

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
AGENDA**

Thursday, January 15, 2004, 3:30 p.m.
Warr Acres Library
5901 NW 63rd
Oklahoma City, OK 73132
(Telephone - 721-2616)

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

Mrs. Penny McCaleb, Chair

3:30 - 3:35 pm INTRODUCTIONS

- Document #54 - Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.)

3:35 - 3:45 pm CONSENT DOCKET (#55-#56)

- Document #55 - Approval of Minutes of December 11, 2003 Meeting
- Document #56 - Acceptance of Review of Expenditures for December 2003

3:45 - 3:55 pm OLD BUSINESS

- Nominating Committee Report - Dr. Ann Caine, Chair

3:55 - 4:35 pm SPECIAL PRESENTATIONS

- Library Endowment Trust - Ernestine Clark, Director of Development and Karleen Krywucki, President Library Endowment Trust
 - Introductions of new trustees
 - Special announcement for 2nd Annual Author Dinner
- Overview of Library Services/ Oklahoma Benchmarks - Susan McVey, Oklahoma State Librarian

4:35 - 4:45 pm INFORMATION REPORTS

- Document #57 - Metropolitan Library System Annual Statistical Report FY 2002-03
- Document #58 - Metropolitan Library System December 2003 Circulation Report
- Document #59 - Metropolitan Library System December 2003 Internet Usage Report

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

4:55 - pm COMMENTS FROM COMMISSION MEMBERS

- 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, February 19, 2004
Village Library
10307 N. Pennsylvania, The Village, OK 73120
Telephone - 755-0710

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who has 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 January 2004:

<u>Employees</u>	<u>Years of Service</u>
Sylvia A. Lawson, System Operations Technician I, Automation	15
LaShawn D. Bradley, Library Page, Del City Library	10
L. Marie Nichols, Extension Specialist, Wright Extension Library	10
Christine R. Basset, Library Page, Bethany Library	5

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

DATE: December 11, 2003 TIME: 3:30 p.m.

MEETING PLACE: Belle Isle Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 25, 2003. 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, 131 Dean A. McGee Avenue, Oklahoma City, on December 8, 2003, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Dr. Ann Caine
Millicent Gillogly
Deanna Hannah
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Alyne Strube
Peggy Winters
Greg Womack
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Carolyn Cornelius
Scott Duncan
David Greenwell, Vice-Chair
Stan Inman, Chair, Board of County
Commissioners
Jose Jimenez
Vice Mayor Guy H. Liebmann
Cynthia Trent

Estimate of general public and staff attending: 22

- I.** The meeting was called to order at 3:31 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Anthony, Caine, Gillogly, Hannah, Pritchett, Pung, Rice, Ross, Strube, Womack, McCaleb. (Arrived ~ Winters – 3:35 p.m.)
- II.** Mrs. McCaleb presented the Metropolitan Library Commission Service Certificate to Louisa Smith, Extension Specialist, Jones Extension Library for 15 years of service. Mrs. McCaleb requested the minutes reflect the Commission's congratulations in her absence.
- III.** Mrs. McCaleb called for comments from the general public. There were none.
- IV.** Mrs. McCaleb introduced Mr. Phil Tolbert, Manager of the Capitol Hill Library. Mr. Tolbert asked the Commission to peruse the collection of photographs displayed at the back of the room. Capitol Hill Library staff have been taking pictures all year to chronicle the many programs and events that the library offers to and participates in with the local community. The events range from simple storytime programs for children to community festivals. Mr. Tolbert concluded by thanking the Commission for its support.
- V.** Mrs. McCaleb presented the Consent Docket (Document #46 – Approval of Minutes of November 20, 2003, Meeting; Document #47 – Acceptance of Review of Expenditures for November 2003; Document #48 - Approval of Contract Awards and Purchases; Document #49 – Request to Declare Furniture and Equipment Surplus.)
- Mrs. Alyne Strube moved to accept the Consent Docket. Mrs. Nancy Anthony seconded. Mrs. McCaleb called for questions. After discussion, motion passed unanimously.**
- VI.** Mrs. McCaleb called on Mrs. Morris to present Document #50 – Report and Recommendation from Administration ~ Approval of Lease Agreement between the City of Choctaw, A Municipal Corporation, and the Metropolitan Library Commission of Oklahoma County.
- Mrs. Morris stated that Mr. Bill Comstock, attorney for the Metropolitan Library System and the municipal counselor for the City of Choctaw have reviewed and agreed upon this lease. The lease agreement sets forth the rights and obligations of both parties concerning exclusive use, occupancy, management and operation of the leased premises. The Choctaw City Council approved the lease December 9th, 2003.
- Mr. Hugh Rice moved to approve the lease agreement for the new Choctaw Library facility with the City of Choctaw. Mrs. Deanna Hannah seconded. Motion passed unanimously.**
- VII.** Mrs. McCaleb called on Mrs. Morris to present Document #51 - Report and Recommendation from Administration ~ Approval of Sale of 5 Titles by Metropolitan Library System.

Mrs. Morris stated that in preparation for the move into the new Downtown Library the collection of materials housed in the France Room has been evaluated to focus on Oklahoma history/genealogy for the specialized Oklahoma Room Collection. This has resulted in 200 titles being removed from the system's collection. Mrs. Morris asked Ms. Karen Marriott, Director of Materials Services, to explain the process and results.

Ms. Marriott stated that after careful review of the materials it was realized that these titles may have greater monetary or research value than the typical withdrawn materials. Five of the titles appear to be unusually valuable monetarily and/or for research purposes.

The staff feel it would better serve the system to sell these 5 titles and use the proceeds to add materials to the specialized Oklahoma Room Collection. The other one hundred and ninety-five books would be given to the Friends of the Metropolitan Library System for its annual booksale. The research conducted on the values of the withdrawn collection would be given to the Friends as well to help in pricing these special materials.

Ms. Marriott thanked Mr. Buddy Johnson, Librarian with the Downtown Library who works primarily with the Oklahoma collection for his knowledge, dedication and thoroughness that helped to bring the significance of these materials to light. She asked for questions and discussion followed.

Mrs. Anthony commented on the fact that in Lawton, Oklahoma, at Fort Sill a project is in the beginning stages to open a museum of military artifacts and history. She suggested the title Regulations for the Uniform of the Army of the United States may be held by the system to see if it would be best placed in that museum. Mrs. Morris replied that it could be a consideration but that in the event the system kept any of these titles for an extended period of time preservation issues would probably arise. Discussion continued.




Mrs. Anthony moved to authorize the Library System to utilize the Friends of the Metropolitan Library System, and/or separate book sale to dispose of the titles referenced in Document #51. It is asked that if there is potential for local interest that any sale be delayed until that can be determined. All proceeds shall be specifically designated for the purchase of materials for the Oklahoma Room Collection. Mrs. Millicent Gillogly seconded. Motion passed unanimously.

VIII. Mrs. McCaleb announced the members of the Nominating Committee for 2004 Commission Officers. She stated Dr. Ann Caine would serve as Chair with members Greg Womack and Millicent Gillogly. She urged members to contact this Committee if they are interested in serving as a Commission Officer.

IX. Mrs. McCaleb called on Mrs. LaVetta Dent, Children's Service Coordinator, Outreach Services, for her presentation.

Mrs. Dent opened by passing around to the Commission the 1st, 2nd, 3rd place and honorable mention entries divided into the three categories of Short Stories, Illustrated Short Stories and Poetry. She stated that this was the 2nd Annual Metropolitan Library System Writing Contest for 4th and 5th grades, which had 51 separate school entries, participate this year. It included home, private and public school entries. There were 552 entries, which greatly surpassed last year's 194 entries.

She handed out a complete list of all place and honorable mention winners. She then announced the 1st, 2nd and 3rd place winners in each category.

	<u>Short Story</u>		<u>Illustrated Short Story</u>		<u>Poetry</u>
1 st	Amy Kinnear	1 st	Lucia Conchello	1 st	James Larry III
2 nd	Addie Asbury	2 nd	Sarah Reid	2 nd	Jared Allison
3 rd	Brallan Gonzalez	3 rd	Elizabeth Harkey	3 rd	Kendall Pearson

She stated the Short Story category judge local children's author Darleen Bailey Beard wrote these comments on the 1st place entry from Amy Kinnear, "This is the only story that made me cry, it touched my heart and it was full of emotions and specific descriptions that made me feel like I was part of the story. It has a clear beginning, middle and ending something that many of the other entries didn't have. This author has a lot of talent and I recommend she continues writing and keeping a journal."

Mrs. Dent continued saying this is just one of many creative and talented entries and through this program's success these young writers are being helped to recognize their own abilities and potential. She asked for questions and discussion followed.

X. Mrs. McCaleb referred to Document #52 - Metropolitan Library System November 2003 Circulation Report and asked for comments. Discussion followed.

XI. Mrs. McCaleb referred to Document #53 - Metropolitan Library System November 2003 Internet Usage Report and asked for comments. Discussion followed.

XII. Mrs. McCaleb called on Mrs. Morris to present the Executive Director Report.

Mrs. Morris stated two weeks ago she went to the Downtown Library construction site and was pleased to see the tremendous progress. The fourth floor auditorium's fixed seating has been installed and the detailed woodwork has been completed; it is going to be a spectacular room. She asked if any Commission members after the holidays would like to take a tour to see the substantial progress; questions and discussion followed.

Mrs. Morris gave an update on the status of the name for the new downtown facility. She stated a copy of the letter sent Councilman Cornett on behalf of the Commission was included in the packet for their review. A resolution is being

written by Oklahoma City administration and will be on the Oklahoma City Council agenda and she plans to attend that meeting and will report back with the results.

The library system was very excited to receive a \$130,000 grant from the Inasmuch Foundation. Its generosity will allow the new downtown facility's children's area to be enhanced with custom millwork, decorative trees, clouds, a rainbow formation and a special entry portal. Specialty furniture, mobile book browsers, area rugs and puppets will also be added to stimulate the children's imaginations and their reading area. Mrs. Morris added her thanks to the Inasmuch Foundation and Ms. Ernestine Clark, Director of Development, and Mrs. Debra Spindle, Downtown Library Manager for their dedicated support and hard work putting this grant together.

Mrs. Morris reminded the Commission of the Library System's closing schedule of the holiday season. She stated that in keeping with the spirit of the season she wanted to share the several letters of appreciation for library services and personnel that was included in the Commission packet. She pointed out the letter from the Choctaw Library page giving her thanks for the Books-by-mail services that have made her mother who lives in a retirement home so very happy. She wished everyone a Happy Holiday and asked for questions and discussion followed.

XIII. Mrs. McCaleb asked for a moment to introduce Ms. Summer Loveless from Commissioner Stan Inman's office; Ms. Karen Klinka from the Daily Oklahoman; Mr. Derek Cash, President of the Metropolitan Library System's Staff Association; and Vice-President, Jean Johnson.

XIV. Mrs. McCaleb called for comments from Commission members.

Mrs. Pritchett showed the Friends of the Metropolitan Library System's Booksale poster for the February 2004 booksale. The theme for 2004 is "Don't Duck the Chance to Read!"

Mrs. Morris commented that the New Choctaw Library will have a soft opening in January and the grand-opening in February.

XV. Mrs. McCaleb called for future agenda items. There were none.

XVI. Mrs. McCaleb stated the next Commission meeting would be held Thursday, January 15, 2004, at the Warr Acres Library.

XVII. There being no further business; meeting adjourned at 4:51 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2003

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of December 2003.

For comparison, 50% of the fiscal year has lapsed.

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2003.

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

Document # 56
MLC FY 2003-04
January 15, 2004

December 31, 2003

ASSETS

CASH - Overnight Investment Account		\$ 2,871,129.19
INVESTMENTS (Schedule attached)		11,113,981.14
ACCRUED INTEREST		-
TAXES RECEIVABLE: 2003 Ad Valorem Tax	\$ 19,524,041.27	
Less: Reserve for Delinquent Tax	<u>(\$ 1,774,912.84)</u>	
Budgeted Tax Revenue	\$ 17,749,128.43	
Less: Tax Received	<u>(4,004,124.03)</u>	
		<u>\$ 13,745,004.40</u>
Total Assets		<u><u>\$ 27,730,114.73</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2002-03 Reserve for Appropriations	\$ 86,746.55	
2003-04 Purchase Orders Outstanding	981,160.77	
2002-03 Purchase Orders Outstanding	1,667,396.91	
2003-04 Checks Outstanding	172,338.42	
2002-03 Checks Outstanding	<u>161.90</u>	
Total Liabilities		\$ 2,907,804.55

DEFERRED REVENUE:

Current year Ad Valorem Tax	13,745,004.40
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FUND BALANCE:

Beginning of the Year	\$ 15,596,178.98	
Add: Revenues		
Budgeted	\$ 4,204,124.03	
Other	<u>994,335.98</u>	5,198,460.01
Less: Expenditures	<u>(9,717,333.21)</u>	
Total Fund Balance		<u>11,077,305.78</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$ 27,730,114.73</u></u>

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

As of December 31, 2003

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/04	2.500%	100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.240%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/02	11/17/07	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/02	12/18/07	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/03	6/18/04	2.150%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/03	1/6/08	3.190%	1,000,000.00
Weokie Credit Union	1/17/03	1/17/04	2.530%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/03	1/21/08	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/03	1/23/08	3.110%	600,000.00
CD - UMB Bank	2/12/03	2/12/04	1.250%	100,000.00
CD - Peoples National, Bethany	2/27/03	2/27/04	1.760%	100,000.00
CD - First Commercial, Edmond	3/23/03	3/23/04	2.090%	100,000.00
FHLMC Discount Notes	3/31/03	2/26/04	1.062%	792,327.11
Treasury Notes	4/22/03	5/31/04	1.180%	808,169.96
FHLB Notes	4/23/03	6/15/04	1.198%	404,319.51
CD - Stillwater National Bank	4/23/03	5/23/04	2.050%	100,000.00
FHLB Notes	5/29/03	6/28/04	1.055%	509,164.56
CD - First Enterprise Bank	6/21/03	6/21/04	1.850%	100,000.00
CD - National Bank of Commerce.	6/21/03	6/21/04	1.960%	100,000.00
CD - Bank of Okla. (collateralized)	6/25/03	6/24/07	1.880%	500,000.00
CD - Lincoln Bank	7/17/03	7/17/04	1.490%	100,000.00
CD - American Bank, Edmond	7/18/03	7/18/04	1.750%	100,000.00
CD - Americrest Bank	7/18/03	7/18/04	1.250%	100,000.00
CD - BankFirst	7/27/03	7/27/04	1.350%	100,000.00
CD - Gold Bank	10/15/03	6/15/04	2.000%	100,000.00
CD - Bridgeview Bank	10/19/03	10/19/04	1.500%	100,000.00
CD - Local Oklahoma Bank	11/29/03	11/29/04	1.750%	100,000.00
CD - Quail Creek Bank	12/7/03	12/7/04	1.300%	100,000.00
Total Investments				<u>\$ 11,113,981.14</u>

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

July 1, 2003 to December 31, 2003

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2003 Ad Valorem Tax	\$17,749,128.43	\$3,080,783.21	\$ 4,004,124.03	22.56%
State Aid	282,468.00		-	0.00%
Fines	<u>382,500.00</u>	<u>25,000.00</u>	<u>200,000.00</u>	52.29%
Total Budgeted Revenue	<u><u>\$ 18,414,096.43</u></u>	<u><u>\$3,105,783.21</u></u>	<u><u>\$ 4,204,124.03</u></u>	22.83%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 103,471.88	\$ 838,601.14	
Homestead Exemption Reimb.				
Investment Income		14,388.36	78,983.74	
Flexible Benefits Account Balance		5,395.11	5,395.11	
Sale of Surplus Equipment			3,872.25	
Miscellaneous		<u>28,769.50</u>	<u>67,483.74</u>	
Total Miscellaneous Revenue		<u><u>\$ 152,024.85</u></u>	<u><u>\$ 994,335.98</u></u>	
Total Revenue	<u><u>\$ 18,414,096.43</u></u>	<u><u>\$3,257,808.06</u></u>	<u><u>\$ 5,198,460.01</u></u>	28.23%

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

December 31, 2003

	<u>BALANCE</u> <u>12/1/03</u>	<u>RECEIPTS</u> <u>December</u>	<u>EXPEND.</u> <u>December</u>	<u>BALANCE</u> <u>12/31/03</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$25,578.33	\$ 3,240.27	\$ 618.44	\$ 28,200.16
810 Prepaid Fees	124.36	75.42		199.78
815 Fines	(2,462.55)	35,165.87	25,000.00	7,703.32
820 Copy	21,676.14	3,705.00	283.40	25,097.74
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	<u>\$47,572.62</u>	<u>\$42,186.56</u>	<u>\$25,901.84</u>	<u>\$ 63,857.34</u>
GRANTS:				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>12/31/03</u>
Special Grants				
857 DN/LC Donations	27,436.75	27,436.75	0.00	27,436.75
858 Inasmuch/DN Building	130,000.00	130,000.00	0.00	130,000.00
859 OCCF/Invisible Man	25,000.00	26,721.81	25,014.44	1,707.37
870 Inasmuch/Invisible Man	20,000.00	20,000.00	18,527.18	1,472.82
873 Endowment/DN Okla. Images	40,000.00	40,000.00	1,980.00	38,020.00
909 ODL/Hispanic Collection	18,000.00	18,000.00	15,363.77	2,636.23
912 Midwest City /Large Print	3,000.00	3,000.00	2,394.23	605.77
915 OAC/Donna Cox	300.00	0.00	300.00	(300.00)
939 YMCA/2 1st Century Grant	2,610.00	2,610.00	2,520.00	90.00
940 OHC/Native American	346.20		326.20	(326.20)
941 Windsor Hill/Come Read W/ Me	720.00	720.00	530.66	189.34
942 Weokie CU/Bus Wrap	9,700.00	9,700.00	6,100.00	3,600.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00
Grants - Friends of MLS				
845 01 DN Oklahoma Images	20,000.00	20,000.00	3,578.49	16,421.51
847 01 PC Learning Lab	9,150.00	9,150.00	8,055.30	1,094.70
866 01 Invisible Man	5,000.00	5,000.00	3,490.72	1,509.28
888 02 DN-Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	751.03	248.97
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	252.45	747.55
920 03 OUT-LIFE	5,000.00	5,000.00	954.86	4,045.14
923 03 MWC Teen Space	350.00	350.00	0.00	350.00
924 03 VI - Kaleidoscope	6,000.00	6,000.00	3,222.82	2,777.18

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 12/31/03</u>
<u>Grants - Friends of MLS</u>				
925 03 OUT - Bookcases	3,500.00	3,500.00	0.00	3,500.00
926 03 OUT - Our World	14,800.00	14,800.00	4,000.00	10,800.00
929 03 DN - Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
930 03 DN - Rebinding Books	4,000.00	4,000.00	1,825.20	2,174.80
931 03 Materials	10,000.00	10,000.00	7,119.63	2,880.37
932 03 Volunteer Recognition	3,000.00	3,000.00	380.52	2,619.48
933 03 Staff Recognition	4,550.00	4,622.00	4,420.48	201.52
934 03 Lee Brawner Scholarship	10,000.00	10,000.00	2,750.95	7,249.05
936 03 MWC - Gallery Lighting	1,500.00	1,500.00	0.00	1,500.00
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
Total Grants				<u>\$308,752.63</u>
Total Special Funds				<u>\$ 372,609.97</u>

Metropolitan Library System
Statement of Encumbrances
Month of December 2003

FY-04

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	602,257.00	3,861,793.87	47.44	8,141,139.00	4,279,345.13
102	Wages - Part-time	77,299.23	533,609.37	42.86	1,244,885.00	711,275.63
103	Payroll Taxes	49,728.72	324,806.54	46.10	704,579.00	379,772.46
109	Workers Comp. Insurance	10,385.00	44,978.00	40.89	110,007.00	65,029.00
112	Group Insurance	101,652.17	608,919.10	46.93	1,297,465.00	688,545.90
113	Employees' Retirement	.00	.00	.00	1,430,700.00	1,430,700.00
114	Unemployment Comp.	.00	206.76	2.07	10,000.00	9,793.24
Total Personal Services		841,322.12	5,374,313.64	41.54	12,938,775.00	7,564,461.36

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	119,400.00	69.60	171,556.00	52,156.00
202	Liability/Bonding Insurance	.00	.00	.00	22,525.00	22,525.00
205	Rent of Library Buildings	2,280.56	16,057.78	82.75	19,405.00	3,347.22
206	Rent of Equipment	1,885.20	9,451.20	45.04	20,983.00	11,531.80
207	Janitorial Services	14,892.33	89,353.98	39.83	224,364.00	135,010.02
208	Maintenance of Facilities	13,785.33	92,859.04	31.47	295,055.00	202,195.96
211	Parking & Transportation	6,058.21	37,869.22	29.05	130,340.00	92,470.78
212	Travel Expenses	2,171.34	17,547.38	26.95	65,122.00	47,574.62
213	Professional Services	6,668.08	76,532.70	35.32	216,672.00	140,139.30
214	Security Services	14,219.00	72,859.82	32.82	222,025.00	149,165.18
216	Telephone Services	9,779.66	73,426.55	22.14	331,686.00	258,259.45
217	Electrical Services	22,374.11	202,004.65	48.59	415,748.00	213,743.35
218	Gas Services	9,279.59	11,790.32	20.06	58,765.00	46,974.68
219	Water & Garbage Services	1,324.26	23,529.91	56.80	41,423.00	17,893.09
220	Trigent Energy Services	.00	.00	.00	95,000.00	95,000.00
226	Membership	1,239.00	14,496.50	62.91	23,045.00	8,548.50
230	Other Library-Related Serv.	14,312.72	69,034.92	20.22	341,488.00	272,453.08
231	Automation Contractual	4,588.65	151,308.84	49.90	303,212.00	151,903.16
236	Network Catalog Services	.00	.00	.00	54,330.00	54,330.00
Total Contractual Services		124,858.04	1,077,522.81	35.30	3,052,744.00	1,975,221.19

Metropolitan Library System
Statement of Encumbrances
Month of December 2003

FY-04

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	12,467.43	76,382.83	43.10	177,204.00	100,821.17
302	Postage	18,101.46	99,131.75	37.71	262,904.00	163,772.25
303	Supplies	18,124.40	98,326.15	36.45	269,742.00	171,415.85
310	Maintenance Supplies	1,023.51	26,121.30	42.47	61,500.00	35,378.70
312	Safety Supplies & Equipment	.00	802.51	10.08	7,965.00	7,162.49
321	Gas & Oil	988.31	5,095.78	33.97	15,000.00	9,904.22
322	Vehicle Parts & Repairs	2,720.53	9,231.86	51.29	18,000.00	8,768.14
330	Programming Activities	6,710.30	59,562.27	28.17	211,440.00	151,877.73
331	Other Commodities	1,135.94	8,426.48	23.62	35,682.00	27,255.52
Total Commodities		61,271.88	383,080.93	36.16	1,059,437.00	676,356.07

Capital Outlays

401	Books & Materials	252,678.81	1,364,717.54	47.96	2,845,665.00	1,480,947.46
404	Government Documents	2,900.00	2,900.00	50.00	5,800.00	2,900.00
405	Book Repairs & Bindings	2,006.65	2,006.65	40.13	5,000.00	2,993.35
407	Periodicals & Subscriptions	104,956.94	138,429.36	87.41	158,375.00	19,945.64
408	Furniture, Fixture, & Equip.	2,559.02	69,162.58	42.62	162,262.00	93,099.42
409	Motor Vehicle	.00	30,686.09	85.24	36,000.00	5,313.91
410	Automation System & Equip.	133,575.21	168,527.79	43.89	384,000.00	215,472.21
450	Capital Projects	239,142.48	1,105,985.82	35.56	3,109,869.00	2,003,883.18
490	Capital Reserves-Current	.00	.00	.00	1,037,577.45	1,037,577.45
499	Reserve Carryover	.00	.00	.00	9,214,770.96	9,214,770.96
Total Capital Outlays		737,819.11	2,882,415.83	17.00	16,959,319.41	14,076,903.58
Total Budget		1,765,271.15	9,717,333.21	28.57	34,010,275.41	24,292,942.20

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02178	Metropolitan Library System	Parking	19.00	
		Background/Record Check	45.00	
		Flowers & Basket	79.23	
		Postage	85.50	
		Supplies	82.74	
		Programming Activities	79.77	
		Programming Activities	88.55	
		Programming Activities	103.97	
		Other Commodities	30.69	614.45
G-02179	Unisource Worldwide Inc-OKCity	Maintenance Supplies	3,600.00	3,600.00
G-02180	Brodart, Inc.	Equipment	188.80	188.80
G-02181	Borders Group, Inc.	Materials	220.51	220.51
G-02182	Locke Supply Company	Maintenance Supplies	60.35	60.35
G-02183	Demco	Supplies	124.39	
		Supplies	17.34	141.73
G-02184	EBSCO Subscription Services	Subscription	35,123.83	
		Subscription	25,666.96	
		Subscription	16,667.96	
		Subscription	9,927.81	
		Subscription	9,604.96	
		Subscription	4,471.99	
		Subscription	2,048.76	
		Subscription	677.45	104,189.72
G-02185	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-02186	City Glass-OKC, Inc.	Maintenance of Facilities	336.20	336.20
G-02188	City of Warr Acres	Garbage & Sewer Service	54.25	54.25
G-02189	Ernestine F. Clark	Mileage	63.36	63.36
G-02190	Evelyn K. Davis	Mileage	60.48	60.48
G-02191	Baker & Taylor Books - #510486	Materials	4,899.17	4,899.17
G-02192	U.S. Postmaster	Postage	10,000.00	10,000.00
G-02193	Bill Warren Office Products	Supplies	701.20	701.20
G-02194	CompSource Oklahoma	Workers' Comp Insurance	10,385.00	10,385.00
G-02195	Stephen Fulton	Programming Activities	250.00	250.00
G-02196	Kapco Library Products	Supplies	78.19	78.19
G-02197	Pure Service Corporation	Maintenance of Facilities	270.00	270.00
G-02198	The Penworthy Company	Materials	2,232.10	2,232.10
G-02199	Instructional Video, Inc.	Materials	692.18	692.18
G-02200	Hunter's Battery Warehouse	Maintenance of Facilities	54.00	54.00
G-02201	Darcus D. Smith	Mileage	11.16	11.16
G-02202	Mutual Assurance	Grp Life/Ad&d Ins Prm-Dec	22,890.01	22,890.01
G-02203	Priscilla Doss	Mileage	2.88	2.88
G-02204	Full Circle Book Store	Materials	86.26	86.26
G-02205	Mel Bay	Materials	101.37	101.37
G-02206	Kultur International Films	Materials	64.01	64.01
G-02207	Metrocall	Telephone Services	135.81	135.81
G-02208	Heidi Daniel-Morgan	Mileage	51.12	51.12
G-02209	Karen Lehr	Programming Activities	148.93	148.93
G-02210	Blackstone Audio Books	Materials	8.00	8.00
G-02211	Books on Tape, Inc.	Materials	86.40	86.40
G-02212	Brilliance Corporation	Materials	681.72	681.72
G-02213	The Standard Register Co.	Supplies	1,973.34	1,973.34
G-02214	Ingram Library Services	Materials	207.72	207.72

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02215	OMA	Programming Activities	95.00	95.00
G-02216	Audio Editions	Materials	2,393.67	2,393.67
G-02217	JoNita White	Mileage	15.84	15.84
G-02218	Fuelman of Mid-America	Gasoline	197.49	197.49
G-02219	Karen R. Bray	Mileage	83.16	83.16
G-02220	Love Box Factory Outlet	Maintenance of Facilities	593.04	593.04
G-02221	Sagebrush Corporation	Materials	47.30	47.30
G-02222	Voss Lighting	Maintenance Supplies	96.06	
		Maintenance Supplies	30.15	126.21
G-02223	Jana Hausburg	Mileage	8.64	8.64
G-02224	Schiffer Publishing	Materials	20.48	20.48
G-02225	Anita F. Roesler	Mileage	48.71	48.71
G-02226	Big Kids Productions	Materials	179.40	179.40
G-02227	Debbie E. Robertus	Mileage	20.16	20.16
G-02228	Michael Corley	Programming Activities	95.00	95.00
G-02229	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-02230	AIRGAS	Maintenance Supplies	81.92	81.92
G-02231	AT&T	Telephone Services	20.22	20.22
G-02232	Sound Room Publishers, Inc.	Materials	10.00	10.00
G-02233	Kelley Riha	Membership Reimbursement	34.50	34.50
G-02234	BBC Audiobooks America	Materials	1,495.59	1,495.59
G-02235	Jan M. Reynolds	Mileage	16.74	16.74
G-02236	Clyde D. Herrod	Mileage	8.64	8.64
G-02237	Lisa M. Wood	Programming Activities	80.93	80.93
G-02238	City of Choctaw	Water & Garbage Service	25.00	25.00
G-02239	C.O.T.P.A.	Parking	1,241.00	1,241.00
G-02240	Demco Media Turtleback Books	Materials	117.87	117.87
G-02241	Ann Meeks	Mileage	12.06	12.06
G-02242	PLA 10th National Conference	Registration	160.00	160.00
G-02243	A & E Home Video	Materials	77.32	77.32
G-02244	Baker & Taylor Books - #510486	Materials	767.00	767.00
G-02245	Baker & Taylor Entertainment	Materials	4,989.36	4,989.36
G-02246	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Dec	69,412.41	69,412.41
G-02247	Walmart Community Branch	Refreshments	2.08	2.08
G-02248	Jerry Baker	Books	337.00	337.00
G-02249	Donna Cox	Programming Activities	300.00	300.00
G-02250	Marian J. LeCrone	Mileage	74.16	74.16
G-02251	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	130.50	
		Maintenance of Facilities	115.74	246.24
G-02252	Classic Paper Supply	Maintenance Supplies	232.40	232.40
G-02253	Brian Dahlvang	Programming Activities	100.00	100.00
G-02254	Sharon G Bish	Mileage	47.16	47.16
G-02255	HRD Press	Training Materials	265.00	265.00
G-02256	O'Riley Auto Parts	Maintenance of Facilities	16.77	16.77
G-02257	Oklahoma Watercolor Assoc.	Programming Activities	125.00	125.00
G-02258	Rachel Mosman	Travel Expense	77.04	77.04
G-02259	Susan H Wood	Programming Activities	150.00	150.00
G-02260	Karen K. Bailey	Programming Activities	100.00	100.00
G-02261	Pamela Barrymore	Programming Activities	100.00	100.00
G-02262	Southwestern Bell	Telephone Services	63.46	63.46
G-02263	Corporate Express	Supplies	37.98	
		Supplies	11.54	

** Continued **

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02263	Corporate Express	Supplies	23.32	
		Supplies	12.11	84.95
G-02264	Christian Book Distributors	Books	12.49	12.49
G-02265	Kyle McClain	Maintenance of Facilities	80.00	80.00
G-02266	Baker & Taylor Books - #510486	Materials	899.97	
		Materials	4,225.66	
		Materials	1,895.82	
		Materials	5,668.54	
		Materials	1,559.99	14,249.98
G-02267	Baker & Taylor Books - #510486	Materials	995.33	
		Materials	7,391.54	8,386.87
G-02268	Baker & Taylor Books-#510486	Materials	370.90	370.90
G-02269	African Imports USA	Materials	388.99	388.99
G-02270	The Wooden Wolf	Programming Activities	55.00	55.00
G-02271	Royal Fireworks Pr	Materials	11.99	11.99
G-02272	Chinaberry, Inc.	Materials	13.45	13.45
G-02273	Waynoka Historical Society	Materials	9.95	9.95
G-02274	Southern Nazarene University	Programming Activities	300.00	300.00
G-02275	Lori L. Jones	Mileage	2.16	2.16
G-02276	Mario Medrano	Programming Activities	200.00	200.00
G-02277	Bradford Industrial Suppl Corp	Maintenance of Facilities	32.05	32.05
G-02278	O G & E	Electrical Services	12,901.71	12,901.71
G-02279	Oklahoma Natural Gas Company	Gas Services	1,058.70	
		Gas Services	1,390.67	2,449.37
G-02280	City of Oklahoma City	Water & Garbage Service	557.33	557.33
G-02281	City of the Village	Garbage & Sewer Service	68.63	68.63
G-02282	Triangle/A & E	Supplies	51.00	51.00
G-02283	Unisource Worldwide Inc-OKCity	Supplies	2,688.00	2,688.00
G-02284	Brodart, Inc.	Supplies	570.00	570.00
G-02285	Edward N. Terry	Mileage	35.64	35.64
G-02286	Tech-Lock	Maintenance Supplies	28.47	28.47
G-02287	Emsco Electric Supply	Maintenance Supplies	381.01	381.01
G-02288	Demco	Supplies	13.77	13.77
G-02289	EBSCO Subscription Services	Subscription	169.62	169.62
G-02290	Gale Research	Materials	4,859.11	4,859.11
G-02291	Highsmith Co., Inc.	Supplies	41.48	41.48
G-02292	Journal Record Publishing	Subscription	280.00	280.00
G-02293	UNUM Life Insurance	Grp L-T Disab Ins Prm-Dec	5,855.88	5,855.88
G-02294	City of Edmond	Electrical Service	3,052.83	3,052.83
G-02295	United Linen	Towel Service	24.40	24.40
G-02296	Frank C. Ray	Mileage	7.92	7.92
G-02297	Barbara J. Williams	Mileage	35.10	35.10
G-02298	Mary J. Patton	Programming Activities	162.60	162.60
G-02299	Metro News, LLC	Subscription	20.00	20.00
G-02300	Baker & Taylor Books - #510486	Materials	1,814.90	1,814.90
G-02301	Donna Morris	Telephone Reimbursement	70.00	70.00
G-02302	West Group Payment Center	Subscription	258.00	
		Materials	762.00	1,020.00
G-02303	American Library Association	Programming Supplies	64.00	64.00
G-02304	Blackbaud	Automation Contractual	5,578.12	5,578.12
G-02305	CCH Incorporated	Materials	123.50	123.50

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02306	Boise Cascade Office Products	Supplies	997.41	
		Supplies	124.83	
		Supplies	19.00	1,141.24
G-02307	Recorded Books, LLC	Materials	1,088.50	1,088.50
G-02308	Eureka Water Company	Other Commodities	38.50	
		Other Commodities	16.50	
		Other Commodities	44.00	
		Other Commodities	28.50	127.50
G-02309	Gale Group	Materials	10,358.26	10,358.26
G-02310	Ann Aliotta	Membership Reimbursement	35.00	35.00
G-02311	Traci N. Jinkens	Mileage	9.72	9.72
G-02312	City of Nicoma Park	Electrical Services	65.30	
		Gas Services	13.18	78.48
G-02313	Automatic Protection Systems	Halon System Inspection	225.00	225.00
G-02314	Anne G. Fischer	Telephone Services	65.61	
		Mileage	57.60	123.21
G-02315	Staples	Supplies	19.99	
		Printing Supplies	69.99	89.98
G-02316	Okla. City Community College	Service Agreement	400.00	400.00
G-02317	Library Video Company	Materials	1,043.84	1,043.84
G-02318	Full Circle Book Store	Programming Activities	216.00	216.00
G-02319	Neal-Schuman Publishers, Inc.	Materials	84.25	84.25
G-02320	Janet Brooks	Mileage	45.72	45.72
G-02321	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-02322	Worldwide Directories	Materials	94.91	94.91
G-02323	Lowe's Companies, Inc.	Maintenance Supplies	53.34	
		Maintenance of Facilities	2.87	
		Maintenance of Facilities	16.78	
		Maintenance of Facilities	17.22	
		Maintenance of Facilities	24.33	
		Maintenance Supplies	36.40	
		Maintenance Supplies	17.92	
		Maintenance of Facilities	28.16	197.02
G-02324	Karen Lehr	Mileage	14.40	
		Programming Activities	75.25	
		Travel Expense	83.82	173.47
G-02325	Southwestern Bell	Telephone Services	851.86	851.86
G-02326	Cingular Wireless	Telephone Services	51.88	51.88
G-02327	Brilliance Corporation	Materials	361.90	361.90
G-02328	Hobby Lobby	Maintenance of Facilities	52.59	52.59
G-02329	Ingram Library Services	Materials	2,492.23	2,492.23
G-02330	R. R. Bowker	Materials	4,610.84	4,610.84
G-02331	Element K Journals	Subscription	107.00	107.00
G-02332	Julia A. Mock	Mileage	15.30	15.30
G-02333	Information Today, Inc.	Materials	2,745.45	2,745.45
G-02334	Dana L. Morrow	Other Commodities	142.17	142.17
G-02335	Summit Mailing Systems, Inc.	Meter Rental	238.50	
		Maintenance of Facilities	375.37	613.87
G-02336	United States Postal Service	Postage	1,200.00	1,200.00
G-02337	Fuelman of Mid-America	Gasoline	214.59	
		Gasoline	102.78	317.37

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02338	Positive Promotions	Programming Supplies	282.51	282.51
G-02339	Bob Howard Downtown Ford	Vehicle Parts & Repairs	330.08	330.08
G-02340	North Star Publishing Company	Materials	794.45	794.45
G-02341	Sagebrush Corporation	Materials	42.36	42.36
G-02342	Voss Lighting	Maintenance Supplies	86.40	
		Maintenance Supplies	60.30	146.70
G-02343	Schiffer Publishing	Materials	105.44	105.44
G-02344	L E Acker Company	Maintenance of Facilities	51.12	51.12
G-02345	Oklahoma Literacy Coalition	Membership	40.00	40.00
G-02346	Dorothy Dunlap	Mileage	28.80	28.80
G-02347	Faculty House	Membership	16.50	16.50
G-02348	Weatherman Mechanical, Inc.	Filters	158.56	158.56
G-02349	Pauline Boyer Rodriguez	Mileage	15.84	15.84
G-02350	Michael Corley	Programming Activities	95.00	95.00
G-02351	Heidi A. Port	Mileage	35.71	35.71
G-02352	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	147.65	449.81
G-02353	The Daily and Sunday	Classified Advertisement	446.70	446.70
G-02354	ProQuest Information & Learnin	Materials	24,627.30	24,627.30
G-02355	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	646.34	
		Vehicle Parts & Repairs	858.58	1,504.92
G-02356	Ruby J. Soutiere	Mileage	15.84	15.84
G-02357	National Association of	Membership	250.00	250.00
G-02358	Sam's Club - 8289	Membership	60.00	60.00
G-02359	CiCi's Pizza	Other Commodities	84.47	84.47
G-02360	City of Edmond	Water & Garbage Service	183.20	183.20
G-02361	City of Harrah	Water & Garbage Service	18.90	18.90
G-02362	John Wood	Mileage	9.90	9.90
G-02363	Office Depot	Supplies	61.30	
		Supplies	59.88	121.18
G-02364	Todd S. Olberding	Mileage	84.24	84.24
G-02365	Roy S. Ballou	Mileage	23.76	23.76
G-02366	PLA 10th National Conference	Registration	160.00	160.00
G-02367	Karen L. Bays	Travel Expense	75.82	
		Mileage	31.68	107.50
G-02368	Baker & Taylor Entertainment	Materials	949.51	949.51
G-02369	Horning, Grove, Hulett	Legal Services	62.50	62.50
G-02370	Prime Office Products	Supplies	61.44	61.44
G-02371	Walmart Community Branch	Programming Activities	81.87	81.87
G-02372	Helen L Chacon	Mileage	33.12	33.12
G-02373	Murrell, Hall, McIntosh & Co.	Annual Audit	1,575.00	1,575.00
G-02374	Jean Engebritson	Mileage	25.20	25.20
G-02375	All-American Waste Control	Garbage Service	476.74	476.74
G-02376	American Library Association	Other Commodities	286.69	286.69
G-02377	Marquis Who's Who	Materials	3,005.00	3,005.00
G-02378	Khanh Minh Do	Mileage	9.72	9.72
G-02379	John Utley	Mileage	16.20	16.20
G-02380	Lesli Jones	Library Related	50.00	50.00
G-02381	Karen K. Bailey	Programming Activities	100.00	100.00
G-02382	Pamela Barrymore	Programming Activities	100.00	100.00
G-02383	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-02384	Kelley Hoffman	Mileage	8.28	8.28

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02385	Faith Centered Resources	Materials	253.51	253.51
G-02386	Corporate Express	Supplies	19.80	19.80
G-02387	Securitas Security USA, Inc.	Security Services	3,059.15	
		Security Services	2,460.30	5,519.45
G-02388	Baker & Taylor Books - #510486	Materials	629.09	
		Materials	878.18	
		Materials	2,608.07	
		Materials	2,652.17	
		Materials	8,810.69	15,578.20
G-02389	Baker & Taylor Books - #510486	Materials	855.74	
		Materials	1,942.02	
		Materials	2,796.42	5,594.18
G-02390	Willow Bend Books	Books	269.48	269.48
G-02391	Parking Partners LLC	Parking	80.00	80.00
G-02392	Emily Williams	Mileage	18.90	18.90
G-02393	Star Thrower Distribution Corp	Professional Services	691.25	691.25
G-02394	Linda Elston	Mileage	10.80	10.80
G-02395	McLaren's Pantry	Programming Activities	293.00	293.00
G-02396	Nancy Nortz	Programming Activities	150.00	150.00
G-02397	Faye Horn	Programming Activities	40.00	40.00
G-02398	Metropolitan Library System	Employee Deductions	31.99	31.99
G-02399	Vision Service Plan of	Grp VisionCare Ins Prm-DE	2,173.87	2,173.87
G-02400	Metropolitan Library System	Employee Deductions	52.53	52.53
G-02401	Bank of Oklahoma	Payroll Transmittal-Chks	53,529.45	
		Payroll Transmittal-Chks	16,979.75	70,509.20
G-02402	Bank of Oklahoma	Federal Withholding Tax	30,445.60	
		Federal Withholding Tax	1,621.00	32,066.60
G-02403	Oklahoma Tax Commission	State Withholding Tax	14,901.60	
		State Withholding Tax	954.00	15,855.60
G-02404	Mun. Employees Credit Union	Employee Cr Union Deducts	10,085.47	
		Employee Cr Union Deducts	80.00	10,165.47
G-02405	United Way of Central Oklahoma	Employee Deductions	253.29	
		Employee Deductions	17.50	270.79
G-02406	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-02407	Administrative Systems, Inc.	Employee Deductions	922.65	922.65
G-02408	Morgan & Associates, P.C.	Employee Deductions	5.86	5.86
G-02409	Bank of America	Payroll Transmittal-DDep	137,197.73	
		Payroll Transmittal-DDep	15,559.48	152,757.21
G-02410	Nationwide Retirement Solution	Employee Deductions	7,606.89	7,606.89
G-02411	Premium Accounting	Employee Deductions	794.77	794.77
G-02412	Metro Library Sys Pension Trst	Employee Retirement Conts	8,231.99	8,231.99
G-02413	Bank of Oklahoma	Employer Flexplan Deposit	15,406.22	
		Employer Flexplan Deposit	1,320.00	16,726.22
G-02414	Bank of Oklahoma	Employee Soc/Sec Deposits	17,460.98	
		Employee Soc/Sec Deposits	2,370.10	
		Employee Medicare Deposit	4,148.09	
		Employee Medicare Deposit	554.26	
		Employer Soc/Sec Deposits	19,831.07	
		Employer Medicare Deposit	4,702.56	49,067.06
G-02416	American Student Assistance	Employee Deductions	53.13	53.13
G-02417	Kurtis J. Johnson, Attorney	Employee Deductions	308.94	308.94
G-02418	Metropolitan Library System	Maintenance of Facilities	10.98	

** Continued **

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-02418	Metropolitan Library System	Parking	9.00	
		License	20.00	
		Background Check	45.00	
		Decorations	14.65	
		Postage	32.40	
		Supplies	129.23	
		Maintenance Supplies	34.77	
		Programming Activities	127.82	
		Other Commodities	101.16	525.01
G-02419	Oklahoma Natural Gas Company	Gas Services	1,347.04	1,347.04
G-02420	City of Oklahoma City	Water & Garbage Service	432.97	432.97
G-02421	Unisource Worldwide Inc-OKCity	Printing Supplies	192.24	192.24
G-02422	Southwestern Stationery and	Printing	4,900.00	4,900.00
G-02423	Borders Group, Inc.	Printing	96.64	96.64
G-02424	Demco	Supplies	57.20	
		Supplies	56.98	114.18
G-02425	Ginger LaCroix	Programming Activities	75.00	75.00
G-02426	Pipkin Cameras	Other Commodities	23.04	
		Other Commodities	169.95	
		Other Commodities	24.06	217.05
G-02427	Eales Electronics Corp.	Equipment	1,797.00	
		Maintenance of Facilities	153.00	1,950.00
G-02428	Gaylord Bros.	Supplies	487.52	487.52
G-02429	Gale Research	Materials	6,601.03	
		Materials	2,772.52	9,373.55
G-02430	Highsmith Co., Inc.	Furniture	110.32	110.32
G-02431	Hewlett-Packard Company	Maintenance Agreement	3,081.99	3,081.99
G-02432	M. Scott Carter	Mileage	89.28	89.28
G-02433	Barbara J. Williams	Mileage	84.60	84.60
G-02434	Standard Printing Co., Inc.	Printing	142.50	
		Printing	237.50	
		Printing	975.00	1,355.00
G-02435	ASTD Central Oklahoma Chapter	Membership	50.00	50.00
G-02436	Oklahoma Library Association	Registration	45.00	45.00
G-02437	Baker & Taylor Books - #510486	Materials	750.35	750.35
G-02438	Susie Beasley	Programming Activities	78.18	78.18
G-02439	Judith Walden	Mileage	23.76	23.76
G-02440	Susan E. Ryan	Mileage	7.20	7.20
G-02441	Standard & Poor's	Materials	9,585.30	9,585.30
G-02442	Nextel Communications	Telephone•Services	201.50	201.50
G-02443	Boise Cascade Office Products	Supplies	61.20	61.20
G-02444	Carolyn Abernathy	Programming Activities	53.54	53.54
G-02445	U.S. Postmaster	Postage	44.40	44.40
G-02446	Instructional Video, Inc.	Materials	892.43	892.43
G-02447	Gale Group	Materials	776.16	776.16
G-02448	Production Services	Advertisement	950.00	950.00
G-02449	7 Mile Fishcamp Enterprise	Furniture	2,120.00	2,120.00
G-02450	Staples	Supplies	13.43	13.43
G-02451	Geri Price	Supplies	57.99	57.99
G-02452	Marilyn Hudson	Programming Activities	80.00	80.00
G-02453	Blackstone Audio Books	Materials	1,685.50	1,685.50

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02454	Oklahoma Gazette	Advertisement	475.20	
		Advertisement	975.20	
		Advertisement	475.20	
		Advertisement	475.20	2,400.80
G-02455	Ingram Library Services	Materials	708.50	708.50
G-02456	Globe Color Press, Inc.	Printing	5,156.79	5,156.79
G-02457	High-Tech Tronics, Inc.	Equipment	15,404.15	15,404.15
G-02458	Summit Mailing Systems, Inc.	Meter Rental	226.50	
		Maintenance of Facilities	142.18	368.68
G-02459	Audio Editions	Materials	139.80	139.80
G-02460	Kinko's, Inc.	Printing	32.50	32.50
G-02461	Chickasaw Telecom, Inc.	Telephone System	14,150.40	14,150.40
G-02462	Sagebrush Corporation	Materials	9.07	9.07
G-02463	Frances Virginia Harbert	Mileage	11.16	11.16
G-02464	The Black Chronicle	Subscription	19.60	19.60
G-02465	Anita F. Roesler	Membership Reimbursement	34.50	34.50
G-02466	Debbie E. Robertus	Membership	35.00	
		Mileage	9.36	44.36
G-02467	Southwestern Bell	Telephone Services	361.10	361.10
G-02468	Steve's Wholesale Distributors	Maintenance Supplies	26.33	26.33
G-02469	ASTD	Training Materials	133.80	133.80
G-02470	Bank of America	Direct Deposit Fees	135.36	135.36
G-02471	Business Mail Entry	Postage	475.00	
		Postage	150.00	625.00
G-02472	Center for Nonprofit Managemt	Supplies	87.00	87.00
G-02473	Katrina S. Prince	Mileage	22.68	22.68
G-02474	OPHRA	Registration	180.00	180.00
G-02475	Kelley Riha	Mileage	108.72	108.72
G-02476	Dowell Parking Center	Parking	65.00	65.00
G-02477	Omnigraphics, Inc.	Materials	1,603.35	1,603.35
G-02478	BBC Audiobooks America	Materials	703.70	703.70
G-02479	Books in Motion	Materials	483.26	483.26
G-02480	U.S. Postmaster	Postage	36.00	36.00
G-02481	William Bernhardt	Printing	100.00	100.00
G-02482	Demco Media Turtleback Books	Materials	979.20	979.20
G-02483	Shellie Zeigler-Hill	Mileage	16.38	16.38
G-02484	Baker & Taylor Books - #510486	Materials	845.77	845.77
G-02485	On_Line Media, Inc.	Advertising	6,045.00	6,045.00
G-02486	Commercial Card Services	Supplies	82.44	
		Supplies	14.85	
		Furniture	649.97	747.26
G-02487	Baker & Taylor Entertainment	Materials	4,433.31	
		Materials	269.90	4,703.21
G-02488	Prime Office Products	Supplies	10.19	10.19
G-02489	Commerical Card Services	Books	160.99	
		Books	126.50	
		Books	111.67	
		Books	115.64	
		Books	286.45	
		Books	249.75	
		Books	257.32	
		Books	9.26	1,317.58

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02490	John L. Hilbert	Programming Activities	189.93	189.93
G-02491	Francis Tuttle	Registration	1,100.00	1,100.00
G-02492	Emtec, Inc.	Pest Control Services	114.00	
		Pest Control Services	134.00	248.00
G-02493	A Chance to Change	Employee Assistance	977.50	977.50
G-02494	Midwest Choral Society	Programming Activities	100.00	100.00
G-02495	Del Technical Coatings Inc.	Maintenance of Facilities	28.80	28.80
G-02496	High Point Media	Materials	252.00	252.00
G-02497	Xerox Corporation	Supplies	393.00	393.00
G-02498	Ingram Library Services	Materials	171.45	171.45
G-02499	Magic 104.1 KMGL	Advertisement	2,040.00	2,040.00
G-02500	Rick George	Printing	35.00	35.00
G-02501	Stock Solution	Printing	99.00	99.00
G-02502	Technology Unlimited	Memory	59.00	
		Automation Equipment	129.00	
		Computer Maintenance	396.00	584.00
G-02503	Lesli Jones	Make Up Service	210.00	210.00
G-02504	Southwest Paper - OKC	Supplies	187.60	187.60
G-02505	Cheryll Smith	Mileage	7.20	7.20
G-02506	Daphene H. Keys	Mileage	37.08	37.08
G-02507	Advertising Specialties & More	Lapel Pins	740.98	740.98
G-02508	Corporate Express	Supplies	42.36	
		Supplies	47.34	
		Supplies	2.75	92.45
G-02509	Securitas Security USA, Inc.	Security Services	2,619.60	2,619.60
G-02510	Baker & Taylor Books - #510486	Materials	711.11	
		Materials	855.81	
		Materials	1,689.97	
		Materials	1,011.24	
		Materials	3,095.78	
		Materials	1,730.17	
		Materials	3,020.20	12,114.28
G-02511	Baker & Taylor Books - #510486	Materials	2,240.23	
		Materials	4,194.43	6,434.66
G-02512	Baker & Taylor Books-#510486	Materials	469.62	469.62
G-02513	Mac Spec	Registration	75.00	75.00
G-02514	Mity-Lite	Furniture	302.00	302.00
G-02515	Alicia Ruzycki	Mileage	10.80	10.80
G-02516	Kelly M Dalrymple	Membership Reimbursement	33.50	33.50
G-02517	North Central Library Srv Area	Programming Activities	7.00	7.00
G-02518	Tulin LaFollette	Mileage	10.80	10.80
G-02519	Lamar Advertising	Signs	2,500.00	2,500.00
G-02520	Danelle Hall	Printing	150.00	150.00
G-02521	Metropolitan Library System	Maintenance of Facilities	3.63	
		License	20.00	
		Background Check	15.00	
		Postage	25.90	
		Supplies	64.98	
		Programming Activities	153.27	
		Programming Activities	85.40	
		Other Commodities	74.50	442.68
G-02522	City of Del City	Building Rental	400.00	400.00

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02523	Grainger Parts Operations	Maintenance of Facilities	26.74	26.74
G-02524	O G & E	Electrical Services	7,429.27	7,429.27
G-02525	City of Bethany	Water & Garbage Service	115.08	115.08
G-02526	Triangle/A & E	Capital Projects	21.45	
		Printing	18.00	39.45
G-02527	Unisource Worldwide Inc-OKCity	Supplies	1,344.00	1,344.00
G-02528	EBSCO Subscription Services	Supplies	664.47	
		Supplies	34.50	698.97
G-02529	Gale Research	Materials	4,431.64	
		Materials	571.68	5,003.32
G-02530	Sams Technical Publishing	Materials	155.13	155.13
G-02531	U.S. Govt. Printing Office	Government Documents	2,500.00	2,500.00
G-02532	Southwestern Bell	Telephone Services	4,233.07	
		Telephone Services	2,088.66	
		Telephone Services	466.69	6,788.42
G-02533	Scholastic Book Fairs	Programming Activities	112.63	
		Programming Activities	1,089.74	1,202.37
G-02534	Weston Woods Accts Receivable	Materials	120.00	120.00
G-02535	Mitchell Repair Information Co	Materials	69.00	69.00
G-02536	Bill Warren Office Products	Supplies	10.85	
		Supplies	9.80	
		Supplies	506.25	526.90
G-02537	American Library Association	Programming Supplies	35.00	35.00
G-02538	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	14,892.33
G-02539	Jacquelyn J. Taylor	Programming Display	70.50	70.50
G-02540	Instructional Video, Inc.	Materials	530.50	530.50
G-02541	Gale Group	Materials	2,053.02	2,053.02
G-02542	GPN/WNED-TV	Materials	256.48	256.48
G-02543	Friday	Subscription	20.00	20.00
G-02544	Karyn Miller	Mileage Reimbursement	14.60	14.60
G-02545	Library Video Company	Materials	278.68	278.68
G-02546	Priscilla Doss	Mileage	12.24	12.24
G-02547	Great Events Publishing	Supplies	41.95	41.95
G-02548	Morningstar	Materials	795.00	795.00
G-02549	Mel Bay	Materials	21.04	21.04
G-02550	Sheet Metal Service Company	Maintenance of Facilities	390.00	390.00
G-02551	Marcia J. Findeiss	Postage	52.26	52.26
G-02552	Books on Tape, Inc.	Materials	2,244.60	2,244.60
G-02553	Lori Kane	Other Commodities	66.16	66.16
G-02554	Ingram Library Services	Materials	1,299.94	1,299.94
G-02555	Walker Companies	Programming Activities	107.95	107.95
G-02556	Audio Editions	Materials	788.11	788.11
G-02557	United States Postal Service	Postage	6,000.00	6,000.00
G-02558	Kinko's, Inc.	Printing	514.50	514.50
G-02559	Sagebrush Corporation	Materials	85.95	85.95
G-02560	Choctaw Plaza Shopping Center	Building Rental	1,880.56	1,880.56
G-02561	Scholastic, Inc.	Programming Supplies	358.00	358.00
G-02562	Chief, CDS Library of Congress	Government Documents	400.00	400.00
G-02563	American Map Corporation	Materials	35.14	35.14
G-02564	Union Pen Company	Supplies	121.51	121.51
G-02565	Heidi Johnson	Mileage	10.08	10.08

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02566	Dowell Parking Center	Parking & Transportation	900.00	
		Parking & Transportation	1,400.00	2,300.00
G-02567	Omnigraphics, Inc.	Materials	83.46	83.46
G-02568	BBC Audiobooks America	Materials	497.88	497.88
G-02569	Clyde D. Herrod	Membership Reimbursement	35.00	35.00
G-02570	Baker & Taylor Entertainment	Materials	3,197.30	3,197.30
G-02571	Prime Office Products	Supplies	78.67	78.67
G-02572	Walmart Community Branch	Programming Activities	105.85	
		Programming Activities	64.95	
		Programming Supplies	196.45	367.25
G-02573	Kathryn M. Dunn	Other Commodities	60.55	60.55
G-02574	aha! Process, Inc.	Books	36.50	36.50
G-02575	Donna Morris	Car Allowance	450.00	450.00
G-02576	Star Lighting	Maintenance of Facilities	39.73	
		Maintenance of Facilities	199.92	239.65
G-02577	Rick George	Printing	100.00	100.00
G-02578	Choctaw Lock-Up	Storage Rental	39.00	39.00
G-02579	Standley Systems	Copier Usage	329.48	329.48
G-02580	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-02581	Corporate Express	Supplies	36.08	
		Supplies	91.30	127.38
G-02582	Kyle McClain	Maintenance of Facilities	80.00	80.00
G-02583	Baker & Taylor Books - #510486	Materials	2,004.87	
		Materials	1,130.24	
		Materials	1,173.23	
		Materials	2,436.86	
		Materials	6,569.23	13,314.43
G-02584	Baker & Taylor Books - #510486	Materials	1,100.81	
		Materials	9,795.20	10,896.01
G-02585	Baker & Taylor Books-#510486	Materials	285.51	285.51
G-02587	Lena C. Loper	REFUND	33.88	33.88
G-02588	Oklahoma County	Programming Activities	45.00	45.00
G-02589	Bank of Oklahoma	Payroll Transmittal-Chks	53,897.23	
		Payroll Transmittal-Chks	16,731.83	
		Payroll Transmittal-Chks	48.71	70,677.77
G-02590	Bank of Oklahoma	Federal Withholding Tax	31,678.60	
		Federal Withholding Tax	1,617.00	33,295.60
G-02591	Oklahoma Tax Commission	State Withholding Tax	15,447.60	
		State Withholding Tax	995.00	16,442.60
G-02592	Mun. Employees Credit Union	Employee Cr Union Deducts	10,085.47	
		Employee Cr Union Deducts	80.00	10,165.47
G-02593	United Way of Central Oklahoma	Employee Deductions	253.29	
		Employee Deductions	22.50	275.79
G-02594	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-02595	Administrative Systems, Inc.	Employee Deductions	922.65	922.65
G-02596	Morgan & Associates, P.C.	Employee Deductions	5.86	5.86
G-02597	Bank of America	Payroll Transmittal-DDep	142,417.29	
		Payroll Transmittal-DDep	16,581.07	158,998.36
G-02598	Nationwide Retirement Solution	Employee Deductions	7,506.89	7,506.89
G-02599	Premium Accounting	Employee Deductions	794.77	794.77
G-02600	Metro Library Sys Pension Trst	Employee Retirement Conts	8,235.42	8,235.42
G-02601	Bank of Oklahoma	Employee Flexplan Deposit	6,819.97	6,819.97

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose	Amount	Amount
G-02602	Bank of Oklahoma	Employee Soc/Sec Deposits	17,944.24	
		Employee Soc/Sec Deposits	2,419.09	
		Employee Medicare Deposit	4,261.89	
		Employee Medicare Deposit	565.78	
		Employer Soc/Sec Deposits	20,363.52	
		Employer Medicare Deposit	4,827.53	
		Employee Soc/Sec Deposits	3.27	
		Employee Medicare Deposit	.76	
		Employer Soc/Sec Deposits	3.27	
		Employer Medicare Deposit	.77	50,390.12
G-02603	American Student Assistance	Employee Deductions	53.91	53.91
G-02604	Kurtis J. Johnson, Attorney	Employee Deductions	282.07	282.07
G-02605	City of Midwest City	Water & Garbage Service	470.56	470.56
G-02606	Borders Group, Inc.	Programming Activities	45.42	45.42
G-02607	Locke Supply Company	Maintenance of Facilities	274.39	274.39
G-02608	City of Warr Acres	Garbage & Sewer Service	63.85	63.85
G-02609	Ernestine F. Clark	Mileage	31.68	31.68
G-02610	Frank C. Ray	Mileage	44.82	44.82
G-02611	Weston Woods Accts Receivable	Materials	66.00	66.00
G-02612	Baker & Taylor Books - #510486	Materials	5,742.95	5,742.95
G-02613	Central Oklahoma Winnelson	Maintenance of Facilities	14.74	14.74
G-02614	TDS Telecom	Telephone Services	792.90	792.90
G-02615	Recorded Books, LLC	Materials	7,995.75	7,995.75
G-02616	Marilyn E. Backus	Mileage	7.20	
		Mileage	9.36	16.56
G-02617	Denyvetta Davis	Mileage Reimbursement	43.56	43.56
G-02618	Gale Group	Materials	406.93	406.93
G-02619	Public Broadcasting Service	Materials	107.88	107.88
G-02620	Davis Design Group, LLC	Capital Project - Choctaw	300.00	300.00
G-02621	Northwest Chamber	Membership	240.00	240.00
G-02622	Midwest City Chamber	Membership	175.00	175.00
G-02623	Copelin's Office Center	Supplies	120.74	120.74
G-02624	Janet Brooks	Mileage	21.60	21.60
G-02625	Blackmon-Mooring Steamatic, Inc	Maintenance of Facilities	17.50	
		Maintenance of Facilities	275.00	292.50
G-02626	Southwestern Bell	Telephone Services	93.44	93.44
G-02627	Brilliance Corporation	Materials	818.82	818.82
G-02628	Ingram Library Services	Materials	871.25	871.25
G-02629	High-Tech Tronics, Inc.	Maintenance of Facilities	179.55	
		Maintenance of Facilities	838.80	1,018.35
G-02630	Quality Book Binding Company	Book Repairs & Binding	1,660.20	
		Book Repairs & Binding	346.45	2,006.65
G-02631	James E. Nimmo	Parking	120.00	120.00
G-02632	Walker Companies	Supplies	89.75	89.75
G-02633	Audio Editions	Materials	592.99	592.99
G-02634	Fuelman of Mid-America	Gasoline	273.03	
		Gasoline	200.42	473.45
G-02635	Rotary Club of Oklahoma City	Membership	230.00	230.00
G-02636	Chickasaw Telecom, Inc.	Telephone System	46,540.80	46,540.80
G-02637	Voss Lighting	Maintenance Supplies	523.56	
		Maintenance of Facilities	197.00	720.56
G-02638	American Elevator Company, Inc	Maintenance of Facilities	3,640.00	3,640.00

General Fund F.Y. 03-04

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-02639	Deborah J. Willis	Mileage	86.40	86.40
G-02640	Southwest Paper - OKC	Supplies	137.00	137.00
G-02641	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	26.95	26.95
G-02642	Sharon A. Nolan	Programming Activities	120.57	
		Mileage	21.96	142.53
G-02643	BBC Audiobooks America	Materials	8.00	8.00
G-02644	Frank's Vacuum Cleaner Sales	Maintenance of Facilities	60.90	60.90
G-02645	Novalco, Inc.	Maintenance of Facilities	248.00	248.00
G-02646	Lisa M. Wood	Programming Activities	65.00	65.00
G-02647	Greenwood Publishing Group	Materials	68.10	68.10
G-02648	Baker & Taylor Entertainment	Materials	276.98	276.98
G-02649	Daniel Fields	Mileage	22.68	22.68
G-02650	Marian J. LeCrone	Mileage	21.60	21.60
G-02651	P & L Fire Protection, Inc.	Maintenance of Facilities	150.00	150.00
G-02652	Dr. Jennifer Kidney	Programming Activities	75.00	75.00
G-02653	City Treasurer's Office	Capital Projects	11,661.32	11,661.32
G-02654	Barbara A. Johnson	Mileage	15.48	15.48
G-02655	Susan H Wood	Programming Activities	75.00	
		Programming Activities	150.00	225.00
G-02656	Southwestern Bell	Telephone Services	63.46	63.46
G-02657	Daphene H. Keys	Mileage	18.00	18.00
G-02658	Corporate Express	Supplies	25.83	25.83
G-02659	Securitas Security USA, Inc.	Security Services	3,059.15	3,059.15
G-02660	Baker & Taylor Books - #510486	Materials	492.46	
		Materials	850.27	
		Materials	1,446.98	
		Materials	6,280.09	9,069.80
G-02661	Baker & Taylor Books - #510486	Materials	1,799.57	
		Materials	3,953.94	5,753.51
G-02662	Arab Film Distribution	Materials	35.94	35.94
G-02663	Accu Tech Memorywriter	Supplies	37.30	37.30
Total of FY 03-04 Warrants Issued				\$ 1,478,748.50

General Fund F.Y. 02-03

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
G-05829	Baker & Taylor Books - #510486	Materials	92.20	92.20
Total of FY 02-03 Warrants Issued				\$ 92.20

Special Funds

Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
S-09998	Linda R. Harrison	Lost & Paid Book Returned	3.00	3.00
S-09999	Esther S. Wickersham	Lost & Paid Book Returned	11.95	11.95
S-10000	Vickey Dooley	Lost & Paid Book Returned	13.95	13.95
S-10001	Mike D. Boone	Lost & Paid Book Returned	3.00	3.00
S-10002	Baker & Taylor Books - #510486	Materials	61.63	61.63
S-10003	Kelly P. Ellison	Lost & Paid Book Returned	3.00	3.00
S-10004	Faith K. Clune	Lost & Paid Book Returned	21.41	21.41
S-10005	Donna Cox	Programming	300.00	300.00
S-10006	Mickey Sherman	Programming	100.00	100.00
S-10007	Audio Editions	Materials	40.00	40.00
S-10008	Metropolitan Library System	Reimbursement Salaries	59.16	59.16
S-10009	Oklahoma Tax Commission	SALES TAX	6.35	6.35
S-10010	Baker & Taylor Books - #510486	Materials	16.44	16.44
S-10011	William J. Elder	Lost & Paid Book Returned	3.00	3.00
S-10012	Jacqueline Fletcher	Lost & Paid Book Returned	15.95	15.95
S-10013	Phyllis Pennington	Lost & Paid Book Returned	7.00	7.00
S-10014	Diane K. Miller	Lost & Paid Book Returned	12.98	12.98
S-10015	Bilingual Publications Company	Materials	323.88	323.88
S-10016	Baker & Taylor Books - #510486	Materials	229.90	229.90
S-10017	Metropolitan Library System	Transfer of Fees	25,000.00	25,000.00
S-10018	Oklahoma Tax Commission	SALES TAX	283.40	283.40
S-10019	Full Circle Book Store	Giveaway Books	954.86	954.86
S-10020	Mickey Sherman	Programming	100.00	100.00
S-10021	Baker & Taylor Books - #510486	Materials	109.35	109.35
S-10022	Fost Cartage Co Inc	Shipping	90.00	90.00
S-10023	Metropolitan Library System	Staff Salaries	131.95	131.95
S-10024	Rosemarie Bullers	Lost & Paid Book Returned	3.00	3.00
S-10025	Marilyn Rider	Lost & Paid Book Returned	11.00	11.00
S-10026	Alayna G. Taylor	Lost & Paid Book Returned	31.90	31.90
S-10027	Amy L. Childrey	Lost & Paid Book Returned	11.59	11.59
S-10028	Valerie A. Gardner	Lost & Paid Book Returned	9.95	9.95
S-10029	Beatrice B. Hooper	Lost & Paid Book Returned	14.00	14.00
S-10030	Charles S. Kerr	Lost & Paid Book Returned	3.00	3.00
S-10031	Tom D. Martin	Lost & Paid Book Returned	13.49	13.49
S-10032	Antonia Jennings	Lost & Paid Book Returned	4.99	4.99
S-10033	David M. Vermillion	Lost & Paid Book Returned	19.99	19.99
S-10034	Anna M. Davis	Lost & Paid Book Returned	3.00	3.00
S-10035	Nancy E. Skinner	Lost & Paid Book Returned	5.11	5.11
S-10036	Baker & Taylor Books - #510486	Materials	63.83	63.83
S-10037	Metropolitan Library System	Staff Salaries	100.00	100.00
S-10038	Gale Group	Materials	24.76	24.76
S-10039	Metropolitan Library System	Staff Salaries	250.00	250.00
S-10040	Mickey Sherman	Programming	50.00	50.00
S-10041	Recorded Books, LLC	Materials	957.10	957.10
S-10042	Baker & Taylor Books - #510486	Materials	2,132.04	2,132.04
S-10043	Transit Advertising, Inc.	Advertising	3,400.00	3,400.00
S-10044	Oklahoma Humanities Council	Rental Fee	80.00	80.00
S-10045	Transit Advertising, Inc.	Advertising	5,300.00	
		Advertising	800.00	6,100.00
S-10046	Barnes & Noble, Inc.	Materials	35.08	35.08
S-10047	Baker & Taylor Books - #510486	Materials	263.78	263.78
S-10048	Mira J. Kim	Lost & Paid Book Returned	8.95	8.95

Special Funds

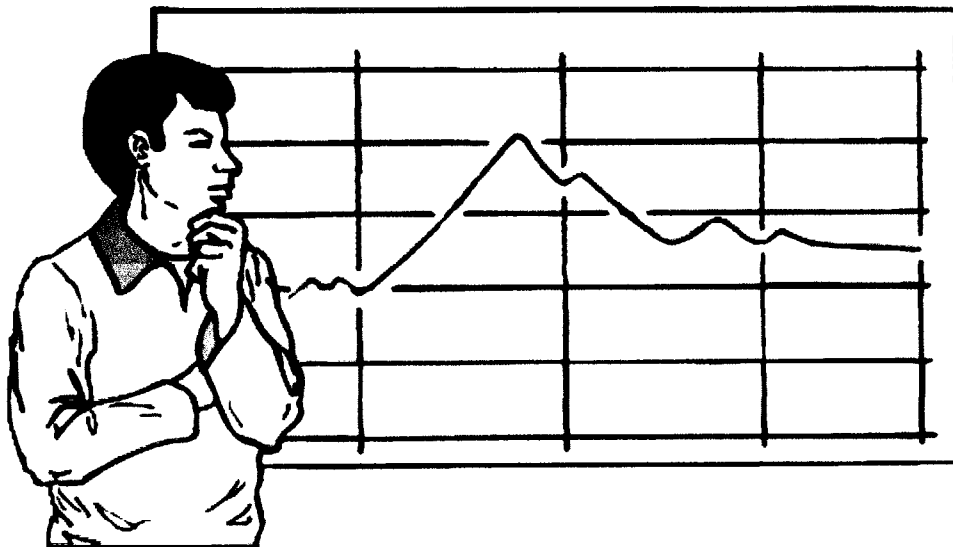
Warrant Register

December 2003

Number	Vendor/Payee	Purpose		Amount
S-10049	Lashonda Y. Finley	Lost & Paid Book Returned	16.15	16.15
S-10050	Metropolitan Library System	Salary Reimbursement	150.00	150.00
S-10051	Metropolitan Library System	Salary Reimbursement	530.66	530.66
S-10052	Walmart Community Branch	Programming Supplies	83.48	83.48
S-10053	Cynthia T. McCurdy	Lost & Paid Book Returned	9.95	9.95
S-10054	Wilma J. Johnson	Lost & Paid Book Returned	14.99	14.99
S-10055	Burnice T. Hill	Lost & Paid Book Returned	3.00	3.00
S-10056	Jeanie L. Soles	Lost & Paid Book Returned	4.99	4.99
S-10057	Maria Rodriquez	Programming	120.00	120.00
S-10058	Mickey Sherman	Programming	100.00	100.00
S-10059	Baker & Taylor Books - #510486	Materials	12.02	12.02
S-10060	Lori Griffin	Reimbursement/Supplies	51.48	51.48
S-10061	Roy S. Ballou	Scholarship	450.00	450.00

Total of Special Funds Warrants Issued \$ 43,045.44

Annual Statistical Report



*Metropolitan Library System
FY 02-03*

*Prepared by Planning Services
January 2004*

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Introduction

The Metropolitan Library System envisions a future in which all the people of Oklahoma County have equitable access to an information-rich environment of library resources.

"The Metropolitan Library System will continue to change and evolve, but the spirit of this institution will remain just as it has for the past 100 years – a publicly funded enterprise designed to meet the information needs of the residents of Oklahoma County," stated Donna Morris in the *2001-2002 Annual Report*. The Library has evolved this past year and undergone a number of changes. Some of the most notable transformations from the previous fiscal year are highlighted below.

- Donna Morris, a 33-year veteran of the Metropolitan Library System, was named by the Metropolitan Library Commission as the System's new Executive Director, in November 2002.ⁱ
- The Drexel Extension Library located at Northwest 16th and Drexel closed its doors on March 3, 2003.ⁱⁱ
- The Metropolitan Library System closed the extension library located at 8310 N.E. 36th in Spencer on June 28, 2003.ⁱⁱⁱ
- The groundbreaking ceremony for the Choctaw Library was July 2, 2002.^{iv}
- For the first time in Metropolitan Library System history, the Edmond Library reached its one millionth checkout in fiscal year 2002-2003.^v

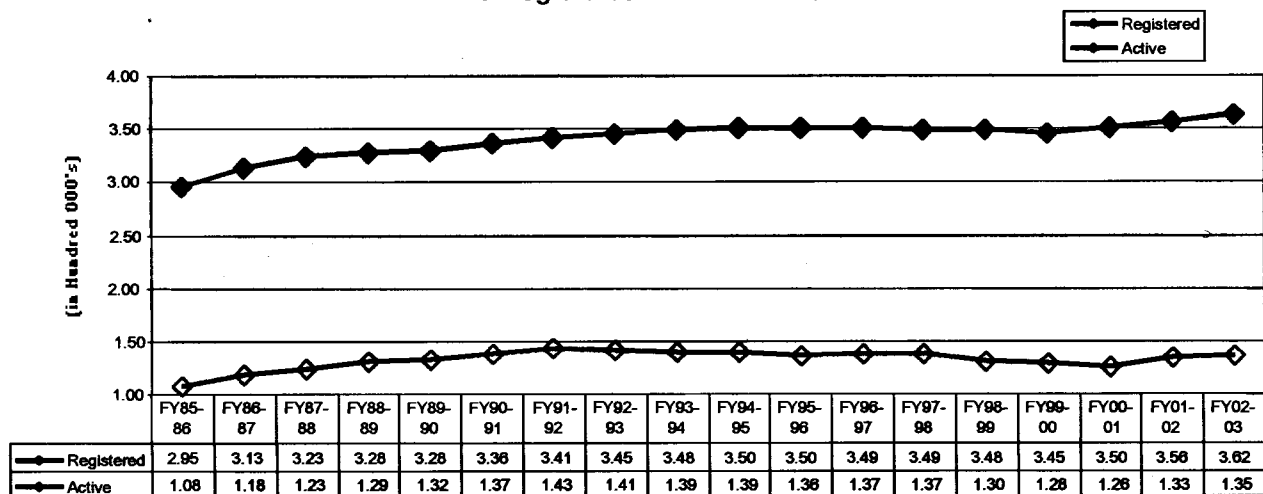
The purpose of the Annual Statistical Report is to provide a snapshot of the services customers used this past year as compared to previous years. Then, by using the snapshot, we are better able to prepare for our future. Although we will evolve as a system, the spirit of the Metropolitan Library will remain strong as we continue to offer customers high quality customer service, a superior collection of materials, and the latest in technology.

If you have questions regarding this report, please contact Planning Services.

Borrowers

This past fiscal year, MLS issued new library cards to over 42,000 people, an increase of 2.7%. The number of registered borrowers (those who have a MLS library card) increased by 5,250, or 1.5%, while active borrowers remained flat at 37%.

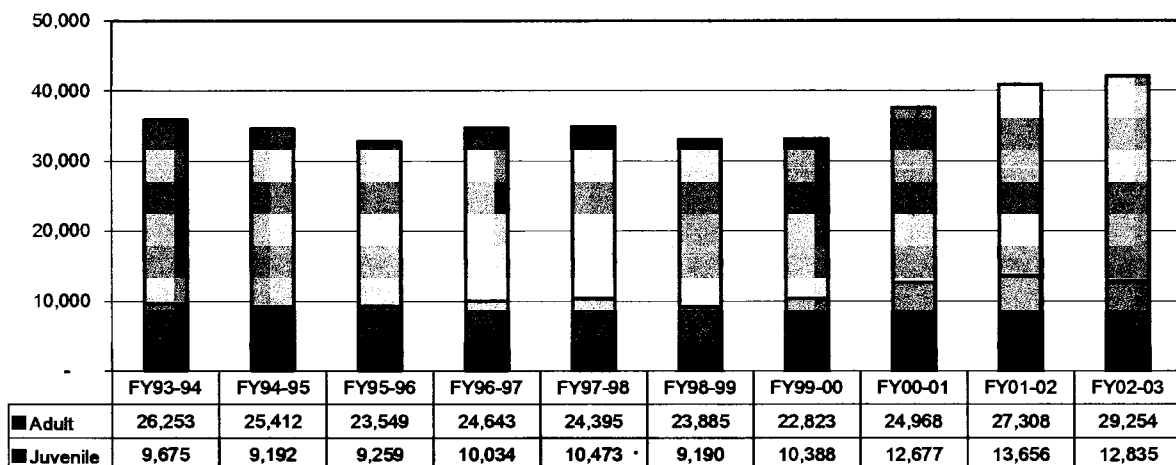
MLS Registered and Active Borrowers



Notes:

- Registered borrowers are customers that have a MLS library card.
- Active borrowers are customers that have checked out materials or used the online services during the previous 12 month period.

New Cards Issued

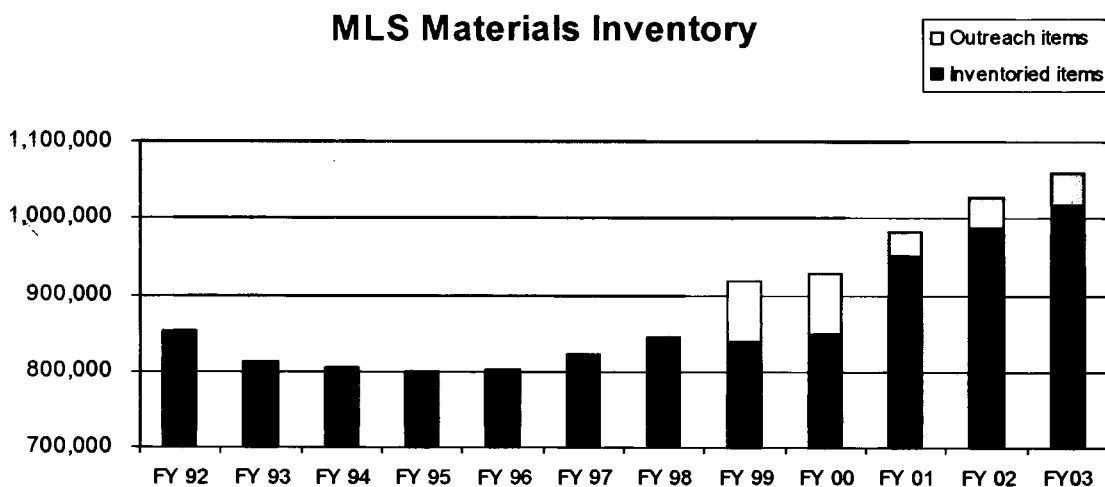


Materials Collection

The Metropolitan Library System's *A Compass for the Future: 2002-2007* outlines several goals. For our materials collection, the strategic plan included the following:

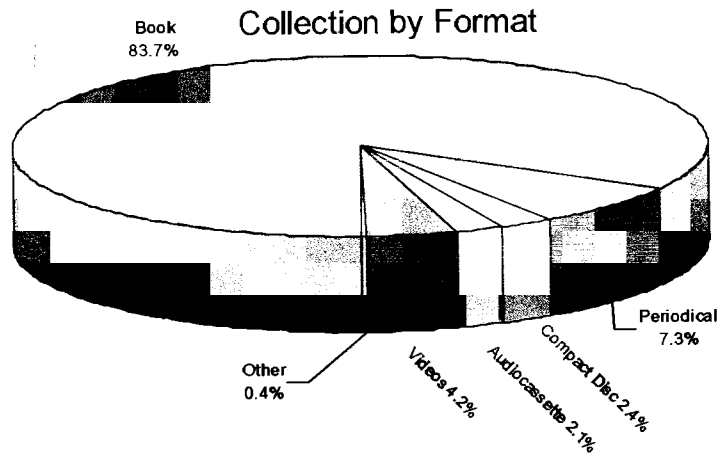
- "The Library will provide current topics and popular titles to help fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences."
- "The Library will provide services and resources to serve the need for information to business, career, work, entrepreneurship, personal finances and obtaining employment."

During FY02-03 the number of available titles in our on-line catalog increased by 7.7%. We now have over 1 million items listed in our library catalog and that figure continues to grow to meet the needs and requests of our customers.

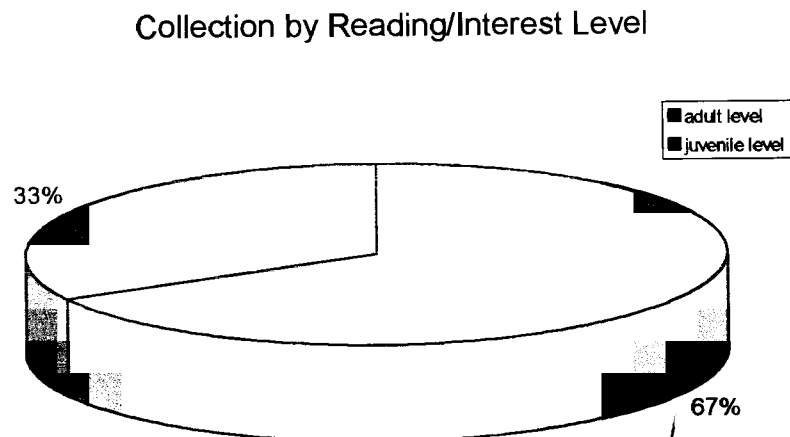


Notes: Not included are any periodical issues or documents that are not in our automated inventory system.

Books represent the largest portion of our collection as shown by the chart below. Videos increased from 3.9% in FY 2001-02 to 4.2% in FY 2002-03. Compact discs also increased from 2.2% in FY 2001-02 to 2.4% in FY 2002-03.



Adult level material comprises two-thirds of our collection as shown by the chart below.



Notes: Materials held by Book Centers and Books by Mail are not included. Also not included are any periodical issues or documents that are not in our automated inventory system.

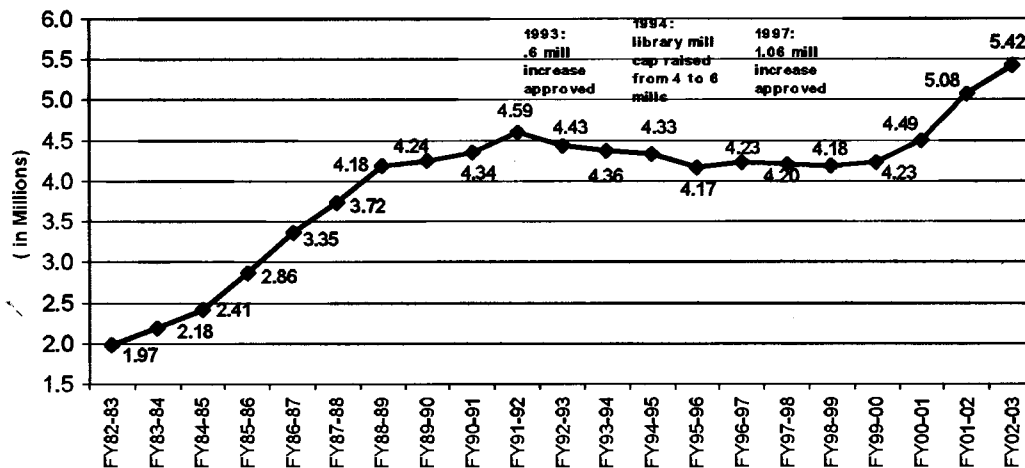
Circulation of Our Collection

Circulation has grown dramatically over the past four years. We have experienced an increase in circulation of 1.24 million items, which represents a 30% increase!

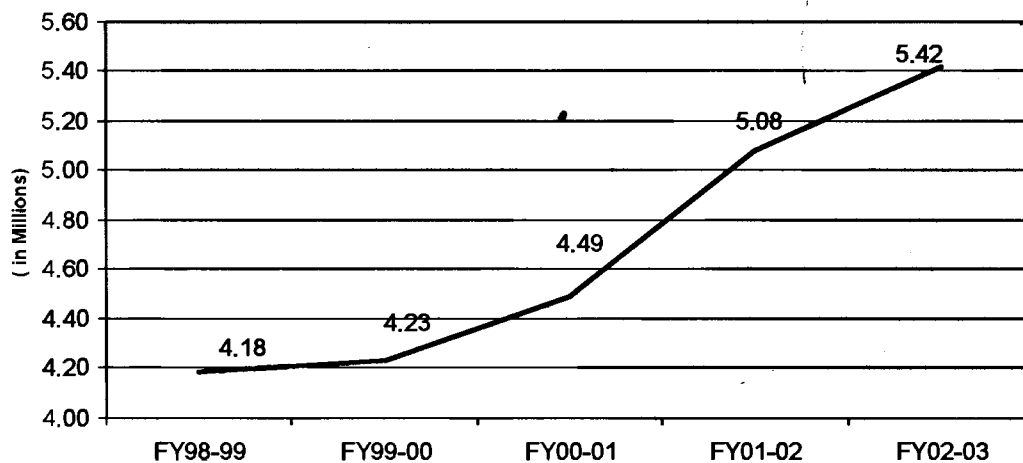
Circulation increased to 5.42 million items during FY 2002-03. This is an increase of 340,000 items over FY 2001-02, a 6.7% increase.

The Edmond Library was the first to circulate 1 million items during a fiscal year. In fact, the Edmond Library circulated 1,053,760 items during FY 2002-03.

MLS Circulation 21 Year History

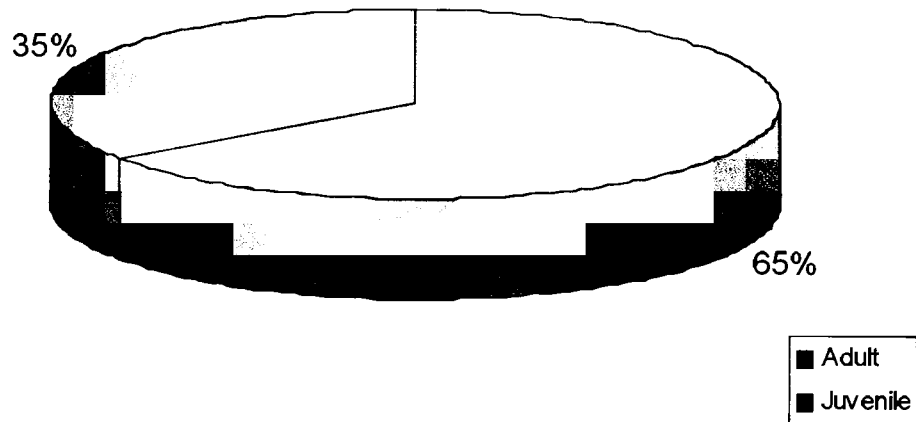


MLS Circulation 5 Year Actual

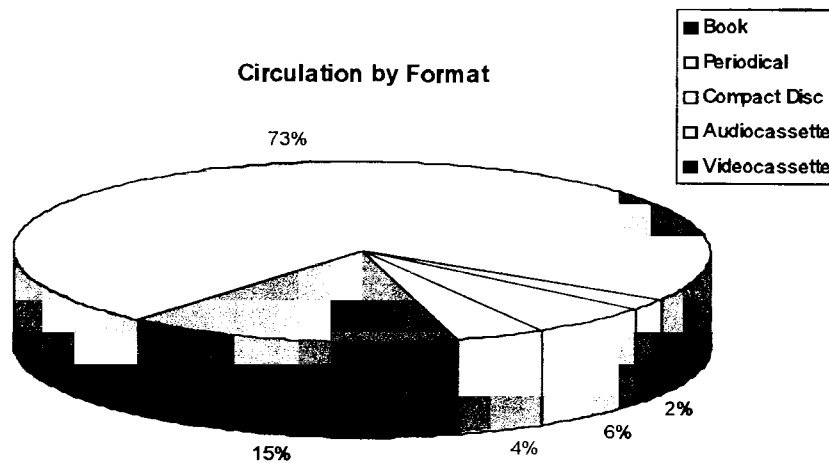


Last year 65% of our circulation was adult-level material and 35% was juvenile. Video and compact discs circulations by format increased slightly during FY02-03.

Circulation by Reading/Interest Level



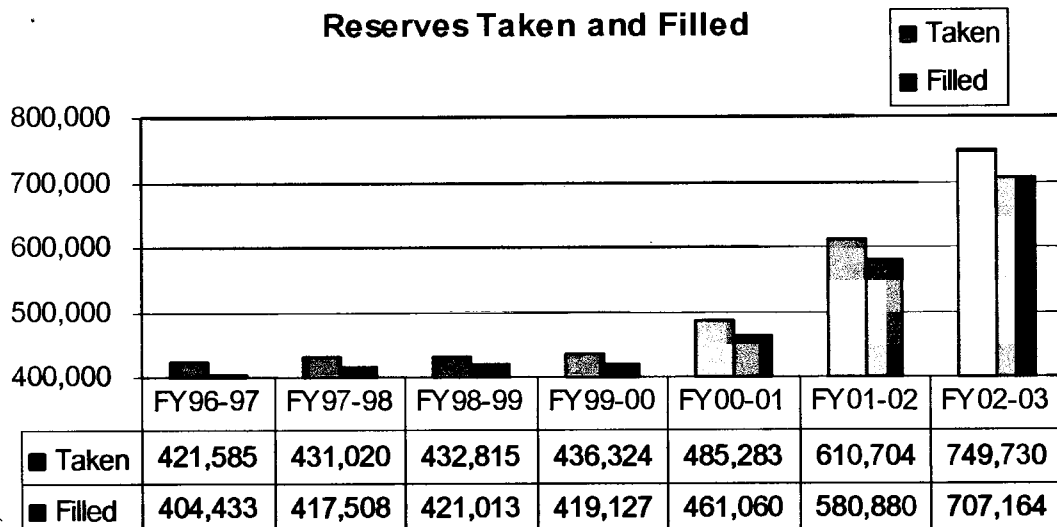
Circulation by Format



Notes: Materials held by Book Centers and Books by Mail are not included. Also not included are any periodical issues or documents not in our automated inventory system. Video circulation is for a 7 day period.

Reserves

Customers may use CyberMARS to reserve an item the library owns or a staff member may reserve the item for them. The number of reserves taken increased by 139,026 during the last fiscal year, this represents a 23% increase.



Interlibrary Loan

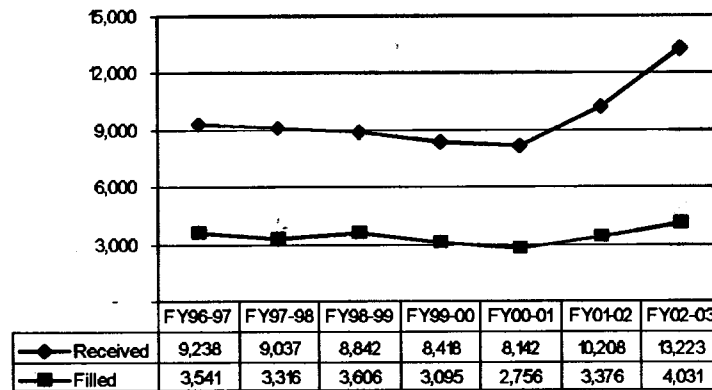
When a library's materials collection does not contain the specific item requested by a customer, Interlibrary Loan may be used to help fulfill their need. We participate in two Interlibrary Loan (ILL) programs:

- Online Computer Literacy Center (OCLC), a national system; and
- Oklahoma Library Technology Network (OLTN), a system within the state of Oklahoma.

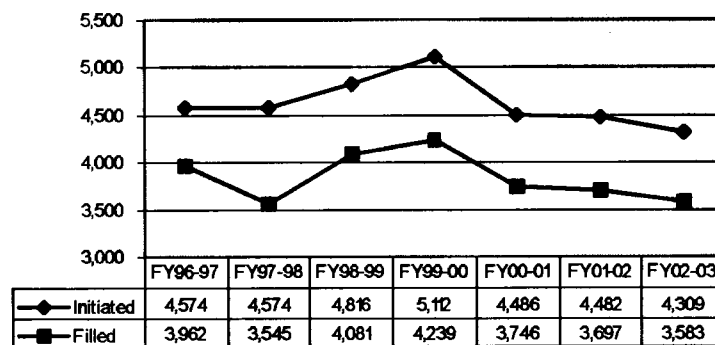
Requests generated by us to other libraries, where we are the borrower, decreased last year. We initiated 4,309 requests for material that the library did not own, a decrease of 173 requests from the previous year. Of these, 83% of the customer's requests were filled.

Other libraries contact us for materials we own that they would like to borrow for their customers. During fiscal year 2002-2003, we received 13,223 requests for material from OCLC, a 30% increase. OLTN requests for material during 2003 increased 2% to 6,712. Statistics are not kept regarding the OLTN fill rate, however, estimates range from one-third to one-half of requests received. OLTN data is summarized by calendar year.

OCLC Interlibrary Loan (MLS as Lender)

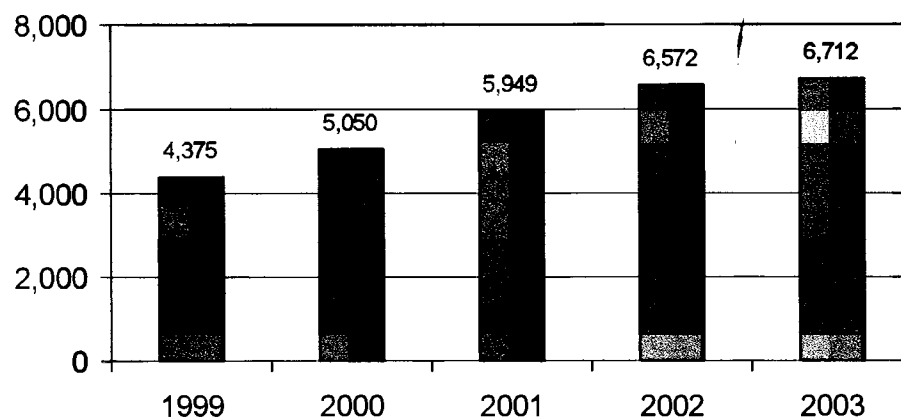


OCLC Interlibrary Loan (MLS as Borrower)



Notes: The Interlibrary Loan Office coordinates the lending and borrowing of materials between the Metropolitan Library System and other libraries through OCLC, a national bibliographic and library service utility. The data presented here comes directly from OCLC.

OLTN Requests for Materials

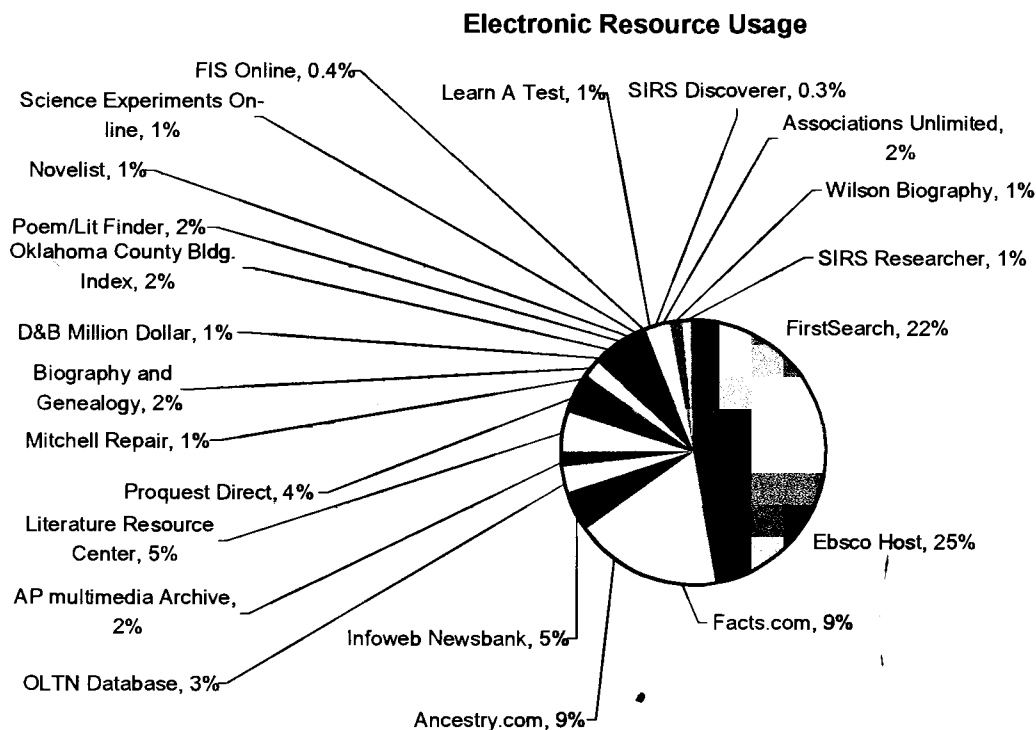


Notes: The Interlibrary Loan Office coordinates the lending and borrowing of materials between the Metropolitan Library System and other libraries through OLTN. Statistics are not kept regarding the fill rate, however, estimates range from one-third to one-half of requests received. Data is summarized by calendar year.

Electronic Materials Collection

The Library subscribes to several electronic resources (also referred to as databases). Electronic resources are subscription services accessible via the Internet, making this information available 24 hours a day.

These electronic resources provide information on a wide variety of topics for our customers. For example, genealogy is very popular with our customers so we subscribe to Ancestry.com. Another resource is the Learn a Test database, which assists those who are preparing to take an exam.



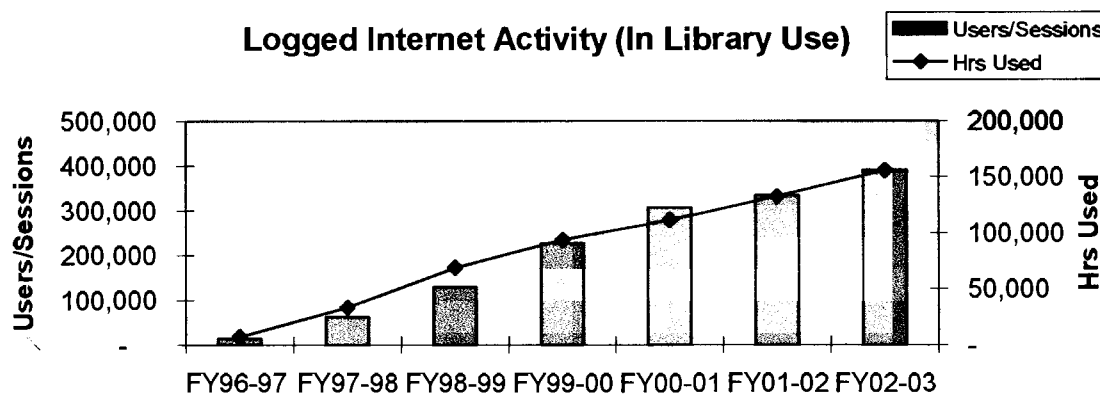
Notes: The following databases are funded by ODL (Oklahoma Dept. of Libraries)
Firstsearch, Ebsco Host and SIRS Discoverer

Internet

Library computers provide access to our computerized library catalog called CyberMARS. Additionally, CyberMARS allows our customers to view their borrower record, place reserves and access subscription electronic resources.

Our computers offer free public Internet access, as well as software such as word processing, encyclopedias and children's games.

Internet access is very popular as shown by the chart below. We logged 155,238 hours of customer Internet use during FY 2002-03, which represents a 17% increase from the previous year.



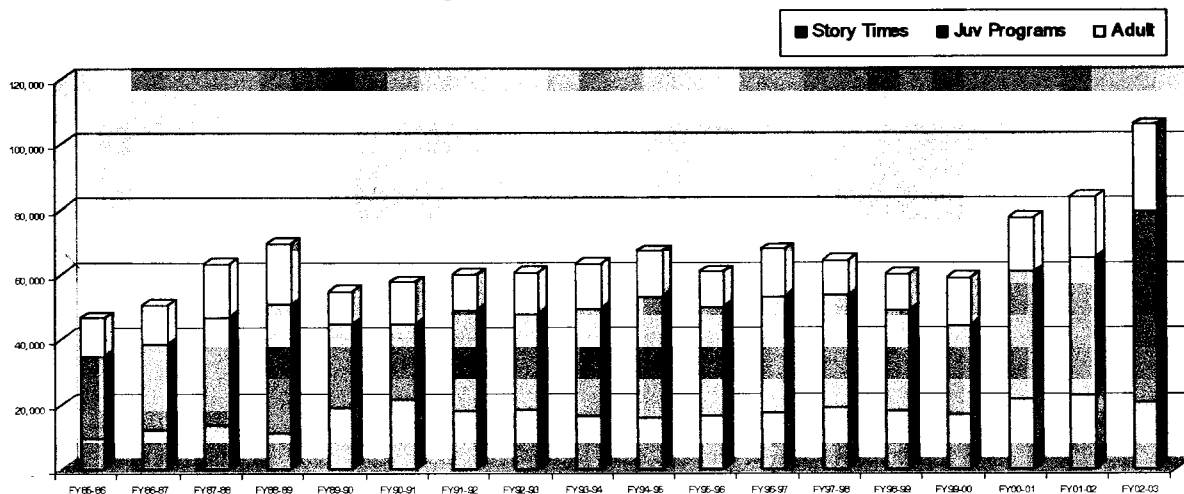
Notes: Public Internet access was implemented at the Downtown Library on Sept. 3rd, 1996. The library system was awarded a grant from the Bill and Melinda Gates Foundation in December 1999 to purchase computers that provided Internet access and a variety of software for public use.

Events

Program attendance increased during FY 2002-03. For the first time in at least 15 years, we saw total program attendance surpass 100,000 customers. In fact, we had 105,923 customers attend programs during FY 2002-03, which is a 27% increase from the last fiscal year.

Over 58,000 children attended a juvenile program during the year, a 38% increase, and adult program attendance increased by 45% to 26,737 customers. Summer Reading participation was extremely strong as well with over 13,000 children and young adult participants. We also expanded our Family Place programs for parents and caregivers of young children.

MLS Program-Events Attendance



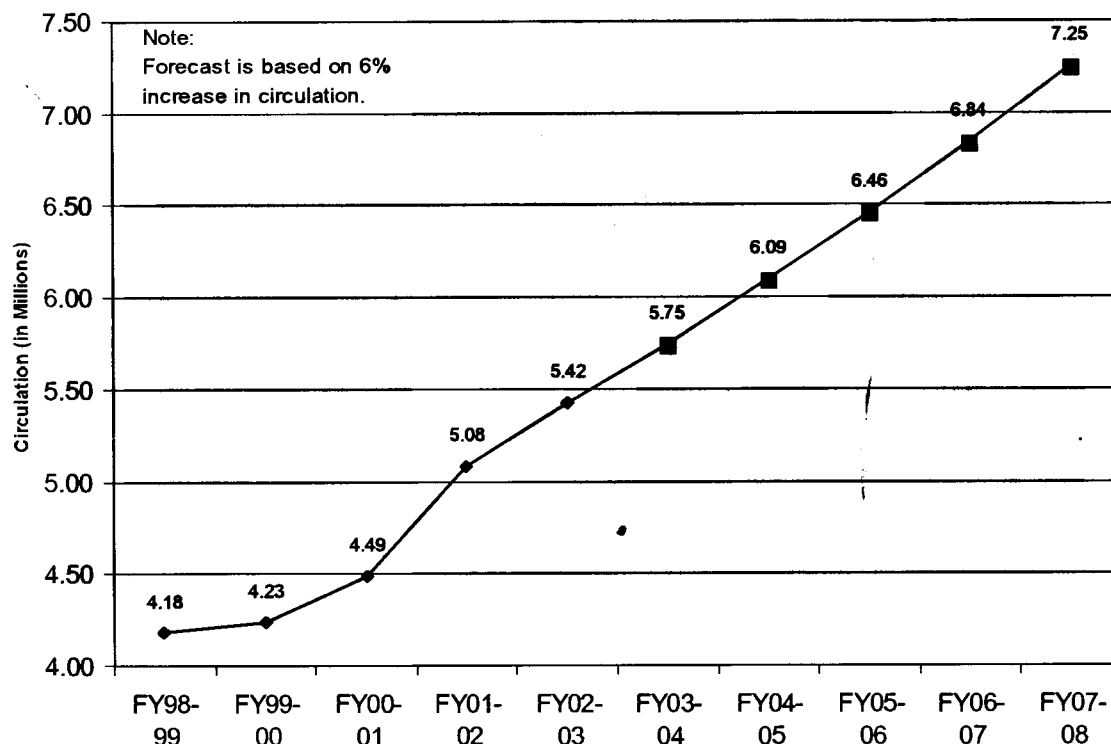
Summary

We have a library system we can all be very proud to represent. Our collection of materials continues to increase and now stands in excess of 1 million items with circulation figures growing.

In 2004, many changes will be taking place. In January we will move into a new Choctaw library and in the spring there will be a move into the new Downtown building. We will also be vacating our last bookmobile in Luther and moving into a wonderful facility provided by the City of Luther.

We have included a five-year forecast of our circulation, which demonstrates the exciting future for us, the Metropolitan Library System. That future will surely require changes. Yet, our vision, our spirit, will remain constant: To provide an information-rich environment of library resources for all the people of Oklahoma County.

MLS Circulation (5 Year Actual / 5 Year Forecast)



End Notes

ⁱ "Metropolitan Library Commission Names Donna Morris New Library System Executive Director." November 2002. **Library News**, www.metrolibrary.org. December 30, 2003.

ⁱⁱ "Drexel Extension to Close, Metropolitan Library System Officials Say." March 2003. **Library News**, www.metrolibrary.org. December 30, 2003.

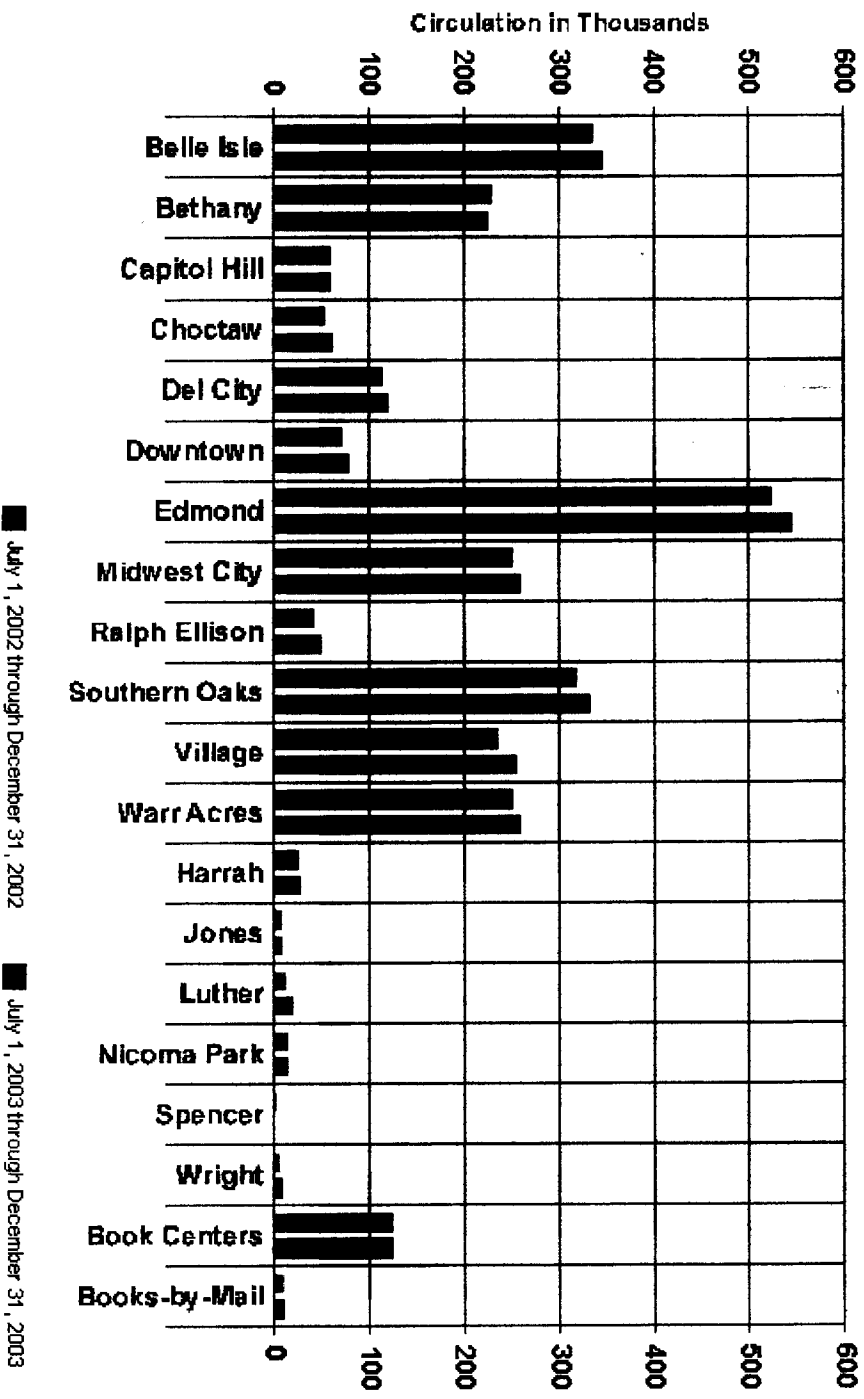
ⁱⁱⁱ "Spencer Extension to Close, Say Metropolitan Library System Officials." May 2003. **Library News**, www.metrolibrary.org. December 30, 2003.

^{iv} "Groundbreaking for New Choctaw Library." July 2002. **Library News**, www.metrolibrary.org. December 30, 2003.

^v "Edmond Library Checks Out Millionth Items." June 2003. **Library News**, www.metrolibrary.org. December 30, 2003.

Circulation Gains and Losses

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)



Circulation Gains and Losses

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

DECEMBER 31, 2003		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	03	37086	246773	11302	89316	48388	336089	
	04	39791	259674	11596	86372	51387	346046	
		2705	12901	294	-2944	2999	9957	3.0
BETHANY	03	22271	149714	9334	79115	31605	228829	
	04	23222	152666	9133	71737	32355	224403	
		951	2952	-201	-7378	750	-4426	-1.9
CAPITOL HILL	03	6581	41650	2329	17119	8910	58769	
	04	6971	41827	2679	17070	9650	58897	
		390	177	350	-49	740	128	.2
CHOCTAW	03	5246	33185	2664	18794	7910	51979	
	04	5738	38512	2999	21279	8737	59791	
		492	5327	335	2485	827	7812	15.0
DEL CITY	03	11081	74695	4470	38551	15551	113246	
	04	12654	81665	5344	37663	17998	119328	
		1573	6970	874	-888	2447	6082	5.4
DOWNTOWN	03	9099	59351	1419	11115	10518	70466	
	04	10854	66554	1777	11363	12631	77917	
		1755	7203	358	248	2113	7451	10.6
EDMOND	03	44409	296563	26015	225566	70424	522129	
	04	49820	313172	29765	231635	79585	544807	
		5411	16609	3750	6069	9161	22678	4.3
MIDWEST CITY	03	25571	176638	9231	73839	34802	250477	
	04	28128	182221	9956	75278	38084	257499	
		2557	5583	725	1439	3282	7022	2.8
RALPH ELLISON	03	4973	30930	1205	9887	6178	40817	
	04	6310	36240	1845	11570	8155	47810	
		1337	5310	640	1683	1977	6993	17.1
SOUTHERN OAKS	03	34495	230696	11568	86883	46063	317579	
	04	38619	245651	13281	86389	51900	332040	
		4124	14955	1713	-494	5837	14461	4.6
VILLAGE	03	22911	153673	10063	80047	32974	233720	
	04	28052	173857	10600	80953	38652	254810	
		5141	20184	537	906	5678	21090	9.0
WARR ACRES	03	23663	161993	10712	88636	34375	250629	
	04	26174	171835	10897	86994	37071	258829	
		2511	9842	185	-1642	2696	8200	3.3

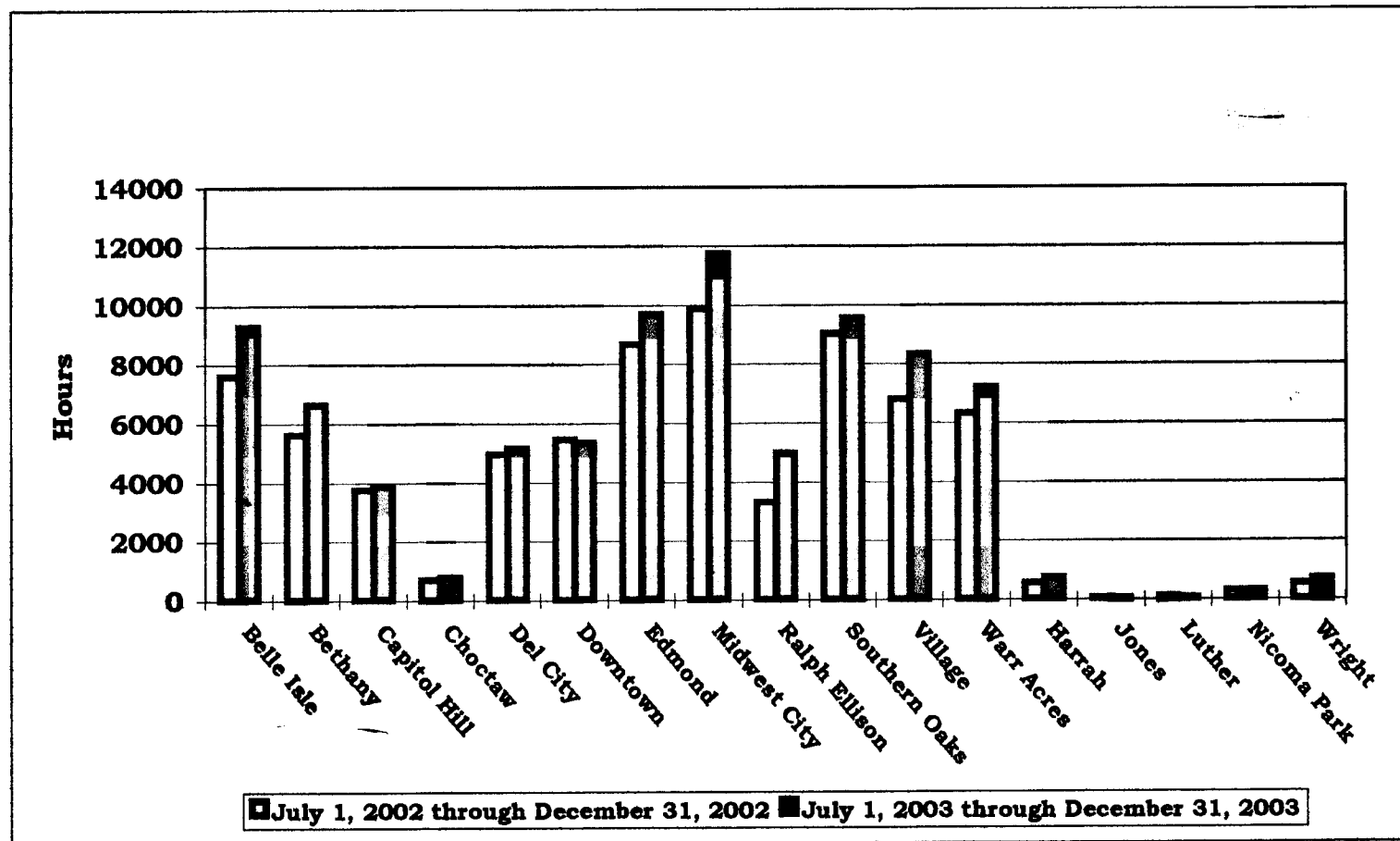
Circulation Gains and Losses

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

DECEMBER 31, 2003		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
DREXEL	03	1113	7540	184	1387	1297	8927	
	04	0	0	0	0	0	0	
		-1113	-7540	-184	-1387	-1297	-8927	-100.0
HARRAH	03	2531	16906	1045	7645	3576	24551	
	04	2934	17473	1554	8910	4488	26383	
		403	567	509	1265	912	1832	7.5
JONES	03	767	5403	208	1697	975	7100	
	04	711	5024	189	1231	900	6255	
		-56	-379	-19	-466	-75	-845	-11.9
LUTHER	03	1390	8922	212	1972	1602	10894	
	04	2398	14710	530	4568	2928	19278	
		1008	5788	318	2596	1326	8384	77.0
NICOMA PARK	03	1387	8706	540	3779	1927	12485	
	04	1501	9862	470	3759	1971	13621	
		114	1156	-70	-20	44	1136	9.1
SPENCER	03	140	898	6	110	146	1008	
	04	0	0	0	0	0	0	
		-140	-898	-6	-110	-146	-1008	-100.0
WRIGHT	03	617	4306	121	952	738	5258	
	04	736	4920	99	1082	835	6002	
		119	614	-22	130	97	744	14.1
<u>OTHER:</u>								
BOOK CENTERS	03	9721	58834	11060	64692	20781	123526	
	04	9448	57374	11319	66882	20767	124256	
		-273	-1460	259	2190	-14	730	.6
BOOKS-BY-MAIL	03	1359	8606	0	0	1359	8606	
	04	1452	8967	0	0	1452	8967	
		93	361	0	0	93	361	4.2
TOTALS	03	266411	1775982	113688	901102	380099	2677084	
	04	295513	1882204	124033	904735	419546	2786939	
		29102	106222	10345	3633	39447	109855	4.1

Total Internet Hours Used by Library

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)



Total Internet Usage

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	246		3,194		1,215.76		2,251		19,431		7,603.67	
	04	263		3,821		1,439.34		2,676		24,765		9,268.60	
		17	6.9	627	19.6	223.58	18.4	425	18.9	5,334	27.5	1,664.93	21.9
BETHANY	03	171		2,270		973.88		1,439		13,325		5,601.68	
	04	159		2,386		1,029.56		1,661		16,163		6,640.78	
		-12	-7.0	116	5.1	55.68	5.7	222	15.4	2,838	21.3	1,039.10	18.5
CAPITOL HILL	03	127		1,536		638.24		1,131		9,704		3,753.86	
	04	141		1,868		654.14		1,248		10,397		3,878.14	
		14	11.0	332	21.6	15.90	2.5	117	10.3	693	7.1	124.28	3.3
CHOCTAW	03	25		258		92.06		289		1,890		693.97	
	04	34		460		140.29		327		2,389		776.33	
		9	36.0	202	78.3	48.23	52.4	38	13.1	499	26.4	82.36	11.9
DEL CITY	03	113		1,818		737.90		1,217		11,603		4,948.88	
	04	112		1,833		754.66		1,445		12,801		5,152.97	
		-1	-.9	15	.8	16.76	2.3	228	18.7	1,198	10.3	204.09	4.1
DOWNTOWN	03	89		1,952		890.42		986		12,299		5,448.47	
	04	84		1,783		821.19		983		12,370		5,340.28	
		-5	-5.6	-169	-8.7	-69.23	-7.8	-3	-.3	71	.6	-108.19	-2.0
EDMOND	03	304		3,643		1,439.08		2,801		22,074		8,658.48	
	04	304		3,954		1,410.36		2,994		26,253		9,688.96	
			.0	311	8.5	-28.72	-2.0	193	6.9	4,179	18.9	1,030.48	11.9
MIDWEST CITY	03	311		3,548		1,476.57		2,884		23,763		9,866.54	
	04	342		4,610		1,819.36		3,396		29,301		11,720.24	
		31	10.0	1,062	29.9	342.79	23.2	512	17.8	5,538	23.3	1,853.70	18.8
RALPH ELLISON	03	149		1,477		536.87		1,176		8,507		3,295.47	
	04	190		2,306		799.96		1,614		14,038		4,971.18	
		41	27.5	829	56.1	263.09	49.0	438	37.2	5,531	65.0	1,675.71	50.8

Total Internet Usage

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	264		3,529		1,457.56		2,742		21,347		9,025.20	
	04	315		3,647		1,482.86		3,090		23,673		9,555.09	
		51	19.3	118	3.3	25.30	1.7	348	12.7	2,326	10.9	529.89	5.9
VILLAGE	03	226		2,879		1,061.96		2,247		18,110		6,801.50	
	04	268		3,705		1,324.08		2,633		22,513		8,326.29	
		42	18.6	826	28.7	262.12	24.7	386	17.2	4,403	24.3	1,524.79	22.4
WARR ACRES	03	184		2,514		992.66		1,897		16,252		6,319.63	
	04	211		2,992		1,082.56		2,218		19,487		7,187.21	
		27	14.7	478	19.0	89.90	9.1	321	16.9	3,235	19.9	867.58	13.7
HARRAH	03	20		190		83.52		187		1,205		555.57	
	04	22		305		144.24		215		1,716		740.85	
		2	10.0	115	60.5	60.72	72.7	28	15.0	511	42.4	185.28	33.3
JONES	03	1		13		7.56		19		93		49.41	
	04			15		5.07		17		90		33.65	
		-1	-100.0	2	15.4	-2.49	-32.9	-2	-10.5	-3	-3.2	-15.76	-31.9
LUTHER	03	3		23		12.90		21		137		93.71	
	04	2		23		6.60		21		121		56.48	
		-1	-33.3		.0	-6.30	-48.8		.0	-16	-11.7	-37.23	-39.7
NICOMA PARK	03	2		50		19.34		74		628		284.34	
	04	6		122		66.35		77		613		288.17	
		4	200.0	72	144.0	47.01	243.1	3	4.1	-15	-2.4	3.83	1.3
WRIGHT	03	6		123		62.98		59		863		533.42	
	04	9		291		109.16		78		1,626		687.46	
		3	50.0	168	136.6	46.18	73.3	19	32.2	763	88.4	154.04	28.9
TOTAL	03	2,241		29,017		11,699.26		21,420		181,231		73,533.80	
	04	2,462		34,121		13,089.78		24,693		218,316		84,312.68	
		221	9.9	5,104	17.6	1,390.52	11.9	3,273	15.3	37,085	20.5	10,778.88	14.7

Internet Usage by Adult Customers

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	202		2,812		1,119.74		1,824		17,111		7,007.05	
	04	214		3,253		1,280.57		2,195		21,430		8,358.69	
		12	5.9	441	15.7	160.83	14.4	371	20.3	4,319	25.2	1,351.64	19.3
BETHANY	03	136		1,940		874.60		1,084		10,690		4,791.52	
	04	124		2,054		935.23		1,345		13,894		5,988.68	
		-12	-8.8	114	5.9	60.63	6.9	261	24.1	3,204	30.0	1,197.16	25.0
CAPITOL HILL	03	71		1,005		467.45		641		6,041		2,704.56	
	04	72		1,233		498.38		756		7,316		2,982.95	
		1	1.4	228	22.7	30.93	6.6	115	17.9	1,275	21.1	278.39	10.3
CHOCTAW	03	20		198		71.61		208		1,499		572.86	
	04	33		429		132.88		255		2,047		684.53	
		13	65.0	231	116.7	61.27	85.6	47	22.6	548	36.6	111.67	19.5
DEL CITY	03	78		1,519		644.31		886		9,303		4,247.92	
	04	84		1,538		676.96		1,119		10,780		4,538.90	
		6	7.7	19	1.3	32.65	5.1	233	26.3	1,477	15.9	290.98	6.8
DOWNTOWN	03	80		1,706		795.03		822		10,582		4,856.55	
	04	73		1,571		732.60		850		11,049		4,842.88	
		-7	-8.8	-135	-7.9	-62.43	-7.9	28	3.4	467	4.4	-13.67	-3
EDMOND	03	224		3,130		1,277.46		2,055		18,867		7,663.57	
	04	258		3,467		1,275.84		2,394		22,688		8,724.28	
		34	15.2	337	10.8	-1.62	-1	339	16.5	3,821	20.3	1,060.71	13.8
MIDWEST CITY	03	251		3,018		1,311.80		2,205		19,894		8,640.99	
	04	269		4,005		1,630.11		2,696		25,384		10,473.56	
		18	7.2	987	32.7	318.31	24.3	491	22.3	5,490	27.6	1,832.57	21.2
RALPH ELLISON	03	104		969		384.04		799		6,001		2,561.45	
	04	145		1,783		663.85		1,183		10,328		3,883.74	
		41	39.4	814	84.0	279.81	72.9	384	48.1	4,327	72.1	1,322.29	51.6

Internet Usage by Adult Customers

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	202		2,641		1,151.40		1,980		15,993		7,294.39	
	04	241		2,968		1,271.78		2,302		18,465		7,841.98	
		39	19.3	327	12.4	120.38	10.5	322	16.3	2,472	15.5	547.59	7.5
VILLAGE	03	167		2,346		898.92		1,732		15,099		5,952.75	
	04	197		3,173		1,190.70		2,071		19,306		7,397.93	
		30	18.0	827	35.3	291.78	32.5	339	19.6	4,207	27.9	1,445.18	24.3
WARR ACRES	03	146		2,272		923.37		1,519		14,442		5,834.50	
	04	176		2,640		988.08		1,840		17,178		6,526.44	
		30	20.5	368	16.2	64.71	7.0	321	21.1	2,736	18.9	691.94	11.9
HARRAH	03	16		167		77.63		127		984		503.98	
	04	13		231		116.17		154		1,316		599.84	
		-3	-18.8	64	38.3	38.54	49.6	27	21.3	332	33.7	95.86	19.0
JONES	03	1		13		7.56		16		82		47.30	
	04			15		5.07		16		87		33.29	
		-1	-100.0	2	15.4	-2.49	-32.9		.0	5	6.1	-14.01	-29.6
LUTHER	03	1		17		11.14		11		111		86.71	
	04			12		3.47		10		86		45.64	
		-1	-100.0	-5	-29.4	-7.67	-68.9	-1	-9.1	-25	-22.5	-41.07	-47.4
NICOMA PARK	03	1		35		16.06		51		460		215.06	
	04	3		73		34.20		52		478		213.46	
		2	200.0	38	108.6	18.14	113.0	1	2.0	18	3.9	-1.60	-.7
WRIGHT	03	3		95		53.01		45		699		450.70	
	04	8		270		99.40		56		1,395		574.91	
		5	166.7	175	184.2	46.39	87.5	11	24.4	696	99.6	124.21	27.6
TOTAL	03	1,703		23,883		10,085.13		16,005		147,858		63,431.86	
	04	1,910		28,715		11,535.29		19,294		183,227		73,711.70	
		207	12.2	4,832	20.2	1,450.16	14.4	3,289	20.5	35,369	23.9	10,279.84	16.2

Internet Usage by Minor Customers

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	44		382		96.02		427		2,320		596.62	
	04	49		568		158.77		481		3,335		909.91	
		5	11.4	186	48.7	62.75	65.4	54	12.6	1,015	43.8	313.29	52.5
BETHANY	03	35		330		99.28		355		2,635		810.16	
	04	35		332		94.33		316		2,269		652.10	
			.0	2	.6	-4.95	-5.0	-39	-11.0	-366	-13.9	-158.06	-19.5
CAPITOL HILL	03	56		531		170.79		490		3,663		1,049.30	
	04	69		635		155.76		492		3,081		895.19	
		13	23.2	104	19.6	-15.03	-8.8	2	.4	-582	-15.9	-154.11	-14.7
CHOCTAW	03	5		60		20.45		81		391		121.11	
	04	1		31		7.41		72		342		91.80	
		-4	-80.0	-29	-48.3	-13.04	-63.8	-9	-11.1	-49	-12.5	-29.31	-24.2
DEL CITY	03	35		299		93.59		331		2,300		700.96	
	04	28		295		77.70		326		2,021		614.07	
		-7	-20.0	-4	-1.3	-15.89	-17.0	-5	-1.5	-279	-12.1	-86.89	-12.4
DOWNTOWN	03	9		246		95.39		164		1,717		591.92	
	04	11		212		88.59		133		1,321		497.40	
		2	22.2	-34	-13.8	-6.80	-7.1	-31	-18.9	-396	-23.1	-94.52	-16.0
EDMOND	03	80		513		161.62		746		3,207		994.91	
	04	46		487		134.52		600		3,565		964.68	
		-34	-42.5	-26	-5.1	-27.10	-16.8	-146	-19.6	358	11.2	-30.23	-3.0
MIDWEST CITY	03	60		530		164.77		679		3,869		1,225.55	
	04	73		605		189.25		700		3,917		1,246.68	
		13	21.7	75	14.2	24.48	14.9	21	3.1	48	1.2	21.13	1.7
RALPH ELLISON	03	45		508		152.83		377		2,506		734.02	
	04	45		523		136.11		431		3,710		1,087.44	
			.0	15	3.0	-16.72	-10.9	54	14.3	1,204	48.0	353.42	48.1

Internet Usage by Minor Customers

July 1, 2003 through December 31, 2003 (50.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	62		888		306.16		762		5,354		1,730.81	
	04	74		679		211.08		788		5,208		1,713.11	
		12	19.4	-209	-23.5	-95.08	-31.1	26	3.4	-146	-2.7	-17.70	-1.0
VILLAGE	03	59		533		163.04		515		3,011		848.75	
	04	71		532		133.38		562		3,207		928.36	
		12	20.3	-1	-.2	-29.66	-18.2	47	9.1	196	6.5	79.61	9.4
WARR ACRES	03	38		242		69.29		378		1,810		485.13	
	04	35		352		94.48		378		2,309		660.77	
		-3	-7.9	110	45.5	25.19	36.4		.0	499	27.6	175.64	36.2
HARRAH	03	4		23		5.89		60		221		51.59	
	04	9		74		28.07		61		400		141.01	
		5	125.0	51	221.7	22.18	376.6	1	1.7	179	81.0	89.42	173.3
JONES	03					.00		3		11		2.11	
	04					.00		1		3		.36	
						.00		-2	-66.7	-8	-72.7	-1.75	-82.9
LUTHER	03	2		6		1.76		10		26		7.00	
	04	2		11		3.13		11		35		10.84	
			.0	5	83.3	1.37	77.8	1	10.0	9	34.6	3.84	54.9
NICOMA PARK	03	1		15		3.28		23		168		69.28	
	04	3		49		32.15		25		135		74.71	
		2	200.0	34	226.7	28.87	880.2	2	8.7	-33	-19.6	5.43	7.8
WRIGHT	03	3		28		9.97		14		164		82.72	
	04	1		21		9.76		22		231		112.55	
		-2	-66.7	-7	-25.0	-.21	-2.1	8	57.1	67	40.9	29.83	36.1
TOTAL	03	538		5,134		1,614.13		5,415		33,373		10,101.94	
	04	552		5,406		1,554.49		5,399		35,089		10,600.98	
		14	2.6	272	5.3	-59.64	-3.7	-16	-.3	1,716	5.1	499.04	4.9

EXECUTIVE DIRECTOR'S REPORT

JANUARY 2004

DOWNTOWN LIBRARY SUBSTANTIAL COMPLETION DATE

The City has informed us that the new substantial completion date for the Downtown Library will be February 29, 2004.

Library staff is well under way with moving plans and related matters.

The Library's attorney, Bill Comstock, and I have met with several representatives of the Rotary Club and City, with regards to the installation and maintenance of a "water feature," or fountain. The Rotary will donate the fountain to the City and Library, and the fountain should be installed and operational by the library's opening day.

RONALD J. NORICK DOWNTOWN LIBRARY

Attached please find the article from the *Oklahoman* reporting the OKC Council's approval of a name for the new downtown library facility. The former Oklahoma City mayor was present for the reading of the resolution, and I was able to speak with Mr. Norick after the presentation was made. He is extremely thrilled about the building being named in appreciation of his leadership in making the MAPS projects a reality.

CHOCTAW MOVE UNDER WAY

The temporary Choctaw Library (located in the Choctaw Plaza Shopping Center) closed on Monday, January 5, 2004, in order to begin the move into its new building. Library staff and volunteers began the actual move of materials on Tuesday, January 6. Moving day drew a full contingent of media, including three newspapers and at least one television station. The new library looks wonderful and should be ready for a "soft" opening on Tuesday, January 20, 2004.

Please mark your calendars for the official Grand Opening on Wednesday, February 11, 2004, at 2:00 p.m. We hope many of you will be able to come and celebrate this great accomplishment with the community of Choctaw.

WELCOME TO NEW DIRECTOR OF FINANCE

I am also pleased to announce the appointment of Lloyd Lovely as the System's new Director of Finance. Lloyd joined the MLS Business Office on Monday, January 12, 2004, and he will spend the next two weeks with Anne Hsieh before she embarks on retirement. Lloyd, a Certified Public Accountant, brings a great deal of experience to our System, and we look forward to working with him in the near future.

LIBRARY ATTORNEY RELOCATES

Bill Comstock, formerly of Horning, Grove, has left that firm to begin his own firm. According to an agreement of the partners, Bill retained all his existing clients, and thus will continue to serve as the Library's attorney for most issues that require legal assistance. If you need Bill's new address and phone number, please contact Lori Kane.

AMERICAN LIBRARY ASSOCIATION MIDWINTER CONFERENCE

Denyvetta Davis, Phil Tolbert, and I just returned from San Diego, California, where we represented the System at the annual Midwinter Conference of the American Library Association. As the recently elected representative of the Oklahoma Library Association, I am now a member of the ALA Council. That proved to be a most interesting experience. We also attended committee meetings and reviewed new products and services at the exhibit hall.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Attended ALA Mid-Winter Conference in San Diego, California
- Will attend OLA Program Committee/Executive Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

AFRICAN-DRUMMING WORKSHOP

Feb. 2, 4:00-6:00 p.m., Ralph Ellison Library, (405) 424-1437.

Medicine drummer and didgeridoo vibrotherapist Jim Arnold will teach basic African hand drum rhythms and singing. Arnold promises to help find the inner rhythms of even those who believe they don't possess such a thing.

SING-A-LONG WITH MEM'RY LANE

Feb. 7, 2:00-3:00 p.m., Belle Isle Library, (405) 843-9601.

Come take a sentimental journey, as the trio known as Mem'ry Lane presents an hour of old favorites. You'll even get to join in a sing-a-long of songs you may not have heard in a long, long time.

STORYTELLING BASICS: "STORY FUSION, FAMILY STYLE," WITH KATHYRN THURMAN OF TERRITORY TELLERS AND WAYWORD TELLERS

Feb. 17, 7:00-9:00 p.m., Midwest City Library, (405) 732-4828.

The author of "Her Majesty's Guide to Fairy Tale Fusion" will share how wonderfully creative stories can be spontaneously written and adapted in a family setting.

"WRITING YOUR OWN LIFE STORY," WITH DEBORAH BOUZIDEN

Feb. 21, 10:00-11:30 a.m., Edmond Library, (405) 341-9282.

Bouziden has published articles in *Woman's Day* and *Writer's Digest*, and she will spend this program teaching participants how to begin writing their own life stories.

December 31, 2003

METRO

THE OKLAHOMAN | NEWSOK.COM

Library named for former mayor

The final MAPS project finished will bear the name of the man who led the downtown effort.

By Bryan Dean, Staff Writer

The final MAPS project to be completed will bear the name of the man who led the fight 10 years ago for the \$370 million downtown improvements package.

The Oklahoma City Council voted Tuesday to name the new library the Ronald J. Norick Downtown Library. The vote was followed by a lengthy standing ovation from those in the council chambers.

Norick, mayor from 1987 to 1999, was the central figure in the campaign that led voters to pass in 1993 a five-year penny sales tax increase to raise money for nine Metropolitan Area Projects.

A decade later, investment in downtown Oklahoma City approaches \$2 billion. Local leaders praise MAPS for revitalizing many parts of downtown that had been abandoned.

Norick thanked the council and recognized the efforts of all who made MAPS a success, including current council members.

"It was one thing to get it funded and get the vision going, but really the hard part was getting it built and making sure it got built right," Norick said.

"I am deeply, deeply honored for this naming, and I really will appreciate it for the rest of my life."

City leaders pitched the idea of an improvements package after a failed bid to lure a United Airlines maintenance facility. Ward 5 Councilman Jerry Foshee, in thanking Norick Tuesday for his service, recalled first being told of the idea by Norick.

"Your comment to me was, 'It's time

we invested in ourselves,' " Foshee said. "Your leadership was solid."

Voters narrowly passed the tax, which paid for a new baseball stadium, downtown arena, the Bricktown canal and other projects.

Ward 1 Councilman Mick Cornett brought the proposal before the council to name the library. Cornett said Norick risked his political career on the ambitious plan.

"More than any one single person, Ron Norick stuck his neck out and had the political courage to move this forward," Cornett said.

The library, scheduled to open in the summer, is the only project yet to be completed.

It has been hampered by delays over issues such as location and construction materials.

Bryan Dean: 475-3206, bdean@oklahoman.com

December 13, 2003

III

METRO

THE OKLAHOMAN | NEWSOK.COM

Grant to help library's 'Children's Place'

By Karen Kilnka, Staff Writer

A \$130,000 grant from the Inasmuch Foundation of Oklahoma City will be used to enhance the Children's Place at the new Downtown Library.

Executive Director Donna Morris announced the receipt of the grant at Thursday's meeting of the Metropolitan Library Commission.

Morris said the money will fund custom decor, including a children's castle, decorative trees and clouds, a rainbow and a special entry portal.

Inasmuch Foundation was founded by the late Edith Kinney Gaylord in 1982, and provides fund-

ing to support educational, health and human services, cultural, historical and environmental concerns.

Morris said completion of the new Downtown Library has again been delayed, and will not be turned over to the library system on Dec. 31 as planned.

Oklahoma City officials and the contractor, Buckner Moore, are negotiating a new schedule and completion date, she said.

On Thursday, the commission approved the \$124,790 low-bid purchase of 111 new Hewlett-Packard microcomputers.

Inasmuch Foundation

Inasmuch Foundation was founded by the late Edith Kinney Gaylord in 1982, and provides funding to support educational, health and human services, cultural, historical and environmental concerns.

The Lee B. Brawner Lifetime Achievement Award

**To be presented at the April 17, 2004
Library Endowment Trust Literary Voices Author Dinner**

An Evening with Fannie Flagg

Criteria:

The Lee B. Brawner Lifetime Achievement Award may be periodically presented to citizens who have demonstrated inspired and devoted leadership or volunteer hours towards the advancement of libraries, library related events, programs or library support organizations.

This award may be bestowed on both those who have worked as paid library staff as well as volunteers who have given much community service to libraries and library-related causes.

Qualities of the person to be honored will include many or all of the following characteristics as specifically relates to libraries:

Displays an awareness of the importance of
educating the community via free public libraries

Leads, encourages, motivates, and enjoys the respect of his/her peers

Is innovative and progressive

Is a strong supporter of literacy for all age groups

Celebrates diversity

Is ethical in spirit and character

In summation, the person awarded the Lee B. Brawner Lifetime
Achievement Award is a true Champion of Libraries

2004 Honoree: Nancy Anthony

The Library Endowment Trust will honor Nancy Anthony April 17, 2004 at its "Literary Voices Author Dinner," co-sponsored by the Trust and Metropolitan Library System. Here are just a few of the reasons why Dr. Anthony was selected to receive this award.

- * She developed election strategy which resulted in the first successful mill levy increase for Metropolitan Library System since the system was organized in 1965. Libraries were suffering greatly for lack of funding. Library users benefited as a result of Nancy taking on the challenge.
- * She led the group that formed Citizens for Library Support, a political action committee which gathered 20,000 signatures in a short amount of time to bring about the first of many elections they've supported since 1981.
- * She was instrumental in convening a citizens advisory committee whose study and exploration over several years resulted in the formation of the Library Endowment Trust, which some 16 years later has assets of nearly \$1,000,000, the interest from which benefits libraries yearly.
- * In 1983, Nancy was the key factor in getting approval for a major capital expenditure to upgrade the library system's computerized circulation and management information systems, putting each library online. Because of Nancy's foresight, the library was using barcodes to check out books before some of the local grocery stores used them on their products.
- * She counseled library administration in the pursuit and development of organizational crisis communication skills when needed.
- * She has taken strong stands for intellectual freedom and upholds libraries as one of the last vestiges of information for all.
- * At one point, when the library system was so much in need of additional funding that it couldn't even afford to hold an election, Nancy Anthony went to a bank and co-signed a \$5,000 note, paid it back herself, later.
- * Nancy served six terms as Chair of the Library Commission, the board that sets policies for the 19 libraries which comprise Metropolitan Library System. It's a no-pay and sometimes a no-win volunteer position, difficult and vitally important.

Congratulations Nancy!