

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY  
AGENDA**

Thursday, March 18, 2004, 3:30 p.m.  
Choctaw Library  
2525 Muzzy, Choctaw, OK 73020  
(Telephone - 390-8418)

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

Mrs. Penny McCaleb, Chair

**3:30 - 3:35 pm      INTRODUCTIONS**

- Document #66 - Presentation of Service Certificates for Library Staff

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

**3:35 - 3:50 pm      CONSENT DOCKET (#67-#69)**

- Document #67 - Approval of Minutes of February 19, 2004 Meeting
- Document #68 - Acceptance of Review of Expenditures for February 2004
- Document #69 - Approval of Contract Awards and Purchases
  - Item: A    Display Advertisement
  - Item: B    Children's Area Millwork and Wall Finishes at the Ronald J. Norick Downtown Library
  - Item: C    Summer Reading Brochures

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

- Document #70 - Report and Recommendations from Long-Range Planning Committee ~ Millicent Gillogly, Chair

**4:10 - 4:20 pm      NEW BUSINESS**

- Document #71 - Report and Recommendations from Administration: Resolution naming the Bethany Library meeting room in honor of Shannon W. Lucid ~ Donna Morris, Executive Director

**4:20 - 4:40 pm      SPECIAL PRESENTATIONS**

- Friends of the Metropolitan Library System Annual Booksale 2004 update - Shirley Pritchett, Commission and Friends member; Marian LeCrone, Coordinator of Friends of the Metropolitan Library System
- MLS Library Night @ the Movies - Scott Carter, Director of Marketing & Communications

**4:40 - 4:45 pm      INFORMATION REPORTS**

- Document #72 - Metropolitan Library System February 2004 Circulation Report
- Document #73 - Metropolitan Library System February 2004 Internet Usage Report

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

**4:55 -          pm      COMMISSION CHAIR'S REPORT**

- 2004 Committee assignments

**COMMENTS FROM COMMISSION MEMBERS**

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

**NEXT COMMISSION MEETING DATE AND PLACE:**

Thursday, April 15, 2004 at 3:30 p.m.  
Ralph Ellison Library, 200 NE 23<sup>rd</sup>, Oklahoma City, OK 73111 Telephone - 424-1437

## **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 March 2004:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Mary L. Strasner, Librarian, Downtown Library	15
Lee Mata, Circulation Clerk, Capitol Hill Library	10
Michael A. Baughman, Library Page, Belle Isle Library	5

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

DATE: February 19, 2004    TIME: 3:30 p.m.

MEETING PLACE: Village 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 Village Library, 10307 N. Penn, The Village, OK, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on February 12, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Nancy Anthony  
Carolyn Cornelius  
Scott Duncan  
Millicent Gillogly  
David Greenwell, Vice-Chair  
Deanna Hannah  
Jose Jimenez  
Pamela Pung  
Hugh Rice, Disbursing Agent  
Marguerite Ross  
Peggy Winters  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Dr. Ann Caine  
Stan Inman, Chair, Board of County  
Commissioners  
Vice Mayor Guy H. Liebmann  
Shirley Pritchett  
Alyne Strube  
Cynthia Trent  
Greg Womack  
Penny McCaleb, Chair

Estimate of general public and staff attending: 32

**I.** In the Commission Chair's absence the meeting was called to order at 3:34 p.m. by Mr. David Greenwell, Vice-Chair.

Roll was called to establish a quorum. Present: Anthony, Cornelius, Duncan, Gillogly, Hannah, Jimenez, Pung, Rice, Ross, Winters, Greenwell.

**II.** Mr. Greenwell introduced Mrs. Lisa Weissenbuehler, Manager of the Village Library.

Mrs. Weissenbuehler welcomed the Commission and introduced Miss Emily Williams, new Young Adult Librarian, congratulating her on earning her Master of Library Information Sciences degree. Mrs. Weissenbuehler added that Miss Williams has been "going gang busters" on the young adult programming and she had just completed two creative young adult workshops on the "Art of Duct Tape". According to reviews from the participants, the workshops were a phenomenal success. Mrs. Weissenbuehler thanked the Commission.

Mr. Greenwell acknowledged Ms. Debbie Bowen, Mayor of The Village.

Ms. Bowen stated that The Village feels exceptionally blessed to have such a fantastic library. She stated that the Masonic Lodge had been raising money to build a park just to the east of the library parking lot with playground equipment for children visiting the library and children who live in the apartments. This was just one of the many great things that are happening in The Village. She closed by thanking the Commission for the Village Library.

**III.** Mr. Greenwell presented Metropolitan Library Commission Service Certificates to Roy Ballou, Employment Manager, Human Resources for 5 years of service; Nathan Leonard, Circulation Clerk, Edmond Library for 5 years of service; Mark Marshall, Circulation Clerk, Village Library for 5 years of service. Also acknowledged were Sarah Kellum, Library Page, Midwest City Library for 10 years of service, and Shahin Asghari, Circulation Clerk, Edmond Library for 5 years of service.

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

**V.** Mr. Greenwell presented the Consent Docket (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.)

Ms. Marguerite Ross noted a typographical error on the Agenda and asked that the official record's Agenda be corrected to match the item descriptions on Document #63 – Approval of Contract Awards and Purchases; Item E and Item F are reversed on the agenda. Mr. Greenwell introduced Ms. Suzie Glasgow with C. L. Frates, insurance provider for the library system, and referred insurance questions to her.

**Mrs. Nancy Anthony moved to accept the Consent Docket. Ms. Ross seconded. Mr. Greenwell called for questions. After discussion, motion passed unanimously.**

**VI.** Mr. Greenwell called on Mrs. Morris, to present the Friends of the Metropolitan Library System's "Don't Duck the Chance to Read" 2004.

Mrs. Morris stated that Commissioner Shirley Pritchett had hoped to be able to "sneak away" from setting up for the booksale to be able to invite Commissioners to attend; in her absence Mrs. Morris invited the Commission to attend the booksale and provided tickets to Friday, February 20, 2004, the Friends of the Library's members pre-sale night. The booksale event runs from 9:00 am to 5:30 p.m., Saturday and Sunday and is open to the public.

**VII.** Mr. Greenwell called on Mrs. Anita Roesler, Senior Services Coordinator for Outreach Services, to present: Lifetime Reader's Society.

Mrs. Roesler stated that in July 2002 the main focus of her job became directed toward senior citizens. She researched what libraries throughout the country were offering their senior citizens and found that most offered a basic reading program. She then talked with adult librarians within the system and with the Wright Library's successful senior/adult reading program instigator, Marie Nichols. She realized that more than just a reading program was needed; what was needed was a way to celebrate or recognize our senior population.

This realization and research helped to form the concept of the *Lifetime Reader's Society*. To join the Society a person over the age of 55 simply needs to complete a "Charter Member Enrollment Form" and have an active library card. This entitles the member to A free *Lifetime Reader's Society* bookmark; the opportunity to receive the *Metro Library Magazine* at home free; special mailings about library programs; and many specific events.

This society is a working program that will encompass many events such as its *First Annual Winter Readfest*, which is running from February 2 – March 29. Mrs. Roesler pointed out that in only 3 weeks since the program has begun over 367 individuals have enrolled. She invited questions and discussion followed.

**VIII.** Mr. Greenwell referred to Document #64 - Metropolitan Library System January 2004 Circulation Report and asked for comments. Discussion followed.

**IX.** Mr. Greenwell referred to Document #65 - Metropolitan Library System January 2004 Internet Usage Report and asked for comments. Discussion followed.

**X.** Mr. Greenwell called on Mrs. Morris to present the Executive Director Report.

Mrs. Morris informed the Commission that several library staff would be attending the Public Library Association's bi-annual conference being held in Seattle, Washington.

She noted that Globe Color Press, the company that was awarded the contract for the printing of the Metro Library Magazine last May, closed its doors as of January 30<sup>th</sup>, and as a result, another printing company will be contracted for the remainder of the Globe contract.

Mrs. Morris continued by announcing that the Oklahoma Department of Libraries has awarded the first half of the FY04 State Aid Grant in the amount of \$172,630.00.

Mrs. Morris introduced and welcomed Mr. Patrick Williams, the new Director of Facilities Maintenance.

She continued, stating that the Choctaw Library's grand opening events were a tremendous success. She thanked the members of the Commission and staff who attended the various festivities and helped to make it a sensational experience for all.

Mrs. Morris concluded by acknowledging the Commission members who were able to take a tour of the new downtown facility earlier this month and thanked them for their time. She then identified the color boards on display showing the materials and finishes used in the new downtown library; she invited everyone to view the boards and stated she would be available to answer any questions. Discussion followed.

**XI.** Mr. Greenwell called for comments from Commission members. There were none.

**XII.** Mr. Greenwell called for future agenda items. There were none.

**XIII.** Mr. Greenwell stated the next Commission meeting would be held Thursday, March 18, 2004, at the Choctaw Library.

**XIV.** There being no further business the meeting was adjourned at 4:07 p.m.



Donna Morris, Executive Director  
(Secretary)

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

February 29, 2004

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

For comparison, 66.67% of the fiscal year has lapsed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of February 2004.





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

Document # 68  
MLC FY 2003-04  
March 18, 2004

**February 29, 2004**

**ASSETS**

CASH - Overnight Investment Account		\$ 4,627,212.47
INVESTMENTS (Schedule attached)		14,307,334.69
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	(14,226,608.14)	
		<u>3,522,520.29</u>
<b>Total Assets</b>		<u><u>\$22,457,067.45</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2002-03 Reserve for Appropriations	\$ 350,801.07	
2003-04 Purchase Orders Outstanding	714,916.22	
2002-03 Purchase Orders Outstanding	649,620.73	
2003-04 Checks Outstanding	98,526.81	
2002-03 Checks Outstanding	101.90	
<b>Total Liabilities</b>		<u>1,813,966.73</u>

**DEFERRED REVENUE:**

Current year Ad Valorem Tax	3,522,520.29
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**FUND BALANCE:**

Beginning of the Year	15,596,178.98	
Add: Revenues		
Budgeted	14,461,608.14	
Other	<u>1,086,801.35</u>	15,548,409.49
Less: Expenditures		<u>(14,024,008.04)</u>
<b>Total Fund Balance</b>		<u>17,120,580.43</u>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<u><u>\$22,457,067.45</u></u>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of February 29, 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	2/12/05	1.500%	100,000.00
CD - Peoples National, Bethany	2/27/03	2/27/06	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/03	3/23/04	2.090%	100,000.00
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
FHMC Notes	2/19/04	8/23/04	0.904%	995,442.50
CD - Bank of Okla. (collateralized)	2/20/04	2/19/07	2.300%	1,000,000.00
Total Investments				<u>\$ 14,307,334.69</u>

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

**July 1, 2003 to February 29, 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	\$ 667,423.71	\$ 14,226,608.14	80.15%
State Aid	282,468.00		-	0.00%
Fines	382,500.00	-	235,000.00	61.44%
<b>Total Budgeted Revenue</b>	<u>\$ 18,414,096.43</u>	<u>\$ 667,423.71</u>	<u>\$ 14,461,608.14</u>	78.54%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 31,280.34	\$ 881,150.98	
Homestead Exemption Reimb.				
Investment Income		12,824.32	98,676.80	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment			7,291.44	
Miscellaneous		9,048.48	94,287.02	
<b>Total Miscellaneous Revenue</b>		<u>\$ 53,153.14</u>	<u>\$ 1,086,801.35</u>	
<b>Total Revenue</b>	<u>\$ 18,414,096.43</u>	<u>\$ 720,576.85</u>	<u>\$ 15,548,409.49</u>	84.44%

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

**February 29, 2004**

**REVOLVING FUNDS:**

	BALANCE 2/1/04	RECEIPTS February	EXPEND. February	BALANCE 2/29/04
805 Gifts/Lost Books	\$ 32,593.32	\$ 4,830.67	\$ 714.28	\$ 36,709.71
810 Prepaid Fees	111.55		247.06	(135.51)
815 Fines	13,422.69	37,611.21		51,033.90
820 Copy	29,428.07	4,804.08	347.67	33,884.48
900 Special Event Fund	2,656.34			2,656.34
<b>Total Revolving Funds</b>	<b>\$ 78,211.97</b>	<b>\$ 47,245.96</b>	<b>\$ 1,309.01</b>	<b>\$ 124,148.92</b>

**GRANTS:**

**Special Grants**

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/29/04
857 DN/LC Donations	27,436.75	39,400.75	0.00	39,400.75
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	2,300.00	37,700.00
909 ODL/Hispanic Collection	18,000.00	18,000.00	15,463.98	2,536.02
912 Midwest City /Large Print	3,000.00	3,000.00	2,496.88	503.12
915 OAC/Donna Cox	300.00	300.00	300.00	0.00
939 YMCA/21st Century Grant	2,610.00	2,760.00	2,610.00	150.00
940 OHC/Native American	346.20	326.20	326.20	0.00
941 Windsor Hill/Come Read W/ Me	720.00	720.00	720.00	0.00
942 Weokie CU/Bus Wrap	9,700.00	9,700.00	7,700.00	2,000.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00

**Grants - Friends of MLS**

845 01 DN Oklahoma Images	20,000.00	20,000.00	3,578.49	16,421.51
847 01 PC Learning Lab	9,150.00	9,150.00	9,150.00	0.00
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	940.58	59.42
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	4,897.35	1,102.65

**GRANTS:**

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 2/29/04</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	7,500.00	7,300.00
927 04 Shannon Lucid	1,500.00	1,500.00	367.00	1,133.00
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	7,991.79	2,008.21
932 03 Volunteer Recognition	3,000.00	3,000.00	428.65	2,571.35
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	4,699.70	5,300.30
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>\$315,209.72</u></u>
<b>Total Special Funds</b>				<u><u>\$ 439,358.64</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 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	617,783.65	5,099,188.00	62.63	8,141,139.00	3,041,951.00
102	Wages - Part-time	83,008.64	694,092.58	55.76	1,244,885.00	550,792.42
103	Payroll Taxes	51,939.96	428,381.41	60.80	704,579.00	276,197.59
109	Workers Comp. Insurance	7,455.00	59,420.00	54.01	110,007.00	50,587.00
112	Group Insurance	103,552.57	816,744.68	62.95	1,297,465.00	480,720.32
113	Employees' Retirement	.00	1,430,683.00	100.00	1,430,700.00	17.00
114	Unemployment Comp.	.00	4,827.68	48.28	10,000.00	5,172.32
Total Personal Services		863,739.82	8,533,337.35	65.95	12,938,775.00	4,405,437.65

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	1,723.00	123,969.00	72.26	171,556.00	47,587.00
202	Liability/Bonding Insurance	.00	.00	.00	22,525.00	22,525.00
205	Rent of Library Buildings	400.00	16,857.78	86.87	19,405.00	2,547.22
206	Rent of Equipment	1,420.20	12,291.60	58.58	20,983.00	8,691.40
207	Janitorial Services	14,892.33	119,138.64	53.10	224,364.00	105,225.36
208	Maintenance of Facilities	11,223.25	121,425.30	41.15	295,055.00	173,629.70
211	Parking & Transportation	6,928.49	50,919.17	39.07	130,340.00	79,420.83
212	Travel Expenses	-168.17	17,264.88	26.51	65,122.00	47,857.12
213	Professional Services	5,896.10	98,215.77	45.33	216,672.00	118,456.23
214	Security Services	14,826.70	98,052.82	44.16	222,025.00	123,972.18
216	Telephone Services	12,942.09	98,330.34	29.65	331,686.00	233,355.66
217	Electrical Services	12,786.83	237,476.92	57.12	415,748.00	178,271.08
218	Gas Services	9,443.44	34,811.17	59.24	58,765.00	23,953.83
219	Water & Garbage Services	2,164.51	27,775.99	67.05	41,423.00	13,647.01
220	Trigent Energy Services	.00	.00	.00	95,000.00	95,000.00
226	Membership	491.00	15,743.00	68.31	23,045.00	7,302.00
230	Other Library-Related Serv.	15,330.57	229,958.49	67.34	341,488.00	111,529.51
231	Automation Contractual	12,699.96	173,437.56	57.20	303,212.00	129,774.44
236	Network Catalog Services	.00	.00	.00	54,330.00	54,330.00
Total Contractual Services		123,000.30	1,475,668.43	48.34	3,052,744.00	1,577,075.57

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 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	15,563.69	108,458.95	61.21	177,204.00	68,745.05
302	Postage	16,279.42	139,376.72	53.01	262,904.00	123,527.28
303	Supplies	9,476.32	130,383.49	48.34	269,742.00	139,358.51
310	Maintenance Supplies	1,442.54	29,555.95	48.06	61,500.00	31,944.05
312	Safety Supplies & Equipment	.74	1,047.89	13.16	7,965.00	6,917.11
321	Gas & Oil	1,510.74	7,210.66	48.07	15,000.00	7,789.34
322	Vehicle Parts & Repairs	-460.98	9,492.47	52.74	18,000.00	8,507.53
330	Programming Activities	12,003.48	75,251.82	35.59	211,440.00	136,188.18
331	Other Commodities	1,932.68	11,806.11	33.09	35,682.00	23,875.89
Total Commodities		57,748.63	512,584.06	48.38	1,059,437.00	546,852.94

**Capital Outlays**

401	Books & Materials	214,709.40	1,781,116.26	62.59	2,845,665.00	1,064,548.74
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	174.95	140,519.48	88.73	158,375.00	17,855.52
408	Furniture, Fixture, & Equip.	1,310.36	77,047.11	47.48	162,262.00	85,214.89
409	Motor Vehicle	8.50	30,694.59	85.26	36,000.00	5,305.41
410	Automation System & Equip.	3,157.50	176,347.16	45.92	384,000.00	207,652.84
450	Capital Projects	177,745.32	1,291,786.95	41.54	3,109,869.00	1,818,082.05
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		397,106.03	3,502,418.20	20.65	16,959,319.41	13,456,901.21
Total Budget		1,441,594.78	14,024,008.04	41.23	34,010,275.41	19,986,267.37

General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose	Amount	Amount
G-03056	Metropolitan Library System	Background Check	105.00	
		Postage	47.20	
		Supplies	67.31	
		Programming Activities	70.41	
		Programming Activities	96.37	
		Other Commodities	93.20	479.49
G-03057	Locke Supply Company	Maintenance of Facilities	14.09	
		Maintenance Supplies	148.40	
		Maintenance of Facilities	17.80	180.29
G-03058	Emsco Electric Supply	Maintenance of Facilities	35.10	35.10
G-03059	Demco	Supplies	3,225.00	
		Supplies	1,098.75	
		Supplies	15.93	
		Supplies	480.15	4,819.83
G-03060	Eales Electronics Corp.	Maintenance of Facilities	153.00	
		Maintenance of Facilities	63.00	216.00
G-03061	Highsmith Co., Inc.	Supplies	752.38	752.38
G-03062	Calvert's Plant Interior, Inc.	Maintenance of Facilities	391.26	391.26
G-03063	UNUM Life Insurance	Grp L-T Disab Ins Prm-Feb	4,569.69	4,569.69
G-03064	City of Warr Acres	Garbage & Sewer Service	56.65	56.65
G-03065	Synergy Datacom Supply Inc.	Maintenance of Facilities	46.89	46.89
G-03066	Frank C. Ray	Mileage	78.38	78.38
G-03067	Oklahoma Historical Society	Subscription	63.00	63.00
G-03068	Standard Printing Co., Inc.	Printing	413.00	
		Printing	425.00	
		Printing	495.00	
		Printing	795.00	2,128.00
G-03069	Weston Woods Accts Receivable	Materials	457.80	457.80
G-03070	Baker & Taylor Books - #510486	Materials	3,095.80	3,095.80
G-03071	U.S. Postmaster	Postage	10,000.00	10,000.00
G-03072	Value Line Publishing, Inc.	Materials	498.00	498.00
G-03073	CompSource Oklahoma	Workers' Comp Insurance	7,055.00	7,055.00
G-03074	American Library Association	Programming Supplies	29.50	29.50
G-03075	American Library Association	Membership	150.00	150.00
G-03076	United Refrigeration, Inc.	Maintenance Supplies	461.69	461.69
G-03077	Boise Cascade Office Products	Supplies	150.48	150.48
G-03078	Recorded Books, LLC	Materials	68.50	68.50
G-03079	U.S. Postmaster	Postage	74.00	74.00
G-03080	The Penworthy Company	Materials	2,465.17	2,465.17
G-03081	Instructional Video, Inc.	Materials	5,410.88	5,410.88
G-03082	Greater Oklahoma City	Other Commodities	200.00	
		Other Commodities	120.00	
		Other Commodities	30.00	350.00
G-03083	Public Broadcasting Service	Materials	17.96	17.96
G-03084	The Edmond Evening Sun	Subscription	222.00	222.00
G-03085	Traci N. Jinkens	Mileage	27.75	27.75
G-03086	City of Nicoma Park	Electrical Reimbursement	67.28	
		Gas Reimbursement	48.96	116.24
G-03087	Mutual Assurance	Grp Life/Ad&d Ins Prm-Feb	24,400.71	24,400.71
G-03088	Rand McNally	Materials	1,804.62	1,804.62
G-03089	Light Bulb Supply Co., Inc.	Maintenance Supplies	78.96	78.96
G-03090	Spaces, Inc.	Furniture	24,014.28	

\*\* Continued \*\*



General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-03090	Spaces, Inc.	Furniture	1,644.00	
		Furniture	1,008.70	26,666.98
G-03091	Hal Leonard Publishing	Materials	84.14	84.14
G-03092	Library Video Company	Materials	330.39	330.39
G-03093	Conney Safety Products	Safety Supplies	41.19	41.19
G-03094	Oklahoma Gazette	Advertisement	475.20	475.20
G-03095	Hobby Lobby	Programming Activities	26.54	26.54
G-03096	Metro Buyer's Guide	Advertisement Retail Sale	68.37	68.37
G-03097	Ingram Library Services	Materials	1,919.24	1,919.24
G-03098	SmileMakers, Inc.	Programming Activities	76.80	76.80
G-03099	United States Postal Service	Postage	1,200.00	1,200.00
G-03100	Fuelman of Mid-America	Gasoline	271.87	271.87
G-03101	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	9.00	
		Maintenance of Facilities	50.95	59.95
G-03102	Voss Lighting	Maintenance Supplies	206.40	206.40
G-03103	Jana Hausburg	Membership Reimbursement	23.50	23.50
G-03104	Schiffer Publishing	Materials	22.82	22.82
G-03105	Dorothy Dunlap	Mileage	85.13	85.13
G-03106	Encyclo - Media	Registration	15.00	15.00
G-03107	Faculty House	Other Commodities	85.73	85.73
G-03108	Home Depot/GECE	Maintenance of Facilities	11.98	11.98
G-03109	Debbie E. Robertus	Mileage	7.88	7.88
G-03110	Asset Redistribution	Maintenance of Facilities	135.60	135.60
G-03111	Crystal D. Giles	Membership Reimbursement	10.50	10.50
G-03112	The Daily and Sunday	Advertisement-Retail Sale	35.00	
		Lgl Notice Adv. Ret. Sale	56.07	
		Publication	65.73	156.80
G-03113	Browner Associates, L.L.C.	Consultant Fee	805.00	805.00
G-03114	Lisa Walker	Mileage	50.25	50.25
G-03115	Sharon A. Nolan	Programming Activities	68.33	68.33
G-03116	AT&T	Telephone Services	22.59	22.59
G-03117	Kelley Riha	Mileage	110.52	110.52
G-03118	U.S. Postmaster	Postage	36.00	36.00
G-03119	BBC Audiobooks America	Materials	336.34	336.34
G-03120	Dealers Cost Corp.	Materials	300.00	300.00
G-03121	Lisa M. Wood	Programming Activities	64.89	64.89
G-03122	Vision Service Plan of	Grp VisionCare Ins Prm-FB	2,153.32	2,153.32
G-03123	William Bernhardt	Printing	100.00	100.00
G-03124	Demco Media Turtleback Books	Materials	524.95	524.95
G-03125	Todd S. Olberding	Telephone Reimbursement	45.11	45.11
G-03126	Baker & Taylor Books - #510486	Materials	1,604.20	1,604.20
G-03127	David Fitzgerald & Associates	Other Commodities	535.00	535.00
G-03128	Baker & Taylor Entertainment	Materials	3,245.33	
		Materials	186.61	3,431.94
G-03129	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Feb	71,218.85	71,218.85
G-03130	LaVetta Kinsey Dent	Mileage	52.88	52.88
G-03131	Walmart Community Branch	Supplies	30.00	30.00
G-03132	Barnum's Sewer, Drain and	Maintenance of Facilities	69.50	69.50
G-03133	Educational Equity Concepts	Materials	22.94	22.94
G-03134	John L. Hilbert	Programming Activities	84.47	84.47
G-03135	Francis Tuttle	Training	550.00	550.00

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Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03136	Helen L. Chacon	Mileage	28.69	28.69
G-03137	Imagination Promotional Group	Printing	335.65	
		Printing	516.64	
		Printing	2,789.90	3,642.19
G-03138	Jennifer Adkisson	Mileage	12.94	12.94
G-03139	Ingram Library Services	Materials	17.22	17.22
G-03140	Barbara A. Johnson	Mileage	22.50	22.50
G-03141	Hewlett Packard	Computer Equipment	1,132.00	1,132.00
G-03142	Cherokee Publications	Materials	33.00	33.00
G-03143	Rick George	Printing	100.00	100.00
G-03144	Susan H. Wood	Programming Activities	150.00	150.00
G-03145	Karole Stout	Programming Activities	100.00	100.00
G-03146	Corporate Express	Supplies	49.00	49.00
G-03147	Securitas Security USA, Inc.	Security Services	3,059.15	
		Security Services	2,590.10	5,649.25
G-03148	Baker & Taylor Books - #510486	Materials	1,237.56	
		Materials	653.22	
		Materials	1,556.81	
		Materials	2,997.30	
		Materials	5,670.53	
		Materials	1,949.54	
		Materials	8,038.38	
		Materials	4,533.97	26,637.31
G-03149	Baker & Taylor Books - #510486	Materials	279.77	
		Materials	3,827.47	
		Materials	3,200.86	
		Materials	612.56	7,920.66
G-03150	Baker & Taylor Books-#510486	Materials	347.46	347.46
G-03151	Tim Tingle	Programming Activities	600.00	600.00
G-03152	Jeanne Diaraj	Programming Activities	150.00	150.00
G-03153	NewsOK.com	Materials	6,000.00	6,000.00
G-03154	Lucas Color Card	Supplies	7,598.80	7,598.80
G-03155	Eastern Oklahoma County News	Advertisement Retail Sale	48.16	48.16
G-03156	Society of Urban Poets	Programming Activities	100.00	100.00
G-03157	Architectural Designs	Subscription	47.70	47.70
G-03158	Elia Woods	Programming Activities	100.00	100.00
G-03159	Dowley	Maintenance of Facilities	293.00	293.00
G-03160	Lloyd Lovely	Mileage	44.25	44.25
G-03161	Bank of Oklahoma	Payroll Transmittal-Chks	52,959.55	
		Payroll Transmittal-Chks	15,854.60	68,814.15
G-03162	Bank of Oklahoma	Federal Withholding Tax	32,023.60	
		Federal Withholding Tax	1,835.00	33,858.60
G-03163	Oklahoma Tax Commission	State Withholding Tax	15,385.60	
		State Withholding Tax	1,055.00	16,440.60
G-03164	Mun. Employees Credit Union	Employee Cr Union Deducts	10,419.11	
		Employee Cr Union Deducts	80.00	10,499.11
G-03165	United Way of Central Oklahoma	Employee Deductions	347.57	
		Employee Deductions	12.00	359.57
G-03166	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-03167	Administrative Systems, Inc.	Employee Deductions	822.20	822.20
G-03168	Bank of America	Payroll Transmittal-DDep	145,698.73	
		Payroll Transmittal-DDep	18,380.88	164,079.61

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Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03169	Nationwide Retirement Solution	Employee Deductions	7,019.97	7,019.97
G-03170	Premium Accounting	Employee Deductions	776.52	776.52
G-03171	Metro Library Sys Pension Trst	Employee Retirement Conts	8,580.67	8,580.67
G-03172	Bank of Oklahoma	Employee Flexplan Deposit	15,336.41	
		Employer Flexplan Deposit	1,210.00	16,546.41
G-03173	Bank of Oklahoma	Employee Soc/Sec Deposits	18,446.99	
		Employee Soc/Sec Deposits	2,498.70	
		Employee Medicare Deposit	4,314.23	
		Employee Medicare Deposit	584.34	
		Employer Soc/Sec Deposits	20,945.62	
		Employer Medicare Deposit	4,898.59	51,688.47
G-03174	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-03175	American Student Assistance	Employee Deductions	58.39	58.39
G-03176	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-03177	Metropolitan Library System	Parking	3.00	
		Professional Services	27.30	
		Automation Contractural	15.40	
		Postage	120.53	
		Supplies	138.33	
		Programming Activities	60.98	
		Vehicle Parts & Repairs	10.84	376.38
G-03178	O G & E	Electrical Services	6,227.02	
		Electrical Services	9,877.99	16,105.01
G-03179	Oklahoma Natural Gas Company	Gas Services	2,936.90	2,936.90
G-03180	City of Oklahoma City	Water & Garbage Service	544.22	544.22
G-03181	Edward N. Terry	Mileage	48.38	48.38
G-03182	Tech-Lock	Maintenance of Facilities	73.00	
		Maintenance of Facilities	16.45	89.45
G-03183	Demco	Supplies	676.00	
		Supplies	295.72	971.72
G-03184	Gaylord Bros.	Fixtures	4,940.00	4,940.00
G-03185	Highsmith Co., Inc.	Supplies	16.80	16.80
G-03186	Journey House Travel, Inc.	Travel Expense	297.50	
		Travel Expense	347.50	
		Travel Expense	315.40	
		Travel Expense	267.50	
		Travel Expense	327.50	
		Travel Expense	339.50	
		Travel Expense	60.00	1,954.90
G-03187	City of Edmond	Electrical Service	3,401.61	3,401.61
G-03188	United Linen	Towel Service	24.40	24.40
G-03189	Ernestine F. Clark	Mileage	25.13	25.13
G-03190	Evelyn K. Davis	Mileage	78.75	78.75
G-03191	Alma L. Brown	Programming Activities	50.20	50.20
G-03192	Central Parking System	Parking	120.00	120.00
G-03193	Weston Woods Accts Receivable	Materials	770.40	770.40
G-03194	Donna Morris	Telephone Reimbursement	35.00	35.00
G-03195	Karen Marriott	Mileage	24.00	24.00
G-03196	Judith Walden	Mileage	37.13	37.13
G-03197	Value Line Publishing, Inc.	Materials	2,394.00	2,394.00
G-03198	Bill Warren Office Products	Supplies	38.36	38.36
G-03199	American Library Association	Programming Activities	283.50	

\*\* Continued \*\*

MLC - March 18, 2004

MLS - Financial Statement & Review of Expenditures February 2004

Prepared by: Director of Finance

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General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03199	American Library Association	Programming Supplies	66.00	349.50
G-03200	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-03201	Nextel Communications	Telephone Service	197.46	197.46
G-03202	Boise Cascade Office Products	Supplies	84.68	84.68
G-03203	General Builders Supply Co.	Computer Accessories	480.39	480.39
G-03204	Houghton Mifflin Company	Programming Activities	72.00	72.00
G-03205	Sylvia A. Lawson	Mileage	35.45	35.45
G-03206	Instructional Video, Inc.	Materials	19.99	19.99
G-03207	Denyveta Davis	Mileage	109.13	109.13
G-03208	Public Broadcasting Service	Materials	549.36	549.36
G-03209	City of Nicoma Park	Utilities Reimbursement	63.45	
		Utility Reimbursement	84.02	147.47
G-03210	Anne G. Fischer	Mileage	124.50	
		Telephone Service	65.57	190.07
G-03211	Spaces, Inc.	Furniture	2,209.00	
		Furniture	3,028.00	5,237.00
G-03212	Staples	Supplies	138.98	138.98
G-03213	Library Video Company	Materials	88.95	88.95
G-03214	Janet Brooks	Mileage	39.00	39.00
G-03215	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-03216	Graphic Solutions Groups, Inc.	Supplies	275.36	275.36
G-03217	Lowe's Companies, Inc.	Maintenance Supplies	67.62	
		Maintenance of Facilities	618.67	
		Maintenance Supplies	718.65	
		Maintenance Supplies	221.02	
		Maintenance of Facilities	16.27	
		Maintenance of Facilities	44.65	1,686.88
G-03218	Southwestern Bell	Telephone Services	849.34	849.34
G-03219	Radio Spirits, Inc.	Materials	45.97	45.97
G-03220	Ingram Library Services	Materials	1,919.77	1,919.77
G-03221	Phyllis A. Davidson	Mileage	7.88	7.88
G-03222	Harrah Chamber of Commerce	Membership	100.00	100.00
G-03223	Audio Editions	Materials	153.50	153.50
G-03224	Kinko's, Inc.	Printing	19.80	
		Printing	76.40	96.20
G-03225	JoNita White	Mileage	28.50	28.50
G-03226	Chickasaw Telecom, Inc.	Telephone System	15,353.60	15,353.60
G-03227	Karen R. Bray	Mileage	39.56	39.56
G-03228	Frances Virginia Harbert	Mileage	2.40	2.40
G-03229	Schiffer Publishing	Materials	118.49	118.49
G-03230	New Forums Press	Materials	504.77	504.77
G-03231	Anita F. Roesler	Mileage	39.11	39.11
G-03232	Jimmy Welch	Mileage	14.63	14.63
G-03233	Southwestern Bell	Telephone Service	234.49	234.49
G-03234	Stephen Pallady	Programming Activities	500.00	500.00
G-03235	Michael Corley	Programming Activities	119.00	119.00
G-03236	Heidi A. Port	Mileage	11.25	11.25
G-03237	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	196.91	499.07
G-03238	Union Pen Company	Supplies	226.55	226.55

General Fund F.Y. 03-04

**Warrant Register**

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03239	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-03240	Ruby J. Soutiere	Mileage	13.13	13.13
G-03241	City of Edmond	Water & Garbage Service	166.45	166.45
G-03242	Linda Gens	Mileage	13.50	13.50
G-03243	City of Harrah	Water & Garbage Service	18.90	18.90
G-03244	John Wood	Mileage	25.13	25.13
G-03245	Crystal L. Suppes	Mileage	9.00	9.00
G-03246	Linda Jameson	Mileage	5.25	5.25
G-03247	C.O.T.P.A.	Parking	1,384.65	1,384.65
G-03248	C. L. Frates and Company	Insurance	1,723.00	1,723.00
G-03249	Office Depot	Computer Supplies	72.13	72.13
G-03250	Shellie Zeigler-Hill	Mileage	10.88	10.88
G-03251	Todd S. Olberding	Telephone Services	45.03	
		Mileage	145.50	190.53
G-03252	Ann Meeks	Membership Reimbursement	34.50	34.50
G-03253	Baker & Taylor Books - #510486	Materials	5,342.26	5,342.26
G-03254	Cox Oklahoma Telecom, Inc.	Telephone Services	2,326.40	
		Telephone Services	1,533.59	
		Telephone Services	435.53	4,295.52
G-03255	Baker & Taylor Entertainment	Materials	2,455.75	
		Materials	239.19	2,694.94
G-03256	FBD Consulting, Inc.	Benefit Calculations	140.00	140.00
G-03257	LaVetta Kinsey Dent	Mileage	64.08	64.08
G-03258	Jean Engebritson	Mileage	39.38	39.38
G-03259	Coop's Buttons	Other Commodities	96.00	96.00
G-03260	All-American Waste Control	Garbage Service	482.79	482.79
G-03261	Pamela S. Buchanan	Mileage	6.00	6.00
G-03262	A Chance to Change	Employee Assistance	967.50	967.50
G-03263	Budget Box and Bag	Supplies	59.75	59.75
G-03264	Veritas Press	Materials	104.70	104.70
G-03265	Star Lighting	Maintenance Supplies	26.00	26.00
G-03266	Khanh Minh Do	Mileage	31.13	31.13
G-03267	John Utley	Mileage	37.50	37.50
G-03268	Melissa Weathers	Programming Activities	91.46	
		Mileage	29.25	120.71
G-03269	Southern Ontario Library Servi	Supplies	200.00	200.00
G-03270	Standley Systems	Supplies	5.00	
		Copier Usage	266.85	
		Copier Usage	304.22	576.07
G-03271	Rondia K. Banks	Registration	75.00	75.00
G-03272	McKenzie & Co.	Other Commodities	1,084.90	1,084.90
G-03273	Karen K. Bailey	Programming Activities	100.00	100.00
G-03274	Pamela Barrymore	Programming Activities	100.00	100.00
G-03275	Kelley Hoffman	Mileage	12.94	12.94
G-03276	Daphene H. Keys	Mileage	10.88	10.88
G-03277	Securitas Security USA, Inc.	Security Services	3,059.15	3,059.15
G-03278	Baker & Taylor Books - #510486	Materials	830.99	
		Materials	3,074.71	
		Materials	3,256.20	
		Materials	2,487.04	
		Materials	3,673.28	13,322.22
G-03279	Baker & Taylor Books - #510486	Materials	791.85	
	** Continued **			

General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
** Continued **				
G-03279	Baker & Taylor Books - #510486	Materials	7,115.99	7,907.84
G-03280	Baker & Taylor Books-#510486	Materials	581.43	581.43
G-03281	Parking Partners LLC	Parking	80.00	80.00
G-03282	Beatriz Meyer	Programming Activities	50.00	50.00
G-03283	Lena C. Loper	Mileage	9.00	9.00
G-03284	Mineralogy, Inc.	Engineering Fees	1,781.25	
		Engineering Services	200.00	1,981.25
G-03285	Odyssey Quest, Inc.	Trainer's Fee	575.00	575.00
G-03286	Bradford Industrial Suppl Corp	Maintenance of Facilities	108.17	
		Maintenance of Facilities	25.94	134.11
G-03287	Oklahoma Natural Gas Company	Gas Services	2,873.56	2,873.56
G-03288	City of Oklahoma City	Water & Garbage Service	455.72	455.72
G-03289	City of the Village	Garbage & Sewer Service	68.63	68.63
G-03290	Unisource Worldwide Inc-OKCity	Supplies	528.12	
		Supplies	232.20	
		Supplies	2,240.00	
		Maintenance Supplies	593.10	3,593.42
G-03291	Southwestern Stationery and	Printing	901.00	
		Printing	419.00	1,320.00
G-03292	Demco	Supplies	72.22	72.22
G-03293	Gale Research	Materials	1,533.27	1,533.27
G-03294	Highsmith Co., Inc.	Programming Activities	45.55	45.55
G-03295	Journal Record Publishing	Materials	400.00	400.00
G-03296	Sams Technical Publishing	Materials	155.23	155.23
G-03297	Synergy Datacom Supply Inc.	Maintenance of Facilities	9.84	9.84
G-03298	SBC	Telephone Services	4,000.59	
		Telephone Services	2,063.31	
		Telephone Services	461.67	6,525.57
G-03299	Standard Printing Co., Inc.	Supplies	190.00	
		Printing	40.00	
		Printing	40.00	
		Printing	90.00	
		Printing	145.00	
		Printing	225.00	
		Printing	225.00	
		Printing	275.00	
		Printing	300.00	
		Printing	350.00	
		Printing	450.00	
		Printing	900.00	3,230.00
G-03300	Oklahoma Library Association	Registration	45.00	45.00
G-03301	Baker & Taylor Books - #510486	Materials	2,319.94	2,319.94
G-03302	Chronicle Guidance	Materials	135.19	135.19
G-03303	Susan E. Ryan	Mileage	13.13	13.13
G-03304	Value Line Publishing, Inc.	Materials	2,739.00	2,739.00
G-03305	West Group Payment Center	Materials	647.50	647.50
G-03306	American Library Association	Membership	195.00	195.00
G-03307	Barbara Beasley	Travel Expense	25.50	25.50
G-03308	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-03309	FEDEX	Postage	43.36	43.36
G-03310	Boise Cascade Office Products	Supplies	28.40	
** Continued **				

General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose	Amount	Amount
<b>** Continued **</b>				
G-03310	Boise Cascade Office Products	Supplies	13.10	41.50
G-03311	Recorded Books, LLC	Materials	5.95	5.95
G-03312	General Builders Supply Co.	Maintenance of Facilities	55.94	55.94
G-03313	Marilyn E. Backus	Mileage	13.13	13.13
G-03314	Eureka Water Company	Bottled Water	45.00	
		Other Commodities	44.00	89.00
G-03315	Instructional Video, Inc.	Materials	1,833.51	1,833.51
G-03316	Gale Group	Materials	2,005.29	2,005.29
G-03317	Public Broadcasting Service	Materials	961.80	961.80
G-03318	Salem Press Accounting Office	Materials	289.75	289.75
G-03319	Live Oak Media	Materials	44.90	44.90
G-03320	Godfrey Memorial Library	Materials	330.00	330.00
G-03321	Hal Leonard Publishing	Materials	17.19	17.19
G-03322	Copelin's Office Center	Supplies	10.59	10.59
G-03323	Jill Justice	Programming Activities	200.00	200.00
G-03324	World Trade Press	Materials	232.00	232.00
G-03325	John Wiley & Sons, Inc.	Supplies	121.33	121.33
G-03326	Mary Strasner	Programming Activities	50.34	50.34
G-03327	Southwestern Bell	Telephone Services	220.00	220.00
G-03328	Oklahoma Gazette	Advertisement	475.20	
		Advertisement	475.20	
		Advertisement	475.20	1,425.60
G-03329	Books on Tape, Inc.	Materials	573.00	573.00
G-03330	Cingular Wireless	Telephone Services	51.80	51.80
G-03331	Brilliance Corporation	Materials	3,674.31	3,674.31
G-03332	Gateway Films/Vision Video	Materials	46.97	46.97
G-03333	Ingram Library Services	Materials	1,459.70	1,459.70
G-03334	First Commercial Bank	Printing	5,096.79	5,096.79
G-03335	Julia A. Mock	Mileage	9.19	9.19
G-03336	Otis Audio, Inc.	Materials	244.58	244.58
G-03337	Walker Companies	Supplies	12.28	12.28
G-03338	Audio Editions	Materials	4,884.86	4,884.86
G-03339	United States Postal Service	Postage	6,000.00	6,000.00
G-03340	Kinko's, Inc.	Programming Activities	3.36	3.36
G-03341	Oklahoma County Newspapers	Subscription	30.00	30.00
G-03342	Love Box Factory Outlet	Supplies	25.90	25.90
G-03343	Fuelman of Mid-America	Gasoline	297.90	
		Gasoline	277.82	575.72
G-03344	DWe Williams	Programming Activities	2,800.00	2,800.00
G-03345	Stockyards City Main St., Inc.	Programming Activities	50.00	50.00
G-03346	Society of Professional	Library Related	108.00	108.00
G-03347	Cherokee Building Materials	Maintenance of Facilities	59.28	59.28
G-03348	RIA	Materials	1,425.00	1,425.00
G-03349	American Elevator Company, Inc	Maintenance of Facilities	165.00	165.00
G-03350	Jimmy Welch	Internet	25.00	25.00
G-03351	Faculty House	Membership	16.50	16.50
G-03352	Pauline Boyer Rodriguez	Mileage	12.00	12.00
G-03353	Dell Marketing L.P.	Audio-Visual Equipment	595.10	
		Computer Software	4,543.06	5,138.16
G-03354	Deborah J. Willis	Mileage	58.50	58.50
G-03355	Steve's Wholesale Distributors	Maintenance of Facilities	300.76	300.76

General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03356	Heidi Johnson	Membership Reimbursement	34.50	
		Mileage	21.56	56.06
G-03357	Medco Supply, Inc.	Safety Supplies	119.05	119.05
G-03358	Bank of America	Direct Deposit Service	129.87	129.87
G-03359	Katrina S. Prince	Travel Expense	8.25	8.25
G-03360	BBC Audiobooks America	Materials	850.04	850.04
G-03361	Novalco, Inc.	Maintenance of Facilities	528.50	528.50
G-03362	Oklahoma Press Service	Materials	360.00	360.00
G-03363	William Bernhardt	Printing	100.00	100.00
G-03364	Demco Media Turtleback Books	Materials	155.88	155.88
G-03365	Office Depot	Supplies	129.92	129.92
G-03366	Roy S. Ballou	Mileage	16.50	16.50
G-03367	David Fitzgerald & Associates	Printing	150.00	
		Printing	475.00	
		Printing	300.00	925.00
G-03368	Commerical Card Solutions	Supplies	18.94	
		Supplies	103.94	
		Programming Supplies	74.94	
		Equipment	182.94	380.76
G-03369	Bureau of Education & Research	Registration	169.00	169.00
G-03370	Baker & Taylor Entertainment	Materials	563.10	563.10
G-03371	Prime Office Products	Supplies	54.63	54.63
G-03372	Walmart Community Branch	Programming Activities	66.28	
		Maintenance of Facilities	7.54	
		Supplies	36.19	110.01
G-03373	Barnum's Sewer, Drain and	Maintenance of Facilities	181.25	181.25
G-03374	90% Reading Goal	Materials	85.00	85.00
G-03375	Marian J. LeCrone	Mileage	106.14	106.14
G-03376	Imagenation Promotional Group	Library Related	229.00	
		Printing	732.80	
		Library Related	620.50	
		Library Related	811.95	
		Printing	1,019.00	3,413.25
G-03377	Classic Paper Supply	Maintenance Supplies	528.80	528.80
G-03378	Emtec, Inc.	Pest Control Services	144.00	
		Pest Control Services	134.00	278.00
G-03379	Canyon Records	Materials	63.81	63.81
G-03380	Photo Researchers, Inc.	Printing	390.00	390.00
G-03381	Budget Box and Bag	Supplies	59.75	59.75
G-03382	Stock Solution	Printing	150.00	150.00
G-03383	City of Oklahoma City	Maintenance of Facilities	35.00	35.00
G-03384	Kyle McClain	Maintenance of Facilities	80.00	
		Maintenance of Facilities	80.00	160.00
G-03385	Securitas Security USA, Inc.	Security Services	3,059.15	3,059.15
G-03386	Oklahoma Business Forms	Supplies	8,361.92	8,361.92
G-03387	Baker & Taylor Books - #510486	Materials	431.13	
		Materials	1,801.74	
		Materials	1,836.42	
		Materials	5,473.02	
		Materials	1,680.58	
		Materials	5,248.84	
		Materials	5,746.30	22,218.03



General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03388	Baker & Taylor Books - #510486	Materials	767.70	
		Materials	5,264.93	6,032.63
G-03389	Baker & Taylor Books-#510486	Materials	195.00	195.00
G-03390	Beata Begeniova	Materials	73.00	73.00
G-03391	Kelly M. Dalrymple	Programming Activities	41.46	41.46
G-03392	Deborah Bouziden	Programming Activities	200.00	200.00
G-03393	Barri Bates	Facilitation Fee	65.00	65.00
G-03394	Margo Thein	Programming Activities	10.00	10.00
G-03395	Margaret Dunn	Programming Activities	10.00	10.00
G-03396	Robert Ferguson	Programming Activities	10.00	10.00
G-03397	Toby Tobin	Programming Activities	250.00	250.00
G-03398	Bank of Oklahoma	Payroll Transmittal-Chks	51,166.99	
		Payroll Transmittal-Chks	17,124.51	68,291.50
G-03399	Bank of Oklahoma	Federal Withholding Tax	32,341.60	
		Federal Withholding Tax	1,964.00	34,305.60
G-03400	Oklahoma Tax Commission	State Withholding Tax	15,547.60	
		State Withholding Tax	1,128.00	16,675.60
G-03401	Mun. Employees Credit Union	Employee Cr Union Deducts	10,419.11	
		Employee Cr Union Deducts	80.00	10,499.11
G-03402	United Way of Central Oklahoma	Employee Deductions	343.57	
		Employee Deductions	13.00	356.57
G-03403	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-03404	Administrative Systems, Inc.	Employee Deductions	822.20	822.20
G-03405	Morgan & Associates, P.C.	Employee Deductions	10.65	10.65
G-03406	Bank of America	Payroll Transmittal-DDep	148,308.93	
		Payroll Transmittal-DDep	19,120.69	167,429.62
G-03407	Nationwide Retirement Solution	Employee Deductions	7,034.97	7,034.97
G-03408	Premium Accounting	Employee Deductions	776.52	776.52
G-03409	Metro Library Sys Pension Trst	Employee Retirement Conts	8,311.87	8,311.87
G-03410	Bank of Oklahoma	Employee Flexplan Deposit	6,728.38	6,728.38
G-03411	Bank of Oklahoma	Employee Soc/Sec Deposits	18,501.48	
		Employee Soc/Sec Deposits	2,648.03	
		Employee Medicare Deposit	4,326.92	
		Employee Medicare Deposit	619.24	
		Employer Soc/Sec Deposits	21,149.41	
		Employer Medicare Deposit	4,946.34	52,191.42
G-03412	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-03413	American Student Assistance	Employee Deductions	57.05	57.05
G-03414	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-03415	Metropolitan Library System	Maintenance of Facilities	11.02	
		Parking	10.00	
		Training Supplies	55.80	
		Background/Record Check	90.00	
		Supplies	43.21	
		Vehicle Parts & Repairs	2.16	
		Programming Activities	147.12	
		Other Commodities	64.59	
		Vehicle Tags	49.50	
		Vehicle Tag	8.50	481.90
G-03416	City of Del City	Building Rental	400.00	400.00
G-03417	Grainger Parts Operations	Maintenance of Facilities	180.77	180.77
G-03418	O G & E	Electrical Services	5,499.48	5,499.48

General Fund F.Y. 03-04

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03419	City of Bethany	Water & Garbage Service	116.15	116.15
G-03420	Unisource Worldwide Inc-OKCity	Maintenance of Facilities	24.50	24.50
G-03421	Brodart, Inc.	Supplies	19.74	19.74
G-03422	Demco	Supplies	96.57	96.57
G-03423	Pipkin Cameras	Other Commodities	75.00	
		Other Commodities	36.38	
		Other Commodities	7.11	118.49
G-03424	Gaylord Bros.	Supplies	48.15	
		Supplies	85.74	133.89
G-03425	Gale Research	Materials	385.38	385.38
G-03426	Highsmith Co., Inc.	Supplies	38.64	
		Supplies	26.20	64.84
G-03427	M. Scott Carter	Mileage	154.50	154.50
G-03428	Synergy Datacom Supply Inc.	Computer Equipment	1,131.36	
		Maintenance of Facilities	11.10	
		Maintenance of Facilities	124.40	1,266.86
G-03429	Standard Printing Co., Inc.	Supplies	325.00	
		Supplies	125.00	
		Supplies	442.50	892.50
G-03430	Baker & Taylor Books - #510486	Materials	103.81	103.81
G-03431	U.S. Postmaster	Postage	10,000.00	10,000.00
G-03432	Oklahoma City Zoological Park	Library Related	1,400.00	
		Programming Activities	75.00	1,475.00
G-03433	Value Line Publishing, Inc.	Materials	3,192.00	3,192.00
G-03434	Bill Warren Office Products	Supplies	6.76	6.76
G-03435	United Refrigeration, Inc.	Maintenance of Facilities	16.80	16.80
G-03436	Boise Cascade Office Products	Computer Equipment	1,374.45	
		Supplies	219.40	
		Supplies	117.30	1,711.15
G-03437	Recorded Books, LLC	Materials	444.10	444.10
G-03438	Carolyn Abernathy	Programming Activities	46.05	46.05
G-03439	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	14,892.33
G-03440	Instructional Video, Inc.	Materials	1,145.00	1,145.00
G-03441	Gale Group	Materials	424.92	424.92
G-03442	Traci N. Jinkens	Mileage	12.38	12.38
G-03443	Norman Transcript	Subscription	24.95	24.95
G-03444	Fast Signs	Maintenance of Facilities	61.45	61.45
G-03445	Library Media Service	Materials	49.86	49.86
G-03446	Hal Leonard Publishing	Materials	64.39	64.39
G-03447	Okla. City Community College	Registration	250.00	
		Registration	1,200.00	1,450.00
G-03448	Full Circle Book Store	Programming Activities	26.24	
		Materials	1,087.49	1,113.73
G-03449	Criss-Cross Numerical Direct.	Materials	7,338.00	7,338.00
G-03450	Construction Building	Maintenance of Facilities	199.90	199.90
G-03451	Mary Strasner	Mileage	20.25	20.25
G-03452	Metrocall	Telephone Services	12.78	12.78
G-03453	Karen Lehr	Mileage	9.38	9.38
G-03454	Oklahoma Gazette	Advertisement	475.20	475.20
G-03455	Associated Plastic Industries	Supplies	990.00	990.00
G-03456	Ingram Library Services	Materials	2,444.66	2,444.66

General Fund F.Y. 03-04

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03457	First Commercial Bank	Printing	238.00	238.00
G-03458	High-Tech Tronics, Inc.	Maintenance of Facilities	763.38	763.38
G-03459	Walker Companies	Supplies	29.95	29.95
G-03460	Audio Editions	Materials	8.00	8.00
G-03461	Fuelman of Mid-America	Gasoline	335.61	335.61
G-03462	DWe Williams	Programming Activities	2,800.00	2,800.00
G-03463	Oklahoma Center for the Book	Registration	50.00	50.00
G-03464	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	50.95	50.95
G-03465	Bob Howard Downtown Ford	Maintenance of Facilities	26.75	
		Vehicle Parts & Repairs	123.25	150.00
G-03466	North Star Publishing Company	Materials	6.50	6.50
G-03467	Sagebrush Corporation	Materials	493.22	493.22
G-03468	Voss Lighting	Maintenance of Facilities	25.92	25.92
G-03469	Saxon Publishers, Inc.	Materials	109.20	109.20
G-03470	Facts On File News Services	Materials	7,847.05	7,847.05
G-03471	Mae Dean Erb	Programming Activities	212.50	212.50
G-03472	Home Depot/GECE	Maintenance of Facilities	29.91	29.91
G-03473	Kimberly Edwards	Mileage	22.50	22.50
G-03474	Brawner Associates, L.L.C.	Consultant Fee	577.50	577.50
G-03475	Graybar	Maintenance Supplies	74.18	74.18
G-03476	Contractors Supply Company	Maintenance of Facilities	25.21	25.21
G-03477	DPT Productions	Advertisement	2,457.00	2,457.00
G-03478	Sharon A. Nolan	Programming Activities	95.11	95.11
G-03479	Kelley Riha	Mileage	85.50	85.50
G-03480	Dowell Parking Center	Parking & Transportation	950.00	
		Parking & Transportation	1,350.00	
		Parking	95.00	2,395.00
G-03481	BBC Audiobooks America	Materials	224.53	224.53
G-03482	Books in Motion	Materials	169.78	169.78
G-03483	Darlene S. Browers	Mileage	86.25	86.25
G-03484	Demco Media Turtleback Books	Materials	359.28	359.28
G-03485	Office Depot	Supplies	89.82	89.82
G-03486	Baker & Taylor Books - #510486	Materials	917.60	917.60
G-03487	Baker & Taylor Entertainment	Materials	2,798.70	
		Materials	1,714.63	4,513.33
G-03488	Daniel Fields	Mileage	13.13	13.13
G-03489	LaVetta Kinsey Dent	Other Commodities	66.26	66.26
G-03490	Barnum's Sewer, Drain and	Maintenance of Facilities	247.50	247.50
G-03491	Paper Warehouse, Inc.	Library Related	89.17	89.17
G-03492	Commerical Card Solutions	Books	182.49	
		Books	446.36	
		Books	182.46	
		Books	140.33	
		Books	172.10	
		Books	232.48	
		Books	137.21	
		Books	140.55	
		Books	229.92	
		Books	139.45	2,003.35
G-03493	Dr. Max Price	Programming Activities	75.00	75.00
G-03494	Constance Schofield	Materials	218.00	218.00
G-03495	Imagination Promotional Group	Printing	956.90	956.90

General Fund F.Y. 03-04

**Warrant Register**

February 2004

Number	Vendor/Payee	Purpose		Amount
G-03496	Classic Paper Supply	Supplies	64.44	64.44
G-03497	Del Technical Coatings Inc.	Maintenance of Facilities	42.95	42.95
G-03498	Donna Morris	Car Allowance	450.00	450.00
G-03499	Candelaria Nunez	Mileage	7.88	7.88
G-03500	Cintas Corporation	Maintenance of Facilities	1,747.11	1,747.11
G-03501	Karole Stout	Programming Activities	100.00	100.00
G-03502	Lesli Jones	Library Related	100.00	100.00
G-03503	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-03504	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-03505	Target Department Store	Programming Activities	200.00	200.00
G-03506	Baker & Taylor Books - #510486	Materials	1,414.64	
		Materials	586.38	
		Materials	3,001.78	
		Materials	2,702.74	
		Materials	2,844.35	
		Materials	7,575.65	18,125.54
G-03507	Baker & Taylor Books - #510486	Materials	2,713.81	
		Materials	2,941.28	5,655.09
G-03508	Baker & Taylor Books-#510486	Materials	839.96	839.96
G-03509	Alexander Fedoriouk	Materials	54.00	54.00
G-03510	Terracon	Engineering Fee	1,550.00	1,550.00
G-03511	Lunacy Records	Materials	60.00	60.00
G-03512	Anthony's TV & Appliance	Maintenance of Facilities	999.95	999.95
G-03513	Lorelei Slater	Mileage	7.88	7.88
G-03514	Dena Pinson	Programming Activities	125.00	125.00
G-03515	Tom Bergey	Library Related	350.00	350.00
G-03516	Erma Stewart	Programming Activities	100.00	100.00
G-03517	William F Comstock, P.C.	Legal Services	875.00	875.00
Total of FY 03-04 Warrants Issued				\$ 1,352,293.46

General Fund F.Y. 02-03

**Warrant Register**

February 2004

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05831	Ford Audio-Video	Audio Visual Equipment	6,066.00	6,066.00
Total of FY 02-03 Warrants Issued				\$ 6,066.00

Special Funds

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
S-10123	Gale Group	Materials	35.73	35.73
S-10124	Kurt Gwartney	Lost & Paid Book Returned	15.95	15.95
S-10125	Baker & Taylor Books - #510486	Materials	22.87	22.87
S-10126	Helen L. Walther	Lost & Paid Book Returned	20.00	20.00
S-10127	Richard E. Dahner	Lost & Paid Book Returned	3.00	3.00
S-10128	Nicole E. Davis	Lost & Paid Book Returned	6.95	6.95
S-10129	Janis L. Hudgens	Lost & Paid Book Returned	19.85	19.85
S-10130	Ginmey Wong	Lost & Paid Book Returned	3.30	3.30
S-10131	Lucy L. Faler	Lost & Paid Book Returned	3.00	3.00
S-10132	Larry L. Ressler	Lost & Paid Book Returned	54.90	54.90
S-10133	Bill A. Lane	Lost & Paid Book Returned	3.00	3.00
S-10134	June Willis	Lost & Paid Book Returned	3.00	3.00
S-10135	Janie T. Venter	Lost & Paid Book Returned	3.00	3.00
S-10136	Michelle J. Lees	Lost & Paid Book Returned	3.00	
		Damaged Book Refund	33.00	36.00
S-10137	Travis J. Lyons	Lost & Paid Book Returned	3.00	3.00
S-10138	Humphrey & Associates	Supplies	102.65	102.65
S-10139	Maria Rodriquez	Programming	120.00	120.00
S-10140	Mickey Sherman	Programming	100.00	100.00
S-10141	Baker & Taylor Books - #510486	Materials	8.76	8.76
S-10142	LaVetta Kinsey Dent	Scholarship	300.00	300.00
S-10143	Metropolitan Library System	Bookmarks	25.36	25.36
S-10144	Patricia G. Clingman	Lost & Paid Book Returned	13.25	13.25
S-10145	Teresa Y. Lawrence	Lost & Paid Book Returned	15.95	15.95
S-10146	Melissa A. Williams	Lost & Paid Book Returned	16.46	16.46
S-10147	Stephanie J. Head	Lost & Paid Book Returned	9.90	9.90
S-10148	Richard A. Bradley	Lost & Paid Book Returned	3.00	3.00
S-10149	Janice L. San Nicolas	Lost & Paid Book Returned	4.99	4.99
S-10150	Sheryl S. Sullivan	Lost & Paid Book Returned	26.95	26.95
S-10151	John W. Knox	Lost & Paid Book Returned	3.00	3.00
S-10152	Danielle J. Lafleur	Lost & Paid Book Returned	12.95	12.95
S-10153	Brenda G. Teague	Lost & Paid Book Returned	3.00	3.00
S-10154	David A. Sutton	Lost & Paid Book Returned	3.00	3.00
S-10155	Abby M. Ferguson	Lost & Paid Book Returned	3.00	3.00
S-10156	Kara J. Harkness	Lost & Paid Book Returned	21.99	21.99
S-10157	Brandi M. Ross	Lost & Paid Book Returned	3.00	3.00
S-10158	Heather S. Coleman	Lost & Paid Book Returned	3.00	3.00
S-10159	LaDonna A. Odom	Lost & Paid Book Returned	3.00	3.00
S-10160	Alicia R. Figueroa	Lost & Paid Book Returned	3.00	3.00
S-10161	Suzanne N. Kreidler	Lost & Paid Book Returned	7.00	7.00
S-10162	Juana M. Jimenez	Lost & Paid Book Returned	4.00	4.00
S-10163	Denise Bender	Lost & Paid Book Returned	3.00	3.00
S-10164	Maria Rodriquez	Programming	60.00	60.00
S-10165	Mickey Sherman	Programming	100.00	100.00
S-10166	Metropolitan Library System	Salary Reimbursement	135.52	135.52
S-10167	Metropolitan Library System	Photo	20.00	20.00
S-10168	AP Wide World Photos	Display Photographs	300.00	300.00
S-10169	Oklahoma Tax Commission	SALES TAX	8.19	8.19
S-10170	Elizabeth A. Hildebrand	Lost & Paid Book Returned	3.00	3.00
S-10171	Karen L. Bays	Lost & Paid Book Returned	11.94	11.94
S-10172	Robin L. Combs	Lost & Paid Book Returned	7.29	7.29
S-10173	Eleanor J. Swart	Refund Damaged Item Pymt	57.25	57.25

Special Funds

Warrant Register

February 2004

Number	Vendor/Payee	Purpose		Amount
S-10174	Tuck T. Oden	Lost & Paid Book Returned	17.95	17.95
S-10175	A. Sue Calvert	Lost & Paid Book Returned	14.00	14.00
S-10176	Stephanie M. Galarneau	Lost & Paid Book Returned	13.00	13.00
S-10177	Smita A. Patel	Lost & Paid Book Returned	3.00	3.00
S-10178	Amanda G. Moniz	Lost & Paid Book Returned	7.89	7.89
S-10179	Shelia L. Ford	Lost & Paid Book Returned	3.60	3.60
S-10180	Lisa U. Dean	Lost & Paid Book Returned	3.00	3.00
S-10181	Oklahoma Tax Commission	SALES TAX	347.67	347.67
S-10182	Maria Rodriquez	Programming	120.00	120.00
S-10183	Mickey Sherman	Programming	100.00	100.00
S-10184	DWe Williams	Programming	700.00	
		Programming	2,800.00	3,500.00
S-10185	NASA Johnson Space Center	Programming	367.00	367.00
S-10186	Dell Marketing L.P.	Audio-Visual Equipment	1,094.70	1,094.70
S-10187	Baker & Taylor Books - #510486	Materials	41.10	
		Materials	24.71	65.81
S-10189	Tracy J. Gipson	Lost & Paid Book Returned	3.00	3.00
S-10190	Sherri A. Thornton	Lost & Paid Book Returned	19.95	19.95
S-10191	Marian W. Kiker	Lost & Paid Book Returned	13.50	13.50
S-10192	Celia R. Yen	Lost & Paid Book Returned	3.00	3.00
S-10193	Joyce E. Alsip	Lost & Paid Book Returned	7.00	7.00
S-10194	Mary K. Horn	Lost & Paid Book Returned	89.87	89.87
S-10195	Baker & Taylor Books - #510486	Materials	57.49	57.49
S-10196	Maria Rodriquez	Programming	120.00	120.00
S-10197	Mickey Sherman	Programming	50.00	50.00
S-10198	Metropolitan Library System	Volunteer Recognition	8.13	8.13
S-10199	Dowell Parking Center	Parking	25.00	25.00
S-10200	Rachel Mosman	Scholarship	300.00	300.00
S-10201	Transit Advertising, Inc.	Advertising	800.00	800.00
Total of Special Funds Warrants Issued				\$ 8,911.51

## 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: DISPLAY ADVERTISEMENT

Provided for in the FY 2003-04 budget and to be included in the FY 04-05 estimate of needs is the annual request for display advertisement in the **Oklahoma Gazette**.

The display advertisements are to promote Library programs and core services and to attract new customers to Library events, programs and activities.

The display advertisement is for a junior page that can run consecutively for 50-52 weeks, with an option for color use.

The annual contract provides for a 10% reduction in the cost of space, making the rate for a junior page display advertisement \$527.85 per ad. The annual amount for display advertisements in the **Oklahoma Gazette** for 52 weeks is \$27,448.20.

### RECOMMENDATION:

That the Commission award an annual contract for display advertisement to the **Oklahoma Gazette** at the rate of \$527.85 per ad, with the annual total not to exceed \$27,448.20. Funding for this project is provided for in the FY 03-04 budget and to be included in the FY 04-05 estimate of needs, account 230.



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

**ITEM B: CHILDREN'S AREA MILLWORK AND WALL FINISHES AT THE RONALD J. NORICK DOWNTOWN LIBRARY**

Provided for in the FY 2003-04 budget is the request for the construction of the Portal and to construct computer tables and complete the wall finishes in the Children's Area that were not provided for by the general contractor.

Specifications were prepared and bids were let for twenty-three days and were advertised for two days, (February 17 & 19, 2004), in the ***Daily Oklahoman***. Bid packets were sent to nine prospective contractors.

A mandatory pre-bid conference was held at the Downtown Library, Thursday, February 26, 2004. Seven vendors attended the pre-bid conference. Bids were received and publicly opened on Tuesday, March 9, 2004. Four vendors responded.

<b>Contractors</b>	<b>Base Bid</b>
Commercial Concepts	\$44,970.00
WC Doan Construction	\$48,800.00
J.L. Walker Construction	\$56,827.00
Westfahl Construction	\$75,170.00

WC Doan Construction is located in Yukon, Oklahoma. The other three contractors are located in Oklahoma County.

References and other work by Commercial Concepts have been reviewed and found to be satisfactory. Commercial Concepts has performed other millwork for the Library on past construction projects. Commercial Concepts is the best and lowest bidder.

**RECOMMENDATION:**

That the Commission award the contract for millwork and wall finishes for the Children's Area at the Downtown Library to Commercial Concepts at the amount of \$44,970.00. Adequate funding for this construction project is provided for in the FY 2003-04 budget, account 450.

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

**ITEM C: SUMMER READING BROCHURES**

Provided for in the FY 2003-2004 budget is the request for summer reading brochures to promote the summer reading program at the libraries.

Specifications were prepared and bids were let for ten days and were advertised for two days, (March 2 and 4, 2004), in the ***Daily Oklahoman***. Bid packets were sent to eight prospective contractors.

A pre-bid conference was held at the Downtown Library, Thursday, March 4, 2004. Four vendors attended the pre-bid conference. Bids were received and publicly opened on Wednesday, March 10, 2004. Four vendors responded.

<b>Vendor</b>	<b>Cost per Thousand</b>	<b>90,000 Copies of Brochure</b>
Gresly Printing	\$ 75.08	\$6,757.20
Semco Color Press	\$ 88.40	\$7,956.00
Southwestern Stationery	\$ 90.74	\$8,166.60
Heritage Press	\$102.18	\$9,196.20

Heritage Press is located in El Reno, Oklahoma. All other vendors are located in Oklahoma County. All vendors meet specifications.

Gresly Printing is the best and lowest bidder.

**RECOMMENDATION:**

That the Commission award the contract for Summer Reading Brochures to Gresly Printing for 90,000 brochures at the unit cost of \$75.08 per thousand, with the total cost for 90,000 Summer Reading Brochures to be \$6,757.20. Adequate funding for this printing project is provided for in the FY 2003-04 budget, account 230.

## **REPORT AND RECOMMENDATIONS** **FROM THE LONG-RANGE PLANNING COMMITTEE**

**The Long-Range Planning Committee met March 3, 2004 for:**

- I. Annual Review of Strategic Plan  
**a compass for the future: 2002-2007**

**During its meeting, the Committee:**

Reviewed and discussed all items.

As result of the discussions, the Committee has accepted the recommendations of the Administration to modify certain objectives within the strategic plan. The modifications will not change the integrity of the strategic plan, but will bring it up to date and in accordance with the review.

*Minutes of March 03, 2004 meeting included with report.*

**COMMISSION ACTION: To accept/approve the following recommendations**

No Commission Action is needed.

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

Wednesday, March 03, 2004 3:30 p.m.  
Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843-9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County February 3, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on February 26, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**COMMITTEE MEMBERS PRESENT:**

Millicent Gillogly, Chair  
Deanna Hannah  
Jose Jimenez  
Hugh D. Rice

**COMMITTEE MEMBERS EXCUSED:**

Alyne Strube

**COMMISSION MEMBERS PRESENT:**

Penny McCaleb, Chair, Metropolitan Library Commission  
Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 6**

I. The meeting was called to order at 3:34 p.m. by Mrs. Millicent Gillogly, Chair.

Roll was called to establish a quorum. Present: Hannah, Jimenez, Rice, Gillogly.

II. Mrs. Gillogly thanked everyone for attending today's meeting. She called on Mrs. Kay Bauman, Director of Planning, to begin the annual review of the strategic plan ~ a compass for the future: 2002-2007.

Mrs. Bauman began by reviewing the strategic plan, which is designed to be dynamic. It is expected that modifications and adjustments will be made as needed over the time period.

She stated that the material presented today is basically in the same format as was presented last year. The main difference between this year's spreadsheet and last year's is that the objective columns reflect the fiscal year in which they have been effected. She explained that the objective spreadsheet entitled Strategic Plan: 2004 Review is divided into three categories, keeping in mind that most objectives are an on going process. If an item has remarks in the status column this reflects the past fiscal year only. Mrs. Bauman clarified that items at the last annual review, that have been completed or had other remarks, are not listed on the spreadsheet because they were reviewed at last year's meeting; this is to keep the printed report down to a reviewable size.

- ❖ Finished objectives – yearly objective has been met or objective is completed
- ❖ Adjusted/Modified objectives – objective needs necessary adjustments or modifications based on reviewed objective data
- ❖ In Progress objectives – objectives still in progress

She began the spreadsheet review stating that the objectives are notated by ID# for ease in referencing.

She started with a brief overview; on page 1 of the spreadsheet objectives ID# 1 – 6, as noted by the FY02 in the finished and adjusted columns, were reviewed last year. ID# 7 has FY02, 03 in the finished column as an on going objective with comments in the status column for the FY03 review. There are several on going objectives that will have yearly status and impact remarks.

Mrs. Bauman asked the Committee if they would prefer to review each item of the spreadsheet, including the information from FY02's review, or focus on the FY03 "need to adjust" objectives. By Committee consensus focus is on the "need to adjust" for FY03.

The recommendation at this time is that the following objectives need adjustment/modification:

- ❖ ID# 42 – Objective: Have a plan of collaboration with community Information & Referral agencies.

Mrs. Bauman informed the Committee that Oklahoma City and the State are working on the 211 service. The 211 service is to social services as 911 is to emergency services; with the advent of this service any project the System creates would be redundant. Mrs. Bauman asked for questions and discussion followed.

Mrs. Bauman explained that several objectives centered on conducting Focus groups; these objectives have been re-evaluated due to the results of the information gained from past focus group data.

- ❖ ID# 43 – Objective: Adjust materials purchasing based on the results of focus groups with Hispanics.
- ❖ ID# 46 – Objective: Conduct focus groups with teachers to determine their needs and how the library can specifically help them address those needs.
- ❖ ID# 47 – Objective: Conduct focus groups with Hispanics to determine their needs and how the library can specifically help them address those needs.
- ❖ ID# 48 – Objective: The library will use the information learned to develop a plan to enhance our services. Connected to business focus group.
- ❖ ID# 49 – Objective: The library will use the information learned to develop a plan to enhance our services. Connected to teacher focus group.
- ❖ ID# 50 – Objective: The library will use the information learned to develop a plan to enhance our services. Connected to Hispanic focus group.

After thoughtful review the Administration believes the information gained in conducting a focus group can be gathered by different means and with less cost in both time and monies. Mrs. Bauman concluded that objectives ID# 42, 43, 46, 47, 48, 49, 50, are the only objectives in need of adjustment for FY03's review. She called for questions and discussion followed.

Mr. Hugh Rice noted that objective *ID# 52: Have a report prepared that details the economic impact of the library System on Oklahoma County*, addresses the backbone of the Library System's need; this report is critical and should be done on a timely basis. Mrs. Morris stated that work has begun on this objective and information will be presented at the June 9, 2004 Finance Committee.

Mr. Rice asked about the status of projects connected to the bond issue for capital improvements in relation to a new northwest library near Frances Tuttle center. Mrs. Morris stated that a request was made to roll the Capitol Hill and

Southern Oaks Libraries bond project monies into one year; possibly doing both next fiscal year. No response has been received to date.

Mrs. Gillogly recommended a joint Finance and Long-Range Planning Committees meeting on June 9, 2004. By Committee consensus it was decided to hold the Long-Range Planning Committee meeting from 2:00 p.m. to 3:00 p.m. and the Finance Committee from 3:00 p.m. to 5:00 p.m. The meeting will help to better plan and address the long-range planning and financial needs of the millage issue questions.

Mrs. Gillogly called for a motion on the adjustments made to the strategic plan. The Committee agreed to use the wording "obtain relevant data" on the spreadsheet instead of "conducting focus groups."

**Mr. Jose Jimenez moved to accept the modifications as recommended by the Administration. Mrs. Deanna Hannah seconded. No further discussion. Motion passed unanimously**

Mrs. Gillogly asked Mrs. Bauman to continue her review of the FY03 in progress objectives. Mrs. Bauman restated that many of the objectives are continually on going and will be for years to come.

Mrs. Penny McCaleb asked Mrs. Bauman if *ID#57: 90% of all staff will have successfully completed the Contact Crisis Listening Skills course to improve their communications skills*, is showing itself to be helpful. Mrs. Bauman replied that the information gained from this course is invaluable and with some modification the training will better meet the Library System's needs. Staff is now working with the Contact trainers to customize the program and materials for in-house training. Questions and discussion followed.

Mrs. Bauman concluded that, as the review of the strategic plan shows at a glance, the System is in progress or has completed or has adjusted the objectives in the strategic plan. The reason for the System's progress in the strategic plan is due to the team effort by all levels of staff. Mrs. Bauman called for questions and discussion followed.

Mrs. Hannah asked for a report that would show how much time is spent in staff development per employee. Mrs. Morris suggested that this might be a report that could be presented to the entire Commission and asked the Committee's view; by Committee consensus it was decided to have this report presented at a future Commission meeting.

Mrs. Gillogly asked Mrs. Morris to give an update on where the System is in relation to building a northwest library and the need for a millage increase.

Mrs. Morris stated she has been in communication with Mr. Paul Brum, head of public works for Oklahoma City. She said the Administration is working on concrete information to bring to the June Long-Range Planning and Finance Committees' meetings.

As for Frances Tuttle, at this point there is no new information, they are still very interested in partnering with the System to have a library on their campus. She reminded the members that the System's portion of the monies for the northwest facility has been set aside in the reserve account. One possibility is to start the architectural process using money from the reserve account rather than waiting for the City. Of course, the City would be part of the selection process for architects, however; by using System funds and with clarification from the City, the System could be the party responsible for choosing the architects. This would definitely speed up the process for getting these projects completed.

Mr. Rice suggested that Donna talk with the City and with a letter of agreement, the Commission could award funds for the architectural process with the understanding that those funds would be reimbursed when the bond monies become available.

Mr. Rice mentioned the possibility of property adjacent to Frances Tuttle, becoming available. Discussion followed over the location possibilities for a northwest facility.

Mrs. Morris stated that the strategic plan calls for a millage election for February 2004; however, with the delays on the Downtown Library project this Committee adjusted that timeframe for February 2005 in order to have funds in hand at the time of the opening of a northwest facility. The Administration is presently working on the appropriate steps and data needed to go for a millage increase and will present this information to the Committee. Discussion proceeded on the millage increase process.

Mrs. Gillogly asked if there were any questions or comments. There were none.

III. The meeting was adjourned at 4:20 p.m.



Donna Morris, Executive Director  
(Secretary)



## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **RESOLUTION IN HONOR OF DR. SHANNON W. LUCID**

On Saturday, April 3, 2004, astronaut Shannon Lucid will visit the Bethany Library for a dedication and open house of an exhibit of photographs highlighting her distinguished 25-year career with NASA.

The exhibit will be a permanent feature of the library meeting room. Dr. Lucid's visit and the photo exhibit are made possible by a grant from the Friends of the Metropolitan Library System.

The Shannon W. Lucid exhibit will provide a long-term educational benefit to the community served by the Bethany Library and honor a native of Bethany who has received national and international recognition for her career as a NASA astronaut.

To demonstrate the importance of Dr. Lucid to her hometown and emphasize the permanent photo exhibit of her career at the library, the staff of the Bethany Library, the City of Bethany, and the administration respectfully request the Commission approve the designation of the current Bethany Library meeting room as the *Shannon W. Lucid Room*.

Attached is a letter from Dan Galloway, Bethany City Manager, concurring with the request for the official naming of the *Shannon W. Lucid Room*.

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

That the Metropolitan Library Commission adopt the Resolution in Honor of Dr. Shannon W. Lucid and officially name the Bethany Library's meeting room the *Shannon W. Lucid Room*.

# RESOLUTION IN HONOR OF

## DR. SHANNON W. LUCID

### NASA Astronaut

- Whereas,** Dr. Shannon W. Lucid was born on January 14, 1943, in Shanghai, China, and spent her formative years in Bethany, Oklahoma, which she considers her hometown, and;
- Whereas,** Dr. Lucid graduated from Bethany High School in 1960; received a Bachelor of Science degree in chemistry; Master of Science and Doctor of Philosophy degrees in biochemistry from the University of Oklahoma and went on to become one of American's first female astronauts, and;
- Whereas,** Dr. Lucid was the tenth person and the first woman to receive the Congressional Space Medal of Honor, and was awarded the Order of Friendship Medal, by the President of Russia, the highest honor awarded by the Russian government to any non-citizen, and;
- Whereas,** Dr. Lucid has contributed significantly to advancing the frontiers of space science and international cooperation in space, and;
- Whereas,** Dr. Lucid's accomplishments have inspired the Bethany Community and many others to achieve education, enlightenment and their dreams, and;
- Whereas,** an exhibit of photographs highlighting Dr. Lucid's distinguished 25-year career with NASA will be permanently featured in the Bethany Library's meeting room, where the exhibit will provide a long-term educational benefit to the community served by the Bethany Library and honor a native daughter who has received national and international recognition for her career.

**Now, Therefore Be It Resolved** the Metropolitan Library Commission and Metropolitan Library System staff recognize and honor Dr. Lucid for her continued support of the Bethany Community and her contributions to education, research and American history, and;

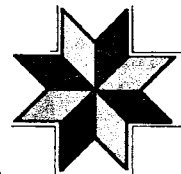
**Be It Further Resolved** that the Metropolitan Library Commission honors Dr. Lucid by officially naming the Bethany Library's meeting room the *Shannon W. Lucid Room* and in the form of this Resolution in Honor of Dr. Lucid, which shall become a part of the official minutes of the Metropolitan Library Commission and be presented to Dr. Lucid.

**Dated this 18<sup>th</sup> day of March 2004.**

Penny McCaleb, Chair  
Metropolitan Library Commission  
Of Oklahoma County

Donna Morris, Executive Director  
Metropolitan Library System

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY  
METROPOLITAN LIBRARY SYSTEM





# *The City of Bethany*

**Bethany means Business**

March 3, 2004

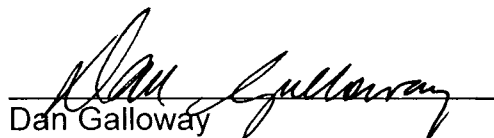
Ms. Donna Morris, Executive Director  
Metropolitan Library System  
131 Dean A. McGee  
Oklahoma City, OK 73102

Dear Ms. Morris:

Recently we learned of the proposed naming of the meeting room at the Bethany Library Building after the noted NASA astronaut Dr. Shannan Lucid. All of us at the City including the Mayor and City Council were extremely pleased to hear that your considering honoring one of Bethany's own in this way.

We are all proud to recognize that Bethany is Dr. Lucid's home and are extremely proud of her accomplishments. It is entirely fitting and proper that she be further recognized through the Commission's naming a part of the Bethany facility in her honor, and we fully concur and approve of this naming.

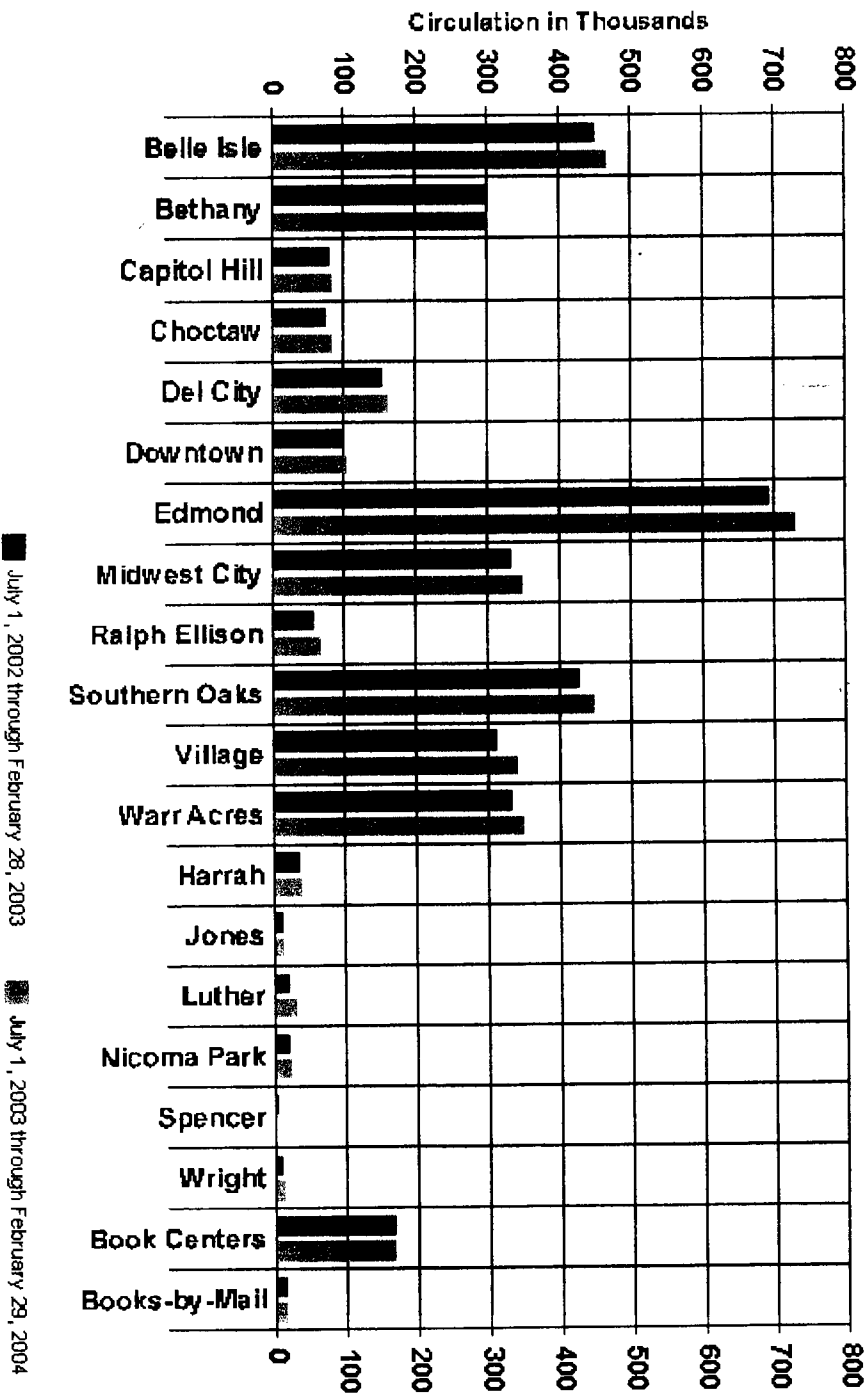
Sincerely,

  
Dan Galloway  
City Manager

DG/lw

## Circulation Gains and Losses

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)



## Circulation Gains and Losses

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

<b>FEBRUARY 29, 2004</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
BELLE ISLE	03	40362	330854	14497	118122	54859	448976	
	04	43863	349442	14232	115216	58095	464658	
		<b>3501</b>	<b>18588</b>	<b>-265</b>	<b>-2906</b>	<b>3236</b>	<b>15682</b>	<b>3.5</b>
BETHANY	03	24188	198477	11744	102014	35932	300491	
	04	25202	204817	10834	93878	36036	298695	
		<b>1014</b>	<b>6340</b>	<b>-910</b>	<b>-8136</b>	<b>104</b>	<b>-1796</b>	<b>-.6</b>
CAPITOL HILL	03	6816	55699	2807	22844	9623	78543	
	04	7384	57018	2800	22815	10184	79833	
		<b>568</b>	<b>1319</b>	<b>-7</b>	<b>-29</b>	<b>561</b>	<b>1290</b>	<b>1.6</b>
CHOCTAW	03	6485	45979	3907	26338	10392	72317	
	04	8750	51843	5874	29781	14624	81624	
		<b>2265</b>	<b>5864</b>	<b>1967</b>	<b>3443</b>	<b>4232</b>	<b>9307</b>	<b>12.9</b>
DEL CITY	03	12611	100960	5748	50571	18359	151531	
	04	14270	111157	6025	49258	20295	160415	
		<b>1659</b>	<b>10197</b>	<b>277</b>	<b>-1313</b>	<b>1936</b>	<b>8884</b>	<b>5.9</b>
DOWNTOWN	03	9129	78157	1533	14281	10662	92438	
	04	10167	87993	1558	14710	11725	102703	
		<b>1038</b>	<b>9836</b>	<b>25</b>	<b>429</b>	<b>1063</b>	<b>10265</b>	<b>11.1</b>
EDMOND	03	48430	397334	34754	295790	83184	693124	
	04	54128	422984	38519	307265	92647	730249	
		<b>5698</b>	<b>25650</b>	<b>3765</b>	<b>11475</b>	<b>9463</b>	<b>37125</b>	<b>5.4</b>
MIDWEST CITY	03	28527	235299	10870	96434	39397	331733	
	04	30649	245496	12388	100724	43037	346220	
		<b>2122</b>	<b>10197</b>	<b>1518</b>	<b>4290</b>	<b>3640</b>	<b>14487</b>	<b>4.4</b>
RALPH ELLISON	03	5343	41722	1593	13212	6936	54934	
	04	6138	49018	1753	15227	7891	64245	
		<b>795</b>	<b>7296</b>	<b>160</b>	<b>2015</b>	<b>955</b>	<b>9311</b>	<b>16.9</b>
SOUTHERN OAKS	03	38767	311528	13835	114915	52602	426443	
	04	41243	330030	14734	116500	55977	446530	
		<b>2476</b>	<b>18502</b>	<b>899</b>	<b>1585</b>	<b>3375</b>	<b>20087</b>	<b>4.7</b>
VILLAGE	03	25469	206047	11535	103792	37004	309839	
	04	28689	233853	11917	105902	40606	339755	
		<b>3220</b>	<b>27806</b>	<b>382</b>	<b>2110</b>	<b>3602</b>	<b>29916</b>	<b>9.7</b>
WARR ACRES	03	25854	215679	13867	116278	39721	331957	
	04	29481	231584	13530	114143	43011	345727	
		<b>3627</b>	<b>15905</b>	<b>-337</b>	<b>-2135</b>	<b>3290</b>	<b>13770</b>	<b>4.1</b>

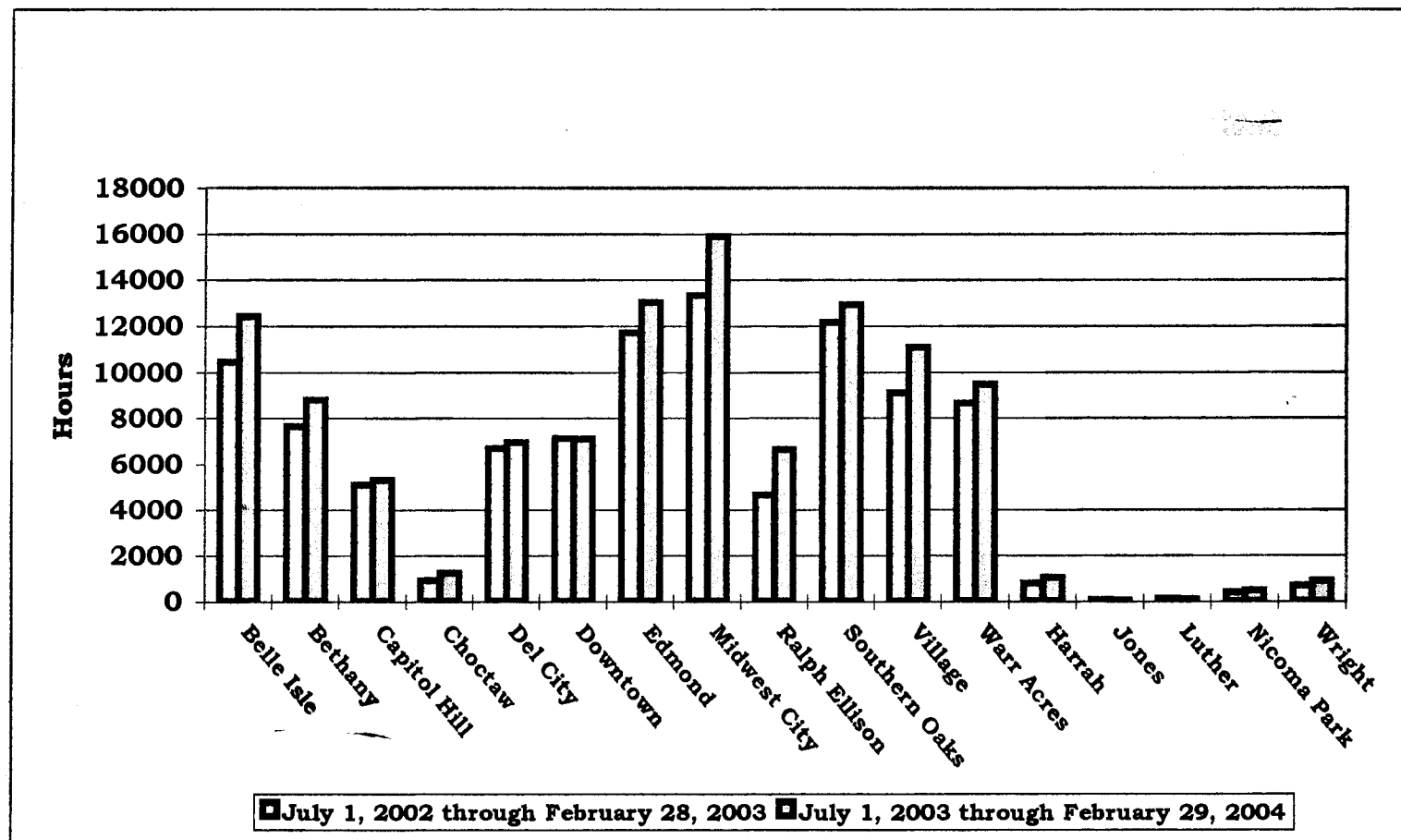
## Circulation Gains and Losses

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

FEBRUARY 29, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<b><u>EXTENSION LIBRARIES:</u></b>								
DREXEL	03	466	9081	87	1617	553	10698	
	04	0	0	0	0	0	0	
		<b>-466</b>	<b>-9081</b>	<b>-87</b>	<b>-1617</b>	<b>-553</b>	<b>-10698</b>	<b>-100.0</b>
HARRAH	03	2823	22846	1324	10406	4147	33252	
	04	3498	24507	1510	12169	5008	36676	
		<b>675</b>	<b>1661</b>	<b>186</b>	<b>1763</b>	<b>861</b>	<b>3424</b>	<b>10.3</b>
JONES	03	882	7265	404	2350	1286	9615	
	04	1012	7078	266	1792	1278	8870	
		<b>130</b>	<b>-187</b>	<b>-138</b>	<b>-558</b>	<b>-8</b>	<b>-745</b>	<b>-7.7</b>
LUTHER	03	2480	13942	729	3661	3209	17603	
	04	3329	20966	866	5940	4195	26906	
		<b>849</b>	<b>7024</b>	<b>137</b>	<b>2279</b>	<b>986</b>	<b>9303</b>	<b>52.8</b>
NICOMA PARK	03	1549	11877	927	5443	2476	17320	
	04	1915	13630	731	5240	2646	18870	
		<b>366</b>	<b>1753</b>	<b>-196</b>	<b>-203</b>	<b>170</b>	<b>1550</b>	<b>8.9</b>
SPENCER	03	165	1231	7	121	172	1352	
	04	0	0	0	0	0	0	
		<b>-165</b>	<b>-1231</b>	<b>-7</b>	<b>-121</b>	<b>-172</b>	<b>-1352</b>	<b>-100.0</b>
WRIGHT	03	716	5722	170	1225	886	6947	
	04	872	6754	138	1347	1010	8101	
		<b>156</b>	<b>1032</b>	<b>-32</b>	<b>122</b>	<b>124</b>	<b>1154</b>	<b>16.6</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	03	9747	78313	11167	86912	20914	165225	
	04	9462	76359	11303	89541	20765	165900	
		<b>-285</b>	<b>-1954</b>	<b>136</b>	<b>2629</b>	<b>-149</b>	<b>675</b>	<b>.4</b>
BOOKS-BY-MAIL	03	1321	11509	0	0	1321	11509	
	04	1416	12223	0	0	1416	12223	
		<b>95</b>	<b>714</b>	<b>0</b>	<b>0</b>	<b>95</b>	<b>714</b>	<b>6.2</b>
TOTALS	03	292130	2379521	141505*	1186326	433635	3565847	
	04	321468	2536752	148978	1201448	470446	3738200	
		<b>29338</b>	<b>157231</b>	<b>7473</b>	<b>15122</b>	<b>36811</b>	<b>172353</b>	<b>4.8</b>

## Total Internet Hours Used by Library

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)



## Total Internet Usage

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	220		3,497		1,368.93		2,753		26,789		10,447.35	
	04	266		4,278		1,546.11		3,242		33,269		12,384.84	
		<b>46</b>	<b>20.9</b>	<b>781</b>	<b>22.3</b>	<b>177.18</b>	<b>12.9</b>	<b>489</b>	<b>17.8</b>	<b>6,480</b>	<b>24.2</b>	<b>1,937.49</b>	<b>18.5</b>
BETHANY	03	155		2,344		981.41		1,762		18,100		7,624.28	
	04	158		2,522		1,069.69		2,021		21,275		8,796.81	
		<b>3</b>	<b>1.9</b>	<b>178</b>	<b>7.6</b>	<b>88.28</b>	<b>9.0</b>	<b>259</b>	<b>14.7</b>	<b>3,175</b>	<b>17.5</b>	<b>1,172.53</b>	<b>15.4</b>
CAPITOL HILL	03	125		1,762		643.95		1,382		13,336		5,067.33	
	04	164		2,018		694.20		1,573		14,344		5,266.73	
		<b>39</b>	<b>31.2</b>	<b>256</b>	<b>14.5</b>	<b>50.25</b>	<b>7.8</b>	<b>191</b>	<b>13.8</b>	<b>1,008</b>	<b>7.6</b>	<b>199.40</b>	<b>3.9</b>
CHOCTAW	03	17		287		111.32		336		2,505		926.73	
	04	102		947		343.42		465		3,724		1,241.96	
		<b>85</b>	<b>500.0</b>	<b>660</b>	<b>230.0</b>	<b>232.10</b>	<b>208.5</b>	<b>129</b>	<b>38.4</b>	<b>1,219</b>	<b>48.7</b>	<b>315.23</b>	<b>34.0</b>
DEL CITY	03	134		2,028		821.19		1,465		15,899		6,663.11	
	04	140		2,285		883.34		1,747		17,255		6,939.36	
		<b>6</b>	<b>4.5</b>	<b>257</b>	<b>12.7</b>	<b>62.15</b>	<b>7.6</b>	<b>282</b>	<b>19.2</b>	<b>1,356</b>	<b>8.5</b>	<b>276.25</b>	<b>4.1</b>
DOWNTOWN	03	97		1,833		760.61		1,179		16,200		7,116.83	
	04	94		1,920		861.37		1,187		16,243		7,082.73	
		<b>-3</b>	<b>-3.1</b>	<b>87</b>	<b>4.7</b>	<b>100.76</b>	<b>13.2</b>	<b>8</b>	<b>.7</b>	<b>43</b>	<b>.3</b>	<b>-34.10</b>	<b>-.5</b>
EDMOND	03	247		3,767		1,471.69		3,356		29,983		11,708.78	
	04	293		4,691		1,643.26		3,629		35,511		13,010.55	
		<b>46</b>	<b>18.6</b>	<b>924</b>	<b>24.5</b>	<b>171.57</b>	<b>11.7</b>	<b>273</b>	<b>8.1</b>	<b>5,528</b>	<b>18.4</b>	<b>1,301.77</b>	<b>11.1</b>
MIDWEST CITY	03	340		4,003		1,659.48		3,556		32,121		13,318.35	
	04	360		5,011		1,962.03		4,138		39,793		15,871.13	
		<b>20</b>	<b>5.9</b>	<b>1,008</b>	<b>25.2</b>	<b>302.55</b>	<b>18.2</b>	<b>582</b>	<b>16.4</b>	<b>7,672</b>	<b>23.9</b>	<b>2,552.78</b>	<b>19.2</b>
RALPH ELLISON	03	142		1,837		665.95		1,504		12,267		4,629.24	
	04	148		2,309		772.95		1,950		18,940		6,609.22	
		<b>6</b>	<b>4.2</b>	<b>472</b>	<b>25.7</b>	<b>107.00</b>	<b>16.1</b>	<b>446</b>	<b>29.7</b>	<b>6,673</b>	<b>54.4</b>	<b>1,979.98</b>	<b>42.8</b>



## Total Internet Usage

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	318		3,786		1,535.92		3,386		28,996		12,141.41	
	04	365		4,059		1,632.78		3,818		31,970		12,911.82	
		<b>47</b>	<b>14.8</b>	<b>273</b>	<b>7.2</b>	<b>96.86</b>	<b>6.3</b>	<b>432</b>	<b>12.8</b>	<b>2,974</b>	<b>10.3</b>	<b>770.41</b>	<b>6.3</b>
VILLAGE	03	235		2,953		1,112.53		2,731		24,251		9,102.43	
	04	263		3,674		1,281.81		3,177		30,224		11,069.40	
		<b>28</b>	<b>11.9</b>	<b>721</b>	<b>24.4</b>	<b>169.28</b>	<b>15.2</b>	<b>446</b>	<b>16.3</b>	<b>5,973</b>	<b>24.6</b>	<b>1,966.97</b>	<b>21.6</b>
WARR ACRES	03	192		2,847		1,121.46		2,323		22,180		8,634.68	
	04	243		3,119		1,113.61		2,694		25,846		9,448.49	
		<b>51</b>	<b>26.6</b>	<b>272</b>	<b>9.6</b>	<b>-7.85</b>	<b>-7</b>	<b>371</b>	<b>16.0</b>	<b>3,666</b>	<b>16.5</b>	<b>813.81</b>	<b>9.4</b>
HARRAH	03	18		233		109.81		220		1,707		789.83	
	04	17		354		141.44		257		2,406		1,043.20	
		<b>-1</b>	<b>-5.6</b>	<b>121</b>	<b>51.9</b>	<b>31.63</b>	<b>28.8</b>	<b>37</b>	<b>16.8</b>	<b>699</b>	<b>40.9</b>	<b>253.37</b>	<b>32.1</b>
JONES	03	2		18		11.23		26		134		73.26	
	04	8		28		10.38		26		133		47.71	
		<b>6</b>	<b>300.0</b>	<b>10</b>	<b>55.6</b>	<b>-85</b>	<b>-7.6</b>		<b>.0</b>	<b>-1</b>	<b>-7</b>	<b>-25.55</b>	<b>-34.9</b>
LUTHER	03			20		10.41		21		178		113.33	
	04	2		22		9.68		26		195		89.47	
		<b>2</b>		<b>2</b>	<b>10.0</b>	<b>-.73</b>	<b>-7.0</b>	<b>5</b>	<b>23.8</b>	<b>17</b>	<b>9.6</b>	<b>-23.86</b>	<b>-21.1</b>
NICOMA PARK	03	7		127		63.47		86		854		397.45	
	04	5		156		90.71		94		980		486.47	
		<b>-2</b>	<b>-28.6</b>	<b>29</b>	<b>22.8</b>	<b>27.24</b>	<b>42.9</b>	<b>8</b>	<b>9.3</b>	<b>126</b>	<b>14.8</b>	<b>89.02</b>	<b>22.4</b>
WRIGHT	03	2		172		88.53		70		1,182		694.95	
	04	10		342		97.47		94		2,317		885.59	
		<b>8</b>	<b>400.0</b>	<b>170</b>	<b>98.8</b>	<b>8.94</b>	<b>10.1</b>	<b>24</b>	<b>34.3</b>	<b>1,135</b>	<b>96.0</b>	<b>190.64</b>	<b>27.4</b>
TOTAL	03	2,251		31,514		12,537.89		26,156		246,682		99,449.34	
	04	2,638		37,735		14,154.25		30,138		294,425		113,185.48	
		<b>387</b>	<b>17.2</b>	<b>6,221</b>	<b>19.7</b>	<b>1,616.36</b>	<b>12.9</b>	<b>3,982</b>	<b>15.2</b>	<b>47,743</b>	<b>19.4</b>	<b>13,736.14</b>	<b>13.8</b>

## Internet Usage by Adult Customers

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	176		3,065		1,248.23		2,216		23,581		9,614.78	
	04	208		3,619		1,364.21		2,643		28,570		11,088.37	
		<b>32</b>	<b>18.2</b>	<b>554</b>	<b>18.1</b>	<b>115.98</b>	<b>9.3</b>	<b>427</b>	<b>19.3</b>	<b>4,989</b>	<b>21.2</b>	<b>1,473.59</b>	<b>15.3</b>
BETHANY	03	124		2,008		882.98		1,342		14,808		6,613.72	
	04	112		2,238		992.93		1,624		18,404		7,974.05	
		<b>-12</b>	<b>-9.7</b>	<b>230</b>	<b>11.5</b>	<b>109.95</b>	<b>12.5</b>	<b>282</b>	<b>21.0</b>	<b>3,596</b>	<b>24.3</b>	<b>1,360.33</b>	<b>20.6</b>
CAPITOL HILL	03	66		1,128		469.59		793		8,368		3,644.09	
	04	100		1,445		536.43		947		9,987		3,987.98	
		<b>34</b>	<b>51.5</b>	<b>317</b>	<b>28.1</b>	<b>66.84</b>	<b>14.2</b>	<b>154</b>	<b>19.4</b>	<b>1,619</b>	<b>19.3</b>	<b>343.89</b>	<b>9.4</b>
CHOCTAW	03	15		215		79.82		246		1,956		751.04	
	04	58		678		279.45		338		3,054		1,071.66	
		<b>43</b>	<b>286.7</b>	<b>463</b>	<b>215.3</b>	<b>199.63</b>	<b>250.1</b>	<b>92</b>	<b>37.4</b>	<b>1,098</b>	<b>56.1</b>	<b>320.62</b>	<b>42.7</b>
DEL CITY	03	97		1,683		720.78		1,070		12,881		5,753.11	
	04	106		1,912		773.27		1,353		14,542		6,127.94	
		<b>9</b>	<b>9.3</b>	<b>229</b>	<b>13.6</b>	<b>52.49</b>	<b>7.3</b>	<b>283</b>	<b>26.4</b>	<b>1,661</b>	<b>12.9</b>	<b>374.83</b>	<b>6.5</b>
DOWNTOWN	03	80		1,601		692.00		985		13,798		6,267.11	
	04	89		1,774		799.13		1,036		14,406		6,374.91	
		<b>9</b>	<b>11.3</b>	<b>173</b>	<b>10.8</b>	<b>107.13</b>	<b>15.5</b>	<b>51</b>	<b>5.2</b>	<b>608</b>	<b>4.4</b>	<b>107.80</b>	<b>1.7</b>
EDMOND	03	178		3,185		1,308.11		2,478		25,684		10,397.14	
	04	213		3,943		1,440.26		2,869		30,591		11,687.21	
		<b>35</b>	<b>19.7</b>	<b>758</b>	<b>23.8</b>	<b>132.15</b>	<b>10.1</b>	<b>391</b>	<b>15.8</b>	<b>4,907</b>	<b>19.1</b>	<b>1,290.07</b>	<b>12.4</b>
MIDWEST CITY	03	262		3,440		1,489.43		2,714		27,113		11,789.05	
	04	274		4,337		1,768.24		3,263		34,654		14,321.63	
		<b>12</b>	<b>4.6</b>	<b>897</b>	<b>26.1</b>	<b>278.81</b>	<b>18.7</b>	<b>549</b>	<b>20.2</b>	<b>7,541</b>	<b>27.8</b>	<b>2,532.58</b>	<b>21.5</b>
RALPH ELLISON	03	84		1,201		451.70		1,027		8,622		3,537.56	
	04	104		1,788		635.34		1,419		14,109		5,221.09	
		<b>20</b>	<b>23.8</b>	<b>587</b>	<b>48.9</b>	<b>183.64</b>	<b>40.7</b>	<b>392</b>	<b>38.2</b>	<b>5,487</b>	<b>63.6</b>	<b>1,683.53</b>	<b>47.6</b>

## Internet Usage by Adult Customers

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	213		2,629		1,165.78		2,441		21,469		9,692.76	
	04	241		3,011		1,305.02		2,825		24,841		10,590.04	
		<b>28</b>	<b>13.1</b>	<b>382</b>	<b>14.5</b>	<b>139.24</b>	<b>11.9</b>	<b>384</b>	<b>15.7</b>	<b>3,372</b>	<b>15.7</b>	<b>897.28</b>	<b>9.3</b>
VILLAGE	03	164		2,435		962.61		2,098		20,316		7,987.10	
	04	188		3,125		1,148.03		2,468		25,927		9,850.99	
		<b>24</b>	<b>14.6</b>	<b>690</b>	<b>28.3</b>	<b>185.42</b>	<b>19.3</b>	<b>370</b>	<b>17.6</b>	<b>5,611</b>	<b>27.6</b>	<b>1,863.89</b>	<b>23.3</b>
WARR ACRES	03	156		2,457		999.05		1,879		19,654		7,922.86	
	04	190		2,617		982.80		2,213		22,611		8,556.48	
		<b>34</b>	<b>21.8</b>	<b>160</b>	<b>6.5</b>	<b>-16.25</b>	<b>-1.6</b>	<b>334</b>	<b>17.8</b>	<b>2,957</b>	<b>15.0</b>	<b>633.62</b>	<b>8.0</b>
HARRAH	03	10		204		99.42		145		1,397		708.68	
	04	12		284		118.32		186		1,872		849.17	
		<b>2</b>	<b>20.0</b>	<b>80</b>	<b>39.2</b>	<b>18.90</b>	<b>19.0</b>	<b>41</b>	<b>28.3</b>	<b>475</b>	<b>34.0</b>	<b>140.49</b>	<b>19.8</b>
JONES	03	2		18		11.23		20		120		69.28	
	04	4		21		8.86		21		125		46.00	
		<b>2</b>	<b>100.0</b>	<b>3</b>	<b>16.7</b>	<b>-2.37</b>	<b>-21.1</b>	<b>1</b>	<b>5.0</b>	<b>5</b>	<b>4.2</b>	<b>-23.28</b>	<b>-33.6</b>
LUTHER	03			18		9.23		11		146		104.72	
	04	2		16		8.32		14		127		70.14	
		<b>2</b>		<b>-2</b>	<b>-11.1</b>	<b>-.91</b>	<b>-9.9</b>	<b>3</b>	<b>27.3</b>	<b>-19</b>	<b>-13.0</b>	<b>-34.58</b>	<b>-33.0</b>
NICOMA PARK	03	3		65		36.43		59		599		288.89	
	04	5		126		74.06		66		752		361.76	
		<b>2</b>	<b>66.7</b>	<b>61</b>	<b>93.8</b>	<b>37.63</b>	<b>103.3</b>	<b>7</b>	<b>11.9</b>	<b>153</b>	<b>25.5</b>	<b>72.87</b>	<b>25.2</b>
WRIGHT	03	2		146		79.32		53		965		591.12	
	04	8		292		72.38		69		2,014		740.45	
		<b>6</b>	<b>300.0</b>	<b>146</b>	<b>100.0</b>	<b>-6.94</b>	<b>-8.7</b>	<b>16</b>	<b>30.2</b>	<b>1,049</b>	<b>108.7</b>	<b>149.33</b>	<b>25.3</b>
TOTAL	03	1,632		25,498		10,705.71		19,577		201,477		85,733.01	
	04	1,914		31,226		12,307.05		23,354		246,586		98,919.87	
		<b>282</b>	<b>17.3</b>	<b>5,728</b>	<b>22.5</b>	<b>1,601.34</b>	<b>15.0</b>	<b>3,777</b>	<b>19.3</b>	<b>45,109</b>	<b>22.4</b>	<b>13,186.86</b>	<b>15.4</b>

## Internet Usage by Minor Customers

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	44		432		120.70		537		3,208		832.57	
	04	58		659		181.90		599		4,699		1,296.47	
		14	31.8	227	52.5	61.20	50.7	62	11.5	1,491	46.5	463.90	55.7
BETHANY	03	31		336		98.43		420		3,292		1,010.56	
	04	46		284		76.76		397		2,871		822.76	
		15	48.4	-52	-15.5	-21.67	-22.0	-23	-5.5	-421	-12.8	-187.80	-18.6
CAPITOL HILL	03	59		634		174.36		589		4,968		1,423.24	
	04	64		573		157.77		626		4,357		1,278.75	
		5	8.5	-61	-9.6	-16.59	-9.5	37	6.3	-611	-12.3	-144.49	-10.2
CHOCTAW	03	2		72		31.50		90		549		175.69	
	04	44		269		63.97		127		670		170.30	
		42	#####	197	273.6	32.47	103.1	37	41.1	121	22.0	-5.39	-3.1
DEL CITY	03	37		345		100.41		395		3,018		910.00	
	04	34		373		110.07		394		2,713		811.42	
		-3	-8.1	28	8.1	9.66	9.6	-1	-3	-305	-10.1	-98.58	-10.8
DOWNTOWN	03	17		232		68.61		194		2,402		849.72	
	04	5		146		62.24		151		1,837		707.82	
		-12	-70.6	-86	-37.1	-6.37	-9.3	-43	-22.2	-565	-23.5	-141.90	-16.7
EDMOND	03	69		582		163.58		878		4,299		1,311.64	
	04	80		748		203.00		760		4,920		1,323.34	
		11	15.9	166	28.5	39.42	24.1	-118	-13.4	621	14.4	11.70	.9
MIDWEST CITY	03	78		563		170.05		842		5,008		1,529.30	
	04	86		674		193.79		875		5,139		1,549.50	
		8	10.3	111	19.7	23.74	14.0	33	3.9	131	2.6	20.20	1.3
RALPH ELLISON	03	58		636		214.25		477		3,645		1,091.68	
	04	44		521		137.61		531		4,831		1,388.13	
		-14	-24.1	-115	-18.1	-76.64	-35.8	54	11.3	1,186	32.5	296.45	27.2

## Internet Usage by Minor Customers

July 1, 2003 through February 29, 2004 (66.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	105		1,157		370.14		945		7,527		2,448.65	
	04	124		1,048		327.76		993		7,129		2,321.78	
		<b>19</b>	<b>18.1</b>	<b>-109</b>	<b>-9.4</b>	<b>-42.38</b>	<b>-11.4</b>	<b>48</b>	<b>5.1</b>	<b>-398</b>	<b>-5.3</b>	<b>-126.87</b>	<b>-5.2</b>
VILLAGE	03	71		518		149.92		633		3,935		1,115.33	
	04	75		549		133.78		709		4,297		1,218.41	
		<b>4</b>	<b>5.6</b>	<b>31</b>	<b>6.0</b>	<b>-16.14</b>	<b>-10.8</b>	<b>76</b>	<b>12.0</b>	<b>362</b>	<b>9.2</b>	<b>103.08</b>	<b>9.2</b>
WARR ACRES	03	36		390		122.41		444		2,526		711.82	
	04	53		502		130.81		481		3,235		892.01	
		<b>17</b>	<b>47.2</b>	<b>112</b>	<b>28.7</b>	<b>8.40</b>	<b>6.9</b>	<b>37</b>	<b>8.3</b>	<b>709</b>	<b>28.1</b>	<b>180.19</b>	<b>25.3</b>
HARRAH	03	8		29		10.39		75		310		81.15	
	04	5		70		23.12		71		534		194.03	
		<b>-3</b>	<b>-37.5</b>	<b>41</b>	<b>141.4</b>	<b>12.73</b>	<b>122.5</b>	<b>-4</b>	<b>-5.3</b>	<b>224</b>	<b>72.3</b>	<b>112.88</b>	<b>139.1</b>
JONES	03					.00		6		14		3.98	
	04	4		7		1.52		5		8		1.71	
		<b>4</b>		<b>7</b>		<b>1.52</b>		<b>-1</b>	<b>-16.7</b>	<b>-6</b>	<b>-42.9</b>	<b>-2.27</b>	<b>-57.0</b>
LUTHER	03			2		1.18		10		32		8.61	
	04			6		1.36		12		68		19.33	
				<b>4</b>	<b>200.0</b>	<b>.18</b>	<b>15.3</b>	<b>2</b>	<b>20.0</b>	<b>36</b>	<b>112.5</b>	<b>10.72</b>	<b>124.5</b>
NICOMA PARK	03	4		62		27.04		27		255		108.56	
	04			30		16.65		28		228		124.71	
		<b>-4</b>	<b>-100.0</b>	<b>-32</b>	<b>-51.6</b>	<b>-10.39</b>	<b>-38.4</b>	<b>1</b>	<b>3.7</b>	<b>-27</b>	<b>-10.6</b>	<b>16.15</b>	<b>14.9</b>
WRIGHT	03			26		9.21		17		217		103.83	
	04	2		50		25.09		25		303		145.14	
		<b>2</b>		<b>24</b>	<b>92.3</b>	<b>15.88</b>	<b>172.4</b>	<b>8</b>	<b>47.1</b>	<b>86</b>	<b>39.6</b>	<b>41.31</b>	<b>39.8</b>
TOTAL	03	619		6,016		1,832.18		6,579		45,205		13,716.33	
	04	724		6,509		1,847.20		6,784		47,839		14,265.61	
		<b>105</b>	<b>17.0</b>	<b>493</b>	<b>8.2</b>	<b>15.02</b>	<b>.8</b>	<b>205</b>	<b>3.1</b>	<b>2,634</b>	<b>5.8</b>	<b>549.28</b>	<b>4.0</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**MARCH 2004**

### **OKLAHOMA LIBRARY ASSOCIATION ANNUAL CONFERENCE**

The Oklahoma Library Association will be holding its annual meeting in Tulsa on April 14-16, 2004. The conference will be held at the Adams Mark Hotel. A number of MLS staff will be participating in the conference including Debra Spindle, Pauline Boyer-Rodriguez, Heidi Daniel-Morgan, and Deborah Willis. The Library Commission meeting is on Thursday of the conference; but Friday offers a variety of programs of interest, including the FOLIO luncheon featuring Michael Wallis and a program entitled "Attention Board/Director Teams: What's your score?" which focuses on ways boards and directors can improve their effectiveness.

### **ANOTHER MLS STAFF MEMBER BECOMES FAMOUS AUTHOR!**

MLS has recently received two copies of a biography of the life of Ms. Jean G. Gumerson, President Emeritus of Presbyterian Health Foundation and long time Oklahoma City Civic leader. The book "Champagne, Roses & a Bale of Hay" will be placed in the Oklahoma Room of the Ronald J. Norick Downtown Library. Consultant/writer collaborating with Ms. Gumerson on the book was Ernestine Clark, Director of Development. MLS received the books in February, a double treat for Ernestine's birthday because her poem "Through a Glass Darkly" was also published via formal choral/orchestral piece *Threnody* by Hinshaw Publishing Company.

### **DOWNTOWN LIBRARY MOVE JUST A MATTER OF TIME.**

We are anxiously awaiting the occupancy permit and substantial completion certificate for the Downtown Library. The building is nearly finished and furniture installation should begin later this month. Offices will be moving in random fashion over the next two months; so the Administration will try to send you regular updates as to which offices and departments are moving and their new phone numbers when appropriate.

### **MLS RECEIVES BRONZE AWARD FOR UNITED WAY PARTICIPATION**

I am pleased to announce that the library system received commendation from the United Way for our campaign last year. We were recognized for "achieving a \$25-49.99 per capita" in 2003. Special recognition was given to our coordinator Traci Jenkins for her "dedication, hard work and a job well done." I would also like to thank Traci and her committee for all of their work last year.

### **MARKETING AND COMMUNICATIONS DEPARTMENT WINS AWARD**

It was exciting to receive news that we had won a number of awards from the Society of Professional Journalists. MLS was honored for:

- 1<sup>st</sup> place, Press Releases, Doug Bentin for "Dave Barry"
- 2<sup>nd</sup> place, Photography, David Fitzgerald for "Cherokees"

3<sup>rd</sup> place, Magazine writing, Jeanne Devlin for "Cherokees"  
Honorable Mention, Magazine writing, Linda Allen for "The Monarch Chronicles"  
Honorable Mention, MLS Annual Report 2001 + 2002  
Honorable Mention, Best Magazine, Scott Carter for "Metro Library"

Congratulations to the staff in the Marketing and Communications Department for their excellent work!

#### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Attended OLA Legislative Day at the Capitol
- Attended Youth Council Meeting
- Participated with Susan McVey in a KRXO radio interview by Steve Bennett
- Will attend OLA Program Committee/Executive Board Meeting

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

##### ***HOMETOWN WELCOME FOR SHANNON LUCID***

**Apr. 3,** 3:00-4:00 p.m., Bethany Library, (405) 789-9363.

Come meet one of America's first women astronauts and Bethany native Shannon Lucid, as we dedicate a permanent photography exhibit in her honor at the library.

##### ***UKRAINIAN EGG ART (AGES 10 & OLDER), WITH OSU PROFESSOR RICHARD DODDER***

**Apr. 5,** 4:00-5:00 p.m., Belle Isle Library, (405) 843-9601.

##### ***OKLAHOMA FANCY DANCERS (AGES 7 & OLDER)***

**Apr. 5,** 7:00-8:00 p.m., Midwest City Library, (405) 732-4828.

Led by educator and drummer Steve Littleman, this American Indian dance troupe will present a variety of traditional American Indian dances, drawing on the sounds of both the Northern and Southern Plains style of singing and drumming.

##### ***PSEUDODANCE THEATRE PERFORMANCE***

**Apr. 6,** 10:00-11:00 a.m., Capitol Hill Library, (405) 634-6308.

This local professional dance troupe will perform several types of dance, then involve the audience in a segment on improvisational dance.

##### ***AMERICAN KIDS TALENT SHOW***

**Apr. 6,** 3:00-4:00 p.m., Southern Oaks Library, (405) 631-4468.

For the last 21 years, American Kids, Inc., has provided an environment for children ages preschool through high school to become entertainers. Come see a showcase of local performers under the direction of founder Dale Smith.

##### ***LETS TALK ABOUT MUSIC (AGES 7 & OLDER)***

**Apr. 24,** 2:00-3:00 p.m., Bethany Library, (405) 789-9363.

This interactive program will give the listener an introduction to string quartet dance music from early Baroque, Classical, Romantic, and 20<sup>th</sup> Century music to country and western tunes and modern music. You'll hear music ranging from Bach and Mozart to Scott Joplin and the Beach Boys. Co-sponsor: Oklahoma City Philharmonic and Oklahoma City Orchestra League.

# **METROPOLITAN LIBRARY COMMISSION**

## **Appointments to Standing Committees February 2004 to February 2005**

### **STANDING COMMITTEE**

### **TYPICAL AREAS OF RESPONSIBILITY**

#### **Administrative & Personnel Committee**

David Greenwell, Chair  
Dr. Ann Caine  
Carolyn Cornelius  
Shirley Pritchett  
Marguerite Ross

- Personnel Classification/Compensation Schedules
- Personnel policies and benefits
- Insurance coverage: property, group medical, liability, vehicles

#### **Finance Committee**

Hugh D. Rice, Chair (by virtue of office)  
Nancy Anthony  
Scott Duncan  
Greg Womack

- Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission
- Review and propose any budget amendments to the Commission

#### **Long-Range Planning Committee**

Millicent Gillogly, Chair  
Deanna Hannah  
Jose Jimenez  
Hugh D. Rice  
Alyne Strube

- Review and propose plans for library services and facilities that go beyond the current fiscal year
- Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services

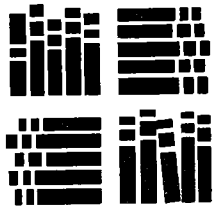
#### **Public Services Committee**

Jose Jimenez, Chair  
Pam Pung  
Cynthia Trent  
Peggy Winters

- Policies for joint services and programs with other community organizations
- Policies for loan of books and other materials
- Policies and fees for services, use of meeting rooms, etc.
- Library programming policies

**NOTE:** Appointments are made by the Chair of the Metropolitan Library Commission.





**FRIENDS OF THE METROPOLITAN LIBRARY SYSTEM**

P.O. Box 1633 ■ Oklahoma City, OK 73101-1633 ■ (405) 231-8653

**PRESS RELEASE**

**CONTACT: Shirley Pritchett – 789-8669**

**RELEASE: Immediately**

**DON'T DUCK THE CHANCE TO READ!!!** That was the theme for the 25<sup>th</sup> Annual Friends of the Metropolitan Library BOOKSALE 2004. Oklahomans, as well as folks from Arizona, New Mexico, Arkansas, Kansas and Texas flocked to take advantage of what has become the biggest and best two-day book sale in the country.

The three-day event was held at the Oklahoma State Fairgrounds in the Made In Oklahoma Building. It opened on February 20<sup>th</sup> with the Pre-sale Party, which is for members of The Friends. Over thirty-four hundred folks came out with trash cans on wheels, suitcases, four-wheelers and dollies to scoop up the bargains. But that wasn't all; on Saturday and Sunday the event is open to the public, and the crowds continued to flock through the doors.

When all was said and done, the final tally came to \$216,122.21, breaking last year's record-breaking sale by more than four thousand dollars.

During the week preceding BOOKSALE 400,000 books, records, videos and magazines were moved from warehouse to Fairgrounds, and put in order by 600 plus volunteers. Not to be forgotten are the behind-the-scenes heroes who work two days a week, year-round, to categorize, box and store this massive inventory.

Lori Griffin, Joe McReynolds and Jerry Toland served ably, once again, as coordinators, aided by a committee that meets throughout the year. Proceeds from BOOKSALE 2004 benefit the Metropolitan Library System for materials, programming and projects not covered in the library's annual budget.