

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY  
AGENDA**

Thursday, February 19, 2004, 3:30 p.m.  
The Village Library  
10307 N. Pennsylvania Avenue  
Oklahoma City, OK 73120  
(Telephone - 755-0710)

**3:30 pm      CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM**  
Mrs. Penny McCaleb, Chair

**3:30 - 3:35 pm      INTRODUCTIONS**

- Document #60 - 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 - 3:55 pm      CONSENT DOCKET (#61-63)**

- Document #61 - Approval of Minutes of January 15, 2004 Meeting
- Document #62 - Acceptance of Review of Expenditures for January 2004
- Document #63 - Approval of Contract Awards and Purchases
  - Item: A    Handicapped Accessible Bookcases
  - Item: B    Renewal of Auditing Services
  - Item: C    Renewal of Public Officials' and Employees' Liability Insurance and Life Insurance Policies
  - Item: D    Purchase of Servers
  - Item: E    Temporary Contractor for the Printing of the *Metro Library Magazine*
  - Item: F    Rejection of Bids for Midwest City Library Floor Sealing & Carpet Replacement

**3:55 - 4:25 pm      SPECIAL PRESENTATIONS**

- Friends of the Metropolitan Library System's "Don't Duck the Chance to Read" 2004 Book Sale
- Lifetime Reader's Society - Anita Roesler, Outreach Services, Senior Services Coordinator

**4:25 - 4:35 pm      INFORMATION REPORTS**

- Document #64 - Metropolitan Library System January 2004 Circulation Report
- Document #65 - Metropolitan Library System Report January 2004 Internet Usage Report

**4:35 - 4:45 pm      EXECUTIVE DIRECTOR'S REPORT**

**4:45 -          pm      COMMISSION CHAIR'S REPORT**

- Request for 2004 Committee Assignments

**-          pm      COMMENTS FROM COMMISSION MEMBERS**

**- 5:00 pm      SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**NEXT COMMISSION MEETING DATE AND PLACE:**

Thursday, March 18, 2004  
Choctaw Library  
2525 Muzzy, Choctaw, OK 73020  
Telephone - 390-8418

## **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 February 2004:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Sarah Kellum, Library Page, Midwest City Library	10
Shahin S. Asghari, Circulation Clerk, Edmond Library	5
Roy S. Ballou, Employment Manager, Human Resources	5
Nathan Leonard, Circulation Clerk, Edmond Library	5
Mark Marshall, Circulation Clerk, Village Library	5

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

DATE: January 15, 2004      TIME: 3:30 p.m.

MEETING PLACE: Warr Acres 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 Warr Acres Library, 5901 NW 63, Warr Acres, OK, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on January 12, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Dr. Ann Caine  
Carolyn Cornelius  
Scott Duncan  
Millicent Gillogly  
David Greenwell, Vice-Chair  
Deanna Hannah  
Jose Jimenez  
Shirley Pritchett  
Pamela Pung  
Hugh Rice, Disbursing Agent  
Marguerite Ross  
Cynthia Trent  
Greg Womack  
Penny McCaleb, Chair  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Nancy Anthony  
Stan Inman, Chair, Board of County  
Commissioners  
Vice Mayor Guy H. Liebmann  
Alyne Strube  
Peggy Winters

Estimate of general public and staff attending: 29

I. The meeting was called to order at 3:34 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Caine, Cornelius, Duncan, Gillogly, Hannah, Jimenez, Pritchett, Pung, Rice, Ross, Trent, McCaleb. (Arrived ~ Greenwell – 3:40 p.m., Womack – 3:48 p.m.)

II. Mrs. McCaleb introduced Mrs. Mary Patton, Manager of the Warr Acres Library.

Mrs. Patton welcomed the Commission and spoke briefly of the programs offered at the Warr Acres Library.

Mrs. McCaleb noted that Commissioner Stan Inman was re-elected as Chair to the Oklahoma County Board of County Commissioners and will serve another year on the Library Commission.

Mrs. McCaleb acknowledged Ms. Susan McVey, Oklahoma State Librarian; Mr. Derek Cash, Metropolitan Library System Staff Association President; and Mrs. Karen Hackett, Mayor's Committee on Disability Concerns representative.

Mrs. McCaleb recognized Mrs. Anne Hsieh, Director of Finance and Mr. Don Updegrove, Director of Facilities Maintenance. She extended, on behalf of the Commission, library staff and the Oklahoma County communities, congratulations on their retirement and presented each with a card. Mrs. Hsieh and Mr. Updegrove thanked everyone for their support and congratulations.

III. Mrs. McCaleb presented Metropolitan Library Commission Service Certificates to Sylvia Lawson, System Operations Technician I, Automation for 15 years of service; LaShawn Bradley, Library Page, Del City Library for 10 years of service; Marie Nichols, Extension Specialist, Wright Extension Library for 10 years of service; Christine Basset, Library Page, Bethany Library for 5 years of service. Mrs. McCaleb requested the minutes reflect the Commission's congratulations in their absence.

IV. Mrs. McCaleb called for comments from the general public. There were none.

V. Mrs. McCaleb presented the Consent Docket (Document #55 – Approval of Minutes of December 11, 2003, Meeting; Document #56 – Acceptance of Review of Expenditures for December 2003.)

**Mrs. Shirley Pritchett moved to accept the Consent Docket. Mr. Jose Jimenez seconded. Mrs. McCaleb called for questions. After discussion, motion passed unanimously.**

VI. Mrs. McCaleb called on Dr. Ann Caine, Chair of the 2004 Nominating Committee. Dr. Caine thanked Commissioners Millicent Gillogly and Greg Womack for their time and effort serving on the Nominating Committee.

Dr. Caine formally announced the slate of officers from the Nominating Committee: Mrs. Penny McCaleb, Metropolitan Library Commission of Oklahoma County Chair;

Mr. David Greenwell, Vice-Chair; and Mr. Hugh Rice, Disbursing Agent. There were no nominations from the floor; nominations were closed.

**Mrs. Gillogly called for an approval of the Slate of Officers for 2004 by acclamation. Unanimous "Ayes"; "Nays" none.**

**Dr. Caine moved to accept Mrs. McCaleb for Chair, Mr. Greenwell for Vice-Chair, and Mr. Rice for Disbursing Agent of the Metropolitan Library Commission of Oklahoma County for 2004. A motion coming from Committee needs no second. After discussion, motion passed unanimously.**

Mrs. McCaleb thanked the Commission members for their dedication and support of the Library System. She stated that it has been a pleasure and rewarding to work with the members of this Commission. Mrs. McCaleb expressed her appreciation for the support Mr. Greenwell and Mr. Rice will be providing over the next year.

**VII.** Mrs. McCaleb called on Ms. Ernestine Clark, Director of Development for the Library Endowment Trust presentation.

Ms. Clark introduced Ms. Karleen Krywucki, President of the Library Endowment Trust (Trust). Ms. Clark noted that Karleen had been a long-time volunteer for the Metropolitan Library System (MLS), serving many years on Friends Board through several offices, serving many more years on the Trust, and additionally being Chair of three library elections via yet another library support group.

Ms. Krywucki expressed appreciation to the Commission, noting that without their original planning, combined with that of the Friends of the Library, there would not be a library endowment for MLS. She then named the three new Trustees: Ms. Connell Branan; Ms. Ginny Lawrence; Mr. Travis Williams.

Ms. Krywucki announced the date of the *Literary Voices Author Dinner*, which is co-sponsored by MLS and the Library Trust: April 17, 2004. Ms. Krywucki then revealed the name of the person who has been selected by the Trust to be this year's recipient of the *Lee B. Brawner Lifetime Achievement Award*: Dr. Nancy Anthony. Description sheets were given to the Commission, listing the high standards of criteria for someone to be selected, plus a few of the many reasons Dr. Anthony was selected. Ms. Krywucki thanked the Commission for their time and asked for questions; discussion followed.

**VIII.** Mrs. McCaleb called on Ms. Susan McVey, Oklahoma State Librarian to present Overview of Library Services/ Oklahoma Benchmarks.

Ms. McVey began by stating one of the statutory charges of the Oklahoma Department of Libraries (ODL), also known as the State Library, is to improve library services. This is accomplished in a variety of ways; one is to work with small rural non-system libraries because they are the ones that need help or assistance the most. Another way is to work in conjunction with a number of different groups one of which is the Public Library Director's Council (PLDC). This group is

comprised of the directors of all of the public library systems throughout the state as well as the directors of the larger independent community libraries. ODL conducts Trustee Workshops for these libraries and the information being presented today is an extremely condensed version of this workshop.

Ms. McVey handed out two documents: A Dynamic Vision for Oklahoma Libraries: A New Road, May 2003 and Choices for a Dynamic Future: Models of Public Library Service for Oklahoma, June 2003.

She stated the PLDC has worked diligently with a consultant to develop a vision of what good public library service will be in Oklahoma in 2010 and to define models of quality library services for all sizes of Oklahoma communities. These models are not intended to dictate how Oklahoma's libraries serve their community, but to inspire and guide trustees, librarians, library supporters and others to develop the best public libraries possible for their communities.

The models fulfill a variety of purposes. They respond to requests for help from the library community in communicating what "quality" library service is and what it entails for communities of different sizes. They show communities without libraries how to develop quality services and they define quality levels for communities with existing libraries.

The models are:

- **Gateway – A means of entry or access**  
Public libraries often have been called gateways to knowledge and discovery. This concept also can be applied to libraries themselves. Those that embrace this essential level have chosen to start down a path of discover and progress.
- **Pacesetter – An institution that leads the way**  
This category refers to those communities that have elected to extend their development beyond the Gateway. The Pacesetter libraries have the many resources needed to offer greater information sources and more diversified services in their communities.
- **Innovator – An organization on the cutting edge, operating as much for the future as for the present**  
These libraries stand out in every way. They provide exemplary services and anticipate their communities' needs. Innovator libraries represent the "best" in Oklahoma.
- **Steps Beyond – An opportunity to define the next level**  
For libraries that have reached the Innovator stage, Steps Beyond allows communities and library systems to determine the next level of development for themselves.

Ms. McVey continued, stating that by using the guidelines and some data on MLS, she was able to put together a sample of how to use the guidelines and models to understand what and where the Metropolitan Library System strengths and weaknesses are, and to aid in the development and evolution of the library system to achieve the goal of "best" for Oklahoma. Ms. McVey called for questions; discussion followed.

**IX.** Mrs. McCaleb referred to Document #57 - Metropolitan Library System Annual Statistical Report FY 2002-2003 and asked for comments.

Commission members noted and commented on the substantial increase in the reserve for materials requests, materials circulation and the library programs attendance in the past year. Discussion followed.

**X.** Mrs. McCaleb referred to Document #58 - Metropolitan Library System December 2003 Circulation Report and asked for comments. Discussion followed.

**XI.** Mrs. McCaleb referred to Document #59 - Metropolitan Library System December 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 that the proposed date of substantial completion of the new library downtown will be February 29, 2004, and the library staff are diligently preparing and planning for the move.

Mrs. Morris stated that she and the Library System's Attorney, Mr. Bill Comstock, and several representatives of the Rotary 29 Club, and the City, met and discussed the "water feature" fountain that is being donated to the City for the new library downtown. The fountain should be installed and operational for the library's opening day.

Mrs. Morris announced the honoring of former Oklahoma City Mayor, Mr. Ronald J. Norick by the Oklahoma City Council's resolution naming the new library facility downtown the Ronald J. Norick Downtown Library. She stated she was able to speak with Mr. Norick after the reading of the resolution and he felt privileged to have received this recognition.

She continued, stating the move into the new Choctaw Library is almost finished. Library staff and volunteers have worked tirelessly to complete the move and have the new facility ready for its "soft" opening on January 20, 2004. The official grand opening ribbon cutting will be February 11, 2004 at 2:00 p.m.

Mrs. Morris introduced the new Director of Finance, Mr. Lloyd Lovely. He was welcomed by all.

Mrs. Morris noted that Mr. Bill Comstock, the attorney who handles the library systems' legal questions, is leaving the firm of Horning and Grove to open his own firm. The firm of Horning and Grove has elected to have Mr. Comstock retain his existing clients. As a result, he will continue to serve as the library system's attorney on an "as needed" basis for most issues that require legal assistance.

Mrs. Morris stated that she, Denyveta Davis, Director of Branch Services, and Phil Tolbert, Manager of the Capitol Hill Library, just returned from the American Library Association's Midwinter Conference in San Diego. The weather was beautiful; the conference hosted many new library products and services. She noted that she is serving on the ALA Council and attended several meetings.

She noted that the Public Library Association Conference will be held February 24 - 28, 2004 in Seattle, Washington and the American Library Association Annual Conference June 24 - 30, 2004 in Orlando, Florida. She asked that if any of the Commission members are interested in attending either conference to please contact Mrs. McCaleb. Money has been set aside in the budget for a few members to attend. Commission members who have attended in the past have commented on the interesting information provided for trustees at the conference.

**XIII.** Mrs. McCaleb called for comments from Commission members.

Mrs. McCaleb noted that in every Monday's Oklahoman, inside the family section there is a weekly calendar called "Access Your Library." It has various information and scheduling on what is happening that week within the library system. She stated this is a wonderful partnership.

Mr. Scott Duncan asked if the Marketing & Communications Department's printing agreement with Globe Color Press had produced the desired results. Mr. Scott Carter, Director of Marketing & Communications stated that the printing of the library magazine by Globe Color Press was indeed meeting all specifications to date.

Mrs. Deanna Hannah asked if the Library System had an inclement weather-closing plan in place. Mrs. Morris stated that the Library System does have an inclement weather closing plan in place and that every year a memo is sent to all employees reminding them of the proper procedures when closing libraries due to inclement weather.

**XIV.** Mrs. McCaleb called for future agenda items. There were none.

**XV.** Mrs. McCaleb stated the next Commission meeting would be held Thursday, February 19, 2004, at the Village Library.

**XVI.** There being no further business the meeting was adjourned at 4:32 p.m.



Donna Morris, Executive Director  
(Secretary)



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

January 31, 2004

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2004.

For comparison, 58.33% of the fiscal year has lapsed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of January 2004.



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

Document # 62  
MLC FY 2003-04  
February 19, 2004

**January 31, 2004**

**ASSETS**

CASH - Overnight Investment Account		\$ 6,583,860.87
INVESTMENTS (Schedule attached)		13,104,219.30
ACCRUED INTEREST		-
TAXES RECEIVABLE: 2003 Ad Valorem Tax	\$19,524,041.27	
Less: Reserve for Delinquent Tax	(\$1,774,912.84)	
Budgeted Tax Revenue	\$17,749,128.43	
Less: Tax Received	(13,559,184.43)	
		<u>\$4,189,944.00</u>
<b>Total Assets</b>		<u><u>\$23,878,024.17</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2002-03 Reserve for Appropriations	\$ 1,467.03	
2003-04 Purchase Orders Outstanding	625,614.90	
2002-03 Purchase Orders Outstanding	1,004,960.77	
2003-04 Checks Outstanding	214,277.21	
2002-03 Checks Outstanding	161.90	
<b>Total Liabilities</b>		<u>\$ 1,846,481.81</u>

**DEFERRED REVENUE:**

Current year Ad Valorem Tax	4,189,944.00
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**FUND BALANCE:**

Beginning of the Year	\$15,596,178.98	
Add: Revenues		
Budgeted	\$ 13,794,184.43	
Other	1,033,648.21	14,827,832.64
Less: Expenditures	(12,582,413.26)	
<b>Total Fund Balance</b>		<u>17,841,598.36</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$23,878,024.17</u></u>

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

**As of January 31, 2004**

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	1/18/05	2.050%	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
FHMC Notes	1/13/04	7/13/04	0.904%	995,540.83
FHMC Notes	1/13/04	8/12/04	0.922%	994,697.33
Total Investments				<u>\$ 13,104,219.30</u>

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

**July 1, 2003 to January 31, 2004**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2003 Ad Valorem Tax	\$17,749,128.43	\$ 9,555,060.40	\$ 13,559,184.43	76.39%
State Aid	282,468.00		-	0.00%
Fines	<u>382,500.00</u>	<u>35,000.00</u>	<u>235,000.00</u>	61.44%
<b>Total Budgeted Revenue</b>	<u>\$ 18,414,096.43</u>	<u>\$ 9,590,060.40</u>	<u>\$ 13,794,184.43</u>	74.91%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 11,269.50	\$ 849,870.64	
Homestead Exemption Reimb.				
Investment Income		6,868.74	85,852.48	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment		3,419.19	7,291.44	
Miscellaneous		<u>17,754.80</u>	<u>85,238.54</u>	
<b>Total Miscellaneous Revenue</b>		<u>\$ 39,312.23</u>	<u>\$ 1,033,648.21</u>	
<b>Total Revenue</b>	<u>\$ 18,414,096.43</u>	<u>\$ 9,629,372.63</u>	<u>\$ 14,827,832.64</u>	80.52%

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

**January 31, 2004**

	<u>BALANCE</u> <u>1/1/04</u>	<u>RECEIPTS</u> <u>January</u>	<u>EXPEND.</u> <u>January</u>	<u>BALANCE</u> <u>1/31/04</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$28,200.16	\$ 4,694.07	\$ 300.91	\$ 32,593.32
810 Prepaid Fees	199.78		88.23	111.55
815 Fines	7,703.32	40,739.37	35,020.00	13,422.69
820 Copy	25,097.74	4,590.60	260.27	29,428.07
900 Special Event Fund	2,656.34			2,656.34
<b>Total Revolving Funds</b>	<b>\$63,857.34</b>	<b>\$ 50,024.04</b>	<b>\$ 35,669.41</b>	<b>\$ 78,211.97</b>
<b>GRANTS:</b>				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>1/31/04</u>
<b>Special Grants</b>				
857 DN/LC Donations	27,436.75	30,991.75	0.00	30,991.75
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	15,406.49	2,593.51
912 Midwest City /Large Print	3,000.00	3,000.00	2,394.23	605.77
915 OAC/Donna Cox	300.00	300.00	300.00	0.00
939 YMCA/2 1st Century Grant	2,610.00	2,610.00	2,610.00	0.00
940 OHC/Native American	346.20	326.20	326.20	0.00
941 Windsor Hill/Come Read W/ Me	720.00	720.00	584.48	135.52
942 Weokie CU/Bus Wrap	9,700.00	9,700.00	6,900.00	2,800.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00
<b>Grants - Friends of MLS</b>				
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	915.22	84.78
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	4,127.35	1,872.65

**GRANTS:**

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 1/31/04</u>
<b><u>Grants - Friends of MLS</u></b>				
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
927 04 Shannon Lucid	1,500.00	1,500.00	0.00	1,500.00
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	7,983.03	2,016.97
932 03 Volunteer Recognition	3,000.00	3,000.00	395.52	2,604.48
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	4,099.70	5,900.30
936 03 MWC - Gallery Lighting	1,500.00	1,500.00	0.00	1,500.00
937 03 1.5 ton cab & chas.	35,000.00	35,000.00	30,686.09	4,313.91
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
<b>Total Grants</b>				<u><u>\$314,465.33</u></u>
<b>Total Special Funds</b>				<u><u>\$ 392,677.30</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2004

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	619,610.48	4,481,404.35	55.05	8,141,139.00	3,659,734.65
102	Wages - Part-time	77,474.57	611,083.94	49.09	1,244,885.00	633,801.06
103	Payroll Taxes	51,634.91	376,441.45	53.43	704,579.00	328,137.55
109	Workers Comp. Insurance	6,987.00	51,965.00	47.24	110,007.00	58,042.00
112	Group Insurance	104,273.01	713,192.11	54.97	1,297,465.00	584,272.89
113	Employees' Retirement	1,430,683.00	1,430,683.00	100.00	1,430,700.00	17.00
114	Unemployment Comp.	4,620.92	4,827.68	48.28	10,000.00	5,172.32
Total Personal Services		2,295,283.89	7,669,597.53	59.28	12,938,775.00	5,269,177.47

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	2,846.00	122,246.00	71.26	171,556.00	49,310.00
202	Liability/Bonding Insurance	.00	.00	.00	22,525.00	22,525.00
205	Rent of Library Buildings	400.00	16,457.78	84.81	19,405.00	2,947.22
206	Rent of Equipment	1,420.20	10,871.40	51.81	20,983.00	10,111.60
207	Janitorial Services	14,892.33	104,246.31	46.46	224,364.00	120,117.69
208	Maintenance of Facilities	17,485.13	110,226.55	37.36	295,055.00	184,828.45
211	Parking & Transportation	6,121.46	43,990.68	33.75	130,340.00	86,349.32
212	Travel Expenses	-114.33	17,433.05	26.77	65,122.00	47,688.95
213	Professional Services	15,686.97	92,319.67	42.61	216,672.00	124,352.33
214	Security Services	10,366.30	83,226.12	37.49	222,025.00	138,798.88
216	Telephone Services	11,961.70	85,388.25	25.74	331,686.00	246,297.75
217	Electrical Services	22,685.44	224,690.09	54.04	415,748.00	191,057.91
218	Gas Services	13,577.41	25,367.73	43.17	58,765.00	33,397.27
219	Water & Garbage Services	2,081.57	25,611.48	61.83	41,423.00	15,811.52
220	Trigent Energy Services	.00	.00	.00	95,000.00	95,000.00
226	Membership	755.50	15,252.00	66.18	23,045.00	7,793.00
230	Other Library-Related Serv.	145,693.00	214,627.92	62.85	341,488.00	126,860.08
231	Automation Contractual	9,428.76	160,737.60	53.01	303,212.00	142,474.40
236	Network Catalog Services	.00	.00	.00	54,330.00	54,330.00
Total Contractual Services		275,287.44	1,352,692.63	44.31	3,052,744.00	1,700,051.37



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2004

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	16,512.43	92,895.26	52.42	177,204.00	84,308.74
302	Postage	23,965.55	123,097.30	46.82	262,904.00	139,806.70
303	Supplies	22,534.93	120,896.58	44.82	269,742.00	148,845.42
310	Maintenance Supplies	1,899.99	28,088.91	45.67	61,500.00	33,411.09
312	Safety Supplies & Equipment	244.64	1,047.15	13.15	7,965.00	6,917.85
321	Gas & Oil	604.14	5,699.92	38.00	15,000.00	9,300.08
322	Vehicle Parts & Repairs	721.59	9,953.45	55.30	18,000.00	8,046.55
330	Programming Activities	3,682.16	63,258.93	29.92	211,440.00	148,181.07
331	Other Commodities	1,446.95	9,873.43	27.67	35,682.00	25,808.57
Total Commodities		71,612.38	454,810.93	42.93	1,059,437.00	604,626.07

**Capital Outlays**

401	Books & Materials	201,689.32	1,566,406.86	55.05	2,845,665.00	1,279,258.14
404	Government Documents	.00	2,900.00	50.00	5,800.00	2,900.00
405	Book Repairs & Bindings	.00	2,006.65	40.13	5,000.00	2,993.35
407	Periodicals & Subscriptions	1,915.17	140,344.53	88.62	158,375.00	18,030.47
408	Furniture, Fixture, & Equip.	6,574.17	75,736.75	46.68	162,262.00	86,525.25
409	Motor Vehicle	.00	30,686.09	85.24	36,000.00	5,313.91
410	Automation System & Equip.	4,661.87	173,189.66	45.10	384,000.00	210,810.34
450	Capital Projects	19,717.13	1,114,041.63	35.82	3,109,869.00	1,995,827.37
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		234,557.66	3,105,312.17	18.31	16,959,319.41	13,854,007.24
Total Budget		2,876,741.37	12,582,413.26	37.00	34,010,275.41	21,427,862.15

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose	Amount	
G-02664	Metropolitan Library System	Maintenance of Facilities	1.45	
		Background/Record Check	55.00	
		Postage	35.65	
		Supplies	173.55	
		Programming Activities	109.45	
		Other Commodities	57.84	432.94
G-02665	O G & E	Electrical Services	10,978.51	10,978.51
G-02666	City of Oklahoma City	Water & Garbage Service	461.19	461.19
G-02667	Demco	Supplies	42.97	42.97
G-02668	Gale Research	Materials	1,373.32	1,373.32
G-02669	Highsmith Co., Inc.	Programming Supplies	56.76	56.76
G-02670	M. Scott Carter	Mileage	78.84	78.84
G-02671	UNUM Life Insurance	Grp L-T Disab Ins Prm-Jan	5,968.34	5,968.34
G-02672	Evelyn K. Davis	Mileage	61.20	61.20
G-02673	Central Parking System	Parking	520.00	520.00
G-02674	Judith Walden	Mileage	31.14	31.14
G-02675	U.S. Postmaster	Postage	10,000.00	10,000.00
G-02676	The H.W. Wilson Company	Materials	758.75	758.75
G-02677	Value Line Publishing, Inc.	Materials	594.00	594.00
G-02678	CompSource Oklahoma	Workers' Comp Insurance	6,987.00	6,987.00
G-02679	Boise Cascade Office Products	Supplies	499.25	
		Supplies	497.45	996.70
G-02680	Recorded Books, LLC	Materials	7,497.40	7,497.40
G-02681	Phillip E. Tolbert	Membership Reimbursement	35.00	
		Programming Activities	123.69	158.69
G-02682	Instructional Video, Inc.	Materials	560.58	560.58
G-02683	Anne Hsieh	Mileage	15.48	15.48
G-02684	Gale Group	Materials	1,496.60	1,496.60
G-02685	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jan	24,178.77	24,178.77
G-02686	Anne G. Fischer	Mileage	54.36	54.36
G-02687	Spaces, Inc.	Furniture	1,079.00	
		Furniture	1,667.14	
		Furniture	13,392.92	
		Furniture	10,491.23	
		Furniture	3,875.00	30,505.29
G-02688	Copelin's Office Center	Equipment	348.75	348.75
G-02689	Chicago Tribune	Subscription	351.52	351.52
G-02690	Crippen & Landru Publishers	Materials	20.00	20.00
G-02691	Amigos Library Services	Materials	30.00	30.00
G-02692	Mary Strasner	Programming Activities	74.14	74.14
G-02693	Southwestern Bell	Telephone Service	220.00	220.00
G-02694	Books on Tape, Inc.	Materials	24.00	24.00
G-02695	Brilliance Corporation	Materials	81.68	81.68
G-02696	Associated Plastic Industries	Supplies	990.00	990.00
G-02697	Hobby Lobby	Programming Activities	72.32	
		Programming Supplies	86.95	159.27
G-02698	Ingram Library Services	Materials	565.62	565.62
G-02699	Boardroom Publishing	Subscription	29.95	29.95
G-02700	Dana L. Morrow	Mileage	30.06	30.06
G-02702	Audio Editions	Materials	153.41	153.41
G-02703	Bob Howard Downtown Ford	Vehicle Parts & Repairs	54.70	54.70
G-02704	Sagebrush Corporation	Materials	67.26	67.26

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
G-02705	Anita F. Roesler	Mileage	20.20	20.20
G-02706	Helen J Shelton	Programming Activities	106.60	106.60
G-02707	Jimmy Welch	Internet	25.00	25.00
G-02708	IPMA	Membership	145.00	145.00
G-02709	Heidi A. Port	Mileage	25.74	25.74
G-02710	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-02711	Westrex International	Supplies	4,032.25	4,032.25
G-02712	Bartlesville Examiner Enterprise	Subscription	196.00	196.00
G-02713	Asset Service Company, LLC	Retirement Contribution	1,430,683.00	1,430,683.00
G-02714	Books in Motion	Materials	69.92	69.92
G-02715	City of Harrah	Water & Garbage Service	18.90	18.90
G-02716	Darlene S. Browsers	Mileage	30.24	30.24
G-02717	City of Choctaw	Water & Garbage Service	25.00	25.00
G-02718	C.O.T.P.A.	Parking	1,241.00	1,241.00
G-02719	World Book School and Library	Materials	13,583.00	13,583.00
G-02720	Baker & Taylor Books - #510486	Materials	959.00	959.00
G-02721	Baker & Taylor Entertainment	Materials	855.26	855.26
G-02722	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Jan	70,696.92	70,696.92
G-02723	Walmart Community Branch	Programming Activities	49.63	
		Programming Supplies	66.95	116.58
G-02724	Robin Orbach Starke	Artwork	3,783.25	3,783.25
G-02725	Pamela S. Buchanan	Mileage	17.28	17.28
G-02726	Lexis Nexis Business	Materials	1,050.87	1,050.87
G-02727	Thomson Financial Publishing	Materials	1,984.00	1,984.00
G-02728	Corporate Express	Supplies	10.64	10.64
G-02729	Securitas Security USA, Inc.	Security Services	3,020.80	3,020.80
G-02730	Baker & Taylor Books - #510486	Materials	1,265.57	
		Materials	875.88	
		Materials	4,220.12	
		Materials	4,123.93	
		Materials	7,915.01	18,400.51
G-02731	Baker & Taylor Books - #510486	Materials	1,342.61	
		Materials	5,307.19	6,649.80
G-02732	Baker & Taylor Books-#510486	Materials	2,118.66	2,118.66
G-02733	Peter Pepper	Furniture	2,069.38	
		Furniture	216.77	2,286.15
G-02734	Parking Partners LLC	Parking	80.00	80.00
G-02735	Office Interiors, Inc.	Furniture	1,533.00	1,533.00
G-02736	Stephanie Kotzum	Programming Activities	150.00	150.00
G-02737	Bank of Oklahoma	Payroll Transmittal-Chks	54,459.80	
		Payroll Transmittal-Chks	14,534.22	68,994.02
G-02738	Bank of Oklahoma	Federal Withholding Tax	32,507.60	
		Federal Witholding Tax	1,596.00	34,103.60
G-02739	Oklahoma Tax Commission	State Withholding Tax	15,354.60	
		State Withholding Tax	933.00	16,287.60
G-02740	Mun. Employees Credit Union	Employee Cr Union Deducts	9,985.47	
		Employee Cr Union Deducts	80.00	10,065.47
G-02741	United Way of Central Oklahoma	Employee Deductions	347.57	
		Employee Deductions	12.00	359.57
G-02742	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-02743	Administrative Systems, Inc.	Employee Deductions	930.10	930.10
G-02744	Morgan & Associates, P.C.	Employee Deductions	16.63	16.63

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose	Amount	Amount
G-02745	Bank of America	Payroll Transmittal-DDep	142,664.97	
		Payroll Transmittal-DDep	16,035.94	158,700.91
G-02746	Nationwide Retirement Solution	Employee Deductions	6,968.89	6,968.89
G-02747	Premium Accounting	Employee Deductions	794.77	794.77
G-02748	Asset Service Company, LLC	Employee Retirement Conts	8,540.98	8,540.98
G-02749	Bank of Oklahoma	Employee Flexplan Deposit	15,360.12	
		Employer Flexplan Deposit	1,265.00	16,625.12
G-02750	Bank of Oklahoma	Employee Soc/Sec Deposits	18,343.80	
		Employee Soc/Sec Deposits	2,229.48	
		Employee Medicare Deposit	4,290.08	
		Employee Medicare Deposit	521.39	
		Employer Soc/Sec Deposits	20,573.41	
		Employer Medicare Deposit	4,811.55	50,769.71
G-02751	American Student Assistance	Employee Deductions	56.53	56.53
G-02753	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-02754	Grainger Parts Operations	Maintenance of Facilities	40.98	40.98
G-02755	City of the Village	Garbage & Sewer Service	68.63	68.63
G-02756	Triangle/A & E	Supplies	51.79	51.79
G-02757	Tech-Lock	Maintenance of Facilities	11.39	
		Maintenance of Facilities	141.90	
		Maintenance of Facilities	54.33	207.62
G-02758	Emsco Electric Supply	Maintenance Supplies	38.12	
		Maintenance Supplies	135.42	
		Maintenance of Facilities	77.40	
		Maintenance of Facilities	82.02	332.96
G-02759	Pipkin Cameras	Prints	12.71	12.71
G-02760	Gaylord Bros.	Supplies	66.88	66.88
G-02761	Arts Council of Oklahoma City	Registration	75.00	
		Registration	75.00	150.00
G-02762	Gale Research	Materials	3,740.00	3,740.00
G-02763	Highsmith Co., Inc.	Programming Supplies	176.24	176.24
G-02764	Hewlett-Packard Company	Maintenance Agreement	3,488.00	3,488.00
G-02765	City Glass-OKC, Inc.	Maintenance of Facilities	343.50	343.50
G-02766	Synergy Datacom Supply Inc.	Computer Supplies	281.66	
		Computer Supplies	72.56	354.22
G-02767	City of Edmond	Electrical Service	3,506.93	3,506.93
G-02768	United Linen	Towel Service	36.60	36.60
G-02769	Alma L. Brown	Programming Activities	57.65	57.65
G-02770	Barbara J. Williams	Mileage	33.48	33.48
G-02771	Oklahoma Historical Society	Subscription	63.00	63.00
G-02772	Standard Printing Co., Inc.	Printing	995.00	995.00
G-02773	Oklahoma Library Association	Registration	90.00	90.00
G-02774	Baker & Taylor Books - #510486	Materials	4,206.38	4,206.38
G-02775	Xerox Corporation	Copier Usage	162.00	
		Copier Usage	1,487.56	
		Copier Usage	879.78	2,529.34
G-02776	Susan E. Ryan	Mileage	7.20	7.20
G-02777	Mitchell Repair Information Co	Materials	69.00	69.00
G-02778	Bill Warren Office Products	Supplies	6.32	
		Supplies	4.96	11.28
G-02779	American Library Association	Membership	200.00	200.00
G-02780	Barbara Beasley	Mileage	7.56	

\*\* Continued \*\*

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-02780	Barbara Beasley	Mileage	14.40
G-02781	Dorothy J Woolbright	Programming Activities	60.00
		Programming Activities	60.00
G-02782	Nextel Communications	Telephone Service	197.15
G-02783	Keystone Tape and Label, Inc.	Printing	205.50
G-02784	Recorded Books, LLC	Materials	135.40
G-02785	U.S. Postmaster	Postage	5.00
		Postage	12.50
G-02786	The Penworthy Company	Materials	588.95
G-02787	Eureka Water Company	Other Commodities	56.50
		Other Commodities	11.00
		Bottled Water	51.00
		Bottled Water	11.00
G-02788	Instructional Video, Inc.	Materials	2,387.30
G-02789	Denyveta Davis	Mileage	46.62
G-02790	Gale Group	Materials	5,389.60
G-02791	Live Oak Media	Materials	161.70
G-02792	Production Services	Read About It	625.00
G-02793	Anne G. Fischer	Telephone Reimbursement	65.90
G-02794	Spaces, Inc.	Furniture	18,126.88
		Furniture	3,534.00
G-02795	Angie Paeltz	Mileage	21.60
G-02796	Geri Price	Mileage	179.39
G-02797	Control Communications	Supplies	1,950.25
G-02798	Full Circle Book Store	Library Related	295.47
		Books	415.64
G-02799	Nancy J. Lytle	Mileage	9.36
G-02800	BMI Systems	Lease of Equipment	1,059.61
		Lease of Equipment	360.59
G-02801	Board of County Commissioners	County Revaluation Cost	125,257.27
G-02802	Lowe's Companies, Inc.	Maintenance Supplies	199.00
		Maintenance Supplies	22.72
		Maintenance Supplies	93.01
		Maintenance Supplies	291.03
		Maintenance of Facilities	17.96
		Maintenance Supplies	197.72
		Maintenance of Facilities	55.64
G-02803	Mary Strasner	Programming Activities	60.63
G-02804	Southwestern Bell	Telephone Service	220.00
G-02805	Metrocall	Telephone Service	175.26
G-02806	Southwestern Bell	Telephone Service	851.86
G-02807	Oklahoma Gazette	Advertisement	975.20
		Advertisement	475.20
		Advertisement	475.20
G-02808	Books on Tape, Inc.	Materials	1,008.00
G-02809	Cingular Wireless	Telephone Services	51.88
G-02810	Brilliance Corporation	Materials	1,169.72
G-02811	Ingram Library Services	Materials	1,842.11
G-02812	Globe Color Press, Inc.	Printing	5,176.79
G-02813	Julia A. Mock	Mileage	14.76
G-02814	Walker Companies	Supplies	69.00

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
G-02815	Audio Editions	Materials	31.96	31.96
G-02816	Oklahoma County Newspapers	Subscription	60.00	60.00
G-02817	Fuelman of Mid-America	Gasoline	120.61	
		Gasoline	143.52	264.13
G-02818	DWe Williams	Programming Activities	500.00	500.00
G-02819	Chickasaw Telecom, Inc.	Telephone System	75,763.20	
		Telephone System	14,585.60	
		Tele[phone System	3,196.80	
		Telephone System	35,759.36	
		Telephone System	16,572.16	
		Telephone System	31,796.48	
		Telephone System	18,569.60	196,243.20
G-02820	Stockyards City Main St., Inc.	Programming Activities	8.00	8.00
G-02821	Karen R. Bray	Mileage	57.96	57.96
G-02822	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	137.80	137.80
G-02823	Bob Howard Downtown Ford	Vehicle Parts & Repairs	262.01	262.01
G-02824	Sagebrush Corporation	Materials	59.29	59.29
G-02825	Voss Lighting	Maintenance of Facilities	64.80	64.80
G-02826	Frances Virginia Harbert	Mileage	23.29	23.29
G-02827	L & L Paving	Maintenance of Facilities	250.00	250.00
G-02828	Schiffer Publishing	Materials	335.10	335.10
G-02829	Jimmy Welch	Mileage	33.48	33.48
G-02830	Dorothy Dunlap	Mileage	72.00	72.00
G-02831	Pauline Boyer Rodriguez	Mileage	9.36	9.36
G-02833	Crystal D. Giles	Mileage	2.16	2.16
G-02834	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	175.92	478.08
G-02835	Brawner Associates, L.L.C.	Consultant Fee	2,222.50	2,222.50
G-02836	Ruby J. Soutiere	Mileage	12.24	12.24
G-02837	Omnigraphics, Inc.	Materials	83.46	83.46
G-02838	BBC Audiobooks America	Materials	431.53	431.53
G-02839	Novalco, Inc.	Maintenance of Facilities	87.70	87.70
G-02840	City of Edmond	Water & Garbage Service	153.05	153.05
G-02841	Learning Express	Materials	7,065.00	7,065.00
G-02842	John Wood	Mileage	9.36	9.36
G-02843	Linda Jameson	Mileage	5.04	5.04
G-02844	Vision Service Plan of	Grp VisionCare Ins Prm-JA	2,163.98	2,163.98
G-02845	Demco Media Turtleback Books	Materials	185.60	185.60
G-02846	Office Depot	Supplies	207.64	
		Supplies	25.00	232.64
G-02847	Shellie Zeigler-Hill	Mileage	6.48	6.48
G-02848	Todd S. Olberding	Mileage	159.48	159.48
G-02849	Baker & Taylor Books - #510486	Materials	1,051.92	1,051.92
G-02850	International School Services	Books	378.64	378.64
G-02851	Baker & Taylor Entertainment	Materials	5,917.14	5,917.14
G-02852	Horning, Grove, Hulett	Legal Services	406.25	406.25
G-02853	Prime Office Products	Supplies	6.08	6.08
G-02854	FBD Consulting, Inc.	Benefit Calculation	360.00	360.00
G-02855	Walmart Community Branch	Supplies	31.16	
		Safety Supplies	38.69	69.85
G-02856	Commerical Card Services	Books	173.95	
		Books	103.43	

\*\* Continued \*\*

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02856	Commerical Card Services	Books	96.32	
		Books	167.50	
		Books	330.43	871.63
G-02857	Helen L. Chacon	Mileage	19.08	19.08
G-02858	Imagenation Promotional Group	Printing	956.90	956.90
G-02859	All-American Waste Control	Garbage Service	476.74	476.74
G-02860	A Chance to Change	Employee Assistance	975.00	975.00
G-02861	Magic 104.1 KMGL	Advertisement	3,530.00	3,530.00
G-02862	City Treasurer's Office	Construction	4,930.92	4,930.92
G-02863	Photo Researchers, Inc.	Printing	195.00	
		Printing	195.00	390.00
G-02864	Carol S Hunter	Mileage	4.68	4.68
G-02865	Khanh Minh Do	Mileage	30.78	30.78
G-02866	John Utley	Mileage	36.36	36.36
G-02867	Susan H Wood	Programming Activities	75.00	75.00
G-02868	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-02869	Kelley Hoffman	Mileage	3.42	3.42
G-02870	Cheryll Smith	Mileage	20.16	20.16
G-02871	Anita Sanders	Mileage	7.20	7.20
G-02872	Securitas Security USA, Inc.	Security Services	1,955.85	
		Security Services	2,292.15	4,248.00
G-02873	Oklahoma Business Forms	Supplies	22.00	22.00
G-02874	Baker & Taylor Books - #510486	Materials	1,073.06	
		Materials	1,070.83	
		Materials	1,450.61	
		Materials	2,958.64	
		Materials	3,911.11	
		Materials	7,102.67	17,566.92
G-02875	Baker & Taylor Books - #510486	Materials	577.53	
		Materials	3,757.77	
		Materials	1,814.12	6,149.42
G-02876	Rush Truck Center	Vehicle	25,170.09	
		Vehicle Equipment	5,516.00	30,686.09
G-02877	Ken Waldman	Printing	11.95	11.95
G-02878	Maria Watkins	Mileage	11.16	11.16
G-02879	Kendall/Hunt Publishing	Programming Activities	16.00	16.00
G-02880	Audio Dimensions	Professional Services	495.00	495.00
G-02881	Metropolitan Library System	Maintenance of Facilities	9.05	
		Parking	4.00	
		Professional Services	90.00	
		Library Related	36.79	
		Postage	8.40	
		Supplies	109.42	
		Maintenance Supplies	10.75	
		Programming Activities	95.03	
		Other Commodities	97.66	461.10
G-02882	Oklahoma Natural Gas Company	Gas Services	2,826.15	
		Gas Services	2,999.01	5,825.16
G-02883	City of Bethany	Water & Garbage Service	120.12	120.12
G-02884	City of Oklahoma City	Water & Garbage Service	412.72	412.72
G-02885	Brodart, Inc.	Supplies	104.38	104.38

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
G-02886	Edward N. Terry	Mileage	31.68	31.68
G-02887	Demco	Furniture	484.25	
		Supplies	245.10	
		Supplies	111.18	840.53
G-02888	Pipkin Cameras	Other Commodities	24.97	
		Other Commodities	38.50	63.47
G-02889	Arts Council of Oklahoma City	Registration	81.00	81.00
G-02890	Journey House Travel, Inc.	Travel Expense	421.50	421.50
G-02891	Sams Technical Publishing	Materials	155.13	155.13
G-02892	M. Scott Carter	Supplies	542.90	542.90
G-02893	Southwestern Bell	Telephone Services	5,183.93	
		Telephone Services	2,077.90	
		Telephone Services	464.79	7,726.62
G-02894	Standard Printing Co., Inc.	Printing	40.00	
		Printing	75.00	115.00
G-02895	Baker & Taylor Books - #510486	Materials	5,904.13	5,904.13
G-02896	Bill Warren Office Products	Supplies	10.39	10.39
G-02897	American Library Association	Programming Materials	53.00	53.00
G-02898	Facts On File, Inc.	Materials	975.47	975.47
G-02899	Okla. Employment Security Comm	Unemployment Insurance	4,620.92	4,620.92
G-02900	Johnstone Supply	Maintenance of Facilities	13.52	13.52
G-02901	Whitton Supply Company	Maintenance Supplies	28.12	28.12
G-02902	The Penworthy Company	Materials	15.92	15.92
G-02903	Films for the Humanities	Materials	1,155.01	1,155.01
G-02904	Denyvetta Davis	Travel Expense	705.40	705.40
G-02905	Gale Group	Materials	2,336.58	2,336.58
G-02906	Public Broadcasting Service	Materials	89.73	89.73
G-02907	Del City Chamber of Commerce	Membership	185.50	185.50
G-02908	Copelin's Office Center	Supplies	17.96	17.96
G-02909	Crippen & Landru Publishers	Materials	54.25	54.25
G-02910	Blackstone Audio Books	Materials	119.45	119.45
G-02911	Oklahoma Gazette	Advertisement	975.20	
		Advertisement	475.20	1,450.40
G-02912	Brilliance Corporation	Materials	156.07	156.07
G-02913	Lori Kane	Mileage	123.84	123.84
G-02914	Ingram Library Services	Materials	282.47	282.47
G-02915	Audio Editions	Materials	237.41	237.41
G-02916	Kinko's, Inc.	Printing	44.70	
		Printing	119.40	164.10
G-02917	Mary Ann Mahan	Supplies	76.48	76.48
G-02918	Fuelman of Mid-America	Gasoline	92.15	92.15
G-02919	Chickasaw Telecom, Inc.	Telephone System	9,465.60	9,465.60
G-02920	SBC SMART Yellow Pages	Advertisement	1,413.94	1,413.94
G-02921	Jimmy Welch	Remote Access	25.00	25.00
G-02922	Faculty House	Membership	16.50	16.50
G-02923	Southwestern Bell	Telephone Service	360.98	360.98
G-02924	Heidi Johnson	Mileage	8.64	8.64
G-02925	Bank of America	Direct Deposit Fees	129.36	129.36
G-02926	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	502.53	502.53
G-02927	AT&T	Telephone Service	21.50	21.50
G-02928	Katrina S. Prince	Mileage	5.04	5.04
G-02929	Spanish Book Distributor, Inc.	Materials	13.86	13.86



General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
G-02930	U.S. Postal Service	Postage	2,500.00	2,500.00
G-02931	Dowell Parking Center	Parking	95.00	95.00
G-02932	BBC Audiobooks America	Materials	16.00	16.00
G-02933	Jan M. Reynolds	Mileage	7.20	7.20
G-02934	Rosalind L. Reeder	Programming Activities	175.00	175.00
G-02935	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	3,298.00	3,298.00
G-02936	Linda Gens	Mileage	12.06	12.06
G-02937	Concentra Medical Centers	Pre-Employment Physical	33.00	33.00
G-02938	Demco Media Turtleback Books	Materials	2,608.27	2,608.27
G-02939	Joshua N Schell	Mileage	2.16	2.16
G-02940	Baker & Taylor Books - #510486	Materials	628.65	628.65
G-02941	On_Line Media, Inc.	Advertisement	8,120.00	8,120.00
G-02942	Cox Oklahoma Telecom, Inc.	Telephone Services	1,186.56	
		Telephone Services	842.98	2,029.54
G-02943	Cheryl Pernel	Mileage	13.13	13.13
G-02944	Fine Arts Engraving Co., Inc.	Printing	782.00	782.00
G-02945	Commercial Card Services	Supplies	161.50	
		Supplies	63.42	
		Supplies	25.74	250.66
G-02946	Baker & Taylor Entertainment	Materials	459.96	459.96
G-02947	Shawnee News - Star	Subscription	120.00	120.00
G-02948	Linda E Allen	Printing	200.00	
		Printing	200.00	400.00
G-02949	Kathryn M. Dunn	Mileage	9.19	9.19
G-02950	Magic 104.1 KMGL	Advertisement	1,250.00	1,250.00
G-02951	Fred Pryor Seminars	Registration	159.00	159.00
G-02952	CorVISION Media, Inc.	Equipment Rental	287.00	287.00
G-02953	Technology Unlimited	Computer Software	1,821.75	1,821.75
G-02954	Daphene H. Keys	Staff Recognition	84.00	84.00
G-02955	Corporate Express	Supplies	13.44	13.44
G-02956	Kyle McClain	Maintenance of Facilities	80.00	80.00
G-02957	Securitas Security USA, Inc.	Security Services	3,059.15	3,059.15
G-02958	Baker & Taylor Books - #510486	Materials	1,122.63	
		Materials	798.26	
		Materials	1,288.84	
		Materials	3,416.43	
		Materials	4,340.15	
		Materials	8,233.87	
		Materials	996.15	20,196.33
G-02959	Baker & Taylor Books - #510486	Materials	2,446.36	
		Materials	4,754.87	
		Materials	1,641.00	8,842.23
G-02960	Baker & Taylor Books-#510486	Materials	135.55	135.55
G-02961	Oklahoma Natural Gas	Materials	239.40	239.40
G-02962	Mascots, Etc.	Library Related Services	3,870.00	3,870.00
G-02963	Phillips University	Materials	2.26	2.26
G-02964	Sandra Mason	Programming Activities	100.00	100.00
G-02965	T-Mobile	Telephone Service	45.11	45.11
G-02966	Bank of Oklahoma	Payroll Transmittal-Chks	55,703.05	
		Payroll Transmittal-Chks	16,810.22	72,513.27
G-02967	Bank of Oklahoma	Federal Withholding Tax	32,766.60	
		Federal Withholding Tax	1,835.00	34,601.60

General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose	Amount	Amount
G-02968	Oklahoma Tax Commission	State Withholding Tax	15,722.60	
		State Withholding Tax	1,077.00	16,799.60
G-02969	Mun. Employees Credit Union	Employee Cr Union Deducts	10,094.11	
		Employee Cr Union Deducts	80.00	10,174.11
G-02970	United Way of Central Oklahoma	Employee Deductions	347.57	
		Employee Deductions	226.00	
		Employee Deductions	13.00	
		Employee Deductions	5.00	591.57
G-02971	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-02972	Administrative Systems, Inc.	Employee Deductions	930.10	930.10
G-02973	Morgan & Associates, P.C.	Employee Deductions	46.48	46.48
G-02974	Bank of America	Payroll Transmittal-DDep	145,918.63	
		Payroll Transmittal-DDep	18,473.17	164,391.80
G-02975	Nationwide Retirement Solution	Employee Deductions	6,976.29	6,976.29
G-02976	Premium Accounting	Employee Deductions	776.52	776.52
G-02977	Asset Service Company, LLC	Employee Retirement Conts	8,451.64	8,451.64
G-02978	Bank of Oklahoma	Employee Flexplan Deposit	6,761.56	6,761.56
G-02979	Bank of Oklahoma	Employee Soc/Sec Deposits	18,700.30	
		Employee Soc/Sec Deposits	2,574.10	
		Employee Medicare Deposit	4,373.40	
		Employee Medicare Deposit	601.94	
		Employer Soc/Sec Deposits	21,274.37	
		Employer Medicare Deposit	4,975.58	52,499.69
G-02980	Darryl G. Fitzhugh	Emp Deduction Refunded	240.10	
		Refund Emp Deduction	285.87	525.97
G-02981	American Student Assistance	Employee Deductions	53.94	53.94
G-02982	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-02983	Lesli Jones	Library Related	625.00	625.00
G-02984	City of Midwest City	Water & Garbage Service	165.22	165.22
G-02985	City of Del City	Building Rental	400.00	400.00
G-02986	Honeywell, Inc.	Maintenance of Facilities	505.00	505.00
G-02987	Oklahoma Natural Gas Company	Gas Services	3,402.25	3,402.25
G-02988	Triangle/A & E	Capital Project	12.96	12.96
G-02989	Brodart, Inc.	Supplies	465.00	465.00
G-02990	Demco	Supplies	936.00	
		Supplies	787.50	1,723.50
G-02991	Journal Record Publishing	Subscription	280.00	280.00
G-02992	Standard Printing Co., Inc.	Printing	195.00	195.00
G-02993	Metro News, LLC	Subscription	60.00	60.00
G-02994	Baker & Taylor Books - #510486	Materials	986.48	986.48
G-02995	Susie Beasley	Mileage	24.70	24.70
G-02996	Donna Morris	Travel Expense	912.53	912.53
G-02997	Bill Warren Office Products	Supplies	90.50	
		Supplies	449.10	539.60
G-02998	Dorothy J Woolbright	Programming Activities	60.00	
		Programming Activities	60.00	120.00
G-02999	Recorded Books, LLC	Materials	19.85	19.85
G-03000	U.S. Postmaster	Postage	20.00	20.00
G-03001	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	
		Maintenance of Facilities	1,547.50	
		Maintenance of Facilities	1,225.00	

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General Fund F.Y. 03-04

Warrant Register

January 2004

Number	Vendor/Payee	Purpose	Amount
<b>** Continued **</b>			
G-03001	Pure Service Corporation	Maintenance of Facilities	2,490.00
		Maintenance of Facilities	2,339.00
			22,493.83
G-03002	Instructional Video, Inc.	Materials	1,808.12
G-03003	Gale Group	Materials	351.51
			351.51
G-03004	The Edmond Evening Sun	Subscription	102.00
			102.00
G-03005	Lisa E Myers	Postage	74.00
			74.00
G-03006	Staples	Supplies	171.28
		Other Commodities	64.81
			236.09
G-03007	Control Communications	Supplies	4,190.00
			4,190.00
G-03008	Full Circle Book Store	Materials	51.16
		Programming Activities	23.96
			75.12
G-03009	Conney Safety Products	Safety Supplies	22.29
			22.29
G-03010	Communicate Wireless	Pager Service	107.40
			107.40
G-03011	Mary Strasner	Mileage	44.64
			44.64
G-03012	El Nacional	Subscription	39.00
			39.00
G-03013	Blackstone Audio Books	Materials	7.00
			7.00
G-03014	Books on Tape, Inc.	Materials	518.40
			518.40
G-03015	Ursula A. Ward	Mileage	9.72
			9.72
G-03016	Ingram Library Services	Materials	2,566.89
			2,566.89
G-03017	High-Tech Tronics, Inc.	Maintenance of Facilities	344.25
			344.25
G-03018	Audio Editions	Materials	409.74
			409.74
G-03019	Fuelman of Mid-America	Gasoline	247.86
			247.86
G-03020	Sagebrush Corporation	Materials	19.39
			19.39
G-03021	Weatherman Mechanical, Inc.	Automation Contractural	795.44
			795.44
G-03022	Tresco Publishing	Books	63.96
			63.96
G-03023	Sharon A. Nolan	Programming Activities	70.92
			70.92
G-03024	Debbie Mumm, Inc.	Materials	30.43
			30.43
G-03025	Asset Service Company, LLC	Professional Services	5,443.22
			5,443.22
G-03026	Dowell Parking Center	Parking & Transportation	900.00
		Parking & Transportation	1,350.00
			2,250.00
G-03027	BBC Audiobooks America	Materials	113.84
			113.84
G-03028	Books in Motion	Materials	85.92
			85.92
G-03029	Film Ideas, Inc.	Materials	4,521.95
			4,521.95
G-03030	U.S. Postal Service	Materials	100.00
			100.00
G-03031	Greenwood Publishing Group	Materials	81.87
			81.87
G-03032	C. L. Frates and Company	Vehicle Insurance	2,846.00
			2,846.00
G-03033	Office Depot	Supplies	39.62
			39.62
G-03034	Baker & Taylor Books - #510486	Materials	933.65
			933.65
G-03035	Kaplan - First 3 Years	Programming Supplies	81.53
			81.53
G-03036	Baker & Taylor Entertainment	Materials	3,397.07
			3,397.07
G-03037	Walmart Community Branch	Programming Activities	35.35
		Programming Activities	25.57
		Other Commodities	42.73
			103.65
G-03038	Linda E Allen	Printing	100.00
			100.00
G-03039	Emtec, Inc.	Pest Control Services	144.00
		Pest Control Services	134.00
			278.00
G-03040	Donna Morris	Car Allowance	450.00
			450.00
G-03041	Michael T. Miller	Mileage	23.25
			23.25
G-03042	Hewlett Packard	Computer Equipment	5,406.00
		Computer Equipment	5,406.00
		Computer Equipment	6,307.00

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General Fund F.Y. 03-04

**Warrant Register**

January 2004

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03042	Hewlett Packard	Computer Equipment	4,505.00	
		Computer Equipment	7,208.00	
		Computer Equipment	4,505.00	
		Computer Equipment	1,802.00	
		Computer Equipment	901.00	
		Computer Equipment	1,250.00	
		Computer Equipment	1,250.00	
		Computer Equipment	3,750.00	
		Computer Equipment	1,250.00	
		Computer Equipment	75,000.00	
		Computer Equipment	2,500.00	
		Computer Equipment	1,250.00	
		Computer Equipment	1,250.00	
		Computer Equipment	1,250.00	124,790.00
G-03043	OLA-LTAIO	Programmng Activities	25.00	25.00
G-03044	Southwestern Bell	Telephone Services	63.39	63.39
G-03045	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-03046	Baker & Taylor Books - #510486	Materials	1,458.14	
		Materials	3,297.59	
		Materials	3,672.01	
		Materials	5,581.91	
		Materials	1,848.89	15,858.54
G-03047	Baker & Taylor Books - #510486	Materials	3,866.29	
		Materials	671.58	4,537.87
G-03048	Baker & Taylor Books-#510486	Materials	882.14	882.14
G-03049	Daily Ardmoreite	Subscription	105.00	105.00
G-03050	McAlester News Capital	Subscription	138.00	138.00
G-03051	Lab Safety Supply	Safety Supplies	24.16	24.16
G-03052	Harrington's	Vehicle Parts & Repairs	110.00	110.00
G-03053	Poetry	Subscription	38.00	38.00
G-03054	Odyssey Quest, Inc.	Trainer's Fee	575.00	575.00
G-03055	Todd Canary	Programming Activities	150.00	150.00
		Total of FY 03-04 Warrants Issued		\$ 3,232,287.24

General Fund F.Y. 02-03

**Warrant Register**

January 2004

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05830	Spaces, Inc.	Furniture	747,715.66	747,715.66
		Total of FY 02-03 Warrants Issued		\$ 747,715.66

Special Funds

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
S-10062	Zenia E. Fiddes	Lost & Paid Book Returned	3.00	3.00
S-10063	Nancy K. Harned	Lost & Paid Book Returned	3.00	3.00
S-10064	Baker & Taylor Books - #510486	Materials	28.36	28.36
S-10065	Annie L. Griffin	Lost & Paid Book Returned	6.00	6.00
S-10066	Jason B. Lindley	Lost & Paid Book Returned	3.00	3.00
S-10067	Sarah L. Conley	Lost & Paid Book Returned	3.00	3.00
S-10068	Denise F. McPherson	Lost & Paid Book Returned	23.35	23.35
S-10069	Elizabeth G. Lyle	Lost & Paid Book Returned	7.99	7.99
S-10070	Lisa Phoung Tran	Lost & Paid Book Returned	10.95	10.95
S-10071	Erica D. McKinney	Lost & Paid Book Returned	3.00	3.00
S-10072	Baker & Taylor Books - #510486	Materials	28.70	28.70
S-10073	Darcus D. Smith	Scholarship	300.00	300.00
S-10074	Elizabeth Kessler	Scholarship	450.00	450.00
S-10075	Jill Vessels	Scholarship	373.75	373.75
S-10076	Metropolitan Library System	Salary Reimbursement	90.00	90.00
S-10077	Metropolitan Library System	Salary Reimbursement	53.82	53.82
S-10078	Full Circle Book Store	Books	164.19	164.19
S-10079	Oklahoma Tax Commission	SALES TAX	6.99	6.99
S-10080	Ginger K. Sutterfield	Lost & Paid Book Returned	3.00	3.00
S-10081	Denise R. Ambot	Lost & Paid Book Returned	3.00	3.00
S-10082	Robert L. Elder	Lost & Paid Book Returned	23.00	23.00
S-10083	Barbara A. Corrigan	Lost & Paid Book Returned	22.50	22.50
S-10084	Timothy S. Wallace	Lost & Paid Book Returned	3.00	3.00
S-10085	Larry Hawkins	Lost & Paid Book Returned	15.00	15.00
S-10086	Susie L. Cisneros	Lost & Paid Book Returned	3.00	3.00
S-10087	Marrone M. Browning	Lost & Paid Book Returned	6.00	6.00
S-10088	Karen Y. Stephens	Lost & Paid Book Returned	13.58	13.58
S-10089	Bilingual Publications Company	Materials	42.72	42.72
S-10090	Oklahoma Tax Commission	SALES TAX	260.27	260.27
S-10091	Maria Rodriquez	Programming	60.00	60.00
S-10092	Mickey Sherman	Programming	100.00	100.00
S-10093	Anita F. Roesler	Scholarship	225.00	225.00
S-10094	Rush Truck Center	Vehicle	25,170.09	
		Vehicle Equipment	5,516.00	30,686.09
S-10095	Tracy L. Cummins	Lost & Paid Book Returned	20.00	20.00
S-10096	Rachael F. Hughes	Lost & Paid Book Returned	8.05	8.05
S-10097	Marsha A. Wiggins	Lost & Paid Book Returned	6.35	6.35
S-10098	Theresa D. Trester	Lost & Paid Book Returned	14.99	14.99
S-10099	Lorraine O. Sloat	Lost & Paid Book Returned	3.00	3.00
S-10100	Vermell M. Jetke	Lost & Paid Book Returned	3.00	3.00
S-10101	Erin R. Wilson	Lost & Paid Book Returned	15.95	15.95
S-10102	Brenda G. Hand	Lost & Paid Book Returned	5.99	5.99
S-10103	Garrett T. Morris	Lost & Paid Book Returned	3.00	3.00
S-10104	Michelle D. Bowie	Lost & Paid Book Returned	7.50	7.50
S-10105	Melanie J. Coldren	Lost & Paid Book Returned	9.88	9.88
S-10106	Metropolitan Library System	Transfer of Fines & Fees	35,000.00	35,000.00
S-10107	Commercial Card Services	Books	354.53	354.53
S-10108	Maria Rodriquez	Programming	120.00	120.00
S-10109	Mickey Sherman	Programming	50.00	50.00
S-10110	Baker & Taylor Books - #510486	Materials	834.70	834.70
S-10111	Dowell Parking Center	Parking	15.00	15.00
S-10112	Transit Advertising, Inc.	Advertising	800.00	800.00

Special Funds

Warrant Register

January 2004

Number	Vendor/Payee	Purpose		Amount
S-10113	Hazel L. Lasher	Lost & Paid Book Returned	3.00	3.00
S-10114	Williams E. Parks	Lost & Paid Book Returned	15.95	15.95
S-10115	Baker & Taylor Books - #510486	Materials	24.03	24.03
S-10116	Kay S. Patel	Lost & Paid Book Returned	15.00	15.00
S-10117	John L. Ashford	Lost & Paid Book Returned	9.35	9.35
S-10118	Marikate H. Hulbutta	Lost & Paid Book Returned	3.00	3.00
S-10119	Marjorie P. Durham	Lost & Paid Book Returned	3.00	3.00
S-10120	Sigma Gama Rhoe Club	Refund	20.00	20.00
S-10121	Maria Rodriquez	Programming	120.00	120.00
S-10122	Mickey Sherman	Programming	100.00	100.00
Total of Special Funds Warrants Issued				\$ 70,610.53

## CONTRACT AWARDS AND PURCHASES

The following recommendations for the Commission's approval are made in accordance with the Library System's purchasing policy. For additional information regarding these recommendations, please contact the Purchasing Officer at 231-8604.

### **ITEM A: HANDICAPPED ACCESSIBLE BOOKCASES**

Provided for in the FY 2003-04 budget and a grant from the Friends of the Library are the requests for 15 handicapped accessible bookcases for use in community centers, nursing and retirement homes throughout Oklahoma County.

Specifications were prepared and bids were let for 16 days and were advertised for two days (November 5 and 7, 2003) in the *Daily Oklahoman*. Bid packets were sent to seven prospective vendors.

A pre-bid conference was scheduled on Thursday, November 13, 2003. Three vendors attended this conference.

Bids were received and publicly opened on Thursday, November 20, 2003. Six vendors responded.

<b>Contractors</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
Oklahoma State Industries	15	\$290.00	\$4,350.00
Myers Ramsey\	15	\$447.00	\$6,705.00
My Handyman LLC	15	\$568.43	\$8,526.45
Richey/Zink & Associates	15	\$674.00	\$10,110.00
Commercial Concepts	15	\$675.00	\$10,125.00
J.L. Walker Construction	15	\$720.00	\$10,800.00

All vendors are located in Oklahoma County.

Outreach Services has inspected and approved the woodworking performed by Oklahoma State Industries for the bookcases. Oklahoma State Industries is the best and lowest bidder. 15 handicapped bookcases are to be purchased under this contract.

### **RECOMMENDATION:**

That the Commission award the contract for 15 handicapped bookcases to Oklahoma State Industries in the amount of \$4,350.00. Funding for this project is provided for in the FY 03-04 budget, account 408 and the Friends of the Library grant.



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

**ITEM B: RENEWAL OF AUDITING SERVICES**

Murrell, Hall, McIntosh & Co., PLLP was awarded the auditing service contract for the Library on March 21, 2002, (Doc #64). The audit of the FY03-04 financial statement will be the third year that Murrell, Hall, McIntosh & Co., PLLP has conducted the audit. The audit will be conducted in accordance with the financial reporting model specified in GASB Statement #34.

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

The fees for the FY 03-04 annual audit are as follows:

Audit Cost for the Financial Statements of the Library	\$11,580.00
Audit Cost for the Flexible Benefit Plan Fund	\$ 1,650.00
Total Audit Cost for the Fiscal Year Ending June 30, 2004	\$13,230.00

**RECOMMENDATION:**

That the Commission renew the contract for the FY 2003-04 annual audit with Murrell, Hall, McIntosh & Co., PLLP in the amount of \$13,230. Funding for this audit service will be provided for in the FY2004-05 budget request, account 213.

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

**ITEM C: RENEWAL OF PUBLIC OFFICIALS' AND EMPLOYEE'S LIABILITY INSURANCE AND LIFE INSURANCE POLICIES**

The Public Officials' and Employee's Liability Insurance policy provides the coverage to protect the members of the Metropolitan Library Commission, the library administration, the Board members of the Friends of the Library, and the Trustees of the Library Endowment Trust from potential civil liabilities resulting from the operations. The coverage includes legal costs and judgements on settlements that may arise up to the policy limits. The Friends of the Library and the Library Endowment Trust will reimburse the Library for their respective portion of the insurance premium.

The Library's Insurance Agent of Record has in the past, always provided the system's Policy Officials' and Employee's Liability Insurance policy. Mr. Steve Payne, representing C.L. Frates and Company, is the Library's Insurance Agent of Record. Mr. Payne has proposed to renew the policy with Nation Union Insurance Company as attached with the annual cost of \$17,565. The current policy's annual premium is \$16,085.00. The increase in the premium is due to the Library's higher operating budget and the overall rate increase of the insurance industry.

The Library also wishes to renew the \$1 million life insurance policy carried on Jim Welch, Deputy Director of the Library System for Information Technology. This life insurance policy is with SAFECO and the annual premium is \$4,025. The same amount as last year.

The Summary of Insurance prepared by Mr. Payne is included. Suzie Glasgow will be present at the Commission meeting to answer any questions regarding the renewal of these insurance policies.

**RECOMMENDATION:**

That the Commission renew the annual contracts for the Public Officials' and Employee's Liability Insurance for the annual premium of \$17,565 and for the \$1 million life insurance policy for Jim Welch for the annual premium of \$4,025 to C.L. Frates and Company. Funding for these policies is provided for in the FY 2003-04 budget, account 202.

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

**ITEM D: PURCHASE OF SERVERS**

Provided for in the FY 2003-2004 budget is the request for Windows 2003 servers. These servers will be used to replace the current web server and for backup/disaster recovery units.

The State of Oklahoma now participates in the Western States Contracting Alliance for computers under State Contract #SW00206. The Library's purchasing policy allows the Library to purchase off of any state contract. The server configuration that best meets the library's need is from the Dell Computer Corporation.

**RECOMMENDATION:**

That the Commission approve the purchase of three Windows 2003 servers in the amount of \$22,394.77. Funding for the purchase is provided for in the FY2003-04 budget, account 410.

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

**ITEM E: TEMPORARY CONTRACTOR FOR PRINTING THE METRO LIBRARY MAGAZINE**

The Metropolitan Library Commission awarded the contract for the printing of the *Metro Library Magazine* to Globe Color Press on June 19, 2003 (Doc. #91A). This contract was to be for the FY 2003-04, commencing on July 1, 2003 and terminating on June 30, 2004. The Library just learned that Globe Color Press went out of business and closed its doors on January 31, 2004.

There are five more issues, which need to be printed to complete this fiscal year's edition. Each issue of the magazine constitutes approximately 5,000 copies. The Library must award a temporary contract with a new vendor to print the remaining five issues of the magazine. Using the same specifications as which Globe Color Press quoted, the Library has received four quotes for printing the five remaining issues of the *Metro Library Magazine*. The annual printing of twelve issues of the *Metro Library Magazine* for Fiscal Year 2004-05 will be let for bid in April and awarded at the June Commission Meeting.

<b>Vendors</b>	<b>Cost per Thousand</b>	<b>Cost for 5,000 Copies</b>
Southwestern Stationery	\$ 957.042	\$4,785.21
Heritage Press	\$ 990.000	\$4,950.00
B & S Quality Printing	\$1,064.038	\$5,320.19
Digital Graphics	\$ 905.800	\$4,529.00

Digital Graphics requested that the artwork be submitted in PDF format. This is not acceptable to Marketing and Communications. All other vendors bid the artwork on CD, digital format as stated in the specifications. Digital Graphics bid is rejected for this reason. Southwestern Stationery is the best and lowest bidder meeting specifications.

The bid price quoted by Southwestern Stationery is \$161.53 less than the quote submitted by Globe Color Press.

**RECOMMENDATION:**

That the Commission award the balance of the annual printing contract of the *Metro Library Magazine* to Southwestern Stationery in the amount of \$4,785.21, for 5,000 copies per issue. Funding for the balance of the printing project is provided for in the FY 2003-04 budget, account 301.

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

**ITEM F: REJECTION OF BIDS FOR MIDWEST CITY LIBRARY FLOOR SEALING & CARPET TILE REPLACEMENT**

Provided for the FY 2003-04 budget are the requests to seal the concrete slab floor at the Midwest City Library and to replace the carpet tile.

Specifications were prepared and bids were let for twenty-two days and were advertised for two days, (January 21 & 23, 2004), in the **Daily Oklahoman**. Bids packets were sent to six prospective contractors.

A pre-bid conference was scheduled on Thursday, January 29, 2004. Five contractors attended this conference.

Bids were received and publicly opened February 10, 2004. Two contractors responded.

<b>Contractors</b>	<b>Base Bid for Floor Sealing &amp; Carpet Tile Replacement</b>
Bentley's Flooring	\$181,465.00
On Track Technologies	\$285,482.12

Bentley's Flooring is located in Oklahoma County. On Track Technologies is located out of state.

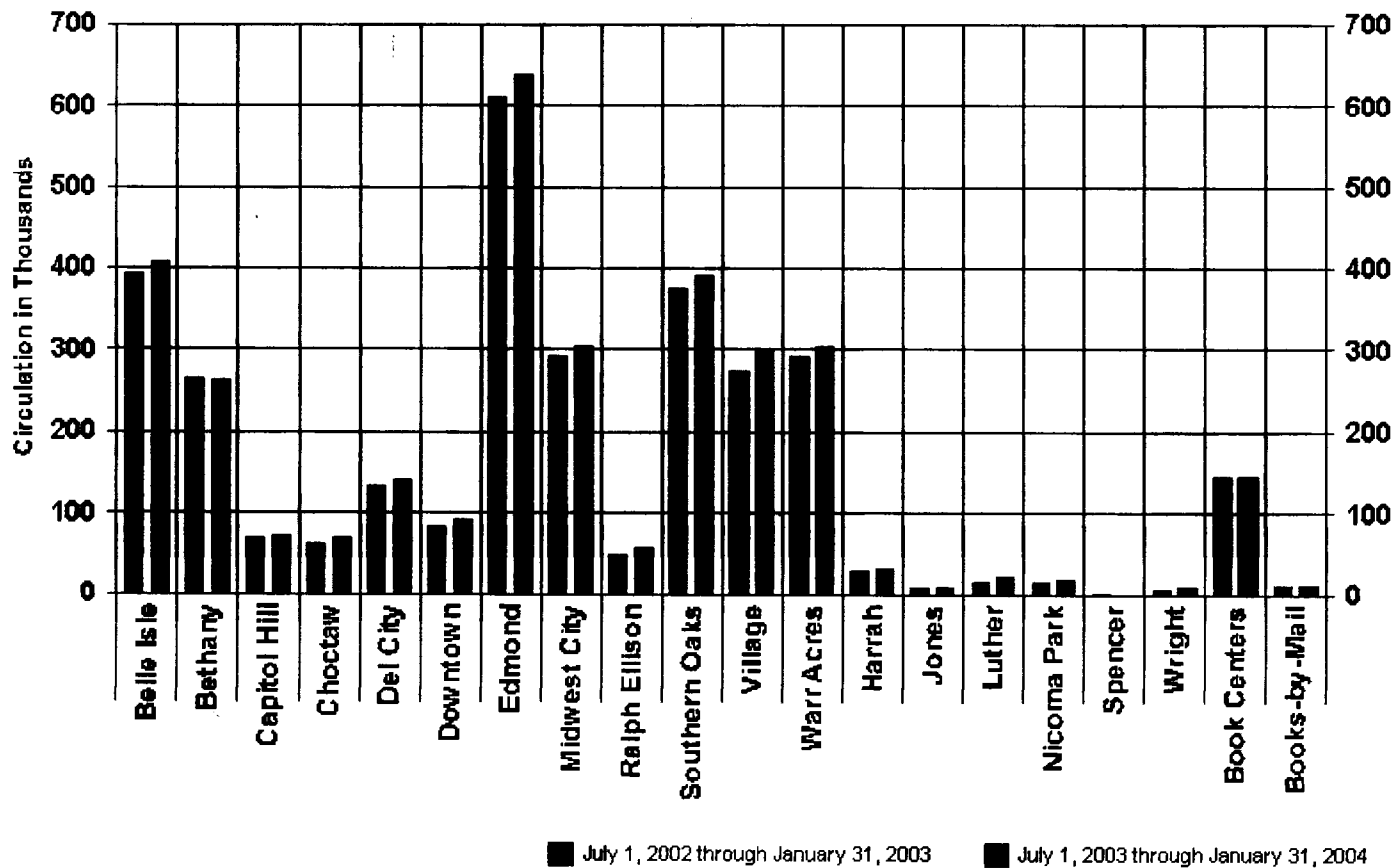
Both bids are well above the budget amount for the work. The staff wishes to revise the specifications and rebid the floor sealing work using another method of sealing the concrete floor slab at Midwest City Library.

**RECOMMENDATION:**

That the Commission reject the two bids received for the Midwest City Library Floor Sealing & Carpet Tile Replacement project.

## **Circulation Gains and Losses**

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)



## Circulation Gains and Losses

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

JANUARY 31, 2004		<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	43719	290492	14309	103625	58028	394117	
	04	45905	305579	14612	100984	60517	406563	
		<b>2186</b>	<b>15087</b>	<b>303</b>	<b>-2641</b>	<b>2489</b>	<b>12446</b>	<b>3.2</b>
BETHANY	03	24575	174289	11155	90270	35730	264559	
	04	26949	179615	11307	83044	38256	262659	
		<b>2374</b>	<b>5326</b>	<b>152</b>	<b>-7226</b>	<b>2526</b>	<b>-1900</b>	<b>-.7</b>
CAPITOL HILL	03	7233	48883	2918	20037	10151	68920	
	04	7807	49634	2945	20015	10752	69649	
		<b>574</b>	<b>751</b>	<b>27</b>	<b>-22</b>	<b>601</b>	<b>729</b>	<b>1.1</b>
CHOCTAW	03	6309	39494	3637	22431	9946	61925	
	04	4581	43093	2628	23907	7209	67000	
		<b>-1728</b>	<b>3599</b>	<b>-1009</b>	<b>1476</b>	<b>-2737</b>	<b>5075</b>	<b>8.2</b>
DEL CITY	03	13654	88349	6272	44823	19926	133172	
	04	15222	96887	5570	43233	20792	140120	
		<b>1568</b>	<b>8538</b>	<b>-702</b>	<b>-1590</b>	<b>866</b>	<b>6948</b>	<b>5.2</b>
DOWNTOWN	03	9677	69028	1633	12748	11310	81776	
	04	11272	77826	1789	13152	13061	90978	
		<b>1595</b>	<b>8798</b>	<b>156</b>	<b>404</b>	<b>1751</b>	<b>9202</b>	<b>11.3</b>
EDMOND	03	52341	348904	35470	261036	87811	609940	
	04	55684	368856	37111	268746	92795	637602	
		<b>3343</b>	<b>19952</b>	<b>1641</b>	<b>7710</b>	<b>4984</b>	<b>27662</b>	<b>4.5</b>
MIDWEST CITY	03	30134	206772	11725	85564	41859	292336	
	04	32626	214847	13058	88336	45684	303183	
		<b>2492</b>	<b>8075</b>	<b>1333</b>	<b>2772</b>	<b>3825</b>	<b>10847</b>	<b>3.7</b>
RALPH ELLISON	03	5449	36379	1732	11619	7181	47998	
	04	6640	42880	1904	13474	8544	56354	
		<b>1191</b>	<b>6501</b>	<b>172</b>	<b>1855</b>	<b>1363</b>	<b>8356</b>	<b>17.4</b>
SOUTHERN OAKS	03	42065	272761	14197	101080	56262	373841	
	04	43136	288787	15377	101766	58513	390553	
		<b>1071</b>	<b>16026</b>	<b>1180</b>	<b>686</b>	<b>2251</b>	<b>16712</b>	<b>4.5</b>
VILLAGE	03	26905	180578	12210	92257	39115	272835	
	04	31307	205164	13032	93985	44339	299149	
		<b>4402</b>	<b>24586</b>	<b>822</b>	<b>1728</b>	<b>5224</b>	<b>26314</b>	<b>9.6</b>
WARR ACRES	03	27832	189825	13775	102411	41607	292236	
	04	30268	202103	13619	100613	43887	302716	
		<b>2436</b>	<b>12278</b>	<b>-156</b>	<b>-1798</b>	<b>2280</b>	<b>10480</b>	<b>3.6</b>

## **Circulation Gains and Losses**

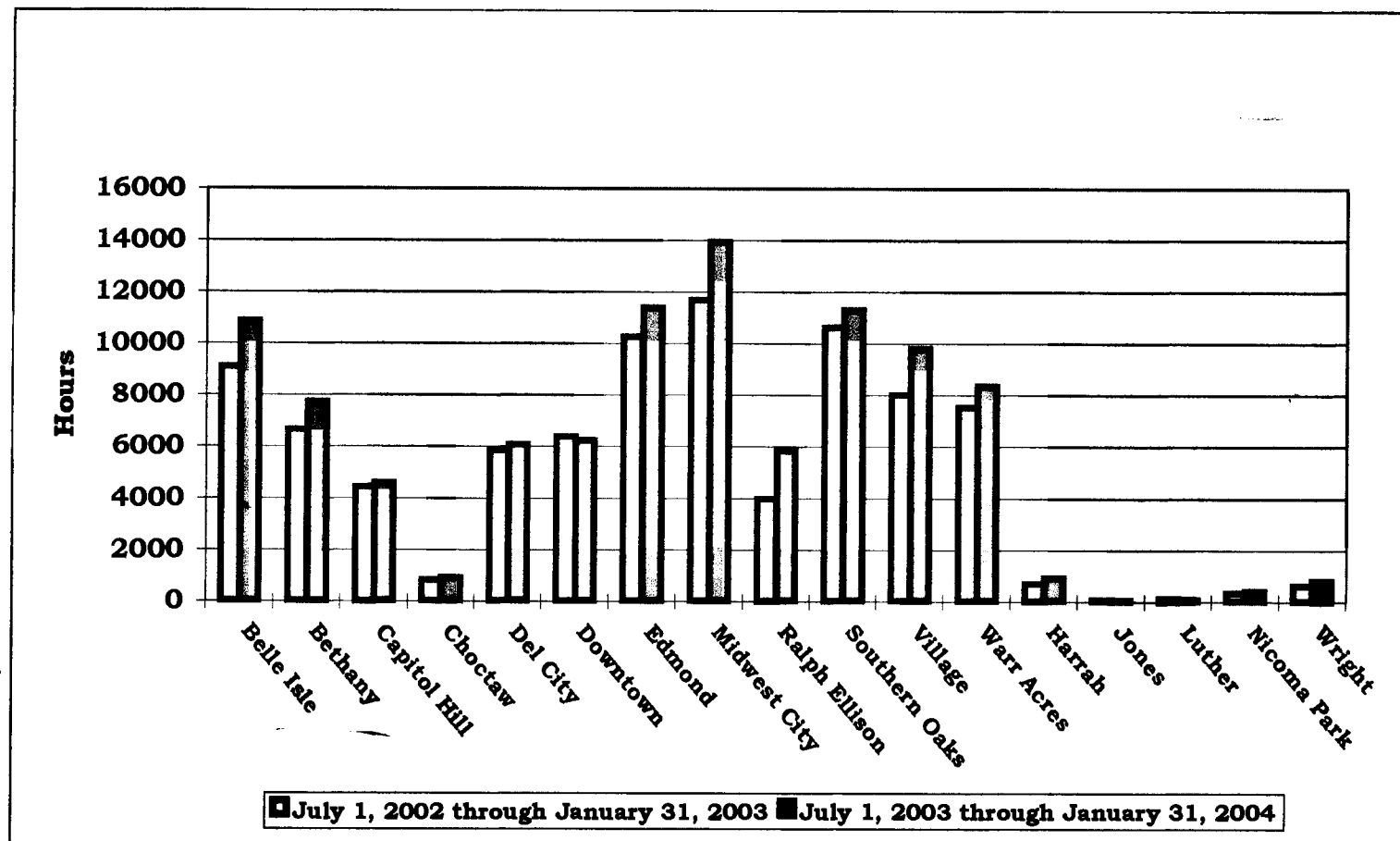
July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

JANUARY 31, 2004		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
DREXEL	03	1075	8615	143	1530	1218	10145	
	04	0	0	0	0	0	0	
		<b>-1075</b>	<b>-8615</b>	<b>-143</b>	<b>-1530</b>	<b>-1218</b>	<b>-10145</b>	<b>-100.0</b>
HARRAH	03	3117	20023	1437	9082	4554	29105	
	04	3536	21009	1749	10659	5285	31668	
		<b>419</b>	<b>986</b>	<b>312</b>	<b>1577</b>	<b>731</b>	<b>2563</b>	<b>8.8</b>
JONES	03	980	6383	249	1946	1229	8329	
	04	1042	6066	295	1526	1337	7592	
		<b>62</b>	<b>-317</b>	<b>46</b>	<b>-420</b>	<b>108</b>	<b>-737</b>	<b>-8.8</b>
LUTHER	03	2540	11462	960	2932	3500	14394	
	04	2927	17637	506	5074	3433	22711	
		<b>387</b>	<b>6175</b>	<b>-454</b>	<b>2142</b>	<b>-67</b>	<b>8317</b>	<b>57.8</b>
NICOMA PARK	03	1622	10328	737	4516	2359	14844	
	04	1853	11715	750	4509	2603	16224	
		<b>231</b>	<b>1387</b>	<b>13</b>	<b>-7</b>	<b>244</b>	<b>1380</b>	<b>9.3</b>
SPENCER	03	168	1066	4	114	172	1180	
	04	0	0	0	0	0	0	
		<b>-168</b>	<b>-1066</b>	<b>-4</b>	<b>-114</b>	<b>-172</b>	<b>-1180</b>	<b>-100.0</b>
WRIGHT	03	700	5006	103	1055	803	6061	
	04	962	5882	127	1209	1089	7091	
		<b>262</b>	<b>876</b>	<b>24</b>	<b>154</b>	<b>286</b>	<b>1030</b>	<b>17.0</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	03	9732	68566	11053	75745	20785	144311	
	04	9523	66897	11356	78238	20879	145135	
		<b>-209</b>	<b>-1669</b>	<b>303</b>	<b>2493</b>	<b>94</b>	<b>824</b>	<b>.6</b>
BOOKS-BY-MAIL	03	1582	10188	0	0	1582	10188	
	04	1840	10807	0	0	1840	10807	
		<b>258</b>	<b>619</b>	<b>0</b>	<b>0</b>	<b>258</b>	<b>619</b>	<b>6.1</b>
TOTALS	03	311409	2087391	143719	1044821	455128	3132212	
	04	333080	2215284	147735	1052470	480815	3267754	
		<b>21671</b>	<b>127893</b>	<b>4016</b>	<b>7649</b>	<b>25687</b>	<b>135542</b>	<b>4.3</b>



## Total Internet Hours Used by Library

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)



## Total Internet Usage

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	283		3,861		1,474.75		2,534		23,292		9,078.42	
	04	301		4,226		1,570.13		2,976		28,991		10,838.73	
		<b>18</b>	<b>6.4</b>	<b>365</b>	<b>9.5</b>	<b>95.38</b>	<b>6.5</b>	<b>442</b>	<b>17.4</b>	<b>5,699</b>	<b>24.5</b>	<b>1,760.31</b>	<b>19.4</b>
BETHANY	03	170		2,431		1,041.19		1,609		15,756		6,642.87	
	04	203		2,590		1,086.34		1,864		18,753		7,727.12	
		<b>33</b>	<b>19.4</b>	<b>159</b>	<b>6.5</b>	<b>45.15</b>	<b>4.3</b>	<b>255</b>	<b>15.8</b>	<b>2,997</b>	<b>19.0</b>	<b>1,084.25</b>	<b>16.3</b>
CAPITOL HILL	03	131		1,870		669.52		1,258		11,574		4,423.38	
	04	166		1,929		694.39		1,409		12,326		4,572.53	
		<b>35</b>	<b>26.7</b>	<b>59</b>	<b>3.2</b>	<b>24.87</b>	<b>3.7</b>	<b>151</b>	<b>12.0</b>	<b>752</b>	<b>6.5</b>	<b>149.15</b>	<b>3.4</b>
CHOCTAW	03	31		328		121.44		319		2,218		815.41	
	04	37		388		122.21		363		2,777		898.54	
		<b>6</b>	<b>19.4</b>	<b>60</b>	<b>18.3</b>	<b>.77</b>	<b>.6</b>	<b>44</b>	<b>13.8</b>	<b>559</b>	<b>25.2</b>	<b>83.13</b>	<b>10.2</b>
DEL CITY	03	115		2,268		893.04		1,331		13,871		5,841.92	
	04	163		2,169		903.05		1,607		14,970		6,056.02	
		<b>48</b>	<b>41.7</b>	<b>-99</b>	<b>-4.4</b>	<b>10.01</b>	<b>1.1</b>	<b>276</b>	<b>20.7</b>	<b>1,099</b>	<b>7.9</b>	<b>214.10</b>	<b>3.7</b>
DOWNTOWN	03	98		2,068		907.75		1,084		14,367		6,356.22	
	04	112		1,953		881.08		1,095		14,323		6,221.36	
		<b>14</b>	<b>14.3</b>	<b>-115</b>	<b>-5.6</b>	<b>-26.67</b>	<b>-2.9</b>	<b>11</b>	<b>1.0</b>	<b>-44</b>	<b>-.3</b>	<b>-134.86</b>	<b>-2.1</b>
EDMOND	03	309		4,142		1,578.61		3,109		26,216		10,237.09	
	04	347		4,567		1,678.33		3,337		30,820		11,367.29	
		<b>38</b>	<b>12.3</b>	<b>425</b>	<b>10.3</b>	<b>99.72</b>	<b>6.3</b>	<b>228</b>	<b>7.3</b>	<b>4,604</b>	<b>17.6</b>	<b>1,130.20</b>	<b>11.0</b>
MIDWEST CITY	03	335		4,355		1,792.33		3,218		28,118		11,658.87	
	04	389		5,481		2,188.86		3,783		34,782		13,909.10	
		<b>54</b>	<b>16.1</b>	<b>1,126</b>	<b>25.9</b>	<b>396.53</b>	<b>22.1</b>	<b>565</b>	<b>17.6</b>	<b>6,664</b>	<b>23.7</b>	<b>2,250.23</b>	<b>19.3</b>
RALPH ELLISON	03	186		1,923		667.82		1,362		10,430		3,963.29	
	04	190		2,593		865.09		1,804		16,631		5,836.27	
		<b>4</b>	<b>2.2</b>	<b>670</b>	<b>34.8</b>	<b>197.27</b>	<b>29.5</b>	<b>442</b>	<b>32.5</b>	<b>6,201</b>	<b>59.5</b>	<b>1,872.98</b>	<b>47.3</b>

## Total Internet Usage

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	331		3,863		1,580.29		3,073		25,210		10,605.49	
	04	364		4,238		1,723.95		3,454		27,911		11,279.04	
		<b>33</b>	<b>10.0</b>	<b>375</b>	<b>9.7</b>	<b>143.66</b>	<b>9.1</b>	<b>381</b>	<b>12.4</b>	<b>2,701</b>	<b>10.7</b>	<b>673.55</b>	<b>6.4</b>
VILLAGE	03	249		3,188		1,188.40		2,496		21,298		7,989.90	
	04	283		4,037		1,461.30		2,914		26,550		9,787.59	
		<b>34</b>	<b>13.7</b>	<b>849</b>	<b>26.6</b>	<b>272.90</b>	<b>23.0</b>	<b>418</b>	<b>16.7</b>	<b>5,252</b>	<b>24.7</b>	<b>1,797.69</b>	<b>22.5</b>
WARR ACRES	03	234		3,081		1,193.59		2,131		19,333		7,513.22	
	04	233		3,240		1,147.67		2,451		22,727		8,334.88	
		<b>-1</b>	<b>-.4</b>	<b>159</b>	<b>5.2</b>	<b>-45.92</b>	<b>-3.8</b>	<b>320</b>	<b>15.0</b>	<b>3,394</b>	<b>17.6</b>	<b>821.66</b>	<b>10.9</b>
HARRAH	03	15		269		124.45		202		1,474		680.02	
	04	25		336		160.91		240		2,052		901.76	
		<b>10</b>	<b>66.7</b>	<b>67</b>	<b>24.9</b>	<b>36.46</b>	<b>29.3</b>	<b>38</b>	<b>18.8</b>	<b>578</b>	<b>39.2</b>	<b>221.74</b>	<b>32.6</b>
JONES	03	5		23		12.62		24		116		62.03	
	04	1		15		3.68		18		105		37.33	
		<b>-4</b>	<b>-80.0</b>	<b>-8</b>	<b>-34.8</b>	<b>-8.94</b>	<b>-70.8</b>	<b>-6</b>	<b>-25.0</b>	<b>-11</b>	<b>-9.5</b>	<b>-24.70</b>	<b>-39.8</b>
LUTHER	03			21		9.21		21		158		102.92	
	04	3		52		23.31		24		173		79.79	
		<b>3</b>		<b>31</b>	<b>147.6</b>	<b>14.10</b>	<b>153.1</b>	<b>3</b>	<b>14.3</b>	<b>15</b>	<b>9.5</b>	<b>-23.13</b>	<b>-22.5</b>
NICOMA PARK	03	5		99		49.64		79		727		333.98	
	04	12		211		107.59		89		824		395.76	
		<b>7</b>	<b>140.0</b>	<b>112</b>	<b>113.1</b>	<b>57.95</b>	<b>116.7</b>	<b>10</b>	<b>12.7</b>	<b>97</b>	<b>13.3</b>	<b>61.78</b>	<b>18.5</b>
WRIGHT	03	9		147		73.00		68		1,010		606.42	
	04	6		349		100.66		84		1,975		788.12	
		<b>-3</b>	<b>-33.3</b>	<b>202</b>	<b>137.4</b>	<b>27.66</b>	<b>37.9</b>	<b>16</b>	<b>23.5</b>	<b>965</b>	<b>95.5</b>	<b>181.70</b>	<b>30.0</b>
TOTAL	03	2,506		33,937		13,377.65		23,918		215,168		86,911.45	
	04	2,835		38,374		14,718.55		27,512		256,690		99,031.23	
		<b>329</b>	<b>13.1</b>	<b>4,437</b>	<b>13.1</b>	<b>1,340.90</b>	<b>10.0</b>	<b>3,594</b>	<b>15.0</b>	<b>41,522</b>	<b>19.3</b>	<b>12,119.78</b>	<b>13.9</b>

## Internet Usage by Adult Customers

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	214		3,404		1,361.09		2,038		20,513		8,367.14	
	04	237		3,512		1,367.74		2,433		24,951		9,729.34	
		<b>23</b>	<b>10.7</b>	<b>108</b>	<b>3.2</b>	<b>6.65</b>	<b>.5</b>	<b>395</b>	<b>19.4</b>	<b>4,438</b>	<b>21.6</b>	<b>1,362.20</b>	<b>16.3</b>
BETHANY	03	134		2,165		959.91		1,220		12,861		5,753.03	
	04	166		2,302		1,005.27		1,513		16,201		6,994.66	
		<b>32</b>	<b>23.9</b>	<b>137</b>	<b>6.3</b>	<b>45.36</b>	<b>4.7</b>	<b>293</b>	<b>24.0</b>	<b>3,340</b>	<b>26.0</b>	<b>1,241.63</b>	<b>21.6</b>
CAPITOL HILL	03	87		1,202		470.45		727		7,240		3,174.50	
	04	95		1,271		493.99		849		8,547		3,452.20	
		<b>8</b>	<b>9.2</b>	<b>69</b>	<b>5.7</b>	<b>23.54</b>	<b>5.0</b>	<b>122</b>	<b>16.8</b>	<b>1,307</b>	<b>18.1</b>	<b>277.70</b>	<b>8.7</b>
CHOCTAW	03	24		249		99.41		231		1,744		671.49	
	04	25		333		109.02		279		2,375		792.02	
		<b>1</b>	<b>4.2</b>	<b>84</b>	<b>33.7</b>	<b>9.61</b>	<b>9.7</b>	<b>48</b>	<b>20.8</b>	<b>631</b>	<b>36.2</b>	<b>120.53</b>	<b>17.9</b>
DEL CITY	03	87		1,893		783.53		972		11,195		5,031.21	
	04	123		1,827		809.69		1,245		12,614		5,352.32	
		<b>36</b>	<b>41.4</b>	<b>-66</b>	<b>-3.5</b>	<b>26.16</b>	<b>3.3</b>	<b>273</b>	<b>28.1</b>	<b>1,419</b>	<b>12.7</b>	<b>321.11</b>	<b>6.4</b>
DOWNTOWN	03	85		1,815		807.33		909		12,412		5,666.60	
	04	103		1,743		800.50		953		12,801		5,645.40	
		<b>18</b>	<b>21.2</b>	<b>-72</b>	<b>-4.0</b>	<b>-6.83</b>	<b>-.8</b>	<b>44</b>	<b>4.8</b>	<b>389</b>	<b>3.1</b>	<b>-21.20</b>	<b>-.4</b>
EDMOND	03	242		3,616		1,420.37		2,298		22,487		9,084.73	
	04	259		3,936		1,510.17		2,654		26,631		10,236.67	
		<b>17</b>	<b>7.0</b>	<b>320</b>	<b>8.8</b>	<b>89.80</b>	<b>6.3</b>	<b>356</b>	<b>15.5</b>	<b>4,144</b>	<b>18.4</b>	<b>1,151.94</b>	<b>12.7</b>
MIDWEST CITY	03	244		3,683		1,563.81		2,452		23,599		10,212.43	
	04	299		4,832		1,986.83		2,995		30,241		12,468.04	
		<b>55</b>	<b>22.5</b>	<b>1,149</b>	<b>31.2</b>	<b>423.02</b>	<b>27.1</b>	<b>543</b>	<b>22.1</b>	<b>6,642</b>	<b>28.1</b>	<b>2,255.61</b>	<b>22.1</b>
RALPH ELLISON	03	141		1,417		525.47		940		7,418		3,086.92	
	04	133		1,989		702.98		1,315		12,315		4,585.66	
		<b>-8</b>	<b>-5.7</b>	<b>572</b>	<b>40.4</b>	<b>177.51</b>	<b>33.8</b>	<b>375</b>	<b>39.9</b>	<b>4,897</b>	<b>66.0</b>	<b>1,498.74</b>	<b>48.6</b>

## Internet Usage by Adult Customers

**July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	246		2,840		1,227.28		2,227		18,839		8,522.90	
	04	275		3,341		1,432.77		2,582		21,826		9,280.97	
		<b>29</b>	<b>11.8</b>	<b>501</b>	<b>17.6</b>	<b>205.49</b>	<b>16.7</b>	<b>355</b>	<b>15.9</b>	<b>2,987</b>	<b>15.9</b>	<b>758.07</b>	<b>8.9</b>
VILLAGE	03	199		2,771		1,069.95		1,933		17,872		7,022.79	
	04	212		3,539		1,323.66		2,278		22,804		8,707.72	
		<b>13</b>	<b>6.5</b>	<b>768</b>	<b>27.7</b>	<b>253.71</b>	<b>23.7</b>	<b>345</b>	<b>17.8</b>	<b>4,932</b>	<b>27.6</b>	<b>1,684.93</b>	<b>24.0</b>
WARR ACRES	03	202		2,753		1,087.31		1,723		17,197		6,923.81	
	04	183		2,816		1,047.20		2,022		19,993		7,573.47	
		<b>-19</b>	<b>-9.4</b>	<b>63</b>	<b>2.3</b>	<b>-40.11</b>	<b>-3.7</b>	<b>299</b>	<b>17.4</b>	<b>2,796</b>	<b>16.3</b>	<b>649.66</b>	<b>9.4</b>
HARRAH	03	8		209		105.28		135		1,193		609.26	
	04	20		272		131.01		174		1,588		730.85	
		<b>12</b>	<b>150.0</b>	<b>63</b>	<b>30.1</b>	<b>25.73</b>	<b>24.4</b>	<b>39</b>	<b>28.9</b>	<b>395</b>	<b>33.1</b>	<b>121.59</b>	<b>20.0</b>
JONES	03	2		20		10.75		18		102		58.05	
	04	1		15		3.68		17		102		36.97	
		<b>-1</b>	<b>-50.0</b>	<b>-5</b>	<b>-25.0</b>	<b>-7.07</b>	<b>-65.8</b>	<b>-1</b>	<b>-5.6</b>	<b>.0</b>		<b>-21.08</b>	<b>-36.3</b>
LUTHER	03			17		8.78		11		128		95.49	
	04	2		25		16.18		12		111		61.82	
		<b>2</b>		<b>8</b>	<b>47.1</b>	<b>7.40</b>	<b>84.3</b>	<b>1</b>	<b>9.1</b>	<b>-17</b>	<b>-13.3</b>	<b>-33.67</b>	<b>-35.3</b>
NICOMA PARK	03	5		74		37.40		56		534		252.46	
	04	9		148		74.24		61		626		287.70	
		<b>4</b>	<b>80.0</b>	<b>74</b>	<b>100.0</b>	<b>36.84</b>	<b>98.5</b>	<b>5</b>	<b>8.9</b>	<b>92</b>	<b>17.2</b>	<b>35.24</b>	<b>14.0</b>
WRIGHT	03	6		120		61.10		51		819		511.80	
	04	5		334		95.15		61		1,729		670.06	
		<b>-1</b>	<b>-16.7</b>	<b>214</b>	<b>178.3</b>	<b>34.05</b>	<b>55.7</b>	<b>10</b>	<b>19.6</b>	<b>910</b>	<b>111.1</b>	<b>158.26</b>	<b>30.9</b>
TOTAL	03	1,926		28,248		11,599.22		17,941		176,153		75,044.61	
	04	2,147		32,235		12,910.08		21,443		215,455		86,605.87	
		<b>221</b>	<b>11.5</b>	<b>3,987</b>	<b>14.1</b>	<b>1,310.86</b>	<b>11.3</b>	<b>3,502</b>	<b>19.5</b>	<b>39,302</b>	<b>22.3</b>	<b>11,561.26</b>	<b>15.4</b>

## Internet Usage by Minor Customers

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	69		457		113.66		496		2,779		711.28	
	04	64		714		202.39		543		4,040		1,109.39	
		<b>-5</b>	<b>-7.2</b>	<b>257</b>	<b>56.2</b>	<b>88.73</b>	<b>78.1</b>	<b>47</b>	<b>9.5</b>	<b>1,261</b>	<b>45.4</b>	<b>398.11</b>	<b>56.0</b>
BETHANY	03	36		266		81.28		389		2,895		889.84	
	04	37		288		81.07		351		2,552		732.46	
		<b>1</b>	<b>2.8</b>	<b>22</b>	<b>8.3</b>	<b>-21</b>	<b>-3</b>	<b>-38</b>	<b>-9.8</b>	<b>-343</b>	<b>-11.8</b>	<b>-157.38</b>	<b>-17.7</b>
CAPITOL HILL	03	44		668		199.07		531		4,334		1,248.88	
	04	71		658		200.40		560		3,779		1,120.33	
		<b>27</b>	<b>61.4</b>	<b>-10</b>	<b>-1.5</b>	<b>1.33</b>	<b>.7</b>	<b>29</b>	<b>5.5</b>	<b>-555</b>	<b>-12.8</b>	<b>-128.55</b>	<b>-10.3</b>
CHOCTAW	03	7		79		22.03		88		474		143.92	
	04	12		55		13.19		84		402		106.52	
		<b>5</b>	<b>71.4</b>	<b>-24</b>	<b>-30.4</b>	<b>-8.84</b>	<b>-40.1</b>	<b>-4</b>	<b>-4.5</b>	<b>-72</b>	<b>-15.2</b>	<b>-37.40</b>	<b>-26.0</b>
DEL CITY	03	28		375		109.51		359		2,676		810.71	
	04	40		342		93.36		362		2,356		703.70	
		<b>12</b>	<b>42.9</b>	<b>-33</b>	<b>-8.8</b>	<b>-16.15</b>	<b>-14.7</b>	<b>3</b>	<b>.8</b>	<b>-320</b>	<b>-12.0</b>	<b>-107.01</b>	<b>-13.2</b>
DOWNTOWN	03	13		253		100.42		175		1,955		689.62	
	04	9		210		80.58		142		1,522		575.96	
		<b>-4</b>	<b>-30.8</b>	<b>-43</b>	<b>-17.0</b>	<b>-19.84</b>	<b>-19.8</b>	<b>-33</b>	<b>-18.9</b>	<b>-433</b>	<b>-22.1</b>	<b>-113.66</b>	<b>-16.5</b>
EDMOND	03	67		526		158.24		811		3,729		1,152.36	
	04	88		631		168.16		683		4,189		1,130.62	
		<b>21</b>	<b>31.3</b>	<b>105</b>	<b>20.0</b>	<b>9.92</b>	<b>6.3</b>	<b>-128</b>	<b>-15.8</b>	<b>460</b>	<b>12.3</b>	<b>-21.74</b>	<b>-1.9</b>
MIDWEST CITY	03	91		672		228.52		766		4,519		1,446.44	
	04	90		649		202.03		788		4,541		1,441.06	
		<b>-1</b>	<b>-1.1</b>	<b>-23</b>	<b>-3.4</b>	<b>-26.49</b>	<b>-11.6</b>	<b>22</b>	<b>2.9</b>	<b>22</b>	<b>.5</b>	<b>-5.38</b>	<b>-.4</b>
RALPH ELLISON	03	45		506		142.35		422		3,012		876.37	
	04	57		604		162.11		489		4,316		1,250.61	
		<b>12</b>	<b>26.7</b>	<b>98</b>	<b>19.4</b>	<b>19.76</b>	<b>13.9</b>	<b>67</b>	<b>15.9</b>	<b>1,304</b>	<b>43.3</b>	<b>374.24</b>	<b>42.7</b>

## Internet Usage by Minor Customers

July 1, 2003 through January 31, 2004 (58.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	85		1,023		353.01		846		6,371		2,082.59	
	04	89		897		291.18		872		6,085		1,998.07	
		4	4.7	-126	-12.3	-61.83	-17.5	26	3.1	-286	-4.5	-84.52	-4.1
VILLAGE	03	50		417		118.45		563		3,426		967.11	
	04	71		498		137.64		636		3,746		1,079.87	
		21	42.0	81	19.4	19.19	16.2	73	13.0	320	9.3	112.76	11.7
WARR ACRES	03	32		328		106.28		408		2,136		589.41	
	04	50		424		100.47		429		2,734		761.41	
		18	56.3	96	29.3	-5.81	-5.5	21	5.1	598	28.0	172.00	29.2
HARRAH	03	7		60		19.17		67		281		70.76	
	04	5		64		29.90		66		464		170.91	
		-2	-28.6	4	6.7	10.73	56.0	-1	-1.5	183	65.1	100.15	141.5
JONES	03	3		3		1.87		6		14		3.98	
	04					.00		1		3		.36	
		-3	-100.0	-3	-100.0	-1.87	-100.0	-5	-83.3	-11	-78.6	-3.62	-91.0
LUTHER	03			4		.43		10		30		7.43	
	04	1		27		7.13		12		62		17.97	
		1		23	575.0	6.70	#####	2	20.0	32	106.7	10.54	141.9
NICOMA PARK	03			25		12.24		23		193		81.52	
	04	3		63		33.35		28		198		108.06	
		3		38	152.0	21.11	172.5	5	21.7	5	2.6	26.54	32.6
WRIGHT	03	3		27		11.90		17		191		94.62	
	04	1		15		5.51		23		246		118.06	
		-2	-66.7	-12	-44.4	-6.39	-53.7	6	35.3	55	28.8	23.44	24.8
TOTAL	03	580		5,689		1,778.43		5,977		39,015		11,866.84	
	04	688		6,139		1,808.47		6,069		41,235		12,425.36	
		108	18.6	450	7.9	30.04	1.7	92	1.5	2,220	5.7	558.52	4.7

## **EXECUTIVE DIRECTOR'S REPORT**

**FEBRUARY 2004**

### **STAFF MEMBERS TO ATTEND PUBLIC LIBRARY ASSOCIATION ANNUAL CONFERENCE**

A large number of MLS staffers will be attending the bi-annual (every 2 year) conference of the Public Library Association from February 24- 28 in Seattle, Washington. This conference is sponsored by the Public Library Division of the American Library Association. This conference is much smaller than ALA and is specifically for public libraries. Sessions are arranged by tracks and cover things such as reader's advisory, buildings, collections, diversity, marketing/customer service, management, partnerships, staffing and staff development, technology, virtual service and youth services. In the past, we have found this conference to be the most useful for managers and librarians as it provides excellent information and education about library services and issues. Consequently, every 2 years our travel budget is a little higher in order that more of these front line staffers can attend. This year, Karen Bays (Edmond), Rosemary Czarski (Choctaw), Jean Engebritson (Midwest City), Linda Gens (Village), Mary Patton (Warr Acres), Phil Tolbert (Capitol Hill) and Randy Wayland (Southern Oaks) will be attending. Administrators who are also attending are Judy Walden, Denyvetta Davis, Karen Marriott and Donna Morris.

### **GLOBE COLOR PRESS CLOSES**

We were informed on February 2 that Globe Color Press had closed on Friday, January 30. As you might recall, Globe had the contract to print Metro Library magazine. This month's contract awards detail the process used to award Southwest Stationary the remainder of the work to be done in the contract

### **STATE AID RECEIVED**

We are pleased to announce the receipt of the first half of state aid from the Oklahoma Department of Libraries in the amount of \$172,630.00. This money is awarded each year to libraries that meet state aid requirements according to specific formulas.

### **WELCOME TO NEW DIRECTOR OF FACILITIES MAINTENANCE**

I am pleased to announce the appointment of Patrick Williams as the library system's new Director of Facilities Maintenance. Patrick started on the job Tuesday, January 20<sup>th</sup> and spent two weeks with Don Updegrave. Patrick came to us with a background in facilities maintenance at the Logan County Hospital and Integris Health. He has been very busy meeting library staff and visiting all of our buildings. Welcome, Patrick.

### **CHOCTAW GRAND OPENING**

The Choctaw Grand Opening festivities were a huge success. It has been quite exciting to open such a bright, light, wonderful library for the community of Choctaw. We were pleased that Penny McCaleb, Carolyn Cornelius, Hugh Rice, Nancy Anthony, Deanna Hannah and Greg Womack were able to attend some of the events. I would like to



thank: Rosemary Czarski and her staff; Judy Walden. Denyvetta Davis and the Public Services staff; Don Updegrove, Patrick Williams and the Maintenance staff; Anne Fischer and the Information Technology staff; Heidi Port (for locating staff volunteers to help with the move) and the staff volunteers from throughout the system; Karen Marriott and the Material Services Division; Scott Carter and his staff; the director's office staff and Todd Olberding for all of their work in the move and getting the building ready for opening.

#### **DOWNTOWN LIBRARY COLOR BOARD AND COMMISSION TOURS**

The updated color boards which show the materials and finishes for the downtown library will be displayed during the Commission meeting for your review. Todd and I were pleased to be able to give tours to so many Commission members. Penny McCaleb, Pamela Pung, Millicent Gillogly, Nancy Anthony, Hugh Rice, Marguerite Ross, Peggy Winters, Greg Womack, Carolyn Cornelius, Cynthia Trent, and Shirley Pritchett toured the new library on February 5<sup>th</sup> and 6<sup>th</sup>.

#### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Appearance on "Read About It"
- Attended Choctaw Grand Opening Events
- Will attend PLA Nat'l Conference in Seattle, WA
- Will attend OLA Program Committee/Executive Board Meeting

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

##### ***AN HOUR WITH ELEANOR ROOSEVELT (ADULTS)***

**Mar. 6,** 2:00-3:00 p.m., Bethany Library, (405) 789-9363.

In this historical one-woman show, Erma Stewart portrays the dynamic Eleanor Roosevelt, the most remarkable of First Ladies. Pre-register.

##### ***"GETTING PUBLISHED FOR TEENS" (AGES 12 & OLDER), WITH DEBORAH BOUZIDEN***

**Mar. 13,** 10:00-11:30 p.m., Edmond Library, (405) 341-9282.

Since 1985, Bouziden has been publishing articles in publications such as *Woman's Day* and *Writer's Digest*. Come learn how you, too, could become a published author.

##### ***MEET THE AUTHOR: A BOOK SIGNING & READING WITH AFRICAN-AMERICAN AUTHOR***

**YVETTE D. STEWART**

**Mar. 13,** 1:00-4:00 p.m., Ralph Ellison Library, (405) 424-1437.

A self-published author, Stewart will hold a book signing & reading of her debut novel *Behind the Cypress*. She'll talk candidly about her journey to become a self-published author with a book in print. Light refreshments.

##### ***IRISH ART PROJECT: A PERFORMANCE***

**Mar. 13,** 2:00-3:00 p.m., Bethany Library, (405) 789-9363.

Bring the clan to a performance of traditional and contemporary Irish dance by the students of the Irish Arts Project.



THE METROPOLITAN

# Lifetime Reader's Society

LIBRARY SYSTEM



Lifetime Reader's Society

a program of

Outreach Services

Metropolitan Library System / Oklahoma County

405.235.9223, ext. 28.

## READ Y'ALL

You can also visit us as [www.metrolibrary.org](http://www.metrolibrary.org).



You're Invited ...

Nothing keeps one young at heart like reading.

And that's why we've founded the Lifetime Reader's Society  
for those 55 years and older in Oklahoma County.

We'd like to invite you to become a charter member.

Membership is free (all you need is a library card)  
— but the benefits of membership are many.

### 2004 Charter Member Benefits

A free Lifetime Reader's Society bookmark

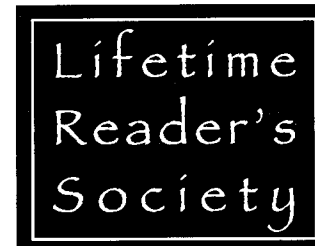
Opportunity to receive Metro Library magazine at home free

Special mailings about library programs

Activities such as the annual Winter ReadFest

Come join us!

THE METROPOLITAN



LIBRARY SYSTEM

### Charter Member Enrollment Form

Complete form & turn in at your local MLS library.

Name (please print): \_\_\_\_\_

Preferred Courtesy Title (circle one): Mr. Mrs. Ms. Miss

Local address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): (\_\_\_\_) \_\_\_\_\_ Phone (W): (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Circle one: Female Male Age (circle one): 55-65 66-75 76-plus

Special Interests: \_\_\_\_\_

Favorite Branch Library: \_\_\_\_\_

1. I would like to receive *Metro Library* magazine at home free. Yes No

2. I have a different (circle one) Winter or Summer address, but I'd like to be kept inform  
of Society happenings while I'm away. From (give beginning & ending dates),

\_\_\_\_\_

please send mailings to: Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# First Annual Winter ReadFest

February 2 - March 29

Read books! Meet like-minded folks! Win prizes!

## The Rules

1. You must be 55-years young or older.
2. Every time you read a book (regular or large print) or listen to a book on tape, you earn a stamp on a card.
3. The first time you earn four stamps and complete a card, you can turn that card in to receive a special gift (the card will be entered in our drawing for door prizes).
4. Each subsequent card you complete can also be entered into the door prize drawings.
5. Enter as many cards as you like!
6. Questions? Call, 235-9223, ext. 28.

LIBRARY SYSTEM

Lifetime  
Readers  
Society

THE METROPOLITAN



## First Annual Winter ReadFest

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

METROPOLITAN LIBRARY SYSTEM / 235-9223 ext. 28 / [www.metrolibrary.org](http://www.metrolibrary.org)

4

3

2

1

Each time you fill a card, you  
may enter it in the drawing.

Library: \_\_\_\_\_

Card #: \_\_\_\_\_