

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, May 18, 2006, 3:30 p.m.

Downtown Library

300 Park Avenue

Oklahoma City, OK 73102

(Telephone: 231-8650)

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

Hugh Rice, Chair

3:30 - 3:45 pm INTRODUCTIONS

- Document #91 - Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:45 - 4:00 pm CONSENT DOCKET (#92 - #94)

- Document #92 - Approval of Minutes of April 20, 2006 Meeting
- Document #93 - Acceptance of Review of Expenditures for April 2006
- Document #94 - Approval of Contract Awards and Purchases
 - Item A: Uniformed Security Officers
 - Item B: Elevator Maintenance
 - Item C: Construction of Asphalt Parking Lot at Nicoma Park Library

4:00 - 4:10 pm NEW BUSINESS

- Document #95 - Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Ralph Ellison Library Project Agreement

4:10 - 4:20 pm SPECIAL PRESENTATIONS

- *MLS Summer Reading Programs* - Stacy Schrank, Employee Development Coordinator; Dana Morrow, Director of Outreach; Kristin Smith, Children's Services Coordinator
- *Computer Sign-up Process* - Kay Bauman, Deputy Executive Director/Library Operations; Mary Patton, Downtown Library Manager; Jim Welch, Deputy Executive Director/Technology; Anne Fischer, Director of Information Technology

4:20 - 4:30 pm INFORMATION REPORTS

- Document #96 - 2006 Annual Information Technology Report
- Document #97 - MLS April 2006 Circulation Report
- Document #98 - MLS April 2006 Internet Usage Report
- Document #99 - MLS April 2006 System Reserve Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, June 15, 2006

Southern Oaks, 6900 S. Walker, Oklahoma City, OK 73139

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in May 2006:

<u>Employees</u>	<u>Years of Service</u>
Jessie C. Bishop, Page, Southern Oaks Library	25
Teresa A. Goggins, Webmaster, Planning Department	5

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

DATE: April 20, 2006

TIME: 3:30 p.m.

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 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 Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 18, 2006, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine, Vice-Chair
Scott Duncan
Millicent Gillogly
David Greenwell, Disbursing Agent
Deanna Hannah
Shirley Pritchett
Marguerite Ross
Jim Roth, Chair, Board of County
Commissioners
Alyne Strube
Peggy Winters
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma
City
Jose Jimenez
Penny McCaleb
Pamela Pung
Cynthia Trent
Greg Womack

Estimate of general public and staff attending: 25

I. The meeting was called to order at 3:32 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Caine, Gillogly, Greenwell, Hannah, Pritchett, Ross, Roth, Strube, Winters, Rice. (Arrived: Duncan ~ 3:40 p.m.)

II. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for April 2006: Carolyn S. Abernathy, Librarian, Southern Oaks Library, 40 years of service; Ernestine Clark, Director of Development, 30 years of service; Anne G. Fischer, Director of Information Technology, 25 years of service; and Mary R. McElroy, Circulation Clerk, Belle Isle Library, 5 years of service.

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

IV. Mr. Rice introduced Mrs. Susie Beasley, Manager of the Ralph Ellison Library. Mrs. Beasley welcomed the Commission. She introduced Mrs. Cheryl Pernel, Associate Librarian for the Ralph Ellison Library.

V. Mr. Rice presented the Consent Docket (Document #83 – Approval of minutes of March 16, 2006, Meeting; Document #84 – Acceptance of Review of Expenditures for March 2006; Document #85 – Approval of Contract Awards and Purchases).

Dr. Ann Caine moved to accept the Consent Docket. Mrs. Alyne Strube seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.

VI. Mr. Rice referred to Document #86 – Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Revisions to MLS Policy & Procedure Manual.

Mrs. Morris stated Administration periodically reviews all policies and procedures and makes recommendations to the Public Services Committee and/or the Commission for revisions as necessary. If the revisions do not change the intent of the policy, they may go directly to the Commission for approval. Mrs. Morris stated she contacted Mr. Jose Jimenez, Chair for the Public Services Committee and he agreed it could be brought directly to the Commission for approval.

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations to present the three recommended changes.

➤ **Access to Libraries, AL 200 Eligibility, AL 210 Library Cards**

The recommendation is to revise the policy to allow teachers who do not live in Oklahoma County but who do teach in Oklahoma County to apply and receive a School-based card.

➤ **Access to Services, AS 510 Public Space Reservations and Use, AS 511 Public Space Fee Schedule**

The recommendation is to revise the fee schedule to reflect changes in the fees for 1101-Atrium space; 1147 – Computer Lab, and rental of the Baby Grand Piano.

The rental fee for the Atrium space has not changed; however the fee includes the option to reserve additional 4th floor rooms at their hourly rate. The current fee for the Computer Room needs to be increased, due to the frequent need for technical assistance and staff time involved with the assistance. An addition to the fee schedule includes the rental of the Baby Grand Piano.

➤ **Stewardship of Financial Resources, SF 400 Sale of Surplus Equipment**

The recommendation is change the wording "family members" to "households" in the policy restricting Commission member and Library employees to bid on or purchase surplus equipment.

Mrs. Shirley Pritchett moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 210 Library Cards; AS 511 Public Space Fee Schedule, and SF 400 Sale of Surplus Equipment. Ms. Ross seconded. No further discussion, motion passed unanimously.

VII. Mr. Rice referred to Document #87 – Discussion, Consideration, and Possible Action: Request for use of Downtown Library Public Space.

Mrs. Morris stated after the naming of the Ronald J. Norick Downtown Library, Mayor Cornett expressed an interest in having a bust of former Mayor Norick placed in the atrium of the Library. The bust is near completion and the City of Oklahoma City, BancFirst, and the Metropolitan Library System are planning a special after hour's reception for the unveiling of the bust. The reception will take place on Friday, June 23 at 6:30 pm in the atrium.

According to the Library Policy, normally the group would have to fill out and submit a number of forms. However; since the Library is a sponsor of this event, the only thing that is necessary is for the Executive Director to approve the after hours use of the atrium and the Commission would need to approve the serving of wine and/or beer. Mrs. Morris stated the City of Oklahoma City will be providing the invitations, and the director's office will be working with them on the mailing list. BancFirst provided the funding for the bust and for the reception. The only cost the library system will incur for the event is for Security and Janitorial fees.

Mr. Rice called for the motion.

Ms. Ross moved to approve the recommendation for a special after hours reception sponsored by the City of Oklahoma City, BancFirst, and the Metropolitan Library System to honor Ronald J. Norick and have wine/beer served by the Museum of Art Cafe. Mr. Greenwell seconded. No further discussion. Motion passed; 9 yes, 2 no.

VIII. Mr. Rice called on Ms. Heidi Port, Volunteer Coordinator to present the Volunteer Recognition.

Ms. Port presented each Commission member a Volunteer Appreciation packet in honor of National Volunteer Week. The packets contained this year's staff volunteer tee-shirt and a music CD. Ms. Port thanked the Commission members for their dedication to the library system.

Ms. Port stated last fiscal year there were 5,426 volunteers, who gave 39,897.31 hours, which is the equivalent of 20 full-time employees. Discussion continued.

Ms. Port stated each year the volunteer office gives special recognition to a volunteer for their hard work throughout the year. This year Ms. Jessica Harris-Buchanan was honored for her volunteer efforts. Ms. Buchanan has volunteered for the library system since September 2005. She started in the Outreach Services Department, and has since added volunteering regularly for the Marketing and Communications Department and the Downtown Library Children's Area.

Mr. Rice presented Ms. Buchanan with a framed Volunteer Appreciation certificate and thanked her for her hard work and dedication.

Mr. Rice called on Ms. Anita Roesler, Senior Services Coordinator to present the Winter ReadFest Update.

Ms. Roesler handed out the statistics for Winter ReadFest. She stated there were 2,124 customers who signed up for Winter ReadFest this year, which is an increase of almost 1,000 participants from last year. Ms. Roesler stated the incentive this year was to reward and recognize the library and extension who had the highest percentage increase for the event comparing this year to last year. The library with the highest percentage increase this year is Bethany Library. Bethany had an increase of 1064%. The extension with the highest percentage increase this year is Luther Library.

Luther had an increase of 224%. Ms. Roesler also recognized Southern Oaks Library for their on-going accomplishments during Winter ReadFest. Southern Oaks had the most participants this year with 644 participants.

VIII. Mr. Rice referred to the Information Reports

Document #88 – MLS March 2006 Circulation Report

Document #89 – MLS March 2006 Internet Usage Report

Document #90 – MLS March 2006 System Reserve Report

Discussion followed.

Mr. Rice called on Mrs. Morris to present the Executive Director's Report. Mrs. Morris stated the Literary Voices Author Dinner, featuring Jane Seymour, was held on April 6. She provided copies of the program from the event. She stated the Endowment Trust did a wonderful job and it was a lovely event.

The Family Talk Section is now in place at all Metropolitan Library System libraries. She encouraged the Commission members to stop by and look at the Family Talk Section at Ralph Ellison after the meeting.

Mrs. Morris stated she will be attending National Legislative Day in Washington May 1 and May 2.

IX. Mr. Rice asked Mr. Todd Olberding, Director of Construction Management, for an update on the Service Center project.

Mr. Olberding stated an architect was hired to assist in the review of the proposed MLS Service Center Site. The review has indicated that, depending upon the interpretation by the City related to the number of required parking spaces, the site may be too small. Due to the size of the building, city code requires 130 parking spaces. The library had anticipated the need for approximately 80 parking spaces. There are currently a total of 84 employees and volunteers for the four departments to be housed at the Service Center. At the current facility there are only 54 spaces and 24 of those spaces are for volunteers who work two days a week. A Finance Committee meeting was scheduled for May 8 to review the proposed budget costs for the Service Center Project, however; due to the recent findings the library will re-schedule the meeting towards the end of May, at which time the preliminary budget will also be presented to the Finance Committee. Mr. Olberding stated he will be meeting with the City next week to see if they will allow fewer parking spaces and hopes to work with the City in reducing the number of required parking spaces before pursuing the next phase of the project.

Questions and Discussion followed.

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

The next Commission meeting will be held at the Downtown Library, May 18, 2006.

There being no further business, the meeting was adjourned at 4:23 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

April 30, 2006

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of April 2006.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of April 2006.

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

April 30, 2006

ASSETS

CASH - Overnight Investment Account		\$ 4,618,922.75
INVESTMENTS (Schedule attached)		18,925,620.40
TAXES RECEIVABLE: 2005-06 Ad Valorem Tax	22,700,906.00	
Less: Reserve for Delinquent Tax	(2,063,719.00)	
Budgeted Tax Revenue	20,637,187.00	
Less: Tax Received	(20,253,563.99)	
		383,623.01
Total Assets		<u>\$23,928,166.16</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2004-05 Reserve for Appropriations	\$ 665,523.26	
2005-06 Purchase Orders Outstanding	398,144.77	
2004-05 Purchase Orders Outstanding	48,861.89	
2005-06 Checks Outstanding	284,415.24	
2004-05 Checks Outstanding	2,183.06	
Total Liabilities		1,399,128.22

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	383,623.01
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FUND BALANCE:

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	20,989,299.99	
Other	2,226,905.42	23,216,205.41
Less: Expenditures	(16,833,107.83)	
Total Fund Balance		22,145,414.93
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$23,928,166.16</u>

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

As of April 30, 2006

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	\$ 100,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
Money Market - Peoples Bank	2/27/2003		4.420%	100,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/20/2006	4.300%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	9/18/2006	4.060%	100,000.00
CD - Coppermark Bank	7/18/2004	1/18/2007	4.750%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.900%	100,000.00
CD - Rose Rock 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 - Quail Creek Bank	12/7/2004	12/7/2006	4.400%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
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	9/3/2006	4.420%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
FNMA 06-07	8/8/2005	8/8/2007	4.250%	1,180,000.00
FNMA 06/07	8/2/2005	7/13/2007	4.150%	1,002,190.28
Fed Home LN 06-08	8/1/2005	2/25/2008	4.400%	2,000,000.00
Fed Home LN 07-06	9/29/2005	9/26/2007	4.250%	1,414,086.15
Fed Home LN MC '06	12/29/2005	8/22/2006	4.520%	1,457,406.25
Fed Home LN MC '06	12/29/2005	9/27/2006	4.530%	1,450,881.25
Fed Home LN MC '06	12/29/2005	10/17/2006	4.530%	1,447,256.25
FNMA '06	12/29/2005	7/28/2006	4.510%	1,461,937.50
FNMA '06	1/12/2006	9/1/2006	4.505%	972,031.11
Fed Home LN	1/12/2006	6/20/2007	4.550%	989,445.28
Fed Home LN MC '06	2/8/2006	8/4/2006	4.601%	978,125.00
Total Investments				<u>\$ 18,925,620.40</u>

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

April 1, 2006 to April 30, 2006

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2005 Ad Valorem Tax	\$20,637,187.00	\$ 2,034,176.80	\$20,253,563.99	98.14%
State Aid	286,309.00	159,868.00	319,736.00	111.68%
Fines	383,400.00	45,000.00	416,000.00	108.50%
Total Budgeted Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 2,239,044.80</u>	<u>\$20,989,299.99</u>	98.51%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 4,741.85	\$ 1,154,328.77	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		15,893.04	938,493.66	
Flexible Benefits Account Balance		0.00	5,001.51	
Sale of Surplus Equipment		0.00	4,149.67	
Miscellaneous		<u>2,400.95</u>	<u>124,931.81</u>	
Total Miscellaneous Revenue		<u>\$ 23,035.84</u>	<u>\$ 2,226,905.42</u>	
Total Revenue	<u>\$ 21,306,896.00</u>	<u>\$ 2,262,080.64</u>	<u>\$23,216,205.41</u>	108.96%

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

April 30, 2006

	BALANCE 3/1/2006	RECEIPTS April	EXPEND. April	BALANCE 3/31/2006
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 43,984.10	\$ 3,997.71	\$ 262.42	\$ 47,719.39
810 Prepaid Fees	(1,185.65)	0.00	234.01	(1,419.66)
815 Fines	45,891.69	39,951.93	45,020.00	40,823.62
820 Copy	74,165.47	4,594.65	1,437.40	77,322.72
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 165,561.95	\$ 48,544.29	\$ 46,953.83	\$ 167,152.41

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2006
<u>Special Grants</u>				
857 DN/LC Donations	100,000.00	88,474.29	61,060.85	27,413.44
858 Inasmuch/DN Building	130,000.00	130,000.00	111,733.78	18,266.22
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
870 05 Ralph Ellison Dinner	20,000.00	20,000.00	19,999.74	0.26
895 06 Bill Gates	90,000.00	90,000.00	89,610.27	389.73
896 06 OAC/Bohola	825.00	0.00	825.00	(825.00)
897 06 Endowment	16,000.00	16,000.00	0.00	16,000.00
898 06 Endowment/Summer Reading	12,000.00	12,000.00	5,043.00	6,957.00
939 YMCA/21st Century Grant	6,810.00	6,810.00	3,660.00	3,150.00
943 Junior League/MWC	750.00	750.00	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	3,858.43	641.57
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,959.00	2,959.00	2,613.12	345.88
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	395.85	1,104.15
979 05 ODL Early Literacy	17,000.00	18,610.00	18,610.00	0.00
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 05 Downtown Club/Children's	1,600.00	1,600.00	1,302.50	297.50
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	4,478.52	521.48
986 05 Endowment/Returned Funds	32,519.51	32,519.51	32,519.51	0.00
990 06 OAC/Paul Messmer	2,400.00	0.00	2,925.00	(2,925.00)
991 06 Inasmuch	60,000.00	60,000.00	2,298.37	57,701.63
992 06 Deaconess/Read to Me Pack	9,000.00	0.00	9,000.00	(9,000.00)
993 06 WalMart/Edmond Library	2,000.00	2,000.00	1,664.48	335.52
994 06 WalMart/Village	2,000.00	2,000.00	547.55	1,452.45
995 06 WalMart/Midwest City	977.41	977.41	0.00	977.41
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,497.90	2.10
997 06 Eagle Scout/Village	305.00	305.00	0.00	305.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/2006
998	06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
<u>Grants - Friends of MLS</u>					
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
956	05 LIFE Come Read with Me	7,500.00	7,500.00	7,500.00	0.00
957	05 Lee Brawner Scholarship	10,740.00	10,740.00	10,577.47	162.53
959	05 Books for Moms	2,000.00	2,000.00	1,574.85	425.15
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
966	05 Staff Recognition	5,341.72	5,341.72	5,281.18	60.54
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
973	05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
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
<u>Grants - Friends of MLS</u>					
871	06 LIFE Come Read with Me	5,000.00	5,000.00	2,574.56	2,425.44
874	06 Bench & Receptacle	1,000.00	1,000.00	1,114.99	(114.99)
875	06 Outdoor Bench	450.00	450.00	0.00	450.00
876	06 Outdoor Bench	450.00	450.00	0.00	450.00
877	06 Las Clases Espanolas	8,000.00	8,000.00	1,200.00	6,800.00
878	06 Navajo Code Talkers	2,300.00	2,300.00	0.00	2,300.00
879	06 Staff Recognition Dinner	5,604.30	5,604.30	5,593.95	10.35
880	06 MLS Volunteer Recognition	2,000.00	2,000.00	595.92	1,404.08
881	06 Toys for the Library	750.00	750.00	0.00	750.00
882	06 Stories and Students	500.00	500.00	0.00	500.00
883	06 Local History Materials Binding	3,000.00	3,000.00	0.00	3,000.00
885	06 Person of Distinction	1,000.00	1,000.00	997.56	2.44
886	06 Lifetime Readers Society	2,500.00	2,500.00	0.00	2,500.00
887	06 Our World Series	15,000.00	19,200.00	18,200.00	1,000.00
888	06 Teen Job Fair (MWC)	425.00	425.00	195.28	229.72
889	06 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
890	06 Spring Fling 2006	2,400.00	2,400.00	2,400.00	0.00
891	06 Public Art in Libraries	2,000.00	2,000.00	2,217.67	(217.67)
892	06 Computer Paging System	2,500.00	2,500.00	0.00	2,500.00
893	06 Lee B Brawner Scholarship	8,000.00	8,300.00	0.00	8,300.00
Total Grants					<u>\$180,122.78</u>
Total Special Funds					<u>\$ 347,275.19</u>

Metropolitan Library System
Statement of Encumbrances
Month of April 2006

FY-06

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	668,959.37	7,355,857.86	81.71	9,002,136.00	1,646,278.14
102	Wages - Part-time	100,351.40	1,129,737.66	73.99	1,526,874.00	397,136.34
103	Payroll Taxes	57,093.32	618,727.63	80.36	769,991.00	151,263.37
109	Workers' Comp Insurance	7,063.00	78,079.00	68.44	114,090.00	36,011.00
112	Group Insurance	105,503.84	1,064,616.73	76.97	1,383,232.00	318,615.27
113	Employees' Retirement	33,563.83	818,311.85	68.19	1,200,000.00	381,688.15
114	Unemployment Compensation	3,216.15	7,542.87	75.43	10,000.00	2,457.13
Total Personal Services		975,750.91	11,072,873.60	79.06	14,006,323.00	2,933,449.40
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Building, Property, & Auto Ins	.00	156,561.00	92.31	169,609.00	13,048.00
202	Liability/Bonding Insurance	.00	20,520.00	96.79	21,200.00	680.00
205	Rent of Library Buildings	400.00	4,400.00	91.67	4,800.00	400.00
206	Rent of Equipment	.00	1,425.50	49.50	2,880.00	1,454.50
207	Janitorial Services	16,705.00	167,746.00	81.25	206,458.00	38,712.00
208	Maintenance of Facilities	18,720.87	160,948.75	51.55	312,198.00	151,249.25
211	Parking & Transportation	6,079.25	81,147.55	61.78	131,350.00	50,202.45
212	Travel Expenses	6,763.37	35,713.15	53.40	66,882.00	31,168.85
213	Professional Services	9,474.14	112,712.70	43.67	258,120.00	145,407.30
214	Security Services	16,835.35	168,806.85	67.49	250,123.00	81,316.15
216	Telephone Services	20,524.74	129,095.38	46.84	275,610.00	146,514.62
217	Electrical Services	35,892.48	392,161.43	77.94	503,186.00	111,024.57
218	Gas Services	4,940.27	53,728.53	99.86	53,806.00	77.47
219	Water & Garbage Services	2,526.72	38,180.51	72.53	52,640.00	14,459.49
220	Trigen Energy Services	11,500.00	120,039.09	61.56	194,998.00	74,958.91
226	Membership	170.00	17,904.50	61.53	29,099.00	11,194.50
230	Other Library-Related Services	14,203.54	203,148.93	57.64	352,471.00	149,322.07
231	Automation Contractual	19,288.32	211,331.59	61.46	343,831.00	132,499.41
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		184,024.05	2,075,571.46	64.23	3,231,611.00	1,156,039.54
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of April 2006

FY-06

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	11,549.93	111,966.59	57.06	196,210.00	84,243.41
302	Postage	25,010.40	179,436.79	61.91	289,850.00	110,413.21
303	Supplies	36,761.87	237,116.24	87.82	270,007.00	32,890.76
310	Maintenance Supplies	5,060.05	31,087.87	43.79	71,000.00	39,912.13
312	Safety Supplies & Equipment	237.81	3,452.22	44.26	7,800.00	4,347.78
321	Gas and Oil	2,852.60	18,475.96	76.98	24,000.00	5,524.04
322	Vehicle Parts & Repairs	241.75	8,794.17	48.86	18,000.00	9,205.83
330	Programming Activities	12,756.50	121,519.86	57.63	210,867.00	89,347.14
331	Other Commodities	2,502.53	16,156.45	47.95	33,694.00	17,537.55
Total Commodities		96,973.44	728,006.15	64.92	1,121,428.00	393,421.85

Capital Outlays

401	Books & Materials	286,553.60	2,418,987.84	77.36	3,127,050.00	708,062.16
404	Government Documents	.00	3,000.00	51.72	5,800.00	2,800.00
405	Book Repairs & Bindings	.00	.00	.00	5,250.00	5,250.00
407	Periodicals & Subscriptions	146.95	142,038.70	82.85	171,450.00	29,411.30
408	Furniture, Fixtures, & Equipmt	5,181.37	121,810.72	65.37	186,338.00	64,527.28
409	Motor Vehicle	.00	24,898.31	82.99	30,000.00	5,101.69
410	Automation System & Equipment	56,823.32	197,207.34	66.59	296,150.00	98,942.66
450	Capital Projects	-242.25	48,713.71	2.15	2,263,156.00	2,214,442.29
490	Capital Reserves - Current	.00	.00	.00	1,761,671.66	1,761,671.66
499	Reserve Carryover	.00	.00	.00	10,862,981.34	10,862,981.34
Total Capital Outlays		348,462.99	2,956,656.62	15.80	18,709,847.00	15,753,190.38
Total Budget		1,605,211.39	16,833,107.83	45.41	37,069,209.00	20,236,101.17

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
G-03679	Triangle/A & E	Printing	18.81	18.81
G-03680	Brodart, Inc.	Supplies	16.75	16.75
G-03681	Emsco Electric Supply	Maintenance of Facilities	42.25	
		Maintenance of Facilities	10.77	
		Maintenance of Facilities	35.40	
		Maintenance of Facilities	10.28	
		Maintenance of Facilities	204.96	
		Maintenance of Facilities	12.67	316.33
G-03682	Demco	Supplies	3.48	
		Supplies	49.30	
		Supplies	32.30	
		Supplies	381.03	
		Supplies	372.30	
		Supplies	28.22	866.63
G-03683	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-03684	Gaylord Bros.	Supplies	121.58	
		Supplies	105.04	226.62
G-03685	Gale Research	Materials	1,774.25	1,774.25
G-03686	Synergy Datacom Supply, Inc.	Automation Contractual	27.41	27.41
G-03687	Weston Woods Accts Receivable	Materials	705.61	705.61
G-03688	Baker & Taylor Books - #510486	Materials	5,019.27	5,019.27
G-03689	Central Oklahoma Winnelson	Maintenance of Facilities	140.25	
		Maintenance of Facilities	26.77	167.02
G-03690	The H.W. Wilson Co.	Materials	944.00	944.00
G-03691	Barbara Beasley	Supplies	55.60	55.60
G-03692	United Refrigeration, Inc.	Maintenance of Facilities	9.80	
		Maintenance of Facilities	842.68	852.48
G-03693	Molly Lou Lemmons	Programming	100.00	100.00
G-03694	Recorded Books, LLC	Materials	980.74	980.74
G-03695	Tracy Stone	Memberships	35.00	35.00
G-03696	Instructional Video, Inc.	Materials	1,824.61	1,824.61
G-03697	Gale Group	Materials	1,829.95	1,829.95
G-03698	Hunter's Battery Warehouse	Maintenance of Facilities	19.95	19.95
G-03699	Salem Press Accounting Office	Materials	2,718.30	2,718.30
G-03700	Live Oak Media	Materials	682.96	682.96
G-03701	Susan L. James	Programming Activities	37.50	37.50
G-03702	BayScan Technologies	Computer Equipment	7,880.00	7,880.00
G-03703	Library Video Co.	Materials	2,110.75	2,110.75
G-03704	Global Equipment Co.	Supplies	57.14	57.14
G-03705	Blackstone Audio Books	Materials	120.67	120.67
G-03706	Random House, Inc	Materials	2,423.31	2,423.31
G-03707	Brilliance Corporation	Materials	119.22	119.22
G-03708	Associated Plastic Industries	Supplies	490.00	490.00
G-03709	Ingram Library Service	Materials	1,536.41	1,536.41
G-03710	High-Tech Tronics, Inc.	Maintenance of Facilities	164.70	
		Maintenance of Facilities	748.80	913.50
G-03711	Walker Companies	Supplies	44.99	
		Supplies	30.00	
		Supplies	45.00	119.99
G-03712	Audio Editions	Materials	1,808.63	1,808.63
G-03713	Employment Technologies Corp	Professional Services	15.00	15.00
G-03714	DWe Williams	Programming	200.00	200.00

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
G-03715	Ingram Library Service	Materials	1,079.21	1,079.21
G-03716	Sagebrush Corp.	Materials	35.19	35.19
G-03717	Town of Luther	Water & Garbage Services	64.04	64.04
G-03718	Jana Hausburg	Membership	35.00	35.00
G-03719	Barnes & Noble, Inc.	Programming	94.27	
		Programming	105.45	199.72
G-03720	Center Point Large Print	Materials	862.56	862.56
G-03721	Facts On File News Services	Materials	11,967.97	11,967.97
G-03722	Jason's Deli/Deli Partners	Professional Services	336.61	336.61
G-03723	Mae Dean Erb	Programming	228.00	228.00
G-03724	Home Depot Credit Services	Maintenance of Facilities	11.72	
		Maintenance of Facilities	371.21	382.93
G-03725	Maverick Books	Materials	129.94	129.94
G-03726	Dell Marketing L.P.	Computer Equipment	3,146.70	
		Supplies	3,931.80	7,078.50
G-03727	CDW Government, Inc.	Automation Contractual	2,525.00	2,525.00
G-03728	Troy Systems International	Supplies	203.17	203.17
G-03729	Deborah Willis	Mileage	34.27	
		Supplies	139.05	173.32
G-03730	Pre Press Graphics &	Printing	310.00	310.00
G-03731	U.S. Postal Service	Postage	2,500.00	2,500.00
G-03732	BBC Audiobooks America	Materials	650.13	650.13
G-03733	Geri Price	Programming	50.00	50.00
G-03734	MWM, LLC	Maintenance of Facilities	207.00	207.00
G-03735	ULINE	Supplies	353.61	353.61
G-03736	City of Harrah	Water & Garbage Services	68.21	68.21
G-03737	Demco Media Turtleback Books	Materials	358.51	358.51
G-03738	Todd Olberding	Telephone Services	46.68	46.68
G-03739	CPI Office Products	Supplies	94.95	
		Supplies	47.97	
		Supplies	85.98	228.90
G-03740	Baker & Taylor Books - #510486	Materials	2,679.63	2,679.63
G-03741	Baker & Taylor Entertainment	Materials	5,605.10	5,605.10
G-03742	Walmart Community	Supplies	64.72	
		Safety Supplies	33.98	
		Programming	143.09	241.79
G-03743	Classic Paper Supply	Maintenance Supplies	20.28	20.28
G-03744	Focus on the Family	Materials	181.98	181.98
G-03745	Corporate Express, Inc.	Supplies	30.71	
		Supplies	23.44	
		Supplies	23.44	
		Automation Contractual	33.95	
		Automation Contractual	33.95	145.49
G-03746	Baker & Taylor Books - #510486	Materials	773.66	
		Materials	1,026.55	
		Materials	3,844.80	
		Materials	2,159.80	
		Materials	5,369.75	
		Materials	1,184.98	
		Materials	6,902.33	
		Materials	2,834.94	24,096.81
G-03747	Baker & Taylor Books - #510486	Materials	1,136.33	
	** Continued **			

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03747	Baker & Taylor Books - #510486	Materials	1,805.85
		Materials	1,559.53
		Materials	3,747.11
		Materials	9,610.73
G-03748	Baker & Taylor Books-#510486	Materials	2,751.03
G-03749	Poetry	Subscriptions	17.50
G-03750	Economy Janitorial, Inc.	Janitorial Services	10,530.00
		Janitorial Services	6,175.00
G-03751	City of Oklahoma City	Water & Garbage Services	552.74
G-03752	Edward Terry	Mileage	42.72
G-03753	MASSCO Maintenance Co.	Maintenance Supplies	906.80
G-03754	UNUM Life Insurance	Grp LT Disab Ins Prem-APR	6,034.02
G-03755	Frank Ray	Mileage	75.87
G-03756	Donna Morris	Travel Expense	390.00
G-03757	Karen Marriott	Travel Expense	404.00
G-03758	Charles S. Isaacs	Mileage	63.64
G-03759	TDS Telecom	Telephone Services	842.61
G-03760	CompSource Oklahoma	Worker Comp Insurance	7,063.00
G-03761	ACE'S THREE	Maintenance of Facilities	225.00
G-03762	Mutual Assurance	Grp Life/AD&D Ins Prm-APR	24,773.21
G-03763	Anne G. Fischer	Mileage	109.25
G-03764	Walter Wayne McEvilly	Programming	200.00
G-03765	Great American Glass & Tinting	Maintenance of Facilities	196.31
G-03766	Jonathan Willis	Mileage	66.08
G-03767	J & E Supply	Maintenance of Facilities	40.40
G-03768	Francie Pendleton	Mileage	23.59
G-03769	High-Tech Tronics, Inc.	Maintenance of Facilities	120.00
G-03770	United States Postal Service	Postage	6,000.00
G-03771	FedEx Kinko's Print Services	Printing	4.50
G-03772	Republic Parking System	Staff Parking	342.00
G-03773	JoNita White	Mileage	12.91
G-03774	DWe Williams	Programming	200.00
G-03775	Voss Lighting	Maintenance of Facilities	73.00
		Maintenance of Facilities	149.00
		Maintenance of Facilities	132.74
		Maintenance of Facilities	333.93
G-03776	Debbie Robertus	Travel expense	99.56
G-03777	Jean Johnson	Registration	45.00
G-03778	AT&T	Telephone Services	50.24
G-03779	Laurie Mehrwein	Programming	39.67
G-03780	Crowe & Dunlevy	Professional Services	2,090.00
G-03781	Fariba Williams	Mileage	8.46
G-03782	Todd Olberding	Mileage	37.60
G-03783	Roy Ballou	Travel expense	96.29
G-03784	SBC Yellow Pages, Inc.	Library-Related Services	2,799.26
G-03785	Metropolitan Library System	Grp Med/Dtl Ins Prem-APR	71,485.00
G-03786	Kimberly A Terry	Printing	169.85
G-03787	Construction Industries Board	Professional Services	70.00
G-03788	Saisri V. McCormick	Mileage	6.68
G-03789	Rick George	Library Related Services	300.00
G-03790	John Utley	Mileage	56.52

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
G-03791	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03792	Securitas Security USA, Inc.	Security Services	4,409.78	4,409.78
G-03793	COTPA	Satff Parking	2,178.23	2,178.23
G-03794	Metropolitan Library System	Parking & transportation	7.00	
		Professional Services	44.85	
		Automation Contractual	5.41	
		Postage	15.34	
		Supplies	104.01	
		Safety Supplies	6.98	
		Programming Activities	169.96	
		Programming Activities	118.94	
		Programming Activities	66.70	
		Other Commodities	119.56	658.75
G-03795	HSM Security Monitoring	Maintenance of Facilities	240.18	240.18
G-03796	City of the Village	Water & Garbage Services	74.95	74.95
G-03797	Locke Supply Co.	Maintenance of Facilities	7.35	
		Maintenance of Facilities	240.00	
		Maintenance of Facilities	9.56	
		Maintenance of Facilities	20.69	
		Maintenance of Facilities	36.32	
		Maintenance of Facilities	23.41	337.33
G-03798	The Dagwell Dixie Co.	Maintenance of Facilities	26.82	
		Maintenance of Facilities	14.08	
		Maintenance of Facilities	10.16	
		Maintenance of Facilities	74.84	
		Maintenance of Facilities	213.05	
		Maintenance of Facilities	187.40	
		Maintenance of Facilities	22.51	
		Maintenance of Facilities	41.04	589.90
G-03799	Tech-Lock	Maintenance of Facilities	12.00	
		Maintenance of Facilities	10.62	
		Maintenance of Facilities	24.99	
		Maintenance of Facilities	6.50	54.11
G-03800	Alma L. Brown	Programming	55.75	55.75
G-03801	Standard Printing Co., Inc.	Printing	3,018.75	3,018.75
G-03802	Weston Woods Accts Receivable	Materials	515.68	515.68
G-03803	Baker & Taylor Books - #510486	Materials	248.44	248.44
G-03804	Donna Morris	Telephone Services	50.00	50.00
G-03805	Central Oklahoma Winnelson	Maintenance of Facilities	10.39	
		Maintenance of Facilities	13.84	
		Maintenance of Facilities	109.83	134.06
G-03806	Karen Marriott	Mileage	31.15	31.15
G-03807	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03808	Barbara Beasley	Supplies	109.29	109.29
G-03809	Neighco, LLC	Other Commodities	308.53	308.53
G-03810	Recorded Books, LLC	Materials	6,075.21	6,075.21
G-03811	Kapco Library Products	Supplies	227.23	227.23
G-03812	Johnstone Supply	Maintenance of Facilities	194.70	194.70
G-03813	Marilyn E. Backus	Mileage	18.69	18.69
G-03814	Instructional Video, Inc.	Materials	573.60	573.60
G-03815	Gale Group	Materials	2,373.80	2,373.80
G-03816	Hunter's Battery Warehouse	Maintenance of Facilities	21.90	
	** Continued **			

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03816	Hunter's Battery Warehouse	Maintenance of Facilities	32.85
		Maintenance of Facilities	113.00
			167.75
G-03817	Traci Jinkens	Mileage	19.96
			19.96
G-03818	Production Services	Library Related Services	1,750.00
			1,750.00
G-03819	Rand McNally	Materials	1,805.46
			1,805.46
G-03820	BayScan Technologies	Automation Contractual	1,674.00
			1,674.00
G-03821	Light Bulb Supply Co., Inc.	Maintenance of Facilities	26.94
		Maintenance of Facilities	440.37
		Maintenance of Facilities	67.31
		Maintenance of Facilities	169.90
			704.52
G-03822	Spoken Arts, Inc.	Materials	97.85
			97.85
G-03823	Margaret A. Gaeddert	Printing	1,425.00
			1,425.00
G-03824	R.D. Carroll	Materials	28.00
			28.00
G-03825	Commercial Concepts	Maintenance of Facilities	150.00
			150.00
G-03826	Oklahoma Air Filter	Maintenance of Facilities	361.20
		Maintenance of Facilities	86.76
			447.96
G-03827	Lowe's Credit Services	Maintenance of Facilities	105.19
			105.19
G-03828	Blackstone Audio Books	Materials	247.50
			247.50
G-03829	Random House, Inc	Materials	1,225.60
			1,225.60
G-03830	Cingular Wireless	Telephone Services	94.98
			94.98
G-03831	Walker Companies	Programming	1,373.50
			1,373.50
G-03832	FedEx Kinko's Print Services	Printing	19.90
			19.90
G-03833	Ingram Library Service	Materials	204.54
			204.54
G-03834	Flyin' Fiddler Productions	Materials	36.00
			36.00
G-03835	Barnes & Noble, Inc.	Materials	1,900.64
			1,900.64
G-03836	Anita Roesler	Mileage	66.22
			66.22
G-03837	Jimmy Welch	Mileage	11.79
			11.79
G-03838	Evans Hardware	Maintenance of Facilities	4.72
		Maintenance of Facilities	40.66
			45.38
G-03839	Steve's Wholesale Distributors	Maintenance of Facilities	11.87
		Maintenance of Facilities	5.97
		Maintenance of Facilities	5.39
		Maintenance of Facilities	21.22
			44.45
G-03840	Video Aided Instruction	Materials	555.89
			555.89
G-03841	Heidi Johnson	Mileage	17.80
			17.80
G-03842	Contractors Supply Co.	Maintenance of Facilities	21.96
		Maintenance of Facilities	192.56
			214.52
G-03843	J & I Trailer Hitches	Vehicle Part & Repairs	229.00
			229.00
G-03844	BBC Audiobooks America	Materials	515.29
			515.29
G-03845	MWM, LLC	Maintenance of Facilities	111.80
			111.80
G-03846	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	742.00
		Maintenance of Facilities	162.50
			904.50
G-03847	Baker & Taylor Books - #510486	Materials	1,183.81
			1,183.81
G-03848	Baker & Taylor Entertainment	Materials	10,767.20
			10,767.20
G-03849	University of Oklahoma Press	Materials	17.93
			17.93
G-03850	O'Reilly Auto Parts	Maintenance of Facilities	5.99
		Vehicle Parts & Repairs	9.98
			15.97
G-03851	LockWorks	Maintenance of Facilities	932.50
			932.50
G-03852	Baker & Taylor Books - #510486	Materials	403.10
		Materials	1,128.41
		Materials	1,529.06

** Continued **

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-03852	Baker & Taylor Books - #510486	Materials	3,782.86
		Materials	1,467.60
		Materials	1,944.88
		Materials	10,675.63
		Materials	3,300.46
G-03853	Baker & Taylor Books - #510486	Materials	939.28
		Materials	3,812.22
		Materials	2,114.13
		Materials	994.87
G-03854	Baker & Taylor Books-#510486	Materials	749.02
G-03855	Emily Williams	Mileage	36.49
G-03856	Oklahoma Humanities Council	Programming Activities	80.00
G-03857	Sabre Technologies	Automation Contractual	6,200.00
G-03858	Erika DieI	Maintenance of Facilities	120.00
G-03859	John Sing's	Maintenance of Facilities	400.00
G-03860	Metropolitan Library System	Employee Deductions	77.00
		Employee Deductions	38.00
		Employee Deductions	10.00
G-03861	Bank of Oklahoma	Payroll Transmittal-Chks	45,349.40
G-03862	Bank of Oklahoma	Payroll Transmittal-Chks	17,032.33
		Federal Withholding Tax	33,414.10
		Federal Withholding Tax	2,571.00
G-03863	Oklahoma Tax Commission	State Withholding Tax	13,618.00
		State Withholding Tax	1,090.00
G-03864	Mun. Employees Credit Union	Employee Cr Union Deducts	10,093.46
		Employee Cr Union Deducts	90.00
G-03865	United Way of Central Oklahoma	Employee Deductions	266.25
		Employee Deductions	10.66
G-03866	Oklahoma Tax Commission	Employee Deductions	306.04
G-03867	Bank of America	Payroll Transmittal-DDep	168,708.56
		Payroll Transmittal-DDep	25,481.83
G-03868	Nationwide Retirement Solution	Employee Deductions	7,341.71
G-03869	Transamerica Worksite Mrktg.	Employee Deductions	673.59
G-03870	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,212.77
G-03871	Bank of Oklahoma	Employee Flexplan Deposit	15,868.52
		Employer Flexplan Deposit	1,155.00
G-03872	Bank of Oklahoma	Employee Soc/Sec Deposits	19,821.59
		Employee Soc/Sec Deposits	3,106.76
		Employee Medicare Deposit	4,635.78
		Employee Medicare Deposit	726.55
		Employer Soc/Sec Deposits	22,928.54
		Employer Medicare Deposit	5,362.27
G-03873	MassMutual Financial Group	Employee Contrib -- DC PI	8,964.94
		Employer Contrib -- DC PI	16,737.76
G-03874	Love, Beal & Nixon, P.C.	Employee Deductions	145.54
G-03875	Oklahoma Centralized Support	Employee Deductions	115.00
G-03876	Administrative Systems, Inc.	Employee Deductions	912.77
G-03877	O G & E	Electrical Services	22,058.06
G-03878	Oklahoma Natural Gas Co.	Gas Services	2,368.40
		Gas Services	1,671.73
G-03879	Hewlett-Packard Co.	Automation Contractual	12,391.00

General Fund F.Y. 05-06

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
G-03880	American Library Assoc.	Library Related Services	26.10	
		Programming Material	44.10	70.20
G-03881	N.E. Landfill, Inc	Maintenance of Facilities	27.69	
		Maintenance of Facilities	26.19	53.88
G-03882	Mobil 1 Lube/AFMS	Maintenance of Facilities	49.72	49.72
G-03883	Denyvetta Davis	Telephone Services	50.00	50.00
G-03884	Walter Wayne McEvilly	Programming	200.00	200.00
G-03885	Sydna Yellowfish	Programming	300.00	300.00
G-03886	Downtown College Consortium	Professional Services	284.00	284.00
G-03887	Rockhurst University	Professional Services	195.00	195.00
G-03888	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	1,055.70	1,583.55
G-03889	Scott's Printing & Copying	Printing	2,477.79	
		Printing	246.18	2,723.97
G-03890	Julia Ballou	Mileage	24.03	24.03
G-03891	Bottom Line Personal	Subscriptions	29.95	29.95
G-03892	Lakeshore Learning Materials	Supplies	363.88	363.88
G-03893	Oklahoma County Newspapers	Subscriptions	18.00	18.00
G-03894	Fleetcor Technologies	Gas and Oil	2,700.70	2,700.70
G-03895	Rotary Foundation	Other Commodities	188.50	
		Memberships	54.50	243.00
G-03896	Showcases	Supplies	21.95	21.95
G-03897	Ginger Waldrip	Programming	100.00	100.00
G-03898	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	56.95	
		Maintenance of Facilities	56.95	113.90
G-03899	Oklahoma Secretary of State	Library Related Services	20.00	20.00
G-03900	Voss Lighting	Maintenance of Facilities	233.28	
		Maintenance of Facilities	62.74	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	225.25	
		Maintenance of Facilities	86.15	
		Maintenance of Facilities	53.50	755.92
G-03901	Southwest Paper - OKC	Supplies	2,944.80	2,944.80
G-03902	Epperson Photo-Video	Programming	14.99	14.99
G-03903	Ruby Soutiere	Mileage	23.14	23.14
G-03904	Omniplex	Programming	150.00	150.00
G-03905	William Johnson	Programming Activities	10.00	10.00
G-03906	City of Choctaw	Water & Garbage Services	77.69	77.69
G-03907	Vision Service Plan of	Group Vision Ins Prem-APR	2,056.61	2,056.61
G-03908	Joshua Schell	Mileage	6.68	6.68
G-03909	Office Depot Credit Plan	Supplies	5.99	5.99
G-03910	CPI Office Products	Supplies	27.44	
		Supplies	51.34	78.78
G-03911	Jessica L Landry-Gaters	Parking & Transportation	20.00	20.00
G-03912	Allied Waste Services #060	Garbage Services	508.85	508.85
G-03913	Oklahoma Watercolor Assoc.	Programming	125.00	125.00
G-03914	Lesli Jones	Library Related Services	330.00	330.00
G-03915	OKC Philharmonic Orchestra	Programming	190.00	190.00
G-03916	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-03917	LockWorks	Maintenance of Facilities	1,567.50	1,567.50
G-03918	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-03919	Ken Waldman	Programming	950.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03919	Ken Waldman	Programming	1,300.00	2,250.00
G-03920	Maria Watkins	Mileage	23.59	23.59
G-03921	Emily Williams	Travel Expense	169.99	169.99
G-03922	Lloyd Lovely	Mileage	19.14	19.14
G-03923	William F Comstock, P.C.	Professional Services	812.50	
		Professional Services	343.75	1,156.25
G-03924	Smart Technologies	Automation Contractual	919.00	
		Automation Contractual	517.00	1,436.00
G-03925	Stacy Schrank	Membership	12.00	12.00
G-03926	Metropolitan Library System	Programming	1,610.00	1,610.00
G-03927	City of Midwest City	Water & Garbage Services	235.44	235.44
G-03928	Bradford Industrial Suppl Corp	Maintenance of Facilities	181.80	
		Maintenance of Facilities	17.78	
		Maintenance of Facilities	20.53	220.11
G-03929	Unisource Worldwide Inc-OKCity	Maintenance Supplies	379.50	
		Maintenance Supplies	126.50	
		Maintenance Supplies	4,422.80	
		Maintenance Supplies	1,675.20	6,604.00
G-03930	Demco	Supplies	364.53	
		Supplies	33.67	398.20
G-03931	Gaylord Bros.	Supplies	329.06	
		Furniture	297.50	
		Supplies	11.04	637.60
G-03932	Sams Technical Publishing	Materials	155.58	155.58
G-03933	City of Edmond	Electrical Services	4,090.07	4,090.07
G-03934	Oklahoma Historical Society	Materials	75.66	75.66
G-03935	Baker & Taylor Books - #510486	Materials	98.87	98.87
G-03936	Susan Ryan	Mileage	20.03	20.03
G-03937	Bill Warren Office Products	Supplies	19.68	
		Supplies	502.50	
		Supplies	46.50	568.68
G-03938	David Farris	Materials	33.90	33.90
G-03939	Mobil 1 Lube/AFMS	Gas and Oil Service	104.70	104.70
G-03940	Instructional Video, Inc.	Materials	1,060.91	1,060.91
G-03941	Gale Group	Materials	729.33	729.33
G-03942	Live Oak Media	Materials	222.23	222.23
G-03943	Kimbo Educational	Materials	65.78	65.78
G-03944	Light Bulb Supply Co., Inc.	Maintenance of Facilities	111.47	111.47
G-03945	Hal Leonard Publishing	Materials	64.16	64.16
G-03946	Copelin's Office Center	Supplies	14.36	14.36
G-03947	Library Video Co.	Materials	688.55	688.55
G-03948	Full Circle Bookstore	Materials	275.40	275.40
G-03949	Nancy Lytle	Mileage	10.01	10.01
G-03950	Janet Brooks	Mileage	33.22	33.22
G-03951	Blackstone Audio Books	Materials	17.96	17.96
G-03952	Random House, Inc	Materials	1,600.50	1,600.50
G-03953	Brilliance Corporation	Materials	35.34	35.34
G-03954	Gateway Films/Vision Video	Materials	126.97	126.97
G-03955	Ingram Library Service	Materials	1,979.21	1,979.21
G-03956	Children's Software Online	Software	990.00	
		Software	872.50	1,862.50

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Number	Vendor/Payee	Purpose		Amount
G-03957	Mergent Co., Inc.	Materials	3,950.00	3,950.00
G-03958	Audio Editions	Materials	575.10	575.10
G-03959	Lynda G. Toney Bahr	Mileage	92.56	92.56
G-03960	United Ford	Motor Vehicle	15,835.00	15,835.00
G-03961	Positive Promotions	Programming Supplies	92.70	92.70
G-03962	Ingram Library Service	Materials	371.20	371.20
G-03963	Sagebrush Corp.	Materials	78.87	78.87
G-03964	Frances V. Harbert	Mileage	8.54	8.54
G-03965	Perry Publishing Co.	Library Related Services	657.60	657.60
G-03966	Center Point Large Print	Materials	1,757.86	1,757.86
G-03967	Steve's Wholesale Distributors	Maintenance of Facilities	614.86	
		Maintenance of Facilities	16.54	631.40
G-03968	Aaron Killough	Membership	35.00	35.00
G-03969	Pelco Products, Inc.	Library Related Services	35.57	35.57
G-03970	Rosalind L. Reeder	Programming	150.00	150.00
G-03971	City of Edmond	Water & Garbage Services	246.20	246.20
G-03972	Joshua Schell	Mileage	12.02	12.02
G-03973	Baker & Taylor Books - #510486	Materials	755.25	755.25
G-03974	Cheryl Pernell	Mileage	90.51	90.51
G-03975	Oklahoman	Materials	12,000.00	12,000.00
G-03976	Baker & Taylor Entertainment	Materials	5,379.93	5,379.93
G-03977	Jane Humphries	Professional Services	1,000.00	1,000.00
G-03978	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-03979	A Chance to Change	Employee Assistance	1,119.25	1,119.25
G-03980	Donna Morris	Car Allowance	450.00	450.00
G-03981	Carol Hunter	Mileage	26.70	26.70
G-03982	Star Lighting	Maintenance of Facilities	23.96	
		Maintenance of Facilities	184.75	208.71
G-03983	Sharon May	Membership	35.00	35.00
G-03984	Susan H. Wood	Programming	125.00	125.00
G-03985	Faith Centered Resources	Materials	55.06	55.06
G-03986	Baker & Taylor Books - #510486	Materials	1,295.95	
		Materials	1,898.14	
		Materials	2,535.10	
		Materials	2,684.42	
		Materials	3,547.67	
		Materials	6,033.52	
		Materials	7,723.32	
		Materials	6,717.92	32,436.04
G-03987	Baker & Taylor Books - #510486	Materials	2,348.69	
		Materials	4,311.69	
		Materials	11,562.17	
		Materials	493.86	18,716.41
G-03988	Baker & Taylor Books-#510486	Materials	705.66	705.66
G-03989	Beatriz Meyer	Programming	420.00	420.00
G-03990	Karen Zanfardino, M.S.	Programming	50.00	50.00
G-03991	McBride Clinic, Inc.	Professional Services	30.00	30.00
G-03992	City of Del City	Building Rental	400.00	400.00
G-03993	Federal Corporation	Maintenance of Facilities	22.82	
		Maintenance of Facilities	94.53	117.35
G-03994	Grainger	Maintenance of Facilities	141.96	
		Maintenance of Facilities	110.75	252.71

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Number	Vendor/Payee	Purpose		Amount
G-03995	O G & E	Electrical Services	9,744.35	9,744.35
G-03996	Oklahoma Natural Gas Co.	Gas Services	1,300.14	1,300.14
G-03997	City of Bethany	Water & Garbage Services	125.83	125.83
G-03998	City of Oklahoma City	Water & Garbage Services	488.70	488.70
G-03999	Triangle/A & E	Printing	19.44	
		Printing	3.60	
		Printing	9.90	
		Printing	324.00	356.94
G-04000	Brodart, Inc.	Supplies	776.88	776.88
G-04001	Southwestern Stationery and	Printing	2,105.00	2,105.00
G-04002	Locke Supply Co.	Maintenance of Facilities	8.20	
		Maintenance of Facilities	50.77	
		Maintenance of Facilities	110.84	169.81
G-04003	Demco	Supplies	113.73	
		Supplies	19.38	
		Supplies	284.33	417.44
G-04004	Gaylord Bros.	Supplies	14.09	14.09
G-04005	Gale Research	Materials	1,931.75	1,931.75
G-04006	Highsmith Co., Inc.	Supplies	97.01	
		Supplies	62.93	159.94
G-04007	Journey House Travel, Inc.	Travel Expense	467.20	
		Travel Expense	312.70	
		Travel Expense	286.20	1,066.10
G-04008	The Zig Ziglar Corp.	Materials	171.90	171.90
G-04009	Synergy Datacom Supply, Inc.	Automation Contractual	276.96	276.96
G-04010	SBC	Telephone Services	917.55	
		Telephone Services	1,315.85	
		Telephone Services	326.81	2,560.21
G-04011	Ernestine Clark	Travel Expense	755.40	755.40
G-04012	Alma L. Brown	Programming	46.82	46.82
G-04013	Standard Printing Co., Inc.	Supplies	490.00	490.00
G-04014	Weston Woods Accts Receivable	Materials	1,154.64	1,154.64
G-04015	Baker & Taylor Books - #510486	Materials	77.22	77.22
G-04016	Susie Beasley	Mileage	113.03	113.03
G-04017	Donna Morris	Travel Expense	291.44	291.44
G-04018	Spence & Associates, Inc	Library Related Services	2,925.00	2,925.00
G-04019	Mitchell Repair Information Co	Materials	13,491.00	13,491.00
G-04020	Bill Warren Office Products	Supplies	453.60	
		Supplies	215.00	668.60
G-04021	TDS Telecom	Telephone Services	427.13	427.13
G-04022	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04023	Nextel Communications	Telephone Services	105.30	105.30
G-04024	United Refrigeration, Inc.	Maintenance of Facilities	320.89	
		Maintenance of Facilities	310.38	631.27
G-04025	Chester 'Jack' Kinzie, Jr.	Travel expense	110.70	110.70
G-04026	Recorded Books, LLC	Materials	242.31	242.31
G-04027	Oklahoma Employment	Human Resources	3,216.15	3,216.15
G-04028	Arphax Publishing Co	Materials	47.68	47.68
G-04029	Denyveta Davis	Mileage	296.60	
		Travel Expense	1,137.64	1,434.24
G-04030	Gale Group	Materials	2,968.17	2,968.17
G-04031	Children's Press	Materials	18.73	18.73

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Number	Vendor/Payee	Purpose		Amount
G-04032	Anne G. Fischer	Telephone Services	50.00	50.00
G-04033	Light Bulb Supply Co., Inc.	Maintenance of Facilities	89.85	
		Maintenance of Facilities	374.00	463.85
G-04034	Hambrick-Ferguson, Inc.	Maintenance of Facilities	169.00	169.00
G-04035	Margaret A. Gaeddert	Printing	312.00	312.00
G-04036	Marland Mansion	Materials	169.75	169.75
G-04037	Elizabeth Pressler	Programming	100.00	100.00
G-04038	Kristin J. Smith	Other Commodities	71.33	71.33
G-04039	Laura Wylie	Postage	10.40	10.40
G-04040	Nancy Anthony	Travel Expense	113.45	113.45
G-04041	Great Events Publishing	Programming Supplies	167.24	
		Programming Supplies	68.51	235.75
G-04042	Full Circle Bookstore	Materials	239.52	239.52
G-04043	Janet Brooks	Travel expense	104.90	104.90
G-04044	Commercial Concepts	Automation Contractual	135.00	135.00
G-04045	Conney Safety Products	Safety Supplies	57.91	
		Safety Supplies	30.90	88.81
G-04046	Oklahoma Air Filter	Maintenance of Facilities	42.32	
		Supplies	44.34	86.66
G-04047	Random House, Inc	Materials	230.00	230.00
G-04048	Ursula Ward	Travel expense	108.45	108.45
G-04049	Gateway Films/Vision Video	Materials	108.94	108.94
G-04050	Ingram Library Service	Materials	2,331.51	2,331.51
G-04051	Central Oklahoma Winnelson	Maintenance of Facilities	45.85	45.85
G-04052	Dana Morrow	Travel expense	213.85	
		Mileage	50.95	264.80
G-04053	Louisa M. Smith	Mileage	183.34	183.34
G-04054	Walker Companies	Supplies	3.75	
		Supplies	64.95	68.70
G-04055	Audio Editions	Materials	869.22	869.22
G-04056	United States Postal Service	Postage	1,500.00	1,500.00
G-04057	Full Cast Audio	Materials	425.15	425.15
G-04058	Oklahoma City Zoo Educ. Dept.	Programming	75.00	75.00
G-04059	Ingram Library Service	Materials	310.74	310.74
G-04060	Voss Lighting	Maintenance of Facilities	10.32	
		Maintenance of Facilities	152.86	
		Maintenance of Facilities	209.19	
		Maintenance of Facilities	77.38	449.75
G-04061	Frances V. Harbert	Travel expense	112.57	112.57
G-04062	Jana Hausburg	Travel expense	103.95	103.95
G-04063	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-04064	Jimmy Welch	Telephone Services	25.00	25.00
G-04065	Home Depot Credit Services	Maintenance of Facilities	56.27	56.27
G-04066	Pauline Boyer Rodriguez	Mileage	8.90	8.90
G-04067	Evans Hardware	Maintenance of Facilities	32.32	
		Maintenance of Facilities	3.61	
		Maintenance of Facilities	28.95	
		Maintenance of Facilities	31.16	
		Maintenance of Facilities	34.39	130.43
G-04068	New Light Publishing Company	Materials	81.70	81.70
G-04069	California State Library Fndn.	Supplies	25.00	25.00
G-04070	David Titus	Programming	637.00	637.00

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Number	Vendor/Payee	Purpose		Amount
G-04071	Oklahoman	Library Related Services	181.08	181.08
G-04072	Skillpath Seminars	Registration	99.00	99.00
G-04073	Bank of America	Library Related Services	193.71	193.71
G-04074	Hudiburg Chevrolet, Inc.	Gas and Oil	26.14	26.14
G-04075	Aaron Killough	Travel expense	364.89	364.89
G-04076	Omniplex	Programming	150.00	150.00
G-04077	Kelley Riha	Mileage	122.38	122.38
G-04078	Dowell Parking Center	Staff Parking	750.00	
		Staff Parking	1,300.00	2,050.00
G-04079	BBC Audiobooks America	Materials	125.51	125.51
G-04080	Clyde Herrod	Travel expense	231.45	231.45
G-04081	Derek Cash	Travel expense	99.56	99.56
G-04082	Oklahoma Press Service	Library Related Services	146.58	146.58
G-04083	John Wood	Telephone Services	47.68	47.68
G-04084	CPI Office Products	Supplies	34.97	
		Supplies	28.99	63.96
G-04085	Baker & Taylor Books - #510486	Materials	2,653.82	2,653.82
G-04086	Commercial Card Solutions	Gifts	115.47	
		Equipment	581.95	
		Supplies	97.25	
		Postage	395.00	
		Automation Contractual	23.84	
		Telephone Services	16.24	
		Automation Contractual	378.20	
		Other Commodities	60.00	
		Automation Contractual	75.33	
		Professional Services	34.00	
		Registration	150.00	
		Equipment	1,742.20	3,669.48
G-04087	Baker & Taylor Entertainment	Materials	1,232.60	1,232.60
G-04088	Metro Family	Printing	650.00	650.00
G-04089	Marian J. LeCrone	Mileage	166.43	166.43
G-04090	Commercial Card Solutions	Supplies	54.47	
		Books & Materials	296.59	
		Books & Materials	372.11	
		Books & Materials	329.52	1,052.69
G-04091	John L. Hilbert	Travel expense	89.00	
		Programming	54.02	
		Programming	6.71	149.73
G-04092	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	339.00
G-04093	Fun-N-Nuf	Supplies	120.00	120.00
G-04094	O'Reilly Auto Parts	Gas and Oil	10.47	10.47
G-04095	Darrie Breathwitt	Travel expense	198.22	198.22
G-04096	Robyn Poston	Programming	75.00	75.00
G-04097	Melissa Weathers	Mileage	12.46	12.46
G-04098	Sharon May	Mileage	13.80	13.80
G-04099	Cintas Corp.	Maintenance of Facilities	373.61	373.61
G-04100	York International Corp.	Maintenance of Facilities	66.00	66.00
G-04101	Susan H. Wood	Programming	125.00	
		Programming	340.00	465.00

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Number	Vendor/Payee	Purpose		Amount
G-04102	Lesli Jones	Library Related Services	55.00	55.00
G-04103	Kelley Hoffman	Mileage	5.34	5.34
G-04104	Rob Vollmar	Programming	100.00	
		Programming	100.00	200.00
G-04105	Corporate Express, Inc.	Supplies	46.90	
		Supplies	26.01	72.91
G-04106	Deborah Montgomery	Parking & Transportation	10.00	10.00
G-04107	Securitas Security USA, Inc.	Security Services	4,326.91	
		Security Services	4,411.34	8,738.25
G-04108	Baker & Taylor Books - #510486	Materials	841.65	
		Materials	402.03	
		Materials	1,742.04	
		Materials	5,508.19	
		Materials	979.35	
		Materials	4,607.68	14,080.94
G-04109	Baker & Taylor Books - #510486	Materials	496.96	
		Materials	1,256.83	
		Materials	1,452.07	3,205.86
G-04110	Baker & Taylor Books-#510486	Materials	1,304.74	1,304.74
G-04111	Kelly Dalrymple	Travel expense	97.01	97.01
G-04112	Sabre Technologies	Supplies	5,420.00	
		Supplies	8,120.00	13,540.00
G-04113	Janey Crain	Programming	80.00	80.00
G-04114	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-04115	Stacy Schrank	Mileage	18.91	18.91
G-04116	John Sing's	Maintenance of Facilities	125.00	125.00
G-04117	Metropolitan Library System	Employee Deductions	10.00	10.00
G-04118	Bank of Oklahoma	Payroll Transmittal-Chks	44,850.50	
		Payroll Transmittal-Chks	17,034.05	61,884.55
G-04119	Bank of Oklahoma	Federal Withholding Tax	34,718.10	
		Federal Withholding Tax	2,600.00	37,318.10
G-04120	Oklahoma Tax Commission	State Withholding Tax	14,070.00	
		State Withholding Tax	1,132.00	15,202.00
G-04121	Mun. Employees Credit Union	Employee Cr Union Deducts	10,206.46	
		Employee Cr Union Deducts	90.00	10,296.46
G-04122	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	10.66	276.91
G-04123	Oklahoma Tax Commission	Employee Deductions	301.45	301.45
G-04124	Bank of America	Payroll Transmittal-DDep	173,622.52	
		Payroll Transmittal-DDep	25,531.95	199,154.47
G-04125	Nationwide Retirement Solution	Employee Deductions	7,341.71	7,341.71
G-04126	Transamerica Worksite Mrktg.	Employee Deductions	651.93	651.93
G-04127	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,139.60	5,139.60
G-04128	Bank of Oklahoma	Employee Flexplan Deposit	7,124.33	7,124.33
G-04129	Bank of Oklahoma	Employee Soc/Sec Deposits	20,228.19	
		Employee Soc/Sec Deposits	3,115.09	
		Employee Medicare Deposit	4,730.84	
		Employee Medicare Deposit	728.52	
		Employer Soc/Sec Deposits	23,343.25	
		Employer Medicare Deposit	5,459.26	57,605.15
G-04130	MassMutual Financial Group	Employee Contrib -- DC PI	9,029.88	
		Employer Contrib -- DC PI	16,826.07	25,855.95

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Number	Vendor/Payee	Purpose		Amount
G-04131	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-04132	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04133	Administrative Systems, Inc.	Employee Deductions	894.59	894.59
Total of FY 05-06 Warrants Issued				\$ 1,539,289.55

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Number	Vendor/Payee	Purpose		Amount
G-06062	Corporate Express, Inc.	Supplies	40.77	40.77
G-06063	Kim Sullivan	Printing	500.00	500.00
G-06064	Russell Interiors	Construction	1,355.00	1,355.00
G-06065	Mid-west Landscape, LLC	Maintenance of Facilities	400.00	400.00
G-06066	SimplexGrinnell	Capital Projects	1,989.00	1,989.00
Total of FY 04-05 Warrants Issued				\$ 4,284.77

Special Funds

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
S-12077	Aubrey E. Harris	Lost & Paid Book Returned	4.95	4.95
S-12078	Leah L. Danley	Lost & Paid Book Returned	14.50	14.50
S-12079	Elsa L. Tankersley	Lost & Paid Book Returned	3.00	3.00
S-12080	Charles E. Zink	Lost & Paid Book Returned	59.50	59.50
S-12081	Billie J. Field	Lost & Paid Book Returned	3.00	3.00
S-12082	Chau D. Dang	Lost & Paid Book Returned	9.98	9.98
S-12083	Georganne N. Thomas	Lost & Paid Book Returned	3.00	3.00
S-12084	Jeana L. McGinnis	Lost & Paid Book Returned	7.70	7.70
S-12085	Wanda S. Riggs	Lost & Paid Book Returned	3.00	3.00
S-12086	Baker & Taylor Books - #510486	Materials	8.78	8.78
S-12087	Shirley Berry	Meeting Room Cancellation	20.00	20.00
S-12088	Mickey Sherman	Programming	70.00	70.00
S-12089	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12090	Baker & Taylor Books - #510486	Materials	196.83	196.83
S-12091	Laurie Mehrwein	Programming	49.32	49.32
S-12092	Metropolitan Library System	06/Friends/Spring Fling	2,400.00	2,400.00
S-12093	Ad Specialties & More, Ltd.	Programming	1,482.80	1,482.80
S-12094	Virginia Joyce Wiggers	Lost & Paid Book Returned	3.00	3.00
S-12095	Steve R. Walther	Lost & Paid Book Returned	32.00	32.00
S-12096	Gale Group	Materials	22.36	22.36
S-12097	Kaitlyn E. Hull	Lost & Paid Book Returned	3.19	3.19
S-12098	Amy J. Stark	Lost & Paid Book Returned	3.00	3.00
S-12099	Terri D. Wells	Lost & Paid Book Returned	3.00	3.00
S-12100	Rita H. Frayser	Lost & Paid Book Returned	3.00	3.00
S-12101	Mickey Sherman	Programming	70.00	70.00
S-12102	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12103	Paul H. Leeson	Lost & Paid Book Returned	32.00	32.00
S-12104	Alex Brackin	Lost & Paid Book Returned	11.89	11.89
S-12105	Karen S. Horton	Lost & Paid Book Returned	16.00	16.00
S-12106	Rubie R. Patrick	Lost & Paid Book Returned	14.98	14.98
S-12107	Melissa J. Means	Lost & Paid Book Returned	6.00	6.00
S-12108	Holli Kerr	Lost & Paid Book Returned	10.65	10.65
S-12109	Phuong Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-12110	Metropolitan Library System	Transfer of Fines & Fees	45,000.00	45,000.00
S-12111	Standley Systems	Excess Copies	909.66	
		Copier Usage	527.74	1,437.40
S-12112	Maria Rodriguez	Programming	120.00	120.00
S-12113	Mickey Sherman	Programming	70.00	70.00
S-12114	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12115	Oklahoma City Florist	Staff Recognition	55.00	55.00
S-12116	Baker & Taylor Books - #510486	Materials	12.63	12.63
S-12117	Gaylord Bros.	Furniture	1,664.48	1,664.48
S-12118	Susan R. Fiegel	Lost & Paid Book Returned	4.00	4.00
S-12119	Luis D. Sanchez	Lost & Paid Book Returned	9.95	9.95
S-12120	Katherine Hawley	Lost & Paid Book Returned	7.75	7.75
S-12121	Autumn D. Taylor	Lost & Paid Book Returned	15.99	15.99
S-12122	Hugo A. Castro	Lost & Paid Book Returned	3.00	3.00
S-12123	Crystal L. Linkswiler	Lost & Paid Book Returned	3.00	3.00
S-12124	Andrea J. Norris	Lost & Paid Book Returned	10.95	10.95
S-12125	A. J. Sosa	Lost & Paid Book Returned	3.00	3.00
S-12126	Brodart, Inc.	Programming Supplies	53.00	
		Programming Supplies	26.40	79.40

Special Funds

Warrant Register

April 2006

Number	Vendor/Payee	Purpose		Amount
S-12127	Barnes & Noble, Inc.	Come Read With Me	60.91	60.91
S-12128	Highsmith Co., Inc.	Supplies	552.95	552.95
S-12129	Barnes & Noble, Inc.	Come Read With Me	2,574.56	2,574.56
S-12130	Mickey Sherman	Programming	70.00	70.00
S-12131	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12132	Baker & Taylor Books - #510486	Materials	8.21	8.21
S-12133	Arts Council of Oklahoma City	Artwork - Choctaw Library	2,000.00	2,000.00
S-12134	Commercial Card Solutions	06/Inasmuch	105.44	
		06/Inasmuch	8.10	113.54
S-12135	Commercial Card Solutions	Gifts	2,030.00	2,030.00
Total of Special Funds Warrants Issued				\$ 60,677.15

CONTRACT AWARDS AND PURCHASES

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

ITEM A: UNIFORMED SECURITY OFFICERS

To be provided for in the FY 2006-07 budget is the annual request for uniformed security officers at six library locations. These locations are: Capitol Hill Library; Downtown Library; Ralph Ellison Library; Southern Oaks Library; Warr Acres Library and Wright Library.

Specifications were prepared and bids were let for twenty days and were advertised for two days (March 21 and 23, 2006) in *The Oklahoman*. Bids were also sent to six prospective vendors.

A pre-bid conference was held on March 28, 2006. Four vendors attended.

Bids were received and publicly opened April 6, 2006. Five vendors responded.

Contractor	Hourly Rate—Armed Uniformed Officer	Hourly Rate—Unarmed Uniformed Officer
Superior Security	\$12.00	\$11.50
Wackenhut Security	\$12.09	\$11.66
BPS Security	\$12.50	\$12.00
Securitas Security	\$12.51	\$12.51
Total Protection Services	\$13.78	\$12.16

Superior Security is located in Shawnee, Oklahoma with a training office in Oklahoma City. The other four contractors are located in Oklahoma County.

All vendors met specifications and the references check out satisfactory.

Superior Security is the best and lowest bidder for uniformed security officers for the Fiscal Year 2006-07. The annual contract for uniformed security officers will commence on July 1, 2006.

RECOMMENDATION:

That the Commission approve the annual contract for uniformed security officers to Superior Security at the hourly rate of \$12.00 per hour for armed security officers and \$11.50 per hour for unarmed security officers. Adequate funding will be provided for uniformed security officers in the FY 2006-07 budget, account 214.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: ELEVATOR MAINTENANCE

To be provided for in the FY 2006-07 budget is the annual request for elevator maintenance at three library locations. Six elevators are to be maintained under these specifications. Four Kone elevators are to be maintained at the Downtown Library, one Esco elevator is to be maintained at the Belle Isle Library and one Rotary elevator is to be maintained at the Capitol Hill Library.

Specifications were prepared and bids were let for eighteen days and were advertised for two days (April 4 and 6, 2006) in ***The Oklahoman***. Bids were also sent to four prospective vendors.

A pre-bid conference was held on April 13, 2006. Two vendors attended.

Bids were received and publicly opened April 20, 2006. Three vendors responded.

Vendors	Downtown	Belle Isle	Capitol Hill	Total
American Elevator	\$ 9,660.00	\$1,620.00	\$1,620.00	\$12,900.00
Kone Elevator	\$10,380.00	\$1,380.00	\$1,380.00	\$13,140.00
Otis Elevator	\$10,771.20	\$12,795.20	\$1,927.80	\$14,494.20

All vendors are located in Oklahoma County. All vendors met specifications.

American Elevator is the best and lowest bidder for annual elevator maintenance. American Elevator is currently maintaining the elevators at Belle Isle Library and Capitol Hill Library. The annual contract for elevator maintenance will commence on July 1, 2006.

RECOMMENDATION:

That the Commission award the annual contract for Elevator Maintenance to American Elevator in the amount of \$12,900. Adequate funding for this annual service is to be provided in the FY 2006-07 budget, account 208.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: CONSTRUCTION OF ASPHALT PARKING LOT AT NICOMA PARK LIBRARY

Provided in the FY 2005-06 budget is the request for the construction of an asphalt parking lot at the Nicoma Park Library. The parking lot is located on the west side of the library and will have seventeen parking stalls.

Specifications were prepared and bids were let for sixteen days and were advertised for two days (April 27 and May 2, 2006) in *The Oklahoman*. Bids were also sent to six prospective vendors.

A mandatory pre-bid conference was held on May 4, 2006. Four vendors attended.

Bids were received and publicly opened May 11, 2006. Four vendors responded.

Vendors	Bid Price
Bill's Pavement Maintenance	\$12,014.00
Legacy Services	\$13,350.00
Rudy's Construction	\$14,925.00
A-Tech Paving	\$16,889.00

All vendors are located in Oklahoma County and meet specifications.

Bill's Pavement Maintenance is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for the construction of an asphalt parking lot at Nicoma Park Library to Bill's Pavement Maintenance in the amount of \$12,014. Adequate funding for this parking lot is provided in the FY 2005-06 budget, account 450.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

RALPH ELLISON PROJECT AGREEMENT

The Library System and the City of Oklahoma City are beginning the architect selection process for the Ralph Ellison Project which is part of the Oklahoma City General Obligation Bond Package of 2000.

In order to facilitate this process, the library needs to enter into an agreement with the city regarding the funding for the architectural services as the city can not legally purchase such services until the project is fully funded.

This agreement details the obligations of the city and the library concerning the project.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To Approve the Ralph Ellison Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County.

RALPH ELLISON PROJECT AGREEMENT

Participation Agreement For Expansion, Renovation & Remodeling of the Ralph Ellison Library Located at 2000 N.E. 23rd, Oklahoma City, Oklahoma.

This Agreement is made and entered into on _____ day of _____, 2006, by and between The City of Oklahoma City, a municipal corporation (hereinafter referred to as "City") and the Metropolitan Library Commission of Oklahoma County a/k/a Metropolitan Library System, a public agency and body corporate created and existing under the laws of the state of Oklahoma (hereinafter referred to as "MLS"),

WITNESSED:

WHEREAS, the 2000 General Obligation Bond Issue, as passed by the registered voters of the City, contained a \$13,600,000 proposition (#9) for constructing, expanding, renovating, remodeling, repairing, improving, equipping and/or furnishing libraries;

WHEREAS, Project 3 of Proposition 9 of the 2000 General Obligation Bond Issue, as approved by the registered voters of the City, allows for the, "Expansion, renovation and remodeling of Ralph Ellison Library in the vicinity of N.E. 23rd St. and Martin Luther King Ave., which may include related site acquisition and preparation, infrastructure, drainage, utilities, roadways, parking, landscaping and/or fencing" (the "Ralph Ellison Project" or "Project");

WHEREAS, it is the desire of the MLS to participate with the City in Architectural/Engineering (A&E) Services for the Ralph Ellison Project; and

WHEREAS, in order to begin said project, it is necessary to obtain architectural and engineering services (A&E); and

WHEREAS, in order to purchase A&E services for a particular general obligation bond project with bond funds, it is legally necessary to first fully fund the particular bond project for which the A&E services are to be purchased; and

WHEREAS, the Ralph Ellison Project is not yet fully funded; and

WHEREAS, in order to begin immediate work on the Ralph Ellison Project, MLS has elected to expend funds for the purpose of supporting the expansion, renovation & remodeling of the Ralph Ellison Project; and

WHEREAS, the A&E will be selected in accordance with the "Resolution Adopting Standards and Prescribing Procedures for the Selection of Architects and Engineers and Planners for all Public Improvement Work" as approved by the City in 1974 and amended in 1978, 1980 & 1986; and

WHEREAS, the design and construction of the library can affect the operations which will be funded and performed by MLS; and

WHEREAS, the City and MLS intend to work together to achieve a successful outcome to the project; and

WHEREAS, the MLS is willing to purchase certain Furniture, Fixtures and Equipment (FF& E) or moveable property for said Project.

NOW, THEREFORE, in consideration of the various covenants and promises set forth hereinafter and as further outlined above, the parties agree as follows:

I. OBLIGATIONS OF MLS.

- A. MLS shall provide to the City funding, up to but not exceeding, the following amounts:
 - a. \$75,600.00 for Architectural, Engineering, and Consulting services required for the Ralph Ellison Project including site survey, civil engineering, printing, consultants, site visitations and testing costs.
 - b. \$10,000.00 for design work associated with the FF&E to be purchased directly by MLS for the Ralph Ellison Project.
 - c. Should the above amounts need to be increased, the City and MLS, by mutual agreement, shall determine the amount of any additional funds for Architectural, Engineering & Consulting services, to be provided by MLS.
- B. MLS shall provide access to the site during regular working hours. It is not MLS's intention to completely vacate Ralph Ellison Library during construction.
- C. MLS shall provide copies, to the extent available, of all existing documentation related to this project including, but not limited to, drawings, specifications and correspondence.
- D. MLS shall communicate with the Architect/Engineer and/or Contractor only through the City, unless otherwise directed by the City.
- E. MLS shall provide certain FF&E, or movable property to be placed in the Ralph Ellison Library. MLS will retain ownership of all FF&E or movable

property purchased with MLS funds; provided, if the City provides funding for any movable property for the Ralph Ellison Project from City bond funds and/or other City and/or City trust revenues, all such property will remain the exclusive property of the City or City trust, as applicable. All FF&E purchased solely with MLS funds will be procured by MLS.

- F. MLS shall provide recommendations to the City for the scope of the proposed project, various components, phases and timetables.
- G. The parties understand and agree the Ralph Ellison Library and all "fixtures," (as defined in 60 Okla. Stat. § 7), to the library itself and/or to the land upon which the library sits shall be owned exclusively by the City.

II. OBLIGATIONS OF CITY.

- A. The City shall select and the City shall contract with the A&E, in accordance with the "Resolution for the Selection of Architects, Engineers and Planners" and with this agreement. The City shall coordinate with MLS and the City's A&E for design of the project and the City will assume the role of Project Manager for the Ralph Ellison Project. MLS shall be the Department as defined in the Resolution of Architects, Engineers and Planners and shall perform such duties.
- B. The City will submit the list of interested consultants to MLS.
- C. The City shall enter into a contract for A&E services for the Ralph Ellison Project after MLS provides the City with funding as mentioned above.

- D. At the completion of the contract for A&E Services, the City shall return to MLS any unused funding provided by the MLS.
- E. Quarterly, the City shall provide MLS, in a form acceptable to MLS, an accounting of MLS funds expended as per this agreement. The quarterly reports will consist of accounting of MLS funds for the A&E.
- F. The City shall make a good faith effort to copy MLS in a format mutually acceptable to all, on all Project correspondence and Project documentation between; the City and the A&E; the City and the Contractor; and the A&E and the Contractor at no cost to MLS.
- G. The City shall assure MLS is listed as additional insured in all A&E and Contractor Insurance Certificates on all lines of coverage except Worker's Compensation.
- H. The City shall invite MLS to all project and site meeting
- I. The City and MLS shall Review each phase of the Project.
- J. MLS shall have the right to reproduce the project documents
- K. The City shall provide MLS access to the Project, as reasonably requested.

III. WHOLE AGREEMENT.

This written agreement between the City and MLS constitutes the entire understanding between the parties and no other documents or oral discussions modify this written document. Should it be the desire of both parties to amend this agreement, such amendment shall be in writing and must be signed by both parties in order to have legal effect.

IV. VENUE AND APPLICABLE LAW.

The City and MLS hereby agree that any dispute which may arise between or among them out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma City, Oklahoma, in accordance with the laws of Oklahoma. The City and MLS hereby submit to the exclusive personal jurisdiction of the courts of the State of Oklahoma located in Oklahoma City, Oklahoma, with respect to any action or legal proceeding commenced by any party to this Agreement.

The City and MLS further consent to the service of process in any such action of legal proceeding by means of registered or certified mail, return receipt requested, in care the Executive Director of MLS at 300 Park Avenue, Oklahoma City, Oklahoma, 73102 and with the City at City Clerk, City of Oklahoma City, 200 N. Walker, 2nd floor, Oklahoma City, Oklahoma, 73102.

IN WITNESS WHEREOF, the Metropolitan Library System adopts and
approves this Agreement this _____ day of _____, 2006.

Metropolitan Library Commission

Chair

ATTEST:

MLC Secretary

IN WITNESS WHEREOF, The City of Oklahoma City adopts and approves this
Agreement this _____ day of _____, 2005.

The City of Oklahoma City

Mayor

ATTEST:

City Clerk

Reviewed for form and legality this ____ day of _____, 2006.

Assistant Municipal Counselor

Information Technology Report



Prepared by:

Jimmy Welch, Deputy Executive Director/Technology
Anne Fischer, Director of Information Technology

May 1, 2006

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Information Technology Report -- 2006

Once again, the Information Technology (IT) department has had another busy year. Although no libraries moved from one building to another, we've probably moved around more computers than any other year. This is due to receipt of a grant from the Bill & Melinda Gates Foundation that allowed us to replace 63 computers we had received in a 1999 grant, and an upcoming change to the way customers schedule and use public computers.

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

Projects Completed

Completed Installation of Wireless Networking Hardware

The FY05 budget included money to purchase hardware and installation for wireless networking in 12 full-service libraries. Hardware installation was completed last June. The network and software installation was also completed in June.

Informational training sessions were given at all libraries with the new service. The Planning department prepared the training materials and an IT staff member assisted with the training sessions at each library.

Implement Wireless Networking

The library system went live with wireless networking at 12 full-service agencies on August 15, 2005. It has been a highly successful service. As of May 1st, the service has been available for 8 ½ months and we have logged 20,231 sessions with 17,761 hours of connect time.

A byproduct of the wireless networking is that we were also able to provide use of wireless IP phones for the security guards at the Downtown Library. These phones are part of the Voice over IP (VoIP) phone system and operate as any other phone within the Downtown building.

CyberMARS Update Developed and Implemented

This year CyberMARS was given a fresh, new look and several added features. One of the features is that all instructions for the site are now available in Spanish. The databases page has been reworked with a new tabular look to be more user friendly to the customers when they are looking for information by subject or when they know the

title of the database they want to use. The new look minimizes scrolling in the catalog as there is now an action menu that moves as you go down the list so you do not have to scroll to the bottom of the page every time you want to go to the next screen, back to the Index screen, or place a reserve.

Another major change to CyberMARS was the re-development of the Parental Preference Option (PPO). This option still allows a parent to block by category. The number of individual titles that can be blocked has increased from 50 to 500 titles. A new option was added to allow blocking by keyword. The keywords are based on Library of Congress and local subject headings which are used in the library's bibliographic records. If a parent places blocks in any of these three areas, the student will not be allowed to check out any material that matches what the parent has blocked. Parents can also view the profile and print a copy so they know what they have blocked.

New Web Server Implemented

Earlier this year, the library's new web page was introduced. The design was done by the library's webmaster with assistance from other staff. As part of the new web page, a new server was implemented. This server uses the Windows 2003 server operating system and is much faster than the old server running Windows NT. IT provided the search capability for the new website and re-worked the Events Calendar to provide the same theme and coloring as the new website. We worked with both Planning and Marketing to provide the additional features and to transition to the new web page.

Transit Code Developed and Implemented

As a library system, we transport books for customers to their library of choice and also allow them to return material to any library. When items are checked in, they immediately showed to be "On Shelf" even though they may have been returned to a library other than their "home" library. With the new "Transit" code, when an item is checked in at a library other than its home library, the status changes to "Transit." If no one is waiting for the item, it is returned to its home library through the library's delivery system. Once it reaches the owning location, it is cleared again and the status then changes to "On Shelf." With this new designation, staff can tell when an item really should be on the shelf versus having been returned across town. This reduces the number of materials coded missing. It also reduces the size of the SR Search list that is produced each day as items do not go on a library's list until they have returned to the "owning" library.

Computer Room & 3rd floor data closet added to Generator

In December, the electrical circuits for the computer room and the 3rd floor data closet were connected into the building generator. These two rooms house the main computer and communications equipment for the entire library system. Although we have Uninterruptible Power Supply (UPS) equipment in both rooms, they only had limited time before the batteries would go dead during a power outage. In September, we had a five hour power outage with part of the equipment staying up for about 45 minutes and the rest lasting about two hours. At that point, the rest of the library

system was without computer access and only minimal phone service. By connecting these two rooms to the generator, the Downtown Library may not have power but the rest of the system will still have both computer and phone service. Maintenance worked with IT and secured the services of an electrician to make the needed connections and test that everything worked properly.

T-1 data line installed at Jones Library

The Jones Library was the only remaining library still using an ISDN line. This provided very slow Internet access for both the staff person and the customers. In October, a T-1 line was installed from Jones to Choctaw. This allows traffic to be routed from Jones through Choctaw's 100Mb line which provided much faster service for Jones without compromising the speed for users at Choctaw.

Mobile Lab

One of the needs that has been expressed by library staff is the need to have computer training at a library other than Downtown. Driving to the Downtown area, finding and paying for parking can be very time consuming and expensive for a class that may only be a half day class. A major drawback has been that none of the libraries have space or adequate network wiring to set up a permanent training lab. With the addition of wireless networking and the reduction in cost of laptops, having a mobile training lab has become a reality. The laptops, projector, and cart have been purchased and the Planning department will begin scheduling classes at locations other than Downtown once details of transporting the lab have been worked out.

New Technical Processing System Developed and Implemented

A completely new Windows-based system has been developed for the Technical Processing department and was implemented last summer. This system provides better access to purchase orders, warrants, and invoices and allows staff to view items that have previously required running a batch report or calling the Business Office for the information. It will also allow staff to make changes to multiple items at one time that previously required changing each item individually.

Update GIS with 2005 Streets

Our in-house developed software that is used to produce graphical pictures showing where customers live and what libraries they use has been updated with 2005 streets. This will provide more current data since there is always ongoing home construction within Oklahoma County.

Retirement Surveys Developed and Conducted

During the recent transition to the new retirement system, we developed surveys to find out what employees thought about switching to a defined contribution plan and a calculator to assist employees with making the decision to switch to the new plan or

stay with the "defined benefit" plan. This allowed employees to make a better decision on which plan would better meet their needs and their plans for retirement.

Once employees made a decision on which retirement plan they wanted to participate in, records and information for all those switching to the defined compensation plan had to be transitioned from/to Fringe Benefits Design and Mass Mutual, the companies that handle the old and the new plan.

System Reserve Limits Placed

Prior to this year, even though we had a limit on the number of materials a customer could check out, we have never had a limit on the number of reserves a customer could place. The reason for this was that reserves could be a mixture of materials that had a long waiting list, materials that were in, or materials that were on order. With the volume of reserves already very high, it had become a problem at several libraries where they had to have a special shelf or box for customers that had more reserve items than they could check out. Another problem was that a few customers were placing an extremely large number of reserves on materials (one customer placed over 400 reserves on the new DVD collection). Due to these issues, we have had to place a limit on the number of reserves that a customer can place at one time. The computer now enforces a reserve limit of 30 items which is the same as the number of materials they can have checked out.

Records Management Study conducted

We also have participated on a committee that is looking at records management for the library system. The library is trying to determine what records each department has that needs to be retained and where there are duplications in retention. We developed a form for managers to complete that asked questions about the types of records, how many documents there were, who needed to access them, and how often they were accessed. The plans for next year section will include plans for the first phase of the project.

New Scheduling System Developed

Right now we have dedicated Internet computers that can be scheduled in advance for a maximum of one and a half hours, walk-up Internet computers that that can be used for 30 minutes, and multi-use computers that have Office software as well as allowing 30 minutes of Internet access. Having several types of computers is confusing to customers and because of the time limits, many customers try to circumvent the procedures and access the Internet through a "back door" to obtain more time. This has been very problematic for library staff because they have a manual sign-up process for the multi-use computers and many times customers try to stay on longer than their allotted time even if another customer is waiting.

Based on these issues, we are going to move to a new automated sign-up process for the use of computers. All computers will be set up exactly the same. They will all have Internet access as well as the Microsoft Office suite and Encarta software. Sign-up will be on a first-come, first-serve basis. The customer will enter their library card

number at a sign-up station and if a computer is available, they will immediately be assigned a computer. If no computer is available, they will be placed on a waiting list in the order they signed up. Monitors have been mounted at every library that will show the list and will let them know when a computer becomes available.

Their initial session on any day will give the customer 60 minutes of computer time. At the end of the 60 minutes, if no one is waiting to use a computer, it will ask if they want to extend their time by 30 minutes. As long as no one is waiting, they can continue to extend their time throughout the day. This will allow for better management of the computers as well as allowing customers to use the computers longer when available without ending their sessions based on arbitrary time limits. If someone is waiting when their time is up, it will give them a five minute warning, then log them off at the end of their time. They can then sign up again and get in the queue for additional computer time. However, after the initial 60 minutes, time will only be given in increments of 30 minutes to make sure that all customers have a chance to use a computer when needed. This also will allow the computers to stay in use rather than setting idle because of time limits currently used.

Oklahoma Folklore Database

Last year the Downtown Library received a grant from the Inasmuch Foundation to digitize a collection called the Oklahoma Folklore collection and to make it more accessible to the general public. This collection was originally compiled in the late 1940s and early 1950s to collect and preserve the stories, memories, and songs that make up Oklahoma's rich folk tradition. There are both printed and audio items in this collection that include Cowboy Expressions and Tales, Oil Field Folklore, Indian Subjects, Folk Songs, Superstitions, Ghost Stories, Treasure Tales, and various other topics. IT has assisted the Downtown staff by developing an administrative module for setting up the database and web presentation software that will put it in a format that will be accessible to anyone visiting the MLS website. Once all items have been digitized and entered into the administrative module, a link to the site will be placed on our website.

Raiser's Edge Software Upgraded

The Raiser's Edge is software used by the Development Office to manager donations to the Endowment and the library, track Friends' memberships and booksale volunteers, and to manage volunteers for the library. This software is a commercially purchased package. The latest version of the software required Windows XP on the client (staff) computers and at least Windows 2000 on the server. A Windows2003 server had been purchased and installed at the time of our last report. In May, we upgraded the software to the new version. The new version provides additional functionality and Development staff have also attended training to learn more features of the new software.

Upgrade to Windows XP

By the end of this fiscal year, all staff and public computers will have been migrated to Windows XP. Much of this was done through the technology replacement cycle.

However, earlier this year, in preparation for the new CyberMARS, all dedicated CyberMARS units were upgraded to Windows XP. The only NT machines remaining are servers and those should be phased out within the next year.

NonStop Operating System Upgraded

In 2003, a new NonStop system was purchased and the upgrade to the new system took place in October. Periodically, upgrades to the operating system are released that provide additional features, bug fixes, and enhancements to the operation of the system. We do not perform upgrades with each new release but as time goes on, upgrades must be done to continue support of the system. We upgraded from a G06.20 operating system to a G06.28 release. We also installed a new version of Remote Server Call (RSC) which allows PC software developed in-house to talk to the NonStop system and retrieve data from the databases housed on the NonStop system. This version of RSC will also allow us to use later Microsoft tools for software development.

E-Rate

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

For the first time since the E-rate process started, we have received our funding commitment for the 2006-07 year before the beginning of the funding year. We will be receiving a 76% discount which will amount to approximately \$213,000.

Update on Voice over IP (VoIP) phone system

The Cisco VoIP phone system has been in use at 10 buildings for over a year. We still have two buildings to be added. These are the Capitol Hill and Ralph Ellison libraries. Due to the capital improvement projects and the addition of a service center, they have been put on hold until Ralph Ellison is remodeled and a decision is made on how the Capitol Hill library is going to be re-done after the Cataloging and Technical Processing departments move to the Service Center.

For the most part, the system has performed very well. We have had a few glitches when the Downtown building lost power or when a library's data circuit went down but most of those problems have been resolved. Much of the reason for these problems was that each library was cut over to the new phones in a live environment,

i.e., they remained open the entire time and we just moved from the old phone to the new phones with a less than five minute downtime. However, this gave us no chance for testing fallback in case their data circuit went down.

The other responsibility with a phone system that is managed in-house is keeping up with patches and updates. Since the system was brought online, we have done one major upgrade and a second minor upgrade that corrected a security risk that had been discovered. These upgrades take quite a bit of time as the upgrade has to be performed on both Call Manager servers and each machine has to be re-booted multiple times. We usually try to perform these outside of normal library hours in case there are unexpected complications as we do not ever want the libraries to be without phone service.

E-Notify Update

We now have 30,154 customers signed up for the library's E-notify service. This service sends customers an e-mail when a reserve is ready for pickup or an overdue notice when their materials are overdue. With e-notify, an e-mail is sent for each item as it becomes available for pickup. E-mail notifications have been sent out for 473,760 titles. We have sent 1,885 regret notifications that the material is no longer available and roughly 30,000 overdue notices. We cannot make a one for one comparison because the paper reserve notices can contain up to five reserves on one notice. However, if we divide the number of reserve notices sent by five then add that to the 30,000 overdue notices and multiply it by our postage automation rate, the library has saved approximately \$38,000 with the e-notify service in the past year.

HIPAA Computer Security Compliance

Since the Metropolitan Library System provides health insurance through a self-insured plan, we must meet a higher level of regulations regarding security of protected health information (phi). We have worked extensively with Kelley Hoffman from Human Resources to ensure that we are meeting federal regulations with regards to PHI. Our role is to ensure that all electronic data is secure both on the NonStop system and microcomputers that contain PHI files. We have implemented password policies and assisted with other security policies such as encryption of files and assurance that all electronic data is protected from access or tampering by unauthorized parties.

Additional Services provided by MLS Information Technology Department

Our help desk has logged and our technicians have handled 1,011 service calls over the past year. This does not include calls that can be resolved immediately over the phone. We have chosen to only log calls that require support and/or a visit by a technician to resolve the issue.

Many other software changes have been implemented. These items include changes recommended by the Tech Support group, adding in-library and remote access to new subscription databases, switching to SQL2005 so that a new server could be implemented, and various other minor changes.

Plans for the Coming Year

There is potential for IT to be involved in both the remodel at Ralph Ellison and the construction/move to the Service Center during the coming year although at this time, it is not known if these projects will actually be underway during the coming year. The list below includes projects that we plan to complete during the coming fiscal year as well as others that will be worked on as time allows.

New Computer Scheduling System to be Implemented

Beginning June 26, a new scheduling system for the public computers will be implemented. This system will standardize the signup for computers at all libraries. Between now and June 26, the IT staff will complete the re-imaging of all public computers in preparation for the new signup process. We will also be installing the signup computers and completing the work for the display monitors. We will be working with the Planning department to prepare training for the staff so they will be able to assist customers when the new system is implemented. We know there will be an adjustment period for both customers and staff, but believe the new system will be better in the long term.

Possibly Re-Do Wiring at Two Remaining Libraries plus Service Center

We are again including this project in this year's plan of work although we still do not know if they will begin this year or be far enough along for us to be able to have the wiring re-done during this year. The pending capital remodeling projects and the pending move of Cataloging and Technical Processing from the Capitol Hill building both affect the completion of these projects. In addition, when the Service Center is constructed, the Cox data circuit will need to be moved from the current site on NE 3rd to the new location and data/phone wiring will need to be pulled within the new building for all the departments that are moving.

Implementation of System Reserve Labels

Last year, a task force studied the System Reserve process to look for ways the process could be streamlined and made more efficient. One of their recommendations was to switch from the slips that are printed and put in books to labels that are to be placed on the outside of library materials. They felt that putting labels on the material would save time from the process of putting the slip in the book and then needing to rubberband the book to keep the slip from falling out.

One of the challenges to implementing this recommendation was to find a label that had an adhesive strong enough that it would stay on the book but light enough that it would not damage the book when it was removed. We also had to make sure that it was still removable after it had been on the item for several weeks as customers can renew books and if they do not remove the label, it could be up to six weeks before the material was returned. Staff would then need to be able to remove it without it

damaging the material. After contacting several vendors and testing many samples, we have located a label with an adhesive that will keep the label on the item without falling off but light enough that it can be easily removed. Money is budgeted in the FY07 budget to purchase labels and printers that are capable of printing labels one at a time for this new process.

Complete Migration of Remaining NT Servers to Windows 2003 Servers

We have migrated additional servers from the NT operating system to the Windows 2003 operating system. However, we did not fully complete the project as we ran into some roadblocks with moving some of the applications. We do plan to complete this project in the coming year.

Implement Phase I of Records Management System

After looking at what records are retained throughout the library system, it has been determined that we need to look towards the development of a records management system. The first phase of this project will include creating a database that contains what types of records the library retains, what office retains them, how long they are retained, and who can or does access them. Once all of this information is in, we will begin looking at what would be involved in digitizing the information and what parts of the information need to be digitized versus those that can remain in paper format. This will be an ongoing project and will need to be looked at each year to determine progress and what needs to be done to move forward with the project.

Evaluating Vista Operating System

Microsoft will be releasing a new operating system called Vista that will be the eventual replacement for Windows XP. When it is released, we will be purchasing test units so that we can begin evaluating the new operating system with our existing applications and determine what changes may need to be made to our software and what training may be needed by staff as all indications are that the interface will be quite different from Windows XP.

Other Projects

In addition to the projects listed above, we will upgrading computers and replacing the receipt printers that are used at the circulation desks. These printers are more than seven years old and have extremely high use since they print receipts for every checkout, fine payment, and reserve transaction that takes place at the circulation desks. We have an inventory of over 700 devices including computers and printers and needing to replace too many in one year could have a very detrimental effect on the budget and IT staff.

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

Future Plans

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

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

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

Information Technology System Description

Summary Description of Information Technology System

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

Four additional servers are Windows NT servers that provide Web Page services for the library, CyberMARS, a Z39.50 gateway through the Library of Congress, an internal meeting calendar, and two proxy servers used for internal IP addressing. These servers are also the primary and backup domain controllers that manage security services for the library's NT network and provide internal Domain Name Services. We also have one Windows 2000 server and 10 Windows 2003 servers that provide access to the staff catalog, CyberMars, backup files for disaster recovery, support the Raisers' Edge software used by Development and the Friends, manage the anti-virus software, house the Oklahoma Images and Oklahoma Folklore databases, and house the meeting room booking database. Two additional servers run the Linux operating system and provide the Bess filtering service for the libraries' computers. Five additional servers are specialty servers for operating the VoIP phone system and managing the wireless network.

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

Software Description

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

Circulation

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

Cash Handling

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

System Reserves

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

MLS Web-based Software

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

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

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

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

Internet Access

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

Materials Inventory Control

- ⇒ Assist agencies in collection management through various reports
- ⇒ Provide agencies with item inquiry
- ⇒ Provide agencies with internal agency collection control for:
 - Materials Location (within agency)
 - Coding Materials for rebind, mending, withdrawal, etc.
 - Temporary loans of materials to other agencies

Materials Selection/Acquisition

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

Cataloging

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

Technical Processing

- ⇒ Automated receiving records of on order materials
- ⇒ Acknowledgment of receipt triggers automatic payment by the Business Office without further data entry
- ⇒ Access to Accounts Payable and warrant information online

Serials Control

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

Financial Management

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

Payroll/Personnel

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

Reports

- ⇒ Collection Analysis
- ⇒ Library usage by time period Report
- ⇒ Circulation Gains/Losses Report
- ⇒ Patron Registration Report
- ⇒ Patron Registration matched to U.S. Census Geographic base file
- ⇒ Collection Shelf Management Reports
- ⇒ System Reserves Analysis Report
- ⇒ Billing Analysis Report
- ⇒ Internet Usage reports
- ⇒ GIS/GPS Information System

Windows Server Software/Utilities

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

Other

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

Third Party Software

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

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

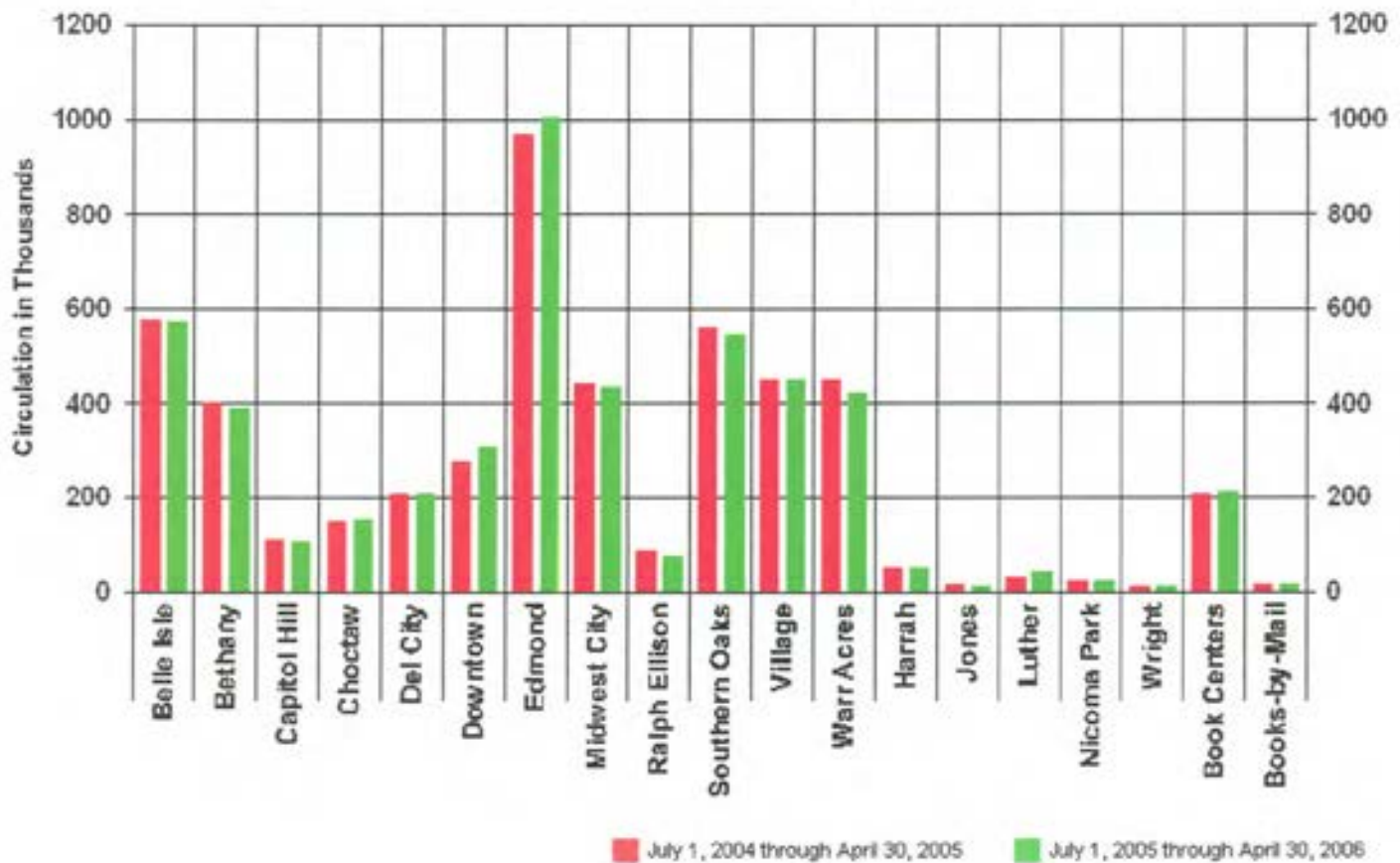
MLS Philosophy re: Software Development

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

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

Circulation Gains and Losses

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)



Circulation Gains and Losses

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

APRIL 30, 2006		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
BELLE ISLE	05	43447	442979	12974	133496	56421	576475	
	06	41977	436507	12778	136963	54755	573470	
		-1470	-6472	-196	3467	-1666	-3005	-.5
BETHANY	05	28698	283812	11385	119037	40083	402849	
	06	26237	274547	11443	115850	37680	390397	
		-2461	-9265	58	-3187	-2403	-12452	-3.1
CAPITOL HILL	05	7281	78522	2528	28507	9809	107029	
	06	6621	72474	3194	31091	9815	103565	
		-660	-6048	666	2584	6	-3464	-3.2
CHOCTAW	05	8916	93053	4618	53536	13534	146589	
	06	9161	96971	5065	56376	14226	153347	
		245	3918	447	2840	692	6758	4.6
DEL CITY	05	17978	152011	5525	57301	23503	209312	
	06	14152	148051	5502	59585	19654	207636	
		-3826	-3960	-23	2284	-3849	-1676	-.8
DOWNTOWN	05	22726	209966	6688	64638	29414	274604	
	06	22307	233215	6140	72583	28447	305798	
		-419	23249	-548	7945	-967	31194	11.4
EDMOND	05	57070	570376	36087	398396	93157	968772	
	06	58536	595991	38594	405113	97130	1001104	
		1466	25615	2507	6717	3973	32332	3.3
MIDWEST CITY	05	31928	324578	10000	114861	41928	439439	
	06	30232	313950	10781	118362	41013	432312	
		-1696	-10628	781	3501	-915	-7127	-1.6
RALPH ELLISON	05	5885	64572	1929	19122	7814	83694	
	06	5090	56167	1507	16316	6597	72483	
		-795	-8405	-422	-2806	-1217	-11211	-13.4
SOUTHERN OAKS	05	40309	420669	13816	140694	54125	561363	
	06	39449	401256	13847	144358	53296	545614	
		-860	-19413	31	3664	-829	-15749	-2.8
VILLAGE	05	27479	314123	10893	136373	38372	450496	
	06	29463	310519	13192	139714	42655	450233	
		1984	-3604	2299	3341	4283	-263	-.1
WARR ACRES	05	29966	306483	13835	143048	43801	449531	
	06	27522	290840	11730	131105	39252	421945	
		-2444	-15643	-2105	-11943	-4549	-27586	-6.1

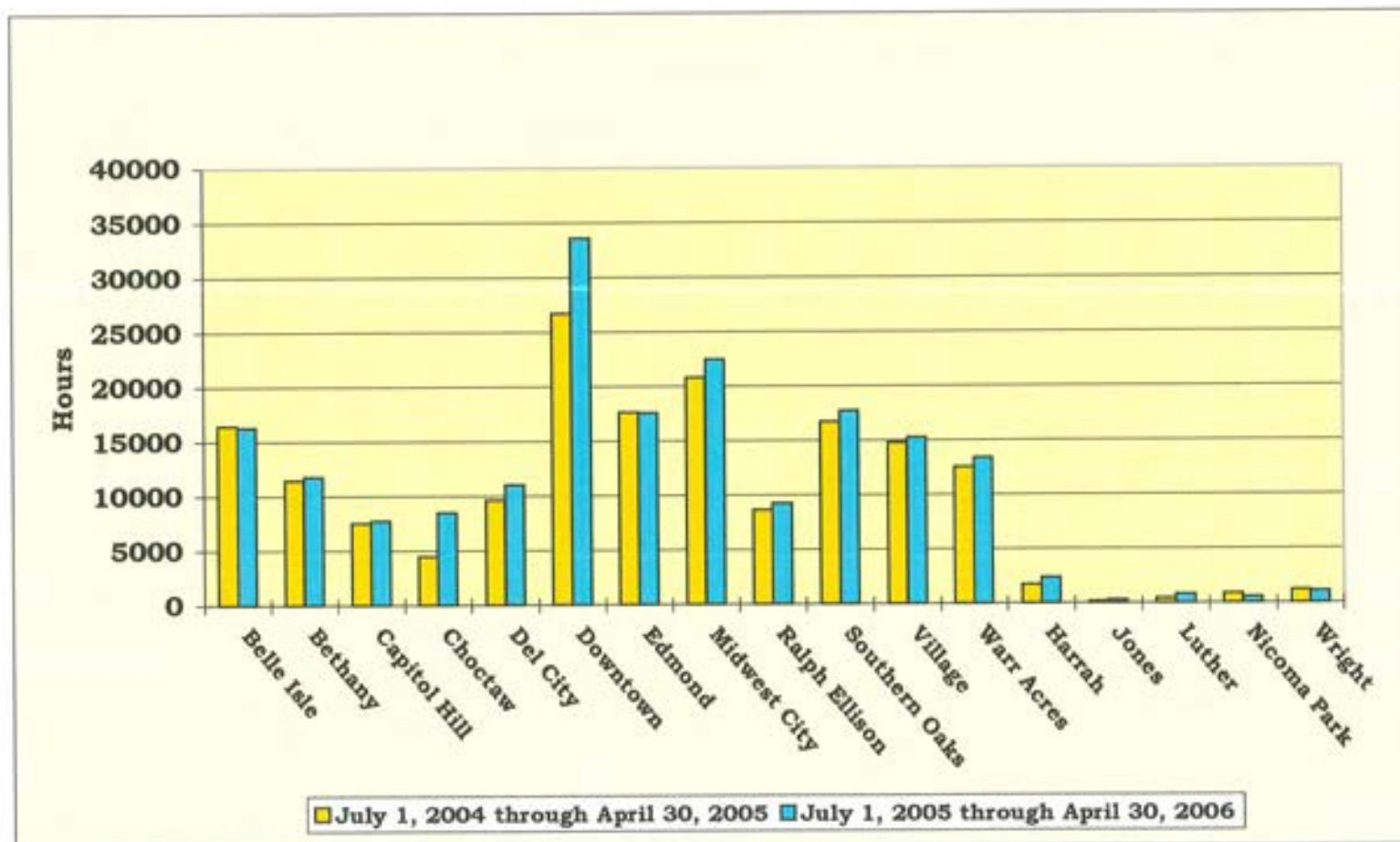
Circulation Gains and Losses

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

APRIL 30, 2006		<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>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	05	3061	35095	1325	13740	4386	48835	
	06	3146	33974	1250	14053	4396	48027	
		85	-1121	-75	313	10	-808	-1.7
JONES	05	1199	10739	207	2699	1406	13438	
	06	1119	9509	282	2274	1401	11783	
		-80	-1230	75	-425	-5	-1655	-12.3
LUTHER	05	2260	22812	506	7538	2766	30350	
	06	2633	29379	637	10472	3270	39851	
		373	6567	131	2934	504	9501	31.3
NICOMA PARK	05	1840	18659	483	4724	2323	23383	
	06	1689	17892	305	4501	1994	22393	
		-151	-767	-178	-223	-329	-990	-4.2
WRIGHT	05	777	9126	86	1726	863	10852	
	06	608	7626	148	1731	756	9357	
		-169	-1500	62	5	-107	-1495	-13.8
<u>OTHER:</u>								
BOOK CENTERS	05	9326	91660	11508	114893	20834	206553	
	06	9358	94128	11642	116691	21000	210819	
		32	2468	134	1798	166	4266	2.1
BOOKS-BY-MAIL	05	1454	15665	0	0	1454	15665	
	06	1549	15337	0	0	1549	15337	
		95	-328	0	0	95	-328	-2.1
TOTALS	05	341600	3464900	144393	1554329	485993	5019229	
	06	330849	3438333	148037	1577138	478886	5015471	
		-10751	-26567	3644	22809	-7107	-3758	-.1

Total Internet Hours Used by Library

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)



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Total Internet Usage

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	279		4,569		1,700.18		4,154		45,016		16,447.54	
	06	259		4,057		1,593.64		4,411		43,110		16,301.36	
		-20	-7.2	-512	-11.2	-106.54	-6.3	257	6.2	-1,906	-4.2	-146.18	-9
BETHANY	05	186		2,807		1,166.99		2,533		27,236		11,461.24	
	06	174		2,918		1,225.82		2,810		28,330		11,770.04	
		-12	-6.5	111	4.0	58.83	5.0	277	10.9	1,094	4.0	308.80	2.7
CAPITOL HILL	05	146		2,176		822.05		2,084		19,745		7,549.42	
	06	142		2,038		763.81		2,290		20,273		7,777.26	
		-4	-2.7	-138	-6.3	-58.24	-7.1	206	9.9	528	2.7	227.84	3.0
CHOCTAW	05	77		1,673		615.15		1,105		12,172		4,481.66	
	06	87		2,211		909.59		1,467		20,708		8,526.79	
		10	13.0	538	32.2	294.44	47.9	362	32.8	8,536	70.1	4,045.13	90.3
DEL CITY	05	142		2,636		1,034.62		2,232		24,022		9,633.97	
	06	119		2,734		1,081.96		2,498		27,521		11,010.90	
		-23	-16.2	98	3.7	47.34	4.6	266	11.9	3,499	14.6	1,376.93	14.3
DOWNTOWN	05	329		7,562		3,091.73		4,266		68,545		26,741.14	
	06	287		7,027		3,057.25		5,453		78,645		33,589.29	
		-42	-12.8	-535	-7.1	-34.48	-1.1	1,187	27.8	10,100	14.7	6,848.15	25.6
EDMOND	05	244		4,789		1,720.69		4,499		50,122		17,658.38	
	06	300		5,052		1,858.62		5,014		49,465		17,575.28	
		56	23.0	263	5.5	137.93	8.0	515	11.4	-657	-1.3	-83.10	-5
MIDWEST CITY	05	337		5,784		2,151.73		5,114		55,632		20,809.62	
	06	353		6,573		2,378.01		5,946		61,442		22,458.26	
		16	4.7	789	13.6	226.28	10.5	832	16.3	5,810	10.4	1,648.64	7.9
RALPH ELLISON	05	143		2,517		852.10		2,523		24,975		8,672.85	
	06	189		2,507		836.56		2,684		26,710		9,285.47	
		46	32.2	-10	-4	-15.54	-1.8	161	6.4	1,735	6.9	612.62	7.1

Total Internet Usage

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	319		4,371		1,706.15		4,952		42,883		16,740.63	
	06	429		5,142		1,985.50		5,379		45,016		17,769.59	
		110	34.5	771	17.6	279.35	16.4	427	8.6	2,133	5.0	1,028.96	6.1
VILLAGE	05	199		3,417		1,242.75		4,153		40,931		14,777.97	
	06	241		3,664		1,404.98		4,526		41,188		15,304.79	
		42	21.1	247	7.2	162.23	13.1	373	9.0	257	.6	526.82	3.6
WARR ACRES	05	207		3,699		1,329.19		3,342		34,662		12,517.64	
	06	266		3,681		1,382.07		3,588		35,924		13,402.44	
		59	28.5	-18	-5	52.88	4.0	246	7.4	1,262	3.6	884.80	7.1
HARRAH	05	31		411		182.24		392		3,904		1,719.06	
	06	29		416		259.37		403		4,263		2,377.03	
		-2	-6.5	5	1.2	77.13	42.3	11	2.8	359	9.2	657.97	38.3
JONES	05	5		45		26.87		49		393		199.82	
	06	6		92		30.04		62		576		277.38	
		1	20.0	47	104.4	3.17	11.8	13	26.5	183	46.6	77.56	38.8
LUTHER	05	7		105		35.54		138		1,219		435.64	
	06	12		209		86.59		189		1,939		810.78	
		5	71.4	104	99.0	51.05	143.6	51	37.0	720	59.1	375.14	86.1
NICOMA PARK	05	4		127		86.21		99		1,448		867.41	
	06	4		119		58.44		113		1,121		543.10	
			.0	-8	-6.3	-27.77	-32.2	14	14.1	-327	-22.6	-324.31	-37.4
WRIGHT	05	3		302		116.24		113		3,142		1,223.91	
	06	3		243		99.38		131		2,694		1,085.93	
			.0	-59	-19.5	-16.86	-14.5	18	15.9	-448	-14.3	-137.98	-11.3
TOTAL	05	2,658		46,990		17,880.43		41,748		456,047		171,937.90	
	06	2,900		48,683		19,011.63		46,964		488,925		189,865.69	
		242	9.1	1,693	3.6	1,131.20	6.3	5,216	12.5	32,878	7.2	17,927.79	10.4

Internet Usage by Adult Customers

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	226		3,793		1,410.27		3,456		37,202		13,729.93	
	06	232		3,473		1,351.81		3,708		36,574		14,021.87	
		6	2.7	-320	-8.4	-58.46	-4.1	252	7.3	-628	-1.7	291.94	2.1
BETHANY	05	145		2,487		1,078.77		2,151		24,512		10,646.15	
	06	147		2,421		1,059.94		2,314		23,783		10,296.19	
		2	1.4	-66	-2.7	-18.83	-1.7	163	7.6	-729	-3.0	-349.96	-3.3
CAPITOL HILL	05	85		1,313		513.08		1,337		13,345		5,490.53	
	06	86		1,167		485.68		1,401		12,528		5,175.21	
		1	1.2	-146	-11.1	-27.40	-5.3	64	4.8	-817	-6.1	-315.32	-5.7
CHOCTAW	05	50		1,059		410.13		804		8,472		3,338.49	
	06	69		1,277		523.00		1,043		12,373		5,236.54	
		19	38.0	218	20.6	112.87	27.5	239	29.7	3,901	46.0	1,898.05	56.9
DEL CITY	05	116		2,088		812.23		1,772		20,101		8,324.46	
	06	96		2,209		890.88		1,985		22,832		9,399.02	
		-20	-17.2	121	5.8	78.65	9.7	213	12.0	2,731	13.6	1,074.56	12.9
DOWNTOWN	05	288		6,767		2,850.42		3,644		60,582		24,297.60	
	06	253		6,424		2,855.81		4,584		70,117		30,812.33	
		-35	-12.2	-343	-5.1	5.39	.2	940	25.8	9,535	15.7	6,514.73	26.8
EDMOND	05	207		4,197		1,535.87		3,725		43,310		15,595.15	
	06	247		4,113		1,524.76		4,177		42,362		15,251.50	
		40	19.3	-84	-2.0	-11.11	-7	452	12.1	-948	-2.2	-343.65	-2.2
MIDWEST CITY	05	258		4,749		1,793.23		4,126		47,118		17,962.50	
	06	288		4,937		1,832.38		4,598		46,965		17,787.75	
		30	11.6	188	4.0	39.15	2.2	472	11.4	-153	-.3	-174.75	-1.0
RALPH ELLISON	05	99		1,913		663.83		1,872		18,313		6,561.07	
	06	151		1,932		681.21		2,029		19,774		7,176.99	
		52	52.5	19	1.0	17.38	2.6	157	8.4	1,461	8.0	615.92	9.4

Internet Usage by Adult Customers

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	263		3,403		1,373.48		3,890		33,572		13,700.24	
	06	356		3,876		1,553.28		4,239		33,939		13,971.34	
		93	35.4	473	13.9	179.80	13.1	349	9.0	367	1.1	271.10	2.0
VILLAGE	05	157		2,798		1,025.98		3,369		34,789		12,953.14	
	06	200		3,070		1,202.50		3,661		33,489		12,653.65	
		43	27.4	272	9.7	176.52	17.2	292	8.7	-1,300	-3.7	-299.49	-2.3
WARR ACRES	05	161		3,100		1,144.03		2,781		30,239		11,261.82	
	06	228		3,204		1,214.20		3,026		29,818		11,449.40	
		67	41.6	104	3.4	70.17	6.1	245	8.8	-421	-1.4	187.58	1.7
HARRAH	05	20		326		154.55		294		2,971		1,390.97	
	06	23		296		165.23		288		3,278		1,767.59	
		3	15.0	-30	-9.2	10.68	6.9	-6	-2.0	307	10.3	376.62	27.1
JONES	05	1		35		21.00		26		238		133.19	
	06	4		49		17.60		38		379		181.90	
		3	300.0	14	40.0	-3.40	-16.2	12	46.2	141	59.2	48.71	36.6
LUTHER	05	5		80		30.69		73		803		307.70	
	06	11		159		68.22		117		1,216		568.22	
		6	120.0	79	98.8	37.53	122.3	44	60.3	413	51.4	260.52	84.7
NICOMA PARK	05	3		83		54.98		65		974		636.29	
	06	3		88		43.64		77		741		359.07	
			.0	5	6.0	-11.34	-20.6	12	18.5	-233	-23.9	-277.22	-43.6
WRIGHT	05	3		231		86.29		88		2,566		985.63	
	06	3		184		74.77		87		2,152		865.48	
			.0	-47	-20.3	-11.52	-13.4	-1	-1.1	-414	-16.1	-120.15	-12.2
TOTAL	05	2,087		38,422		14,958.83		33,473		379,107		147,314.86	
	06	2,397		38,879		15,544.91		37,372		392,320		156,974.05	
		310	14.9	457	1.2	586.08	3.9	3,899	11.6	13,213	3.5	9,659.19	6.6

Internet Usage by Minor Customers

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	53		776		289.91		698		7,814		2,717.61	
	06	27		584		241.83		703		6,536		2,279.49	
		-26	-49.1	-192	-24.7	-48.08	-16.6	5	.7	-1,278	-16.4	-438.12	-16.1
BETHANY	05	41		320		88.22		382		2,724		815.09	
	06	27		497		165.88		496		4,547		1,473.85	
		-14	-34.1	177	55.3	77.66	88.0	114	29.8	1,823	66.9	658.76	80.8
CAPITOL HILL	05	61		863		308.97		747		6,400		2,058.89	
	06	56		871		278.13		889		7,745		2,602.05	
		-5	-8.2	8	.9	-30.84	-10.0	142	19.0	1,345	21.0	543.16	26.4
CHOCTAW	05	27		614		205.02		301		3,700		1,143.17	
	06	18		934		386.59		424		8,335		3,290.25	
		-9	-33.3	320	52.1	181.57	88.6	123	40.9	4,635	125.3	2,147.08	187.8
DEL CITY	05	26		548		222.39		460		3,921		1,309.51	
	06	23		525		191.08		513		4,689		1,611.88	
		-3	-11.5	-23	-4.2	-31.31	-14.1	53	11.5	768	19.6	302.37	23.1
DOWNTOWN	05	41		795		241.31		622		7,963		2,443.54	
	06	34		603		201.44		869		8,528		2,776.96	
		-7	-17.1	-192	-24.2	-39.87	-16.5	247	39.7	565	7.1	333.42	13.6
EDMOND	05	37		592		184.82		774		6,812		2,063.23	
	06	53		939		333.86		837		7,103		2,323.78	
		16	43.2	347	58.6	149.04	80.6	63	8.1	291	4.3	260.55	12.6
MIDWEST CITY	05	79		1,035		358.50		988		8,514		2,847.12	
	06	65		1,636		545.63		1,348		14,477		4,670.51	
		-14	-17.7	601	58.1	187.13	52.2	360	36.4	5,963	70.0	1,823.39	64.0
RALPH ELLISON	05	44		604		188.27		651		6,662		2,111.78	
	06	38		575		155.35		655		6,936		2,108.48	
		-6	-13.6	-29	-4.8	-32.92	-17.5	4	.6	274	4.1	-3.30	-.2

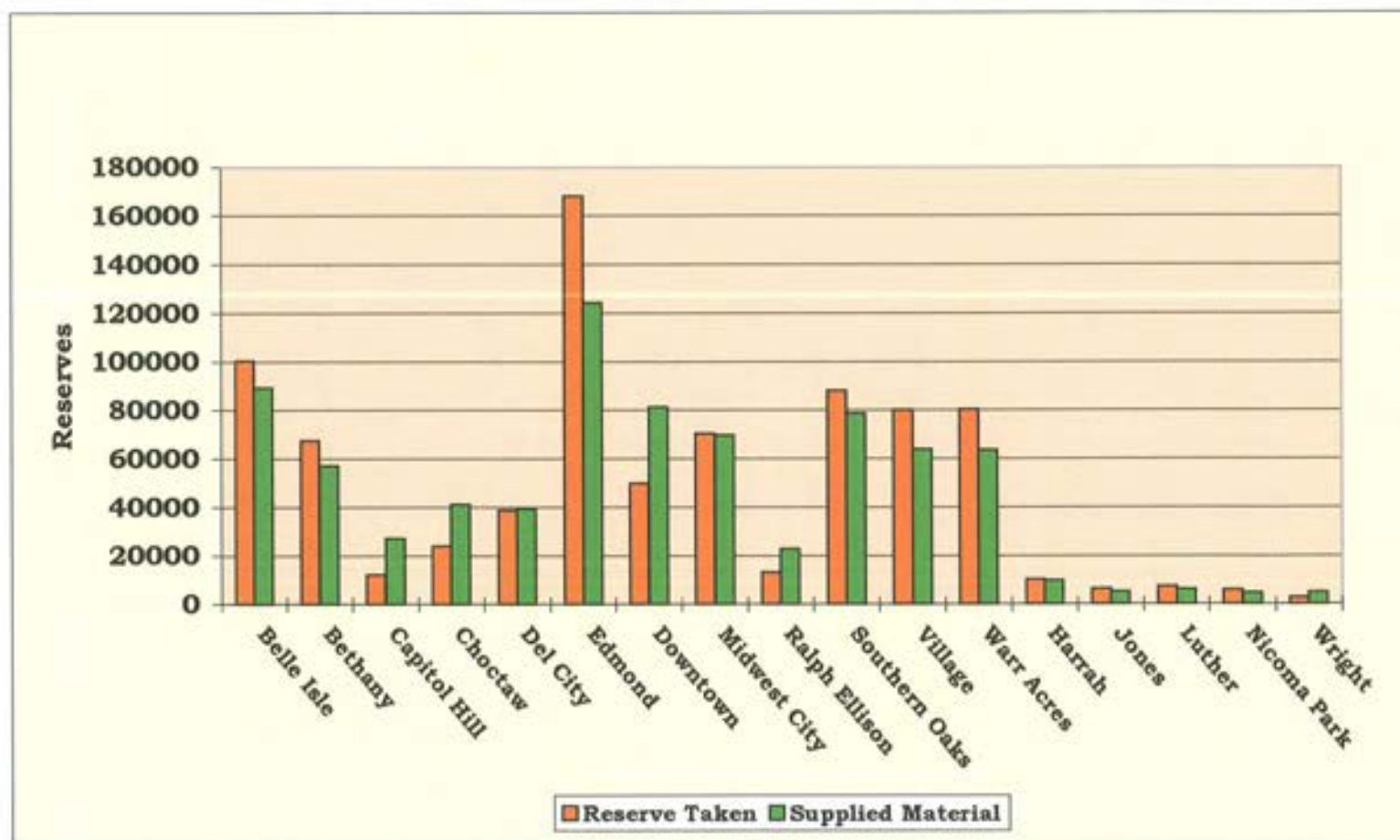
Internet Usage by Minor Customers

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	56		968		332.67		1,062		9,311		3,040.39	
	06	73		1,266		432.22		1,140		11,077		3,798.25	
		17	30.4	298	30.8	99.55	29.9	78	7.3	1,766	19.0	757.86	24.9
VILLAGE	05	42		619		216.77		784		6,142		1,824.83	
	06	41		594		202.48		865		7,699		2,651.14	
		-1	-2.4	-25	-4.0	-14.29	-6.6	81	10.3	1,557	25.4	826.31	45.3
WARR ACRES	05	46		599		185.16		561		4,423		1,255.82	
	06	38		477		167.87		562		6,106		1,953.04	
		-8	-17.4	-122	-20.4	-17.29	-9.3	1	.2	1,683	38.1	697.22	55.5
HARRAH	05	11		85		27.69		98		933		328.09	
	06	6		120		94.14		115		985		609.44	
		-5	-45.5	35	41.2	66.45	240.0	17	17.3	52	5.6	281.35	85.8
JONES	05	4		10		5.87		23		155		66.63	
	06	2		43		12.44		24		197		95.48	
		-2	-50.0	33	330.0	6.57	111.9	1	4.3	42	27.1	28.85	43.3
LUTHER	05	2		25		4.85		65		416		127.94	
	06	1		50		18.37		72		723		242.56	
		-1	-50.0	25	100.0	13.52	278.8	7	10.8	307	73.8	114.62	89.6
NICOMA PARK	05	1		44		31.23		34		474		231.12	
	06	1		31		14.80		36		380		184.03	
			.0	-13	-29.5	-16.43	-52.6	2	5.9	-94	-19.8	-47.09	-20.4
WRIGHT	05			71		29.95		25		576		238.28	
	06			59		24.61		44		542		220.45	
				-12	-16.9	-5.34	-17.8	19	76.0	-34	-5.9	-17.83	-7.5
TOTAL	05	571		8,568		2,921.60		8,275		76,940		24,623.04	
	06	503		9,804		3,466.72		9,592		96,605		32,891.64	
		-68	-11.9	1,236	14.4	545.12	18.7	1,317	15.9	19,665	25.6	8,268.60	33.6

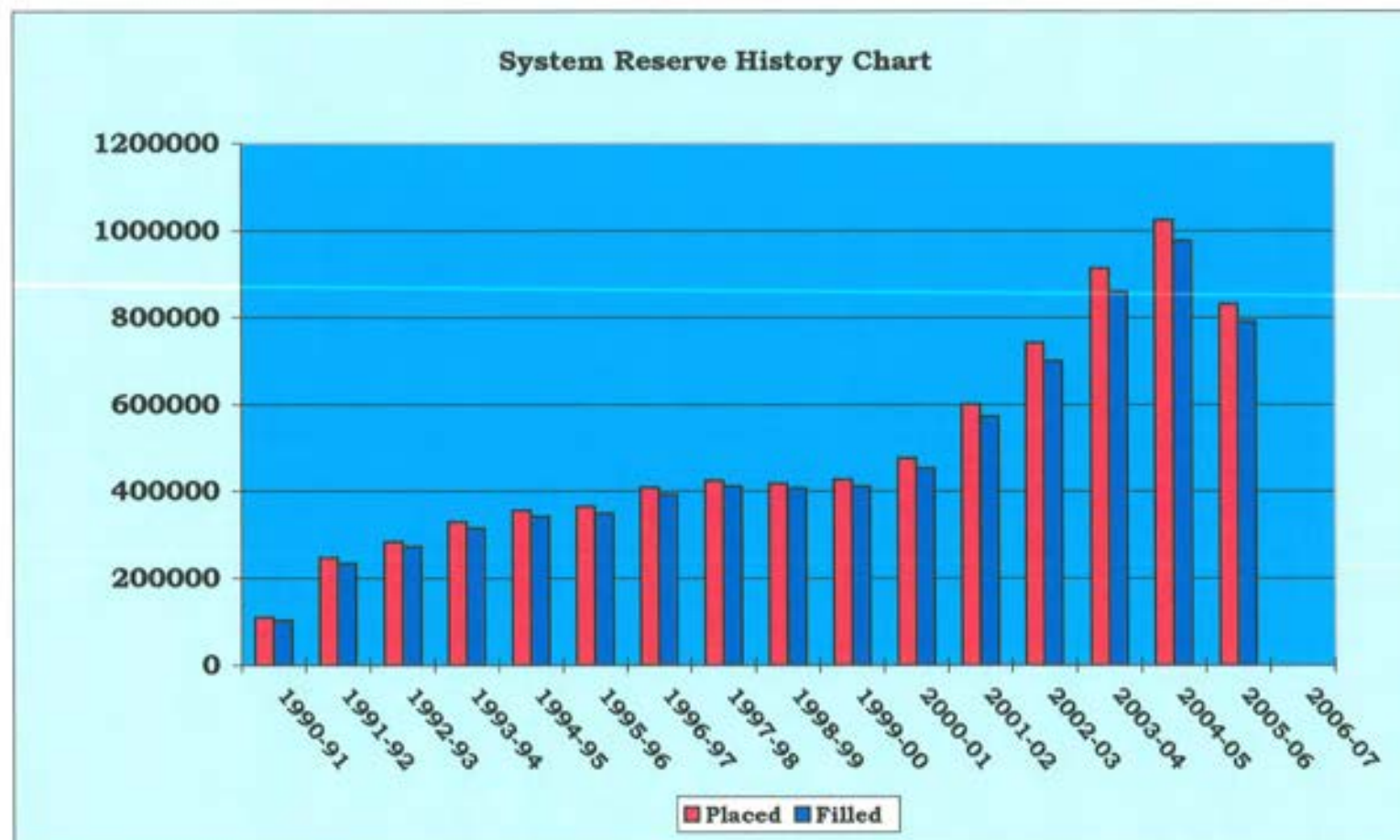
System Reserve Report

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)



System Reserve Report

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)



System Reserves Report

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	05	10,133	104,529		9,720	100,315	
	06	9,671	100,288		9,309	95,150	
		-462	-4,241	-4.1	-411	-5,165	-5.1
BETHANY	05	7,843	76,322		7,388	73,001	
	06	5,860	67,452		5,728	64,260	
		-1,983	-8,870	-11.6	-1,660	-8,741	-12.0
CAPITOL HILL	05	1,577	15,742		1,449	14,992	
	06	1,238	12,114		1,189	11,574	
		-339	-3,628	-23.0	-260	-3,418	-22.8
CHOCTAW	05	2,267	26,387		2,114	25,104	
	06	2,060	23,918		1,967	22,867	
		-207	-2,469	-9.4	-147	-2,237	-8.9
DEL CITY	05	3,968	37,849		3,660	36,300	
	06	3,699	38,801		3,399	36,857	
		-269	952	2.5	-261	557	1.5
EDMOND	05	15,067	162,406		14,928	156,391	
	06	15,276	168,025		14,232	160,875	
		209	5,619	3.5	-696	4,484	2.9
DOWNTOWN	05	4,759	43,540		4,583	40,392	
	06	4,733	49,983		4,598	46,690	
		-26	6,443	14.8	15	6,298	15.6
MIDWEST CITY	05	7,234	74,035		6,493	70,533	
	06	6,330	70,440		5,897	66,781	
		-904	-3,595	-4.9	-596	-3,752	-5.3
RALPH ELLISON	05	1,150	13,634		1,132	13,189	
	06	1,161	13,073		1,134	12,536	
		11	-561	-4.1	2	-653	-5.0
SOUTHERN OAKS	05	8,860	93,233		8,363	88,778	
	06	8,236	88,209		7,599	83,481	
		-624	-5,024	-5.4	-764	-5,297	-6.0
VILLAGE	05	7,028	81,790		6,544	78,100	
	06	7,189	80,176		6,861	75,890	
		161	-1,614	-2.0	317	-2,210	-2.8
WARR ACRES	05	8,573	82,827		8,105	79,527	
	06	6,438	80,468		6,556	77,171	
		-2,135	-2,359	-2.8	-1,549	-2,356	-3.0

System Reserves Report

July 1, 2005 through April 30, 2006 (83.33% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	857	10,768		884	10,477	
	06	995	10,216		890	9,837	
		138	-552	-5.1	6	-640	-6.1
JONES	05	1,042	7,240		772	6,594	
	06	767	6,484		640	6,003	
		-275	-756	-10.4	-132	-591	-9.0
LUTHER	05	688	5,288		567	4,919	
	06	719	7,276		705	6,888	
		31	1,988	37.6	138	1,969	40.0
NICOMA PARK	05	474	6,145		552	6,084	
	06	543	5,867		496	5,718	
		69	-278	-4.5	-56	-366	-6.0
WRIGHT	05	300	4,191		273	4,113	
	06	267	2,841		262	2,747	
		-33	-1,350	-32.2	-11	-1,366	-33.2
BOOKS-BY-MAIL	05	659	5,015		654	4,836	
	06	553	5,631		573	5,454	
		-106	616	12.3	-81	618	12.8
TOTAL	05	82,479	850,964		78,181	813,670	
	06	75,735	831,276		72,035	790,793	
		-6,744	-19,688	-2.3	-6,146	-22,877	-2.8

EXECUTIVE DIRECTOR'S REPORT

MAY 2006

NORICK RECEPTION

On Friday, June 23, 2006, BancFirst, The City of Oklahoma City and the Metropolitan Library System will host a reception for former Mayor Ron Norick as we unveil a bust of the mayor which will be permanently placed in the library atrium. The reception will begin at 6:30pm. Commission members will receive an invitation in the next few weeks.

LIBRARY EVENT NAMED OFFICIAL OKLAHOMA CENTENNIAL PROJECT

The Metropolitan Library System and the Arts Council of Oklahoma City were recently informed that a project they have been developing called "**Oklahoma Voices**" was approved as an official Oklahoma Centennial Project by the Oklahoma Centennial Commission. This project is modeled after the National StoryCorps project whose mission is to instruct and inspire people to record each other's stories in sound. Oral history interviews with everyday Oklahoman's will be recorded. During the Arts Council's annual WinterTales Storytelling Festival in February of 2007, "community builders" of Oklahoma County will be invited to bring friends and relatives to conduct interviews and be interviewees. Later in the year the library system will work with Project Laughter and our Book Center locations to continue the interviews in senior housing locations. Eventually, the oral histories will be housed in the Oklahoma Room and participants will also receive a copy. Project planners hope to obtain grant funding to supplement funds provided by the library system and the Arts Council.

RONALD J. NORICK DOWNTOWN LIBRARY ONE OF VENUES FOR 6TH ANNUAL DEADCENTER FILM FESTIVAL

The Ronald J. Norick Downtown Library auditorium will once again be one of the venues for the DeadCenter Film Festival. The Kids Fest, featuring movies for Kids and Adults, will be held on Friday June 9, from 10a.m. - 12 p.m. and again on Saturday, June 10, 11 a.m. - 1 p.m. In addition the movie, *Music is My Life, Politics My Mistress* will be shown on Friday, June 9, 1:30 p.m. - 3 p.m. and again on Saturday, June 10, 1:30 p.m. to 3 p.m. This movie profiles Oscar Brown, Jr., a musician, poet, playwright and political activist who influenced African American culture in the 1950's and 60's.

CAPITAL PROJECTS UPDATE

Library staff continues to work on various components of our ongoing capital projects. In addition to the Ralph Ellison Project Agreement which is on today's agenda; staff are working with the city on the Northwest Project Agreement and possible sites for the Northwest Library. The Service Center project is still in the due diligence phase and the estimated dollar costs and associated information will be presented to the finance committee on May 31.

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Juneteenth Booksigning Expo of African-American Authors

June 17, 2006
Time: 10am-2pm
Location: Ralph Ellison
All Ages

Ralph Ellison Library & Monique Bruner are hosting a Juneteenth Booksigning Expo of African American Authors! Come meet and greet the authors while cooling off from other Juneteenth outdoor activities! Authors from all over the U.S. will be giving book talks, publishing tips, selling, & signing their books. The afternoon is a come & go affair. Some of the authors attending are: Crystal Perkins-Stell, Michelle Larks, Shandra Love, Antuan Simmons, M. Bridges, Mocha Sistah, Patricia Jones, Roxanne Zeigler, Mikaya Stell, Gregory

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