	34.3
WARR ACRES	04	54		479		131.08		619		4,585		1,272.07	
	05	61		790		238.17		703		5,398		1,563.64	
		7	13.0	311	64.9	107.09	81.7	84	13.6	813	17.7	291.57	22.9
HARRAH	04	13		83		29.46		94		708		256.45	
	05	5		69		26.93		116		1,083		401.03	
		-8	-61.5	-14	-16.9	-2.53	-8.6	22	23.4	375	53.0	144.58	56.4
JONES	04			2		2.11		7		21		9.40	
	05	1		13		5.74		21		102		37.94	
		1		11	550.0	3.63	172.0	14	200.0	81	385.7	28.54	303.6
LUTHER	04	5		23		4.29		20		135		35.93	
	05	5		46		13.51		68		446		136.76	
			.0	23	100.0	9.22	214.9	48	240.0	311	230.4	100.83	280.6
NICOMA PARK	04	4		52		27.36		34		343		183.18	
	05	3		38		27.77		40		487		250.17	
		-1	-25.0	-14	-26.9	.41	1.5	6	17.6	144	42.0	66.99	36.6
WRIGHT	04			53		30.76		26		473		241.27	
	05	3		37		17.14		29		450		241.05	
		3		-16	-30.2	-13.62	-44.3	3	11.5	-23	-4.9	-.22	-.1
TOTAL	04	539		6,026		1,825.20		8,286		67,950		20,336.04	
	05	669		8,940		3,009.42		10,083		86,578		27,836.80	
		130	24.1	2,914	48.4	1,184.22	64.9	1,797	21.7	18,628	27.4	7,500.76	36.9

## System Reserve Report

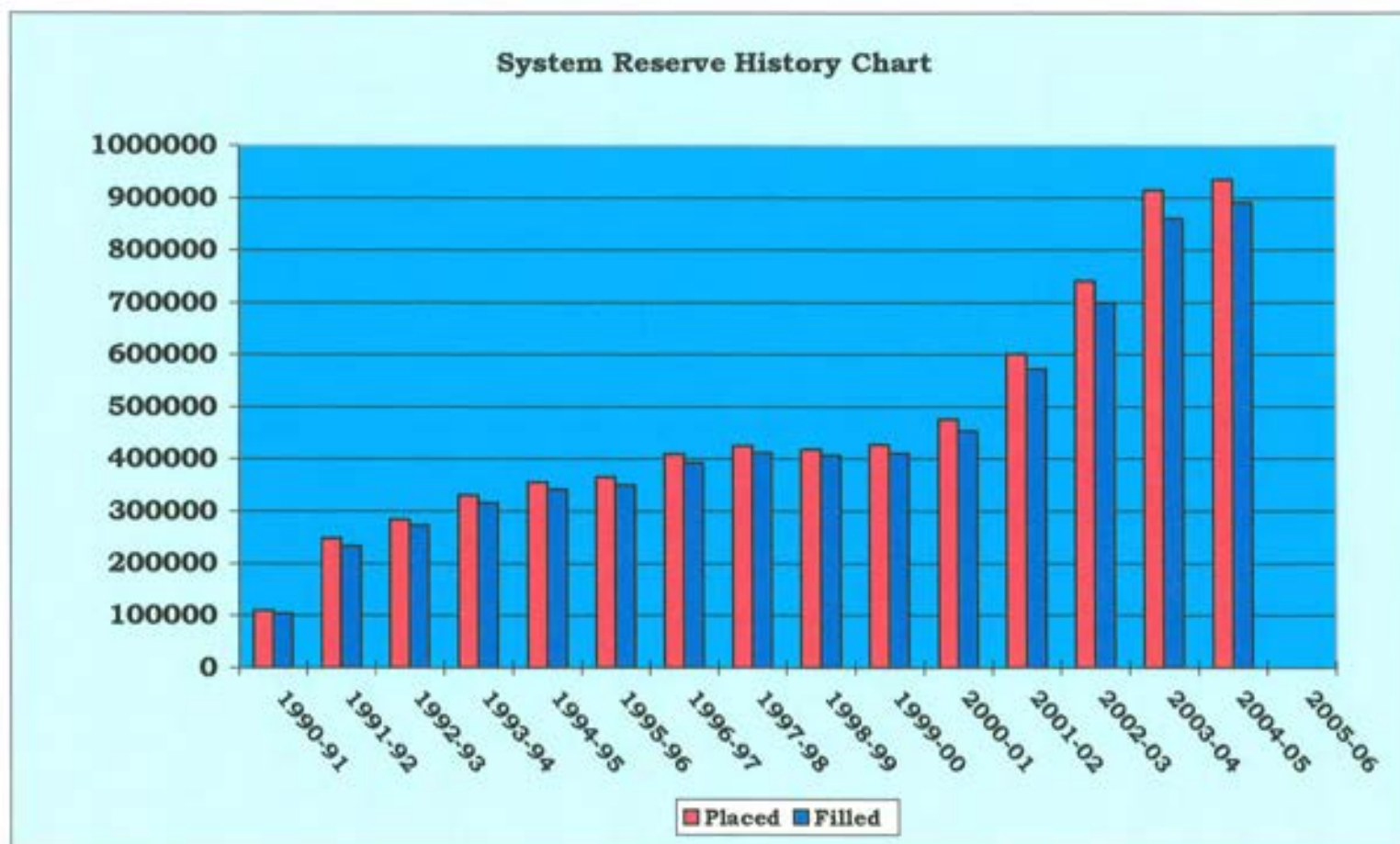
July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)





## System Reserve Report

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)



## System Reserves Report

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	04	8,601	105,979		8,221	99,444	
	05	10,580	115,110		9,631	109,946	
		<b>1,979</b>	<b>9,131</b>	<b>8.6</b>	<b>1,410</b>	<b>10,502</b>	<b>10.6</b>
BETHANY	04	7,095	73,219		6,474	68,670	
	05	7,301	83,625		6,678	79,679	
		<b>206</b>	<b>10,406</b>	<b>14.2</b>	<b>204</b>	<b>11,009</b>	<b>16.0</b>
CAPITOL HILL	04	1,041	14,786		1,084	14,132	
	05	1,364	17,106		1,404	16,396	
		<b>323</b>	<b>2,320</b>	<b>15.7</b>	<b>320</b>	<b>2,264</b>	<b>16.0</b>
CHOCTAW	04	2,178	18,595		1,919	17,290	
	05	2,723	29,110		2,433	27,537	
		<b>545</b>	<b>10,515</b>	<b>56.5</b>	<b>514</b>	<b>10,247</b>	<b>59.3</b>
DEL CITY	04	3,975	41,343		3,657	38,747	
	05	5,313	43,162		4,784	41,084	
		<b>1,338</b>	<b>1,819</b>	<b>4.4</b>	<b>1,127</b>	<b>2,337</b>	<b>6.0</b>
EDMOND	04	14,268	157,399		12,948	148,570	
	05	16,603	179,012		15,265	171,651	
		<b>2,335</b>	<b>21,613</b>	<b>13.7</b>	<b>2,317</b>	<b>23,081</b>	<b>15.5</b>
DOWNTOWN	04	2,788	30,263		2,576	28,125	
	05	4,934	48,474		4,583	44,975	
		<b>2,146</b>	<b>18,211</b>	<b>60.2</b>	<b>2,007</b>	<b>16,850</b>	<b>59.9</b>
MIDWEST CITY	04	4,679	70,794		3,405	66,072	
	05	3,142	77,177		3,547	74,079	
		<b>-1,537</b>	<b>6,383</b>	<b>9.0</b>	<b>142</b>	<b>8,007</b>	<b>12.1</b>
RALPH ELISON	04	1,200	12,978		1,165	12,215	
	05	1,548	15,182		1,425	14,614	
		<b>348</b>	<b>2,204</b>	<b>17.0</b>	<b>260</b>	<b>2,399</b>	<b>19.6</b>
SOUTHERN OAKS	04	8,557	98,273		7,785	92,226	
	05	9,342	102,575		8,602	97,377	
		<b>785</b>	<b>4,302</b>	<b>4.4</b>	<b>817</b>	<b>5,151</b>	<b>5.6</b>
VILLAGE	04	7,354	83,049		6,884	78,062	
	05	8,548	90,338		7,446	85,546	
		<b>1,194</b>	<b>7,289</b>	<b>8.8</b>	<b>562</b>	<b>7,484</b>	<b>9.6</b>
WARR ACRES	04	6,658	80,175		6,259	75,973	
	05	8,246	91,075		7,699	87,226	
		<b>1,588</b>	<b>10,900</b>	<b>13.6</b>	<b>1,440</b>	<b>11,253</b>	<b>14.8</b>

## System Reserves Report

July 1, 2004 through May 31, 2005 (91.67% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	747	9,228		778	8,759	
	05	814	11,582		718	11,195	
		<b>67</b>	<b>2,354</b>	<b>25.5</b>	<b>-60</b>	<b>2,436</b>	<b>27.8</b>
JONES	04	494	6,854		481	6,664	
	05	525	7,765		760	7,354	
		<b>31</b>	<b>911</b>	<b>13.3</b>	<b>279</b>	<b>690</b>	<b>10.4</b>
LUTHER	04	254	6,111		211	6,010	
	05	723	6,011		772	5,691	
		<b>469</b>	<b>-100</b>	<b>-1.6</b>	<b>561</b>	<b>-319</b>	<b>-5.3</b>
NICOMA PARK	04	540	6,542		453	6,176	
	05	775	6,920		669	6,753	
		<b>235</b>	<b>378</b>	<b>5.8</b>	<b>216</b>	<b>577</b>	<b>9.3</b>
WRIGHT	04	624	4,554		558	4,292	
	05	309	4,500		317	4,430	
		<b>-315</b>	<b>-54</b>	<b>-1.2</b>	<b>-241</b>	<b>138</b>	<b>3.2</b>
BOOKS-BY-MAIL	04	492	6,228		477	6,003	
	05	519	5,534		521	5,357	
		<b>27</b>	<b>-694</b>	<b>-11.1</b>	<b>44</b>	<b>-646</b>	<b>-10.8</b>
TOTAL	04	71,545	826,382		65,335	777,467	
	05	83,309	934,283		77,254	890,915	
		<b>11,764</b>	<b>107,901</b>	<b>13.1</b>	<b>11,919</b>	<b>113,448</b>	<b>14.6</b>



## **EXECUTIVE DIRECTOR'S REPORT**

**JUNE 2005**

### **MANAGER OF MARKETING AND COMMUNICATIONS SELECTED**

Kim Terry will be joining our staff on June 20<sup>th</sup> as the new Manager of the Marketing and Communications Department. She formerly was manager of marketing services for Saxon Publishers and was a marketing specialist for the Oklahoma Department of Commerce.

### **COMMISSIONER CAROLYN CORNELIUS TO HELP IN SELECTING CAFÉ VENDOR**

Carolyn Cornelius has graciously agreed to serve on a committee to solicit proposals for operating the library café at the Ronald J. Norick Downtown Library. Susan Urbach, Director of the Small Business Development Center and a long-time downtown library user, will also serve on this committee. Lloyd Lovely, Deputy Executive Director/Finance & Support will chair the committee and several other staff members will be involved in developing requests for information from vendors, analyzing proposals and selecting a vendor. We hope we can speed the process up and bring a proposal to the Commission in late summer/early fall.

### **CYNTHIA TRENT ATTENDS TRUSTEE MEETINGS AT THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE**

Commission member Cynthia Trent accepted Chairman Rice's call for interested commission member's to attend the annual conference of the American Library Association (ALA). She is off to Chicago to learn and network with trustees of other libraries across the country. She will give a special presentation about her trip at the July meeting.

### **INASMUCH FOUNDATION AWARDS LOCAL HISTORY GRANT TO RONALD J. NORICK DOWNTOWN LIBRARY**

We are very pleased to announce that the Library System has been awarded \$60,000 to enhance its local history efforts at the Downtown Library. The grant will be used to digitize the Oklahoma Folklore Collection, transcribe a set of 12 oral histories from the 1889 land run participants (and/or their children), preparation and printing of an Oklahoma Images brochure, and purchasing Oklahoma biographies for the Oklahoma Collection. The money will cover part-time staff to work on the projects, as well as equipment and materials. We thank the Inasmuch Foundation for its generous support of these efforts to preserve and maintain Oklahoma History.

Quilting Stories and Preservation with Judy Howard.

### **DOCUMENTARY FILM, WITH UNIVERSITY OF OKLAHOMA PROFESSOR OF MEDIA STUDIES JOHN SPRINGER**

**July 31, 2-5 p.m., Southern Oaks Library**

Springer is also the author of a new book entitled "Mockumentary: An Anthology of Essays on the Documentary."