

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, June 15, 2006, 3:30 p.m.  
Southern Oaks Library  
6900 S. Walker  
Oklahoma City, OK 73139  
(Telephone: 631-4468)

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

Hugh Rice, Chair

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

- Document #100 - 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 (#101 - #105)**

- Document #101 - Approval of Minutes of May 18, 2006 Meeting
- Document #102 - Acceptance of Review of Expenditures for May 2006
- Document #103 - Approval of Contract Awards and Purchases
  - Item A: LaserJet & Inkjet Toner Cartridges
  - Item B: Annual Renewal of Supply & Service Contracts
  - Item C: Copier Paper
  - Item D: Printing & Delivery of Calendar of Events & *Metro Library Magazine*
- Document #104 - Request to Declare Equipment Surplus
- Document #105 - Request for Transfer of Funds

## **4:00 - 4:20 pm COMMITTEE REPORTS (#106 - #108)**

- Document #106 - Discussion, Consideration, and Possible Action: Report and Recommendation - Administrative & Personnel Committee meeting May 9, 2006 - Dr. Ann Caine, Chair
- Document #107 - Discussion, Consideration, and Possible Action: Report and Recommendation - Finance Committee meeting May 31, 2006 - David Greenwell, Chair
- Document #108 - Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2006-2007

## **4:20 - 4:25 pm NEW BUSINESS**

- Document #109 - Discussion, Consideration, and Possible Action: Amendment One to the Ralph Ellison Project Agreement

## **4:25 - 4:35 pm SPECIAL PRESENTATIONS**

- *Presentation of MLS Summer Reading Ads* - Kim Terry, Marketing and Communications Manager
- *Read to Me Presentation* - Dana Morrow, Director of Outreach

## **4:35 - 4:40 pm INFORMATION REPORTS**

- Document #110 - MLS May 2006 Circulation Report
- Document #111 - MLS May 2006 Internet Usage Report
- Document #112 - MLS May 2006 System Reserve Report

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

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

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

Thursday, July 20, 2006  
Bethany, 3510 N. Mueller, Bethany, OK 73008

## **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 June 2006:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Deborah T. Montgomery, Circulation Clerk, Downtown Library	20
Julie A. Schofield, Circulation Clerk, Southern Oaks Library	15
Jean E. Johnson, Librarian, Edmond Library	10
Derek J. Cash, Librarian, Warr Acres Library	5

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

DATE: May 18, 2006

TIME: 3:30 p.m.

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Downtown Library, 300 Park Avenue, Oklahoma City, on May 16, 2006, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

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

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
Deanna Hannah  
Jose Jimenez  
Alyne Strube

Estimate of general public and staff attending: 23



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: Anthony, Cornelius, Greenwell, McCaleb, Pritchett, Pung, Ross, Trent, Winters, Womack, Rice. (Arrived: Caine, Gillogly 3:34 p.m.; Roth 3:36 p.m.)

II. Mr. Rice introduced Mrs. Mary Patton, Manager of the Downtown Library. Mrs. Patton welcomed the Commission.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for May 2006: Teresa A. Goggins, Webmaster, Planning Department, 5 years of service.

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

V. Mr. Rice presented the Consent Docket (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).

**Ms. Marguerite Ross moved to accept the Consent Docket. Mrs. Peggy Winters seconded. Mr. Rice called for questions. Motion passed unanimously.**

VI. Mr. Rice referred to Document #95 – Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Ralph Ellison Library Project Agreement.

Mrs. Morris reported 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 the 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.

Mrs. Morris referred to the copy of the Ralph Ellison Project Agreement included in the Commission packets. The agreement details the obligations of the City and the library concerning the project.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management to expand on the agreement.

Mr. Olberding outlined the responsibility of the City and the Library. The City will form a board of review which will be composed of two people from the City and one person from the library. A representative from the Library will attend meetings and the Library will receive necessary updates from the City. The project agreement also requires the City to keep the library informed on dollars spent for the project. Discussion followed.

Mr. Rice called for the motion.

**Mr. Jim Roth moved to approve the Ralph Ellison Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County. Mrs. Gillogly seconded. No further discussion, motion passed unanimously.**

VII. Mr. Rice referred to Special Presentations – *MLS Summer Reading Project* – Stacy Schrank- Employee Development Coordinator.

Mr. Schrank introduced the library's mascot, *Spoticus* and his friend *Harvey*. Summer Reading information brochures were handed out. This year's Summer Reading theme is entitled *Creature Feature*. The Planning department has developed a training kit, which will be used to train library staff for Summer Reading.

Mr. Schrank introduced Ms. Dana Morrow, Director of Outreach Services, and Mrs. Kristin Epperson-Smith, Children's Coordinator for Outreach.

Ms. Morrow reported Summer Reading is the largest library project of the year. The Endowment Trust contributed \$12,000.00 and the Friends contributed \$5,000.00 for prizes this year. Summer Reading participants who reach their goals will be entered into a drawing for a chance to win various prizes including; an Ipod Shuffle, \$100 shopping spree, LaserQuest Passes, Frontier City Tickets, movie tickets, and many other prizes.

Mr. Rice referred to Special Presentation-*Computer Sign-up Process* - Mrs. Kay Bauman, Deputy Executive Director/Library Operations.

Mrs. Bauman reported the new computer sign-up process will begin June 26. With the new process an internet customer can initially schedule one hour of internet/computer time, and if no one is waiting, can continue to sign up in increments of 30 minutes.

Ms. Anne Fischer, Director of Information Technology and Mr. Jim Welch, Deputy Executive Director/Technology demonstrated the new process.

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

Discussion followed.

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

Mrs. Morris reported Outreach Services and the Arts Council of Oklahoma City have been informed a project they have been developing called "**Oklahoma Voices**" has been approved as an official Oklahoma Centennial Project. The project involves a recording of history from Oklahoma communities. There is a website available for more information on a prototype of the project: [www.storycorps.net](http://www.storycorps.net).

Commission members will soon be receiving an invitation for the Ronald J. Norick Reception to be held at the Downtown Library, June 23<sup>rd</sup> at 6:30 pm.

The *DeadCenter Film Festival* will be featuring movies for children and adults in the Ronald J. Norick Downtown Library auditorium from June 9-11.

Capital Project updates will be provided each month in the Executive Director's Report.

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

The next Commission meeting will be held at the Southern Oaks Library, June 18, 2006.

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



Donna Morris, Executive Director  
(Secretary)

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

May 31, 2006

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

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2006.



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

Document # 102  
MLC FY 2005-06  
June 15, 2006

May 31, 2006

**ASSETS**

CASH - Overnight Investment Account		\$ 3,046,422.29
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	(20,404,246.86)	
		232,940.14
<b>Total Assets</b>		<b><u>\$22,204,982.83</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2004-05 Reserve for Appropriations	\$ 710,059.39	
2005-06 Purchase Orders Outstanding	318,654.06	
2004-05 Purchase Orders Outstanding	0.00	
2005-06 Checks Outstanding	176,903.48	
2004-05 Checks Outstanding	194.06	
<b>Total Liabilities</b>		<b>1,205,810.99</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	232,940.14
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**FUND BALANCE:**

Beginning of the Year		15,762,317.35
Add: Revenues		
Budgeted	21,179,982.86	
Other	2,258,394.67	23,438,377.53
Less: Expenditures		(18,434,463.18)
<b>Total Fund Balance</b>		<b><u>20,766,231.70</u></b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$22,204,982.83</u></b>



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

**As of May 31, 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**

May 1, 2006 to May 31, 2006

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2005 Ad Valorem Tax	\$20,637,187.00	\$ 150,682.87	\$20,404,246.86	98.87%
State Aid	286,309.00	159,868.00	319,736.00	111.68%
Fines	<u>383,400.00</u>	<u>40,000.00</u>	<u>456,000.00</u>	118.94%
<b>Total Budgeted Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 350,550.87</u></b>	<b><u>\$21,179,982.86</u></b>	99.40%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ (6,401.69)	\$ 1,147,927.08	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		19,006.07	957,499.73	
Flexible Benefits Account Balance		0.00	5,001.51	
Sale of Surplus Equipment		0.00	4,149.67	
Miscellaneous		<u>18,884.87</u>	<u>143,816.68</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 31,489.25</u></b>	<b><u>\$ 2,258,394.67</u></b>	
<b>Total Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 382,040.12</u></b>	<b><u>\$23,438,377.53</u></b>	110.00%

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

May 31, 2006

	BALANCE 5/1/2006	RECEIPTS May	EXPEND. May	BALANCE 5/31/2006
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 47,719.39	\$ 4,371.33	\$ 484.76	\$ 51,605.96
810 Prepaid Fees	(1,419.66)	0.00	238.83	(1,658.49)
815 Fines	40,823.62	40,218.07	40,015.00	41,026.69
820 Copy	77,322.72	4,070.53	2,143.37	79,249.88
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 167,152.41</b>	<b>\$ 48,659.93</b>	<b>\$ 42,881.96</b>	<b>\$ 172,930.38</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 5/31/2006
<u><b>Special Grants</b></u>				
857 DN/LC Donations	100,000.00	88,504.29	61,060.85	27,443.44
858 Inasmuch/DN Building	130,000.00	130,000.00	115,615.03	14,384.97
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
895 06 Bill Gates	90,000.00	90,000.00	89,610.27	389.73
896 06 OAC/Bohola	825.00	825.00	825.00	0.00
897 06 Endowment	16,000.00	16,000.00	15,225.00	775.00
898 06 Endowment/Summer Reading	12,000.00	12,000.00	9,183.00	2,817.00
899 06/OAC/Barbara Geary	500.00	0.00	500.00	(500.00)
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	1,500.00	1,500.00	395.85	1,104.15
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
990 06 OAC/Paul Messmer	2,925.00	2,925.00	2,925.00	0.00
991 06 Inasmuch	60,000.00	60,000.00	2,896.70	57,103.30
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	630.00	630.00	0.00	630.00
998 06 Sonic/Ralph Ellison	500.00	500.00	0.00	500.00
<u><b>Grants - Friends of MLS</b></u>				



GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 5/31/2006
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
957 05 Lee Brawner Scholarship	10,740.00	10,740.00	10,740.00	0.00
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

**Grants - Friends of MLS**

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	455.00	(5.00)
877 06 Las Clases Espanolas	8,000.00	8,000.00	1,920.00	6,080.00
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	1,100.00	1,400.00
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
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	2,462.47	5,837.53

**Total Grants** \$154,982.94

**Total Special Funds** \$ 327,913.32

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 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	678,957.66	8,024,491.20	89.14	9,002,136.00	977,644.80
102	Wages - Part-time	103,747.42	1,233,485.08	80.78	1,526,874.00	293,388.92
103	Payroll Taxes	57,137.85	675,865.48	87.78	769,991.00	94,125.52
109	Workers' Comp Insurance	10,991.00	89,070.00	78.07	114,090.00	25,020.00
112	Group Insurance	108,294.68	1,172,911.41	84.79	1,383,232.00	210,320.59
113	Employees' Retirement	33,530.62	851,842.47	70.99	1,200,000.00	348,157.53
114	Unemployment Compensation	.00	7,542.87	75.43	10,000.00	2,457.13
Total Personal Services		992,659.23	12,055,208.51	86.07	14,006,323.00	1,951,114.49
		=====	=====		=====	=====

**Maintenance & Operations - Contractual Services**

201	Building, Property, & Auto Ins	826.00	157,387.00	92.79	169,609.00	12,222.00
202	Liability/Bonding Insurance	.00	20,520.00	96.79	21,200.00	680.00
205	Rent of Library Buildings	400.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	557.50	1,983.00	68.85	2,880.00	897.00
207	Janitorial Services	16,705.00	184,451.00	89.34	206,458.00	22,007.00
208	Maintenance of Facilities	19,769.29	180,595.14	57.85	312,198.00	131,602.86
211	Parking & Transportation	8,063.14	89,210.69	67.92	131,350.00	42,139.31
212	Travel Expenses	5,713.17	41,426.32	61.94	66,882.00	25,455.68
213	Professional Services	11,475.21	124,187.91	48.11	258,120.00	133,932.09
214	Security Services	17,484.30	186,291.15	74.48	250,123.00	63,831.85
216	Telephone Services	4,337.63	133,433.01	48.41	275,610.00	142,176.99
217	Electrical Services	39,701.13	431,862.56	85.83	503,186.00	71,323.44
218	Gas Services	2,830.83	56,559.36	105.12	53,806.00	-2,753.36
219	Water & Garbage Services	2,875.48	41,055.99	77.99	52,640.00	11,584.01
220	Trigen Energy Services	11,349.61	131,388.70	67.38	194,998.00	63,609.30
226	Membership	648.00	18,552.50	63.76	29,099.00	10,546.50
230	Other Library-Related Services	21,328.12	224,477.05	63.69	352,471.00	127,993.95
231	Automation Contractual	26,410.15	237,741.74	69.14	343,831.00	106,089.26
236	Network Catalog Services	2,167.00	2,167.00	92.21	2,350.00	183.00
Total Contractual Services		192,641.56	2,268,090.12	70.18	3,231,611.00	963,520.88
		=====	=====		=====	=====

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 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	23,086.10	135,057.19	68.83	196,210.00	61,152.81
302	Postage	21,248.20	200,684.99	69.24	289,850.00	89,165.01
303	Supplies	14,594.15	251,760.39	93.24	270,007.00	18,246.61
310	Maintenance Supplies	3,358.26	34,446.13	48.52	71,000.00	36,553.87
312	Safety Supplies & Equipment	1,438.70	4,890.92	62.70	7,800.00	2,909.08
321	Gas and Oil	2,314.76	20,790.72	86.63	24,000.00	3,209.28
322	Vehicle Parts & Repairs	172.41	8,966.58	49.81	18,000.00	9,033.42
330	Programming Activities	25,430.06	147,018.32	69.72	210,867.00	63,848.68
331	Other Commodities	1,378.87	17,535.32	52.04	33,694.00	16,158.68
Total Commodities		93,021.51	821,150.56	73.22	1,121,428.00	300,277.44

**Capital Outlays**

401	Books & Materials	292,693.31	2,711,681.15	86.72	3,127,050.00	415,368.85
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	3,161.00	145,199.70	84.69	171,450.00	26,250.30
408	Furniture, Fixtures, & Equipmt	8,838.11	130,648.83	70.11	186,338.00	55,689.17
409	Motor Vehicle	.00	24,898.31	82.99	30,000.00	5,101.69
410	Automation System & Equipment	3,470.95	200,678.29	67.76	296,150.00	95,471.71
450	Capital Projects	25,194.00	73,907.71	3.27	2,263,156.00	2,189,248.29
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		333,357.37	3,290,013.99	17.58	18,709,847.00	15,419,833.01
Total Budget		1,611,679.67	18,434,463.18	49.73	37,069,209.00	18,634,745.82



General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04134	Brodart, Inc.	Supplies	270.00	270.00
G-04135	The Dagwell Dixie Co.	Maintenance of Facilities	14.28	14.28
G-04136	Demco	Supplies	1,500.00	
		Furniture and Equipment	546.65	2,046.65
G-04137	Highsmith Co., Inc.	Supplies	70.71	
		Supplies	107.50	178.21
G-04138	City of Warr Acres	Water & Garbage Services	57.85	57.85
G-04139	Mary Patton	Travel Expense	104.34	104.34
G-04140	Central Parking System	Parking	95.00	95.00
G-04141	Weston Woods Accts Receivable	Materials	705.61	705.61
G-04142	Baker & Taylor Books - #510486	Materials	800.17	800.17
G-04143	Xerox Corp.	Maintenance of Facilities	174.00	174.00
G-04144	Mid-west Landscape, LLC	Maintenance of Facilities	725.00	725.00
G-04145	Bill Warren Office Products	Supplies	479.40	479.40
G-04146	Keystone Tape & Label, Inc.	Printing	74.10	74.10
G-04147	Ronna Davis	Programming	74.62	74.62
G-04148	Recorded Books, LLC	Materials	582.72	582.72
G-04149	Okii Taiko	Programming	350.00	350.00
G-04150	City Bites	Other Commodities	5.00	5.00
G-04151	Instructional Video, Inc.	Materials	842.37	842.37
G-04152	Oxford University Press	Materials	42.00	42.00
G-04153	Randy Wayland	Travel expense	96.00	96.00
G-04154	Production Services	Library Related Services	690.00	
		Library Related Services	1,520.00	2,210.00
G-04155	Hal Leonard Publishing	Materials	258.26	258.26
G-04156	Harmony Business Supplies	Supplies	1,796.00	1,796.00
G-04157	Fortner and Company	Maintenance of Facilities	468.89	468.89
G-04158	Kristin J. Smith	Mileage	86.11	86.11
G-04159	Angie Paeltz	Mileage	22.25	22.25
G-04160	Library Video Co.	Materials	79.80	79.80
G-04161	Genealogical Publishing Co, Inc	Materials	48.40	48.40
G-04162	Paul Mesner Puppets	Materials	300.00	300.00
G-04163	Blackstone Audio Books	Materials	207.00	207.00
G-04164	Random House, Inc	Materials	3,716.10	3,716.10
G-04165	American Library Association	Registration	230.00	
		Registration	225.00	455.00
G-04166	Radio Spirits, Inc.	Materials	66.19	66.19
G-04167	Ingram Library Service	Materials	3,341.77	3,341.77
G-04168	Audio Editions	Materials	259.78	259.78
G-04169	Debra O. Spindle	Programming	50.00	50.00
G-04170	California Language Labs	Materials	1,228.36	1,228.36
G-04171	Ingram Library Service	Materials	674.97	674.97
G-04172	Oklahoma Secretary of State	Library Related Services	10.00	10.00
G-04173	Sagebrush Corp.	Materials	45.36	45.36
G-04174	Voss Lighting	Maintenance of Facilities	61.38	
		Maintenance of Facilities	104.18	165.56
G-04175	Center Point Large Print	Materials	194.80	194.80
G-04176	J & B Graphics	Library-Related Services	80.00	80.00
G-04177	Pauline Boyer Rodriguez	Travel Expense	485.11	485.11
G-04178	Dell Marketing L.P.	Computer Equipment	672.32	672.32
G-04179	OPUBCO Communications Group	Library-Related Services	436.06	436.06
G-04180	Equipment Service, Inc.	Library-Related Services	117.00	117.00

General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04181	Edward Ahad Marand	Supplies	74.87	74.87
G-04182	Richard Jenkins	Programming	150.00	150.00
G-04183	Ruby Soutiere	Membership	35.00	35.00
G-04184	MrPresidents.com	Materials	41.30	41.30
G-04185	Westrex International	Supplies	2,172.60	2,172.60
G-04186	Clearfield Company	Materials	27.85	27.85
G-04187	Dowell Parking Center	Staff Parking	55.00	55.00
G-04188	BBC Audiobooks America	Materials	131.51	131.51
G-04189	Kristie Ming Hwei Tan	Programming	125.00	125.00
G-04190	Rosalind L. Reeder	Programming	50.00	50.00
G-04191	Dr. Gary M. Gray	Programming	100.00	100.00
G-04192	Kimberly Rickey	Mileage	8.46	8.46
G-04193	Store It In Style, Inc.	Programming Activities	57.82	
		Supplies	153.00	210.82
G-04194	Office Depot Credit Plan	Supplies	98.18	98.18
G-04195	Todd Olberding	Telephone Services	46.66	46.66
G-04196	CPI Office Products	Supplies	16.75	
		Supplies	68.49	
		Supplies	76.99	162.23
G-04197	Baker & Taylor Books - #510486	Materials	685.00	685.00
G-04198	Baker & Taylor Entertainment	Materials	4,370.40	4,370.40
G-04199	Walmart Community	Other Commodities	32.68	32.68
G-04200	Imagenation Promotional Group	Other Commodities	1,805.24	1,805.24
G-04201	Sharon G. Bish	Travel expense	108.46	108.46
G-04202	Barbara A. Johnson	Mileage	6.68	6.68
G-04203	Melissa Weathers	Travel expense	194.13	194.13
G-04204	Rondia K. Banks	Travel expense	102.01	
		Programming	88.41	
		Programming	40.36	230.78
G-04205	Weatherford Daily News	Subscriptions	99.00	99.00
G-04206	AT&T	Telephone Services	63.62	63.62
G-04207	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-04208	Baker & Taylor Books - #510486	Materials	638.52	
		Materials	1,760.74	
		Materials	2,505.30	
		Materials	6,733.56	
		Materials	19,295.63	
		Materials	570.28	31,504.03
G-04209	Baker & Taylor Books - #510486	Materials	2,874.61	
		Materials	6,040.42	8,915.03
G-04210	Baker & Taylor Books-#510486	Materials	1,887.58	1,887.58
G-04211	Trigen-OKC Energy Corporation	Energy Services	11,785.60	11,785.60
G-04212	Midwest Single Source, Inc.	Safety Supplies	111.50	
		Supplies	1,186.15	1,297.65
G-04213	Teresa Matthews	Travel Expense	89.00	89.00
G-04214	Stacy Schrank	Travel Expense	400.38	400.38
G-04215	City of Oklahoma City	Water & Garbage Services	626.98	626.98
G-04216	Southwestern Stationery and	Printing	23,603.96	23,603.96
G-04217	Edward Terry	Mileage	36.05	36.05
G-04218	UNUM Life Insurance	Grp LT Disab Ins Prem-MAY	6,109.66	6,109.66
G-04219	Ernestine Clark	Mileage	113.03	113.03
G-04220	Frank Ray	Mileage	93.67	93.67



General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04221	Murray Womble, Inc.	Maintenance of Facilities	600.00	600.00
G-04222	Charles S. Isaacs	Mileage	30.71	30.71
G-04223	TDS Telecom	Telephone Services	842.61	842.61
G-04224	CompSource Oklahoma	Worker Comp Insurance	10,991.00	10,991.00
G-04225	ALA Membership CSC	Membership	205.00	205.00
G-04226	Chester 'Jack' Kinzie, Jr.	Mileage	7.12	7.12
G-04227	Traci Jinkens	Mileage	27.89	27.89
G-04228	Darcus Smith	Mileage	5.79	5.79
G-04229	JoNita Normore	Mileage	19.58	19.58
G-04230	Mutual Assurance	Grp Life/AD&D Ins Prm-MAY	24,791.21	24,791.21
G-04231	Anne G. Fischer	Mileage	87.44	87.44
G-04232	Pacesetters Consulting Group	Professional Services	400.00	400.00
G-04233	Fast Signs	Library-Related Services	150.00	150.00
G-04234	Sunbelt Staffing	Salaries	243.20	243.20
G-04235	School of Metaphysics	Programming	50.00	50.00
G-04236	Scott's Printing & Copying	Printing	1,888.74	
		Printing	449.55	2,338.29
G-04237	High-Tech Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-04238	FedEx Kinko's Print Services	Printing	309.70	
		Printing	8.98	
		Printing	4.50	323.18
G-04239	Linda Temple	Mileage	8.46	8.46
G-04240	Town of Luther	Water & Garbage Services	64.04	64.04
G-04241	Southwestern Publishing	Library Related Services	3,205.00	3,205.00
G-04242	Lisa Walker	Mileage	35.33	35.33
G-04243	Ruby Soutiere	Mileage	20.92	20.92
G-04244	MWM, LLC	Maintenance of Facilities	365.00	
		Maintenance of Facilities	285.00	650.00
G-04245	City of Harrah	Water & Garbage Services	56.04	56.04
G-04246	Oklahoma Press Service	Library-Related Services	143.71	143.71
G-04247	C.O.T.P.A.	Staff Parking	588.00	588.00
G-04248	Ken Waldman	Programming	49.90	49.90
G-04249	Office Depot Credit Plan	Supplies	95.15	
		Supplies	55.93	
		Supplies	15.99	167.07
G-04250	Cheryl Pernell	Travel Expense	12.00	12.00
G-04251	Metropolitan Library System	Grp Med/Dtl Ins Prem-MAY	74,150.22	74,150.22
G-04252	Betty Scott	Mileage	134.57	134.57
G-04253	Sharon G. Bish	Membership	35.00	35.00
G-04254	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-04255	Emily Williams	Travel expense	96.45	
		Membership	35.00	131.45
G-04256	Kone Inc	Maintenance of Facilities	964.75	
		Maintenance of Facilities	964.75	
		Maintenance of Facilities	237.06	2,166.56
G-04257	COTPA	Staff Parking	2,044.00	2,044.00
G-04258	COTPA	Staff Parking	276.00	276.00
G-04259	Stacy Schrank	Professional Services	50.17	
		Professional Services	78.24	128.41
G-04260	John Sing's	Maintenance of Facilities	200.00	200.00
G-04261	City of Midwest City	Water & Garbage Services	246.48	246.48
G-04262	Bradford Industrial Suppl Corp	Maintenance of Facilities	37.53	37.53



General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04263	Grainger	Maintenance of Facilities	509.85	
		Maintenance of Facilities	138.38	648.23
G-04264	O G & E	Electrical Services	24,886.55	24,886.55
G-04265	City of the Village	Water & Garbage Services	74.95	74.95
G-04266	Triangle/A & E	Printing	7.20	
		Printing	12.08	
		Printing	5.25	
		Printing	2.50	27.03
G-04267	Southwestern Stationery and	Printing	2,570.00	2,570.00
G-04268	Locke Supply Co.	Maintenance of Facilities	26.69	
		Maintenance of Facilities	18.32	
		Maintenance of Facilities	18.20	
		Maintenance of Facilities	11.01	
		Maintenance of Facilities	107.37	
		Maintenance of Facilities	7.34	188.93
G-04269	Demco	Supplies	124.87	124.87
G-04270	Gaylord Bros.	supplies	320.95	320.95
G-04271	Highsmith Co., Inc.	Supplies	28.90	28.90
G-04272	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	
		Maintenance of Facilities	195.63	391.26
G-04273	Synergy Datacom Supply, Inc.	Automation Contractual	24.17	24.17
G-04274	Ernestine Clark	Other Commodities	53.77	
		Postage	156.00	209.77
G-04275	Oklahoma Historical Society	Subscription	66.00	66.00
G-04276	Mary Patton	Travel Expense	1,102.21	1,102.21
G-04277	Oklahoma Library Association	Programming	55.00	
		Registration	55.00	110.00
G-04278	Baker & Taylor Books - #510486	Materials	3,263.28	3,263.28
G-04279	Bill Warren Office Products	Supplies	7.50	
		Supplies	8.64	16.14
G-04280	Barbara Beasley	Other Commodities	200.71	200.71
G-04281	Mobil 1 Lube/AFMS	Gas and Oil Service	36.73	36.73
G-04282	Instructional Video, Inc.	Materials	602.60	602.60
G-04283	Denyveta Davis	Telephone Services	50.00	50.00
G-04284	Gale Group	Materials	131.80	131.80
G-04285	Randy Wayland	Travel Expense	377.50	377.50
G-04286	Davis Design Group, LLC	Professional Services	1,500.00	1,500.00
G-04287	Staples Business Advantage	Supplies	39.71	39.71
G-04288	Automatic Protection Systems	Maintenance of Facilities	492.00	492.00
G-04289	Dermacon, Inc.	Professional Services	440.00	440.00
G-04290	Library Video Co.	Materials	802.00	802.00
G-04291	Priscilla Doss	Mileage	4.45	4.45
G-04292	Rosemary Czarski	Postage	70.00	
		Registration	90.00	
		Travel Expense	780.52	940.52
G-04293	Janet Brooks	Mileage	53.40	53.40
G-04294	Teen Ink	Library Related Services	125.00	125.00
G-04295	Oklahoma Air Filter	Maintenance of Facilities	42.50	
		Maintenance of Facilities	97.32	139.82
G-04296	Catering By Finley, Inc.	Programming	231.25	231.25
G-04297	Jonathan Willis	Mileage	27.15	27.15
G-04298	Hilti, Inc.	Maintenance of Facilities	149.76	149.76

General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04299	Oklahoma Gazette	Library Related Services	527.85	527.85
G-04300	Random House, Inc	Materials	1,830.90	1,830.90
G-04301	Ingram Library Service	Materials	2,456.27	2,456.27
G-04302	Republic Parking System	Staff Parking	342.00	342.00
G-04303	Ingram Library Service	Materials	332.16	332.16
G-04304	Voss Lighting	Maintenance of Facilities	151.90	151.90
G-04305	Barnes & Noble, Inc.	Materials	167.65	167.65
G-04306	Jason's Deli/Deli Partners	Professional Services	52.64	
		Professional Services	38.36	91.00
G-04307	Anita Roesler	Mileage	64.12	64.12
G-04308	Home Depot Credit Services	Maintenance of Facilities	193.86	
		Maintenance of Facilities	25.31	219.17
G-04309	Evans Hardware	Maintenance of Facilities	21.47	
		Maintenance of Facilities	26.63	
		Maintenance of Facilities	26.54	
		Maintenance of Facilities	32.81	107.45
G-04310	Maverick Books	Materials	21.99	21.99
G-04311	OPUBCO Communications Group	Library-Related Services	414.94	
		Automation Contractual	87.06	502.00
G-04312	Epperson Photo-Video		14.99	14.99
G-04313	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,175.35	
		Employee Contrib -- DB PI	5,148.97	10,324.32
G-04314	Kelley Riha	Mileage	80.86	80.86
G-04315	BBC Audiobooks America	Materials	480.84	480.84
G-04316	Lisa M. Wood	Travel Expense	668.50	668.50
G-04317	Crowe & Dunlevy	Professional Services	605.00	
		Professional Services	79.50	684.50
G-04318	Baker & Taylor Entertainment	Materials	3,058.96	3,058.96
G-04319	Numara Software	Automation Contractual	2,175.00	2,175.00
G-04320	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	339.00
G-04321	Pamela Buchanan	Mileage	22.03	22.03
G-04322	A Chance to Change	Employee Assistance	1,122.00	1,122.00
G-04323	John Utley	Mileage	52.18	52.18
G-04324	Susan H. Wood	Programming	125.00	125.00
G-04325	Lesli Jones	Library-Related Services	180.00	180.00
G-04326	Cynthia Daniel Wolf	Programming	200.00	200.00
G-04327	Karen K. Bailey	Programming	100.00	100.00
G-04328	Pamela Barrymore	Programming	100.00	100.00
G-04329	Faith Centered Resources	Materials	50.80	50.80
G-04330	Securitas Security USA, Inc.	Security Services	4,251.84	
		Security Services	4,411.34	8,663.18
G-04331	Baker & Taylor Books - #510486	Materials	1,565.23	
		Materials	2,216.18	
		Materials	2,988.88	
		Materials	1,831.41	
		Materials	6,610.08	
		Materials	4,495.36	
		Materials	41.10	19,748.24
G-04332	Baker & Taylor Books - #510486	Materials	666.59	
		Materials	2,082.94	

\*\* Continued \*\*



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Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04332	Baker & Taylor Books - #510486	Materials	3,947.13	6,696.66
G-04333	Baker & Taylor Books-#510486	Materials	1,418.55	1,418.55
G-04334	Emily Williams	Mileage	147.74	
		Programming	57.10	
		Travel Expense	40.70	245.54
G-04335	Smart Technologies	Construction	480.00	480.00
G-04336	Angela Wall	Programming	50.00	
		Programming	50.00	100.00
G-04337	Midwest Single Source, Inc.	Supplies	45.60	
		Supplies	286.00	331.60
G-04338	Metropolitan Library System	Employee Deductions	77.00	
		Employee Deductions	57.00	
		Employee Deductions	10.00	144.00
G-04339	Bank of Oklahoma	Payroll Transmittal-Chks	43,719.24	
		Payroll Transmittal-Chks	17,955.28	61,674.52
G-04340	Bank of Oklahoma	Federal Withholding Tax	32,741.10	
		Federal Withholding Tax	2,536.00	35,277.10
G-04341	Oklahoma Tax Commission	State Withholding Tax	13,401.00	
		State Withholding Tax	1,117.00	14,518.00
G-04342	Mun. Employees Credit Union	Employee Cr Union Deducts	9,603.46	
		Employee Cr Union Deducts	90.00	9,693.46
G-04343	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	7.00	273.25
G-04344	Oklahoma Tax Commission	Employee Deductions	306.04	306.04
G-04345	Bank of America	Payroll Transmittal-DDep	168,684.74	
		Payroll Transmittal-DDep	25,158.48	193,843.22
G-04346	Nationwide Retirement Solution	Employee Deductions	7,341.71	7,341.71
G-04347	Transamerica Worksite Mrktg.	Employee Deductions	651.93	651.93
G-04348	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,104.40	5,104.40
G-04349	Bank of Oklahoma	Employee Flexplan Deposit	16,124.92	
		Employer Flexplan Deposit	1,155.00	17,279.92
G-04350	Bank of Oklahoma	Employee Soc/Sec Deposits	19,606.87	
		Employee Soc/Sec Deposits	3,146.21	
		Employee Medicare Deposit	4,585.54	
		Employee Medicare Deposit	735.77	
		Employer Soc/Sec Deposits	22,753.36	
		Employer Medicare Deposit	5,321.33	56,149.08
G-04351	MassMutual Financial Group	Employee Contrib -- DC PI	8,999.65	
		Employer Contrib -- DC PI	16,707.89	25,707.54
G-04352	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-04353	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04354	Administrative Systems, Inc.	Employee Deductions	885.78	885.78
G-04355	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04356	Journey House Travel, Inc.	Travel Expense	401.70	401.70
G-04357	Oklahoma Library Association	Registration	65.00	65.00
G-04358	Donna Morris	Travel Expense	747.80	747.80
G-04359	Karen Marriott	Mileage	12.91	12.91
G-04360	Spence & Associates, Inc	Library-Related Services	1,425.00	1,425.00
G-04361	Johnstone Supply	Maintenance of Facilities	248.68	248.68
G-04362	Marilyn E. Backus	Mileage	44.50	44.50
G-04363	Friday	Subscriptions	25.00	25.00



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Number	Vendor/Payee	Purpose		Amount
G-04364	Commercial Concepts	Automation Contractual	100.00	100.00
G-04365	Rich Antonisse	Mileage	116.59	116.59
G-04366	Cingular Wireless	Telephone Services	88.33	88.33
G-04367	PAPERDIRECT	Supplies	47.33	47.33
G-04368	American Library Association	Registration	170.00	170.00
G-04369	Julia Ballou	Mileage	13.57	13.57
G-04370	Dana Morrow	Other Commodities	80.11	80.11
G-04371	Walker Companies	Supplies	34.50	
		Supplies	205.29	239.79
G-04372	OSCPA	Professional Services	209.70	
		Professional Services	185.00	394.70
G-04373	National Archives Trust Fund	Periodicals	780.00	780.00
G-04374	Linda Temple	Supplies	34.00	34.00
G-04375	Porch School Supply	Programming	89.06	
		Programming	4.89	93.95
G-04376	Ginger Waldrip	Programming	100.00	100.00
G-04377	Frances V. Harbert	Mileage	15.35	15.35
G-04378	Beaver Express	Programming	67.28	67.28
G-04379	Jana Hausburg	Mileage	5.34	5.34
G-04380	Jason's Deli/Deli Partners	Professional Services	72.86	72.86
G-04381	Kay L. Bauman	Travel Expense	294.98	
		Mileage	264.32	
		Mileage	36.94	596.24
G-04382	Landon Holman	Mileage	1.78	1.78
G-04383	Rhonda J. Turley	Travel Expense	95.23	95.23
G-04384	Simona Long	Mileage	8.01	8.01
G-04385	Dell Marketing L.P.	Software	425.02	425.02
G-04386	Oklahoma State Association of	Professional Services	35.00	
		Professional Services	140.00	175.00
G-04387	Steve's Wholesale Distributors	Maintenance of Facilities	7.98	
		Maintenance of Facilities	12.17	20.15
G-04388	BMI Systems Corp.	Copier Maintenance	95.00	
		Copier Maintenance	95.00	
		Copier Maintenance	95.00	
		Copier Maintenance	358.55	
		Copier Maintenance	56.05	
		Copier Maintenance	38.95	
		Copier Maintenance	56.05	
		Copier Maintenance	38.95	
		Copier Maintenance	56.05	
		Copier Maintenance	38.95	
		Copier Maintenance	150.16	
		Copier Maintenance	111.60	1,190.31
G-04389	AT&T	Telephone Services	50.57	50.57
G-04390	Hewlett-Packard Co.	Computer Equipment	1,075.54	
		Computer Equipment	1,075.54	
		Computer Equipment	7,528.78	
		Computer Equipment	2,151.08	
		Computer Equipment	8,604.32	
		Computer Equipment	10,755.40	
		Computer Equipment	7,528.78	
		Computer Equipment	5,377.70	

\*\* Continued \*\*

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04390	Hewlett-Packard Co.	Computer Equipment	3,226.62	
		Computer Equipment	1,075.54	
		Computer Equipment	1,075.54	
		Computer Equipment	1,075.54	50,550.38
G-04391	Kellie Bradford	Mileage	8.90	8.90
G-04392	Priscilla A. Russell	Programming	200.00	200.00
G-04393	Darlene S. Browers	Registration	110.00	
		Travel Expense	246.97	356.97
G-04394	Oklahoma Press Service	Library-Related Services	170.45	170.45
G-04395	Linda Jameson	Mileage	10.68	10.68
G-04396	City of Choctaw	Water & Garbage Services	111.13	111.13
G-04397	Vision Service Plan of	Group Vision Ins Prem-MAY	2,088.59	2,088.59
G-04398	Fariba Williams	Mileage	25.37	25.37
G-04399	Joshua Schell	Mileage	24.03	24.03
G-04400	Office Depot Credit Plan	Supplies	59.97	
		Supplies	199.99	
		Supplies	143.88	
		Supplies	50.36	
		Supplies	84.98	
		Supplies	16.33	
		Supplies	45.38	600.89
G-04401	Producers Playhouse	Library-Related Services	107.00	107.00
G-04402	Roy Ballou	Travel Expense	108.14	108.14
G-04403	Ann Meeks	Travel Expense	99.56	99.56
G-04404	Commercial Card Solutions	Promotional Activities	2,500.00	2,500.00
G-04405	Allied Waste Services #060	Garbage Services	510.11	510.11
G-04406	Sharon G. Bish	Travel Expense	1,150.45	
		Registration	355.00	1,505.45
G-04407	Melissa Weathers	Supplies	119.95	119.95
G-04408	Corporate Express, Inc.	Supplies	7.31	
		Supplies	7.81	
		Supplies	106.78	
		Supplies	11.36	133.26
G-04409	Greater Oklahoma City	Programming	240.00	240.00
G-04410	CRM Learning	Professional Services	743.00	743.00
G-04411	Lloyd Lovely	Mileage	64.08	64.08
G-04412	Heartland Payphone Service	Telephone Services	298.50	298.50
G-04413	Patrick Williams	Professional Services	300.00	300.00
G-04414	Smart Technologies	Automation Contractual	125.00	125.00
G-04415	Erika Diel	Maintenance of Facilities	120.00	120.00
G-04416	Stacy Schrank	Travel Expense	367.00	367.00
G-04417	Bradford Industrial Suppl Corp	Maintenance of Facilities	48.28	48.28
G-04418	O G & E	Electrical Services	11,384.21	11,384.21
G-04419	Oklahoma Natural Gas Co.	Gas Services	655.42	655.42
G-04420	City of Oklahoma City	Water & Garbage Services	688.13	688.13
G-04421	Gale Research	Materials	2,694.15	2,694.15
G-04422	Hewlett-Packard Co.	Automation Contractual	12,391.00	12,391.00
G-04423	Sams Technical Publishing	Materials	155.58	155.58
G-04424	AT&T	Telephone Services	916.17	
		Telephone Services	1,318.59	
		Telephone Services	327.08	2,561.84



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Number	Vendor/Payee	Purpose		Amount
G-04425	City of Edmond	Electrical Services	3,430.37	3,430.37
G-04426	Mary Patton	Other Commodities	258.78	258.78
G-04427	Oklahoma Library Association	Registration	45.00	
		Registration	40.00	
		Registration	90.00	
		Registration	110.00	
		Registration	110.00	
		Registration	155.00	
		Registration	150.00	700.00
G-04428	Baker & Taylor Books - #510486	Materials	2,029.81	2,029.81
G-04429	Donna Morris	Other Commodities	60.00	60.00
G-04430	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04431	Mid-west Landscape, LLC	Maintenance of Facilities	725.00	725.00
G-04432	Bill Warren Office Products	Supplies	62.52	
		Supplies	103.35	165.87
G-04433	West Group Payment Center	Materials	402.00	402.00
G-04434	United Refrigeration, Inc.	Maintenance of Facilities	420.54	420.54
G-04435	Recorded Books, LLC	Materials	1,293.30	1,293.30
G-04436	Instructional Video, Inc.	Materials	1,352.79	1,352.79
G-04437	Films for the Humanities	Materials	140.35	140.35
G-04438	Denyvetta Davis	Mileage	76.54	76.54
G-04439	Gale Group	Materials	1,072.86	1,072.86
G-04440	Ann Aliotta	Travel Expenses	89.00	
		Registration	100.00	189.00
G-04441	The Edmond Evening Sun	Subscription	144.00	144.00
G-04442	Staples Business Advantage	Supplies	957.80	957.80
G-04443	Anne G. Fischer	Telephone Services	50.00	50.00
G-04444	Walter Wayne McEvilly	Programming	200.00	200.00
G-04445	School of Metaphysics	Programming	50.00	50.00
G-04446	Peak Technologies, Inc.	Automation Contractual	780.00	780.00
G-04447	Oklahoma Air Filter	Maintenance of Facilities	42.50	42.50
G-04448	Rich Antonisse	Travel Expenses	242.33	242.33
G-04449	Hilti, Inc.	Maintenance of Facilities	219.18	219.18
G-04450	Karen Lehr	Travel Expenses	101.04	101.04
G-04451	Marcia J. Findeiss	Mileage	10.90	10.90
G-04452	Random House, Inc	Materials	417.60	417.60
G-04453	Scott's Printing & Copying	Printing	2,025.64	2,025.64
G-04454	Francie Pendleton	Mileage	15.04	15.04
G-04455	Ingram Library Service	Materials	1,150.44	1,150.44
G-04456	Albert Bostick	Programming	125.00	125.00
G-04457	Mergent Co., Inc.	Materials	2,005.00	2,005.00
G-04458	Walker Companies	Supplies	19.95	19.95
G-04459	Audio Editions	Materials	796.72	796.72
G-04460	United States Postal Service	Postage	6,000.00	6,000.00
G-04461	Scovil & Sides Hardware Co.	Maintenance of Facilities	945.00	945.00
G-04462	Linda Temple	Travel expense	99.68	99.68
G-04463	DWe Williams	Programming	200.00	
		Programming	2,000.00	2,200.00
G-04464	Ingram Library Service	Materials	430.09	430.09
G-04465	Voss Lighting	Maintenance of Facilities	379.51	
		Maintenance of Facilities	95.00	474.51
G-04466	Center Point Large Print	Materials	1,284.96	1,284.96



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Number	Vendor/Payee	Purpose		Amount
G-04467	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-04468	Jimmy Welch	Telephone Services	25.00	25.00
G-04469	Pauline Boyer Rodriguez	Mileage	2.23	2.23
G-04470	Evans Hardware	Maintenance of Facilities	8.99	8.99
G-04471	Samuel Weehunt	Travel expense	100.57	100.57
G-04472	BMI Systems Corp.	Maintenance of Facilities	84.74	
		Copier Maintenance	190.00	
		Copier Maintenance	50.00	
		Copier Maintenance	95.00	
		Copier Maintenance	95.00	
		Copier Maintenance	56.05	
		Copier Maintenance	38.95	
		Copier Maintenance	95.00	
		Copier Maintenance	56.05	
		Copier Maintenance	38.95	
		Copier Maintenance	95.00	894.74
G-04473	Southwest Compressor, Inc.	Maintenance of Facilities	2,012.92	2,012.92
G-04474	Heidi Johnson	Mileage	8.90	8.90
G-04475	Bank of America	Library-Related Services	155.82	155.82
G-04476	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	112.00	112.00
G-04477	Sharon A. Nolan	Programming	109.37	109.37
G-04478	Redmatch Ltd.	Automation Contractual	2,700.00	2,700.00
G-04479	Amercan Bldg Specialties, Inc	Maintenance of Facilities	165.00	165.00
G-04480	City of Edmond	Water & Garbage Services	328.80	328.80
G-04481	Clyde Herrod	Mileage	2.23	2.23
G-04482	Molly Lemmons	Materials	36.00	36.00
G-04483	Darlene S. Browers	Programming	114.76	
		Programming	233.69	
		Programming	81.75	
		Postage	22.20	452.40
G-04484	Fariba Williams	Travel Expenses	207.42	207.42
G-04485	Office Depot Credit Plan	Supplies	49.90	
		Supplies	47.94	
		Furniture	66.98	
		Supplies	169.55	
		Supplies	403.87	
		Supplies	56.73	794.97
G-04486	Todd Olberding	Mileage	52.51	52.51
G-04487	Baker & Taylor Books - #510486	Materials	784.40	784.40
G-04488	Baker & Taylor Entertainment	Materials	793.70	793.70
G-04489	Manpower, Inc.	Temporary Services	644.00	644.00
G-04490	Marian J. LeCrone	Mileage	40.05	40.05
G-04491	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-04492	Donna Morris	Car Allowance	450.00	450.00
G-04493	Melissa Weathers	Mileage	41.39	41.39
G-04494	Cintas Corp.	Maintenance of Facilities	458.61	458.61
G-04495	Susan H. Wood	Programming	250.00	250.00
G-04496	Emma Jean Stover	Programming	30.00	30.00
G-04497	Charleen Miller	Mileage	17.80	17.80
G-04498	Kelley Hoffman	Mileage	11.57	11.57
G-04499	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-04500	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00

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Number	Vendor/Payee	Purpose		Amount
G-04501	Securitas Security USA, Inc.	Security Services	4,411.34	4,411.34
G-04502	Baker & Taylor Books - #510486	Materials	895.05	
		Materials	872.25	
		Materials	1,155.26	
		Materials	2,469.43	
		Materials	1,773.27	
		Materials	7,324.04	
		Materials	6,954.30	21,443.60
G-04503	Baker & Taylor Books - #510486	Materials	564.37	
		Materials	4,295.61	
		Materials	2,558.43	7,418.41
G-04504	Baker & Taylor Books-#510486	Materials	708.26	708.26
G-04505	Tulin LaFollette	Mileage	32.04	32.04
G-04506	G and S Automotive	Vehicle Reparts & Repairs	241.75	241.75
G-04507	Trigen-OKC Energy Corporation	Energy Services	11,064.01	11,064.01
G-04508	Midwest Single Source, Inc.	Supplies	5,708.00	5,708.00
G-04509	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-04510	Kiona Wooten Millirons	Programming	100.00	100.00
G-04511	Stacy Schrank	Mileage	63.70	63.70
G-04512	City of Del City	Building Rental	400.00	400.00
G-04513	Oklahoma Natural Gas Co.	Gas Services	569.04	
		Gas Services	1,606.37	2,175.41
G-04514	City of Bethany	Water & Garbage Servives	116.95	116.95
G-04515	Brodart, Inc.	Supplies	520.50	520.50
G-04516	Demco	Supplies	375.00	
		Supplies	676.00	
		Supplies	1,098.75	
		Supplies	1,060.00	
		Supplies	1,500.00	4,709.75
G-04517	Gaylord Bros.	Furniture	229.82	
		Supplies	31.41	261.23
G-04518	Gale Research	Materials	9,700.59	9,700.59
G-04519	Highsmith Co., Inc.	Programming Supplies	347.17	
		Gifts	75.74	
		Supplies	122.89	
		Other commodities	29.00	574.80
G-04520	Doc Savage Supply Co.	Maintenance of Facilities	184.97	184.97
G-04521	Synergy Datacom Supply, Inc.	Automation Contractual	73.80	73.80
G-04522	Oklahoma Historical Society	Subscription	2,010.00	2,010.00
G-04523	Oklahoma Library Association	Registration	55.00	55.00
G-04524	Weston Woods Accts Receivable	Materials	1,822.85	1,822.85
G-04525	Baker & Taylor Books - #510486	Materials	976.53	976.53
G-04526	Donna Morris	Telephone Services	50.00	50.00
G-04527	Maintenance Connection	Maintenance of Facilities	396.00	
		Automation Contractual	1,797.30	2,193.30
G-04528	Nextel Communications	Telephone Services	.15	.15
G-04529	Recorded Books, LLC	Materials	33.75	33.75
G-04530	Phillip Tolbert	Travel Expense	139.75	139.75
G-04531	Instructional Video, Inc.	Materials	641.91	641.91
G-04532	Gale Group	Materials	3,814.52	3,814.52
G-04533	Traci Jinkens	Mileage	23.92	23.92



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Number	Vendor/Payee	Purpose		Amount
G-04534	Live Oak Media	Materials	736.06	736.06
G-04535	LexisNexis Matthew Bender	Materials	784.86	784.86
G-04536	School of Metaphysics	Programming	50.00	50.00
G-04537	Rosemary Czarski	Membership	35.00	35.00
G-04538	Morningstar	Materials	244.00	244.00
G-04539	Janet Brooks	Other Commodities	81.00	81.00
G-04540	Teen Ink	Library- Related Services	125.00	125.00
G-04541	Jonathan Willis	Telephone Services	30.50	30.50
G-04542	Rich Antonisse	Mileage	15.58	15.58
G-04543	Random House, Inc	Materials	969.30	969.30
G-04544	Hobby Lobby	Supplies	61.64	61.64
G-04545	Ingram Library Service	Materials	866.24	866.24
G-04546	Summit Mailing Systems, Inc.	Equipment Rental	278.75	
		Equipment Rental	278.75	
		Maintenance of Facilities	303.75	
		Maintenance of Facilities	303.75	1,165.00
G-04547	Walker Companies	Supplies	12.10	12.10
G-04548	Audio Editions	Materials	715.85	715.85
G-04549	Midwest Trophy Mfg. Co., Inc.	Programming	18.40	18.40
G-04550	Ingram Library Service	Materials	1,399.21	1,399.21
G-04551	Sagebrush Corp.	Materials	178.01	178.01
G-04552	Perry Publishing Co.	Subscription	100.00	100.00
G-04553	Schiffer Publishing	Materials	102.68	102.68
G-04554	Ryan Bellgardt	Programming	200.00	200.00
G-04555	School Specialty	Furniture	1,245.05	
		Furniture	322.95	1,568.00
G-04556	Party America	Supplies	13.80	13.80
G-04557	Better Containers	Programming Supplies	417.79	417.79
G-04558	Sharon A. Nolan	Programming	172.51	172.51
G-04559	Hewlett-Packard Co.	Computer Equipment	3,226.62	3,226.62
G-04560	Michel M. Haigh	Professional Services	300.00	300.00
G-04561	Total Truck Sales	Vehicles	7,660.00	7,660.00
G-04562	John Wood	Telephone Services	47.68	47.68
G-04563	Baker & Taylor Books - #510486	Materials	2,138.93	2,138.93
G-04564	Commercial Card Solutions	Maintenance Supplies	147.46	
		Supplies	55.02	
		Supplies	11.84	
		Professional Services	35.00	
		Luncheon	20.00	
		Fixtures	112.95	
		Supplies	1,407.20	
		Supplies	47.25	
		Professional Service	16.00	1,852.72
G-04565	Baker & Taylor Entertainment	Materials	6,675.77	6,675.77
G-04566	Manpower, Inc.	Temporary Services	644.00	644.00
G-04567	Commercial Card Solutions	Books & Materials	288.78	
		Books & Materials	403.50	
		Books & Materials	328.07	
		Books & Materials	454.28	1,474.63
G-04568	John L. Hilbert	Programming	50.00	50.00
G-04569	Cheryll Smith	Mileage	3.12	3.12
G-04570	Ali-Med	Supplies	34.45	34.45



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Number	Vendor/Payee	Purpose		Amount
G-04571	Corporate Express, Inc.	Supplies	8.67	
		Supplies	11.40	20.07
G-04572	Securitas Security USA, Inc.	Security Services	4,409.78	4,409.78
G-04573	Employee Benefits	Materials	342.00	342.00
G-04574	Baker & Taylor Books - #510486	Materials	844.92	
		Materials	1,089.82	
		Materials	5,817.91	
		Materials	1,114.89	
		Materials	9,081.51	17,949.05
G-04575	Baker & Taylor Books - #510486	Materials	4,276.91	
		Materials	8,420.88	
		Materials	4,848.96	17,546.75
G-04576	Baker & Taylor Books-#510486	Materials	3,314.66	3,314.66
G-04577	Maria Watkins	Mileage	5.34	5.34
G-04578	Mario Medrano	Other Commodities	100.00	100.00
G-04579	Cheryl Coleman	Mileage	2.31	2.31
G-04580	Midwest Single Source, Inc.	Supplies	104.46	104.46
G-04581	Stacy Schrank	Professional Services	100.00	100.00
G-04582	ALA Subscription Dept	Materials	35.00	35.00
G-04583	Metropolitan Library System	Employee Deductions	10.00	10.00
G-04584	Bank of Oklahoma	Payroll Transmittal-Chks	43,936.63	
		Payroll Transmittal-Chks	19,447.86	63,384.49
G-04585	Bank of Oklahoma	Federal Withholding Tax	34,701.10	
		Federal Withholding Tax	2,747.00	37,448.10
G-04586	Oklahoma Tax Commission	State Withholding Tax	14,095.00	
		State Withholding Tax	1,213.00	15,308.00
G-04587	Mun. Employees Credit Union	Employee Cr Union Deducts	9,753.46	
		Employee Cr Union Deducts	90.00	9,843.46
G-04588	United Way of Central Oklahoma	Employee Deductions	266.25	
		Employee Deductions	7.00	273.25
G-04589	Oklahoma Tax Commission	Employee Deductions	301.45	301.45
G-04590	Bank of America	Payroll Transmittal-DDep	175,569.31	
		Payroll Transmittal-DDep	25,442.19	201,011.50
G-04591	Nationwide Retirement Solution	Employee Deductions	7,341.71	7,341.71
G-04592	Transamerica Worksite Mktg.	Employee Deductions	651.93	651.93
G-04593	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,154.77	5,154.77
G-04594	Bank of Oklahoma	Employee Flexplan Deposit	7,199.43	7,199.43
G-04595	Bank of Oklahoma	Employee Soc/Sec Deposits	20,268.23	
		Employee Soc/Sec Deposits	3,286.13	
		Employee Medicare Deposit	4,740.19	
		Employee Medicare Deposit	768.50	
		Employer Soc/Sec Deposits	23,554.46	
		Employer Medicare Deposit	5,508.70	58,126.21
G-04596	MassMutual Financial Group	Employee Contrib -- DC PI	9,060.74	
		Employer Contrib -- DC PI	16,822.73	25,883.47
G-04597	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-04598	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04599	Administrative Systems, Inc.	Employee Deductions	857.41	857.41
G-04600	Triangle/A & E	Printing	318.92	318.92
G-04601	Unisource Worldwide Inc-OKCity	Maintenance Supplies	4,514.20	4,514.20
G-04602	Southwestern Stationery and	Printing	676.00	676.00
G-04603	EBSCO Subscription Services	Materials	10,500.00	10,500.00

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Number	Vendor/Payee	Purpose		Amount
G-04604	Gale Research	Materials	847.00	847.00
G-04605	City of Warr Acres	Water & Garbage Services	59.05	59.05
G-04606	Frank Ray	Mileage	58.52	58.52
G-04607	Standard Printing Co., Inc.	Printing	1,197.50	1,197.50
G-04608	Oklahoma Library Association	Registration	65.00	65.00
G-04609	Susie Beasley	Travel Expense	7.00	
		Programming Activities	295.81	302.81
G-04610	TDS Telecom	Telephone Services	429.43	
		Telephone Services	842.61	1,272.04
G-04611	West Group Payment Center	Materials	70.00	70.00
G-04612	Keystone Tape & Label, Inc.	Printing	730.05	730.05
G-04613	Chester 'Jack' Kinzie, Jr.	Mileage	20.92	20.92
G-04614	Recorded Books, LLC	Materials	5,106.55	5,106.55
G-04615	John Pansze	Programming	350.00	350.00
G-04616	Instructional Video, Inc.	Materials	1,417.08	1,417.08
G-04617	Thomas H Tonemah	Programming	100.00	100.00
G-04618	Gale Group	Materials	110.20	110.20
G-04619	Ann Aliotta	Mileage	21.81	21.81
G-04620	Production Services	Library-Related Services	1,585.00	1,585.00
G-04621	JoNita Normore	Mileage	13.35	13.35
G-04622	Pacesetters Consulting Group	Professional Services	400.00	400.00
G-04623	Light Bulb Supply Co., Inc.	Maintenance of Facilities	89.64	89.64
G-04624	Hal Leonard Publishing	Materials	195.53	195.53
G-04625	Angie Paeltz	Mileage	13.35	13.35
G-04626	Donald R. Hall, Sr.	Programming	150.00	150.00
G-04627	Scott C. Henderson	Programming	150.00	150.00
G-04628	Mary E. O'Connor	Programming	100.00	100.00
G-04629	Oklahoma Air Filter	Maintenance of Facilities	321.36	321.36
G-04630	Rockhurst University	Professional Services	199.00	199.00
G-04631	Lowe's Credit Services	Maintenance of Facilities	53.76	53.76
G-04632	Weiss Ratings, Inc.	Materials	448.95	448.95
G-04633	FireCo of Oklahoma, Inc.	Maintenance of Facilities	219.30	219.30
G-04634	Random House, Inc	Materials	2,842.20	2,842.20
G-04635	Ingram Library Service	Materials	2,187.60	2,187.60
G-04636	Myra Golden Seminars	Professional Services	1,350.00	1,350.00
G-04637	XPEDX	Printing Supplies	333.80	
		Printing Supplies	545.64	
		Printing Supplies	635.12	1,514.56
G-04638	High-Tech Tronics, Inc.	Maintenance of Facilities	280.00	
		Maintenance of Facilities	80.00	
		Maintenance of Facilities	240.00	600.00
G-04639	Walker Companies	Library-Related Services	474.50	
		Programming	9,900.00	10,374.50
G-04640	Audio Editions	Materials	626.44	626.44
G-04641	FedEx Kinko's Print Services	Printing	1,115.37	
		Printing	9.80	1,125.17
G-04642	ACCU Weather, Inc.	Materials	9,265.00	9,265.00
G-04643	Scovil & Sides Hardware Co.	Maintenance of Facilities	750.00	750.00
G-04644	Oklahoma County Newspapers	Subscriptions	36.00	36.00
G-04645	Fleetcor Technologies	Gas and Oil	2,314.76	2,314.76
G-04646	DWe Williams	Programming	600.00	600.00
G-04647	Perfection Truck Parts&Equip.	Vehicle Parts & Repairs	60.41	60.41



General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04648	Ginger Waldrip	Programming	100.00	100.00
G-04649	Ingram Library Service	Materials	413.72	413.72
G-04650	Hope Health/ IHAC	Other Commodities	30.00	30.00
G-04651	Voss Lighting	Maintenance of Facilities	47.50	
		Maintenance of Facilities	274.35	
		Maintenance of Facilities	57.40	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	9.90	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	146.00	677.65
G-04652	Frances V. Harbert	Programming	84.12	84.12
G-04653	Center Point Large Print	Materials	431.28	431.28
G-04654	Robert Ruiz	Programming	500.00	500.00
G-04655	Jason's Deli/Deli Partners	Professional Services	65.45	65.45
G-04656	Ryan Bellgardt	Programming	120.00	120.00
G-04657	Evans Hardware	Maintenance of Facilities	11.19	
		Maintenance of Facilities	78.56	
		Maintenance of Facilities	18.97	108.72
G-04658	Maverick Books	Materials	129.94	129.94
G-04659	Debbie Robertus	Mileage	23.14	23.14
G-04660	Southwestern Publishing	Library Related Services	3,205.00	3,205.00
G-04661	Deborah Willis	Travel expense	191.88	191.88
G-04662	Southwest Paper - OKC	Supplies	2,944.80	2,944.80
G-04663	American Benefit Solutions	Professional Services	868.75	868.75
G-04664	OPUBCO Communications Group	Library-Related Services	98.85	98.85
G-04665	Southwest Compressor, Inc.	Maintenance of Facilities	309.00	309.00
G-04666	Marty Ludlum	Programming	150.00	150.00
G-04667	Robin Hocker	Programming	600.00	600.00
G-04668	Metro Window Cleaning	Maintenance of Facilities	495.00	
		Maintenance of Facilities	600.00	
		Maintenance of Facilities	400.00	
		Maintenance of Facilities	130.00	1,625.00
G-04669	Dowell Parking Center	Staff Parking	700.00	
		Staff Parking	1,375.00	2,075.00
G-04670	BBC Audiobooks America	Materials	8.00	8.00
G-04671	Self-Funding Actuarial	Professional Services	641.00	641.00
G-04672	Books in Motion	Materials	51.47	51.47
G-04673	John Hinkle	Programming	500.00	500.00
G-04674	American Bldg Specialties, Inc	Maintenance of Facilities	165.00	165.00
G-04675	Lisa M. Wood	Programming Activities	95.79	
		Programming Activities	64.06	159.85
G-04676	Oklahoma Press Service	Library-Related Services	149.73	149.73
G-04677	C.O.T.P.A.	Staff Parking	588.00	588.00
G-04678	Fariba Williams	Travel Expense	1,267.30	
		Registration	170.00	1,437.30
G-04679	C. L. Frates & Co.	Insurance	826.00	826.00
G-04680	Office Depot Credit Plan	Printing Supplies	52.95	
		Professional Services	11.18	64.13
G-04681	CPI Office Products	Supplies	59.70	59.70
G-04682	Producers Playhouse	Library-Related	105.00	105.00
G-04683	Fred D. Shivers	Programming	300.00	300.00
G-04684	Baker & Taylor Books - #510486	Materials	1,037.40	1,037.40



General Fund F.Y. 05-06

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-04685	Cheryl Pernell	Mileage	6.68	6.68
G-04686	Baker & Taylor Entertainment	Materials	2,490.77	2,490.77
G-04687	Manpower, Inc.	Temporary Services	627.90	627.90
G-04688	Walmart Community	Programming	28.42	
		Supplies	18.66	47.08
G-04689	Metro Family	Library-Related Services	1,650.00	1,650.00
G-04690	Dr. Max Price	Programming	75.00	75.00
G-04691	Jane Humphries	Professional Services	1,000.00	1,000.00
G-04692	Trevor Dailey	Mileage	7.79	7.79
G-04693	Barbara A. Johnson	Mileage	8.90	8.90
G-04694	Photo Researchers, Inc.	Printing	195.00	195.00
G-04695	Phillip M. Mitchell	Programming	300.00	300.00
G-04696	John Utley	Telephone Services	47.87	47.87
G-04697	Susan H. Wood	Programming	125.00	
		Programming	380.00	505.00
G-04698	Lesli Jones	Library-Related Services	245.00	
		Library-Related Services	70.00	
		Library-Related Services	190.00	505.00
G-04699	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-04700	AT&T	Telephone Services	63.61	63.61
G-04701	Corporate Express, Inc.	Printing Supplies	482.40	
		Printing Supplies	144.40	626.80
G-04702	Baker & Taylor Books - #510486	Materials	624.08	
		Materials	1,569.78	
		Materials	2,121.56	
		Materials	1,588.39	
		Materials	1,305.23	
		Materials	2,869.37	
		Materials	2,840.59	
		Materials	2,044.71	
		Materials	6,462.93	21,426.64
G-04703	Baker & Taylor Books - #510486	Materials	1,567.90	
		Materials	5,345.62	
		Materials	3,155.90	
		Materials	1,548.77	11,618.19
G-04704	Baker & Taylor Books-#510486	Materials	577.12	577.12
G-04705	Mascots, Etc.	Library-Related Services	350.00	350.00
G-04706	Kone Inc	Maintenance of Facilities	964.75	
		Maintenance of Facilities	964.75	1,929.50
G-04707	COTPA	Staff Parking	2,044.00	2,044.00
G-04708	COTPA	Staff Parking	276.00	276.00
G-04709	Midwest Single Source, Inc.	Supplies	30.55	30.55
G-04710	Kiona Wooten Millirons	Programming	200.00	200.00
Total of FY 05-06 Warrants Issued				\$ 1,691,170.38

General Fund F.Y. 04-05

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
G-06067	Production Services	Library Related Services	460.00	460.00
G-06068	Fast Signs	Construction	189.00	189.00
G-06069	C. H. Guernsey & Co.	Professional Services	520.00	520.00
G-06070	SimplexGrinnell	Construction	1,677.76	1,677.76
G-06071	Swanda Brothers, Inc.	Capital Projects	574.00	574.00
G-06072	Barnum's Sewer, Drain &	Construction	775.00	775.00
G-06073	C. H. Guernsey & Co.		130.00	130.00
Total of FY 04-05 Warrants Issued				\$ 4,325.76

Special Funds

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
S-12136	Cindy L. Cantrell	Lost & Paid Book Returned	3.00	3.00
S-12137	Baoyun Xia	Lost & Paid Book Returned	14.49	14.49
S-12138	Debbie L. Wardworth	Lost & Paid Book Returned	6.00	6.00
S-12139	Donna L Fillman	Lost & Paid Book Returned	10.95	10.95
S-12140	Michaela F. Pojezny	Lost & Paid Book Returned	3.00	3.00
S-12141	Virginia L. Brooks	Lost & Paid Book Returned	13.95	13.95
S-12142	Hollie A. Hire	Lost & Paid Book Returned	39.95	39.95
S-12143	Showtime Displays & Graphics	Fixtures	3,445.25	3,445.25
S-12144	J & B Graphics	Furniture & Fixtures	436.00	436.00
S-12145	Barco's Outdoor Products	Furniture	455.00	455.00
S-12146	Mickey Sherman	Programming	70.00	70.00
S-12147	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12148	Oklahoma Tax Commission	Sales Tax-Diskettes	10.10	
		Sales Tax-Diskette Sales	10.86	20.96
S-12149	Oklahoma Tax Commission	Sales Tax-Copy Revenue	388.14	
		Sales Tax-Copy Revenue	359.68	747.82
S-12150	Glennys F. Keel	Lost & Paid Book Returned	12.95	12.95
S-12151	Jennifer R. Dunford	Lost & Paid Book Returned	6.00	6.00
S-12152	Joshua Neuenschwander	Lost & Paid Book Returned	14.95	14.95
S-12153	Eileen Herzog	Lost & Paid Book Returned	3.00	3.00
S-12154	Elizabeth D. Howell	Lost & Paid Book Returned	18.98	18.98
S-12155	San Diego County Library		34.95	34.95
S-12156	University of Georgia		10.00	10.00
S-12157	University of Arkansas	Fines Account	15.00	15.00
S-12158	Mickey Sherman	Programming	70.00	70.00
S-12159	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12160	Amalia M Cruzan	Lost & Paid Book Returned	3.00	3.00
S-12161	Oklahoma Tax Commission	State Sales Tax	10.36	
		State Sales Tax-Diskettes	9.40	19.76
S-12162	Cynthia L. Stevenson	Lost & Paid Book Returned	3.00	3.00
S-12163	Morgan C. Foley	Lost & Paid Book Returned	9.95	9.95
S-12164	Donald G. Smith	Lost & Paid Book Returned	15.00	15.00
S-12165	Corinne M. Sherman	Lost & Paid Book Returned	3.00	3.00
S-12166	Tyeese S. Greer	Lost & Paid Book Returned	5.38	5.38
S-12167	Tristan M. Dow	Lost & Paid Book Returned	3.00	3.00
S-12168	Brandi M. Ross	Lost & Paid Book Returned	4.79	4.79
S-12169	Metropolitan Library System	Transfer Fines & Fees	40,000.00	40,000.00
S-12170	Oklahoma Tax Commission	State Sales Tax	286.67	
		State Sales Tax-Copies	339.55	626.22
S-12171	Standley Systems	Copier Usage	376.35	
		Copier Usage	392.98	769.33
S-12172	Maria Rodriquez	Programming	120.00	120.00
S-12173	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12174	Barbara Geary	06/Friends/Lifetime Reade	500.00	500.00
S-12175	Highsmith Co., Inc.	Programming Supplies	515.00	515.00
S-12176	Barbara Geary	06/OAC/Barbara Geary	500.00	500.00
S-12177	Laura L. Babb	Lost & Paid Book Returned	3.00	3.00
S-12178	Amy J. Stark	Lost & Paid Book Returned	3.00	3.00
S-12179	Andrea K. Spence	Lost & Paid Book Returned	12.95	12.95
S-12180	Jennifer L. Majma	Lost & Paid Book Returned	9.00	9.00
S-12181	Jeanette R. Keller	Lost & Paid Book Returned	3.00	3.00
S-12182	Bei Xu	Lost & Paid Book Returned	8.49	8.49



Special Funds

Warrant Register

May 2006

Number	Vendor/Payee	Purpose		Amount
S-12183	Christopher M. Payne	Lost & Paid Book Returned	12.00	12.00
S-12184	Barbara J. Almgren	Lost & Paid Book Returned	3.00	3.00
S-12185	Oklahoma Dept. of Libraries	Book Replacement	93.74	93.74
S-12186	Jill Vessels	Brawner Scholarship	450.00	450.00
S-12187	Mickey Sherman	Programming	70.00	70.00
S-12188	Commercial Card Solutions	06/Inasmuch	132.70	
		06/Inasmuch	205.10	
		06/Inasmuch	191.39	
		06/Inasmuch	69.14	598.33
S-12189	Akiko Y. Winter	Lost & Paid Book Returned	3.00	3.00
S-12190	Hannah E. Babb	Lost & Paid Book Returned	3.00	3.00
S-12191	David Pardue	Lost & Paid Book Returned	14.78	14.78
S-12192	Tam M. Smith	Lost & Paid Book Returned	7.95	7.95
S-12193	Nicole L. Miley	Lost & Paid Book Returned	16.95	16.95
S-12194	Reginald Cheech Williams	Lost & Paid Book Returned	10.89	10.89
S-12195	Maria Rodriguez	Programming	120.00	120.00
S-12196	Mickey Sherman	Programming	70.00	70.00
S-12197	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-12198	Elizabeth Kessler	Lee Brawner Scholarship	450.00	450.00
S-12199	Anita Roesler	Brawner Scholarship	225.00	225.00
S-12200	Lisa M. Wood	Lee Brawner Scholarship	600.00	600.00
S-12201	Glenn Webb	Lee Brawner Scholarship	600.00	600.00
S-12202	Stacy Schrank	Lee Brawner Scholarship	300.00	300.00
S-12203	Cinemark Tinseltown	Summer Programming	125.00	125.00
S-12204	Penn Square Cinema	Summer Programming	50.00	50.00
S-12205	Harkins Theatre	Summer Programming	125.00	125.00
S-12206	Brixton Square Cinema	Summer Programming	100.00	100.00
S-12207	AMC Theatres	Summer Programming	125.00	125.00
S-12208	Target Department Store	Summer Programming	2,900.00	2,900.00
S-12209	Regal Cinemas	Summer Programming	200.00	200.00
S-12210	Suzanne & Jim, Inc	06/Friends/Lifetime Reade	600.00	600.00
S-12211	City Chevrolet	Motor Vehicle	15,225.00	15,225.00
Total of Special Funds Warrants Issued				\$ 71,887.71

I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

6-8-06  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

6-8-06  
Date

## CONTRACT AWARDS AND PURCHASES

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

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

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

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

Sabre Technologies is requesting a renewal of the contract awarded May 19, 2005, Document #90C, at the same terms and conditions of the original contract award.

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

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

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

HP Printer HPC4836A	HP Printer HPC4837A	HP Printer HPC4838A	HP Printer HPC4844A	HP Printer HPC4841A	HP Printer HPC4842A	HP Printer HPC4843A
\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00

### **RECOMMENDATION:**

That the Commission approve the renewal of the annual contract for toner cartridges to Sabre Technologies for the various toner cartridges and prices listed above. Funding will be provided for toner cartridges in the FY 2006-07 budget, account 303.



**CONTRACT AWARDS AND PURCHASES**  
(Cont'd)

**ITEM B: ANNUAL RENEWAL OF SUPPLY & SERVICE CONTRACTS**

The Library's purchase policy requires that supply and service contracts be reviewed annually by the Administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal for an additional fiscal year. The contracts will be renewed at the terms and conditions stated below.

<b>Contractors</b>	<b>Supply/Service</b>	<b>Award Date</b>	<b>Annual Estimated Cost</b>	<b>Account Number</b>
Cox Production Services	Studio Production for Read About it	Sole Source	\$23,000	230
Chickasaw Telecom	Cisco Telephone Equipment Maintenance	7/29/03 Doc. # 3	\$26,000	231
Hewlett Packard	Computer Mainframe Maintenance	10/95 Sole Source	\$148,000	231
Spaces	Knoll Office Furniture	1/16/03 Doc. # 47	GSA Pricing	408 & 450

**RECOMMENDATION:**

That the Commission approve the renewals of the annual contracts listed above for the Fiscal Year 2006-07. Funding for these contracts will be provided for in the FY 2006-07 budget.

## **CONTRACT AWARDS AND PURCHASES** (Cont'd)

### **ITEM C: COPIER PAPER**

Provided for in the annual budget is the continuous requirement for copier paper for use in the printers and copiers throughout the library system. Three sizes of copier paper are used by the Library: 8 ½" x11", letter; 8 ½" x14" legal and 11" x 17" ledger. The total purchase of copier paper exceeds the open market amount allowed by the purchasing policy.

Specifications were prepared and bids were let for sixteen days and were advertised for two days (May 22 and 25, 2006) in *The Oklahoman*. Bids were also sent to six prospective vendors.

A pre-bid conference was held on May 30, 2006. No vendors attended.

Bids were received and publicly opened June 6, 2006.

<b>Vendors</b>	<b>8 ½"x11" Letter</b>	<b>8 ½"x14" Legal</b>	<b>11"x17" Ledger</b>
Xpedx	\$28.00	\$35.00	\$28.00
Unisource	\$34.80	\$46.68	\$36.68
Clampitt Paper	\$37.50	\$49.25	\$39.00

All vendors are located in Oklahoma County and meet specifications. The annual bid quote for copier paper is an all or none bid.

Xpedx is the best and lowest bidder.

### **RECOMMENDATION:**

That the Commission award the annual contract for copier paper to Xpedx at the prices indicated above. Funding for the purchase of copier paper will be provided for in the FY 2006-07 budget, account 303.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM D: PRINTING & DELIVERY OF CALENDAR OF EVENTS & METRO LIBRARY MAGAZINE**

To be provided for in the FY 2006-07 annual budget is the request for the monthly printing of the Library's Calendar of Events and the quarterly printing of the *Metro Library Magazine*.

Specifications were prepared and bids were let for twenty days and were advertised for two days (May 18 and 23, 2006) in *The Oklahoman*. Bids were also sent to nine prospective vendors.

A pre-bid conference was held on May 30, 2006. One vendor attended.

Bids were received and publicly opened June 6, 2006. Four vendors responded.

<b>Calendar of Events &amp; Metro Library Magazine. 7,000 Copies</b>	<b>Southwestern Stationary</b>	<b>Hoffman's Graphics</b>	<b>DPS Printing</b>	<b>Scott Printing</b>
12 Pages	\$2589.00	\$3047.00	\$2300.00	\$3561.00
16 Pages	\$2736.00	\$3305.00	\$3100.00	\$3698.00
20 Pages	\$3611.00	\$4316.00	\$3900.00	\$5209.00
24 Pages	\$3921.00	\$4623.00	\$4700.00	\$5730.00
28 Pages	\$5162.00	\$4989.00	\$5300.00	\$6428.00

All vendors are located in Oklahoma and have provided printing to the Library in the past.

The Library wishes to contract with the vendor for 7,000 copies of the Calendar of Events and the *Metro Library Magazine* for each issue.

Southwestern Stationary is the best and lowest bidder overall on the printing of the Calendar of Events and the *Metro Library Magazine* for 7,000 copies.

### **RECOMMENDATION:**

That the Commission award the annual contract for monthly printing and delivery of 7,000 copies of the Calendar of Events and the *Metro Library Magazine* to Southwestern Stationary at the prices indicated above. Funding for this printing project will be provided for in the FY 2006-07 budget, account 301.



### **REQUEST TO DECLARE EQUIPMENT SURPLUS**

The Commission on January 19, 2006 (Doc #57) approved the purchase of one ½-Ton Ford F150 Truck.

The 2006 ½-Ton Ford F150 Truck will replace the 1996 ½-Ton Ford F150 Truck. The 1996 ½-Ton Ford F150 Truck has become surplus to the Library System's needs.

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

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

<b>Inventory Number</b>	<b>Description</b>	<b>Mileage</b>
25094	1996 ½-Ton Ford F150 Truck	108,301

### **RECOMMENDATION:**

That the Commission declares the 1996 ½-Ton Ford F150 Truck to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by "**Sealed Bid Sale**".

**METROPOLITAN LIBRARY SYSTEM  
TRANSFER OF FUNDS**

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

**Additional Appropriations**

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 218	Gas Services	\$5,000.00	\$58,806.00

The Library experienced a significant rise in natural gas prices this fiscal year.

**Canceled Appropriations**

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 220	Trigen Energy Services	\$5,000.00	\$189,998.00

Substantial energy savings have been accomplished at the Downtown Library.

**Commission Action**

That the Library Commission approve the transfer of funds as requested above.

**REPORT AND RECOMMENDATIONS**  
**FROM THE ADMINISTRATIVE & PERSONNEL COMMITTEE**

**The Administrative & Personnel Committee met May 9, 2006 for:**

*(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports)*

- I. Annual Review of Human Resources – Salaries and Benefits  
Reports and Recommendations from Administration: Compensation & Benefit Plans
- II. Discussion Consideration, and Possible Action: Report and Recommendations from  
Administration – Revisions to MLS Policy and Procedure Manual

**During its meeting, the Committee:**

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent twelve recommendations to the Finance Committee meeting May 31, 2006, and has only one recommendation for Commission action, as stated below.

*Minutes of the May 9, 2006, A & P Committee meeting are included*

**COMMISSION ACTION: To accept or approve the following recommendations from the Administrative & Personnel Committee:**

Approve the revisions and additions to the Policy and Procedure manual.



**METROPOLITAN LIBRARY COMMISSION**  
**OF OKLAHOMA COUNTY**  
**ADMINISTRATIVE & PERSONNEL COMMITTEE**  
**MINUTES**

DATE: Tuesday, May 9, 2006 TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, April 10, 2006. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 5, 2006, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Ann Caine, Chair  
Carolyn Cornelius  
Shirley Pritchett

**COMMITTEE MEMBERS EXCUSED:**

Marguerite Ross

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 10**

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

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

I. Dr. Caine called on Mrs. Donna Morris, Executive Director to present the Annual Review of Human Resources – Salaries and Benefits with Reports and Recommendations from Administration – Compensation & Benefits Plans

Mrs. Morris called on Mr. Lloyd Lovely, Deputy Executive Director/ Finance & Support to present the salaries portion of the report.

Mr. Lovely reviewed the recommendations from Administration. He stated the compensation recommendations are the same as last year. Administration is recommending a merit increase of 0% to 3% for the upcoming fiscal year, beginning July 1, 2006 and a market adjustment of 3%, effective for the pay period including January 1, 2007.

Mr. Lovely explained how the system compares to other surrounding systems in compensation for Librarian's. The Metropolitan Library System's minimum salary range is higher than Oklahoma Department of Libraries (ODL) and Tulsa City-County Library System (TCCL); However, MLS continues to fall behind Pioneer Multi-County Library System (PMC).

Mrs. Morris stated the turnover rate this year has been higher than it has been in a number of years. There are several factors that could play a part in that. It could be due to salaries or perhaps an older workforce retiring. She continued, in some job recruitments there are several applicants to choose from and in others there may not be enough. Questions and Discussion followed.

Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager to present the Benefits portion of the report and recommendations.

Mrs. Hoffman reviewed the three Benefit Plan changes being recommended this year:

1. Recommendation to remove the pre-existing dental conditions provision from the Dental Plan.

Currently, the Dental Coverage includes a Pre-existing Conditions provision, which disallows any continuation in treatment for a condition diagnosed prior to the member's coverage effective date. It appears that this stipulation was used as a cost control mechanism when the Plan initially went self-funded. The Library System now has eleven years of claims history for dental, which allows for more accurate claim cost projections. In addition, dental benefits are subject to an annual maximum benefit.

2. Recommendation to increase the Lifetime Maximum for Chemical Dependency to \$25,000.

The current Lifetime Maximum for Chemical Dependency (in and outpatient) is \$15,000. Based on current statistics, an average inpatient stay for treatment is 28 days at \$1,000 per day.

3. Recommendation to add a 24 hour Nurse Advice Line available to employees.

Advice lines provide proactive service that leads to fewer emergency room and physician visits, resulting in reduced costs. The service is available at a cost of .75 cents per employee per month. According to the Mercer National Survey of Employer-Sponsored Health Plans, 64% of large employers offer a Nurse Advice Line, up from 59% in 2004.



Questions and discussion followed.

Mrs. Hoffman stated the system is down 18.3% in prescription drug claims from last year. She attributed the decrease to the recommendations approved last year; the changes in the benefit plan design, the addition of the specialty pharmacy, and the retrospective review program. Discussion followed.

**Preferred Provider Organization (PPO):**

Mrs. Hoffman stated there are no changes this year for the PPO.

**Life/Accidental Death & Dismemberment Insurance:**

Mrs. Hoffman stated last year the system received a two year rate guarantee from Sun Life. Sun Life has provided the system with excellent customer service over the last ten months. Sun Life has had to pay a claim, unfortunately, but it was very timely and well done. The recommendation this year is to continue with Sun Life for another year.

**Long Term Disability Insurance:**

Mrs. Hoffman stated UNUM Provident is the insurance carrier for the Library System's Long Term Disability program. The renewal date for the policy is September 1, 2006. To mirror the Library System's budget year, UNUM Provident has agreed to change the anniversary date for the policy to July 1, 2006 with no rate increase for the forthcoming plan year.

**Vision Insurance:**

The vision coverage last year renewed with Vision Service Plan (VSP) on a two year rate guarantee again, so the recommendation is to renew that coverage as well, until the next renewal in 2007.

**Employee Assistance Program (EAP):**

Mrs. Hoffman stated one of the biggest changes being recommended this year is in the system's Employee Assistance Program (EAP). Currently it is through *A Chance to Change*. The system has been with *A Chance to Change* since 2002. *A Chance to Change* is proposing no change in services or rates for the forthcoming year. Since the current vendor has been in place for three years, the Library System contacted *Integrus Corporate Assistance Program* for a proposal. They have services comparable to the current provider with additional services, including a 24 hour Helpline for crisis intervention and stabilization. They also offer Annual Supervisor Training and Employee Orientation. They have a website available which will allow system employees access to additional resources. *Integrus Corporate Assistance Program* came back with a rate of \$2 per employee per month. This rate equates to an approximate savings of \$3600 annually for the Library System.

**Workers' Compensation:**

Mrs. Hoffman stated Workers Compensation is continuing to come down. This year there was an experience factor of 1.09, as of two years ago the system was at an experience factor of 1.31.

Mrs. Hoffman called for questions.

Mrs. Hoffman stated Administration is recommending a 0% increase in funding and employee contributions to the medical plan this year. The insurance fund available is adequate to take care of the 5.64% increase in maximum liability and also the increased cost for the nurse advice line. The third party administrator has asked for a .50 cent per employee per month administrative fee increase. All of this can be absorbed by the insurance fund available with 0% increase this year again for the second year.



Questions and Discussion followed.

Dr. Caine referred back to the salaries portion of the report. She recalled one of the Library System's goals is to be the leader in-state among the four major public library employers and for the past several years, this goal has not been met. Discussion followed.

Dr. Caine asked if there has been any trouble recruiting for librarians or any other positions. Mr. Roy Ballou, Human Resources Manager, stated one of a kind positions are more difficult to fill. There have also been some recent challenges in hiring qualified IT and Maintenance staff.

Mrs. Pritchett questioned if the funds were available to allow for a 1% increase to the market adjustment. Mr. Lovely stated it would be an estimated increase of \$100,000 and the funds are available.

Mrs. Morris stated the market adjustment is very important because it keeps the starting salaries going up, which does help in the system's ability to attract more prospective employees. Discussion followed.

**Mrs. Shirley Pritchett moved to increase the market adjustment for all employees from 3% to 4% effective with the beginning of the pay period that includes January 1, 2007. Mrs. Cornelius seconded. No further discussion; motion passed unanimously.**

**Mrs. Cornelius moved to accept the Administration's recommendations for salaries and benefits as amended and recommend that the Finance Committee incorporate the funds for the recommendations into the FY 2006-07 Budget. Mrs. Pritchett seconded. No further discussion; motion passed unanimously.**

II. Dr. Caine referred to Discussion, Consideration, and Possible Action: Report and Recommendations from Administration ~ Revision to the MLS Policy & Procedures Manual.

Mrs. Morris stated there are several policies that need some revisions and additions as a result of decisions made by the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient and effective manner.

1. SH 210 – Retirement Policy.

The retirement policy has been updated to reflect the system now operates two retirement plans: A Defined Benefit Plan and the Defined Contribution Plan.

2. SH 520 – Grievance Policy

Mrs. Hoffman stated with the employee benefit plan the Library System is obligated, once an employee is no longer actively at work, to offer them COBRA. The previous policy just stipulated the employee's benefits would be continued which put the system in an awkward situation with the stop loss carrier. The policy was updated to reflect the responsibility of the individual for opting to continue or to not continue coverage under COBRA. If an individual opts to continue coverage under COBRA and if the final decision in the grievance procedure is rendered in favor of the grievant, the library's share of insurance premiums will be reimbursed to the individual. If the individual opted to not have COBRA continuation of coverage, or failed to make timely payments as required by COBRA, the reinstated employee will be treated as a new hire and subject to all provisions of the Employee Benefit Plan for new employees.

3. SH 220 – Employee Leave Policies

An Administrative Leave with Pay policy has been added to the employee leave policies. This policy permits the Executive Director, or designated Deputy Executive Director in the director's absence, to place an employee on Administrative Leave with pay to conduct an investigation into possible wrong doing on the part of the employee or if there is a need for a due process procedure. In no case, shall the Administrative Leave with pay exceed thirty work days.

The Sick Leave Policy has been updated to reflect provisions for calling in sick.

The Military Leave Policy has been changed to reflect 30 calendar days of pay per each federal fiscal year of the tour of active duty. The policy also reflects the responsibility of the employee for notifying his or her supervisor.

4. Health Information Privacy Policy (HIPAA)

The Health Information Privacy Policy has been updated to reflect the designation of a HIPAA Privacy Compliance Officer – Benefits Manager; HIPAA Security Officer – Electronic Media – Deputy Executive Director/Information Technology; and HIPAA Security Officer – Physical Property – Director of Human Resources. The policy has been updated to reflect titles instead of individuals.

5. Employee Loyalty Oath

The Employee Loyalty Oath is a new policy added to the Policy and Procedure Manual. The policy requires all employees of the Metropolitan Library System take the loyalty oath as adopted by the State of Oklahoma for all public officials and employees. The loyalty oath will be included in all new hire employee packets.

Dr. Caine called for questions.

**Mrs. Cornelius moved to accept the Administrative recommendation to approve the revisions and additions to the Policy & Procedures Manual. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.**

III. No further business, Dr. Caine adjourned the meeting at 4:30 p.m.



Donna Morris, Executive Director  
(Secretary)



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

### **The Finance Committee met May 31, 2006, for:**

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

- I.** Report and Recommendations from A & P Committee May 9, 2006
- II.** Report and Recommendations from Administration
  - MLC FY 2006-07 Preliminary Budget
- III.** Report and Recommendations from Administration ~ Sarbanes Oxley Act of 2002

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

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

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

- 1. Approve the Metropolitan Library System Preliminary Budget FY 2006-07.
- 2. Direct Administration to:
  - 1) Develop a simple "Whistle Blower" policy and procedure, using the chair of the Finance Committee as the point of contact.
  - 2) Direct the outside auditor to meet with the Finance Committee or the Finance Committee chair, outside the presence of Library staff, both before the audit begins and after the audit's completion. Additionally, the auditor's direct line of reporting will be to the Finance Committee or to the Finance Committee chairperson. The audit firm can also be asked to provide confirmation of compliance with all rules.
  - 3) Implement certification of the financial statements in each monthly financial report to the Library Commission.



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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Wednesday, May 31, 2006    TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue, Seminole Nation Room  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, May 22, 2006. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 26, 2006, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

David Greenwell, Chair  
Nancy Anthony  
Scott Duncan

**COMMITTEE MEMBERS EXCUSED:**

Greg Womack

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director  
Dr. Ann Cain, Vice-Chair

**ESTIMATE OF OTHERS PRESENT: 17**

I. The meeting was called to order at 3:02 p.m. by Mr. David Greenwell, Chair.

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

II. Mr. Greenwell called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to present the overview of the Preliminary Budget Report.

Mr. Lovely reviewed the revenues and reported the estimate of the county's assessed property values is \$4,618,324,612. This figure is 5.8% higher than the previous year, resulting in approximately \$21,832,080 in property tax revenue for the Library System. Mr. Lovely explained the miscellaneous Income, carryover from prior years, and the reserve accounts. Questions and discussion followed.

III. Mr. Greenwell tabled the Preliminary Budget report and called on Dr. Ann Caine, to provide the Report and Recommendation from the Administrative & Personnel Committee meeting May 9, 2006.

Dr. Caine reviewed the list of recommendations from the A & P Committee meeting. She stated the only recommendation impacting the budget would be the recommendation to approve a market adjustment of 4% effective for the pay period including January 1, 2007. The recommendation for a 4% market adjustment is an increase of 1% from the approved market adjustment last fiscal year. This increase equals to an approximate yearly cost of \$110,000, which would reflect an increase of about \$55,000 in the FY 2006-07 budget. Questions and Discussion followed.

Dr. Caine reported one goal of the A&P Committee is to be competitive with surrounding systems in salaries and benefits.

Mr. Greenwell suggested, in the coming year, the A&P Committee look into adjusting salary ranges, to appeal to new recruits that would be equal to or above what the other systems are offering.

Mr. Greenwell called for the motion.

**The A & P Committee moves to have the Finance Committee approve the following recommendations for incorporation into the FY 2006-07 Preliminary Budget.**

1. Incorporation into the FY 2006-07 Annual Budget the recommended merit increase schedule of from 0% to 3% for FY 2006-07. Funds have been included in the Preliminary FY 2006-07 Budget.
2. Incorporation into the FY 2006-07 Annual Budget the recommended market adjustment of 4%, effective the last pay period in December 2006 that includes January 1, 2007. Funds have been included in the Preliminary FY 2006-07 Budget.
3. A zero percent rate increase in the long term disability insurance with a changed renewal/anniversary date of July 1, 2006.
4. Continue with Sun Life Assurance Company for the Life/AD&D coverage at \$0.18 per \$1000 to renew July 1, 2007.
5. Change the EAP provider to Integris Corporate Assistance Program, at a rate reduction from \$2.75 to \$2.00 per employee per month, for the policy year of July 1, 2006 to June 30, 2007.
6. Continue with the current vendor for vision insurance, VSP, with no changes in rates or coverage for the next policy year - July 1, 2006 through June 30, 2007.
7. Acceptance of the stop loss coverage for the Employee Benefit Plan through HCC Life Insurance Company for a \$50,000 specific stop loss, Paid contract effective July 1, 2006 through June 30, 2007.



8. Acceptance of a \$0.50 per month per participating employee administrative service fee increase from the current third party claims administrator for the Employee Benefit Plan.
9. Continue with PPO Oklahoma/CCN Network for Plan Year July 1, 2006 through June 30, 2007.
10. The modifications/changes in the Employee Benefit Plan, including the deletion of the Dental Coverage Pre-existing Conditions provision and an increase in the Chemical Dependency Lifetime Maximum, as outlined previously in this report.
11. The addition of a Nurse Advice Line, offered through the current third party administrator, sponsored by American Health Holding, at a rate of \$0.75 per employee per month. The additional cost will be paid from the available fund balance.
12. The Employee Benefit Plan premium costs reflecting a zero percent increase to the employee and the library system after applying the available fund balance.

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

**IV.** Mr. Greenwell referred back to Mr. Lovely for the remaining report of the preliminary budget.

Mr. Lovely reported on the expenses in the preliminary budget. He stated the proposed total budget for FY 2006-07 is \$41,294,523. This total budget consists of:

- \$ 22,798,312 for the operating budget
- \$ 6,478,538 for capital projects
- \$ 12,017,673 for reserves

Questions and discussion followed.

Mr. Lovely reviewed the budget and actual comparisons for FY 2006-07 and 2005-06.

Mr. Lovely called on Mr. Todd Olberding to present an update on the MLS Service Center and the Ralph Ellison Library Renovation.

Mr. Olberding presented an update on the MLS Service Center. As previously approved by the Commission, an offer was made on some land to build a facility suitable to the needs of the Service Center. The offer triggered a process known as "due diligence", which allows the library system to analyze the proposed land and to determine whether or not it is going to work for the system's intended needs. There are a couple of things still being worked on. One is the Storm Water Study. The next issue is a legal review of the title commitment and contract. If all goes well, the current closing date is set for June 27. The building design reflects approximately 40,000 square feet.

Mr. Olberding reviewed the Service Center budgeted costs. The estimated total project cost is \$4,359,870. Information was provided on the breakdown of the funding for the project.

Questions and Discussion followed.

Next, Mr. Olberding presented an update on the Ralph Ellison Library Renovation Project. Ralph Ellison Library was part of the 2000 Oklahoma City Bond Package, which allowed for the expansion, renovation, remodeling, of the Ralph Ellison Library.

Mr. Olberding reviewed the "original" scope of the work and funding. Since that time the project has been revised. The multi-purpose room was cut from a capacity of 300 people to a capacity of 150 people. It is anticipated that the new multi-purpose room will be added to the existing meeting room space, which could hold a total capacity of about 250 people. The space could then be subdivided and be more functional as a multi-purpose room.



Mr. Olberding reviewed the revised "proposed" scope of work and funding. The estimated proposed project cost totals \$1,831,870. The dollars for the projects have been included in the preliminary budget and upon approval of the budget; these items will also be approved. Questions and Discussion followed.

Mr. Duncan requested a five or ten year projection of capital income and reserves be presented at the time the final budget is presented to the Finance Committee.

Mr. Greenwell called for a motion on the FY 2006-07 Preliminary Budget.

**Mrs. Anthony moved to approve the MLS FY 2006-07 Preliminary Budget as presented. Mr. Duncan seconded. No further discussion. Motion passed unanimously.**

**V.** Mr. Greenwell called for Discussion, Consideration, and Possible Action: Report and Recommendations from Administration - Sarbanes Oxley Act of 2002.

Mr. Lovely reviewed the Sarbanes Oxley Act of 2002. He reported at the last Finance Committee, the Committee voted to recommend to the Commission that they appoint a bylaws committee. The bylaws committee could further change the name and scope of the Finance Committee to include audit oversight. Although the bylaws committee has not been formed, the time for the yearly audit is nearing, and Administration would like to proceed with some practices prior to the audit. The changes will place the Library in compliance with most of the recommended changes to voluntarily comply with the Sarbanes Oxley Act.

Mr. Lovely stated at future meetings, the adoption of formal document retention policies is anticipated. It is also anticipated the bylaws committee, when formed, will change the name of the Finance Committee to the Finance and Audit Committee, and change the scope of its purview accordingly. Questions and Discussion followed.

Mr. Greenwell called for a motion.

**Mrs. Anthony moved to direct the Administration to:**

- 1) Develop a simple "Whistle Blower" policy and procedure, using the chair of the Finance Committee as the point of contact.
- 2) Direct the outside auditor to meet with the Finance Committee or the Finance Committee chair, outside the presence of Library staff, both before the audit begins and after the audit's completion. Additionally, the auditor's direct line of reporting will be to the Finance Committee or to the Finance Committee chairperson. The audit firm can also be asked to provide confirmation of compliance with all rules.
- 3) Implement certification of the financial statements in each monthly financial report to the Library Commission.

**Mr. Duncan seconded. No further discussion. Motion passed unanimously.**

**VI.** Mr. Greenwell adjourned the meeting at 4:42 p.m.



Donna Morris, Executive Director  
(Secretary)

**Preliminary Budget**  
**FY 2006 – 2007**  
**(July 1, 2006 to June 30, 2007)**

Shipped Priority Mail  
To Commission Members  
May 25, 2006

**Please remember to bring your**  
**FY 2006-07 Preliminary Budget Binder**  
**to Commission meeting June 15, 2006**

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **RALPH ELLISON PROJECT AGREEMENT – AMENDMENT 1**

The Metropolitan Library Commission previously approved the Ralph Ellison Library Project Agreement which outlines the joint obligations of MLS and OKC as related to the proposed renovation.

After a review by MLS staff of the OKC budget for this work, it was determined that additional Construction funding was needed. OKC is unable to provide this funding. With this in mind, the staff reviewed the proposed project and has identified the following:

- In the past, the Metropolitan Library System has provided Construction dollars to other library projects.
- Except for the replacement of the carpeting and some painting, Ralph Ellison has not been renovated since it was constructed in 1978.
- While the scope of the renovation can be reduced, much of the work is needed desperately.
- It is more cost effective to do this work during the OKC renovation
- Funding for this additional work is available.

The above information was presented to the Finance Committee on May 31 as part of the FY 06-07 Preliminary Budget.

This amendment, to the existing Ralph Ellison Library Project Agreement, adds this proposed MLS funding.

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

To Approve Amendment 1 to the Ralph Ellison Library Project Agreement between the City of Oklahoma City and the Metropolitan Library System of Oklahoma County.



**RALPH ELLISON PROJECT AGREEMENT**  
**Amendment 1**

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

This Amendment to the Ralph Ellison Agreement dated June 6th, 2006 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 Ralph Ellison Project agreement, paragraph III states that "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"; and

**WHEREAS**, it is the desire of the Metropolitan Library System to expand the scope of the work covered under this agreement; and

**WHEREAS**, the Metropolitan Library System, as approved by the Metropolitan Library Commission, has set aside funding for this additional work; and

**WHEREAS**, this amendment does not affect any of the other requirements of this agreement; and

**NOW, THEREFORE**, in consideration of the various covenants and promises set forth hereinafter, the parties agree to modify the provisions of the original agreement as follows:

**I. OBLIGATIONS OF MLS.**

A. MLS shall provide to the City funding, up to but not exceeding, the following amount:

- a. \$126,000.00, an increase of \$49,500, 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. \$13,000.00, an increase of \$3,000, for design work associated with the FF&E to be purchased directly by MLS for the Ralph Ellison Project.
- c. An additional amount not to exceed \$557,000.00 for construction as outlined in this agreement.
- d. Funds to be transferred to the City before the respective Architectural, Engineering, and Consulting or Construction contract is Approved by Council.
- e. Should the above amount need to be increased, the City and MLS, by mutual agreement, shall determine the amount of any additional funds for Construction, to be provided by MLS.

## **II. OBLIGATIONS OF CITY.**

- A. The City shall select the Contractor in accordance with applicable law and with this Agreement.
- B. The City will consider MLS as a Department as related to the section of the Contractor.
- C. The City shall expend all available OKC 2000 Bond funds prior to requiring MLS to expend its funds under the terms of this agreement.
- D. Quarterly, the City shall provide MLS, in a form acceptable to MLS, an accounting of MLS deposited funds.
- E. Interest gained by MLS funds shall be compounded, accrued, and added to the fund account monthly at the same rate received on the City's Operating Pool



**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 \_\_\_\_\_, 2006.

**The City of Oklahoma City**

\_\_\_\_\_  
Mayor

ATTEST:

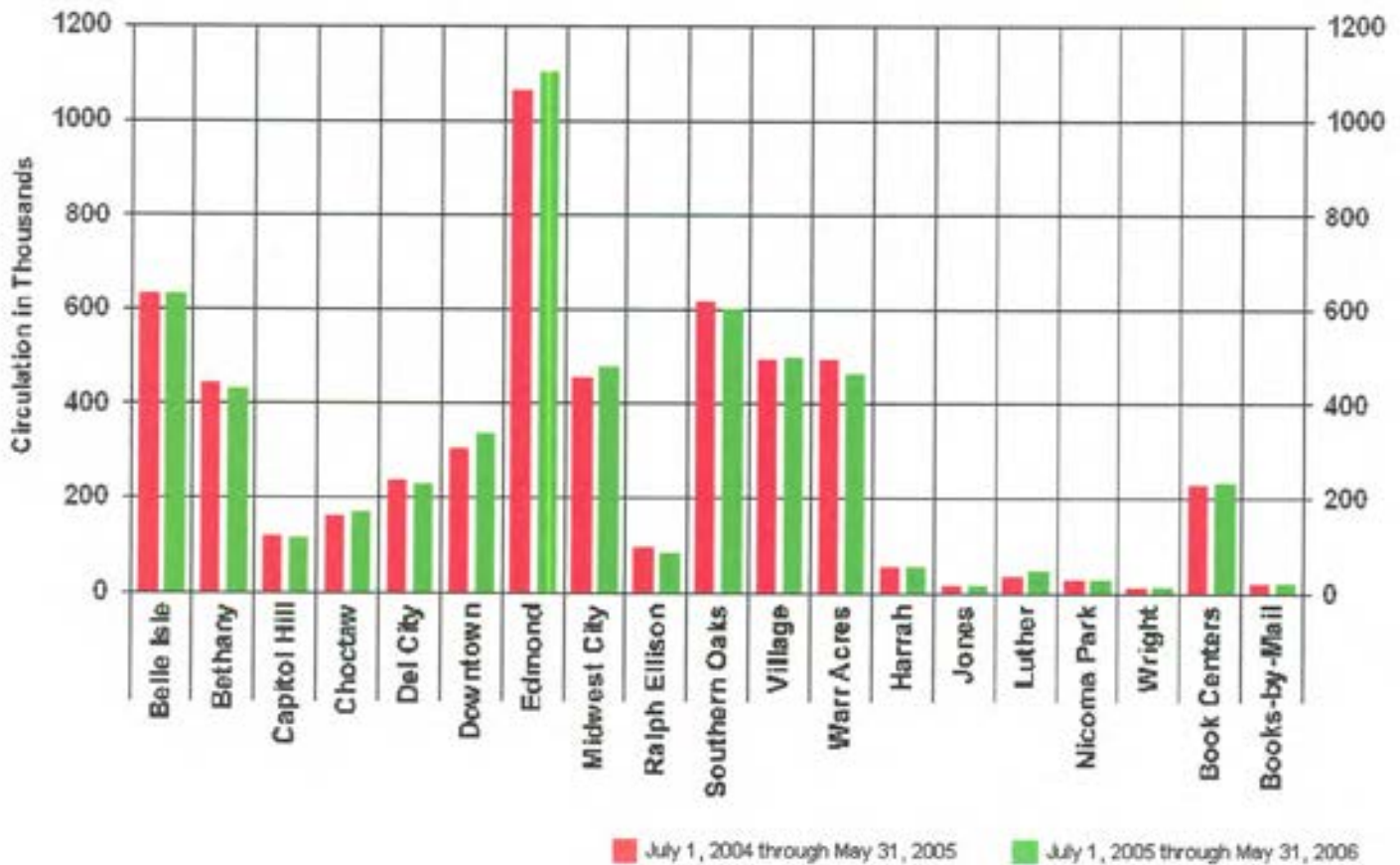
\_\_\_\_\_  
City Clerk

Reviewed for form and legality this \_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Assistant Municipal Counselor

## **Circulation Gains and Losses**

**July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)**



## **Circulation Gains and Losses**

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

<b>MAY 31, 2006</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	05	42212	485191	12105	145601	54317	630792	
	06	43396	479903	12909	149872	56305	629775	
		<b>1184</b>	<b>-5288</b>	<b>804</b>	<b>4271</b>	<b>1988</b>	<b>-1017</b>	<b>-.2</b>
BETHANY	05	28085	311897	10784	129821	38869	441718	
	06	28720	303267	10748	126598	39468	429865	
		<b>635</b>	<b>-8630</b>	<b>-36</b>	<b>-3223</b>	<b>599</b>	<b>-11853</b>	<b>-2.7</b>
CAPITOL HILL	05	6959	85481	2242	30749	9201	116230	
	06	6733	79207	2847	33938	9580	113145	
		<b>-226</b>	<b>-6274</b>	<b>605</b>	<b>3189</b>	<b>379</b>	<b>-3085</b>	<b>-2.7</b>
CHOCTAW	05	10123	103176	4964	58500	15087	161676	
	06	9795	106766	5402	61778	15197	168544	
		<b>-328</b>	<b>3590</b>	<b>438</b>	<b>3278</b>	<b>110</b>	<b>6868</b>	<b>4.2</b>
DEL CITY	05	20823	172834	7048	64349	27871	237183	
	06	15177	163228	6289	65874	21466	229102	
		<b>-5646</b>	<b>-9606</b>	<b>-759</b>	<b>1525</b>	<b>-6405</b>	<b>-8081</b>	<b>-3.4</b>
DOWNTOWN	05	22774	232740	7056	71694	29830	304434	
	06	22014	255229	6840	79423	28854	334652	
		<b>-760</b>	<b>22489</b>	<b>-216</b>	<b>7729</b>	<b>-976</b>	<b>30218</b>	<b>9.9</b>
EDMOND	05	56493	626869	37626	436022	94119	1062891	
	06	59865	655856	40744	445857	100609	1101713	
		<b>3372</b>	<b>28987</b>	<b>3118</b>	<b>9835</b>	<b>6490</b>	<b>38822</b>	<b>3.7</b>
MIDWEST CITY	05	11674	336252	3384	118245	15058	454497	
	06	31996	345946	12103	130465	44099	476411	
		<b>20322</b>	<b>9694</b>	<b>8719</b>	<b>12220</b>	<b>29041</b>	<b>21914</b>	<b>4.8</b>
RALPH ELLISON	05	6684	71256	1702	20824	8386	92080	
	06	6176	62343	1726	18042	7902	80385	
		<b>-508</b>	<b>-8913</b>	<b>24</b>	<b>-2782</b>	<b>-484</b>	<b>-11695</b>	<b>-12.7</b>
SOUTHERN OAKS	05	40656	461325	12926	153620	53582	614945	
	06	41298	442554	14050	158408	55348	600962	
		<b>642</b>	<b>-18771</b>	<b>1124</b>	<b>4788</b>	<b>1766</b>	<b>-13983</b>	<b>-2.3</b>
VILLAGE	05	31090	345213	11775	148148	42865	493361	
	06	31176	341695	13424	153138	44600	494833	
		<b>86</b>	<b>-3518</b>	<b>1649</b>	<b>4990</b>	<b>1735</b>	<b>1472</b>	<b>.3</b>
WARR ACRES	05	29071	335554	12681	155729	41752	491283	
	06	27674	318514	12440	143545	40114	462059	
		<b>-1397</b>	<b>-17040</b>	<b>-241</b>	<b>-12184</b>	<b>-1638</b>	<b>-29224</b>	<b>-5.9</b>



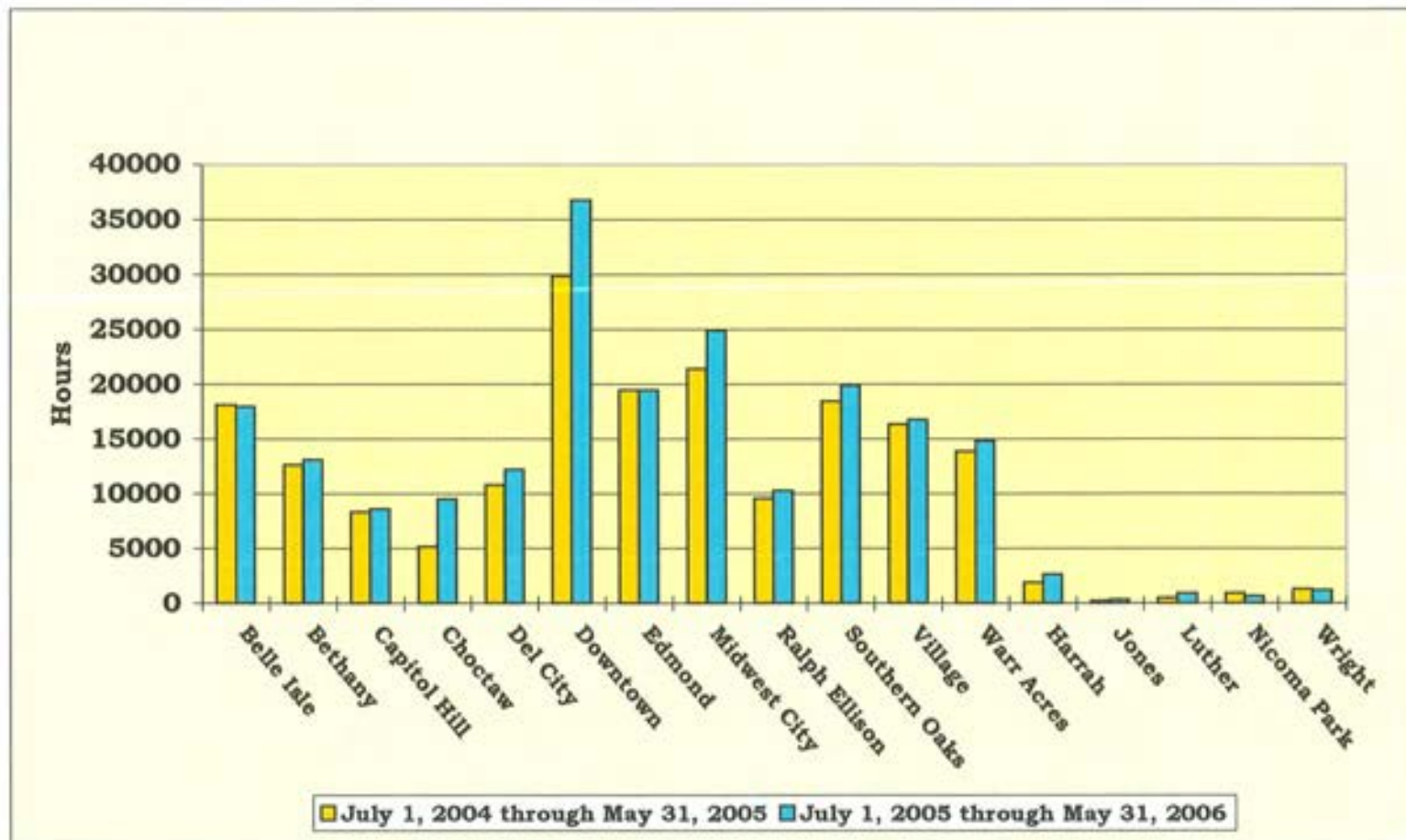
## Circulation Gains and Losses

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

MAY 31, 2006		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	05	3604	38699	1193	14933	4797	53632	
	06	3453	37427	1267	15320	4720	52747	
		<b>-151</b>	<b>-1272</b>	<b>74</b>	<b>387</b>	<b>-77</b>	<b>-885</b>	<b>-1.7</b>
JONES	05	1229	11968	230	2929	1459	14897	
	06	1180	10689	179	2453	1359	13142	
		<b>-49</b>	<b>-1279</b>	<b>-51</b>	<b>-476</b>	<b>-100</b>	<b>-1755</b>	<b>-11.8</b>
LUTHER	05	2359	25171	650	8188	3009	33359	
	06	3669	33048	815	11287	4484	44335	
		<b>1310</b>	<b>7877</b>	<b>165</b>	<b>3099</b>	<b>1475</b>	<b>10976</b>	<b>32.9</b>
NICOMA PARK	05	1959	20618	606	5330	2565	25948	
	06	1888	19780	464	4965	2352	24745	
		<b>-71</b>	<b>-838</b>	<b>-142</b>	<b>-365</b>	<b>-213</b>	<b>-1203</b>	<b>-4.6</b>
WRIGHT	05	745	9871	133	1859	878	11730	
	06	673	8299	90	1821	763	10120	
		<b>-72</b>	<b>-1572</b>	<b>-43</b>	<b>-38</b>	<b>-115</b>	<b>-1610</b>	<b>-13.7</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	05	9274	100934	11480	126373	20754	227307	
	06	9329	103457	11663	128354	20992	231811	
		<b>55</b>	<b>2523</b>	<b>183</b>	<b>1981</b>	<b>238</b>	<b>4504</b>	<b>2.0</b>
BOOKS-BY-MAIL	05	1374	17039	0	0	1374	17039	
	06	1706	17043	0	0	1706	17043	
		<b>332</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>332</b>	<b>4</b>	<b>.0</b>
TOTALS	05	327188	3792088	138585	1692914	465773	5485002	
	06	345918	3784251	154000	1731138	499918	5515389	
		<b>18730</b>	<b>-7837</b>	<b>15415</b>	<b>38224</b>	<b>34145</b>	<b>30387</b>	<b>.6</b>

## Total Internet Hours Used by Library

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)



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## Total Internet Usage

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	282		4,601		1,693.33		4,435		49,617		18,140.87	
	06	340		4,317		1,667.98		4,749		47,427		17,969.34	
		<b>58</b>	<b>20.6</b>	<b>-284</b>	<b>-6.2</b>	<b>-25.35</b>	<b>-1.5</b>	<b>314</b>	<b>7.1</b>	<b>-2,190</b>	<b>-4.4</b>	<b>-171.53</b>	<b>-.9</b>
BETHANY	05	197		3,012		1,168.98		2,729		30,248		12,630.22	
	06	211		3,146		1,335.04		3,019		31,476		13,105.08	
		<b>14</b>	<b>7.1</b>	<b>134</b>	<b>4.4</b>	<b>166.06</b>	<b>14.2</b>	<b>290</b>	<b>10.6</b>	<b>1,228</b>	<b>4.1</b>	<b>474.86</b>	<b>3.8</b>
CAPITOL HILL	05	131		1,994		783.95		2,215		21,739		8,333.37	
	06	157		2,253		856.41		2,447		22,526		8,633.67	
		<b>26</b>	<b>19.8</b>	<b>259</b>	<b>13.0</b>	<b>72.46</b>	<b>9.2</b>	<b>232</b>	<b>10.5</b>	<b>787</b>	<b>3.6</b>	<b>300.30</b>	<b>3.6</b>
CHOCTAW	05	92		1,999		724.59		1,197		14,171		5,206.25	
	06	114		2,574		984.24		1,581		23,282		9,511.03	
		<b>22</b>	<b>23.9</b>	<b>575</b>	<b>28.8</b>	<b>259.65</b>	<b>35.8</b>	<b>384</b>	<b>32.1</b>	<b>9,111</b>	<b>64.3</b>	<b>4,304.78</b>	<b>82.7</b>
DEL CITY	05	193		3,116		1,201.73		2,424		27,138		10,835.70	
	06	179		2,946		1,210.92		2,675		30,467		12,221.82	
		<b>-14</b>	<b>-7.3</b>	<b>-170</b>	<b>-5.5</b>	<b>9.19</b>	<b>.8</b>	<b>251</b>	<b>10.4</b>	<b>3,329</b>	<b>12.3</b>	<b>1,386.12</b>	<b>12.8</b>
DOWNTOWN	05	319		7,610		3,123.35		4,583		76,155		29,864.49	
	06	347		7,380		3,156.19		5,795		86,025		36,745.48	
		<b>28</b>	<b>8.8</b>	<b>-230</b>	<b>-3.0</b>	<b>32.84</b>	<b>1.1</b>	<b>1,212</b>	<b>26.4</b>	<b>9,870</b>	<b>13.0</b>	<b>6,880.99</b>	<b>23.0</b>
EDMOND	05	290		5,230		1,823.93		4,784		55,352		19,482.31	
	06	323		5,244		1,883.37		5,334		54,709		19,458.65	
		<b>33</b>	<b>11.4</b>	<b>14</b>	<b>.3</b>	<b>59.44</b>	<b>3.3</b>	<b>550</b>	<b>11.5</b>	<b>-643</b>	<b>-1.2</b>	<b>-23.66</b>	<b>-.1</b>
MIDWEST CITY	05	103		1,633		607.33		5,214		57,265		21,416.95	
	06	368		6,550		2,458.87		6,305		67,992		24,917.13	
		<b>265</b>	<b>257.3</b>	<b>4,917</b>	<b>301.1</b>	<b>1,851.54</b>	<b>304.9</b>	<b>1,091</b>	<b>20.9</b>	<b>10,727</b>	<b>18.7</b>	<b>3,500.18</b>	<b>16.3</b>
RALPH ELLISON	05	180		2,658		900.52		2,701		27,633		9,573.37	
	06	177		2,890		978.77		2,860		29,600		10,264.24	
		<b>-3</b>	<b>-1.7</b>	<b>232</b>	<b>8.7</b>	<b>78.25</b>	<b>8.7</b>	<b>159</b>	<b>5.9</b>	<b>1,967</b>	<b>7.1</b>	<b>690.87</b>	<b>7.2</b>

## Total Internet Usage

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	316		4,345		1,696.90		5,268		47,228		18,437.53	
	06	424		5,487		2,124.77		5,801		50,503		19,894.36	
		<b>108</b>	<b>34.2</b>	<b>1,142</b>	<b>26.3</b>	<b>427.87</b>	<b>25.2</b>	<b>533</b>	<b>10.1</b>	<b>3,275</b>	<b>6.9</b>	<b>1,456.83</b>	<b>7.9</b>
VILLAGE	05	250		4,430		1,544.08		4,391		45,361		16,322.05	
	06	284		3,916		1,467.58		4,803		45,104		16,772.37	
		<b>34</b>	<b>13.6</b>	<b>-514</b>	<b>-11.6</b>	<b>-76.50</b>	<b>-5.0</b>	<b>412</b>	<b>9.4</b>	<b>-257</b>	<b>-6</b>	<b>450.32</b>	<b>2.8</b>
WARR ACRES	05	238		3,835		1,363.39		3,580		38,497		13,881.03	
	06	259		3,801		1,447.58		3,846		39,725		14,850.02	
		<b>21</b>	<b>8.8</b>	<b>-34</b>	<b>-9</b>	<b>84.19</b>	<b>6.2</b>	<b>266</b>	<b>7.4</b>	<b>1,228</b>	<b>3.2</b>	<b>968.99</b>	<b>7.0</b>
HARRAH	05	23		369		179.92		415		4,273		1,898.98	
	06	25		472		291.57		428		4,735		2,668.60	
		<b>2</b>	<b>8.7</b>	<b>103</b>	<b>27.9</b>	<b>111.65</b>	<b>62.1</b>	<b>13</b>	<b>3.1</b>	<b>462</b>	<b>10.8</b>	<b>769.62</b>	<b>40.5</b>
JONES	05	3		59		37.68		52		452		237.50	
	06	2		95		57.29		64		671		334.67	
		<b>-1</b>	<b>-33.3</b>	<b>36</b>	<b>61.0</b>	<b>19.61</b>	<b>52.0</b>	<b>12</b>	<b>23.1</b>	<b>219</b>	<b>48.5</b>	<b>97.17</b>	<b>40.9</b>
LUTHER	05	10		139		51.64		148		1,358		487.28	
	06	13		215		113.93		202		2,154		924.71	
		<b>3</b>	<b>30.0</b>	<b>76</b>	<b>54.7</b>	<b>62.29</b>	<b>120.6</b>	<b>54</b>	<b>36.5</b>	<b>796</b>	<b>58.6</b>	<b>437.43</b>	<b>89.8</b>
NICOMA PARK	05	9		142		97.66		108		1,590		965.07	
	06	7		170		101.43		120		1,291		644.53	
		<b>-2</b>	<b>-22.2</b>	<b>28</b>	<b>19.7</b>	<b>3.77</b>	<b>3.9</b>	<b>12</b>	<b>11.1</b>	<b>-299</b>	<b>-18.8</b>	<b>-320.54</b>	<b>-33.2</b>
WRIGHT	05	7		278		109.88		120		3,420		1,333.79	
	06	3		258		126.53		134		2,952		1,212.46	
		<b>-4</b>	<b>-57.1</b>	<b>-20</b>	<b>-7.2</b>	<b>16.65</b>	<b>15.2</b>	<b>14</b>	<b>11.7</b>	<b>-468</b>	<b>-13.7</b>	<b>-121.33</b>	<b>-9.1</b>
TOTAL	05	2,643		45,450		17,108.86		44,364		501,497		189,046.76	
	06	3,233		51,714		20,262.47		50,163		540,639		210,128.16	
		<b>590</b>	<b>22.3</b>	<b>6,264</b>	<b>13.8</b>	<b>3,153.61</b>	<b>18.4</b>	<b>5,799</b>	<b>13.1</b>	<b>39,142</b>	<b>7.8</b>	<b>21,081.40</b>	<b>11.2</b>

## Internet Usage by Adult Customers

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	228		3,717		1,391.29		3,686		40,926		15,121.69	
	06	296		3,746		1,442.64		4,006		40,298		15,456.07	
		<b>68</b>	<b>29.8</b>	<b>29</b>	<b>.8</b>	<b>51.35</b>	<b>3.7</b>	<b>320</b>	<b>8.7</b>	<b>-628</b>	<b>-1.5</b>	<b>334.38</b>	<b>2.2</b>
BETHANY	05	152		2,507		1,014.43		2,304		27,022		11,660.94	
	06	182		2,665		1,175.94		2,496		26,442		11,470.33	
		<b>30</b>	<b>19.7</b>	<b>158</b>	<b>6.3</b>	<b>161.51</b>	<b>15.9</b>	<b>192</b>	<b>8.3</b>	<b>-580</b>	<b>-2.1</b>	<b>-190.61</b>	<b>-1.6</b>
CAPITOL HILL	05	89		1,332		552.80		1,428		14,682		6,044.77	
	06	98		1,271		519.47		1,502		13,804		5,697.50	
		<b>9</b>	<b>10.1</b>	<b>-61</b>	<b>-4.6</b>	<b>-33.33</b>	<b>-6.0</b>	<b>74</b>	<b>5.2</b>	<b>-878</b>	<b>-6.0</b>	<b>-347.27</b>	<b>-5.7</b>
CHOCTAW	05	65		1,166		466.74		872		9,695		3,822.38	
	06	85		1,390		560.57		1,130		13,730		5,794.15	
		<b>20</b>	<b>30.8</b>	<b>224</b>	<b>19.2</b>	<b>93.83</b>	<b>20.1</b>	<b>258</b>	<b>29.6</b>	<b>4,035</b>	<b>41.6</b>	<b>1,971.77</b>	<b>51.6</b>
DEL CITY	05	145		2,549		967.92		1,917		22,653		9,292.72	
	06	136		2,329		981.65		2,120		25,160		10,380.41	
		<b>-9</b>	<b>-6.2</b>	<b>-220</b>	<b>-8.6</b>	<b>13.73</b>	<b>1.4</b>	<b>203</b>	<b>10.6</b>	<b>2,507</b>	<b>11.1</b>	<b>1,087.69</b>	<b>11.7</b>
DOWNTOWN	05	274		6,856		2,893.55		3,916		67,292		27,138.12	
	06	308		6,670		2,941.20		4,889		76,708		33,719.53	
		<b>34</b>	<b>12.4</b>	<b>-186</b>	<b>-2.7</b>	<b>47.65</b>	<b>1.6</b>	<b>973</b>	<b>24.8</b>	<b>9,416</b>	<b>14.0</b>	<b>6,581.41</b>	<b>24.3</b>
EDMOND	05	239		4,573		1,609.64		3,965		47,943		17,213.45	
	06	283		4,322		1,564.00		4,465		46,810		16,844.36	
		<b>44</b>	<b>18.4</b>	<b>-251</b>	<b>-5.5</b>	<b>-45.64</b>	<b>-2.8</b>	<b>500</b>	<b>12.6</b>	<b>-1,133</b>	<b>-2.4</b>	<b>-369.09</b>	<b>-2.1</b>
MIDWEST CITY	05	79		1,309		503.11		4,208		48,446		18,467.95	
	06	298		5,080		1,970.15		4,894		52,049		19,749.93	
		<b>219</b>	<b>277.2</b>	<b>3,771</b>	<b>288.1</b>	<b>1,467.04</b>	<b>291.6</b>	<b>686</b>	<b>16.3</b>	<b>3,603</b>	<b>7.4</b>	<b>1,281.98</b>	<b>6.9</b>
RALPH ELLISON	05	140		1,981		706.35		2,015		20,282		7,263.54	
	06	131		2,146		762.02		2,162		21,869		7,917.77	
		<b>-9</b>	<b>-6.4</b>	<b>165</b>	<b>8.3</b>	<b>55.67</b>	<b>7.9</b>	<b>147</b>	<b>7.3</b>	<b>1,587</b>	<b>7.8</b>	<b>654.23</b>	<b>9.0</b>



## Internet Usage by Adult Customers

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	250		3,317		1,302.55		4,143		36,912		15,011.43	
	06	324		3,900		1,615.80		4,563		37,868		15,598.42	
		<b>74</b>	<b>29.6</b>	<b>583</b>	<b>17.6</b>	<b>313.25</b>	<b>24.0</b>	<b>420</b>	<b>10.1</b>	<b>956</b>	<b>2.6</b>	<b>586.99</b>	<b>3.9</b>
VILLAGE	05	192		3,427		1,219.19		3,555		38,154		14,149.51	
	06	239		3,239		1,258.41		3,898		36,714		13,908.73	
		<b>47</b>	<b>24.5</b>	<b>-188</b>	<b>-5.5</b>	<b>39.22</b>	<b>3.2</b>	<b>343</b>	<b>9.6</b>	<b>-1,440</b>	<b>-3.8</b>	<b>-240.78</b>	<b>-1.7</b>
WARR ACRES	05	183		3,092		1,140.47		2,966		33,334		12,403.25	
	06	218		3,216		1,259.52		3,244		33,084		12,717.37	
		<b>35</b>	<b>19.1</b>	<b>124</b>	<b>4.0</b>	<b>119.05</b>	<b>10.4</b>	<b>278</b>	<b>9.4</b>	<b>-250</b>	<b>-0.7</b>	<b>314.12</b>	<b>2.5</b>
HARRAH	05	19		306		156.02		313		3,279		1,547.06	
	06	15		342		198.90		304		3,627		1,969.20	
		<b>-4</b>	<b>-21.1</b>	<b>36</b>	<b>11.8</b>	<b>42.88</b>	<b>27.5</b>	<b>-9</b>	<b>-2.9</b>	<b>348</b>	<b>10.6</b>	<b>422.14</b>	<b>27.3</b>
JONES	05	2		46		31.94		28		284		165.13	
	06			52		36.23		38		431		218.13	
		<b>-2</b>	<b>-100.0</b>	<b>6</b>	<b>13.0</b>	<b>4.29</b>	<b>13.4</b>	<b>10</b>	<b>35.7</b>	<b>147</b>	<b>51.8</b>	<b>53.00</b>	<b>32.1</b>
LUTHER	05	5		85		36.15		78		888		343.85	
	06	7		128		70.00		124		1,344		638.22	
		<b>2</b>	<b>40.0</b>	<b>43</b>	<b>50.6</b>	<b>33.85</b>	<b>93.6</b>	<b>46</b>	<b>59.0</b>	<b>456</b>	<b>51.4</b>	<b>294.37</b>	<b>85.6</b>
NICOMA PARK	05	6		104		69.89		71		1,078		706.18	
	06	5		85		43.21		82		826		402.28	
		<b>-1</b>	<b>-16.7</b>	<b>-19</b>	<b>-18.3</b>	<b>-26.68</b>	<b>-38.2</b>	<b>11</b>	<b>15.5</b>	<b>-252</b>	<b>-23.4</b>	<b>-303.90</b>	<b>-43.0</b>
WRIGHT	05	5		223		89.60		93		2,789		1,075.23	
	06	3		195		105.29		90		2,348		971.85	
		<b>-2</b>	<b>-40.0</b>	<b>-28</b>	<b>-12.6</b>	<b>15.69</b>	<b>17.5</b>	<b>-3</b>	<b>-3.2</b>	<b>-441</b>	<b>-15.8</b>	<b>-103.38</b>	<b>-9.6</b>
TOTAL	05	2,073		36,590		14,151.64		35,558		415,659		161,427.20	
	06	2,628		40,776		16,505.00		40,007		433,112		173,454.25	
		<b>555</b>	<b>26.8</b>	<b>4,186</b>	<b>11.4</b>	<b>2,353.36</b>	<b>16.6</b>	<b>4,449</b>	<b>12.5</b>	<b>17,453</b>	<b>4.2</b>	<b>12,027.05</b>	<b>7.5</b>

## Internet Usage by Minor Customers

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	54		884		302.04		749		8,691		3,019.18	
	06	44		571		225.34		743		7,129		2,513.27	
		-10	-18.5	-313	-35.4	-76.70	-25.4	-6	-0.8	-1,562	-18.0	-505.91	-16.8
BETHANY	05	45		505		154.55		425		3,226		969.28	
	06	29		481		159.10		523		5,034		1,634.75	
		-16	-35.6	-24	-4.8	4.55	2.9	98	23.1	1,808	56.0	665.47	68.7
CAPITOL HILL	05	42		662		231.15		787		7,057		2,288.60	
	06	59		982		336.94		945		8,722		2,936.17	
		17	40.5	320	48.3	105.79	45.8	158	20.1	1,665	23.6	647.57	28.3
CHOCTAW	05	27		833		257.85		325		4,476		1,383.87	
	06	29		1,184		423.67		451		9,552		3,716.88	
		2	7.4	351	42.1	165.82	64.3	126	38.8	5,076	113.4	2,333.01	168.6
DEL CITY	05	48		567		233.81		507		4,485		1,542.98	
	06	43		617		229.27		555		5,307		1,841.41	
		-5	-10.4	50	8.8	-4.54	-1.9	48	9.5	822	18.3	298.43	19.3
DOWNTOWN	05	45		754		229.80		667		8,863		2,726.37	
	06	39		710		214.99		906		9,317		3,025.95	
		-6	-13.3	-44	-5.8	-14.81	-6.4	239	35.8	454	5.1	299.58	11.0
EDMOND	05	51		657		214.29		819		7,409		2,268.86	
	06	40		922		319.37		869		7,899		2,614.29	
		-11	-21.6	265	40.3	105.08	49.0	50	6.1	490	6.6	345.43	15.2
MIDWEST CITY	05	24		324		104.22		1,006		8,819		2,949.00	
	06	70		1,470		488.72		1,411		15,943		5,167.20	
		46	191.7	1,146	353.7	384.50	368.9	405	40.3	7,124	80.8	2,218.20	75.2
RALPH ELLISON	05	40		677		194.17		686		7,351		2,309.83	
	06	46		744		216.75		698		7,731		2,346.47	
		6	15.0	67	9.9	22.58	11.6	12	1.7	380	5.2	36.64	1.6

## Internet Usage by Minor Customers

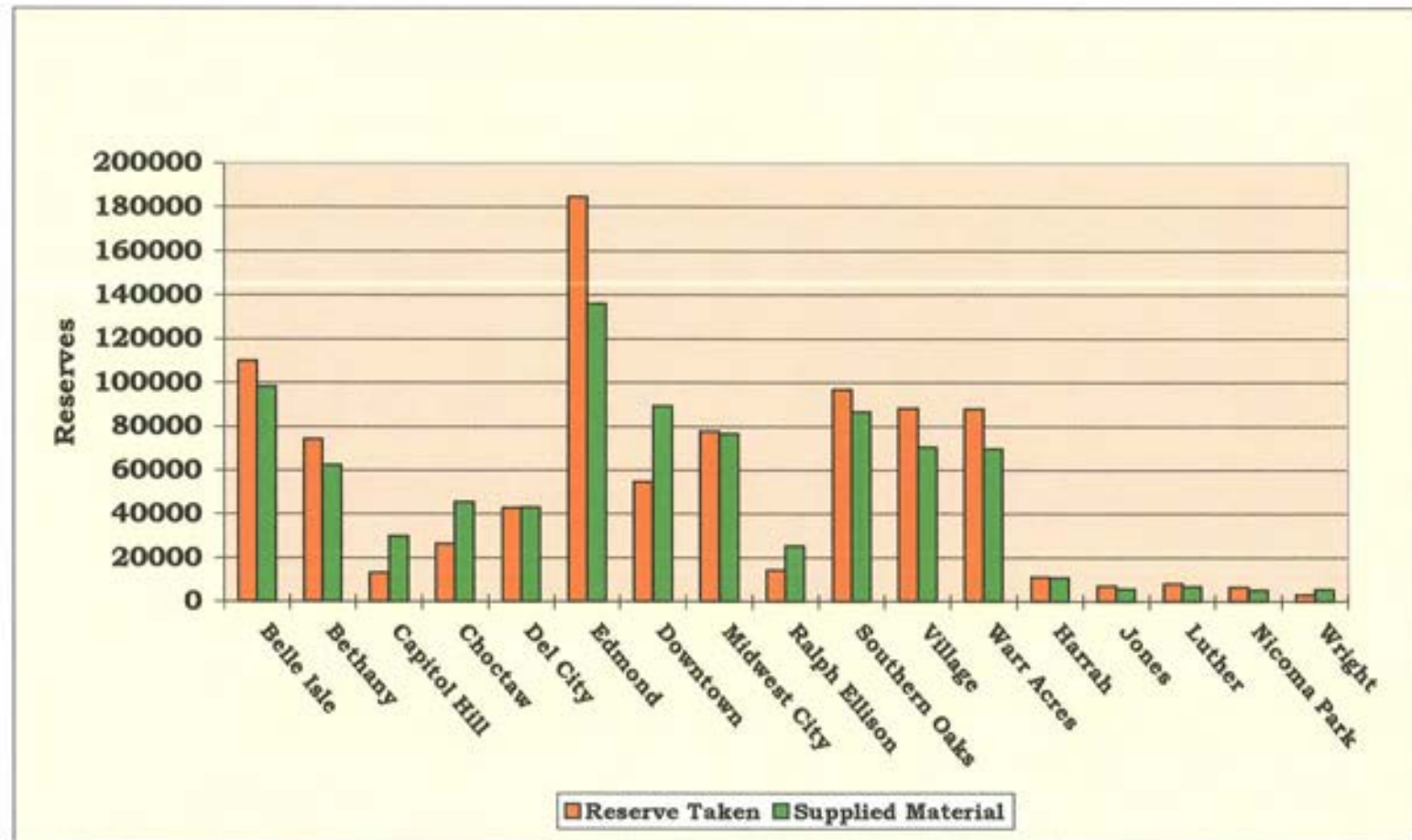
July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	66		1,028		394.35		1,125		10,316		3,426.10	
	06	100		1,587		508.97		1,238		12,635		4,295.94	
		<b>34</b>	<b>51.5</b>	<b>559</b>	<b>54.4</b>	<b>114.62</b>	<b>29.1</b>	<b>113</b>	<b>10.0</b>	<b>2,319</b>	<b>22.5</b>	<b>869.84</b>	<b>25.4</b>
VILLAGE	05	58		1,003		324.89		836		7,207		2,172.54	
	06	45		677		209.17		905		8,390		2,863.64	
		<b>-13</b>	<b>-22.4</b>	<b>-326</b>	<b>-32.5</b>	<b>-115.72</b>	<b>-35.6</b>	<b>69</b>	<b>8.3</b>	<b>1,183</b>	<b>16.4</b>	<b>691.10</b>	<b>31.8</b>
WARR ACRES	05	55		743		222.92		614		5,163		1,477.78	
	06	41		585		188.06		602		6,641		2,132.65	
		<b>-14</b>	<b>-25.5</b>	<b>-158</b>	<b>-21.3</b>	<b>-34.86</b>	<b>-15.6</b>	<b>-12</b>	<b>-2.0</b>	<b>1,478</b>	<b>28.6</b>	<b>654.87</b>	<b>44.3</b>
HARRAH	05	4		63		23.90		102		994		351.92	
	06	10		130		92.67		124		1,108		699.40	
		<b>6</b>	<b>150.0</b>	<b>67</b>	<b>106.3</b>	<b>68.77</b>	<b>287.7</b>	<b>22</b>	<b>21.6</b>	<b>114</b>	<b>11.5</b>	<b>347.48</b>	<b>98.7</b>
JONES	05	1		13		5.74		24		168		72.37	
	06	2		43		21.06		26		240		116.54	
		<b>1</b>	<b>100.0</b>	<b>30</b>	<b>230.8</b>	<b>15.32</b>	<b>266.9</b>	<b>2</b>	<b>8.3</b>	<b>72</b>	<b>42.9</b>	<b>44.17</b>	<b>61.0</b>
LUTHER	05	5		54		15.49		70		470		143.43	
	06	6		87		43.93		78		810		286.49	
		<b>1</b>	<b>20.0</b>	<b>33</b>	<b>61.1</b>	<b>28.44</b>	<b>183.6</b>	<b>8</b>	<b>11.4</b>	<b>340</b>	<b>72.3</b>	<b>143.06</b>	<b>99.7</b>
NICOMA PARK	05	3		38		27.77		37		512		258.89	
	06	2		85		58.22		38		465		242.25	
		<b>-1</b>	<b>-33.3</b>	<b>47</b>	<b>123.7</b>	<b>30.45</b>	<b>109.7</b>	<b>1</b>	<b>2.7</b>	<b>-47</b>	<b>-9.2</b>	<b>-16.64</b>	<b>-6.4</b>
WRIGHT	05	2		55		20.28		27		631		258.56	
	06			63		21.24		44		604		240.61	
		<b>-2</b>	<b>-100.0</b>	<b>8</b>	<b>14.5</b>	<b>.96</b>	<b>4.7</b>	<b>17</b>	<b>63.0</b>	<b>-27</b>	<b>-4.3</b>	<b>-17.95</b>	<b>-6.9</b>
TOTAL	05	570		8,860		2,957.22		8,806		85,838		27,619.56	
	06	605		10,938		3,757.47		10,156		107,527		36,673.91	
		<b>35</b>	<b>6.1</b>	<b>2,078</b>	<b>23.5</b>	<b>800.25</b>	<b>27.1</b>	<b>1,350</b>	<b>15.3</b>	<b>21,689</b>	<b>25.3</b>	<b>9,054.35</b>	<b>32.8</b>



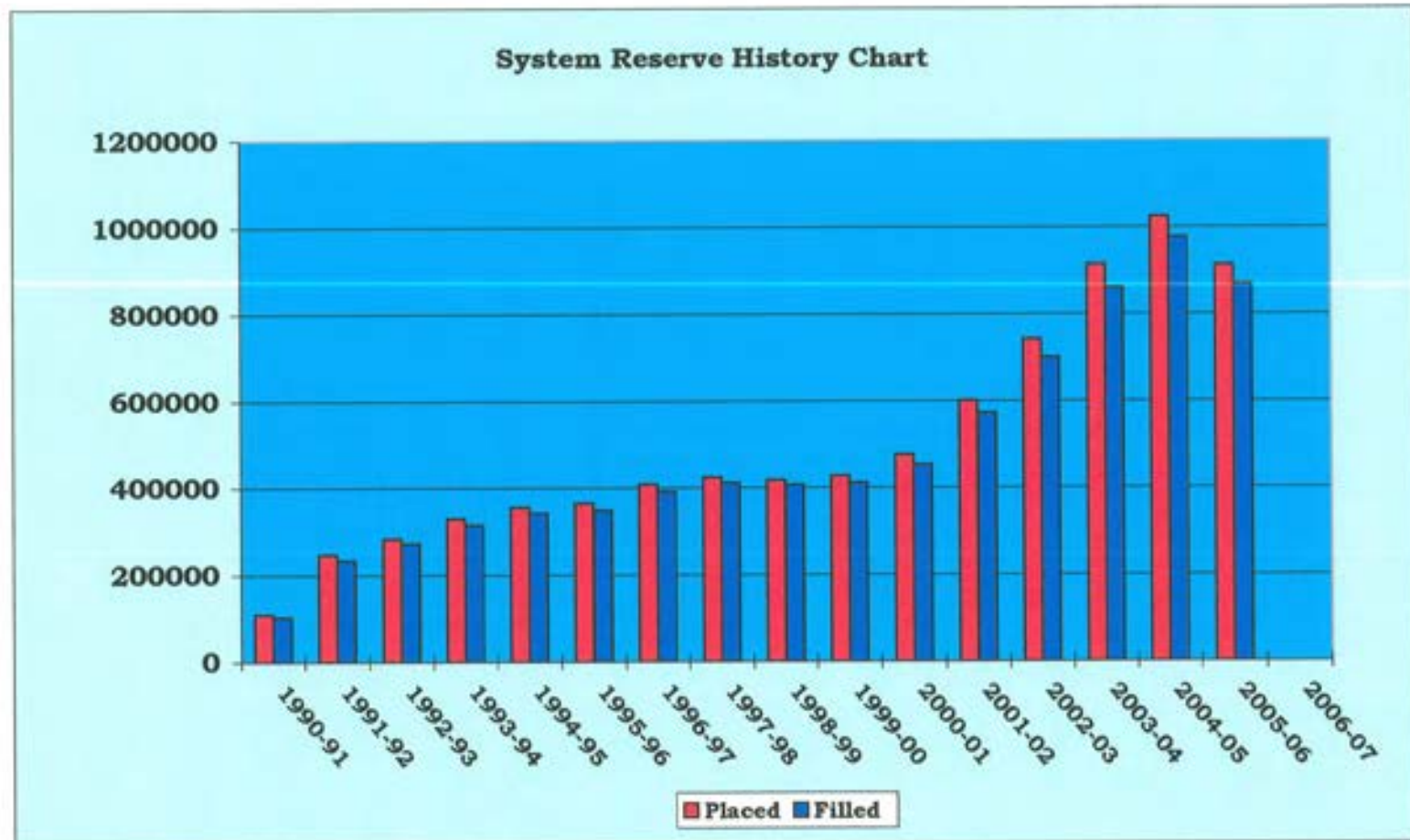
## System Reserve Report

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)



## System Reserve Report

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)



## System Reserves Report

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	05	10,580	115,110		9,631	109,946	
	06	9,588	109,879		9,278	104,428	
		-992	-5,231	-4.5	-353	-5,518	-5.0
BETHANY	05	7,301	83,625		6,678	79,679	
	06	6,753	74,207		6,372	70,632	
		-548	-9,418	-11.3	-306	-9,047	-11.4
CAPITOL HILL	05	1,364	17,106		1,404	16,396	
	06	1,083	13,197		1,040	12,614	
		-281	-3,909	-22.9	-364	-3,782	-23.1
CHOCTAW	05	2,723	29,110		2,433	27,537	
	06	2,456	26,374		2,350	25,217	
		-267	-2,736	-9.4	-83	-2,320	-8.4
DEL CITY	05	5,313	43,162		4,784	41,084	
	06	4,013	42,814		3,828	40,684	
		-1,300	-348	-8	-956	-400	-1.0
EDMOND	05	16,603	179,012		15,265	171,651	
	06	16,485	184,514		15,593	176,468	
		-118	5,502	3.1	328	4,817	2.8
DOWNTOWN	05	4,934	48,474		4,583	44,975	
	06	4,613	54,598		4,458	51,147	
		-321	6,124	12.6	-125	6,172	13.7
MIDWEST CITY	05	3,142	77,177		3,547	74,079	
	06	7,260	77,701		6,480	73,260	
		4,118	524	.7	2,933	-819	-1.1
RALPH ELLISON	05	1,548	15,182		1,425	14,614	
	06	1,318	14,391		1,219	13,755	
		-230	-791	-5.2	-206	-859	-5.9
SOUTHERN OAKS	05	9,342	102,575		8,602	97,377	
	06	8,519	96,728		8,086	91,567	
		-823	-5,847	-5.7	-516	-5,810	-6.0
VILLAGE	05	8,548	90,338		7,446	85,546	
	06	7,920	88,102		7,492	83,382	
		-628	-2,236	-2.5	46	-2,164	-2.5
WARR ACRES	05	8,246	91,075		7,699	87,226	
	06	7,475	87,943		6,983	84,151	
		-771	-3,132	-3.4	-716	-3,075	-3.5



## System Reserves Report

July 1, 2005 through May 31, 2006 (91.67% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	814	11,582		718	11,195	
	06	1,019	11,235		1,005	10,842	
		<b>205</b>	<b>-347</b>	<b>-3.0</b>	<b>287</b>	<b>-353</b>	<b>-3.2</b>
JONES	05	525	7,765		760	7,354	
	06	624	7,108		795	6,798	
		<b>99</b>	<b>-657</b>	<b>-8.5</b>	<b>35</b>	<b>-556</b>	<b>-7.6</b>
LUTHER	05	723	6,011		772	5,691	
	06	783	8,059		680	7,568	
		<b>60</b>	<b>2,048</b>	<b>34.1</b>	<b>-92</b>	<b>1,877</b>	<b>33.0</b>
NICOMA PARK	05	775	6,920		669	6,753	
	06	601	6,470		574	6,292	
		<b>-174</b>	<b>-450</b>	<b>-6.5</b>	<b>-95</b>	<b>-461</b>	<b>-6.8</b>
WRIGHT	05	309	4,500		317	4,430	
	06	246	3,087		253	3,000	
		<b>-63</b>	<b>-1,413</b>	<b>-31.4</b>	<b>-64</b>	<b>-1,430</b>	<b>-32.3</b>
BOOKS-BY-MAIL	05	519	5,534		521	5,357	
	06	581	6,212		550	6,004	
		<b>62</b>	<b>678</b>	<b>12.3</b>	<b>29</b>	<b>647</b>	<b>12.1</b>
TOTAL	05	83,309	934,283		77,254	890,915	
	06	81,337	912,633		77,036	867,823	
		<b>-1,972</b>	<b>-21,650</b>	<b>-2.3</b>	<b>-218</b>	<b>-23,092</b>	<b>-2.6</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**JUNE 2006**

### **ANNUAL EVALUATION OF BOOK VENDOR, BAKER & TAYLOR COMPLETED**

Library policy requires an annual service evaluation of our primary book vendor to evaluate their performance. Karen Marriott, Deputy Executive Director/Materials & Outreach has completed this evaluation of Baker & Taylor, the library's primary Book vendor, and reports the following:

- Discounts received are 1.76% higher than estimated
- The fill rate is at 89.77% with every expectation that it will exceed the required 90% by the time all outstanding orders are finalized.
- Problems with receipt of materials have been low. 96.4% of invoices and 99.6% of materials were received without problems.
- Customer service response has been very good with 100% handled in a satisfactory manner.
- First ship fill rate is still not being met according to the terms of the contract (60%); however it has improved to 55.65%
- RFI's for the two other major book vendors were also evaluated as part of the process and experience indicates that Baker & Taylor continues to be the best option for us at this time. The current contract remains in force unless we initiate cancellation.

### **NEW POSITION OF HEADQUARTERS MANAGER FILLED**

Candace McDaniel has been selected to be the library system's new Headquarter's Manager. This was a new position approved by the Commission in fiscal year 05-06 to work on the many system events and, in particular, the scheduling and coordination of spaces in the new downtown building which has proven to be a demanding position. Candace comes to the library system with experience in event management with Marriott hotels.

### **AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE**

This year's annual ALA conference will be held in New Orleans, Louisiana and is the first major conference to be held in the hurricane ravaged city. A very small group of MLS staffers, Donna Morris, Denyveta Davis and Pauline Boyer Rodriguez will attend meetings and programs. The majority of library staff chose to attend the Public Library conference in March. I will be completing my term as the Oklahoma Chapter Councilor to ALA. I appreciate the Library Commission's support in allowing me to fulfill this commitment to the Oklahoma Library Association.

### **CAPITAL PROJECTS UPDATE**

Work is moving along on the library system's numerous capital projects as evidenced by the items included in the budget for fiscal year 2006-07. The library has completed an amendment to the **Ralph Ellison** project agreement which is on today's agenda. With this document in hand, OKC will begin advertising for an architect for this project.

The due diligence period for the purchase of the land for the **Service Center** is drawing to a close. Most of the tasks have been completed. The major remaining issue to be determined concerns storm water retention and we have an engineer working with staff to come up with a solution that will enable us to move forward. We expect to close on the property no later than July 31<sup>st</sup>. Staff has begun the process of selecting an architect for this project.

We have been in contact with officials at Francis Tuttle to keep them updated on our search for potential sites for the **Northwest Library** and library staff has examined several parcels of land.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended PLDC Meeting
- Will be attending ALA annual conference in New Orleans

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

### ***Afternoon Book and A Movie: Gettysburg***

July 5, 2006

Time: 12:30-5:30pm

Location: Midwest City

Adults

Afternoon Book and A Movie: Gettysburg (PG), 1-5 p.m., Midwest City Library, (405) 732-4828. Come join us for the second afternoon "Book and A Movie" program. The featured book is Michael Shaara's highly-acclaimed "Killer Angels" which was the inspiration for the movie "Gettysburg." This presentation will commemorate the 143rd anniversary of the largest battle ever fought in the Western Hemisphere. Discussion guides of the book and the movie will be provided in addition to popcorn. Space is limited so please pre-register at the Information Desk or call 732-4828.

### ***Critter Tales***

July 6, 2006

Time: 2-3pm

Location: Southern Oaks

Ages 4-12

Jennifer Lance, program director of Critter Tales, will present an animal program for children. Live animals, puppets, songs and more will provide effective learning experiences. Come to this exciting program and hurry to enroll in our "Paws, Claws, Scales and Tales!" summer reading program. Read books and win prizes before it all ends on July 31<sup>st</sup>.

### ***Reader's Choice Book Discussion Group***

July 8, 2006

Time: 10:30am-12:00pm

Location: Edmond

Seniors

The Readers' Choice Book Discussion group meets once a month at the Edmond Library. The title for this month is "If You Could See Me Now" by Cecelia Ahern. Please call 341-9282 to register after June 10. (Limited to 15)