

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY AGENDA

Thursday, April 15, 2004, 3:30 p.m.
Ralph Ellison Library
2000 NE 23rd, Oklahoma City, OK 73111
(Telephone - 424-1437)

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

3:30 - 3:35 pm INTRODUCTIONS

- Document #74 - 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 (#75-#77)

- Document #75 - Approval of Minutes of March 18, 2004 Meeting
- Document #76 - Acceptance of Review of Expenditures for March 2004
- Document #77 - Approval of Contract Awards and Purchases
 - Item: A Installation of Telecommunications Distribution System for the Midwest City Library
 - Item: B Hewlett-Packard Printers
 - Item: C Janitorial Services
 - Item: D Painting of Lobby and Surrounding Rooms at the Midwest City Library
 - Item: E Summer Reading Medals

3:50 - 4:00 pm NEW BUSINESS

- Document #78 - Report and Recommendations from Administration: Luther Library Lease ~ Donna Morris, Executive Director
- Document #79 - Report and Recommendations from Administration: MLS Policy & Procedure, Section VIII - Human Resources, Item M: Health Information Privacy Policy ~ Ric Rea, Director of Human Resources

4:00 - 4:30 pm SPECIAL PRESENTATIONS

- Volunteer Recognition ~ Heidi Port, Volunteer Coordinator
- Summer Reading program ~ LaVetta Dent, Children's Services Coordinator
- MLS Teen Webpage ~ Heidi Daniel-Morgan, Young Adult Services Coordinator

4:30 - 4:45 pm INFORMATION REPORTS

- Document #80 - 2004 Annual Information Technology Report
- Document #81 - Metropolitan Library System March 2004 Circulation Report
- Document #82 - Metropolitan Library System March 2004 Internet Usage Report

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

4:55 - COMMENTS FROM COMMISSION MEMBERS

- 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, May 20, 2004 at 3:30 p.m.
Ronald J. Norick Downtown Library, 300 Park Ave.
Oklahoma City, OK 73102

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 April 2004:

<u>Employees</u>	<u>Years of Service</u>
LaVetta Dent, Children's Services Coordinator	25
Heidi M. Johnson, Technical Processing Manager	25
Loretta Frantz, Technical Processor	10
Karon A. Storm, Library Page, Choctaw Library	10
Sue Hall, Librarian, Belle Isle Library	5

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

DATE: March 18, 2004 TIME: 3:30 p.m.

MEETING PLACE: Choctaw 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 Choctaw Library, 2525 Muzzy, Choctaw, OK, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on March 12, 2004, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Dr. Ann Caine
Scott Duncan
Millicent Gillogly
Jose Jimenez
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Alyne Strube
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Carolyn Cornelius
Mayor Mick Cornett
David Greenwell, Vice-Chair
Deanna Hannah
Stan Inman, Chair, Board of County
Commissioners
Cynthia Trent
Peggy Winters
Greg Womack

Estimate of general public and staff attending: 23

I. Mrs. Penny McCaleb called the meeting to order at 3:34 p.m.

She introduced the Mayor of Choctaw, Mr. Don Griffin, and invited him to say a few words.

Mr. Griffin thanked Mrs. Donna Morris, Executive Director; the Metropolitan Library System Staff; and the Commission for the wonderful new Choctaw Library facility and for their work with the Choctaw Community. He stated he personally appreciated them.

Mrs. McCaleb recognized Commission member Mrs. Alyne Strube from Choctaw. Mrs. Strube stated she had just returned from out of town and this was her first chance to see the new library. She said it "took her breath away" and is so very beautiful and impressive.

Mrs. McCaleb recognized Ms. Jean Johnson, MLS Staff Association Vice-President, and thanked her for her continued staff representation at the Commission meetings.

II. Due to the lack of a quorum Mrs. McCaleb asked Mrs. Donna Morris, Executive Director, to present the Executive Director's Report.

Mrs. Morris began by informing the Commission of the Oklahoma Library Association's (OLA) annual conference being held in Tulsa, April 14-16. She invited Commission members to attend and explained that the conference is on the same day as the April 15th Commission meeting. She reassured the Commission that she would be in attendance at the Commission meeting.

She recognized Ms. Ernestine Clark, Director of Development, who was a consultant/writer on Ms. Jean G. Gumerson's recently published book "Champagne, Roses & a Bale of Hay", as well as Ernestine's own work; the poem "Through a Glass Darkly" which was also published.

Mrs. Morris explained to the Commission that the architects on the Ronald J. Norick Downtown Library project must issue a certificate of substantial completion and then the City will issue an occupancy permit. As soon as that process has been completed the staff will begin the move. New telephone numbers will be issued for the new facility; however, the old facility's telephone numbers will be accessible until the individual departments have completed their move. She stated she would provide the new telephone listings to the Commission.

She reported that the Library System received the Bronze Award from the United Way for its participation in the campaign last year for "achieving a \$25 - 49.99 per capita" employee donations. Mrs. Morris gave special recognition to Mrs. Traci Jinkens, Planning Department, and her committee for their dedication, hard work and a job well done! She added a thanks to all the staff for their continued support.

In closing, Mrs. Morris announced that the Marketing and Communications Department has received several awards from the Society of Professional Journalists. After reading the names of the recipients and their awards she offered

congratulations to all that contributed to the receipt of these honors. Mrs. Morris called for questions and discussion followed.

III. Mrs. McCaleb asked that the roll be called at 3:41 p.m.

Roll was called to establish a quorum. Present: Anthony, Caine, Duncan, Gillogly, Jimenez, Pritchett, Pung, Rice, Ross, Strube, McCaleb.

IV. Mrs. McCaleb introduced Ms. Marcia Findeiss, Librarian, Choctaw Library.

Ms. Findeiss welcomed the Commission. She stated that the Choctaw Library Staff and Community are very pleased with their new facility and thanked the Commission for its efforts getting the new facility and for its continued support.

V. Mrs. McCaleb presented Metropolitan Library Commission Service Certificates to Lee Mata, Circulation Clerk, Capitol Hill Library, for 10 years of service. Also acknowledged were Mary Strasner, Librarian, Downtown Library for 15 years of service, and Michael Baughman, Library Page, Belle Isle Library for 5 years of service.

VI. Mrs. McCaleb presented the Consent Docket (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.)

Mrs. Millicent Gillogly moved to accept the Consent Docket. Mrs. Shirley Pritchett seconded. Mrs. McCaleb called for questions. After discussion, motion passed unanimously.

VII. Mrs. McCaleb called on Mrs. Gillogly to present Document # 70 – Report and Recommendation from the Long-Range Planning Committee meeting held on March 3, 2004.

Mrs. Gillogly stated the Committee met to complete its annual review of the strategic plan. She restated that the strategic plan is a dynamic document and is always in process. The review consisted of addressing the objectives that were completed or are in process or are in need of adjustments. The main changes made during this annual review were to the objectives that required the use of focus groups to obtain data. After the staff conducted a number of focus groups they determined that the information obtained could be gathered effectively through other methods and with less cost to the Library System. Therefore the Committee modified those objectives to read "obtain relevant data".

The other modification was to the objective that called for the Library System to "have a plan of collaboration with Community Information & Referral agencies". With the advent of a 211 Community Information & Referral service the Library System does not need to duplicate this effort.

Mrs. Gillogly continued by stating the Committee discussed a timeline for a vote on the millage increase issue that will be needed to build and operate a northwest

library. It was decided to push this issue back a little while until after the opening of the new Downtown Library. She asked for questions and discussion followed.

Mrs. McCaleb asked Mrs. Kay Bauman, Director of Planning, if she had any additional comments. Mrs. Bauman stated that in the two years since the implementation of this strategic plan, the Library System has touched on every objective; this is a group endeavor by all employees. She commended the staff on their response and cooperative effort to carry out the strategic plan. Mrs. McCaleb asked for questions or comments.

Mrs. Nancy Anthony noted a typographical error in the minutes of the Long-Range Planning on page 5, it should read "*Contact* Crisis Listening Skills" and asked that the original minutes be corrected. She also commented on the importance and emphasis of this particular training for the communication skills of public service workers. She noted that the Contact training was exceptionally long at 14 to 16 weeks. Mrs. Bauman stated this the reason a specialized grouping of the Contact training, which is focused on those specific needs of the Library System, is being designed. This adjusted training will be done in-house and concentrates on the tools that will aid the staff in their public service objectives.

Mrs. Gillogly concluded by stating that no Commission action is required.

Mrs. McCaleb thanked the Long-Range Planning Committee and the Library System staff for their dedicated work and efforts.

VIII. Mrs. McCaleb called on Mrs. Morris to present Document #71 – Report and Recommendation from Administration: Resolution naming the Bethany Library meeting room in honor of Shannon W. Lucid.

Mrs. Morris stated that the Bethany Library received a grant from the Friends of the Metropolitan Library System to create a photo exhibit in honor of Dr. Lucid.

While creating this exhibit discussion focused on the long-term educational benefit and the inspiration to the community that Dr. Lucid's career and life story represents. Afterward the consensus was to give a long-term tribute to Dr. Lucid by permanently displaying the photo exhibit and naming the meeting room in Dr. Lucid's honor.

The City of Bethany and Library staff have joined together to respectfully request the honor be given to Dr. Lucid and that it adopt the Resolution in Honor of Dr. Shannon W. Lucid and officially name the Bethany Library's meeting room the *Shannon W. Lucid Room*.

Mrs. Morris asked Mrs. Barbara Beasley, Manager of the Bethany Library, to say a few words. Mrs. Beasley stated Dr. Lucid was going to attend the dedication of the exhibit on April 3, 2004, where there will be two ceremonies; the first at 2:00 p.m. will be the official dedication of the exhibit and if passed, the presenting of the resolution. The second at 3:00 p.m. will be an open forum where children will be given the opportunity to ask questions of Dr. Lucid.

Mrs. Morris thanked the Friends of the Library for its generous support.

Mrs. McCaleb called for a motion on the resolution.

Mrs. Anthony moved to adopt the Resolution in Honor of Dr. Shannon W. Lucid and honor Dr. Lucid by officially naming the Bethany Library's meeting room the *Shannon W. Lucid Room*. Mrs. Marguerite Ross seconded. No further discussion. Motion passed unanimously.

IX. Mrs. McCaleb called on Mrs. Shirley Pritchett to present the Friends of the Library's Book Sale 2004 update.

Mrs. Pritchett began by praising the Book Sale Coordinators; she asked Mr. Joe McReynolds to stand and accept applause for another extraordinary event. She also commended the two other coordinators who couldn't attend Ms. Lori Griffin and Mr. Jerry Toland. She asked Mr. McReynolds to say a few words.

Mr. McReynolds emphasized that the book sale would not be the success it is without the many volunteers who put in countless hours, continuously throughout the year receiving, categorizing, and storing this immense inventory. He honored all volunteers, library staff and everyone who participated.

Mrs. Pritchett reported that this year's theme "Don't Duck the Chance to Read" raised \$216,122.21, the most raised in the 25-year history of the book sale. She mentioned that during the week preceding the event over 400,000 books, records, videos and magazines were moved to the Fairgrounds, and displayed, in order, by 600 plus volunteers.

Mrs. Pritchett explained that after the book sale is over Mr. Larry Jones gathers any materials not sold and donates them to the Feed the Children campaign which helps to promote literacy in 3rd world countries by providing these donated materials. She emphasized the far-reaching benefits of this special endeavor and again thanked all the people who help to ensure the continued success of the Friends' annual book sale. Mrs. Pritchett asked Mrs. Marian LeCrone, Coordinator for the Friends of the Library, to speak.

Mrs. LeCrone again thanked all the countless volunteers who worked diligently to create another successful book sale. She stated that this event has come a long way from the first book sale in 1981 where it raised \$6,240. This is due to the exceptional contributions of time, energy, and enthusiasm from the Friends, Volunteers, and Library Staff.

She reported that 3400 Friends shopped on Friday night and spent \$107,000 in 3 ½ hours or \$495 per minute. After adding in the sales for Saturday and Sunday, over \$216,000 was raised at this year's event. She stressed that without the hard year-round work collecting and organizing the books and preparing them for the sale, the planning and guidance of the three Book Sale Coordinators, the Book Sale Committee, the amazing shoppers who come from everywhere, and the all out effort

of all the Friends, this book sale would not be the triumph it has become year after year. She asked for questions and discussion followed.

X. Mrs. McCaleb called on Mr. Scott Carter, Director of Marketing & Communications (MaC), to present MLS Library Night @ the Movies.

Mr. Carter introduced Doug Bentin, MaC Communication Specialist, of his staff, who reported on the Marketing endeavor, Library Night at the Movies. In partnership with the George Grube Advertising Agency and the motion picture studios it represents, MLS has been able to give away passes to preview screenings of such family-oriented movies as "Tuck Everlasting," "Holes" and "Spirit: Wild Horse of the Cimarron." Library customers receive these passes and so are able to attend movie screenings at no cost for admission. The MLS Library Night at the Movies promotion has distributed 5,916 tickets, resulting in a savings to our customers of around \$28,580. The promotion has been a rousing success, garnering many expressions of gratitude from MLS customers. Mr. Bentin asked for questions and discussion followed.

XI. Mrs. McCaleb referred to Document #72 - Metropolitan Library System February 2004 Circulation Report and asked for comments. Discussion followed.

XII. Mrs. McCaleb referred to Document #73 - Metropolitan Library System February 2004 Internet Usage Report and asked for comments. Discussion followed.

XIII. Mrs. McCaleb acknowledged Mrs. Karen Hackett, Mayor's Committee on Disability Concerns representative and Mrs. Summer Loveless, Deputy for Oklahoma County Commissioner Stan Inman.

Mrs. McCaleb presented the appointments to the Commission's standing committees' roster for 2004, thanking everyone for volunteering to continue serving on their respective committees.

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

Ms. Ross stated that she had attended the Senior Expo 2004 at the fairgrounds and was very pleased to see that the Library System had an information booth at the expo. Ms. Sharon Maine with the Library System was offering information on the System and its Books-By-Mail program.

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

XVI. Mrs. McCaleb stated the next Commission meeting would be held Thursday, April 15, 2004 at the Ralph Ellison Library.

XVII. There being no further business the meeting was adjourned at 4:31 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

March 31, 2004

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

For comparison, 75.00% of the fiscal year has lapsed.

COMMISSION ACTION

That the Commission acknowledge the financial report of March 2004.

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION

March 31, 2004

ASSETS

CASH - Overnight Investment Account		\$ 3,849,346.48
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	(15,204,925.74)	
		<u>2,544,202.69</u>
Total Assets		<u>\$20,700,883.86</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2002-03 Reserve for Appropriations	\$ 522,810.10	
2003-04 Purchase Orders Outstanding	454,502.77	
2002-03 Purchase Orders Outstanding	89,568.83	
2003-04 Checks Outstanding	126,274.11	
2002-03 Checks Outstanding	101.90	
Total Liabilities		1,193,257.71

DEFERRED REVENUE:

Current year Ad Valorem Tax	2,544,202.69
-----------------------------	--------------

FUND BALANCE:

Beginning of the Year	15,596,178.98	
Add: Revenues		
Budgeted	15,657,555.74	
Other	<u>1,124,529.98</u>	16,782,085.72
Less: Expenditures	<u>(15,414,841.24)</u>	
Total Fund Balance		<u>16,963,423.46</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$20,700,883.86</u>

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT

As of March 31, 2004

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/04	2.500%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.240%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/02	11/17/07	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/02	12/18/07	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/03	6/18/04	2.150%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/03	1/6/08	3.190%	1,000,000.00
Weokie Credit Union	1/17/03	1/18/05	2.050%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/03	1/21/08	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/03	1/23/08	3.110%	600,000.00
CD - UMB Bank	2/12/03	2/12/05	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	9/23/05	2.050%	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

\$ 14,307,334.69

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

July 1, 2003 to March 31, 2004

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2003 Ad Valorem Tax	\$17,749,128.43	\$ 978,317.60	\$15,204,925.74	85.67%
State Aid	282,468.00	172,630.00	172,630.00	61.11%
Fines	<u>382,500.00</u>	<u>45,000.00</u>	<u>280,000.00</u>	73.20%
Total Budgeted Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 1,195,947.60</u>	<u>\$15,657,555.74</u>	85.03%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 20,959.83	\$ 902,110.81	
Homestead Exemption Reimb.				
Investment Income		7,640.39	106,317.19	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment			7,291.44	
Miscellaneous		<u>9,128.41</u>	<u>103,415.43</u>	
Total Miscellaneous Revenue		<u>\$ 37,728.63</u>	<u>\$ 1,124,529.98</u>	
Total Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 1,233,676.23</u>	<u>\$16,782,085.72</u>	91.14%

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

March 31, 2004

	BALANCE 3/1/04	RECEIPTS March	EXPEND. March	BALANCE 3/31/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 36,709.71	\$ 4,835.27	\$ 436.16	\$ 41,108.82
810 Prepaid Fees	(135.51)		29.60	(165.11)
815 Fines	51,033.90	41,860.62	45,039.98	47,854.54
820 Copy	33,884.48	5,484.52	352.03	39,016.97
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	\$ 124,148.92	\$ 52,180.41	\$ 45,857.77	\$ 130,471.56
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/04
<u>Special Grants</u>				
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
871 Kirkpatrick/Come /Read With Me		4,000.00		4,000.00
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	15,731.69	2,268.31
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
918 OAC/Kapoot Clown Theater			4,000.00	(4,000.00)
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	8,500.00	1,200.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00
<u>Grants - Friends of MLS</u>				
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	5,262.70	737.30

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 3/31/04
<u>Grants - Friends of MLS</u>					
925	03 OUT - Bookcases	3,500.00	3,500.00	0.00	3,500.00
926	03 OUT - Our World	14,800.00	14,800.00	11,500.00	3,300.00
927	04 Shannon Lucid	1,500.00	1,500.00	1,428.12	71.88
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	3,996.85	3.15
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	5,149.70	4,850.30
936	03 MWC - Gallery Lighting	1,500.00	1,500.00	1,468.95	31.05
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
Total Grants					<u>\$304,624.94</u>
Total Special Funds					<u>\$ 435,096.50</u>

Metropolitan Library System
Statement of Encumbrances
Month of March 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	616,516.98	5,715,704.98	70.21	8,141,139.00	2,425,434.02
102	Wages - Part-time	84,027.80	778,312.50	62.52	1,244,885.00	466,572.50
103	Payroll Taxes	51,888.06	480,284.16	68.17	704,579.00	224,294.84
109	Workers Comp. Insurance	7,566.00	66,986.00	60.89	110,007.00	43,021.00
112	Group Insurance	105,623.60	922,368.28	71.09	1,297,465.00	375,096.72
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		865,622.44	9,399,166.60	72.64	12,938,775.00	3,539,608.40

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	16,435.00	140,404.00	81.84	171,556.00	31,152.00
202	Liability/Bonding Insurance	4,025.00	4,025.00	17.87	22,525.00	18,500.00
205	Rent of Library Buildings	400.00	17,257.78	88.93	19,405.00	2,147.22
206	Rent of Equipment	1,885.20	14,176.80	67.56	20,983.00	6,806.20
207	Janitorial Services	14,892.33	134,030.97	59.74	224,364.00	90,333.03
208	Maintenance of Facilities	11,268.50	132,693.80	44.97	295,055.00	162,361.20
211	Parking & Transportation	7,117.66	58,036.83	44.53	130,340.00	72,303.17
212	Travel Expenses	3,862.86	21,127.74	32.44	65,122.00	43,994.26
213	Professional Services	7,915.03	106,130.80	48.98	216,672.00	110,541.20
214	Security Services	12,238.08	110,290.90	49.67	222,025.00	111,734.10
216	Telephone Services	14,400.53	112,730.87	33.99	331,686.00	218,955.13
217	Electrical Services	19,092.03	256,568.95	61.71	415,748.00	159,179.05
218	Gas Services	9,312.74	44,123.91	75.09	58,765.00	14,641.09
219	Water & Garbage Services	2,095.20	29,871.19	72.11	41,423.00	11,551.81
220	Trigen Energy Services	.00	.00	.00	95,000.00	95,000.00
226	Membership	781.50	16,524.50	71.71	28,045.00	6,520.50
230	Other Library-Related Serv.	22,851.17	252,809.66	74.03	341,488.00	88,678.34
231	Automation Contractual	11,092.36	184,529.92	60.86	303,212.00	118,682.08
236	Network Catalog Services	2,913.00	2,913.00	5.36	54,330.00	51,417.00
Total Contractual Services		162,578.19	1,638,246.62	53.66	3,052,744.00	1,414,497.38

Metropolitan Library System
Statement of Encumbrances
Month of March 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	9,082.85	117,523.80	66.32	177,204.00	59,680.20
302	Postage	11,233.81	150,610.53	57.29	262,904.00	112,293.47
303	Supplies	11,538.58	141,972.07	52.63	269,742.00	127,769.93
310	Maintenance Supplies	5,977.10	35,533.05	57.78	61,500.00	25,966.95
312	Safety Supplies & Equipment	285.10	1,332.99	16.74	7,965.00	6,632.01
321	Gas & Oil	1,250.00	8,460.66	56.40	15,000.00	6,539.34
322	Vehicle Parts & Repairs	202.29	9,694.76	53.86	18,000.00	8,305.24
330	Programming Activities	23,262.86	98,464.68	46.57	211,440.00	112,975.32
331	Other Commodities	1,373.99	13,180.10	36.94	35,682.00	22,501.90
Total Commodities		64,206.58	576,772.64	54.44	1,059,437.00	482,664.36

Capital Outlays

401	Books & Materials	214,832.20	1,995,948.46	70.14	2,845,665.00	849,716.54
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	721.69	141,241.17	89.18	158,375.00	17,133.83
408	Furniture, Fixture, & Equip.	657.60	77,704.71	47.89	162,262.00	84,557.29
409	Motor Vehicle	.00	30,694.59	85.26	36,000.00	5,305.41
410	Automation System & Equip.	30,704.71	207,051.87	53.92	384,000.00	176,948.13
450	Capital Projects	51,302.98	1,343,107.93	43.19	3,109,869.00	1,766,761.07
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		298,219.18	3,800,655.38	22.41	16,959,319.41	13,158,664.03
Total Budget		1,390,626.39	15,414,841.24	45.32	34,010,275.41	18,595,434.17

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose	Amount	Amount
G-03518	Metropolitan Library System	Background/Record Check	15.00	
		Library Related Service	23.84	
		Automation Contractural	48.24	
		Postage	15.10	
		Supplies	18.43	
		Programming Activities	124.66	
		Other Commodities	109.65	354.92
G-03519	City of Midwest City	Water & Garbage Service	170.24	170.24
G-03520	Oklahoma Natural Gas Company	Gas Services	3,280.79	3,280.79
G-03521	Triangle/A & E	Printing	18.00	
		Printing	36.00	54.00
G-03522	Unisource Worldwide Inc-OKCity	Supplies	180.00	180.00
G-03523	Demco	Supplies	40.03	40.03
G-03524	Pipkin Cameras	Other Commodities	9.05	9.05
G-03525	Gaylord Bros.	Supplies	15.44	
		Supplies	13.94	
		Supplies	31.98	61.36
G-03526	Irwin Business Machines	Supplies	62.50	62.50
G-03527	Hewlett-Packard Company	Maintenance Agreement	5,305.00	5,305.00
G-03528	Amazon.com	Materials	71.85	71.85
G-03529	UNUM Life Insurance	Grp L-T Disab Ins Prm-Mar	5,873.89	5,873.89
G-03530	City of Warr Acres	Garbage & Sewer Service	53.05	53.05
G-03531	Synergy Datacom Supply Inc.	Maintenance Supplies	29.51	
		Automation Contractural	90.85	
		Maintenance Supplies	23.15	143.51
G-03532	Standard Printing Co., Inc.	Printing	895.00	895.00
G-03533	Oklahoma Library Association	Registration	45.00	45.00
G-03534	Weston Woods Accts Receivable	Materials	35.90	35.90
G-03535	Baker & Taylor Books - #510486	Materials	1,696.93	1,696.93
G-03536	Value Line Publishing, Inc.	Materials	498.00	498.00
G-03537	CompSource Oklahoma	Workers' Comp Insurance	7,167.00	7,167.00
G-03538	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-03539	Recorded Books, LLC	Materials	58.67	58.67
G-03540	The Penworthy Company	Materials	178.24	178.24
G-03541	Instructional Video, Inc.	Materials	1,690.73	1,690.73
G-03542	Greater Oklahoma City	Meal Function	72.00	72.00
G-03543	Denyveta Davis	Mileage	71.06	71.06
G-03544	Gale Group	Materials	192.93	192.93
G-03545	Public Broadcasting Service	Materials	279.63	279.63
G-03546	The Edmond Evening Sun	Subscription	120.00	120.00
G-03547	Mutual Assurance	Grp Life/Ad&d Ins Prm-Mar	24,319.87	24,319.87
G-03548	Hal Leonard Publishing	Materials	210.90	210.90
G-03549	Staples	Supplies	88.95	88.95
G-03550	Markies Deli	Library Related	820.28	820.28
G-03551	Library Video Company	Materials	241.65	241.65
G-03552	Geri Price	Supplies	95.30	95.30
G-03553	Axiom Press	Materials	139.53	139.53
G-03554	Great Events Publishing	Programming Supplies	96.80	96.80
G-03555	Full Circle Book Store	Programming Activities	111.07	
		Materials	113.32	224.39
G-03556	Rosemary Czarski	Mileage	46.50	
		Programming Activities	61.48	

** Continued **

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03556	Rosemary Czarski	Postage	53.23	161.21
G-03557	Nancy J. Lytle	Mileage	20.25	20.25
G-03558	Morningstar	Materials	1,590.00	1,590.00
G-03559	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	18.20	18.20
G-03560	Teen Ink	Library Related	97.00	97.00
G-03561	Jill Vessels	Mileage	2.25	2.25
G-03562	Metrolcall	Telephone Services	12.78	12.78
G-03563	Blackstone Audio Books	Materials	344.56	344.56
G-03564	FireCo of Oklahoma, Inc.	Maintenance of Facilities	45.00	45.00
G-03565	Oklahoma Gazette	Advertisement	475.20	475.20
G-03566	Books on Tape, Inc.	Materials	103.50	103.50
G-03567	Brilliance Corporation	Materials	475.62	475.62
G-03568	Paper Direct, Inc.	Supplies	61.91	
		Supplies	38.94	100.85
G-03569	Ingram Library Services	Materials	2,525.74	2,525.74
G-03570	High-Tech Tronics, Inc.	Maintenance of Facilities	470.00	470.00
G-03571	Fuelman of Mid-America	Gasoline	327.54	327.54
G-03572	DWe Williams	Programming Activities	700.00	700.00
G-03573	Oklahoma Center for the Book	Other Commodities	90.00	90.00
G-03574	Chickasaw Telecom, Inc.	Telephone System	664.32	664.32
G-03575	Sagebrush Corporation	Materials	56.93	56.93
G-03576	Voss Lighting	Maintenance of Facilities	177.00	177.00
G-03577	Jana Hausburg	Mileage	8.25	8.25
G-03578	Saxon Publishers, Inc.	Materials	1,445.83	1,445.83
G-03579	Jimmy Welch	Automation Contractual	93.42	93.42
G-03580	Debbie E. Robertus	Mileage	16.50	16.50
G-03581	CDW-G	Automation Contractual	410.43	410.43
G-03582	Crystal D. Giles	Mileage	10.50	10.50
G-03583	Jean Barnes Gift & Book, Inc.	Materials	44.85	44.85
G-03584	Quill, Corp.	Supplies	203.76	203.76
G-03585	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	26.95	26.95
G-03586	DPT Productions	Library Related	3,735.00	3,735.00
G-03587	Better Containers	Supplies	101.94	101.94
G-03588	Sharon A. Nolan	Mileage	12.75	12.75
G-03589	Choctaw Chamber of Commerce	Membership	100.00	100.00
G-03590	Vision Service Plan of	Grp VisionCare Ins Prm-MR	2,142.70	2,142.70
G-03591	Highbridge Company	Materials	9.72	9.72
G-03592	Demco Media Turtleback Books	Materials	60.13	60.13
G-03593	Office Depot	Supplies	30.94	
		Automation Contractual	111.42	142.36
G-03594	Brown's Bakery	Library Related	283.96	283.96
G-03595	Baker & Taylor Books - #510486	Materials	890.50	890.50
G-03596	David Fitzgerald & Associates	Printing	550.00	550.00
G-03597	Baker & Taylor Entertainment	Materials	3,983.90	3,983.90
G-03598	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Mar	72,022.14	72,022.14
G-03599	Daniel Fields	Programming Activities	50.39	50.39
G-03600	Walmart Community Branch	Programming Activities	78.16	78.16
G-03601	Barnum's Sewer, Drain and	Maintenance of Facilities	69.50	69.50
G-03602	Magic 104.1 KMGL	Advertisement	1,080.00	1,080.00
G-03603	Darrie Breathwitt	Programming Activities	57.24	57.24
G-03604	Barbara A. Johnson	Mileage	13.20	13.20

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03605	Lesli Jones	Library Related	100.00	100.00
G-03606	Southwestern Bell	Telephone Services	63.32	63.32
G-03607	Veronica Bernal	Mileage	3.75	3.75
G-03608	Corporate Express	Supplies	167.70	
		Suppleis	51.26	
		Supplies	108.85	
		Supplies	25.44	353.25
G-03609	Securitas Security USA, Inc.	Security Services	3,059.15	
		Security Services	3,059.15	6,118.30
G-03610	Baker & Taylor Books - #510486	Materials	491.73	
		Materials	758.79	
		Materials	2,242.08	
		Materials	2,790.72	
		Materials	3,624.38	
		Materials	4,810.96	
		Materials	3,343.83	18,062.49
G-03611	Baker & Taylor Books - #510486	Materials	2,375.06	
		Materials	3,567.99	5,943.05
G-03612	Baker & Taylor Books-#510486	Materials	983.40	983.40
G-03613	Willow Bend Books	Materials	107.40	107.40
G-03614	Oklahoma City Employment Guide	Classified Advertisement	244.00	244.00
G-03615	HDG	Maintenance of Facilities	39.60	39.60
G-03616	Mary R. McElroy	Mileage	4.88	4.88
G-03617	Rex Playground Equipment, Inc.	Maintenance of Facilities	688.93	688.93
G-03618	Christine Bassett	Mileage	15.76	15.76
G-03619	Spencer's Smokehouse & Barbecu	Library Related Service	95.00	95.00
G-03620	Bank of Oklahoma	Payroll Transmittal-Chks	47,723.36	
		Payroll Transmittal-Chks	16,436.79	64,160.15
G-03621	Bank of Oklahoma	Federal Withholding Tax	31,313.60	
		Federal Withholding Tax	1,797.00	33,110.60
G-03622	Oklahoma Tax Commission	State Withholding Tax	15,116.60	
		State Withholding Tax	1,055.00	16,171.60
G-03623	Mun. Employees Credit Union	Employee Cr Union Deducts	10,419.11	
		Employee Cr Union Deducts	80.00	10,499.11
G-03624	United Way of Central Oklahoma	Employee Deductions	346.57	
		Employee Deductions	9.00	355.57
G-03625	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-03626	Administrative Systems, Inc.	Employee Deductions	1,086.84	1,086.84
G-03627	Morgan & Associates, P.C.	Employee Deductions	40.51	40.51
G-03628	Bank of America	Payroll Transmittal-DDep	146,867.16	
		Payroll Transmittal-DDep	18,858.65	165,725.81
G-03629	Nationwide Retirement Solution	Employee Deductions	7,159.97	7,159.97
G-03630	Premium Accounting	Employee Degluctions	776.52	776.52
G-03631	Metro Library Sys Pension Trst	Employee Retirement Confs	8,383.34	8,383.34
G-03632	Bank of Oklahoma	Employee Flexplan Deposit	15,461.54	
		Employer Flexplan Deposit	1,265.00	16,726.54
G-03633	Bank of Oklahoma	Employee Soc/Sec Deposits	18,106.78	
		Employee Soc/Sec Deposits	2,569.88	
		Employee Medicare Deposit	4,234.65	
		Employee Medicare Deposit	600.98	
		Employer Soc/Sec Deposits	20,676.56	
		Employer Medicare Deposit	4,835.69	51,024.54

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03634	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-03635	American Student Assistance	Employee Deductions	57.98	57.98
G-03636	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-03637	Mary Lynn Stephens	Salaries	20.82	20.82
G-03638	O G & E	Electrical Services	9,616.82	
		Electrical Services	119.22	9,736.04
G-03639	Oklahoma Natural Gas Company	Gas Services	176.02	176.02
G-03640	City of Oklahoma City	Water & Garbage Service	518.00	518.00
G-03641	City of the Village	Garbage & Sewer Service	68.63	68.63
G-03642	Southwestern Stationery and	Printing	4,785.21	4,785.21
G-03643	Borders Group, Inc.	Materials	133.80	133.80
G-03644	Emsco Electric Supply	Maintenance of Facilities	16.00	
		Maintenance of Facilities	145.59	161.59
G-03645	Demco	Programming Activities	50.65	
		Supplies	421.38	
		Supplies	74.37	546.40
G-03646	Pipkin Cameras	Other Commodities	14.84	14.84
G-03647	Eales Electronics Corp.	Maintenancace of Facilities	745.00	745.00
G-03648	Gale Research	Materials	4,024.79	4,024.79
G-03649	M. Scott Carter	Mileage	174.00	174.00
G-03650	Synergy Datacom Supply Inc.	Automation Contractural	62.80	62.80
G-03651	City of Edmond	Electrical Service	3,072.56	3,072.56
G-03652	United Linen	Towel Service	24.40	24.40
G-03653	Frank C. Ray	Mileage	31.50	31.50
G-03654	Standard Printing Co., Inc.	Printing	175.00	175.00
G-03655	Oklahoma Library Association	Registration	45.00	
		Registration	45.00	90.00
G-03656	Donna Morris	Travel Expense	841.96	841.96
G-03657	Judith Walden	Travel Expense	731.60	731.60
G-03658	Xerox Corporation	Maintenance of Facilities	1,109.48	1,109.48
G-03659	American Library Association	Programming Supplies	78.00	78.00
G-03660	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-03661	Ronna C. Davis	Programming Activities	164.17	164.17
G-03662	Eureka Water Company	Other Commodities	56.00	56.00
G-03663	Instructional Video, Inc.	Materials	575.36	575.36
G-03664	Denyveta Davis	Travel Expense	753.42	753.42
G-03665	Production Services	Library Related Services	3,100.00	3,100.00
G-03666	Hal Leonard Publishing	Materials	188.91	188.91
G-03667	Library Video Company	Materials	201.58	201.58
G-03668	Janet Brooks	Mileage	35.12	35.12
G-03669	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-03670	Amigos Library Services	Network Catalog Services	2,913.00	2,913.00
G-03671	Lowe's Companies, Inc.	Maintenance of Facilities	21.63	
		Maintenance of Facilities	36.42	
		Maintenance of Facilities	53.31	
		Maintenance of Facilities	99.01	
		Maintenance of Facilities	6.48	
		Maintenance of Facilities	28.82	
		Maintenance of Facilities	34.44	
		Maintenance of Facilities	13.84	293.95
G-03672	Southwestern Bell	Telephone Services	849.34	849.34

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03673	Blackstone Audio Books	Materials	99.87	99.87
G-03674	Oklahoma Gazette	Advertisement	475.20	
		Advertisement	475.20	950.40
G-03675	Brilliance Corporation	Materials	342.10	342.10
G-03676	American Library Association	Registration	170.00	170.00
G-03677	Ingram Library Services	Materials	2,230.63	2,230.63
G-03678	Dana L. Morrow	Mileage	26.06	
		Mileage	38.63	64.69
G-03679	Summit Mailing Systems, Inc.	Maintenance of Facilities	142.18	
		Meter Rental	226.50	
		Meter Rental	238.50	
		Meter Maintenance	375.37	982.55
G-03680	James E. Nimmo	Parking	120.00	120.00
G-03681	Audio Editions	Materials	774.28	774.28
G-03682	American Library Association	Materials	137.00	137.00
G-03683	Fuelman of Mid-America	Gasoline	266.04	266.04
G-03684	Mardel, Inc.	Materials	303.33	303.33
G-03685	Karen R. Bray	Mileage	23.25	23.25
G-03686	Thomas T. Beeler, Publisher	Materials	93.95	93.95
G-03687	Griders Discount Foods	Programming Activities	25.00	25.00
G-03688	Voss Lighting	Maintenance of Facilities	505.00	
		Maintenance of Facilities	396.00	901.00
G-03689	The Black Chronicle	Library Related Services	295.92	295.92
G-03690	Schiffer Publishing	Materials	279.84	279.84
G-03691	Anita F. Roesler	Mileage	51.19	51.19
G-03692	Jimmy Welch	Mileage	21.75	21.75
G-03693	Pauline Boyer Rodriguez	Mileage	21.75	21.75
G-03694	Dell Marketing L.P.	Computer Equipment	4,661.87	4,661.87
G-03695	Lisa M. Weissenbuehler	Other Commodities	51.67	51.67
G-03696	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	141.84	444.00
G-03697	The Daily and Sunday	Classified Advertisement	426.63	
		Legal Bid Notice	57.75	
		Legal Bid Notice	128.52	612.90
G-03698	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-03699	Sharon A. Nolan	Mileage	11.63	11.63
G-03700	AT&T	Telephone Services	21.48	21.48
G-03701	Ruby J. Soutiere	Mileage	12.00	12.00
G-03702	Omniplex	Programming Activities	150.00	150.00
G-03703	BBC Audiobooks America	Materials	72.87	72.87
G-03704	Novalco, Inc.	Maintenance of Facilities	390.00	390.00
G-03705	Finder Binder	Materials	375.00	375.00
G-03706	City of Edmond	Water & Garbage Service	176.70	176.70
G-03707	City of Harrah	Water & Garbage Service	18.90	18.90
G-03708	City of Choctaw	Water & Garbage Service	19.50	19.50
G-03709	C.O.T.P.A.	Parking	1,521.55	1,521.55
G-03710	Demco Media Turtleback Books	Materials	248.74	248.74
G-03711	Todd S. Olberding	Registration Reimbursemen	244.50	
		Mileage	71.63	
		Telephone Reimbursement	45.11	361.24
G-03712	Baker & Taylor Books - #510486	Materials	1,539.12	1,539.12
G-03713	Cox Oklahoma Telecom, Inc.	Telephone Services	2,976.00	

** Continued **

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-03713	Cox Oklahoma Telecom, Inc.	Telephone Services	1,518.16	
		Telephone Services	310.00	4,804.16
G-03714	Cheryl Pernell	Mileage	11.25	11.25
G-03715	Jeanne M. Devlin	Mileage	93.96	
		Mileage	84.75	178.71
G-03716	Baker & Taylor Entertainment	Materials	1,070.55	1,070.55
G-03717	Daniel Fields	Mileage	12.75	12.75
G-03718	Arts Council of Oklahoma City	Programming Activities	1,870.00	1,870.00
G-03719	FBD Consulting, Inc.	Professional Services	140.00	140.00
G-03721	SAFECO Life Insurance Company	Life Insurance	4,025.00	4,025.00
G-03722	Marian J. LeCrone	Mileage	89.63	89.63
G-03723	Helen L Chacon	Mileage	23.25	23.25
G-03724	Imagination Promotional Group	Printing	481.94	481.94
G-03725	Pamela S. Buchanan	Mileage	9.75	9.75
G-03726	A Chance to Change	Employee Assistance	965.00	965.00
G-03727	Del Technical Coatings, Inc.	Maintenance of Facilities	25.00	25.00
G-03728	Magic 104.1 KMGL	Advertisement	1,995.00	1,995.00
G-03729	Robyn Poston	Programming Activities	75.00	75.00
G-03730	Star Lighting	Maintenance of Facilities	22.74	
		Maintenance of Facilities	29.34	52.08
G-03731	Rick George	Printing	120.00	120.00
G-03732	Cultural Surroundings	Furniture	19,660.00	
		Furniture	11,764.34	
		Furniture	21,035.78	
		Furniture	5,840.38	
		Furniture	8,920.15	
		Furniture	10,885.68	78,106.33
G-03733	Rachel Mosman	Programming Activities	77.14	77.14
G-03734	CorVISION Media, Inc.	Training Materials	547.00	547.00
G-03735	Standley Systems	Copier Usage	420.79	420.79
G-03736	Susan H. Wood	Programming Activities	250.00	250.00
G-03737	Irish Arts Project	Programming Activities	50.00	50.00
G-03738	L.A.Theatre Works	Materials	29.95	29.95
G-03739	Kelley Hoffman	Mileage	35.70	35.70
G-03740	Anita Sanders	Mileage	7.50	7.50
G-03741	Daphene H. Keys	Membership	35.00	35.00
G-03742	Cox Communications Inc.	Digital Services	9.23	9.23
G-03743	RDJ Specialties, Inc.	Supplies	164.05	164.05
G-03744	Corporate Express	Supplies	31.12	
		Supplies	17.22	
		Equipment	152.61	
		Supplies	86.90	287.85
G-03745	Securitas Security USA, Inc.	Security Services	3,059.15	3,059.15
G-03746	Baker & Taylor Books - #510486	Materials	690.99	
		Materials	1,207.61	
		Materials	3,675.42	
		Materials	6,381.89	11,955.91
G-03747	Baker & Taylor Books - #510486	Materials	1,632.10	1,632.10
G-03748	Parking Partners LLC	Parking	80.00	80.00
G-03749	Beatriz Meyer	Programming Activities	50.00	50.00
G-03750	Emily Williams	Mileage	3.75	3.75

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03751	Brand + Brand Design Group	Capital Project	2,500.00	2,500.00
G-03752	R.B. Akins	Maintenance of Facilities	370.00	370.00
G-03753	Kone Elevators Escalators	Maintenance of Facilities	775.00	775.00
G-03754	Terracon	Maintenance of Facilities	300.00	300.00
G-03755	Smartgirl Technologies	Registration	249.00	249.00
G-03756	Lloyd Lovely	Mileage	36.00	36.00
G-03757	Lorelei K. Slater	Mileage	7.88	7.88
G-03758	Ramos A R K Foundry &	Other Commodities	462.00	462.00
G-03759	Crest Foods	Programming Activities	200.00	200.00
G-03760	Braums	Programming Activities	425.00	425.00
G-03761	Hometown Market	Programming Activities	25.00	25.00
G-03762	Buy for Less	Programming Activities	100.00	100.00
G-03763	Albertsons	Programming Activities	50.00	50.00
G-03764	Golden Corral	Programming Activities	425.00	425.00
G-03765	7-Eleven	Programming Activities	425.00	425.00
G-03766	Trisha Marlow	Library Related Services	1,000.00	1,000.00
G-03767	Patricia Whisenhunt	Mileage	3.00	3.00
G-03768	Vignettes For Training	Registration	1,245.00	1,245.00
G-03769	Walmart Community Branch	Programming Activities	550.00	550.00
G-03770	Metropolitan Library System	Maintenance of Facilities	8.93	
		Professional Services	48.00	
		Postage	19.90	
		Supplies	176.50	
		Supplies	69.33	
		Gasoline	25.00	
		Programming Activities	128.44	
		Other Commodities	52.33	528.43
G-03771	City of Midwest City	Maintenance of Facilities	4,500.00	4,500.00
G-03772	Oklahoma Natural Gas Company	Gas Services	3,216.94	3,216.94
G-03773	City of Oklahoma City	Water & Garbage Service	454.10	454.10
G-03774	Triangle/A & E	Capital Project	24.30	
		Capital Project	4.68	28.98
G-03775	Brodart, Inc.	Supplies	570.00	570.00
G-03776	Hunzicker Brothers, Inc.	Maintenance of Facilities	44.10	44.10
G-03777	Locke Supply Company	Maintenance of Facilities	34.30	
		Maintenance of Facilities	163.00	
		Maintenance of Facilities	28.68	
		Maintenance of Facilities	83.40	
		Maintenance of Facilities	27.67	
		Maintenance of Facilities	37.65	
		Maintenance of Facilities	9.25	383.95
G-03778	Edward N. Terry	Mileage	38.63	38.63
G-03779	Tech-Lock	Maintenance of Facilities	50.00	
		Maintenance of Facilities	14.50	64.50
G-03780	Demco	Supplies	82.11	82.11
G-03781	Gaylord Bros.	Supplies	176.00	176.00
G-03782	Highsmith Co., Inc.	Programming Supplies	35.62	35.62
G-03783	Synergy Datacom Supply Inc.	Automation Contractural	5.25	
		Maintenance of Facilities	120.83	
		Automation Contractural	70.74	196.82
G-03784	Ernestine F. Clark	Mileage	55.88	55.88
G-03785	Richard E. Rea	Mileage	64.13	64.13

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03786	ASTD Central Oklahoma Chapter	Membership	50.00	50.00
G-03787	Oklahoma Library Association	Registration	105.00	
		Registration	105.00	
		Registration	125.00	335.00
G-03788	Baker & Taylor Books - #510486	Materials	1,378.17	1,378.17
G-03789	Karen Marriott	Travel Expense	737.30	737.30
G-03790	Susan E. Ryan	Mileage	7.50	7.50
G-03791	Value Line Publishing, Inc.	Materials	843.00	843.00
G-03792	Bill Warren Office Products	Supplies	59.50	
		Supplies	21.40	80.90
G-03793	Nextel Communications	Telephone Services	208.57	208.57
G-03794	FEDEX	Postage	13.91	13.91
G-03795	Boise Cascade Office Products	Programming Supplies	47.24	47.24
G-03796	Recorded Books, LLC	Materials	131.50	131.50
G-03797	Pure Service Corporation	Maintenance of Facilities	1,700.00	1,700.00
G-03798	Sylvia A. Lawson	Mileage	46.88	46.88
G-03799	Instructional Video, Inc.	Materials	19.95	19.95
G-03800	Gale Group	Materials	2,432.60	2,432.60
G-03801	Public Broadcasting Service	Materials	17.99	17.99
G-03802	Live Oak Media	Materials	171.24	171.24
G-03803	Randy Wayland	Travel Expense	756.72	756.72
G-03804	Davis Design Group, LLC	Capital Projects	600.00	600.00
G-03805	Command Software Systems	Software	3,157.50	3,157.50
G-03806	Anne G. Fischer	Telephone Reimbursement	71.64	
		Mileage	82.50	154.14
G-03807	Angie Paeltz	Mileage	22.50	22.50
G-03808	Library Video Company	Materials	1,119.04	1,119.04
G-03809	Full Circle Book Store	Programming Activities	26.34	
		Books	110.96	
		Materials	91.02	228.32
G-03810	Rosemary Czarski	Travel Expense	530.10	530.10
G-03811	American Red Cross	Programming Activities	25.00	25.00
G-03812	Heidi Daniel-Morgan	Mileage	84.56	84.56
G-03813	Karen Lehr	Mileage	88.50	88.50
G-03814	FireCo of Oklahoma, Inc.	Maintenance of Facilities	59.75	59.75
G-03815	Cingular Wireless	Telephone Services	100.48	100.48
G-03816	Crystal Data/Business Products	Supplies	263.20	263.20
G-03817	Ron Moore & Associates	Registration	1,495.00	1,495.00
G-03818	Ingram Library Services	Materials	1,531.55	1,531.55
G-03819	Audio Editions	Materials	872.25	872.25
G-03820	United States Postal Service	Postage	1,200.00	1,200.00
G-03821	JoNita White	Mileage	24.00	24.00
G-03822	Fuelman of Mid-America	Gasoline	324.85	324.85
G-03823	Chickasaw Telecom, Inc.	Computer Equipment	1,980.00	1,980.00
G-03824	Bob Howard Downtown Ford	Vehicle Parts & Repairs	29.75	29.75
G-03825	Sagebrush Corporation	Materials	382.01	382.01
G-03826	Frances Virginia Harbert	Mileage	3.38	3.38
G-03827	The Black Chronicle	Subscription	58.80	58.80
G-03828	American Elevator Company, Inc	Maintenance of Facilities	1,560.00	1,560.00
G-03829	Jimmy Welch	Remote Access	25.00	25.00
G-03830	Scholastic Library Publishing	Materials	7,767.20	7,767.20
G-03831	Faculty House	Membership	16.50	16.50

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03832	Hall Duncan	Programming Activities	100.00	100.00
G-03833	Dell Marketing L.P.	Automation Contractual	1,068.68	1,068.68
G-03834	Southwestern Bell	Telephone Services	269.68	269.68
G-03835	Deborah J. Willis	Mileage	53.25	53.25
G-03836	The Daily and Sunday	Legal Bid Notice	42.21	42.21
G-03837	Bank of America	Direct Deposit Service	131.38	131.38
G-03838	Contractors Supply Company	Maintenance Supplies	7.52	7.52
G-03839	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	28.42	
		Vehicle Parts & Repairs	29.89	58.31
G-03840	Kelley Riha	Mileage	133.13	133.13
G-03841	Clyde D. Herrod	Travel Expense	48.00	48.00
G-03842	Info USA Marketing, Inc.	Materials	4,950.00	4,950.00
G-03843	Eaton-Quade Plastics Co.	Maintenanace of Facilities	60.00	60.00
G-03844	John Wood	Mileage	29.81	29.81
G-03845	Shellie Zeigler-Hill	Mileage	35.25	35.25
G-03846	Todd S. Olberding	Telephone Reimbursement	45.11	45.11
G-03847	Roy S. Ballou	Mileage	16.50	16.50
G-03848	Baker & Taylor Entertainment	Materials	4,897.03	
		Materials	414.23	5,311.26
G-03849	Prime Office Products	Supplies	660.24	
		Supplies	214.50	874.74
G-03850	Walmart Community Branch	Supplies	17.42	
		Supplies	49.54	66.96
G-03851	Barnum's Sewer, Drain and	Maintenance of Facilities	174.50	174.50
G-03852	Commerical Card Solutions	Books	213.77	
		Books	130.40	
		Books	178.45	
		Books	135.06	
		Books	203.99	
		Books	57.98	919.65
G-03853	Classic Paper Supply	Maintenance Supplies	528.64	528.64
G-03854	EmTec Pest Control, Inc.	Pest Control Services	129.00	
		Pest Control Services	134.00	263.00
G-03855	All-American Waste Control	Garbage Service	476.74	476.74
G-03856	Barbara A. Johnson	Mileage	12.75	12.75
G-03857	Khanh Minh Do	Mileage	83.25	83.25
G-03858	John Utley	Mileage	40.13	40.13
G-03859	Susan H. Wood	Programming Activities	75.00	75.00
G-03860	Lesli Jones	Library Related Services	455.00	455.00
G-03861	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-03862	Oklahoma City Police Depart	Maintenance of Facilities	100.00	
		Maintenance of Facilities	50.00	150.00
G-03863	Corporate Express	Supplies	100.22	100.22
G-03864	Baker & Taylor Books - #510486	Materials	432.86	
		Materials	2,220.28	
		Materials	4,395.48	
		Materials	3,321.13	
		Materials	7,018.69	17,388.44
G-03865	Baker & Taylor Books - #510486	Materials	4,111.86	
		Materials	2,352.18	6,464.04
G-03866	Baker & Taylor Books-#510486	Materials	1,252.45	1,252.45
G-03867	Jim Thorpe Assn	Materials	59.80	59.80

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03868	W Virginia Library Commission	Safety Supplies	25.00	25.00
G-03869	Friends of the Oklahoma	Membership	500.00	
		Library Related	120.00	620.00
G-03870	Career Connection Center	Supplies	150.00	150.00
G-03871	Rib Crib Corporation	Staff Recognition	258.49	258.49
G-03872	Bank of Oklahoma	Payroll Transmittal-Chks	49,509.51	
		Payroll Transmittal-Chks	17,526.37	67,035.88
G-03873	Bank of Oklahoma	Federal Withholding Tax	33,021.60	
		Federal Withholding Tax	1,850.00	34,871.60
G-03874	Oklahoma Tax Commission	State Withholding Tax	15,838.60	
		State Withholding Tax	1,078.00	16,916.60
G-03875	Mun. Employees Credit Union	Employee Cr Union Deducts	10,554.11	
		Employee Cr Union Deducts	80.00	10,634.11
G-03876	United Way of Central Oklahoma	Employee Deductions	346.57	
		Employee Deductions	10.00	356.57
G-03877	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-03878	Administrative Systems, Inc.	Employee Deductions	1,086.84	1,086.84
G-03879	Morgan & Associates, P.C.	Employee Deductions	10.65	10.65
G-03880	Bank of America	Payroll Transmittal-DDep	151,695.42	
		Payroll Transmittal-DDep	18,944.85	170,640.27
G-03881	Works & Lentz, Inc.	Employee Deductions	160.67	160.67
G-03882	Nationwide Retirement Solution	Employee Deductions	7,159.97	7,159.97
G-03883	Premium Accounting	Employee Deductions	776.52	776.52
G-03884	Metro Library Sys Pension Trst	Employee Retirement Conts	8,423.30	8,423.30
G-03885	Bank of Oklahoma	Employee Flexplan Deposit	6,786.79	6,786.79
G-03886	Bank of Oklahoma	Employee Soc/Sec Deposits	18,736.45	
		Employee Soc/Sec Deposits	2,652.04	
		Employee Medicare Deposit	4,381.82	
		Employee Medicare Deposit	620.20	
		Employer Soc/Sec Deposits	21,388.28	
		Employer Medicare Deposit	5,002.22	52,781.01
G-03887	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-03888	American Student Assistance	Employee Deductions	57.05	57.05
G-03889	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-03890	City of Del City	Building Rental	400.00	400.00
G-03891	Bradford Industrial Suppl Corp	Maintenance of Facilities	126.30	126.30
G-03892	O G & E	Electrical Services	6,279.34	6,279.34
G-03893	Oklahoma Natural Gas Company	Gas Services	2,701.68	2,701.68
G-03894	City of Bethany	Water & Garbage Service	116.15	116.15
G-03895	Unisource Worldwide Inc-OKCity	Maintenance Supplies	265.50	265.50
G-03896	Demco	Supplies	29.58	29.58
G-03897	Pipkin Cameras	Other Commodities	24.97	24.97
G-03898	Gale Research	Materials	1,150.57	1,150.57
G-03899	Irwin Business Machines	Automation Contractural	125.00	125.00
G-03900	Sams Technical Publishing	Materials	155.23	155.23
G-03901	SBC	Telephone Services	4,848.31	
		Telephone Services	2,079.65	
		Telephone Services	466.50	7,394.46
G-03902	Ernestine F. Clark	Travel Expense	1,141.60	1,141.60
G-03903	Alma L. Brown	Programming Activities	37.93	37.93
G-03904	Christine Pryor	Programming Activities	175.00	175.00
G-03905	Standard Printing Co., Inc.	Printing	600.00	

** Continued **

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-03905	Standard Printing Co., Inc.	Printing	42.95	
		Printing	1,243.75	1,886.70
G-03906	Oklahoma Library Association	Registration	105.00	
		Registration	280.00	
		Registration	85.00	
		Registration	115.00	
		Registration	85.00	
		Registration	60.00	
		Travel Expense	85.00	
		Registration	60.00	
		Registration	85.00	
		Registration	105.00	1,065.00
G-03907	Weston Woods Accts Receivable	Materials	147.75	147.75
G-03908	Baker & Taylor Books - #510486	Materials	676.33	676.33
G-03909	Donna Morris	Telephone Reimbursement	35.00	35.00
G-03910	U.S. Postmaster	Postage	10,000.00	10,000.00
G-03911	Value Line Publishing, Inc.	Materials	345.00	345.00
G-03912	Boise Cascade Office Products	Supplies	22.80	22.80
G-03913	Recorded Books, LLC	Materials	2,297.38	2,297.38
G-03914	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	14,892.33
G-03915	Marilyn E. Backus	Mileage	9.75	9.75
G-03916	Gale Group	Materials	176.48	176.48
G-03917	Public Broadcasting Service	Materials	29.98	29.98
G-03918	Live Oak Media	Materials	151.65	151.65
G-03919	GPN/WNED-TV	Materials	44.95	44.95
G-03920	Library Video Company	Materials	942.60	942.60
G-03921	Graphic Solutions Groups, Inc.	Supplies	152.19	152.19
G-03922	Blackstone Audio Books	Materials	2,418.81	2,418.81
G-03923	Oklahoma Gazette	Advertisement	527.85	527.85
G-03924	Books on Tape, Inc.	Materials	51.20	51.20
G-03925	Crystal Data/Business Products	Maintenance of Computers	3,534.75	3,534.75
G-03926	Brilliance Corporation	Materials	48.68	48.68
G-03927	Ingram Library Services	Materials	1,964.10	1,964.10
G-03928	Information Today, Inc.	Materials	732.15	732.15
G-03929	Audio Editions	Materials	41.52	41.52
G-03930	Kinko's, Inc.	Printing	50.00	50.00
G-03931	Fuelman of Mid-America	Gasoline	336.02	336.02
G-03932	Chickasaw Telecom, Inc.	Telephone System	8,559.90	8,559.90
G-03933	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	61.95	61.95
G-03934	Society of Professional	Membership	180.00	180.00
G-03935	Sagebrush Corporation	Materials	1,480.28	1,480.28
G-03936	Schiffer Publishing	Materials	69.72	69.72
G-03937	Dorothy Dunlap	Mileage	94.88	94.88
G-03938	Dell Marketing L.P.	Computer Software	1,282.02	
		Computer Equipment	22,394.77	23,676.79
G-03939	Advantage Laser Products, Inc.	Supplies	136.25	136.25
G-03940	Childcraft Education Corp.	Materials	2,789.33	2,789.33
G-03941	Westrex International	Automation Contractural	307.01	307.01
G-03942	Dowell Parking Center	Parking & Transportation	1,000.00	
		Parking & Transportation	1,400.00	2,400.00

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03943	BBC Audiobooks America	Materials	734.93	734.93
G-03944	Rosalind L. Reeder	Programming Activities	200.00	200.00
G-03945	Linda Gens	Travel Expense	95.18	95.18
G-03946	Steve Littleman	Programming Activities	1,187.50	1,187.50
G-03947	William Bernhardt	Printing	100.00	100.00
G-03948	Demco Media Turtleback Books	Materials	21.88	21.88
G-03949	C. L. Frates and Company	Insurance	16,435.00	16,435.00
G-03950	Baker & Taylor Books - #510486	Materials	1,317.12	1,317.12
G-03951	On_Line Media, Inc.	Advertisement	10,588.00	10,588.00
G-03952	David Fitzgerald & Associates	Printing	150.00	
		Printing	150.00	300.00
G-03953	Commerical Card Solutions	Supplies	28.11	
		Material	34.95	63.06
G-03954	Baker & Taylor Entertainment	Materials	1,812.76	
		Materials	416.77	2,229.53
G-03955	Arts Council of Oklahoma City	Programming Activities	3,560.00	3,560.00
G-03956	Dr. Max Price	Programming Activities	75.00	
		Programming Activities	75.00	150.00
G-03957	Metro Tech	Professional Services	249.83	
		Registration	49.00	298.83
G-03958	Jean Engebritson	Mileage	19.13	19.13
G-03959	Magic 104.1 KMGL	Advertisement	1,515.00	1,515.00
G-03960	Melissa Weathers	Programming Activities	114.93	
		Mileage	13.88	128.81
G-03961	SBC DataComm	Cable Distribution	10,069.00	
		Capital Project	390.00	10,459.00
G-03962	York International Corporation	Maintenance of Facilities	86.70	86.70
G-03963	Rondia K. Banks	Mileage	3.38	3.38
G-03964	Oklahoma City Police Depart	Maintenance of Facilities	50.00	50.00
G-03965	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-03966	Big G Productions	Materials	12.00	12.00
G-03967	Target Department Store	Programming Activities	50.00	50.00
G-03968	Corporate Express	Supplies	18.95	18.95
G-03969	Securitas Security USA, Inc.	Security Services	3,059.15	
		Security Services	3,059.15	6,118.30
G-03970	Baker & Taylor Books - #510486	Materials	1,021.23	
		Materials	881.64	
		Materials	920.53	
		Materials	1,515.40	
		Materials	3,906.75	
		Materials	1,583.05	
		Materials	1,946.83	
		Materials	3,731.83	15,507.26
G-03971	Baker & Taylor Books - #510486	Materials	1,500.51	
		Materials	4,655.20	
		Materials	2,008.63	8,164.34
G-03972	Baker & Taylor Books-#510486	Materials	286.48	286.48
G-03973	Wendy Vann	Programming Activities	75.00	75.00
G-03974	Moore Norman Technology Center	Registration	70.00	70.00
G-03975	Marcia K Preston	Programming Activities	75.00	75.00
G-03976	Trisha Marlow	Library Related Service	1,000.00	1,000.00
G-03977	Appalachia Educational Lab	Materials	60.00	60.00

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-03978	Teaching Tolerances	Books	80.00	80.00
G-03979	Treasurer General, NSDAR	Books	102.00	102.00
G-03980	Insignia Signs, Inc.	Maintenanace of Facilties	312.00	312.00
G-03981	Getty Images USA, Inc.	Printing	420.00	420.00
G-03982	David G Fitzgerald	Printing	208.00	208.00
G-03983	Howard Parts Distribution Ctr	Vehicle Parts & Repairs	35.98	35.98
G-03984	Oklahoma City Philharmonic	Programming Activities	240.00	240.00
G-03985	National Library Legislative	Registration	15.00	15.00
G-03986	Metropolitan Library System	Background/Record Check	45.00	
		Supplies	72.12	
		Programming Activities	77.73	
		Other Commodities	87.65	282.50
G-03987	City of Midwest City	Water & Garbage Service	195.34	195.34
G-03988	Bradford Industrial Suppl Corp	Maintenanace of Facilities	126.30	
		Maintenanace of Facilities	97.62	
		Maintenanace of Facilities	267.16	491.08
G-03989	Grainger Parts Operations	Maintenanace of Facilities	89.95	89.95
G-03990	O G & E	Electrical Services	4.09	4.09
G-03991	Oklahoma Natural Gas Company	Gas Services	3,437.31	3,437.31
G-03992	Brodart, Inc.	Supplies	84.30	
		Supplies	71.88	156.18
G-03993	Demco	Supplies	936.00	
		Supplies	631.86	
		Supplies	315.12	
		Programming Supplies	44.99	
		Supplies	77.36	2,005.33
G-03994	Eales Electronics Corp.	Maintenanace of Facilities	267.00	267.00
G-03995	Gale Research	Materials	2,108.01	2,108.01
G-03996	Hewlett-Packard Company	Maintenance Agreement	4,100.00	4,100.00
G-03997	City of Warr Acres	Garbage & Sewer Service	57.85	57.85
G-03998	Frank C. Ray	Mileage	54.94	54.94
G-03999	Barbara J. Williams	Mileage	115.50	115.50
G-04000	Oklahoma Library Association	Registration	95.00	
		Registration	105.00	
		Registration	125.00	
		Registration	85.00	410.00
G-04001	Weston Woods Accts Receivable	Materials	567.05	567.05
G-04002	Baker & Taylor Books - #510486	Materials	1,621.49	1,621.49
G-04003	Bill Warren Office Products	Supplies	89.72	
		Supplies	6.54	96.26
G-04004	Yarn Barn	Materials	20.53	20.53
G-04005	CompSource Oklahoma	Workers' Comp Insurance	7,399.00	7,399.00
G-04006	Timewise	Supplies	77.54	77.54
G-04007	United Refrigeration, Inc.	Maintenanace of Facilities	196.51	196.51
G-04008	Recorded Books, LLC	Materials	189.89	189.89
G-04009	Kapco Library Products	Supplies	58.96	58.96
G-04010	The Penworthy Company	Materials	2,079.24	2,079.24
G-04011	Instructional Video, Inc.	Materials	995.05	995.05
G-04012	Films for the Humanities	Materials	485.73	485.73
G-04013	Gale Group	Materials	3,949.68	3,949.68
G-04014	Kimbo Educational	Materials	49.85	49.85
G-04015	Core Office Furniture	Furniture	978.30	978.30

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-04016	Light Bulb Supply Co., Inc.	Maintenance of Facilities	99.30	99.30
G-04017	Baudville	Supplies	50.21	50.21
G-04018	Library Video Company	Materials	148.33	148.33
G-04019	Full Circle Book Store	Programming Activities	87.00	
		Programming Activities	240.00	327.00
G-04020	Morningstar	Materials	1,029.00	1,029.00
G-04021	Oklahoma Air Filter	Maintenance of Facilities	97.20	97.20
G-04022	Rockhurst College Continuing	Registration	195.00	195.00
G-04023	Karen Lehr	Travel Expense	46.88	46.88
G-04024	Marcia J. Findeiss	Mileage	6.75	6.75
G-04025	FireCo of Oklahoma, Inc.	Maintenance of Facilities	45.00	45.00
G-04026	Books on Tape, Inc.	Materials	250.20	250.20
G-04027	Little River Zoo	Programming Activities	85.00	85.00
G-04028	Brilliance Corporation	Materials	1,418.05	1,418.05
G-04029	Hobby Lobby	Other Commodities	16.49	16.49
G-04030	Ingram Library Services	Materials	1,475.04	1,475.04
G-04031	Barbara M. Namminga	Travel Expense	48.75	
		Mileage	4.50	53.25
G-04032	Dana L. Morrow	Other Commodities	153.31	153.31
G-04033	Audio Editions	Materials	521.95	521.95
G-04034	Lakeshore Learning Materials	Programming Supplies	264.10	
		Programming Supplies	192.50	456.60
G-04035	Victoria E. Dixon	Mileage	48.75	48.75
G-04036	Mary Ann Mahan	Mileage	9.75	9.75
G-04037	Fuelman of Mid-America	Gasoline	298.09	298.09
G-04038	Positive Promotions	Supplies	130.09	130.09
G-04039	Porch School Supply	Programming Activities	159.97	159.97
G-04040	Bob Howard Downtown Ford	Vehicle Parts & Repairs	28.25	28.25
G-04041	North Star Publishing Company	Materials	495.65	495.65
G-04042	Sagebrush Corporation	Materials	692.62	692.62
G-04043	The Daily and Sunday	Legal Notice	66.55	66.55
G-04044	Contractors Supply Company	Safety Supplies	55.10	55.10
G-04045	BBC Audiobooks America	Materials	290.39	290.39
G-04046	Books in Motion	Materials	94.92	94.92
G-04047	Directions in Furniture	Furniture	376.00	376.00
G-04048	Baker & Taylor Entertainment	Materials	601.21	601.21
G-04049	Library Video Network	Safety Supplies	99.00	99.00
G-04050	LaVetta Kinsey Dent	Mileage	22.88	22.88
G-04051	Philip Reid	Programming Activities	100.00	100.00
G-04052	John L. Hilbert	Programming Activities	138.26	138.26
G-04053	Jean Engebritson	Travel Expense	720.58	720.58
G-04054	Betty Wyrick	Mileage	136.76	136.76
G-04055	Primary Source Media	Subscription	572.89	572.89
G-04056	Donna Morris	Car Allowance	450.00	450.00
G-04057	Star Lighting	Maintenance of Facilities	163.08	163.08
G-04058	Rick George	Printing	200.00	200.00
G-04059	SBC DataComm	Capital Project	390.00	390.00
G-04060	Latimer County Genealogical &	Materials	90.00	90.00
G-04061	Lesli Jones	Library Related Services	200.00	200.00
G-04062	Richard Dodder	Programming Activities	115.00	115.00
G-04063	Cheryll Smith	Mileage	40.05	40.05
G-04064	Weatherford Daily News	Subscription	90.00	90.00

General Fund F.Y. 03-04

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-04065	Southwestern Bell	Telephone Services	63.37	63.37
G-04066	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04067	Baker & Taylor Books - #510486	Materials	606.74	
		Materials	2,775.65	
		Materials	1,860.21	
		Materials	5,194.39	
		Materials	7,775.64	
		Materials	4,440.56	22,653.19
G-04068	Baker & Taylor Books - #510486	Materials	2,071.30	
		Materials	1,647.03	3,718.33
G-04069	Baker & Taylor Books-#510486	Materials	2,808.23	2,808.23
G-04070	Willow Bend Books	Materials	272.35	272.35
G-04071	Moore Norman Technology Center	Registration	70.00	70.00
G-04072	William F Comstock, P.C.	Legal Services	468.75	468.75
G-04073	Informed Democracy	Materials	333.75	333.75
G-04074	F.S. Press, LLC	Materials	194.48	194.48

Total of FY 03-04 Warrants Issued \$ 1,468,401.86

General Fund F.Y. 02-03

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
G-05832	Cultural Surroundings	Furniture	288,045.12	
		Shelving	99,997.75	388,042.87
		Total of FY 02-03 Warrants Issued		\$ 388,042.87

Special Funds

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
S-10202	Dorothy Rimbold	Lost & Paid Book Returned	12.33	12.33
S-10203	Glenda J. Casey	Lost & Paid Book Returned	15.00	15.00
S-10204	Kensie E. Qualls	Lost & Paid Book Returned	3.00	3.00
S-10205	Lorraine Bacon-Barclay	Lost & Paid Book Returned	8.95	8.95
S-10206	Brandi Cloninger	Lost & Paid Book Returned	3.00	3.00
S-10207	Patricia L. Gonzalez	Lost & Paid Book Returned	4.05	4.05
S-10208	Harold E. Owen, Jr	Lost & Paid Book Returned	3.00	3.00
S-10209	Martha M. Meurer	Lost & Paid Book Returned	6.45	6.45
S-10210	Mark W. Hart	Lost & Paid Book Returned	47.45	47.45
S-10211	Courtney D. Henson	Lost & Paid Book Returned	11.00	11.00
S-10212	Ingram Library Services	Materials	88.99	88.99
S-10213	Dillon T. Lore	Refund CD Return	34.98	34.98
S-10214	LID Productions, Inc.	Programing	500.00	500.00
S-10215	Maria Rodriguez	Programming	120.00	120.00
S-10216	Hunzicker Brothers, Inc.	Furniture & Fixtures	1,468.95	1,468.95
S-10217	Regina M. Wolfinger	Lost & Paid Book Returned	7.99	7.99
S-10218	Angel A. Carpitcher	Lost & Paid Book Returned	3.00	3.00
S-10219	Cory T. Tye	Lost & Paid Book Returned	14.95	14.95
S-10220	Lori A. Ryan	Lost & Paid Book Returned	6.55	6.55
S-10221	Jarrick A. Ingle	Lost & Paid Book Returned	3.00	3.00
S-10222	Evelyn L. Daniel	Lost & Paid Book Returned	3.00	3.00
S-10223	Larry E. Williams	Lost & Paid Book Returned	3.00	3.00
S-10224	Jessi M. Haley	Lost & Paid Book Returned	3.00	3.00
S-10225	Tram B. T. Nguyen	Lost & Paid Book Returned	9.95	9.95
S-10226	Anna J. Frost	Lost & Paid Book Returned	7.89	7.89
S-10228	LID Productions, Inc.	Programming	3,500.00	3,500.00
S-10229	LID Productions, Inc.	Programming	4,000.00	4,000.00
S-10230	Pounds Photographic Labs	Photographic Prints	101.95	101.95
S-10231	Oklahoma Tax Commission	SALES TAX	9.75	9.75
S-10232	Tracy Mae Zentz	Lost & Paid Book Returned	3.00	3.00
S-10233	Martha J. Lenington	Lost & Paid Book Returned	3.00	3.00
S-10234	Mid-Continent Public Library	Lost Item Replacement	2.00	2.00
S-10235	Dallas Public Library	Lost Item Replacement	15.99	15.99
S-10236	Traci D. Barton	Lost & Paid Book Returned	3.00	3.00
S-10237	Cherry P. Kelly	Lost & Paid Book Returned	13.95	13.95
S-10238	Adam R. Taylor	Lost & Paid Book Returned	13.98	13.98
S-10239	Kayleen K. Wichert	Lost & Paid Book Returned	22.60	22.60
S-10240	Baker & Taylor Books - #510486	Materials	19.22	19.22
S-10241	Metropolitan Library System	Transfer of Fines	45,000.00	45,000.00
S-10242	Tulsa City/County Library	Damaged CD	5.00	5.00
S-10243	Oklahoma Tax Commission	SALES TAX	352.03	352.03
S-10244	Hobby Lobby	Artwork	809.17	809.17
S-10245	Wesley L. Violette	Lost & Paid Book Returned	3.00	3.00
S-10246	Carla S. Ring	Lost & Paid Book Returned	3.00	3.00
S-10247	Diana M. Montantes	Lost & Paid Book Returned	22.50	22.50
S-10248	Janice D. Compton	Lost & Paid Book Returned	3.99	3.99
S-10249	Kathryn L. Jennings	Lost & Paid Book Returned	18.48	18.48
S-10250	Martha K. Hull	Lost & Paid Book Returned	3.00	3.00
S-10251	Jeanine E. Bell	Lost & Paid Book Returned	14.39	14.39
S-10252	Ryan R. Knapp	Lost & Paid Book Returned	13.95	13.95
S-10253	Pamela C. Melton	Lost & Paid Book Returned	3.00	3.00
S-10254	Darla D. Spears	Lost & Paid Book Returned	4.00	4.00

Special Funds

Warrant Register

March 2004

Number	Vendor/Payee	Purpose		Amount
S-10255	Christie J. Lanham	Lost & Paid Book Returned	3.00	3.00
S-10256	Bilingual Publications Company	Materials	58.88	58.88
S-10257	Baker & Taylor Books - #510486	Materials	30.41	30.41
S-10258	Commerical Card Solutions	Materials	245.35	245.35
S-10259	Omniplex	Programming	150.00	150.00
S-10260	Quality Book Binding Company	Book Binding Services	2,171.65	2,171.65
S-10261	Roy S. Ballou	Scholarship	450.00	450.00
S-10262	Ingram Library Services	Materials	13.09	13.09
S-10263	Christina L. Todd	Lost & Paid Book Returned	3.00	3.00
S-10264	J. David Gordon	Lost & Paid Book Returned	16.99	16.99
S-10265	State Historical Society	Lost Book Replacement	21.00	21.00
S-10266	Michael Lemoins	Lost & Paid Book Returned	8.95	8.95
S-10267	Sheryl L. Hanger	Lost & Paid Book Returned	3.00	3.00
S-10268	Ebony N. Briggs	Lost & Paid Book Returned	6.99	6.99
S-10269	Elaine S. McIlroy	Lost & Paid Book Returned	16.00	16.00
S-10270	Baker & Taylor Books - #510486	Materials	70.21	70.21
S-10271	Transit Advertising, Inc.	Advertising	800.00	800.00
Total of Special Funds Warrants Issued				\$ 60,421.95

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: INSTALLATION OF TELECOMMUNICATIONS DISTRIBUTION SYSTEM FOR THE MIDWEST CITY LIBRARY

The request for the installation of a telecommunications distribution system for the Midwest City Library building is provided for in the FY 2003-04 Budget.

This distribution system will provide all wiring for computers and telephones in the library building. The specifications for the project required a system that would allow for future expansion in the number computers as well as a system that would handle faster speeds on the network as newer technologies become available.

Specifications were prepared and bids were let for 18 days and were advertised for two days (February 17 and 19, 2004) in ***The Oklahoman***. Bids were sent to seven prospective vendors.

A mandatory pre-bid meeting was held Tuesday, February 24, 2004, at Midwest City Library to discuss this project. Ten vendors attended. Bids were received and publicly opened March 5, 2004. Four vendors responded.

Vendors	DCI Communications	CEIS	Betts Telecom	SBC Datacom
Base Bid	\$ 8,500.00	\$ 9,404.63	\$12,630.00	\$12,396.55
Patch Cables	\$ 1,552.00	\$ 1,548.37	\$ 1,316.00	\$ 1,747.00
Total Bid	\$10,052.00	\$10,953.00	\$13,946.00	\$14,143.55

DCI Communications and CEIS are located in Tulsa, Oklahoma. Betts Telecom and SBC Datacom are located in Oklahoma County.

Even with the considerations of the local preference option, DCI Communications is the best and lowest bidder. Automation wishes to purchase the base bid and all the patch cables for a total bid cost of \$10,052.00.

RECOMMENDATION:

That the Commission award the contract for the Installation of the Telecommunications Distribution System to DCI Communications in the amount of \$10,052.00. Funding for this project in the amount of \$23,650.00 is provided for in the FY 2003-04 Budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: HEWLETT-PACKARD PRINTERS

The request for 37 laser printers is provided for in the FY 2003-04 Budget.

Specifications were prepared and bids were let for 16 days and were advertised for two days (March 4 and 9, 2004) in ***The Oklahoman***. Bids were sent to eight prospective vendors.

A pre-bid meeting was held Thursday, March 11, 2004, at the Downtown Library to discuss any questions about the laser printers required. One vendor attended. Bids were received and publicly opened March 18, 2004. Three vendors responded.

Vendors	Hewlett Packard Laser Printers		
	27 ea. HP 2300dn	10 ea. HP 4200n	Total Cost 37 Printers
Sabre Technologies Inc.	\$ 970.00	\$1103.00	\$37,220.00
A/C/E Laser, Inc.	\$1023.73	\$1118.98	\$38,830.51
Oklahoma Business Systems	\$1055.00	\$1199.00	\$40,475.00

All vendors are located in Oklahoma County and meet specifications.

The library wishes to purchase 27 Hewlett-Packard (HP) 2300dn laser printers and 10 HP 4200n printers. These printers will be used at the new Downtown building for both public printing and printing for staff offices.

RECOMMENDATION:

That the Commission award the contract for 27 HP 2300dn printers and 10 HP4200n printers to Sabre Technologies Inc. in the amount of \$37,220.00. Adequate funding for this purchase is provided in the FY 2003-04 Budget, account 410.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM C: JANITORIAL SERVICES

The annual requirement for janitorial services for fifteen library locations is provided for in the FY 2004-05 Preliminary Budget. These library locations are: Belle Isle; Capitol Hill; Choctaw; Del City; Downtown; Edmond; Harrah; Luther; Midwest City; Ralph Ellison; Southern Oaks; Village; Warr Acres; Wright, and Maintenance Center. The new, larger Ronald J. Norick Downtown Library and the new Luther Library have been added to the janitorial service requests.

Specifications were prepared and bids were let for 32 days and were advertised for two days (February 24 and 26, 2004) in **The Oklahoman**. Bids were sent to nine prospective vendors.

A mandatory pre-bid meeting was held Tuesday, March 2, 2004, at the Downtown Library to discuss this project. Eight vendors attended. Bids were received and publicly opened March 25, 2004. Five vendors responded.

Locations	Economy Janitorial	ABM Janitorial	Jani-King	McGlory's Janitorial	PureService Janitorial
	\$ Per Month	\$ Per Month	\$ Per Month	\$ Per Month	\$ Per Month
Belle Isle	\$1,000.00	\$1,209.00	\$1,044.00	\$1,024.00	\$ 925.00
Capitol Hill	\$ 750.00	\$1,000.00	\$ 919.00	\$ 750.00	\$ 800.00
Choctaw	\$ 950.00	\$ 503.00	\$ 759.00	\$1,000.00	\$ 900.00
Del City	\$ 700.00	\$ 428.00	\$ 739.00	\$ 800.00	\$ 775.00
Downtown RJN	\$4,800.00	\$6,256.00	\$6,099.00	\$6,102.00	\$8,400.00
Edmond	\$1,700.00	\$1,698.00	\$1,656.00	\$1,926.00	\$1,625.00
Harrah	\$ 280.00	\$ 117.00	\$ 269.00	\$ 280.00	\$ 315.00
Luther	\$ 350.00	\$ 160.00	\$ 349.00	\$ 260.00	\$ 500.00
Midwest City	\$2,050.00	\$2,264.00	\$2,052.00	\$2,225.00	\$2,050.00
Ralph Ellison	\$ 900.00	\$ 686.00	\$ 849.00	\$ 875.00	\$ 810.00
Southern Oaks	\$ 950.00	\$ 964.00	\$ 919.00	\$1,041.00	\$ 950.00
The Village	\$ 800.00	\$ 789.00	\$ 799.00	\$ 849.00	\$ 800.00
Warr Acres	\$ 725.00	\$ 743.00	\$ 749.00	\$ 765.00	\$ 750.00
Wright	\$ 300.00	\$ 99.00	\$ 329.00	\$ 325.00	\$ 250.00
Maintenance	\$ 450.00	\$ 260.00	\$ 400.00	\$ 450.00	\$ 405.00
Total Mthly Cost	\$16,705.00	\$17,176.00	\$17,930.00	\$18,672.00	\$20,225.00
Annual Cost	\$200,460.00	\$206,112.00	\$215,160.00	\$224,064.00	\$243,060.00

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

Pure Service Janitorial is the current janitorial contractor and is cleaning 14 library locations at an annual cost of \$185,908.00.

The references provided by Economy Janitorial all check out excellent. Economy Janitorial is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for annual janitorial services to Economy Janitorial at the annual cost of \$200,460.00 per year. Funding for this annual service will be provided in the FY 2004-05 Budget, account 206.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: PAINTING OF LOBBY AND SURROUNDING ROOMS AT MIDWEST CITY LIBRARY

The request for the painting of the interior of the lobby and the adjoining rooms at the Midwest City Library is provided for in the FY 2003-04 Budget. The adjoining rooms are the meeting rooms, the catering kitchen, and two restrooms.

Specifications and plans were prepared and bids were let for 23 days and were advertised for two days (March 16 and 18, 2004) in ***The Oklahoman***. Bid packets were sent to eight prospective vendors.

A mandatory pre-bid meeting was held Thursday March 25, 2004, at the Midwest City Library to discuss this project. Seven vendors attended. Bids were received and publicly opened April 6, 2004. Two vendors responded.

Vendors	Bid for Painting
Breeden Painting	\$21,300.00
Quality Interiors	\$22,000.00

Breeden Painting is located in Oklahoma County. Quality Interiors is located in Cleveland County. Both vendors met specifications.

Breeden Painting is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for painting the lobby and surrounding rooms of the Midwest City Library to Breeden Painting in the amount of \$21,300.00. Funding for this project is provided for in the FY 2003-04 Budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM E: SUMMER READING MEDALS

The annual request for Summer Reading Medals, to be given away as prizes during the summer reading program, is provided for in the FY 2003-04 Budget.

Specifications were prepared and bids were let for eleven days and were advertised for two days (March 30 and April 1, 2004) in ***The Oklahoman***. Bid packets were mailed to five prospective vendors.

A pre-bid conference was held on Friday, April 2, 2004. One vendor attended. Bids were received and publicly opened on Thursday, April 8, 2004. Four vendors responded.

Vendors	Unit Cost	Cost for 4,500 Medals
Ipgi ImageNation	\$3.17	\$14,265.00
Midwest Trophy	\$3.35	\$15,075.00
Hoffman Graphics	\$3.41	\$15,345.00
Walker Company	\$3.50	\$15,750.00

All vendors are located in Oklahoma County and meet specifications. Ipgi ImageNation is the best and lowest bidder.

The Library wishes to purchase 4,500 Summer Reading Medals at \$3.17 per medal.

RECOMMENDATION:

That the Commission award the contract for 4,500 Summer Reading Medals to Ipgi ImageNation in the amount of \$14,265.00. Adequate funding for this purchase is available in the FY 2003-04 Budget, account 330.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

LUTHER LIBRARY LEASE AGREEMENT BETWEEN THE CITY OF LUTHER AND THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

The Administration and the attorney for the Metropolitan Library System in conjunction with the City of Luther and its municipal counselor have discussed and come to a consensus on the following lease agreement.

The lease agreement sets forth the rights and obligations of both parties concerning exclusive use, and occupancy, management and operation of the leased premises.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Commission approve the Luther Library Lease Agreement between the City of Luther and the Metropolitan Library Commission of Oklahoma County.

LEASE AGREEMENT

This Lease Agreement (herein Agreement) is entered into this ____ day of _____, 2004, by and between the City of Luther, a municipal corporation (herein "City"), and the Metropolitan Library Commission of Oklahoma County (herein "Library").

WITNESSETH:

WHEREAS, the Library was created pursuant to Title 65 Oklahoma Statutes, Section 551, et seq., for the purpose of promoting the establishment, maintenance and operation of a city-county library system so that all citizens of Oklahoma County could have equal access to the Library's comprehensive collection of library materials; and

WHEREAS, the City is the owner of certain real property with improvements located thereon (herein "Property"), which is described as follows:

Lots 1, 2, 3 and the north 10 feet of lot 4, block 7, school land addition to the town of Luther, Oklahoma County, Oklahoma according to the recorded plat thereof.

WHEREAS, the City is desirous of leasing the Property to the Library and the Library is desirous of leasing the Property from the City to further the availability of adequate library services to the residents of the City and Oklahoma County.

NOW, THEREFORE, in consideration of the premises herein and mutual benefits to be derived from the operation of the Library within the City, the parties hereto agree as follows:

1. **Lease.** The City does hereby demise, lease and let the Property to the Library subject to the terms and conditions set forth herein.

2. **Rent.** During the term of this Agreement, the Library agrees to pay to the City the sum of One Dollar (\$1.00) per year as rent in consideration of the use and possession of the Property for the purposes stated herein.

3. **Term.** The initial term of this Agreement shall be for a period of one (1) year and shall commence thirty (30) days from the date the Property receives a formal inspection by the City or upon such other date as the parties hereto agree in writing. This Agreement shall automatically renew each year for a total term of ten (10) years unless written notice is given by one party to the other of its intent not to renew at least 180 days prior to any renewal date.

4. **Maintenance.** The Library shall be responsible for routine maintenance of the Property which shall include, but not be limited to, trash, debris and snow removal, cleaning and janitorial services, alarm systems and security services, servicing of heating, air conditioning and ventilating systems, interior glass and walls, door locks, kitchen appliances and light bulbs. However, the City shall be responsible for maintenance to all exterior landscaping.

5. **Repairs.** The City shall be responsible for repairs to the Property including but not limited to, the roof, exterior glass, doors and walls, replacement of heating, air conditioning and ventilation systems, light fixtures, foundations, exterior water, sewer, gas, electric, telephone utility lines, and parking lot and driveway pavement, provided, however, the Library shall be responsible for repairs to the Property occasioned by the negligence of the Library, its employees, guests and invitees.

6. **Alterations.** The Library shall make no alterations to the Property without the written approval of the City, which approval shall not be unreasonably withheld.

7. **Utilities.** The Library shall be responsible for all utility charges associated with water, sewer, garbage, electricity, gas, telephone and cable services.

8. **Insurance.** The Library shall purchase and maintain during the term of this Agreement policies of fire, casualty and liability insurance covering the Property, which policies shall be acceptable to the City and shall name the City as an additional insured.

9. **Waiver.** The Library and the City each hereby waive any and all rights of recovery against the other based upon the negligence of either party and their respective agents, servants or employees. Notwithstanding this Paragraph 9, neither party waives any right or protection afforded them under Oklahoma's Governmental Tort Claims Act, Title 51 O.S. §151 et. seq.

10. **Abandonment.** In the event the Library abandons the Property or any portion thereof, or in the event the City withdraws from the Library, this Agreement shall terminate and be of no further force and effect as to that portion(s) of the Property so abandoned.

11. **Property Condition.** The Library accepts the Property in its current condition and upon termination or expiration of this Agreement, the Library shall return the Property to the City in the same condition existing as of the commencement of this Agreement, normal wear and tear excepted.

(this space left intentionally blank)

IN WITNESS WHEREOF, this Lease Agreement has been entered into in multiple copies, each of which shall be considered an original, on the day and year first above written.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

BY _____
Chairman

ATTEST:

Secretary

THE CITY OF LUTHER,
OKLAHOMA

By _____

ATTEST:

City Clerk

Title _____

APPROVED:

Municipal Counselor

REPORT AND RECOMMENDATION FROM ADMINISTRATION

METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL SECTION VIII - HUMAN RESOURCES, ITEM M: HEALTH INFORMATION PRIVACY POLICY

In 1996, the United States Congress passed the Health Insurance Portability and Accountability Act (HIPAA) that required the U.S. Department of Health and Human Services, Office of Civil Rights Compliance to adopt Privacy Rules regarding the use of Personal Health Information. These rules became effective upon small employers, medical providers and medical plans, like the Library System's, on April 14, 2004.

The Administration, in order to comply with these Privacy Rules, has prepared the Health Information Privacy Policy for inclusion in the Library System's Policies & Procedures Manual.

The policy establishes standards and requirements necessary to meet the criteria of the federal Privacy Rules. These include:

1. restrictions on the release of individually identifiable health information,
2. sanctions for violating the restrictions and law,
3. a prohibition on the use of protected health information in personnel decisions,
4. certain exclusions to the restrictions,
5. an acknowledgement that such other actions necessary to comply will be taken, and
6. a provision for the Commission to designate a HIPAA Privacy Compliance Officer, security officers and their deputies.

Although this item was not taken to the Administrative & Personnel Committee for action, the Administration did discuss the policy with the Chair of that Committee. The items contained in the document are not considered optional; all are included to comply with the federal regulations.

The Commission has previously designated the Benefits Manager as the HIPAA Privacy Compliance Officer and the Assistant Benefits Manager as the HIPAA Deputy Privacy Compliance Officer. At that time, the need for designating HIPAA Security Officers (one for electronic media and one for physical property) was not foreseen.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Commission adopt the policy and designate the Deputy Director of the MLS for Information Technology as the HIPAA Security Officer - Electronic Media and the Director of Human Resources as the HIPAA Security Officer - Physical Property.

SECTION VIII HUMAN RESOURCES
ITEM M - HEALTH INFORMATION PRIVACY POLICY
For MLC Adoption: 04/04

BACKGROUND AND PURPOSE

In 1996, the United States Congress passed the Health Insurance Portability and Accountability Act that required the U.S. Department of Health and Human Services, Office of Civil Rights Compliance to adopt Privacy Rules regarding the use of Personal Health Information. These rules became effective upon small employers, medical providers and medical plans, like the Library System's, on April 14, 2004.

The primary purpose of the Privacy Rules is to protect all "individually identifiable health information" held or transmitted by a covered entity or its business associates, in any form or media, whether electronic, paper, or oral. The library falls under the "covered entity" definition because of the self-funded medical/dental plan and the flexible benefits plan and to a lesser extent because of the vision insurance plan and the Employee Assistance Program. These four plans make up the "organized health care arrangement" of the Library System.

Provisions to accomplish this purpose are far reaching and impose strict standards with considerable violation penalties.

DEFINITIONS

Individually identifiable health information is information, including demographic data that relates to:

- the individual's past, present or future physical or mental health or condition,
 - the provision of health care to the individual, or
 - the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual.
- Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number, etc.).

POLICIES

1. Employees, volunteers, business associates and the Library System are prohibited from knowingly or intentionally releasing any individually identifiable health information about another employee, employee's dependent or volunteer, except under circumstances authorized in the Privacy Rules.
2. Any employee who does so will be subject to disciplinary action ranging from significant incident documentation up to and including termination of employment. Any volunteer who does so will be subject to sanctions up to and including discontinuance of their volunteer service. Any business associate who does so will

be subject to sanctions up to and including the termination of their services or non-renewal of their service contracts or agreements.

3. Protected health information cannot be used by the Library System, its managers and/or supervisors to impact the hiring of applicants or the promotion or termination of employees.
4. When reporting an absence for sickness or for a doctor or dental appointment, an employee is not required to identify the nature of their illness, injury or physical or mental condition to their supervisor. The supervisor can only request the anticipated duration of the absence and, upon the employee's return to work, if there are any restrictions or limitations.
5. If information is provided to the supervisor or to another employee for the purpose of relaying the information to the supervisor, the information must be treated as confidential unless the employee provides prior written consent on a case-by-case basis. A spouse, family member, etc. cannot give consent for the employee and an employee cannot give consent to release information on a spouse, or other relative, except for a minor child.
6. In instances when an employee believes that the absence is protected under the Family and Medical Leave Act (FMLA), the employee should call the Human Resources Office to have a determination made and to obtain information as to what documentation will be required. When such documentation is obtained, it should be only shared with individuals in the Human Resources Office.
7. Workers' compensation illnesses and injuries, limited public health issues, and employment records held by the Library System in its role as employer are not subject to the full scope of the Privacy Rules.
8. All notices, procedures, practices, actions, records and/or forms required by the Privacy Rules will be developed, implemented and incorporated into a compliance/operating manual which will be updated as required.
9. The library commission, by vote reflected in the minutes, will designate a Privacy Officer, Security Officers, and their deputies, as required or needed.

In any circumstance in which this policy and the Privacy Rules of the Health Insurance Portability and Accountability Act are in conflict, the Act pre-empts this policy.

Information Technology Report

Prepared by:

Jimmy Welch, Deputy Director of MLS for Information Technology
Anne Fischer, Director of Information Technology

April 8, 2004

Projects Completed	4
NonStop System Replaced.....	4
Choctaw Library Wiring and Move	4
Firewall Installed	5
Room Manager software developed and implemented	5
E-Rate Filed.....	5
Discontinued Dial-Up and Internet MARS GUI services.....	5
Begin using Windows XP as the Desktop Operating System of Choice	5
Upgrade to Office XP	6
Update Cataloging System for Compliance with new OCLC software.....	6
Test and Add Mac Computer to Network for Marketing & Communications Department	6
New Serials System	6
Completion of Accounts Payable System.....	6
"Joy of Subjects" typesetting software re-written	6
Downtown Library converted to new router using DHCP.....	7
New Multi-type Computer Model developed to run on Windows XP	7
New Governmental Accounting Standards Board (GASB) Depreciation Requirements Implemented	7
Downtown Wiring Almost Completed.....	7
New Voice over IP (VoIP) Telephone System Chosen	8
mlsHRPay Enhanced.....	8
Multi-threading of Staff Catalog & CyberMars.....	8
Additional Services provided by MLS Automation Department	8
Plans for the Coming Year	9
Information Technology move to Downtown building.....	9
Planning, Moving of Downtown Library Computer equipment	9
Telephone System.....	10
Re-Do Wiring at Five Libraries.....	10
E-Rate	11
Serials System Completed and Implemented.....	11
Complete Upgrade to Office XP.....	11
Complete Implementation of OCLC Compliant Cataloging Software	11
Re-write Application software for Cataloging Technicians	11
Upgrade Raiser's Edge Software	12
New Continuations System	12
Public Access/Genealogy CD/DVD Unit for Customer Use.....	12
Other Projects	12
Future Plans	13
Information Technology System Description	14
Summary Description of Information Technology System	14
Software Description	14
Circulation	15
Cash Handling.....	15
System Reserves.....	15
MLS Web-based Software.....	15
Internet Access.....	16
Materials Inventory Control.....	17
Materials Selection/Acquisition	17
Cataloging.....	17

Technical Processing	17
Serials Control.....	17
Financial Management.....	18
Payroll/Personnel.....	18
Reports	18
NT Server Software/Utilities	18
Other.....	19
Third Party Software.....	19
MLS Philosophy re: Software Development.....	19

Information Technology Report -- 2004

Hurry up and wait! This is the third year that our report has included plans for moving to the new Downtown Library. We truly have high hopes that the move will actually happen in the next few months. In the meantime, we are continuing on with other projects. We have upgraded the NonStop system and purchased most of the equipment for the new Voice over IP (VoIP) telephone system. We also moved Choctaw's computers to the new building as well as installing communications and many additional computers at Choctaw. And, we continue to work on many other projects that need to be accomplished to keep us from getting behind technology changes.

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

Projects Completed

NonStop System Replaced

In October, 2003 we replaced the K2000 NonStop System with an S7600 system. The K2000 system had been purchased and installed in November, 1996. We had been delaying purchase of a new system pending the move to the Downtown Library. However, it came to a point where we could no longer wait on the replacement as we were experiencing serious response time issues both for staff and for customers accessing the library catalog, borrowing records and other information.

The new system arrived in September, 2003. We then worked with Hewlett-Packard's professional services staff to transfer data to the new system and test software to make sure it was compatible with the new system. Part of the switch required installation of new client software (RSC) that allows microcomputers throughout the system to communicate with the NonStop System. Automation techs went to every library during the month of September to install the updated version of RSC on each computer. On October 12, 2003, we took the K2000 down, transferred the data to the S7600 system, remotely updated all of the configuration files on more than 500 computers and came up on the new system on Tuesday, October 14, 2003. The transfer went very smoothly. An example of the increased computing power of the new system is a batch program that took 24-28 hours to run on the K2000 system now runs in 3-4 hours on the S7600 system.

Choctaw Library Wiring and Move

The Choctaw Library was completed in January of this year. The wiring for the project was bid last fall and the installation of the inside wiring and the data communications line was completed in December, 2003. The IT department setup and installed the routers and switches for the

data communications. We also moved nine computers from the temporary location and setup and installed an additional 18 computers for staff and public use.

Firewall Installed

In late April, 2003, we purchased and installed a Cisco PIX firewall unit. This unit protects our network from being attacked by outside computers. With all of reports of networks being attacked, we felt that this was a wise investment for the library system.

Room Manager software developed and implemented

On July 1 of last year a new meeting room booking system, called the "Room Manager" was implemented. The Room Manager is used to schedule events, reserve rooms, and track programming in the Metropolitan Library System. The software was designed to make collecting data about room use and programming statistics easier and more consistent. Major improvements include the ability to book single rooms or a combination of rooms as a single entity, query functions that allow staff to gather statistics about various types of meetings for their library or for the entire system, and the ability to export these queries to Excel. Drawings were also added that staff can print out to show customers the size of the room as well as the regular types of room layouts such as classroom style, conference style, audience style, etc.

E-Rate Filed

All applications for the seventh year of the Universal Service Fund's E-Rate discount program have been completed and submitted. We are currently receiving sixth year funding discounts that will total nearly \$200,000. Our seventh year discounts, if approved, will total approximately \$230,000.

Discontinued Dial-Up and Internet MARS GUI services

On July 1 of last year, both the dial-up service and the Internet MARS GUI service were discontinued. With the introduction of CyberMars, web-based access to library services, the use of these two services had declined greatly in the last few years. We also knew that when we upgraded to the new NonStop system, it would be cost prohibitive to continue supporting the dial-up service (additional hardware and software components would have been required just to support this service). The MARS GUI client also would no longer work with the new system. In April, 2003, we sent out letters to all users of the service letting them know that the service would be discontinued as of July 1.

Begin using Windows XP as the Desktop Operating System of Choice

We have implemented Windows XP as our Desktop Operating System during the past year. The first Windows XP implementations were only on staff computers. With the opening of the Choctaw Library, we began implementation of Windows XP on the public computers. New computers being added at the Downtown Library will all have the Windows XP operating system. Public computers that have been budgeted for replacement in the FY05 budget will also have Windows XP as their operating system.

Upgrade to Office XP

All staff computers that are being upgraded or added are having Office XP software installed on them. During the next few months we will also upgrade existing computers from Office97 to Office XP. There are several new features that will be very useful to staff. Another reason for upgrading is that Office97 is no longer supported and training classes for Office97 are no longer offered at any of the local training facilities.

Update Cataloging System for Compliance with new OCLC software

The Online Computer Library Center (OCLC) is a nonprofit organization that provides machine-readable cataloging information to more than 45,000 libraries in 84 countries. OCLC has announced two new products to replace their older software called Passport. OCLC's new product line is named Connexion. One of the products is web-based while the other one is client/server based. This new software resulted in significant changes to our in-house developed software for cataloging staff that provided for automatic importing of OCLC cataloging records. The software changes have been made to allow the Cataloging department to import from either Connexion product they choose to implement.

Test and Add Mac Computer to Network for Marketing & Communications Department

The Mac computer that was purchased last year has been added to the Windows network and is currently being used in the design and production of the Metro Library Magazine as well as other library marketing and publication materials. A color laser printer was also added to the department to allow the Marketing staff to print color proofs before sending items out to be printed.

New Serials System

A new serials system with a graphical interface has been developed and is now being used by the Downtown Library Serials Technician and the Materials Selection department. Once it is determined that everything is working the way they want it to, we will begin system wide implementation. This should take place sometime this summer or early fall.

Completion of Accounts Payable System

The re-write of the Accounts Payable System has been completed. The remaining software that is used for General Ledger management, Special Funds, and Grant Accounting will remain on our list of things still needing to be completed.

"Joy of Subjects" typesetting software re-written

The *Joy of Subjects* is a printed guide that allows customers to browse the shelves of the library for non-fiction material without using the computer-based catalog. In-house developed typesetting software written to produce the guide on the old NonStop server would not run on the new NonStop without the purchase of additional expensive hardware. The software was rewritten to obtain information from the NonStop server and set the type for the *Joy of Subjects* on a Windows server.

Downtown Library converted to new router using DHCP

For the past several years, the Downtown Library has been "limping along" with slower data communications due to the anticipated move to the new building. The equipment being used to connect Downtown to Capitol Hill was out of date and did not allow for any data traffic analysis or management. Since the move has continued to be delayed, we felt that we needed to update the equipment so that we did not get in a situation where a piece of equipment went down and we did not have any spare parts for replacement.

We purchased two used Cisco routers to accomplish this task. These two units can later be traded in on newer equipment being purchased for the new VoIP telephone system. We then converted to the new equipment. Part of this conversion required going to every computer and printer in the Downtown building and modifying the way IP addresses are assigned. We began using Dynamic Host Configuration Protocol (DHCP) through the router which allows the router to maintain and assign IP addresses rather than IT staff maintaining a list of static IP addresses. This change was very successful and has provided better response time to Downtown staff while also putting us on a better footing as far as having spare parts readily available should a piece of equipment experience a failure.

New Multi-type Computer Model developed to run on Windows XP

As part of the switch to Windows XP, a new model for the public use "Multi" computers had to be developed. The "Multi" computers allow customers to access the Internet, use CyberMars and library databases as well as the ability to use Microsoft Office software. The Gates Foundation has provided libraries with instructions for setting up a "public" computer using the Windows XP operating system. We used this information to set up the computers for the Choctaw Library and will be using it at Downtown as well as on any public computers that will be replaced this coming year. The difference between a computer configured for public use and one configured for staff use is that the public computer has to have special security installed on it so that customers do not change settings, erase the hard drive, or access the rest of the network's computers.

New Governmental Accounting Standards Board (GASB) Depreciation Requirements Implemented

For the first time, the *Governmental Accounting Standards Board (GASB)* began requiring depreciation accounting for materials and fixed assets. Software was developed in-house to meet these requirements. Reports using this software were used by the auditors on the last library audit.

Downtown Wiring Almost Completed

The project to wire the new Downtown Library for data and telecommunications was started in January, 2003. Because of construction delays, the library's contractor was only able to rough-in the wiring for the basement through third floors and then had to stop work until the contractor completed more of the work. They were able to return in February of this year and the project is 95% complete. They have a few remaining items to complete, but again, they are waiting on the general contractor to mount surface raceway in two basement rooms before they can complete the project. All other areas have been terminated and tested and are ready to go.

New Voice over IP (VoIP) Telephone System Chosen

In July, the commission approved expenditure of funds for a new Voice Over IP (VoIP) telephone system. This system is being purchased off of state contract from Chickasaw Telecom. Work continues in preparation for the installation of the telephone system even though the Downtown building has been delayed. We are working with Chickasaw Telecom to configure the system by making decisions about calling groups, call pickup groups, new phone numbers, number of rings before voice mail answers, etc. There are many questions that must be answered during the system configuration. We hope to get in the new building within the next few weeks so the actual testing and implementation can begin.

mlsHRPay Enhanced

MlsHRPay is a software system that provides payroll and personnel record keeping for the library system. The Finance department uses it to produce the payroll for library employees and the Human Resources department uses it to manage personnel functions including employee information, compensation, etc. The staff uses the mlsHRPay system to enter their time sheets, check and enter their annual leave, and to view their flexible benefits account.

Enhancements to the mlsHRPay system include eliminating the second check for flexible benefits, management of the employee identification pictures within the system and a new pictorial staff directory.

Multi-threading of Staff Catalog & CyberMars

Both CyberMARS and the Staff Catalog software were enhanced to increase responsiveness to users. The software now uses a technique called *Multithreading* which allows requests to be performed simultaneously rather than serially or one at a time. The change has boosted performance and throughput while reducing the amount of server resources needed to provide the service. Customers and staff have been pleased with the result.

Additional Services provided by MLS Automation Department

Including the Gates and Multi-Use computers mentioned above, 125 computers have been installed, replaced, or upgraded. More than 670 service calls have been made to repair equipment, clean keyboards and printers. Other visits to libraries have also been made to upgrade software, install new operating system service packs and install new software. Several hundred other calls have been taken and resolved by phone without the need for an onsite visit.

Plans for the Coming Year

Due to the "anticipated" opening of the new Downtown Library along with other projects, our "Must Do" projects will take most of our time for the upcoming year. If there is any time available, we also have a long list of projects that need to be completed but may be pushed to the following year due to the move to the Downtown Library. The list below includes projects that must be completed during the coming fiscal year as well as others that will be worked on as time allows.

Information Technology move to Downtown building

A major project for this upcoming year will be the move of the Information Technology (IT) department to the new Downtown Library. This will involve moving the staff and all of their belongings in addition to moving all of the servers and Lan furniture in the computer room.

Another major factor in the move of the IT department is the scheduling of the communications lines cutover. The entire library system connects to the NonStop system via communications lines to Capitol Hill. Making this cutover will need to be planned very carefully in conjunction with the move.

We have begun planning for this move and have come up with a two stage plan for the move. During the first stage, we will be moving and installing all of the Cisco equipment in the six data closets at the new building. This equipment will run both the data network and the new telephone system. We will also be moving some furniture ahead of time including a large rack and the Lan furniture that will go in the new computer room.

Stage two of the move will require that the library be closed on a Sunday for it to be completed. During this phase, Hewlett-Packard will be assisting us with moving the NonStop system. We will also work with Cox Communications and OneNet to re-route the data circuits to the Downtown Building instead of Capitol Hill. The remaining communication units and microcomputers at Capitol Hill will be converted to run like other remote libraries. Chickasaw and CHR Solutions will also be assisting us to make sure everything with the phone system and data network equipment is transferred and working properly. This move will take place from 6pm Saturday night through 7am Monday morning.

Planning, Moving of Downtown Library Computer equipment

In addition to moving the Information Technology department and the computer room equipment, the IT department will be responsible for setting up communications equipment and new computers in the new Downtown along with moving computers from the library and offices of the current Downtown building. There are approximately 90 computers in the current building along with printers and other equipment.

Telephone System

Funds were included in the FY04 budget to replace the current phone system at all library agencies. CHR Solutions, a telecommunications consulting firm, worked with the library and helped us determine that a Voice over IP (VoIP) phone system would be the best choice to meet the library's needs. The IT department will be supporting the new phone system when it is installed so there will be staff training for our staff members as well as training for all library staff members. Most of the system has been purchased and the installation of this system will begin as soon as we start moving to the new Downtown Library.

Re-Do Wiring at Five Libraries

In preparation for the new phone system, we have budgeted to re-do the data/telecommunications wiring at five libraries: Midwest City, Capitol Hill, Del City, Ralph Ellison, and Village. These re-wirings were planned for FY04 but all except Midwest City will be carried over due to the delay of the completion of the Downtown Library. The four libraries that were remodeled two years ago had their wiring re-done at that time and the new libraries will have up-to-date wiring when they are complete. The proposed new phone system will use the same wiring and equipment as the data communications. Re-doing the wiring will allow all equipment to be located in a non-public area as well as prepare us for future communications upgrades.

The wiring at Midwest City will be completed in May. They will be closed the week of May 17th to complete this job along with other electrical and painting work.

The Capitol Hill re-wiring will require special planning due to the IT department moving from the building. There will need to be meetings to determine if some of the other departments will be moving into space vacated by the IT department as well as relocation of computers and locating a spot for the new data rack and equipment that will be installed.

The Ralph Ellison re-wiring is complicated by the fact that there are no conduits to route wiring to the computer locations. This building will probably need similar work to that done at Southern Oaks during their remodel. This included trenching the floor to allow conduit to be placed so that wiring could be routed to areas where computers are located.

The Village Library has proposed plans for relocating some of their computers too. We need a final decision on this proposal before we bid out and schedule the re-wiring of the Village Library as it would be better to time the wiring with any computer relocation to prevent pulling new wiring and then needing to pull more wiring because computers were relocated.

The Del City re-wiring is probably the least complicated of the four libraries. The main decision to be made is where the data rack can be located. Once that decision is made, this project can be bid and scheduled.

E-Rate

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

Serials System Completed and Implemented

A new Serials system prototype has been developed and is currently being used by the Downtown Library Serials Technician. In the near future, the Serials system will be installed for use by the Materials Selection office. Once these two groups have used the system, plans will be made to implement the new system at all libraries and we will work with the Planning department on any re-training that might be needed.

Complete Upgrade to Office XP

All new computers have been upgraded to Office XP for word processing and spreadsheet functions. In the next few months we will complete the replacement of Office 97 with Office XP on remaining staff computers.

Complete Implementation of OCLC Compliant Cataloging Software

The Cataloging system has been re-done to make it compliant with the new OCLC software, Connexion. It is currently being used by the Cataloging Manager and will be implemented for use by all catalogers by June 30 of this year.

Re-write Application software for Cataloging Technicians

In the Cataloging department, the catalogers transfer records from OCLC into the MLS catalog and verify that information in the record contains what is needed for our catalog. Once the record is in the system, the cataloging technicians order individual labels for the number of items that were purchased. The current system uses a text-based interface and all records for three technicians go into one file. Technicians then interfile their materials and once the labels are printed, they are sent down to Technical Processing for final processing and distribution to the libraries. They have requested that this software be re-written to allow technicians to process independently. Each technician will also have their own printer. In addition to re-writing the software, this will require the purchase of three printers for the technicians.

Upgrade Raiser's Edge Software

The Raiser's Edge is software used by the Development Office to manage donations to the Endowment and the library, track Friends' memberships and booksale volunteers, and to manage volunteers for the library. It is a commercially purchased package and the company has provided a new version of the software as part of the annual maintenance and support agreement. This software upgrade will need to be installed and verified that it is working properly with the data already in the system. This upgrade will take place once the Downtown Library move has been completed.

New Continuations System

The current method of managing receipt of continuations materials is done through a Multi-Trieve database. A new system needs to be written for checking in continuations that provides more functionality and better management of continuations. This project may also be delayed for another year.

Public Access/Genealogy CD/DVD Unit for Customer Use

Public computers currently do not allow use of the CD drive for accessing software. All software is installed on the hard drive and the CD drive is disabled.

For the new Downtown Library Oklahoma Room, a new model of computer is going to be set up to allow use of the CD drive for viewing genealogy CDs/DVDs. These items will be checked out for in-library use only and there will be a staff person on duty to monitor and assist customers with CD use. A prototype of this model has been setup and is currently being used in the France Room.

Other Projects

In addition to the projects listed above, we will upgrade approximately 25% (150) of the computers owned by the library system. This is done so that we keep all computers relatively current and do not come up with needing to replace a really large number just so that we can implement new software. We have an inventory of over 600 devices including computers and printers and needing to replace too many in one year could have a very detrimental effect on the budget and IT staff.

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

Future Plans

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

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

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

Information Technology System Description

Summary Description of Information Technology System

The Metropolitan Library Integrated System (MetropoLIS) provides vital automation 24 hours/7 days a week. It supports over 600 networked devices throughout the library system. Hardware for MetropoLIS includes a Hewlett-Packard (HP) NonStop database server with four gigabytes of memory and 144 gigabytes of mirrored disk storage. The HP NonStop system contains the databases and software that are accessed by CyberMARS through the Internet, the Z39.50 gateway, as well as all of the library support functions including circulation, in-library catalog searching, materials acquisition, cataloging of materials, accounts payable, payroll and personnel functions, etc.

Eight additional servers are Windows NT servers that provide Web Page services for the library, CyberMARS, a Z39.50 gateway through the Library of Congress, Blackbaud database used to keep track of volunteers, donations to the library and to the endowment, and Friends of the Library memberships, and two proxy servers used for internal IP addressing. These servers are also the primary and backup domain controllers that manage security services for the library's NT network and provide internal Domain Name Services. We also have two Windows 2000 servers and one Windows 2003 server that provide access to the staff catalog, backup files for disaster recovery, manage the anti-virus software and house the meeting room booking database. Two additional servers run the Linux operating system and provide the Bess filtering service for the library's computers.

The network devices located at the various library agencies are connected to the servers through the use of data communication circuits. All full-service libraries and the Maintenance/Outreach center are connected to the network through 100Mb data communication lines. Capitol Hill, where the servers are located, has devices directly connected without use of data circuits. The Downtown library currently connects to the network via two T-1 data circuits but will have 100Mb access when the new building opens. Two extension libraries, Jones and Luther, connect to the library network via ISDN lines and the three remaining extensions, Harrah, Nicoma Park, and Wright connect via cable modem service. The library system's connection to the Internet is a 100Mb circuit from the computer center at Capitol Hill to our Internet Provider, OneNet.

Software Description

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

Circulation

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

Cash Handling

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

System Reserves

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

MLS Web-based Software

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

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

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

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

Internet Access

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

Materials Inventory Control

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

Materials Selection/Acquisition

- ⇒ Agency level fund accounting (detailed by type within fund)
- ⇒ Order entry and tracking
- ⇒ System level collection management information
- ⇒ GASB Compliant Materials Depreciation Reporting

Cataloging

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

Technical Processing

- ⇒ Automated receiving records of on order materials
- ⇒ Acknowledgment of receipt triggers automatic payment by the Business Office without further data entry

Serials Control

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

Financial Management

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

Payroll/Personnel

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

Reports

- ⇒ Collection Analysis
- ⇒ Library usage by time period Report
- ⇒ Circulation Gains/Losses Report
- ⇒ Patron Registration Report
- ⇒ Patron Registration matched to U.S. Census Geographic base file
- ⇒ Collection Shelf Management Reports
- ⇒ System Reserves Analysis Report
- ⇒ Billing Analysis Report
- ⇒ Various Access Usage Reports (Dial-Up MARS, In-Library MARS, Point & Click MARS, Telnet access)
- ⇒ GIS/GPS Information System

NT Server Software/Utilities

- ⇒ NT Spool -- allows printing of Tandem documents to PC laser printers
- ⇒ Internet Usage statistical reporting
- ⇒ WhoIs -- allows staff to see who is logged on to an Internet computer
- ⇒ Deploy -- allows Automation staff to deploy software updates without copying the file to each individual computer or needing to visit each computer to install the update
- ⇒ MLibPorts -- Configurator software to allow remote updating of configuration files

Other

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

Third Party Software

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

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

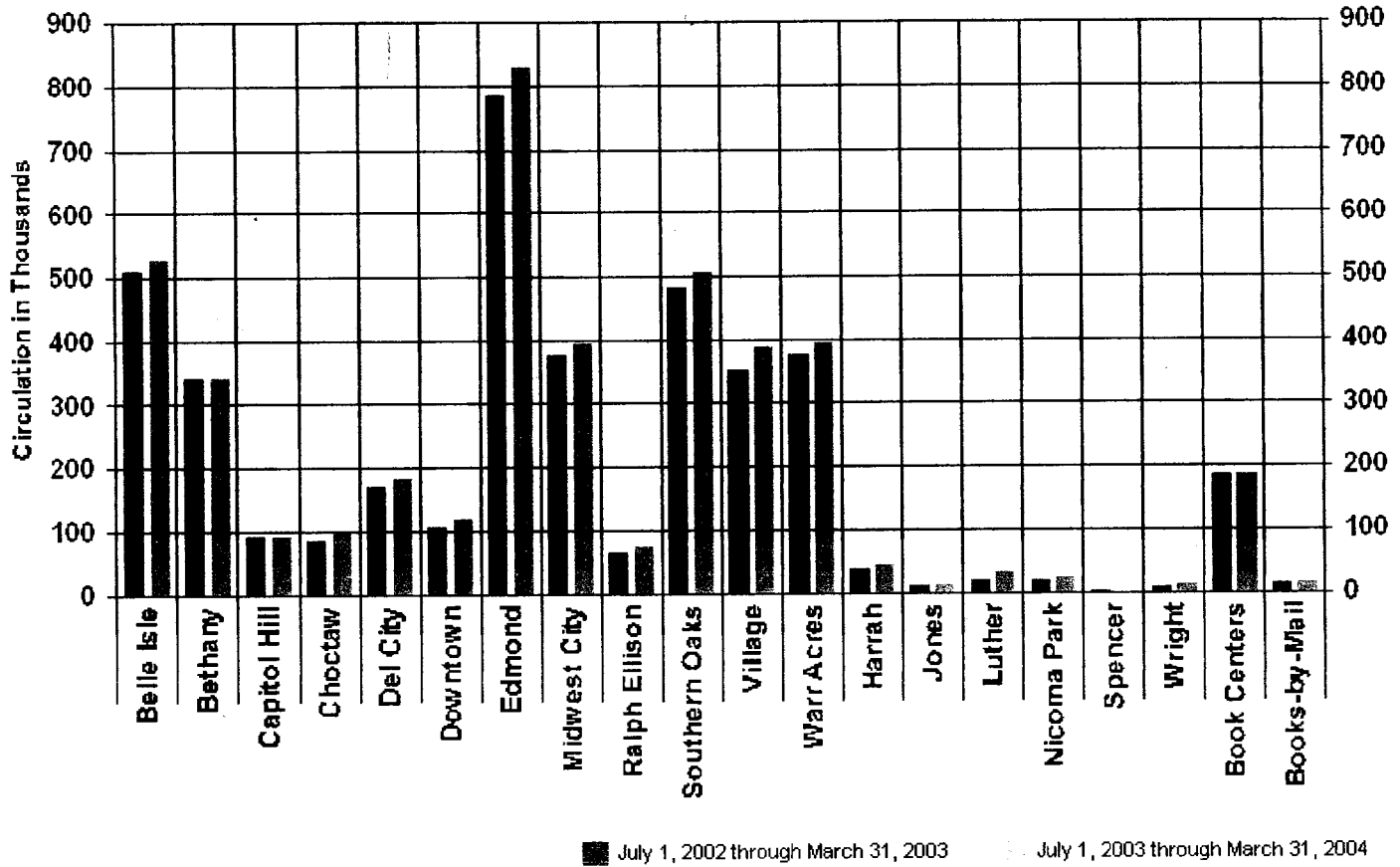
MLS Philosophy re: Software Development

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

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

Circulation Gains and Losses

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)



Circulation Gains and Losses

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

MARCH 31, 2004		<u>ADULT</u>	<u>ADULT</u>	<u>JUVENILE</u>	<u>JUVENILE</u>	<u>TOTAL</u>	<u>TOTAL</u>	
		<u>MONTH</u>	<u>YEAR</u>	<u>MONTH</u>	<u>YEAR</u>	<u>MONTH</u>	<u>YEAR</u>	<u>%</u>
BELLE ISLE	03	44048	374902	16702	134824	60750	509726	
	04	47025	396467	15145	130361	62170	526828	
		2977	21565	-1557	-4463	1420	17102	3.4
BETHANY	03	26231	224708	13133	115147	39364	339855	
	04	28428	233245	12292	106170	40720	339415	
		2197	8537	-841	-8977	1356	-440	-.1
CAPITOL HILL	03	7606	63305	3293	26137	10899	89442	
	04	8026	65044	3605	26420	11631	91464	
		420	1739	312	283	732	2022	2.3
CHOCTAW	03	6756	52735	4067	30405	10823	83140	
	04	10164	62007	6116	35897	16280	97904	
		3408	9272	2049	5492	5457	14764	17.8
DEL CITY	03	14014	114974	6285	56856	20299	171830	
	04	16026	127183	6667	55925	22693	183108	
		2012	12209	382	-931	2394	11278	6.6
DOWNTOWN	03	10491	88648	1896	16177	12387	104825	
	04	12396	100389	2114	16824	14510	117213	
		1905	11741	218	647	2123	12388	11.8
EDMOND	03	53395	450729	38052	333842	91447	784571	
	04	58438	481422	41789	349054	100227	830476	
		5043	30693	3737	15212	8780	45905	5.9
MIDWEST CITY	03	30729	266028	13112	109546	43841	375574	
	04	32588	278084	12774	113498	45362	391582	
		1859	12056	-338	3952	1521	16008	4.3
RALPH ELLISON	03	6188	47910	1625	14837	7813	62747	
	04	6802	55820	1754	16981	8556	72801	
		614	7910	129	2144	743	10054	16.0
SOUTHERN OAKS	03	40665	352193	14664	129579	55329	481772	
	04	44253	374283	15910	132410	60163	506693	
		3588	22090	1246	2831	4834	24921	5.2
VILLAGE	03	27695	233742	12729	116521	40424	350263	
	04	32690	266543	14119	120021	46809	386564	
		4995	32801	1390	3500	6385	36301	10.4
WARR ACRES	03	28298	243977	15162	131440	43460	375417	
	04	31903	263487	14916	129059	46819	392546	
		3605	19510	-246	-2381	3359	17129	4.6

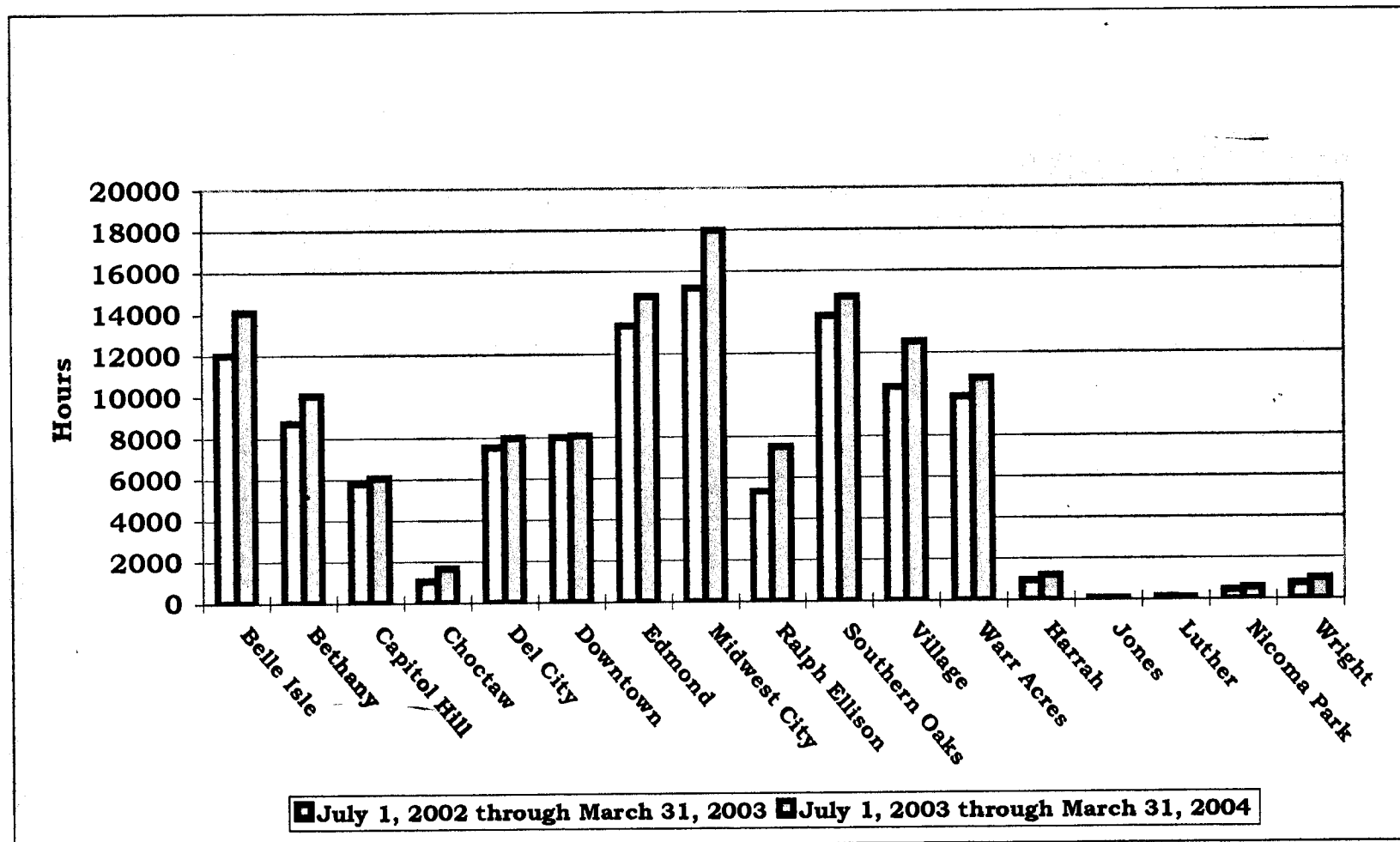
Circulation Gains and Losses

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

MARCH 31, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<u>EXTENSION LIBRARIES:</u>								
DREXEL	03	16	9097	6	1623	22	10720	
	04	0	0	0	0	0	0	
		-16	-9097	-6	-1623	-22	-10720	-100.0
HARRAH	03	3024	25870	1731	12137	4755	38007	
	04	3460	27967	1608	13777	5068	41744	
		436	2097	-123	1640	313	3737	9.8
JONES	03	970	8235	292	2642	1262	10877	
	04	1153	8231	271	2063	1424	10294	
		183	-4	-21	-579	162	-583	-5.4
LUTHER	03	2463	16405	576	4237	3039	20642	
	04	2893	23859	559	6499	3452	30358	
		430	7454	-17	2262	413	9716	47.1
NICOMA PARK	03	1421	13298	567	6010	1988	19308	
	04	1789	15419	729	5969	2518	21388	
		368	2121	162	-41	530	2080	10.8
SPENCER	03	196	1427	4	125	200	1552	
	04	0	0	0	0	0	0	
		-196	-1427	-4	-125	-200	-1552	-100.0
WRIGHT	03	998	6720	190	1415	1188	8135	
	04	1060	7814	147	1494	1207	9308	
		62	1094	-43	79	19	1173	14.4
<u>OTHER:</u>								
BOOK CENTERS	03	9662	87975	11172	98084	20834	186059	
	04	9385	85744	11354	100895	20739	186639	
		-277	-2231	182	2811	-95	580	.3
BOOKS-BY-MAIL	03	1264	12773	0	0	1264	12773	
	04	1374	13597	0	0	1374	13597	
		110	824	0	0	110	824	6.5
TOTALS	03	316130	2695651	155258	1341584	471388	4037235	
	04	349853	2886605	161869	1363317	511722	4249922	
		33723	190954	6611	21733	40334	212687	5.3

Total Internet Hours Used by Library

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)



Total Internet Usage

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	240		4,022		1,562.45		2,992		30,811		12,009.80	
	04	319		4,580		1,713.29		3,561		37,849		14,098.13	
		79	32.9	558	13.9	150.84	9.7	569	19.0	7,038	22.8	2,088.33	17.4
BETHANY	03	155		2,648		1,093.66		1,917		20,748		8,717.94	
	04	167		2,909		1,240.06		2,187		24,184		10,036.87	
		12	7.7	261	9.9	146.40	13.4	270	14.1	3,436	16.6	1,318.93	15.1
CAPITOL HILL	03	152		1,894		720.80		1,534		15,230		5,788.13	
	04	150		2,106		781.32		1,723		16,450		6,048.05	
		-2	-1.3	212	11.2	60.52	8.4	189	12.3	1,220	8.0	259.92	4.5
CHOCTAW	03	23		305		116.58		359		2,810		1,043.31	
	04	94		1,131		419.26		559		4,855		1,661.22	
		71	308.7	826	270.8	302.68	259.6	200	55.7	2,045	72.8	617.91	59.2
DEL CITY	03	142		2,184		853.28		1,605		18,083		7,516.39	
	04	168		2,627		1,022.81		1,914		19,882		7,962.17	
		26	18.3	443	20.3	169.53	19.9	309	19.3	1,799	9.9	445.78	5.9
DOWNTOWN	03	121		2,077		880.81		1,299		18,277		7,997.64	
	04	110		2,180		988.17		1,295		18,423		8,070.90	
		-11	-9.1	103	5.0	107.36	12.2	-4	-.3	146	.8	73.26	.9
EDMOND	03	296		4,459		1,661.68		3,650		34,442		13,370.46	
	04	295		4,982		1,765.43		3,923		40,493		14,775.98	
		-1	-.3	523	11.7	103.75	6.2	273	7.5	6,051	17.6	1,405.52	10.5
MIDWEST CITY	03	375		4,563		1,861.20		3,928		36,684		15,179.55	
	04	352		5,143		2,096.24		4,488		44,936		17,967.37	
		-23	-6.1	580	12.7	235.04	12.6	560	14.3	8,252	22.5	2,787.82	18.4
RALPH ELLISON	03	156		1,991		694.47		1,659		14,258		5,323.71	
	04	167		2,466		879.68		2,117		21,406		7,488.90	
		11	7.1	475	23.9	185.21	26.7	458	27.6	7,148	50.1	2,165.19	40.7

Total Internet Usage

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	297		4,190		1,685.46		3,683		33,186		13,826.87	
	04	366		4,481		1,813.85		4,184		36,451		14,725.67	
		69	23.2	291	6.9	128.39	7.6	501	13.6	3,265	9.8	898.80	6.5
VILLAGE	03	224		3,349		1,252.93		2,955		27,600		10,355.36	
	04	296		4,057		1,469.95		3,472		34,281		12,539.35	
		72	32.1	708	21.1	217.02	17.3	517	17.5	6,681	24.2	2,183.99	21.1
WARR ACRES	03	252		3,175		1,224.37		2,575		25,355		9,859.05	
	04	282		3,603		1,312.85		2,976		29,449		10,761.34	
		30	11.9	428	13.5	88.48	7.2	401	15.6	4,094	16.1	902.29	9.2
HARRAH	03	23		319		160.45		243		2,026		950.28	
	04	23		338		154.83		280		2,744		1,198.03	
			.0	19	6.0	-5.62	-3.5	37	15.2	718	35.4	247.75	26.1
JONES	03	4		16		6.60		30		150		79.86	
	04	3		25		13.02		29		158		60.73	
		-1	-25.0	9	56.3	6.42	97.3	-1	-3.3	8	5.3	-19.13	-24.0
LUTHER	03	3		15		7.37		24		193		120.70	
	04	2		39		12.84		28		234		102.31	
		-1	-33.3	24	160.0	5.47	74.2	4	16.7	41	21.2	-18.39	-15.2
NICOMA PARK	03	7		107		51.91		93		961		449.36	
	04	6		149		79.32		100		1,129		565.79	
		-1	-14.3	42	39.3	27.41	52.8	7	7.5	168	17.5	116.43	25.9
WRIGHT	03	10		138		65.33		80		1,320		760.28	
	04	12		205		108.17		106		2,522		993.76	
		2	20.0	67	48.6	42.84	65.6	26	32.5	1,202	91.1	233.48	30.7
TOTAL	03	2,480		35,452		13,899.35		28,626		282,134		113,348.69	
	04	2,812		41,021		15,871.09		32,942		335,446		129,056.57	
		332	13.4	5,569	15.7	1,971.74	14.2	4,316	15.1	53,312	18.9	15,707.88	13.9

Internet Usage by Adult Customers

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	197		3,495		1,423.66		2,415		27,082		11,038.82	
	04	251		3,859		1,532.47		2,896		32,437		12,621.74	
		54	27.4	364	10.4	108.81	7.6	481	19.9	5,355	19.8	1,582.92	14.3
BETHANY	03	123		2,327		995.79		1,465		17,148		7,613.65	
	04	125		2,514		1,134.01		1,748		20,927		9,109.56	
		2	1.6	187	8.0	138.22	13.9	283	19.3	3,779	22.0	1,495.91	19.6
CAPITOL HILL	03	90		1,217		511.43		883		9,585		4,155.52	
	04	81		1,419		578.52		1,030		11,406		4,565.18	
		-9	-10.0	202	16.6	67.09	13.1	147	16.6	1,821	19.0	409.66	9.9
CHOCTAW	03	19		249		97.18		265		2,205		848.22	
	04	55		795		335.00		393		3,849		1,406.66	
		36	189.5	546	219.3	237.82	244.7	128	48.3	1,644	74.6	558.44	65.8
DEL CITY	03	106		1,834		753.94		1,176		14,715		6,507.05	
	04	116		2,179		897.14		1,472		16,770		7,036.55	
		10	9.4	345	18.8	143.20	19.0	296	25.2	2,055	14.0	529.50	8.1
DOWNTOWN	03	102		1,837		801.71		1,087		15,472		6,937.75	
	04	102		1,984		911.88		1,135		16,286		7,228.71	
			.0	147	8.0	110.17	13.7	48	4.4	814	5.3	290.96	4.2
EDMOND	03	220		3,845		1,497.57		2,697		29,526		11,895.71	
	04	231		4,267		1,569.28		3,100		34,855		13,256.65	
		11	5.0	422	11.0	71.71	4.8	403	14.9	5,329	18.0	1,360.94	11.4
MIDWEST CITY	03	284		3,854		1,667.98		2,998		30,967		13,455.92	
	04	278		4,561		1,924.74		3,545		39,268		16,264.14	
		-6	-2.1	707	18.3	256.76	15.4	547	18.2	8,301	26.8	2,808.22	20.9
RALPH ELLISON	03	113		1,233		466.55		1,139		9,855		4,004.46	
	04	132		2,004		749.72		1,549		16,109		5,970.03	
		19	16.8	771	62.5	283.17	60.7	410	36.0	6,254	63.5	1,965.57	49.1

Internet Usage by Adult Customers

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	220		3,054		1,289.95		2,663		24,525		10,982.72	
	04	252		3,319		1,439.56		3,078		28,166		12,030.53	
		32	14.5	265	8.7	149.61	11.6	415	15.6	3,641	14.8	1,047.81	9.5
VILLAGE	03	166		2,778		1,094.53		2,266		23,104		9,083.08	
	04	225		3,533		1,314.41		2,688		29,408		11,145.72	
		59	35.5	755	27.2	219.88	20.1	422	18.6	6,304	27.3	2,062.64	22.7
WARR ACRES	03	197		2,712		1,081.74		2,078		22,369		9,005.62	
	04	223		3,137		1,187.21		2,439		25,765		9,749.78	
		26	13.2	425	15.7	105.47	9.8	361	17.4	3,396	15.2	744.16	8.3
HARRAH	03	10		245		128.22		156		1,643		836.90	
	04	16		288		138.50		202		2,160		987.67	
		6	60.0	43	17.6	10.28	8.0	46	29.5	517	31.5	150.77	18.0
JONES	03	3		12		5.07		23		132		74.35	
	04	1		22		10.99		22		147		56.99	
		-2	-66.7	10	83.3	5.92	116.8	-1	-4.3	15	11.4	-17.36	-23.3
LUTHER	03	3		14		7.12		14		160		111.84	
	04			11		5.08		14		138		75.22	
		-3	-100.0	-3	-21.4	-2.04	-28.7		.0	-22	-13.8	-36.62	-32.7
NICOMA PARK	03	5		73		33.81		64		672		322.70	
	04	4		106		52.73		71		863		418.18	
		-1	-20.0	33	45.2	18.92	56.0	7	10.9	191	28.4	95.48	29.6
WRIGHT	03	6		114		52.02		59		1,076		640.64	
	04	10		138		70.01		79		2,138		800.44	
		4	66.7	24	21.1	17.99	34.6	20	33.9	1,062	98.7	159.80	24.9
TOTAL	03	1,864		28,893		11,908.27		21,448		230,236		97,514.95	
	04	2,102		34,136		13,851.25		25,461		280,692		112,723.75	
		238	12.8	5,243	18.1	1,942.98	16.3	4,013	18.7	50,456	21.9	15,208.80	15.6

Internet Usage by Minor Customers

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	43		527		138.79		577		3,729		970.98	
	04	68		721		180.82		665		5,412		1,476.39	
		25	58.1	194	36.8	42.03	30.3	88	15.3	1,683	45.1	505.41	52.1
BETHANY	03	32		321		97.87		452		3,600		1,104.29	
	04	42		395		106.05		439		3,257		927.31	
		10	31.3	74	23.1	8.18	8.4	-13	-2.9	-343	-9.5	-176.98	-16.0
CAPITOL HILL	03	62		677		209.37		651		5,645		1,632.61	
	04	69		687		202.80		693		5,044		1,482.87	
		7	11.3	10	1.5	-6.57	-3.1	42	6.5	-601	-10.6	-149.74	-9.2
CHOCTAW	03	4		56		19.40		94		605		195.09	
	04	39		336		84.26		166		1,006		254.56	
		35	875.0	280	500.0	64.86	334.3	72	76.6	401	66.3	59.47	30.5
DEL CITY	03	36		350		99.34		429		3,368		1,009.34	
	04	52		448		125.67		442		3,112		925.62	
		16	44.4	98	28.0	26.33	26.5	13	3.0	-256	-7.6	-83.72	-8.3
DOWNTOWN	03	19		240		79.10		212		2,805		1,059.89	
	04	8		196		76.29		160		2,137		842.19	
		-11	-57.9	-44	-18.3	-2.81	-3.6	-52	-24.5	-668	-23.8	-217.70	-20.5
EDMOND	03	76		614		164.11		953		4,916		1,474.75	
	04	64		715		196.15		823		5,638		1,519.33	
		-12	-15.8	101	16.4	32.04	19.5	-130	-13.6	722	14.7	44.58	3.0
MIDWEST CITY	03	91		709		193.22		930		5,717		1,723.63	
	04	74		582		171.50		943		5,668		1,703.23	
		-17	-18.7	-127	-17.9	-21.72	-11.2	13	1.4	-49	-.9	-20.40	-1.2
RALPH ELLISON	03	43		758		227.92		520		4,403		1,319.25	
	04	35		462		129.96		568		5,297		1,518.87	
		-8	-18.6	-296	-39.1	-97.96	-43.0	48	9.2	894	20.3	199.62	15.1

Internet Usage by Minor Customers

July 1, 2003 through March 31, 2004 (75.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	77		1,136		395.51		1,020		8,661		2,844.15	
	04	114		1,162		374.29		1,106		8,285		2,695.14	
		37	48.1	26	2.3	-21.22	-5.4	86	8.4	-376	-4.3	-149.01	-5.2
VILLAGE	03	58		571		158.40		689		4,496		1,272.28	
	04	71		524		155.54		784		4,873		1,393.63	
		13	22.4	-47	-8.2	-2.86	-1.8	95	13.8	377	8.4	121.35	9.5
WARR ACRES	03	55		463		142.63		497		2,986		853.43	
	04	59		466		125.64		537		3,684		1,011.56	
		4	7.3	3	.6	-16.99	-11.9	40	8.0	698	23.4	158.13	18.5
HARRAH	03	13		74		32.23		87		383		113.38	
	04	7		50		16.33		78		584		210.36	
		-6	-46.2	-24	-32.4	-15.90	-49.3	-9	-10.3	201	52.5	96.98	85.5
JONES	03	1		4		1.53		7		18		5.51	
	04	2		3		2.03		7		11		3.74	
		1	100.0	-1	-25.0	.50	32.7		.0	-7	-38.9	-1.77	-32.1
LUTHER	03			1		.25		10		33		8.86	
	04	2		28		7.76		14		96		27.09	
		2		27	2700.0	7.51	3004.0	4	40.0	63	190.9	18.23	205.8
NICOMA PARK	03	2		34		18.10		29		289		126.66	
	04	2		43		26.59		29		266		147.61	
			.0	9	26.5	8.49	46.9		.0	-23	-8.0	20.95	16.5
WRIGHT	03	4		24		13.31		21		244		119.64	
	04	2		67		38.16		27		384		193.32	
		-2	-50.0	43	179.2	24.85	186.7	6	28.6	140	57.4	73.68	61.6
TOTAL	03	616		6,559		1,991.08		7,178		51,898		15,833.74	
	04	710		6,885		2,019.84		7,481		54,754		16,332.82	
		94	15.3	326	5.0	28.76	1.4	303	4.2	2,856	5.5	499.08	3.2

EXECUTIVE DIRECTOR'S REPORT

APRIL 2004

LEADERSHIP OKC FAST TRACK TOURS NEW LIBRARY

We were pleased to be able to take this year's OKC Leadership Fast Track class on a tour of the New Downtown Library. I was out of town and Ernestine Clark and Debra Spindle filled in for me and did a wonderful, fast tour of the building for the group.

TEEN WEB PAGE HONORED

MLS's teen website was among 20 library websites for young adults recently highlighted as "the best of the best" in an article of *Young Adult Library Services Magazine* Spring 2004 issue. Written by library consultants Patrick Jones and Angela Pfeil, the article, "Public Library YA Web Pages for the Twenty-First Century," praised MLS's Teen web page for its nontraditional font, incorporation of teen-created content such as the "E-Zeen," as well as its mention of timely teen programming. This article is included in your packet. Congratulations to Heidi Daniel-Morgan, Young Adult Services Coordinator and Teresa Goggins, MLS Webmaster!

SHANNON LUCID EVENT

Commission members Millicent Gillogly and Marguerite Ross were able to join the Bethany Community and Library Staff for the unveiling of the new permanent display of Shannon Lucid memorabilia in the library meeting room. A large crowd was also present to hear Ms. Lucid speak of her experiences as an astronaut. Our thanks go to the Friends of the Metropolitan Library System for providing funding for the display of photographs. She was very pleased and honored to receive the resolution naming the meeting room in her honor.

MEETING WITH MAYOR CORNETT

I was pleased to be able to meet briefly with the new mayor of Oklahoma City. We discussed the opening date of the new library, library funding sources, marketing and promotions and other general areas of interest to him regarding our library system and services.

AMERICAN LIBRARY ASSOCIATION NATIONAL LEGISLATIVE DAY

I will be attending the annual legislative day in Washington D.C. on May 3 & 4 representing Oklahoma Librarians and the Oklahoma Library Association. It is an annual event in which we visit with the congressional delegations explaining how federal funds are used in Oklahoma Libraries to enrich libraries of all types: public, academic and school.

MLS UNVEILS NEW LOGO

For the past several years, the Administration has been working on plans for a new, updated MLS logo. With the multiple changes in leadership over the past 3-4 years, these ideas and plans have been put on the back burner several times; but we have finally found one we like and that we think more clearly represents the Metropolitan Library System. We will be adding the logo to paper products as we run out and need to re-order; so there will not be any additional printing costs.

MLS NEW TELEPHONE SYSTEM DEPARTMENTS DIRECTORY

Included in your packet is the MLS New Telephone System Directory, listing only the departments' telephone numbers. These numbers are not in use yet. As soon as the new telephone system is effective, the Commission will be notified.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended Rotary Trade Fair
- Attended OLA Annual Conference in Tulsa
- Will be attending Literary Voices Author Dinner
- Will be meeting with Jack Easterly of the Oklahoma City Literacy Council

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

A DAY IN PROVENCE

May 1, 9:00 a.m. -4:00 p.m., Village Library, (405) 755-0710.

Fields of lavender, fresh bread from the bakery, every herb you can imagine from The Wheelers of Lavender Hill Farms, sidewalk tents, mimes & clowns will make you think you're spending the day in France. The day will include foods from La Baguette and Panera Bread, as well a talk at 10 a.m. On container gardening by Steve Owens, host of "Oklahoma Gardening." Brent Suttles of Brent's Gardens in Norman will also be on hand to speak about native plants.

AUTHOR VISIT: DR. WILLIAM VAN OSDOL

May 1, 1:00-3:30 p.m., Midwest City Library, (405) 732-4828.

A professor emeritus at the University of Central Oklahoma and a veteran of World War II, Dr. Van Osdol will discuss his new book *Famous faces of World War II: A Generation of Patriots*. Light refreshments & book signing.

CELEBRATE AFRICAN DANCE & CULTURE

May 1, 2:00-3:30 p.m., Ralph Ellison Library, (405) 424-1437.

Melanie Bratcher and her OU students will present a program of African poetry, song, and dance, as they discuss Black Studies and Black History.

WILD ABOUT BIRDS!

May 6, 13, 20, (Grades 1st-5th), 4:30-5:30 p.m., Village Library, (405) 755-0710.

In this three-week program, children will build and decorate a birdhouse, learn about bird watching and identification, and make birdfeeders out of recycled material. Pre-register.

Public Library YA Web Pages for the Twenty-First Century

Patrick Jones and Angela Pfeil

In case we don't believe our own eyes, there is always yet another study to tell us about the love affair between teens and the Internet.¹ Librarians seeking to help teens develop a long-term, meaningful, effective, and efficient relationship with the Internet are building exciting collections of Web sites and offering virtual services via the Internet. A few years ago, as part of YALSA's now-defunct Teen Hoopla Web site, there was even a contest for teens to select the best library teen Web pages.² The selected Web pages were then displayed and discussed at a teen panel at the 2002 ALA Annual Conference. In a recent posting to YALSA-L, Mary K. Chelton suggested that YALSA formalize this process by creating a committee, similar to BBYA, to identify the best Web pages for teens created by libraries.³ Choosing the best won't be easy, as more and more libraries put resources into their teen Web pages, as witnessed by the continual growth of sites listed at the Virtual YA Index.⁴

The charge for any such committee would be not only to pick the best page from all the contenders but also, even harder, to develop the criteria for making the choice. Such a committee, however, won't have to start from scratch. In 1997, an article in *School Library Journal* reported on best practices for teen library

Web pages based on a formal, if unscientific, survey of YA Web spinners.⁵ In 2001, Sara Ryan, one of the architects of Multnomah County Library's Outernet for Teens, took another look and found that in those four years the Web pages produced by public libraries aimed at teens greatly increased in both quantity and quality.⁶ At the 2003 ALA Annual Conference, a panel (including *School Library Journal* technology columnist and former Multnomah County staff member Walter Minkel) looked once more at best practices for the program "Sucking Cyber Teens into the Library Matrix: Best Practice in Web-Based Library Services."

Michele Gorman, a librarian for Austin Public Library's award-winning Youth Wired centers, has a few ideas on those best practices. In the forthcoming third edition of *Connecting Young Adults and Libraries*, Gorman proposes the following elements of success for creating a quality public library teen Web page:⁷

- Do not overload your page with graphics and image maps that do not contribute in some way to the information on the page.
- Organize the material on your page into logical categories, clearly marking the sections such as homework help, recommended reading, entertainment, teen health, college and careers, etc.
- Be sure to include Web sites on your page that address sexuality, sex education and teen pregnancy, teen violence, suicide, and links to local shelters and crisis hotlines. Once you have selected and evaluated these sites, test them on a filtered computer to be sure that your patrons will be able to access them when they need them. This will be some of the most pertinent information you can

provide online, especially considering that these topics are most likely the ones that teens will search for without asking for adult assistance.

- Annotate all of the sites you include on the page, describing exactly what a patron will find when he or she clicks on any given link. Include the URL in addition to the name and description of each recommended site so that a patron has the option of printing the page of links without having to visit each one.
- Link to your library's subscription databases and provide an extensive annotation of each source so that your teen patrons have an idea of how they might use these databases for research. If possible, call them "Magazines and Newspaper Articles" rather than Databases, as this is a much more customer-friendly label.
- Include local resources that a young person might not find anywhere else, including information about local schools, clubs, camps, and job and volunteer opportunities.
- Create a place for teens to submit their own writing, including reviews of books, Web sites, video games, computer games, etc.
- Be sure to include information on your Web site about upcoming programs for teens along with information about how they can get involved by volunteering or serving as a member of the teen advisory board.
- Include your library's name and address in a visible place on the site's home page, in addition to contact information.
- Update your site regularly, adding new links of interest and removing out-of-date links and information that are no longer timely or interest-

Patrick Jones runs

www.connectingya.com, a consulting firm dedicated to providing powerful youth services. In addition to several professional books, Jones published his first teen novel in 2004 (*Things Change from Walker*). Angela Pfeil runs www.pfeilconsulting.com, which develops Web content for libraries. She is writing a book for ALA Editions on outreach to youth.

ing.

This last element is a blessing and a curse for any committee looking at best Web sites. Unlike a book, a Web site is not static. A book is published and remains the same year after year (okay, unless you are Stephen King and can add in all the pages editors convinced you to cut before you had clout), but a Web page changes. A Web page could be great in August but by December, through neglect, budget cuts, a change in staff, or other factors, be in bad shape. It is like trying to hit a moving target.

For teen Web sites to be relevant, they need to be current. But even more importantly, they need to involve teens in the design, promotion, creation, and evaluation. Linda Braun's excellent *Technically Involved: Technology-Based Youth Participation Activities for Your Library* lays out the case as well as the steps for involving teens in library Web page design.⁸

Any award presented by YALSA for services or programs should always look at how well the library embraced the value of youth involvement. One excellent example of successful youth involvement is the Web page from Hennepin County Library. Their nine-member team supports the library's award-winning Teen Links Web site. Teen Links is created and maintained by staff of the Library with the help of the Teens Online Board. Members of this team do everything from reviewing the current links and look of the Web page to developing their own Web content. While the teens cannot upload files directly to the library's server, they do prepare Web pages, some loaded with graphic and others that are merely an annotated list of links, about topics in the "free time" section. Teens have created online quizzes and Web pages for the library on subjects such as local teen events, computer game reviews, anime, and martial arts. One teen designed the board's own page that lists a short biography for each teen, while another contributed an article to VOYA. Teens are asked to participate in monthly meetings and respond promptly to Teens Online e-mail communication. Even though it is a

group of techie teens, the kids prefer to meet in person than use chat. The teens are diverse in gender, demographics, and age.

But the Teens Online board is only one example of the youth involvement on Teen Links. In the "Read On" section, teens can contribute book reviews (earning a chance to win prizes during the summer and Teen Read Week) and even contribute a top-ten book list of their favorite reads. There are also plenty of places on the Teen Links page for teens to suggest improvements, request that a site be added, and, on occasion, participate in an online survey. Another area of Teen Links with youth involvement is the "Life Stuff" section that deals with various teen lifework subjects. For the section on GLBT, the library enlisted the assistance of a local high school's Gay Straight Alliance, and two other teen volunteers at the Hennepin County Library. Teen Links is an excellent example of taking the philosophy of youth involvement and putting it into practice.

While all of us writing on this issue so far have our instincts, personal experience, and anecdotal evidence, what we lack—like most public library practitioners—is good research to guide our decisions. Thankfully, we have library schools. Sandra Hughes-Hassell and Erika Thickman Miller's excellent research article, "Public Library Websites for Young Adults," looks at why and how public libraries build teen Web sites.⁹ The researchers mailed a questionnaire to 191 libraries and received responses from 63. The article looks at various issues but focuses most heavily on youth involvement. While not ignoring the value such involvement brings to the library, the researchers also point out the value it brings to the teens. The researchers found that Web pages tend to support the needs of institutions rather than the developmental needs of teens.

The researchers also looked at obstacles to successful Web pages, finding the "usual suspects" known to all teen librarians about any program or service: not enough time, support, staff, and training. Among the biggest challenges were the restraints imposed by administration in

terms of all library Web pages needing one "look" and also in use of teen volunteers. Despite these obstacles facing many public library Web pages, the researchers concluded that:

This study suggests that before librarians begin website development, they determine the age range of their target audience, assess the needs and expectations of that audience, and establish a coherent purpose of the website. . . . Librarians also need to develop strategies for involving teenagers in content development and website sign, maintenance, and promotion. . . . Last, librarians need to develop a plan for dealing with management issues surrounding website development and maintenance. . . . By developing young adult Websites that not only address the development needs of teens but also respect their knowledge of Web technology and Website design, librarians can encourage teenagers to become lifelong supporters of libraries.¹⁰

ED/AU: need citation for quote

That is, of course, if the teens actually use the page. A stack of fliers sitting on a table is not the answer to that challenge. Teen librarians need to actively promote their Web pages to teachers, students, and other library staff. They need to put collateral (mouse pads, bookmarks, and okay, even a flier) into the hands of junior and senior high school students. They need to promote the Web page at booktalks, school visits, networking meetings, and so on. They need to brand it by putting the name and URL on every document. Public libraries can work with schools to get "good play" on school library Web pages. If you build it, they will come—if you give them a reason and let them know it is there.

So will the public library Web sites that get the "highest score" on Michele's checklist or on the official criteria developed by a "best Web" committee win the golden mouse pad? Not necessarily. The issue that haunts all "best" lists is hover-

ing over the room: what do we mean by best? Is it the best teen Web site if no teens use it? In book selection committees such as the Printz award, popularity and accessibility doesn't come into play: it is all about the quality in and of itself. For teen Web pages, it seems perceived use must play a major part in deciding what is better and what is best.

But does that mean that every year YALSA hands out awards to the Multnomah County Library? While small press books often win awards, it is usually the cash-rich big publishers that bring home the prizes. Not just because they often sign the best writers, but because they have the marketing muscle and resources to push a book. If we look at best teen Web pages, we'll need to develop some sort of criteria so it is not the usual suspects of big libraries with graphic designers, Web masters, and dedicated staff who win year after year. Rather than one award, there should be several for various sizes (small, medium, and large) of libraries so everybody has a chance to win.

Any award YALSA gives should not only be used to recognize achievement in serving teens, but also how well that service reflects YALSA's core values as outlined in *New Directions*.¹¹ A "virtual" young adult service should mirror the best qualities of those services that take place in our four walls:

1. Developmental needs
2. Youth development
3. Development assets
4. Youth advocacy
5. Youth participation
6. Collaboration
7. Information literacy
8. Adolescent literacy
9. Learning and achievement
10. Equity of access and intellectual freedom

While not explicitly stated, it is certainly implied within all of these values that teen librarians embrace the needs of their specific communities.

So, who are the contenders? We've looked at a wide variety of sites and would submit that these twenty public library Web sites are among the best of

the best. They embrace the core values, follow the elements of success, and speak to local needs.

Allen County Public Library

www.acpl.lib.in.us/yas/young_adults.html

Their clean page incorporates action through minimal use of graphics and provides a simple menu with understandable and recognizable adolescent verbiage.

Austin Public Library

www.wiredforyouth.com

With a colorful entry page and easily navigable menu, this site's Branch Library links are redirected to teen-specific events happening in the branches.

Berkeley Public Library

www.infopeople.org/bpl/teen/index.html

This teen site is easy to read, and the menu is navigable and easy to locate. It includes specific links to community high schools rather than to general high school sites.

Burlington Public Library

www.bpl.on.ca/bplteens/thezone.htm

The picture of a teen on the entry page allows teen users to identify with contents. The online newsletter specific to the teen population is fabulous.

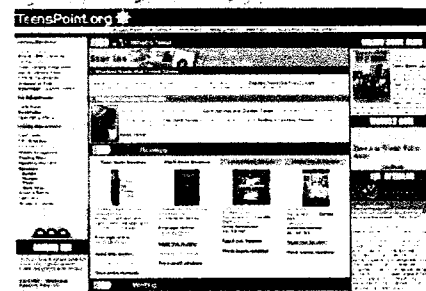
Calgary Public Library

<http://calgarypubliclibrary.com/teens/welcome.htm>

Fun, bright colors and a well-organized entry page are attractive to teens. Verbiage in the menu is very recognizable to young adults.

Central Rappahannock Regional Library

www.teenspoint.org



This teen site has its own separate identity with a nonlibrary-specific URL. It includes bookstore-like styling and shows relevant information on the entry page.

Cleveland Heights-University Heights Public Library

ED/AU: Web site address?

The Random Factoid is a great place to showcase library events and know that it will be read simply because it does not sound like a library promotion.

Clinton-Macomb Public Library

www.cmpl.org/edge

Animated and colorful invitation to teens for submitting their opinions via e-mail, use of innovative font, as well as unique name of the page is remarkable.

Columbus Metro Library

www.teens-connect.com

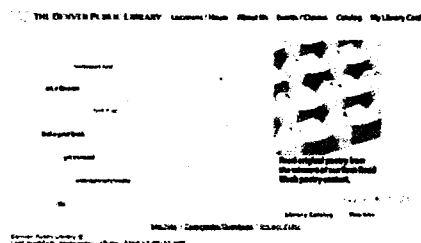
Just about everything you could want, from its own URL to overflowing opportunities for teen involvement through reviews, site suggestions, and polls. There is a big emphasis on reading with the teen fiction finder, the teen-created lists, and a teen writing section. Throw you some cool graphics and a scrolling list of

events to create a model large library YA page.

QY: "throw you"? Words missing in above sentence?

Denver Public Library

<http://teens.denverlibrary.org>



Animation on this site brings to life the resources that are available, with appropriate text-related graphics, including the use of mouse-overs with descriptors written in teen language.

East Greenbush Community Library

www.eastgreenbushlibrary.org/teen

How innovative that the site contact person has an IM account set up and advertised so that she is always available to teens, via the medium teens use most?

Flint Public Library

www.flint.lib.mi.us/teensource

The library name is diminished, yet still present on the page while the Teen Source logo is modern, colorful, and attractive to teens.

Haverhill Public Library

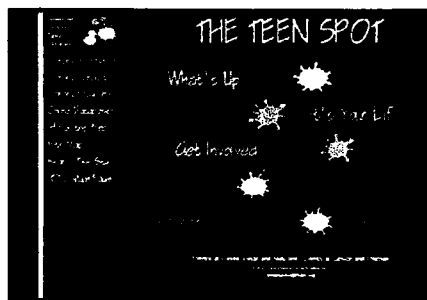
www.teencybercenter.org

This site incorporates most frequently asked for Web information including links to chat sites, and it is not flooded

with only library- or education-related links.

Henderson District Public Libraries

www.hdpl.org/programs/yapage.html



This teen site's use of bright colors is attractive, verbiage is appropriate, and mouse-overs identify what the teens can expect when they click on a link. The standard library menu reigns on the left but because of the variation in colors and style, it is incognito.

Hennepin County Public Library

www.hclib.org/teens

With its dynamic, colorful, and informative styling, as well as the prominent link to the library's virtual reference service and its teen-directed design, this site is attractive to teens.

King County Library System

www.kcls.org/newya/ya.cfm

While there is no actual movement on the page, the choice of graphics implies mobility. Page is set up on the diagonal, creating an interesting style on the page.

Metropolitan Library System of Oklahoma County, Oklahoma

www.metrolibrary.org/teen/teen_index.html

With its use of nontraditional font, incorporation of teen-created content such as the "E-zeen," as well as its mention of timely teen programming, this site is appealing to young adults.

Multnomah County Public Library

www.multcolib.org/outer/index.html

This simple and clean-looking site features a link to live homework-help service offered online, as well as incorporating extracurricular information that is necessary to teens such as entertainment and sports.

Phoenix Public Library

www.phoenixteencentral.org/tcwebapp/index.jsp



An actual picture of a teen at the library is shown upon entry, thus allowing teens to quickly identify with the site. Library resources are featured in a minute capacity, while higher priority is given to issues that directly affect teens developmentally.

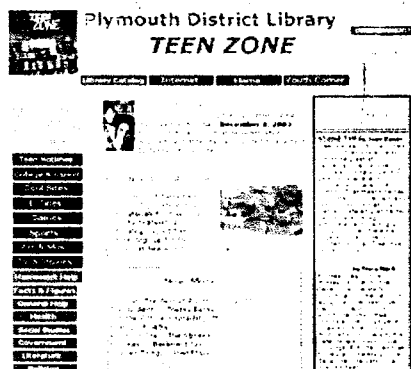
Pikes Peak Library District

<http://library.ppld.org/YoungAdults/index.asp>

With its timely and specific curriculum and homework help feature, this fun page with clean lines is sure to be a hit with teens.

Plymouth District Library

<http://plymouthlibrary.org/ya.htm>



Fantastic use of promoting library materials that are important to teens with the "New Music CDs" feature. This site also incorporates reviews of good books with teen appeal, with titles linking directly into the library catalog.

These pages represent some of the best examples and models of public library teen Web pages. While many of these systems are resource rich, others are from smaller libraries where a "lone ranger" puts together teen services. There's a lot to putting together and maintaining a successful teen Web page; it is not an easy or simple task. What is simple is to remember when developing a public library teen Web presence, think TEENS.

- **T—Timely:** Adolescents live in the now, and materials presented to them should be just as current as they are. Having a teen site that still features last year's summer reading program will deter rather than attract teens. Provide information on new release CDs, new software available for checkout, or upcoming teen events at your library.
- **E—Edgy:** Developmentally, teenagers are rebellious. They want to challenge authority, and a Web site created for them should fall into the same developmental stage. Edgy can be strong, vibrant colors, funky styling on the Web site, or even using

the most current teen slang phrases to identify the content,

- **E—Educational:** People use the library for learning, and teenagers are not exempt from this. Having information on your teen Web site that directly relates to the projects or assignments they are completing when they visit is invaluable. Knowing your community and the general schedule of middle and high school curricular assignments, this section of your site can be easily developed.
- **N—Navigable:** Which way do we go? What do we click? Making the site easy to use, with clear menu items and a standard theme throughout the site saves teenagers time, and time is of the utmost importance to teens.
- **S—Simple:** It is possible to create a dynamic site with a foundation of simplicity. Keeping the site clear and simple in its message and content will ensure teenagers use it more effectively. Clear descriptions of what to expect when a link is clicked, such as "Magazine and Journal Articles," rather than "EBSCOHost," for example, will eliminate confusion.

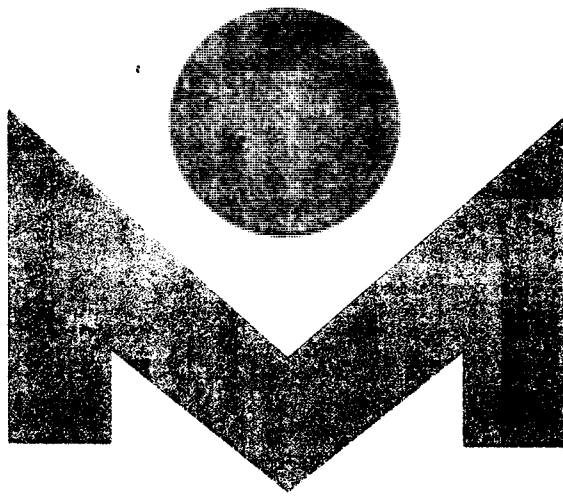
Your library's virtual service to teens deserves as much thought and planning as your "real" teen services. The elements of success for a YA area seem to be the same in physical and virtual world: load it up with high-interest materials, make it attractive, involve teens in the process, and most of all, be easily identifiable from other parts of the library by having a clearly defined audience, collection, appearance, and scope. ●

REFERENCES

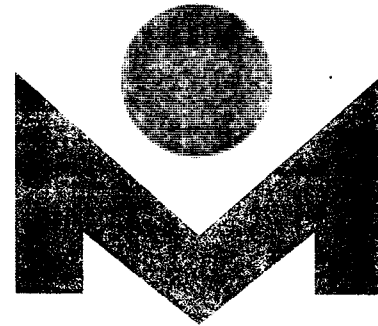
1. Young Adult Library Services Association, "Library Sites." Accessed Nov. 29, 2003, <http://archive.ala.org/teenhoopla/library.html>.
2. Pew Internet and America Life Project, "Part 1: Prior Research on Student Use of the Internet for School." Accessed Aug. 10, 2003, www.pewinternet.org/reports/reports.asp?Report=67&Section=ReportLevel1&Field=Level1ID&ID=293.

d=Level1ID&ID=293.

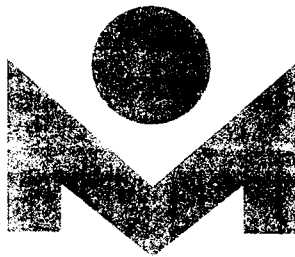
3. Mary K. Chelton, Study of Public Library YA Websites. Message posted to yalsa-l@ala1.ala.org, Oct. 5, 2003.
4. Virtual YA Index. Accessed Nov. 29, 2003, <http://yahelp.suffolk.lib.ny.us/virtual.html>.
5. Patrick Jones, "A Cyber-Room of Their Own: How Libraries Use Web Pages to Attract Young Adults," *School Library Journal* 43 (Nov. 1997): 34–37.
6. Sara Ryan, "It's Hip to Be Square: Designing a Teen-Friendly Library Web Site," *School Library Journal* 46, no. 3 (Mar. 2000): 138–41.
7. Michele Gorman, Tricia Suellentrop, Patrick Jones, *Connecting Young Adults and Libraries: 3rd Revised and Expanded Edition* (New York: Neal-Schuman, 2004).
8. Linda Braun, *Technically Involved: Technology-Based Youth Participation Activities for Your Library* (Chicago: ALA Editions, 2003).
9. Sandra Hughes-Hassell and Erika Thickman Miller, "Public Library Websites for Young Adults: Meeting the Needs of Today's Teens Online," *Library & Information Science Research* 25, no. 2 (2003): 143–56.
10. Need reference for quote
11. Young Adult Library Services Association and Patrick Jones, *New Directions for Library Services to Young Adults* (Chicago: ALA Editions, 2002).



Metropolitan
LIBRARY SYSTEM



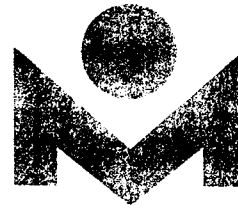
Metropolitan
LIBRARY SYSTEM



Metropolitan
LIBRARY SYSTEM



Metropolitan
LIBRARY SYSTEM



Metropolitan
LIBRARY SYSTEM

Metropolitan
LIBRARY SYSTEM

Metropolitan
LIBRARY SYSTEM



Blue - Pantone 659C



Grey - Pantone 424C

The origin of the typeface used for this logo is Optima. The letters, letter spacing and word spacing for this logo have been altered to be unique to the Metropolitan Library. Any files provided will not need a font file attached because the font is outlined and now seen as artwork.



When the logo is reduced the type can become too small. At this point, the logo can be handled separately from the type. Please see example provided as a guide.



METROPOLITAN LIBRARY SYSTEM

NEW Telephone Directory

*Not In Effect 04/15/04

DEPT	NAME (last, first)	JOB TITLE	OLD SYS #	NEW SYS #	Dept Main #	Mailbox
ADM	KANE, LORI	Executive Assistant	231-8635	606-3725		
ADM	MORRIS, DONNA L.	Executive Director	231-8635	606-3720		
ADM	WATKINS, MARIA E.	Administrative Specialist	231-8636	606-3726		
ADM	Fax			606-3722		
Auto	BUCHANAN, PAMELA S.	Computer Operator	636-2756	606-3775		
Auto	DO, KHANH M.	System Operations Technician II	636-2759	606-3772		
Auto	FISCHER, ANNE G.	Director of Information Technology	636-2754	606-3789		
Auto	HANKINS, S. COLLETTE	Computer Operator	636-2758	606-3776		
Auto	ISAACS, CHARLES S.	Computer Operator	636-2758	606-3778		
Auto	LAWSON, SYLVIA A.	System Operations Technician I	636-2767	606-3771		
Auto	MANN, CHERYL A.	Circulation Control Technician	636-2757	606-3779		
Auto	TERRY, EDWARD N.	Computer Operations Supervisor	631-2210	606-3786	631-2210	
Auto	UTLEY, JOHN C. R.	System Operations Technician II	636-2766	606-3773		
Auto	WELCH, JIMMY C.	Deputy Director of MLS/IT	636-2761	606-3777		
Auto	WOOD, JOHN D.	System Operations Technician II	636-2765	606-3774		
Auto	Basement Room			606-3783		
Auto	Computer Room		636-2755	606-3780		
Auto	Dial-Up Test Line			606-3781		
Auto	Fax			606-3784		
Auto	IT Training/Spare			606-3785		
Auto	NonStop			606-3782		
BO	HOWARD, JR., WOODROW	Accounts Payable Technician	231-8607	606-3797		
BO	KELLEY, DEBORAH A.	Senior Accounting Technician	231-8603	606-3793		
BO	LOVELY, C. Lloyd	Director of Finance	231-8605	606-3795		
BO	MACK-CLARK, LAURIE F.	Accounting Manager	231-8606	606-3796		
BO	RAY, FRANK C.	Purchasing Officer	231-8604	606-3794		
BO	WALKER, LISA L.	Purchasing Specialist	231-8602	606-3792		
BO	WYRICK, BETTY A.	Accounting Technician	231-8608	606-3798		
BO	Fax			606-3799		
CAT	GILES, CRYSTAL D.	Cataloger	631-1149			606-3550
CAT	HAUSBURG, JANA C.	Cataloger	631-1149			606-3551
CAT	HERROD, CLYDE D.	Cataloging Assistant	631-1149			606-3549
CAT	RODRIGUEZ, PAULINE B.	Cataloging Manager	631-1149	631-1149	606-3552	
CAT	WARD, URSULA A.	Government Documents Cataloger	631-1149			606-3548
CAT	Phone			606-3545		
CAT	Phone			606-3546		
CAT	Phone -- Cordless			606-3547		

***WILL NOTIFY COMMISSION WHEN EFFECTIVE**

METROPOLITAN LIBRARY SYSTEM

NEW Telephone Directory

*Not In Effect 04/15/04

DEPT	NAME (last, first)	JOB TITLE	OLD SYS #	NEW SYS #	Dept Main #	Mailbox
DVS	CLARK, ERNESTINE F.	Director of Development	231-8631	606-3761		
DVS	LECRONE, MARIAN JANE	Coordinator of the Friends of MLS	231-8653	606-3763		
DVS	PORT, HEIDI A.	Volunteer Coordinator	231-8649	606-3762		
DVS	REYNOLDS, JAN M.	Development Assistant	231-8630	606-3760		
HUM	BALLOU, ROY S.	Employment Manager	231-8646	606-3746		
HUM	COURTS, DENISE A.	Human Resources Specialist	231-8639	606-3739		
HUM	HOFFMAN, KELLEY E.	Assistant Benefits Manager	231-8691	606-3743		
HUM	MILLER, KARYN J.	Benefits Manager	231-8642	606-3742		
HUM	REA, RICHARD E.	Director of Human Resources	231-8641	606-3741		
HUM	Security			606-3744		
HUM	Security			606-3745		
HUM	Fax			606-3746		
HUM	HIPPA Fax			606-3747		
HUM	Job Line (Answer only/no messages)			606-3740		
ILL	BROWN, SHARLOTT D. WHITE	Inter-Library Loan Assistant	231-8648	606-3830		
ILL	KOSTED, PAMELA K.	Inter-library Loan Technician	231-8647	606-3829		
MaC	BENTIN, DOUGLAS G.	Communications Specialist	231-8618	606-3752		
MaC	CARTER, MATTHEW SCOTT	Director of Marketing & Communications	231-8619	606-6750		
MaC	DEVLIN, JEANNE M.	Asst Dir of Marketing & Communications	231-8617	606-3754		
MaC	LYTLE, NANCY J.	Communications Specialist	231-8621	606-3753		
MaC	SCOTT, WANDA D.	Graphic Designer	231-8620	606-3751		
MaCTV	WILLIAMS, BARBARA J.	Television Programming Coordinator	231-8643	606-3770		
MSL	BACKUS, MARILYN E.	Materials Selector	231-8625	606-3806		
MSL	BROOKS, JANET E.	Materials Selection Manager	231-8622	606-3805		
MSL	HYAMS, LINDA LEE	Materials Selection Technician	231-8623	606-3810		
MSL	KESSLER, ELIZABETH ANN	Materials Selection Technician	231-8623	606-3811		
MSL	LUKES, DENISE A.	Materials Selection Technician	231-8628	606-3812		
MSL	MARRIOTT, KAREN L.	Director of Materials Services	231-8624	606-3804		
MSL	MOCK, JULIA A.	Materials Selector	231-8686	606-3807		
MSL	RICKEY, KIMBERLY A.	Materials Selection Assistant	231-8629	606-3813		
MSL	RYAN, SUSAN E.	Materials Selector	231-8679	606-3808		
MSL	SOUTIERE, RUBY J.	Materials Selector	231-8622	606-3809		
MSL	Fax			606-3815		
OUT	DANIEL-MORGAN, HEIDI MAE	Young Adult Services Coordinator	235-9223 ext. 30	606-3834		
OUT	DENT, LAVETTA KINSEY	Children's Services Coordinator	235-9223 ext. 31	606-3837		
OUT	MORROW, DANA L.	Director of Outreach Services	235-9223 ext. 23	606-3833		

***WILL NOTIFY COMMISSION WHEN EFFECTIVE**

METROPOLITAN LIBRARY SYSTEM

NEW Telephone Directory

*Not In Effect 04/15/04

DEPT	NAME (last, first)	JOB TITLE	OLD SYS #	NEW SYS #	Dept Main #	Mailbox
OUT	Outreach Main Number??					
OUT	PRICE, GERALDINE	Project Coordinator	235-9223 ext. 25			606-3838
OUT	RIHA, KELLEY L.	Community Information Coordinator	235-9223 ext. 30	606-3836		
OUT	ROESLER, ANITA F.	Senior Services Coordinator	235-9223 ext. 28	606-3835		
OUTBC	JENKINS, STEVEN B.	Book Center Coordinator	235-9223 ext. 26	606-3296		
OUTBBM	MAINE, SHARON L.	Outreach Technician	235-9223 ext. 25	606-3295		
PLA	BAUMAN, KAY L.	Director of Planning	231-8612	606-3819		
PLA	CHACON, HELEN LUETTA	Employee Development Coordinator	231-8678	606-3823		
PLA	GOGGINS, TERESA ANNETTE	Webmaster	231-8693	606-3820		
PLA	JINKENS, TRACI N.	Planning Services Specialist	231-8611	606-3822		
PLA	MILLER, MICHAEL	Researcher	231-8613	606-3821		
PLA	Training Room			606-3826		
PSA	BROWERS, DARLENE S.	Librarian	231-8657	606-3731		
PSA	DAVIS, DENYVETTA	Director of Branch Services	231-8689	606-3729		
PSA	JACKSON, DEBRA K.	Administrative Specialist	231-8656	606-3732		
PSA	OLBERDING, TODD S.	Director of Construction Management	231-8690	606-3730		
PSA	PENDLETON, FRANCIE L.	Administrative Specialist	231-8655	606-3727		
PSA	WALDEN, JUDITH A.	Deputy Director of MLS/Public Services	231-8658	606-3728		
PSA	Fax			606-3735		
TECH	JOHNSON, HEIDI M.	Technical Processing Manager	631-1613	606-3555		
TECH	Phone			631-1613	606-3557	
TECH	Phone -- Cordless			606-3556		
TECH	Fax			606-3558		

***WILL NOTIFY COMMISSION WHEN EFFECTIVE**