

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **AGENDA**

Thursday August 26, 2004 3:30 p.m.  
Belle Isle Library, 5501. N. Villa, Oklahoma City, OK 73112  
(405) 843-9601

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

Mrs. Penny McCaleb, Chair

### **3:30 – 3:35 pm INTRODUCTIONS**

- Document # 08 – 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 (#09 - #11)**

- Document # 09 – Approval of Minutes of July 15, 2004 meeting
- Document # 10 – Acceptance of Review of Expenditures for July 2004
- Document # 11 – Approval of Contract Awards and Purchases  
Item A: May-Line Map Files

### **3:50 – 4:10 pm COMMITTEE REPORTS**

- Document # 12 – Report and Recommendation from the Finance Committee – Hugh Rice, Chair
- Document # 13 – Metropolitan Library System FY 2004-2005 Final Budget

### **4:10 – 4:35 pm SPECIAL PRESENTATIONS**

- Special Video Presentation Committee – Scott Carter, Director of Marketing & Communications
- 2004 Summer Reading Programs and Neighborhood Arts Program Updates – Heidi Daniel-Morgan, Young Adult Services Coordinator

### **4:35 – 4:45 pm INFORMATION REPORTS**

- Document # 14 – Metropolitan Library System July 2004 Monthly Circulation Report
- Document # 15 – Metropolitan Library System July 2004 Monthly Internet Usage Report

### **4:45 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT**

### **4:55 – 5:00pm COMMENTS FROM COMMISSION MEMBERS SUGGESTIONS FOR FUTURE AGENDA ITEMS**

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

Thursday September 16, 2004 3:30 p.m.  
Downtown Library, 300 Park Avenue, OKC, OK 73102  
405-231-8650

## **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 August 2004:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Cheryl E. Pernell, Associate Librarian, Ralph Ellison Library	25
Barbara K. Beasley, Library Manager, Bethany Library	20
Sharon A. Nolan, Librarian, Bethany Library	15
Eva F. Peteet, Library Page, Del City Library	10
Jacquelyn J. Taylor, Librarian, Edmond Library	10
Janet E. Bowen, Library Page, Bethany Library	5
Crystal D. Giles, Cataloger	5



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

DATE: July 15, 2004

TIME: 3:30 p.m.

MEETING PLACE: Bethany 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 Bethany Library, 3510 Mueller, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on June 14, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Nancy Anthony  
Carolyn Cornelius  
David Greenwell, Vice-Chair  
Deanna Hannah  
Stan Inman, Chair, Board of County  
Commissioners  
Jose Jimenez  
Shirley Pritchett  
Pamela Pung  
Marguerite Ross  
Penny McCaleb, Chair  
Donna Morris, Executive Director  
(Secretary)

EXCUSED:

Dr. Ann Caine  
Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
Millicent Gillogly  
Hugh Rice, Disbursing Agent  
Alyne Strube  
Cynthia Trent  
Peggy Winters  
Greg Womack

Estimate of general public and staff attending: 15



**I.** In the absence of a quorum, Mrs. Penny McCaleb, Chair, began the meeting with introductions.

Mrs. McCaleb introduced the Mayor of Bethany, Mr. J. D. Johnston.

Mayor Johnston thanked the Library Commission for its dedication to public library service in Oklahoma County. He commended Bethany's appointed Commission member, Mrs. Deanna Hannah; Bethany Library Manager, Mrs. Barbara Beasley; and County Commissioner Stan Inman for their excellent service on the Library Commission. He concluded by thanking the Commission for the Shannon Lucid Meeting Room, honoring the Bethany native and American Astronaut.

Mrs. McCaleb introduced Mrs. Beasley. Mrs. Beasley welcomed the Commission and noted that the Bethany Library had 1,400 participants in its summer reading programs this year.

Mrs. McCaleb acknowledged Ms. Jean Johnson, Metropolitan Library System Staff Association Vice-President.

**II.** Mrs. McCaleb announced the re-appointment of Commissioners Peggy Winters by the city of The Village and Shirley Pritchett by the City of Warr Acres.

**III.** Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Paula A. Hannapel, Cataloging Technician, for 5 years of service. Mrs. McCaleb acknowledged Mary L. Daugherty, Circulation Clerk, Del City Library, for 10 years of service; Patricia E. Whisenhunt, Circulation Clerk, Belle Isle Library, for 10 years of service; and Whitney B. Roberts, Library Page, Del City Library, for 5 years of service.

**IV.** Mrs. McCaleb called for comments from the general public. Freda and George Henderson addressed the Commission. (Sign-in sheet is attached)

Mrs. Henderson explained that the Henderson's have a Luther, Oklahoma, address yet they live just a few blocks over the Oklahoma County line into Lincoln County. When she went to the new Luther Library, she was informed that to obtain a MLS library card she would need to purchase a \$40 annual fee card because they live in Lincoln County. Mr. Henderson stated that while they live in Lincoln County they shop in Oklahoma County and believe they are entitled to use this public library.

Mrs. Morris explained that they are welcome to use the library's services; however, as a resident of Lincoln County they are required to pay for an annual fee card. This is because the Library System is supported by Oklahoma County ad valorem (property) taxes and that as a resident of Lincoln County they do not support the Library System through their tax system. The policy set by the governing body of the Library System of \$40 for an annual fee card is a reasonable fee for non-residents of Oklahoma County.

**V.** Mrs. McCaleb acknowledged Ms. Karen Klinka, reporter for *The Oklahoman* and Mrs. Karen Hackett, member of the Mayor's Committee on Disability Concerns.



**VI.** Mrs. McCaleb acknowledged Mrs. Nancy Anthony, Director of the Oklahoma City Community Foundation.

Mrs. Anthony stated that the Trustees of the Oklahoma City Community Foundation (OCCF) elected to support the various MAPS projects as each component opened to the public. To that end, OCCF invited the Library System to apply for a grant, and she is pleased to present a check for \$20,000 to help support the Book Passing and Author events as part of the Grand Opening celebrations for the Ronald J. Norick Downtown Library.

**VII.** Mrs. McCaleb called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris stated that she had not mentioned this in her report, but she wanted to remind the Commission of Library Night @ the Ballpark, Monday, August 9, 2004. She asked Mr. Scott Carter, Director of Marketing & Communications, to highlight the evening's program.

Mrs. Morris continued her report by thanking the Commission members who were able to attend the Rotary luncheon and the dedication of the Rotary's "Leaping Waters" fountain on June 22<sup>nd</sup>.

She stated that most of the administrative offices are moved into the new Downtown Library and that the last few offices will be moving within the week. The City of Oklahoma City will be sending out invitations to the August 17<sup>th</sup> Ribbon-Cutting Grand Opening.

Mrs. Morris explained the parking arrangements for Commission members attending the September 16<sup>th</sup> Commission meeting and future MLC meetings held at the new Downtown Library.

Mrs. Morris stated the Library System participated in a statewide literacy initiative sponsored by the Bank of Oklahoma (BOK) and Channel 9, entitled "Raising the Grade: Book by Book." This month-long program collected more than 15,000 children's books, which were then distributed to local libraries throughout the state. The program was a great success.

Mrs. Morris proudly noted the *Metro Library Magazine* was awarded "Best of Show" in the public relations competition of the Library and Administration Division of American Libraries Association; the magazine was entered in the publication division and took home the overall best of show for the competition. She commended the Marketing and Communications department for its excellent work. Mrs. Morris asked for questions, and discussion followed.

**VIII.** Mrs. McCaleb referred to Document # 06 – MLS June 2004 Circulation Report and asked for comments. Discussion followed.

**IX.** Mrs. McCaleb referred to Document # 07 – MLS June 2004 Internet Usage Report and asked for comments. Discussion followed.

**X.** Mrs. McCaleb called on Mr. Jose Jimenez to present Document #05 – Report & Recommendation from Public Services Committee (PSC) July 8, 2004, meeting.



Mr. Jimenez stated the opening of the new Downtown Library raised a number of issues unique to the building, which were the focus of discussion. He thanked the members of the Committee and the Commission members who attended and participated in discussion.

Mr. Jimenez reviewed the policy with the recommended revisions, stating that many of the revisions were minor changes such as changing the term "meeting room" to "public space" throughout the document.

He highlighted the main changes made by the Committee:

Item A: Attachment A- Public Space Fee Schedule, the cash deposit for cleaning the catering kitchen was raised to \$100.

After a long and intense discussion the Committee agreed that the uniqueness of the new Downtown Library and its use for after hours events warranted allowing the Executive Director to give approval for dinners or receptions and that with prior Commission approval, wine and/or beer may be served at that special event.

The Committee also added language to this policy protecting the Library System from liability arising from the use of its public space for events. Mrs. Morris pointed out that a section on indemnity and insurance was added to the regulations of the policy for protection at all events held in any of the Library System's public spaces. Mr. Jimenez asked for questions and discussion followed.

Mrs. Anthony asked to comment with respect to the part of the policy that addresses the serving of wine and beer. She noted that a very concerted effort had been made by all members present at the Committee meeting to balance the roles of a community building that is first and foremost a public library but that is also now seen as a showplace for the community by civic leaders. In keeping with our duties to both families who use the library and the community's economic development efforts, the final consensus was that wine or beer could be served at certain events but only after regular library hours.

Mrs. Anthony added several groups are looking to host events in conjunction with the opening of the new Downtown Library within the first several months, and one concern may be that the Commission-approval process being 30 days out may prevent these opportunities. She suggested the Executive Director, in conjunction with the Executive Board of the Commission, be able to grant permission for special events serving wine and/or beer in the new Downtown Library without going before the full Commission for the first six months. Discussion followed.

**XI.** Mrs. McCaleb, Chair called roll to establish a quorum at 4:17 p.m.

Present: Anthony, Cornelius, Greenwell, Hannah, Inman, Jimenez, Pritchett, Pung, Ross, McCaleb.

**XII.** Mrs. McCaleb asked for questions on the PSC report. There were none.

**Mr. Jimenez moved to approve the revisions to the MLS Policy & Procedure Manual, Section II – Description of Services, Item A: Attachments A ~ E, as presented. A motion from Committee**



**requires no second. Mrs. McCaleb called for further discussion, there was none. Motion passed unanimously.**

**Mrs. Anthony moved to authorize the Executive Director, within the first six months of the building's opening, to consult with the Commission's Executive Board for approving the serving of wine and/or beer for special events in the Downtown Library after regular library hours. Mrs. Carolyn Cornelius seconded. No further discussion. Motion passed unanimously.**

**XIII.** Mrs. McCaleb presented the Consent Docket (Document #02 – Approval of Minutes of June 15, 2004, Meeting; Document #03 – Acceptance of Review of Expenditures for June 2004; Document #04 – Contract Awards and Purchases.)

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

**XIV.** Mrs. McCaleb acknowledged Document #100 – Amended Minutes of June 9, 2004 Finance Committee meeting, as requested at the June 17, 2004 Commission meeting.

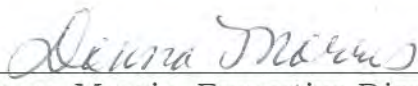
**XV.** Mrs. McCaleb called for comments from Commission members

**XVI.** Mrs. McCaleb noted that the next Commission meeting will be held on August 26, 2004 at the Belle Isle Library at 3:30 p.m.

**XVII.** Mrs. McCaleb called for future agenda items.

Mrs. Anthony requested the Administration to present a report on the average annual cost of library services per customer in relation to the annual fee card.

**XVIII.** There being no further business the meeting was adjourned at 4:34 p.m.

  
Donna Morris, Executive Director  
(Secretary)

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

July 31, 2004

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

This is the first monthly report for Fiscal Year 2004-05. The revenue budget and expenditure appropriations are based on the preliminary budget approved by the Commission on June 17, 2004.

For comparison, 8.33% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of July 2004.





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

Document # 10  
MLC FY 2004-05  
August 26, 2004

July 31, 2004

**ASSETS**

CASH - Overnight Investment Account		\$ 4,088,304.88
INVESTMENTS (Schedule attached)		11,490,139.83
TAXES RECEIVABLE: 2004 Ad Valorem Tax	\$20,097,261.00	
Less: Reserve for Delinquent Tax	(3,989,567.94)	
Budgeted Tax Revenue	\$16,107,693.06	
Less: Tax Received	\$0.00	
		<u>\$16,107,693.06</u>
<b>Total Assets</b>		<u><u>\$31,686,137.77</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2003-04 Reserve for Appropriations	\$ 154,012.10	
2004-05 Purchase Orders Outstanding	271,388.33	
2003-04 Purchase Orders Outstanding	389,898.57	
2004-05 Checks Outstanding	306,308.69	
2003-04 Checks Outstanding	27,722.26	
<b>Total Liabilities</b>		1,149,329.95

**DEFERRED REVENUE:**

Current Year Ad Valorem Tax	\$16,107,693.06
-----------------------------	-----------------

**FUND BALANCE:**

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	-	
Other	342,577.52	342,577.52
Less: Expenditures	(1,704,750.04)	
<b>Total Fund Balance</b>		<u>14,429,114.76</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$31,686,137.77</u></u>



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

**As of July 31, 2004**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/11	3.800%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.200%	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	6/18/09	3.750%	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	3.080%	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
CD - Stillwater National Bank	4/23/03	5/23/09	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/03	12/21/05	2.250%	100,000.00
CD - Bank of Okla. (collateralized)	6/25/03	6/24/07	1.850%	500,000.00
CD - Kirkpatrick 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	6/15/09	3.250%	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	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
CD - Citizen's Bank of Edmond	7/2/04	7/2/09	4.060%	100,000.00

Total Investments

\$ 11,490,139.83

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

July 1, 2004 to June 30, 2005

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2004 Ad Valorem Tax	\$18,270,237.00	\$ -	\$ -	0.00%
State Aid	282,468.00	-	-	0.00%
Fines	<u>382,500.00</u>	<u>-</u>	<u>-</u>	0.00%
<b>Total Budgeted Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	0.00%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 315,164.62	\$ 315,164.62	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		12,148.23	12,148.23	
Flexible Benefits Account Balance				
Sale of Surplus Equipment				
Miscellaneous		<u>15,264.67</u>	<u>15,264.67</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 342,577.52</u></u>	<u><u>\$ 342,577.52</u></u>	
<b>Total Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ 342,577.52</u></u>	<u><u>\$ 342,577.52</u></u>	1.81%



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

July 31, 2004

	BALANCE 7/1/04	RECEIPTS July	EXPEND. July	BALANCE 7/31/04
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 8,082.40	\$ 8,242.34	\$ 3,404.64	\$ 12,920.10
810 Prepaid Fees	(339.93)	45.94	0.00	(293.99)
815 Fines	6,674.54	38,443.86	0.00	45,118.40
820 Copy	28,566.81	3,491.95	15,057.76	17,001.00
900 Special Event Fund	2,656.34			2,656.34
<b>Total Revolving Funds</b>	<b>\$ 45,640.16</b>	<b>\$ 50,224.09</b>	<b>\$ 18,462.40</b>	<b>\$ 77,401.85</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 7/31/04
<b><u>Special Grants</u></b>				
857 DN/LC Donations	27,436.75	48,606.29	1,612.50	46,993.79
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	0.00	4,000.00	0.00	4,000.00
873 Endowment/DN Okla. Images	40,000.00	40,000.00	2,300.00	37,700.00
905 OAC/Juneteenth	0.00	0.00	113.60	(113.60)
909 ODL/Hispanic Collection	18,000.00	18,000.00	17,606.72	393.28
912 Midwest City /Large Print	3,000.00	3,000.00	2,677.88	322.12
915 OAC/Donna Cox	300.00	300.00	300.00	0.00
918 OAC/Kapoot Clown Theater	0.00	4,000.00	4,000.00	0.00
939 YMCA/21st Century Grant	2,610.00	2,760.00	3,510.00	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	10,100.00	(400.00)
943 Junior League/MWC	0.00	750.00	0.00	750.00
944 OAC/Project Laughter	0.00	0.00	500.00	(500.00)
946 Kirkpatrick/Come Read With Me	0.00	0.00	2,968.75	(2,968.75)
947 Endowment/ Choctaw Childrens	0.00	4,500.00	0.00	4,500.00
948 Endowment/DN Micro Equip	0.00	24,700.00	0.00	24,700.00
949 WalMart Young Adult Program	0.00	1,000.00	0.00	1,000.00
950 WalMart Lifetime Readers	0.00	1,000.00	0.00	1,000.00
951 OAC Tyrone Wilkerson	0.00	0.00	1,412.00	(1,412.00)
952 Human Rights Video Project	0.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00

**Grants - Friends of MLS**

845 01 DN Oklahoma Images	20,000.00	20,000.00	3,578.49	16,421.51
847 01 PC Learning Lab	9,150.00	9,150.00	9,150.00	0.00

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 7/31/04
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	996.50	3.50
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	820.86	179.14
920 03 OUT-LIFE	5,000.00	5,000.00	5,000.00	0.00
922 03 OUT- Teen Summer	0.00	1,700.00	1,179.35	520.65
923 03 MWC Teen Space	350.00	350.00	349.18	0.82
924 03 VI - Kaleidoscope	6,000.00	6,000.00	5,932.70	67.30

Grants - Friends of MLS

925 03 OUT - Bookcases	3,500.00	3,500.00	2,900.00	600.00
926 03 OUT - Our World	14,800.00	14,800.00	14,800.00	0.00
927 04 Shannon Lucid	1,500.00	1,500.00	1,482.32	17.68
928 03 Public Arts	0.00	2,000.00	2,000.00	0.00
929 03 DN - Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
930 03 DN - Rebinding Books	4,000.00	4,000.00	3,999.20	0.80
931 03 Materials	10,000.00	10,000.00	9,583.24	416.76
932 03 Volunteer Recognition	3,000.00	3,000.00	2,685.65	314.35
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	7,999.70	2,000.30
936 03 MWC - Gallery Lighting	1,500.00	1,500.00	1,498.25	1.75
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
945 04 DN Grand Opening	0.00	45,000.00	9,770.73	35,229.27

Grants - Friends of MLS

957 05 Lee Brawner Scholarship	0.00	0.00	740.00	(740.00)
--------------------------------	------	------	--------	----------

**Total Grants**

\$356,604.57

**Total Special Funds**

\$ 434,006.42



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

FY-05

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing and Printing Supplies	9,746.91	9,746.91	5.12	190,304.00	180,557.09
302	Postage	10,012.00	10,012.00	3.32	301,300.00	291,288.00
303	Supplies	15,899.57	15,899.57	6.47	245,691.00	229,791.43
310	Maintenance Supplies	1,502.52	1,502.52	2.38	63,000.00	61,497.48
312	Safety Supplies & Equipment	688.23	688.23	9.42	7,304.00	6,615.77
321	Gas and Oil	658.39	658.39	3.29	20,000.00	19,341.61
322	Vehicle Parts & Repairs	99.91	99.91	.56	18,000.00	17,900.09
330	Programming Activities	22,466.66	22,466.66	10.11	222,114.00	199,647.34
331	Other Commodities	420.88	420.88	1.37	30,710.00	30,289.12
Total Commodities		61,495.07	61,495.07	5.60	1,098,423.00	1,036,927.93

**Capital Outlays**

401	Books & Materials	163,679.96	163,679.96	5.66	2,890,515.00	2,726,835.04
404	Government Documents	.00	.00	.00	5,800.00	5,800.00
405	Book Repairs & Bindings	.00	.00	.00	5,000.00	5,000.00
407	Periodicals & Subscriptions	718.60	718.60	.44	164,450.00	163,731.40
408	Furniture, Fixture & Equip.	942.37	942.37	.67	140,796.00	139,853.63
409	Motor Vehicle	.00	.00	.00	54,000.00	54,000.00
410	Automation System & Equip.	656.00	656.00	.18	369,450.00	368,794.00
450	Capital projects	377,699.90	377,699.90	32.11	1,176,112.00	798,412.10
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		543,696.83	543,696.83	3.61	15,058,471.41	14,514,774.58
Total Budget		1,704,750.04	1,704,750.04	5.15	33,128,848.41	31,424,098.37

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

FY-05

**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	627,759.77	627,759.77	7.30	8,598,527.00	7,970,767.23
102	Wages - Part-time	99,454.17	99,454.17	7.16	1,389,690.00	1,290,235.83
103	Payroll Taxes	53,783.99	53,783.99	7.21	746,348.00	692,564.01
109	Workers Comp. Insurance	7,400.00	7,400.00	6.73	109,875.00	102,475.00
112	Group Insurance	107,083.71	107,083.71	7.79	1,374,771.00	1,267,687.29
113	Employees' Retirement	.00	.00	.00	1,430,702.00	1,430,702.00
114	Unemployment Comp.	.00	.00	.00	10,000.00	10,000.00
Total Personal Services		895,481.64	895,481.64	6.56	13,659,913.00	12,764,431.36

**Maintenance & Operations - Contractual Services**

201	Bldg. Property & Auto Ins.	.00	.00	.00	163,002.00	163,002.00
202	Liability/Bonding Insurance	.00	.00	.00	22,400.00	22,400.00
205	Rent of Library Buildings	800.00	800.00	16.67	4,800.00	4,000.00
206	Rent of Equipment	2,326.20	2,326.20	11.65	19,970.00	17,643.80
207	Janitorial Services	16,705.00	16,705.00	7.25	230,570.00	213,865.00
208	Maintenance of Facilities	15,991.00	15,991.00	5.72	279,679.00	263,688.00
211	Parking & Transportation	8,307.37	8,307.37	6.39	129,960.00	121,652.63
212	Travel Expenses	1,572.59	1,572.59	3.87	40,592.00	39,019.41
213	Professional Services	29,106.28	29,106.28	12.34	235,955.00	206,848.72
214	Security Services	4,479.58	4,479.58	1.91	234,245.00	229,765.42
216	Telephone Services	18,938.19	18,938.19	6.39	296,482.00	277,543.81
217	Electrical Services	42,306.87	42,306.87	8.78	481,621.00	439,314.13
218	Gas Services	2,010.00	2,010.00	3.65	55,012.00	53,002.00
219	Water & Garbage Services	5,961.03	5,961.03	11.27	52,873.00	46,911.97
220	Trigen Energy Services	18,000.00	18,000.00	7.20	250,000.00	232,000.00
226	Membership	1,068.00	1,068.00	4.77	22,371.00	21,303.00
230	Other Library-Related Serv.	7,573.79	7,573.79	1.64	461,265.00	453,691.21
231	Automation Contractual	28,930.60	28,930.60	10.27	281,694.00	252,763.40
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		204,076.50	204,076.50	6.16	3,312,041.00	3,107,964.50



General Fund F.Y. 04-05

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00001	City of Del City	Building Rental	400.00	400.00
G-00002	Dowell Parking Center	Staff Parking	1,200.00	
		Staff Parking	1,100.00	2,300.00
G-00003	C.O.T.P.A.	Staff Parking	1,404.00	1,404.00
G-00004	COTPA	Staff Parking	731.06	731.06
G-00005	Christine Pryor	Programming Activities	175.00	175.00
G-00006	Baker & Taylor Books - #510486	Materials	673.01	673.01
G-00007	Value Line Publishing, Inc.	Materials	798.00	798.00
G-00008	Dorothy J Woolbright	Programming Activities	120.00	120.00
G-00009	Spaces, Inc.	Furniture	73,079.52	73,079.52
G-00010	Morningstar	Materials	119.00	119.00
G-00011	Little River Zoo	Programming Activities	100.00	100.00
G-00012	Mergent Company, Inc.	Materials	6,825.00	6,825.00
G-00013	High-Tech Tronics, Inc.	Security Monitoring	733.95	
		Security Monitoring	179.55	913.50
G-00014	DWe Williams	Programming Activities	300.00	300.00
G-00015	Brett Heitzke	Programming Activities	150.00	150.00
G-00016	Baker & Taylor Ebis	Materials	4,455.00	4,455.00
G-00017	Mae Dean Erb	Programming Activities	227.00	227.00
G-00018	ProQuest Information & Learnin	Materials	40,850.00	40,850.00
G-00019	Business Mail Entry	Postage	475.00	
		Postage	150.00	625.00
G-00020	Omniplex	Programming Activities	150.00	150.00
G-00021	Rosalind L. Reeder	Programming Activities	50.00	50.00
G-00022	Dean Johnson	Programming Activities	150.00	150.00
G-00023	The State Chamber	Membership	301.00	301.00
G-00024	Oklahoma Press Service	Materials	60.00	60.00
G-00025	Danny Gordon	Programming Activities	125.00	125.00
G-00026	Leadership Oklahoma City	Membership	75.00	75.00
G-00027	Arts Midwest	Registration	290.00	290.00
G-00028	Maria Rodriquez	Programming Activities	180.00	180.00
G-00029	Susan H. Wood	Programming Activities	75.00	75.00
G-00030	Karole Stout	Programming Activities	100.00	100.00
G-00031	Sarkeys Foundation	Registration	50.00	50.00
G-00032	Stephanie Morgan McGathey	Programming Activities	150.00	150.00
G-00033	Coral Cashion	Programming Activities	60.00	
		Programming Activities	150.00	210.00
G-00034	Baker & Taylor Books - #510486	Materials	164.75	164.75
G-00035	Baker & Taylor Books-#510486	Materials	12.05	12.05
G-00036	Harmony Farm Foundation	Programming Activities	282.00	282.00
G-00037	Kevin Mathey	Programming Activities	162.00	162.00
G-00038	COTPA	Staff Parking	502.20	502.20
G-00039	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-00040	ProLiteracy Worldwide	Registration	390.00	390.00
G-00041	Alzada M. Laviolette	Programming Activities	50.00	50.00
G-00042	Gary Owens	Programming Activities	150.00	150.00
G-00043	ALA Subscription Dept	Materials	35.00	35.00
G-00044	UNUM Life Insurance	Grp L-T Disability Prm-JL	5,911.18	5,911.18
G-00045	Bank of Oklahoma	Payroll Transmittal-Chks	50,285.77	
		Payroll Transmittal-Chks	20,480.99	70,766.76
G-00046	Bank of Oklahoma	Federal Withholding Tax	32,629.60	
		Federal Withholding Tax	2,473.00	35,102.60



General Fund F.Y. 04-05

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00047	Oklahoma Tax Commission	State Withholding Tax	15,599.60	
		State Withholding Tax	1,412.00	17,011.60
G-00048	Mun. Employees Credit Union	Employee Cr Union Deducts	10,510.75	
		Employee Cr Union Deducts	80.00	10,590.75
G-00049	United Way of Central Oklahoma	Employee Deductions	343.57	
		Employee Deductions	10.00	353.57
G-00050	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-00051	Bank of America	Payroll Transmittal-DDep	149,119.46	
		Payroll Transmittal-DDep	21,607.95	170,727.41
G-00052	Nationwide Retirement Solution	Employee Deductions	7,146.97	7,146.97
G-00053	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-00054	Premium Accounting	Employee Deductions	766.18	766.18
G-00055	Metro Library Sys Pension Trst	Employee Retirement Conts	8,514.97	8,514.97
G-00056	Bank of Oklahoma	Employee Flexplan Deposit	16,602.20	
		Employer Flexplan Deposit	1,375.00	17,977.20
G-00057	Bank of Oklahoma	Employee Soc/Sec Deposits	18,549.59	
		Employee Soc/Sec Deposits	3,092.53	
		Employee Medicare Deposit	4,338.19	
		Employee Medicare Deposit	723.25	
		Employer Soc/Sec Deposits	21,642.27	
		Employer Medicare Deposit	5,061.52	53,407.35
G-00058	Vision Service Plan of	Grp Vision Ins Prm-JULY	2,142.52	2,142.52
G-00059	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00060	American Student Assistance	Employee Deductions	55.62	55.62
G-00061	Administrative Systems, Inc.	Employee Deductions	1,047.50	1,047.50
G-00062	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-00063	Gale Research	Materials	385.38	385.38
G-00064	Hewlett-Packard Co.	Automation Contractural	9,792.00	9,792.00
G-00065	Synergy Datacom Supply Inc.	Automation Contractural	125.17	125.17
G-00066	Alma L. Brown	Programming Activities	85.95	85.95
G-00067	Christine Pryor	Programming Activities	175.00	175.00
G-00068	Baker & Taylor Books - #510486	Materials	48.79	48.79
G-00069	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-00070	Facts On File, Inc.	Materials	4,000.00	4,000.00
G-00071	Full Circle Book Store	Materials	207.59	207.59
G-00072	Amigos Library Services	Materials	1,050.00	1,050.00
G-00073	J & E Supply	Maintenance of Facilities	85.45	85.45
G-00074	Rotary Foundation	Membership	232.00	232.00
G-00075	Home Depot/GECE	Maintenance of Facilities	9.50	9.50
G-00076	Omniplex	Programming Activities	125.00	
		Programming Activities	150.00	275.00
G-00077	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-00078	C.O.T.P.A.	Parking	50.00	50.00
G-00079	FBD Consulting, Inc.	Benefit Calculation	160.00	160.00
G-00080	Walmart Community Branch	Supplies	247.67	247.67
G-00081	A Chance to Change	Employee Assistance	980.00	980.00
G-00082	Maria Rodriguez	Programming Activities	120.00	120.00
G-00083	Susan H. Wood	Programming Activities	75.00	
		Programming Activities	75.00	150.00
G-00084	Baker & Taylor Books-#510486	Materials	39.40	39.40
G-00085	Mary L Strong	Programming Activities	93.16	93.16
G-00086	Kevin Mathey	Programming Activities	150.00	150.00



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-00087	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-00088	Cox Systems Technology	Maintenance of Facilities	90.00	90.00
G-00089	Diego Rodriguez	Programming Activities	120.00	120.00
G-00090	Alzada M. Laviolette	Programming Activities	50.00	50.00
G-00091	SBC DataComm	Equipment	6,341.07	
		Equipment	5,253.69	
		Equipment	5,253.68	
		Equipment	6,278.30	23,126.74
G-00092	Trisha Marlow	Printing	1,650.00	1,650.00
G-00093	Metropolitan Library System	Postage	13.65	
		Programming Activities	17.47	
		Background/Record Check	15.00	
		Maintenance of Facilities	1.08	47.20
G-00094	City of Del City	Building Rental	400.00	400.00
G-00095	City of Bethany	Water & Garbage Services	129.23	129.23
G-00096	City of the Village	Water & Garbage Services	70.13	70.13
G-00097	Southwestern Stationery and	Printing	473.60	
		Printing	300.00	773.60
G-00098	Eales Electronics Corp.	Maintenance of Facilities	338.00	338.00
G-00099	Gale Research	Materials	1,968.50	1,968.50
G-00100	Sams Technical Publishing	Materials	155.23	155.23
G-00101	Synergy Datacom Supply Inc.	Cable	210.00	
		Automation Contractural	100.80	310.80
G-00102	SBC	Telephone Services	5,461.83	
		Telephone Services	2,009.74	
		Telephone Services	466.52	7,938.09
G-00103	City of Edmond	Electrical Services	3,806.87	3,806.87
G-00104	Oklahoma Library Association	Registration	45.00	45.00
G-00105	South OKC Chamber of Commerce	Membership	285.00	285.00
G-00106	Baker & Taylor Books - #510486	Materials	5,495.75	5,495.75
G-00107	Value Line Publishing, Inc.	Materials	345.00	345.00
G-00108	Bill Warren Office Products	Supplies	409.50	409.50
G-00109	Facts On File, Inc.	Materials	1,059.30	1,059.30
G-00110	U.S. Postmaster	Postage	37.00	37.00
G-00111	Phillip Tolbert	Supplies	10.79	
		Programming Activities	12.92	23.71
G-00112	Instructional Video, Inc.	Materials	46.65	46.65
G-00113	Gale Group	Materials	138.45	138.45
G-00114	The Edmond Evening Sun	Subscription	120.00	120.00
G-00115	LexisNexis Matthew Bender	Materials	1,458.30	1,458.30
G-00116	Norman Transcript	Subscription	132.00	132.00
G-00117	Mutual Assurance	Grp Life/Ad&d Ins Prm-JL	24,589.23	24,589.23
G-00118	Anne G. Fischer	Telephone Reimbursement	81.80	81.80
G-00119	BMI Systems	Lease Equipment	988.04	
		Lease of Equipment	432.16	1,420.20
G-00120	Amigos Library Services	Materials	6,024.80	6,024.80
G-00121	Conney Safety Products	Safety Supplies	89.79	89.79
G-00122	Oklahoma Air Filter	Maintenance Supplies	18.06	18.06
G-00123	J & E Supply	Maintenance Supplies	127.38	127.38
G-00124	Ingram Library Services	Materials	1,958.38	1,958.38
G-00125	United States Postal Service	Postage	6,000.00	6,000.00
G-00126	Kinko's, Inc.	Printing	232.00	232.00



General Fund F.Y. 04-05

**Warrant Register**

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00127	QuikService Steel Company	Maintenance of Facilities	62.04	62.04
G-00128	Scovil & Sides Hardware Co.	Maintenance of Facilities	19.00	19.00
G-00129	Mary Ann Mahan	Supplies	54.53	54.53
G-00130	Kansas City Blues BBQ	Library Related Services	174.60	174.60
G-00131	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	61.95	61.95
G-00132	Voss Lighting	Maintenance Supplies	61.26	61.26
G-00133	Barnes & Noble, Inc.	Materials	232.06	232.06
G-00134	Schiffer Publishing	Materials	32.11	32.11
G-00135	L. E. Acker Co.	Maintenance of Facilities	463.22	463.22
G-00136	Jimmy Welch	Remote Access	25.00	25.00
G-00137	Southwestern Bell	Telephone Services	270.52	270.52
G-00138	Patrick Sciannella/Double Play	Programming Activities	400.00	400.00
G-00139	BMI Systems Corporation	Copier Maintenance	381.45	
		Copier Maintenance	205.85	587.30
G-00140	Harrah Disposal Service	Disposal Service	25.00	25.00
G-00141	Contractors Supply Co.	Maintenance of Facilities	8.58	8.58
G-00142	DPT Productions	Library Related Services	75.00	75.00
G-00143	Omniplex	Programming Activities	150.00	150.00
G-00144	U.S. Postal Service	Postage	2,500.00	2,500.00
G-00145	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,150.00	2,300.00
G-00146	BBC Audiobooks America	Materials	146.80	146.80
G-00147	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-00148	City of Edmond	Water & Garbage Service	500.90	500.90
G-00149	Shannon Calderon	Programming Activities	300.00	300.00
G-00150	Office Depot	Computer Supplies	309.35	309.35
G-00151	Credian HR Compliance Solution	Subscription	307.00	307.00
G-00152	Oklahoman	Publication	43.47	43.47
G-00153	Baker & Taylor Entertainment	Materials	234.45	234.45
G-00154	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-July	72,947.18	72,947.18
G-00155	Walmart Community Branch	Maintenance Supplies	28.44	
		Programming Activities	17.82	
		Capital Project	60.17	106.43
G-00156	All-American Waste Control	Garbage Services	508.80	508.80
G-00157	Bryan Dahlvang	Programming Activities	250.00	
		Programming Activities	100.00	
		Programming Activities	100.00	450.00
G-00158	O'Reilly Auto Parts	Gas & Oil	8.99	8.99
G-00159	Transit Advertising, Inc.	Advertisement	800.00	800.00
G-00160	Maria Rodriguez	Programming Activities	120.00	120.00
G-00161	Donna Morris	Car Allowance	450.00	450.00
G-00162	Carol Hunter	Programming Activities	60.45	60.45
G-00163	Cultural Surroundings	Furniture	99,997.75	99,997.75
G-00164	Lexis Nexis Business	Materials	3,265.96	3,265.96
G-00165	Susan H. Wood	Programming Activities	75.00	75.00
G-00166	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-00167	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-00168	Corporate Express	Supplies	34.79	
		Supplies	55.80	90.59
G-00169	Greater Oklahoma City	Library Related Services	125.00	
		Programming Activities	125.00	250.00
G-00170	Baker & Taylor Books - #510486	Materials	10,918.01	10,918.01



General Fund F.Y. 04-05

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00171	Baker & Taylor Books - #510486	Materials	3,111.01	3,111.01
G-00172	Baker & Taylor Books-#510486	Materials	2,346.25	2,346.25
G-00173	Ken Waldman	Programming Activities	400.00	400.00
G-00174	Mickey Sherman	Programming Activities	200.00	200.00
G-00175	Mary R. McElroy	Mileage	4.88	4.88
G-00176	Lynna M Schneider	Programming Activities	150.00	150.00
G-00177	Josh Bowman	Programming Activities	100.00	100.00
G-00178	German Auto Service	Vehicle Parts & Repairs	99.91	99.91
G-00179	Angela Wall	Programming Activities	50.00	50.00
G-00180	COTPA	Parking	300.00	300.00
G-00181	Erika Diel	Maintenance of Facilities	120.00	120.00
G-00182	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-00183	Nathan Jones	Programming Activities	100.00	100.00
G-00184	Jeff Hester	Programming Activities	100.00	
		Programming Activities	140.00	240.00
G-00185	Dora Obuobisa	Programming Activities	100.00	100.00
G-00186	Diego Rodriguez	Programming Activities	120.00	120.00
G-00187	Stacy Schrank	Professional Services	59.28	59.28
G-00188	John Sing's	Maintenance of Facilities	350.00	350.00
G-00189	Alzada M. Laviolette	Programming Activities	50.00	50.00
G-00191	Ernesto Calderon	Programming Activities	300.00	300.00
G-00192	Petroleum Club	Membership	75.00	75.00
G-00193	Fred Roper	Programming Activities	125.00	125.00
G-00194	Nationwide Yellow Pages	Advertisement	192.00	192.00
G-00195	Bank of Oklahoma	Payroll Transmittal-Chks	50,183.36	
		Payroll Transmittal-Chks	20,767.66	70,951.02
G-00196	Bank of Oklahoma	Federal Withholding Tax	33,373.60	
		Federal Withholding Tax	2,546.00	35,919.60
G-00197	Oklahoma Tax Commission	State Withholding Tax	15,899.60	
		State Withholding Tax	1,385.00	17,284.60
G-00198	Mun. Employees Credit Union	Employee Cr Union Deducts	10,448.75	
		Employee Cr Union Deducts	80.00	10,528.75
G-00199	United Way of Central Oklahoma	Employee Deductions	343.57	
		Employee Deductions	10.00	353.57
G-00200	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-00201	Bank of America	Payroll Transmittal-DDep	152,948.23	
		Payroll Transmittal-DDep	20,993.32	173,941.55
G-00202	Nationwide Retirement Solution	Employee Deductions	7,146.97	7,146.97
G-00203	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-00204	Premium Accounting	Employee Deductions	766.18	766.18
G-00205	Metro Library Sys Pension Trst	Employee Retirement Conts	8,442.93	8,442.93
G-00206	Bank of Oklahoma	Employee Flexplan Deposit	7,556.30	7,556.30
G-00207	Bank of Oklahoma	Employee Soc/Sec Deposits	18,873.70	
		Employee Soc/Sec Deposits	3,073.65	
		Employee Medicare Deposit	4,414.03	
		Employee Medicare Deposit	718.82	
		Employer Soc/Sec Deposits	21,947.35	
		Employer Medicare Deposit	5,132.85	54,160.40
G-00208	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00209	American Student Assistance	Employee Deductions	49.80	49.80
G-00210	Administrative Systems, Inc.	Employee Deductions	1,059.44	1,059.44
G-00211	Credit Bureau Services Assoc.	Employee Deductions	186.42	186.42



General Fund F.Y. 04-05

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00212	COTPA	Staff Parking	167.40	167.40
G-00213	Tyrone Wilkerson	Programming Activities	1,413.00	1,413.00
G-00214	Metropolitan Library System	Parking	5.00	
		Background/Record Check	30.00	
		Automation Contractural	5.12	
		Postage	25.00	
		Supplies	94.90	
		Programming Activities	135.65	
		Programming Activities	4.34	
		Other Commodities	14.24	314.25
G-00215	City of Midwest City	Water & Garbage Service	522.72	522.72
G-00216	Bradford Industrial Suppl Corp	Maintenance of Facilities	176.05	176.05
G-00217	Grainger Parts Operations	Maintenance of Facilities	42.75	42.75
G-00218	Honeywell, Inc.	Maintenance of Facilities	214.50	214.50
G-00219	City of the Village	Maintenance of Facilities	4,300.00	4,300.00
G-00220	Triangle/A & E	Printing	5.85	5.85
G-00221	Southwestern Stationery and	Supplies	33.15	
		Supplies	372.00	
		Printing	5,220.21	5,625.36
G-00222	Borders Group, Inc.	Supplies	28.66	28.66
G-00223	Demco	Supplies	23.65	23.65
G-00224	Pipkin Cameras	Library Related Services	25.32	25.32
G-00225	Eales Electronics Corp.	Maintenance of Facilities	25.00	
		Maintenance of Facilities	31.00	56.00
G-00226	Gale Research	Materials	865.05	865.05
G-00227	Highsmith Co., Inc.	Programming Supplies	45.45	45.45
G-00228	City of Warr Acres	Garbage & Sewer Service	54.25	54.25
G-00229	Synergy Datacom Supply Inc.	Maintenance Supplies	751.00	
		Maintenance	21.20	
		Maintenance Supplies	6.60	778.80
G-00230	Christine Pryor	Programming Activities	150.00	150.00
G-00231	Standard Printing Co., Inc.	Printing	40.00	
		Printing	656.00	696.00
G-00232	Baker & Taylor Books - #510486	Materials	3,105.90	3,105.90
G-00233	Donna Morris	Telephone Reimbursement	35.00	35.00
G-00234	Dun & Bradstreet	Materials	29,223.00	29,223.00
G-00235	Value Line Publishing, Inc.	Materials	249.00	249.00
G-00236	American Library Assoc.	Programming Supplies	40.75	40.75
G-00237	Dorothy J Woolbright	Programming Activities	60.00	60.00
G-00238	Keystone Tape & Label, Inc.	Printing	165.00	
		Printing	205.50	
		Printing	370.00	740.50
G-00239	United Refrigeration, Inc.	Maintenance of Facilities	374.28	374.28
G-00240	Recorded Books, LLC	Materials	143.10	143.10
G-00241	Gale Group	Materials	1,960.38	1,960.38
G-00242	Production Services	Library Related Services	755.00	755.00
G-00243	Ultimate Office	Supplies	299.00	299.00
G-00244	Staples	Supplies	78.36	78.36
G-00245	Library Video Company	Materials	2,197.97	2,197.97
G-00246	Geri Price	Programming Activities	74.97	74.97
G-00247	Conney Safety Products	Safety Supplies	109.92	109.92
G-00248	Oklahoma Gazette	Advertisement	1,027.85	1,027.85



General Fund F.Y. 04-05

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-00249	Books on Tape, Inc.	Materials	1,435.20	1,435.20
G-00250	Brilliance Corporation	Materials	2,359.79	2,359.79
G-00251	J & E Supply	Maintenance Supplies	30.63	30.63
G-00252	Ingram Library Services	Materials	2,992.52	2,992.52
G-00253	Audio Editions	Materials	1,042.89	1,042.89
G-00254	Lakeshore Learning Materials	Programming Activities	55.15	55.15
G-00255	Kinko's, Inc.	Other Commodities	316.00	316.00
G-00256	Fuelman of Oklahoma	Gasoline	331.18	
		Gasoline	318.22	649.40
G-00257	BMI Systems Corporation	Capital Project	75.00	75.00
G-00258	Helen Harrell	Mileage	12.00	12.00
G-00259	The Black Chronicle	Subscription	19.60	19.60
G-00260	Metro Sign Corporation	Maintenance of Facilities	278.51	278.51
G-00261	American Elevator Co., Inc.	Maintenance of Facilities	520.00	520.00
G-00262	Debbie Robertus	Mileage	5.63	5.63
G-00263	Michael Corley	Programming Activities	833.00	
		Programming Activities	1,071.00	1,904.00
G-00264	The Daily & Sunday	Classified Advertisement	200.87	200.87
G-00265	Sharon A. Nolan	Programming Activities	91.41	
		Programming Activities	67.18	158.59
G-00266	Pirates Alley	Supplies	421.80	421.80
G-00267	BBC Audiobooks America	Materials	76.18	76.18
G-00268	Sam's Club - 8289	Supplies	95.26	
		Maintenance of Facilities	95.26	190.52
G-00269	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-00270	Alliance Personnel Service LLC	Capital Project	1,539.84	1,539.84
G-00271	Casters of Oklahoma, Inc	Maintenance of Facilities	649.08	
		Maintenance of Facilities	576.96	1,226.04
G-00272	Office Depot	Supplies	52.64	
		Automation Contractural	143.86	196.50
G-00273	Baker & Taylor Entertainment	Materials	2,580.74	2,580.74
G-00274	AccuZip, Inc.	Automation Contractural	599.00	599.00
G-00275	Arts Council of Oklahoma City	Membership	100.00	
		Programming Activities	6,670.00	6,770.00
G-00276	Walmart Community Branch	Supplies	140.32	
		Programming Activities	20.00	
		Capital Project	134.67	294.99
G-00277	Carrier Sales & Distribution	Maintenance of Facilities	145.67	145.67
G-00278	Bryan Dahlvang	Programming Activities	100.00	100.00
G-00279	Bank of America Lockbox Servic	Materials	1,153.90	1,153.90
G-00280	Maria Rodriquez	Programming Activities	120.00	120.00
G-00281	Rick George	Printing	100.00	100.00
G-00282	Cultural Surroundings	Furniture	72,011.28	
		Capital Project	3,598.00	75,609.28
G-00283	Susan H. Wood	Programming Activities	75.00	75.00
G-00284	Lesli Jones	Library Related Services	180.00	180.00
G-00285	Carol Hamilton	Printing	150.00	150.00
G-00286	Oklahoma City Police Dept.	Maintenance of Facilities	100.00	100.00
G-00287	Southwestern Bell	Telephone Services	63.57	63.57
G-00288	Cox Communications, Inc.	Telephone Services	4,099.68	4,099.68
G-00289	Corporate Express	Supplies	84.90	
		Supplies	43.08	

\*\* Continued \*\*

General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-00289	Corporate Express	Supplies	80.37	208.35
G-00290	Securitas Security USA, Inc.	Security Services	542.80	
		Security Services	271.40	
		Security Services	1,212.45	
		Security Services	2,452.93	4,479.58
G-00291	Employee Benefits	Materials	287.00	287.00
G-00292	Baker & Taylor Books - #510486	Materials	3,259.38	
		Materials	4,558.97	7,818.35
G-00293	Baker & Taylor Books - #510486	Materials	1,349.39	1,349.39
G-00294	Baker & Taylor Books-#510486	Materials	5,841.02	5,841.02
G-00295	Living Leadership	Registration	199.00	199.00
G-00296	Oklahoma Humanities Council	Programming Activities	50.00	50.00
G-00297	Josh Bowman	Programming Activities	100.00	100.00
G-00298	Mary L Strong	Programming Activities	119.88	119.88
G-00299	Severn House	Materials	338.60	338.60
G-00300	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-00301	Nathan Jones	Programming Activities	100.00	100.00
G-00302	Jeff Hester	Programming Activities	100.00	100.00
G-00303	Diego Rodriguez	Programming Activities	120.00	120.00
G-00304	John Sing's	Maintenance of Facilities	175.00	175.00
G-00305	Alzada M. Laviolette	Programming Activities	50.00	50.00
Total of FY 04-05 Warrants Issued				\$ 1,433,295.80



General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-05688	Hobby Lobby	Other Commodities	610.34	610.34
G-05689	Control Communications	Supplies	9,017.00	9,017.00
G-05690	Metropolitan Library System	Staff Parking	4.00	
		Background/Record Check	15.00	
		Supplies	95.19	
		Programming Activities	136.36	
		Supplies	39.40	
		Programming Activities	125.30	
		Other Commodities	60.35	
		Postage	7.40	
		Supplies	102.23	
		Supplies	65.11	
		Programming Activities	135.43	
		Other Commodities	108.09	893.86
G-05691	City of Oklahoma City	Water & Garbage Service	2,133.85	2,133.85
G-05692	Unisource Worldwide Inc-OKCity	Supplies	1,120.00	
		Maintenance of Facilities	109.88	1,229.88
G-05693	Borders Group, Inc.	Programming Activities	1,398.33	1,398.33
G-05694	Locke Supply Co.	Maintenance of Facilities	46.08	
		Maintenance of Facilities	9.71	55.79
G-05695	Edward Terry	Mileage	25.50	25.50
G-05696	Emsco Electric Supply	Maintenance of Facilities	56.46	
		Maintenance of Facilities	11.24	
		Maintenance of Facilities	77.56	
		Maintenance of Facilities	84.16	
		Maintenance of Facilities	561.20	790.62
G-05697	Demco	Supplies	39.92	39.92
G-05698	Eales Electronics Corp.	Maintenance of Facilities	29.38	29.38
G-05699	Gaylord Bros.	Supplies	117.70	117.70
G-05700	Oriental Trading Company, Inc.	Programming Supplies	111.40	
		Programming Supplies	44.73	156.13
G-05701	City of Warr Acres	Garbage & Sewer Service	54.25	54.25
G-05702	Synergy Datacom Supply Inc.	Maintenance of Facilities	132.96	132.96
G-05703	Ernestine Clark	Supplies	177.17	
		Supplies	109.84	
		Mileage	26.63	313.64
G-05704	Weston Woods Accts Receivable	Materials	239.60	239.60
G-05705	Bill Warren Office Products	Supplies	9.64	
		Supplies	77.76	87.40
G-05706	Pure Service Corp.	Maintenance of Facilities	1,510.00	
		Maintenance of Facilities	1,150.00	
		Maintenance of Facilities	270.00	2,930.00
G-05707	The Penworthy Co.	Materials	831.79	831.79
G-05708	Gale Group	Materials	690.08	690.08
G-05709	Spaces, Inc.	Furniture	12,424.08	
		Furniture	65,867.56	
		Furniture	13,178.88	
		Furniture	487.05	91,957.57
G-05710	Lisa E Myers	Mileage	45.00	45.00
G-05711	Staples	Supplies	65.84	
		Supplies	38.90	
		Supplies	16.63	121.37

General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-05712	Library Video Company	Materials	315.08	315.08
G-05713	Priscilla Doss	Mileage	5.63	5.63
G-05714	Restoration Station	Furniture	936.75	936.75
G-05715	Conney Safety Products	Safety Supplies	27.89	27.89
G-05716	Books on Tape, Inc.	Materials	871.20	871.20
G-05717	Hobby Lobby	Supplies	35.96	
		Supplies	19.91	
		Supplies	28.99	
		Other Commodities	45.28	
		Supplies	101.94	
		Supplies	36.71	
		Supplies	169.21	438.00
G-05718	Radio Spirits, Inc.	Materials	8.49	8.49
G-05719	Ingram Library Services	Materials	2,535.76	2,535.76
G-05720	Walker Companies	Supplies	68.85	68.85
G-05721	Audio Editions	Materials	124.60	124.60
G-05722	Lakeshore Learning Materials	Supplies	48.11	48.11
G-05723	Schiffer Publishing	Materials	2,203.70	2,203.70
G-05724	Jimmy Welch	Automation Contractural	25.00	25.00
G-05725	Dorothy Dunlap	Mileage	75.00	75.00
G-05726	Secure Computing Corporation	Computer Equipment	5,640.00	5,640.00
G-05727	Pauline Boyer Rodriguez	Other Commodities	56.80	56.80
G-05728	Dell	Computer Equipment	2,827.48	2,827.48
G-05729	Lisa Weissenbuehler	Programming Activities	184.00	
		Mileage	96.19	280.19
G-05730	Hudiburg Chevrolet, Inc.	Fuel & Oil	176.63	176.63
G-05731	Lisa M. Wood	Programming Activities	56.85	56.85
G-05732	Office Depot	Automation Contractural	959.82	
		Supplies	46.42	
		Programming Supplies	70.70	
		Supplies	74.78	
		Supplies	128.94	1,280.66
G-05733	Baker & Taylor Books - #510486	Materials	2,845.50	2,845.50
G-05734	Consolidated Plastics Co., Inc	Equipment	200.80	200.80
G-05735	Baker & Taylor Entertainment	Materials	821.36	
		Materials	451.29	1,272.65
G-05736	Prime Office Products	Supplies	14.90	14.90
G-05737	Walmart Community Branch	Programming Activities	51.54	
		Programming Activities	46.25	
		Supplies	382.69	480.48
G-05738	Marian J. LeCrone	Mileage	160.88	160.88
G-05739	Dr. Max Price	Programming Activities	75.00	75.00
G-05740	John L. Hilbert	Programming Activities	36.91	36.91
G-05741	Transit Advertising, Inc.	Advertisement	800.00	800.00
G-05742	Susan H. Wood	Programming Activities	250.00	250.00
G-05743	Kelley Hoffman	Mileage	5.06	5.06
G-05744	Daphene Keys	Programming Activities	12.48	12.48
G-05745	Cox Communications, Inc.	Telephone Services	4,057.44	4,057.44
G-05746	Corporate Express	Supplies	87.66	
		Supplies	78.10	
		Supplies	49.94	
		Supplies	108.24	

\*\* Continued \*\*



General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-05746	Corporate Express	Supplies	56.62	
		Supplies	20.12	
		Supplies	45.62	
		Supplies	129.54	575.84
G-05747	Securitas Security USA, Inc.	Security Services	1,483.85	1,483.85
G-05748	Baker & Taylor Books - #510486	Materials	683.53	
		Materials	2,130.63	
		Materials	1,876.35	
		Materials	2,240.28	
		Materials	2,791.81	
		Materials	4,166.11	
		Materials	4,897.95	18,786.66
G-05749	Baker & Taylor Books - #510486	Materials	608.34	
		Materials	1,064.95	
		Materials	2,590.97	
		Materials	4,051.13	8,315.39
G-05750	Baker & Taylor Books-#510486	Materials	2,360.68	2,360.68
G-05751	Sign Media, Inc.	Materials	577.64	577.64
G-05752	Margaret Dunn	Programming Activities	33.00	33.00
G-05753	Gresly Printing, Inc.	Supplies	427.50	427.50
G-05754	Dane & Associates	Construction	150.00	150.00
G-05755	Knape & Vogt	Equipment	9,643.50	9,643.50
G-05756	Global Industrial Equipment	Equipment	104.73	104.73
G-05757	Anixter	Automation Contractural	5,029.69	5,029.69
G-05758	John Sing's	Maintenance of Facilities	150.00	150.00
G-05759	Emon Chavers	Mileage	4.88	4.88
G-05760	Grainger Parts Operations	Maintenance of Facilities	67.72	67.72
G-05761	Unisource Worldwide Inc-OKCity	Maintenance Supplies	164.82	
		Maintenance Supplies	468.40	633.22
G-05762	Brodart, Inc.	Supplies	47.88	
		Supplies	44.10	
		Supplies	105.20	
		Supplies	19.47	216.65
G-05763	Southwestern Stationery and	Printing	5,035.21	5,035.21
G-05764	Tech-Lock	Maintenance of Facilities	6.00	
		Maintenance of Facilities	10.95	
		Maintenance of Facilities	14.98	
		Maintenance of Facilities	24.95	56.88
G-05765	Demco	Programming Supplies	126.83	
		Supplies	49.96	176.79
G-05766	Eales Electronics Corp.	Maintenance of Facilities	615.24	615.24
G-05767	Highsmith Co., Inc.	Programming Supplies	40.78	40.78
G-05768	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-05769	Weston Woods Accts Receivable	Materials	20.95	20.95
G-05770	Donna Morris	Travel Expense	621.64	621.64
G-05771	Karen Marriott	Travel Expense	528.14	528.14
G-05772	Nextel Communications	Telephone Services	199.11	199.11
G-05773	Boise Cascade Office Products	Auto. Surge Protectors	2,099.00	
		Supplies	85.11	
		Supplies	23.00	
		Supplies	1,185.74	3,392.85

General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-05774	Recorded Books, LLC	Materials	75.40	75.40
G-05775	Eureka Water Co.	Other Commodities	44.00	44.00
G-05776	Instructional Video, Inc.	Materials	1,786.91	1,786.91
G-05777	Journal Record Publishing	Library Related Services	85.80	85.80
G-05778	Denyvetta Davis	Travel Expense	866.75	866.75
G-05779	Anne G. Fischer	Mileage	130.50	130.50
G-05780	Spaces, Inc.	Furniture	38,905.00	
		Furniture	10,308.00	
		Capital Project	227.50	49,440.50
G-05781	Janet Brooks	Mileage	25.13	25.13
G-05782	Commercial Concepts	Construction	32,246.00	32,246.00
G-05783	Amigos Library Services	Nework Catalog Services	50,167.00	50,167.00
G-05784	Lowe's Companies, Inc.	Maintenance of Facilities	9.98	
		Maintenance of Facilities	41.42	
		Maintenance of Facilities	11.82	
		Maintenance of Facilities	64.14	127.36
G-05785	Southwestern Bell	Telephone Services	849.34	849.34
G-05786	Books on Tape, Inc.	Materials	1,445.20	1,445.20
G-05787	Cingular Wireless	Telephone Services	75.78	75.78
G-05788	Brilliance Corporation	Materials	363.41	363.41
G-05789	Associated Plastic Industries	Supplies	990.00	990.00
G-05790	Ingram Library Services	Materials	1,050.54	1,050.54
G-05791	High-Tech Tronics, Inc.	Maintenance of Facilities	960.00	960.00
G-05792	Audio Editions	Materials	8.00	8.00
G-05793	Caddo Chemical Can Company	Maintenance of Facilities	220.00	220.00
G-05794	Lakeshore Learning Materials	Programming Activities	59.85	
		Programming Activities	177.18	
		Programming Activities	139.30	376.33
G-05795	Fuelman of Oklahoma	Gasoline	314.81	314.81
G-05796	Karen R. Bray	Other Commodities	69.80	
		Mileage	26.25	96.05
G-05797	Jana Hausburg	Mileage	2.25	2.25
G-05798	Anita Roesler	Mileage	54.90	54.90
G-05799	American Elevator Co., Inc.	Maintenance of Facilities	520.00	520.00
G-05800	Jimmy Welch	Mileage	11.63	11.63
G-05801	Pauline Boyer Rodriguez	Travel Expense	564.96	564.96
G-05802	ASTD	Training Materials	423.55	423.55
G-05803	Heidi Johnson	Mileage	4.50	4.50
G-05804	Childcraft Education Corp.	Programming Activities	68.97	68.97
G-05805	AT&T	Telephone Services	21.51	21.51
G-05806	Ruby Soutiere	Mileage	10.13	10.13
G-05807	Classroom Direct.Com	Programming Supplies	131.02	131.02
G-05808	BBC Audiobooks America	Materials	32.00	32.00
G-05809	Novalco, Inc.	Maintenance of Facilities	250.00	250.00
G-05810	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	565.00	565.00
G-05811	Clyde Herrod	Mileage	4.50	4.50
G-05812	John Wood	Mileage	10.13	10.13
G-05813	Joshua Schell	Mileage	6.75	6.75
G-05814	Office Depot	Supplies	262.23	262.23
G-05815	Todd Olberding	Mileage	27.75	27.75
G-05816	Cox Oklahoma Telecom, Inc.	Telephone Services	2,728.00	
		Telephone Services	1,444.15	

\*\* Continued \*\*



General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05816	Cox Oklahoma Telecom, Inc.	Telephone Services	680.64	4,852.79
G-05817	Cheryl Pernel	Mileage	3.00	3.00
G-05818	Kaplan - First 3 Years	Programming Activities	239.99	239.99
G-05819	Baker & Taylor Entertainment	Materials	2,278.32	2,278.32
G-05820	Classic Paper Supply	Maintenance Supplies	140.92	140.92
G-05821	EmTec Pest Control, Inc.	Pest Control Services	264.00	
		Pest Control Services	134.00	398.00
G-05822	Magic 104.1 KMGL	Advertisement	5,030.00	5,030.00
G-05823	Khanh Minh Do	Mileage	75.75	75.75
G-05824	John Utley	Mileage	36.75	36.75
G-05825	Standley Systems	Copier Usage	583.37	
		Copier Usage	104.01	687.38
G-05826	Beyond Play	Programming Supplies	136.30	136.30
G-05827	Souhwest Paper	Supplies	187.60	187.60
G-05828	Faith Centered Resources	Materials	193.73	193.73
G-05829	Corporate Express	Supplies	57.92	
		Supplies	28.11	86.03
G-05830	Securitas Security USA, Inc.	Security Services	1,483.85	
		Security Services	3,261.23	4,745.08
G-05831	Baker & Taylor Books - #510486	Materials	961.72	
		Materials	2,362.33	
		Materials	876.73	
		Materials	1,933.93	
		Materials	2,650.32	
		Materials	3,072.49	11,857.52
G-05832	Baker & Taylor Books - #510486	Materials	213.98	
		Materials	1,823.03	
		Materials	4,708.50	
		Materials	1,444.29	8,189.80
G-05833	Willow Bend Books	Books	235.35	235.35
G-05834	Media Partners	Training Materials	1,317.25	1,317.25
G-05835	Mickey Sherman	Programming Activities	350.00	350.00
G-05836	Lloyd Lovely	Mileage	19.50	19.50
G-05837	Smart Technologies	Automation Contractural	75.00	75.00
G-05838	Sharon Maine	Mileage	20.55	20.55
G-05839	Single Source	Supplies	98.46	98.46
G-05840	Economy Janitorial, Inc.	Janitorial Services	5,150.00	5,150.00
G-05841	Custom Cleaning	Maintenance of Facilities	765.44	
		Maintenance of Facilities	50.00	815.44
G-05842	KnowledgeNet	Automation Contractural	397.50	397.50
G-05845	SBC DataComm	Computer Equipment	452.95	
		Automation Contractural	2,207.03	
		Automation Contractural	720.00	
		Automation Contractural	108.00	
		Automation Contractural	681.94	
		Automation Contractural	1,172.27	
		Automation Contractural	2,260.00	7,602.19
G-05846	Metropolitan Library System	Postage	26.80	
		Supplies	30.63	
		Programming Activities	114.58	
		Staff Parking	4.00	

\*\* Continued \*\*



General Fund F.Y. 03-04

Warrant Register

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05846	Metropolitan Library System	Other Commodities	68.05
G-05847	O G & E	Electrical Services	12,219.45
G-05848	Oklahoma Natural Gas Co.	Gas Services	191.91
G-05849	City of Oklahoma City	Water & Garbage Service	1,545.66
G-05850	Unisource Worldwide Inc-OKCity	Supplies	83.70
G-05851	Brodart, Inc.	Supplies	1,912.50
		Equipment	224.28
G-05852	Borders Group, Inc.	Programming Activities	11.96
G-05853	Demco	Programming Supplies	212.06
		Supplies	99.78
G-05854	Highsmith Co., Inc.	Equipment	391.78
		Programming Supplies	40.78
G-05855	Journey House Travel, Inc.	Travel Expense	324.40
G-05856	Amazon.com	Supplies	21.82
G-05857	Alma L. Brown	Mileage	6.41
G-05858	Downtown Book Center	Materials	24.46
G-05859	Weston Woods Accts Receivable	Materials	144.95
G-05860	Judith Walden	Mileage	18.37
G-05861	Instructional Video, Inc.	Materials	1,809.84
G-05862	Hunter's Battery Warehouse	Vehicle Parts & Repairs	49.95
G-05863	Angie Paeltz	Programming Activities	91.19
G-05864	Library Video Company	Materials	220.24
G-05865	Geri Price	Mileage	193.09
G-05866	Full Circle Book Store	Programming Activities	406.80
G-05867	Rosemary Czarski	Mileage	28.50
G-05868	Heidi Daniel-Morgan	Mileage	119.06
G-05869	FireCo of Oklahoma, Inc.	Maintenance of Facilities	148.75
G-05870	Books on Tape, Inc.	Materials	2,568.80
G-05871	Brilliance Corporation	Materials	135.71
G-05872	Ursula Ward	Mileage	3.75
G-05873	Hobby Lobby	Programming Activities	44.51
G-05874	American Library Association	Supplies	29.00
G-05875	Ingram Library Services	Materials	2,043.34
G-05876	Audio Editions	Materials	240.27
G-05877	OK Stamp & Seal Company	Supplies	185.70
G-05878	Fuelman of Oklahoma	Gasoline	342.38
G-05879	Chickasaw Telecom, Inc.	Communication Equipment	15,456.00
G-05880	Medley Material Handling	Equipment	281.52
G-05881	Stone Computer & Copier	Supplies	1,510.22
		Supplies	47.00
G-05882	Town of Luther	Water & Garbage Services	39.80
G-05883	Barnes & Noble, Inc.	Programming Activities	3,282.88
G-05884	Liberty Flags & Specialty Co.	Supplies	144.95
G-05885	Home Depot/GECF	Maintenance of Facilities	82.75
		Maintenance of Facilities	49.97
G-05886	CDW-G	Computer Equipment	6,160.00
G-05887	Scholastic, Inc.	Programming Activities	1,306.80
G-05888	Crystal D. Giles	Mileage	10.50
G-05889	Jan Reynolds	Mileage	4.13
G-05890	City of Harrah	Water & Garbage Service	23.90
G-05891	Eaton-Quade Plastics Co.	Maintenance of Facilities	47.54



General Fund F.Y. 03-04

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
G-05892	City of Choctaw	Water & Garbage Service	37.55	37.55
G-05893	Office Depot	Supplies	42.79	
		Supplies	128.44	171.23
G-05894	Baker & Taylor Books - #510486	Materials	1,095.20	1,095.20
G-05895	Commercial Card Solutions	Supplies	8.11	
		Equipment	112.93	
		Supplies	20.76	
		Automation Contractural	88.63	
		Automation Contractural	199.75	
		Supplies	33.44	
		Computer Equipment	149.00	
		Automation Contractural	147.26	
		Automation Contractural	221.20	
		Computer Equipment	1,195.00	
		Other Commodities	15.87	
		Automation Contractural	208.58	
		Library Related Services	33.80	2,434.33
G-05896	Baker & Taylor Entertainment	Materials	3,721.94	3,721.94
G-05897	Commercial Card Solutions	Books	279.30	
		Books	136.15	
		Books	155.12	
		Books	331.25	
		Books	228.95	
		Books	113.75	1,244.52
G-05898	Rhode Island Novelty	Programming Supplies	192.86	192.86
G-05899	Del Technical Coatings, Inc.	Maintenance of Facilities	17.20	17.20
G-05900	Photo Researchers, Inc.	Photographs for Magazine	475.00	475.00
G-05901	Corporate Express	Supplies	110.73	
		Supplies	76.89	
		Supplies	10.02	197.64
G-05902	Baker & Taylor Books - #510486	Materials	1,155.59	
		Materials	1,015.59	
		Materials	2,046.19	
		Materials	679.54	4,896.91
G-05903	Baker & Taylor Books - #510486	Materials	984.70	
		Materials	1,112.99	
		Materials	1,760.30	3,857.99
G-05904	Janway Co.	Supplies	44.20	44.20
G-05905	Sabre Technologies	Computer Equipment	6,790.00	
		Computer Equipment	1,196.00	7,986.00
G-05906	Single Source	Supplies	54.35	
		Furniture	113.40	167.75
G-05907	Cherokee Nation Gift Shop	Materials	312.29	312.29
G-05908	Learning Resources	Programming Supplies	221.55	221.55
G-05909	Metropolitan Library System	Automation Contractural	12.75	
		Postage	29.60	
		Supplies	56.86	
		Programming Activities	34.11	
		Other Commodities	29.16	162.48
G-05910	O G & E	Electrical Services	26,510.07	26,510.07
G-05911	Oklahoma Natural Gas Co.	Gas Services	330.23	
		Gas Services	211.70	541.93

July 2004

General Fund F.Y. 03-04

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-05912	Amigos Bibliographic Council	Network Catalog Services	1,250.00	1,250.00
G-05913	Demco	Supplies	1,352.00	
		Supplies	191.99	
		Furniture	325.52	
		Supplies	444.06	
		Supplies	150.48	2,464.05
G-05914	Gaylord Bros.	Equipment	709.77	
		Supplies	63.00	772.77
G-05915	M. Scott Carter	Mileage	148.88	148.88
G-05916	United Linen	Towel Service	36.60	36.60
G-05917	Oklahoma Historical Society	Materials	90.42	90.42
G-05918	Standard Printing Co., Inc.	Printing	3,258.00	3,258.00
G-05919	Central Parking System	Parking	320.00	
		Programming Activities	35.00	355.00
G-05920	Xerox Corporation	Copier Usage	982.39	
		Copier Usage	1,183.81	2,166.20
G-05921	CompSource Oklahoma	Workers' Comp Insurance	7,367.00	7,367.00
G-05922	Recorded Books, LLC	Materials	1,619.18	1,619.18
G-05923	Kapco Library Products	Supplies	48.35	48.35
G-05924	Okla. Employment Security Comm	Unemployment Insurance	624.00	624.00
G-05925	Angie Paeltz	Supplies	56.24	56.24
G-05926	Blackmon-Mooring Steamatic, Inc	Maintenance of Facilities	25.00	25.00
G-05927	Brilliance Corporation	Materials	1,190.21	1,190.21
G-05928	Ingram Library Services	Materials	624.14	624.14
G-05929	Audio Editions	Materials	8.00	8.00
G-05930	Frances V. Harbert	Mileage	6.19	6.19
G-05931	Cisco-Eagle, Inc.	Automation Contractural	439.25	439.25
G-05932	Asset Redistribution	Equipment	431.43	431.43
G-05933	Childcraft Education Corp.	Programming Supplies	183.91	183.91
G-05934	Kelley Riha	Mileage	60.38	60.38
G-05935	Dowell Parking Center	Staff Parking	85.00	85.00
G-05936	Linda Jameson	Mileage	5.25	5.25
G-05937	Office Depot	Supplies	31.04	31.04
G-05938	Shellie Zeigler-Hill	Mileage	10.50	10.50
G-05939	Jeanne Devlin	Mileage	99.38	99.38
G-05940	Kaplan - First 3 Years	Programming Supplies	104.98	104.98
G-05941	Baker & Taylor Entertainment	Materials	341.81	341.81
G-05942	Heritage Press	Printing	2,530.02	2,530.02
G-05943	EmTec Pest Control, Inc.	Pest Control Services	129.00	
		Pest Control Services	134.00	
		Pest Control Services	15.00	278.00
G-05944	Corporate Express	Supplies	112.84	
		Supplies	72.72	
		Supplies	131.62	317.18
G-05945	Securitas Security USA, Inc.	Security Services	1,212.45	
		Security Services	2,429.33	3,641.78
G-05946	Baker & Taylor Books - #510486	Materials	594.28	
		Materials	1,860.02	
		Materials	2,971.61	
		Materials	4,206.12	
		Materials	2,660.36	
		Materials	992.04	13,284.43



General Fund F.Y. 03-04

**Warrant Register**

July 2004

Number	Vendor/Payee	Purpose		Amount
G-05947	Baker & Taylor Books - #510486	Materials	1,048.09	
		Materials	2,237.48	
		Materials	1,140.61	4,426.18
G-05948	Willow Bend Books	Books	102.00	102.00
G-05949	Commerical Furniture	Capital Projects	250.00	250.00
G-05950	International Gymnastics	Programming Activities	30.00	30.00
G-05951	Trigen	Energy Services	14,769.84	14,769.84
G-05952	Variant Microsystems	Computer Hardware	1,200.00	1,200.00
G-05953	Atomik Pop2	Books	75.83	75.83
G-05954	Dnyamic Living Inc.	Programming Supplies	62.47	62.47
G-05955	Ken Blanchard Companies	Toy	104.61	104.61
Total of FY 03-04 Warrants Issued				\$ 575,589.00

Special Funds

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
S-10505	Oklahoma Tax Commission	SALES TAX	7.09	7.09
S-10506	Donna L Fillman	Lost & Paid Book Returned	9.95	9.95
S-10507	Lynda K. Griffin	Lost & Paid Book Returned	9.00	9.00
S-10508	Shontey Q. Pickett	Lost & Paid Book Returned	8.95	8.95
S-10509	Susie J. Wilson	Lost & Paid Book Returned	7.00	7.00
S-10510	Jessica D. Usher	Lost & Paid Book Returned	3.00	3.00
S-10511	Chasity D. Frazier	Lost & Paid Book Returned	3.00	3.00
S-10512	Lela M. Berry	Lost & Paid Book Returned	3.00	3.00
S-10513	Doug F. Puryear	Lost & Paid Book Returned	4.16	4.16
S-10514	Jazmin Vazquez	Lost & Paid Book Returned	3.00	3.00
S-10515	Zelma N. Humphrey	Lost & Paid Book Returned	7.95	7.95
S-10516	Sheila Alexandra Moyer	Lost & Paid Book Returned	3.00	3.00
S-10517	Chrissy D. Hurd	Lost & Paid Book Returned	7.50	7.50
S-10518	Jenelle M. Tsoodle	Lost & Paid Book Returned	3.00	3.00
S-10519	Yvonne D. Jones	Lost & Paid Book Returned	3.00	3.00
S-10520	Lisa A. Willis	Lost & Paid Book Returned	3.00	3.00
S-10521	Oklahoma Tax Commission	SALES TAX	267.76	267.76
S-10522	Daniel Fields	Picture Framing	54.20	54.20
S-10524	Barbara J. Almgren	Lost & Paid Book Returned	3.00	3.00
S-10525	Oklahoma Dept. of Libraries	Lost Book Payment	97.53	97.53
S-10526	Melissa A. Williams	Lost & Paid Book Returned	13.00	13.00
S-10527	Paula L. Terrell	Lost & Paid Book Returned	34.56	34.56
S-10528	Melissa A. Riddles	Lost & Paid Book Returned	9.40	9.40
S-10529	Eileen D. McRoy	Lost & Paid Book Returned	13.93	13.93
S-10530	Michael M. Dover	Lost & Paid Book Returned	26.35	26.35
S-10531	Rameeza F. Qureshi	Lost & Paid Book Returned	11.00	11.00
S-10532	Michael V. Shaefer	Lost & Paid Book Returned	24.99	24.99
S-10533	Caylee S. Caven	Lost & Paid Book Returned	25.00	25.00
S-10534	Standley Systems	Equipment	7,395.00	
		Equipment	7,395.00	14,790.00
S-10535	Beatriz Negrete	Programming	125.00	125.00
S-10536	Preston Corp	Programming	93.75	93.75
S-10537	Mai Thao Vu	Programming	93.75	93.75
S-10538	Sarah Hartsfield	Programming	31.25	31.25
S-10539	Amy Stehr	Programming	93.75	93.75
S-10540	Miram Canales	Programming	93.75	93.75
S-10541	Chesley Stiggers	Programming	93.75	93.75
S-10542	Ellis Heitzke Kirkdorffer	Programming	93.75	93.75
S-10543	Quality Book Binding Co.	Books Repairs & Bindings	2,636.80	
		Book Repairs & Bindings	358.90	2,995.70
S-10544	Christie J. Lanham	Lost & Paid Book Returned	3.00	3.00
S-10545	Maria E. Cueto	Lost & Paid Book Returned	3.00	3.00
S-10546	Glenna M. Miller	Lost & Paid Book Returned	3.00	3.00
S-10547	Lauren R. Hill	Lost & Paid Book Returned	14.95	14.95
S-10548	Jack R. Wathan	Lost & Paid Book Returned	3.00	3.00
S-10549	Loretta J. Kinney	Lost & Paid Book Returned	3.00	3.00
S-10550	Ericka D. Stevens	Lost & Paid Book Returned	11.95	11.95
S-10551	Jennifer L. James	Lost & Paid Book Returned	10.49	10.49
S-10552	Deborah M. Chamberlain	Lost & Paid Book Returned	12.95	12.95
S-10553	Addie T. Souter	Lost & Paid Book Returned	7.20	7.20
S-10554	Brodart, Inc.	Fixtures	67.26	67.26
S-10555	Beatriz Negrete	Programming	125.00	125.00



Special Funds

Warrant Register

July 2004

Number	Vendor/Payee	Purpose		Amount
S-10556	Preston Corp	Programming	125.00	125.00
S-10557	Mai Thao Vu	Programming	125.00	125.00
S-10558	Sarah Hartsfield	Programming	125.00	125.00
S-10559	Amy Stehr	Programming	125.00	125.00
S-10560	Miram Canales	Programming	125.00	125.00
S-10561	Chesley Stiggers	Programming	125.00	125.00
S-10562	Ellis Heitzke Kirkdorffer	Programming	125.00	125.00
S-10563	U.S. Postmaster	Postage	740.00	740.00
S-10564	Tyrone Wilkerson	Programming	1,412.00	1,412.00
S-10565	Celina Enriquez	Lost & Paid Book Returned	3.00	3.00
S-10566	Seth M. Cates	Lost & Paid Book Returned	13.98	13.98
S-10567	Angelina K. Barnes	Lost & Paid Book Returned	3.00	3.00
S-10568	Ronald L. Clarke	Lost & Paid Book Returned	3.00	3.00
S-10569	Hamza Zubair	Lost & Paid Book Returned	3.00	3.00
S-10570	Sharon D. Nolan	Lost & Paid Book Returned	3.00	3.00
S-10571	Patricia J. Welch	Lost & Paid Book Returned	3.00	3.00
S-10572	Barnes & Noble, Inc.	Materials	827.43	827.43
S-10573	Kiona Wooten Millirons	Programming	450.00	450.00
S-10574	Central Parking System	Parking	95.00	95.00
S-10575	Dowell Parking Center	Parking	20.00	20.00
S-10576	Hunzicker Brothers, Inc.	Supplies	29.30	29.30
S-10577	Metropolitan Library System	Grand Opening	10.73	10.73
S-10578	Beatriz Negrete	Programming	125.00	125.00
S-10579	Preston Corp	Programming	125.00	125.00
S-10580	Mai Thao Vu	Programming	125.00	125.00
S-10581	Sarah Hartsfield	Programming	125.00	125.00
S-10582	Amy Stehr	Programming	125.00	125.00
S-10583	Miram Canales	Programming	125.00	125.00
S-10584	Chesley Stiggers	Programming	125.00	125.00
S-10585	Ellis Heitzke Kirkdorffer	Programming	125.00	125.00
Total of Special Funds Warrants Issued				\$ 24,927.01

## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: MAY-LINE MAP FILES**

Provided for in the FY 2004-05 budget is the request for new map files for the Ronald J. Norick Downtown Library. The Downtown Library staff selected May-Line brand map files. May-Line brand files are an open line available to all vendors. Eighteen May-Line map files and six closed bases are to be purchased for the Ronald J. Norick Downtown Library.

Specifications were prepared and bids were let for 16 days and were advertised for 2 days (August 3<sup>rd</sup> and 5<sup>th</sup>, 2004) in ***The Oklahoman***. Bid packets were mailed to ten prospective vendors.

A pre-bid conference was held on Tuesday, August 10, 2004. Two vendors attended. Bids were received and publicly opened on Tuesday, August 17, 2004. Ten vendors responded.

<b>Vendors</b>	<b>May-Line Map File</b>	<b>May-Line Closed Base</b>	<b>Total Cost</b>
<b>Single Source</b>	<b>\$1,053.50 each</b>	<b>\$ 87.20 each</b>	<b>\$19,486.20</b>
Office Planning Group	\$1,065.08 each	\$ 89.34 each	\$19,707.48
Gill Reprographics	\$1,068.00 each	\$ 88.00 each	\$19,752.00
Bill Warren Office	\$1,098.99 each	\$ 91.28 each	\$20,329.50
Scott Rice	\$1,126.08 each	\$ 94.97 each	\$20,839.26
Copelin's Office	\$1,170.12 each	\$ 96.87 each	\$21,643.38
Boise Office	\$1,166.75 each	\$133.75 each	\$21,804.00
Southwestern Stationery	\$1,188.00 each	\$ 98.00 each	\$21,972.00
Corporate Express	\$1,259.00 each	\$120.00 each	\$23,382.00
Core Office Products	\$1,335.40 each	\$110.55 each	\$24,700.50

Copelin's Office Center is located in Norman, Oklahoma. All other vendors are located in Oklahoma County. All vendors bid May-Line Map Files.

Single Source is the best and lowest bidder.

### **RECOMMENDATION:**

That the Commission award the contract for 18 May-Line map files and 6 May-Line closed bases to Single Source in the amount of \$19,486.20. Adequate funding is provided for in the FY 2004-05 budget.



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

### **The Finance Committee met August 18, 2004, for:**

(Please reference the Finance Committee packet for detailed reports.)

#### **I. Report and Recommendations from Administration**

- ❖ MLC FY 2004-05 Final Budget

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

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

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

Approve the Metropolitan Library System Final Budget FY 2004-05.

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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Wednesday, August 18, 2004      TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, July 14, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on August 17, 2004, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Hugh Rice, Chair  
Nancy Anthony  
Scott Duncan  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

**COMMISSION MEMBERS PRESENT:**

Penny McCaleb, Metropolitan Library Commission of Oklahoma County, Chair  
Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 5**



I. The meeting was called to order at 3:37 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Duncan, Rice. (Arrived 3:43 p.m. ~ Womack)

II. Mr. Rice called on Mr. Lloyd Lovely, Director of Finance, to present the Metropolitan Library System FY 2004-05 Final Budget reconciliation.

Mr. Lovely reviewed the reconciliation of the FY 2004-05 Final Budget.

He stated the final budget of \$35,336,855 represents an increase of \$2,735,875 over the preliminary budget approved by the Commission on June 17, 2004. The increase over the preliminary budget is a result of the following increases in funding sources:

Ad Valorem Tax	\$ 746,149
Miscellaneous Income	12,132
Lapsed and Cancelled	1,977,594
Total increase	<u>\$ 2,735,875</u>

Mr. Lovely reviewed and explained the proposed changes from the preliminary budget highlighting the following:

- Acct. 101 - upgrade of the Technology assistant for the Downtown Library from part-time to full-time
- Acct. 113 - increase in retirement contribution as recommended by actuary
- Acct. 213 - purchase order from FY 02-03 - CHR Solutions
- Acct. 230 - removal of election expense
- Acct. 330 to 301 - deletion of Author Dinner; addition of Literary Voices printing expense
- Acct. 401 - contingency purchases for materials
- Acct. 408 - system reserve carts
- Acct. 450 - WiFi wireless technology

Questions and discussion followed.

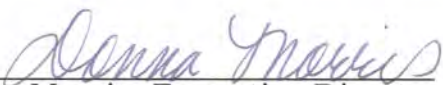
Mr. Lovely concluded stating that the difference between the additional funding sources and the requested budget item changes is \$1,138,501. This amount is added to the Library System's reserve account to be used for cash flow, payroll, and building reserve increases. He called for questions and discussion followed.

Mr. Duncan requested that the budget terminology be standardized throughout the report.

**Mrs. Anthony moved to approve the MLS FY 2004-05 Final Budget as presented and to recommend Commission approval. Mr. Duncan seconded. No further discussion. Motion passed unanimously.**

**III.** Mr. Lovely presented a spreadsheet with budget projections through year FY 2007-08. Discussion focused on the need to seek a millage increase in 2006, the ability to process the materials needed to meet the increased demand of reserved materials, the need to operate and stock a northwest library facility, and the impact on future budgets of the contribution to the retirement fund.

**IV.** Mr. Rice adjourned the meeting at 4:42 p.m.

  
Donna Morris, Executive Director  
(Secretary)



**Metropolitan Library System**  
**Budget Projections With Current 5.2 Mills**

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
	Final	Final	Final	Final	Final	Final	Preliminary	Projected	Projected	Projected
<b>Revenues:</b>										
Current Year Tax	12,942,684	13,872,678	14,828,943	15,957,629	16,744,551	17,749,128	18,845,587	19,769,021	20,737,703	21,753,850
% of increase	4.2%	7.2%	6.9%	7.6%	4.9%	6.0%	6.2%	4.9%	4.9%	4.9%
State Aid/Fines	628,214	632,797	624,781	634,541	662,745	664,968	699,984	710,484	717,589	724,764
	1.0%	0.7%	-1.3%	1.6%	4.4%	0.3%	5.3%	1.5%	1.0%	1.0%
Tax carryover	961,469	1,143,535	1,319,472	1,199,694	1,513,263	1,206,968	1,404,799	1,475,039	1,548,791	1,618,486
	-1%	19%	15%	-9%	26%	-20.2%	16.4%	5.0%	5.0%	4.5%
Investment Income	200,031	303,229	500,997	727,128	566,017	270,125	140,966	148,014	155,415	93,249
	1.2%	51.6%	65.2%	45.1%	-22.2%	-52.3%	-47.8%	5.0%	5.0%	-40.0%
Other Income	182,580	269,527	348,468	394,652	241,345	260,445	302,577	307,577	310,653	313,759
	1.1%	47.6%	29.3%	13.3%	-38.8%	7.9%	16.2%	1.7%	1.0%	1.0%
Lapsed Fund	1,357,453	1,290,371	2,993,198	1,821,144	3,790,041	4,643,870	3,690,594	1,300,000	1,300,000	1,300,000
	35.5%	-4.9%	132.0%	-39.2%	108.1%	22.5%	-20.5%	-64.8%	0.0%	0.0%
Available for Budget	16,272,431	17,512,137	20,615,859	20,734,787	23,517,962	24,795,504	25,084,507	23,710,135	24,770,150	25,804,109
% of increase	5.81%	7.62%	17.72%	0.58%	13.42%	5.43%	1.17%	-5.48%	4.47%	4.17%
Reserve carryover	3,750,000	5,982,857	7,065,350	9,600,875	9,379,798	9,214,771	10,252,348	10,862,981	9,783,894	6,614,521
<b>Expenditures:</b>										
100-S.W. & FB	8,084,786	8,772,322	9,768,340	10,970,921	11,760,561	12,938,775	13,823,562	14,791,211	15,826,596	17,946,192
% of increase	5.98%	8.50%	11.35%	12.31%	7.20%	10.02%	6.84%	7.00%	7.00%	13.39%
200-M&O Contract	1,953,592	2,016,103	2,002,871	2,494,182	2,936,040	3,052,744	3,250,961	3,446,019	3,652,780	4,221,947
	6.95%	3.20%	-0.66%	24.53%	17.72%	3.97%	6.49%	6.00%	6.00%	15.58%
300-M&O Commod.	550,609	571,050	678,578	773,578	988,705	1,059,437	1,088,923	1,154,258	1,223,514	1,331,925
	4.08%	3.71%	18.83%	14.00%	27.81%	7.15%	2.78%	6.00%	6.00%	8.86%
400-Materials	2,039,906	2,298,880	2,527,160	2,754,340	2,898,800	3,014,840	3,140,765	3,297,803	3,462,693	3,635,828
	6.41%	12.70%	9.93%	8.99%	5.24%	4.00%	4.18%	5.00%	5.00%	5.00%
400-OP Capital	497,882	413,471	431,035	468,021	488,159	582,262	591,893	621,488	652,562	891,716
	1.16%	-16.95%	4.25%	8.58%	4.30%	19.28%	1.65%	5.00%	5.00%	36.65%
Total OP budget	13,126,775	14,071,826	15,407,984	17,461,042	19,072,265	20,648,058	21,896,104	23,310,779	24,818,145	28,027,607
	5.92%	7.20%	9.50%	13.32%	9.23%	8.26%	6.04%	6.46%	6.47%	12.93%
450-Capital Proj.	812,800	2,357,818	2,672,350	3,494,822	4,610,724	3,109,869	2,577,770	1,478,443	3,121,377	894,000
Total OP & CIP	13,939,575	16,429,645	18,080,334	20,955,864	23,682,989	23,757,927	24,473,874	24,789,222	27,939,522	28,921,607
490-Reserves	2,332,856	1,082,492	2,535,525	(221,077)	(165,027)	1,037,577	610,633	(1,079,088)	(3,169,372)	(3,117,498)
Total Budget	16,272,431	17,512,137	20,615,859	20,734,787	23,517,962	24,795,504	25,084,507	23,710,135	24,770,150	25,804,110
Reserves as of 6/30	6,082,856	7,065,350	9,600,875	9,379,798	9,214,771	10,252,348	10,862,981	9,783,894	6,614,521	3,497,024
Designated Reserv.	4,812,400	5,039,400	5,267,750	8,543,302	7,294,825	7,525,913	7,636,996	6,827,060	4,370,884	4,121,684
Undesignated Reserv.	1,270,456	2,025,950	4,333,125	836,496	1,919,946	2,726,435	3,225,985	2,956,834	2,243,637	(624,660)
See Next page for projection assumptions and notes										

budget\Lrp-budget



# **METROPOLITAN LIBRARY SYSTEM**

**FINAL BUDGET FY 2004 - 2005  
(July 1, 2004 ~ June 30, 2005)**

*Please remember to bring*

**Document # 13 ~ Blue Budget Binder**

(Delivered to Commission as part of the August 18, 2004 Finance Committee Packet)

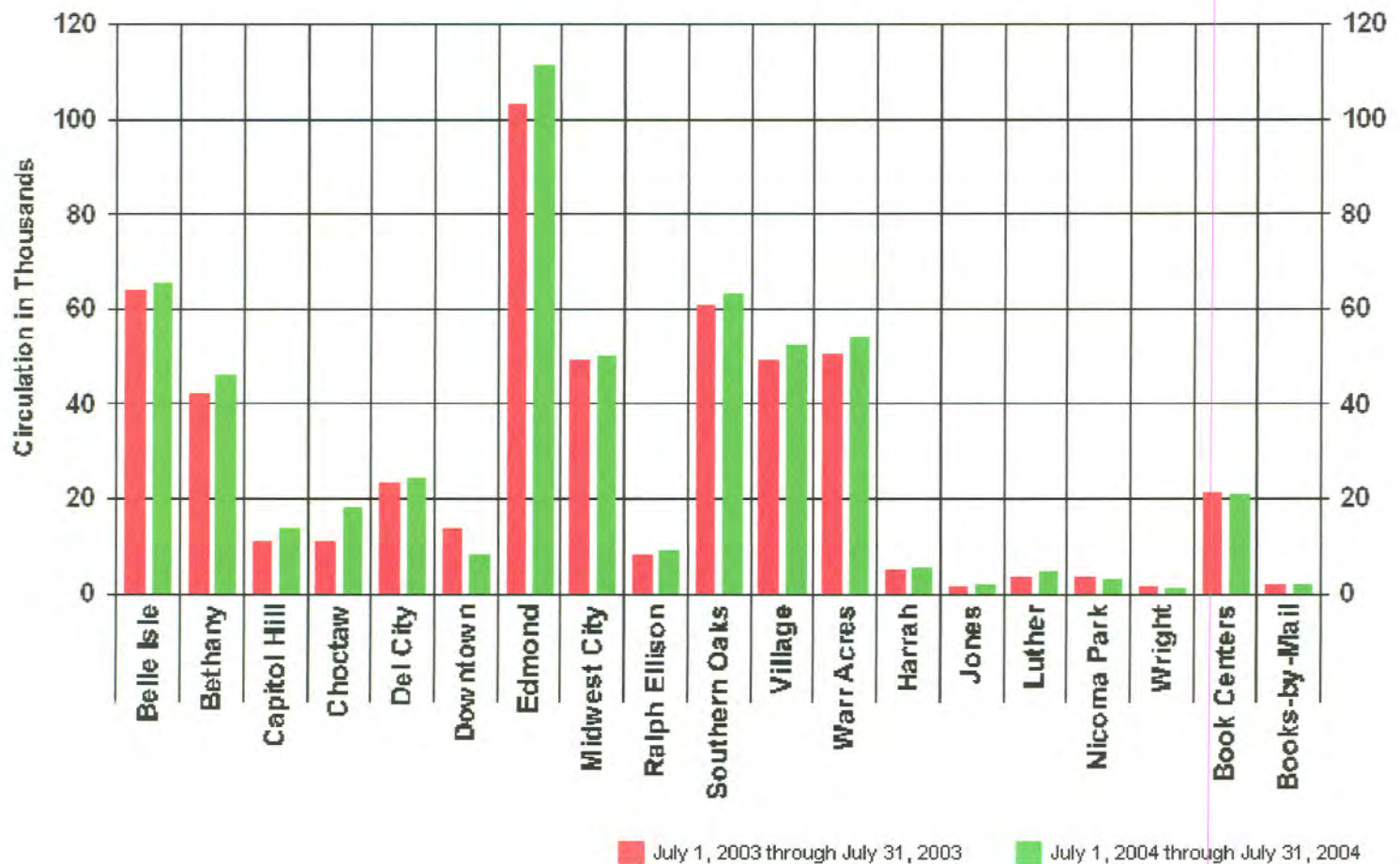
***to the August 26, 2004***

***Metropolitan Library Commission Meeting***  
***at the Belle Isle Library***



## **Circulation Gains and Losses**

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)



## Circulation Gains and Losses

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

JULY 31, 2004		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	04	46943	46943	16918	16918	63861	63861	
	05	48435	48435	16896	16896	65331	65331	
		<b>1492</b>	<b>1492</b>	<b>-22</b>	<b>-22</b>	<b>1470</b>	<b>1470</b>	<b>2.3</b>
BETHANY	04	27132	27132	14819	14819	41951	41951	
	05	30999	30999	14974	14974	45973	45973	
		<b>3867</b>	<b>3867</b>	<b>155</b>	<b>155</b>	<b>4022</b>	<b>4022</b>	<b>9.6</b>
CAPITOL HILL	04	7207	7207	3686	3686	10893	10893	
	05	9101	9101	4554	4554	13655	13655	
		<b>1894</b>	<b>1894</b>	<b>868</b>	<b>868</b>	<b>2762</b>	<b>2762</b>	<b>25.4</b>
CHOCTAW	04	7054	7054	3963	3963	11017	11017	
	05	10806	10806	7276	7276	18082	18082	
		<b>3752</b>	<b>3752</b>	<b>3313</b>	<b>3313</b>	<b>7065</b>	<b>7065</b>	<b>64.1</b>
DEL CITY	04	14833	14833	8496	8496	23329	23329	
	05	16302	16302	8163	8163	24465	24465	
		<b>1469</b>	<b>1469</b>	<b>-333</b>	<b>-333</b>	<b>1136</b>	<b>1136</b>	<b>4.9</b>
DOWNTOWN	04	11590	11590	2162	2162	13752	13752	
	05	6597	6597	1342	1342	7939	7939	
		<b>-4993</b>	<b>-4993</b>	<b>-820</b>	<b>-820</b>	<b>-5813</b>	<b>-5813</b>	<b>-42.3</b>
EDMOND	04	57114	57114	46087	46087	103201	103201	
	05	61588	61588	49703	49703	111291	111291	
		<b>4474</b>	<b>4474</b>	<b>3616</b>	<b>3616</b>	<b>8090</b>	<b>8090</b>	<b>7.8</b>
MIDWEST CITY	04	33571	33571	15764	15764	49335	49335	
	05	34399	34399	15829	15829	50228	50228	
		<b>828</b>	<b>828</b>	<b>65</b>	<b>65</b>	<b>893</b>	<b>893</b>	<b>1.8</b>
RALPH ELLISON	04	6005	6005	2017	2017	8022	8022	
	05	6820	6820	2197	2197	9017	9017	
		<b>815</b>	<b>815</b>	<b>180</b>	<b>180</b>	<b>995</b>	<b>995</b>	<b>12.4</b>
SOUTHERN OAKS	04	43722	43722	16854	16854	60576	60576	
	05	45982	45982	17203	17203	63185	63185	
		<b>2260</b>	<b>2260</b>	<b>349</b>	<b>349</b>	<b>2609</b>	<b>2609</b>	<b>4.3</b>
VILLAGE	04	32034	32034	17128	17128	49162	49162	
	05	34631	34631	17709	17709	52340	52340	
		<b>2597</b>	<b>2597</b>	<b>581</b>	<b>581</b>	<b>3178</b>	<b>3178</b>	<b>6.5</b>
WARR ACRES	04	31905	31905	18678	18678	50583	50583	
	05	35409	35409	18614	18614	54023	54023	
		<b>3504</b>	<b>3504</b>	<b>-64</b>	<b>-64</b>	<b>3440</b>	<b>3440</b>	<b>6.8</b>



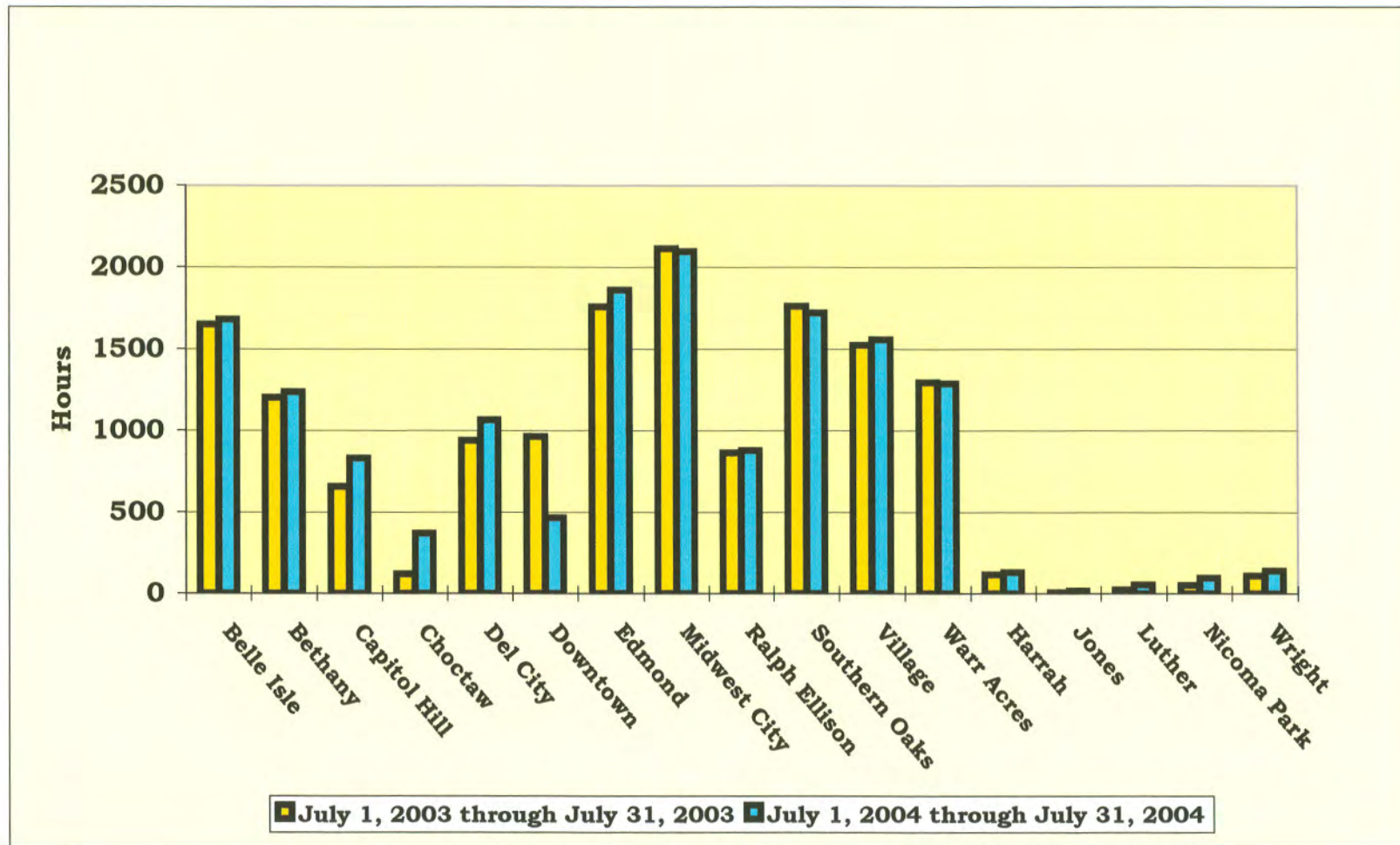
## Circulation Gains and Losses

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

<b>JULY 31, 2004</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	04	3137	3137	1697	1697	4834	4834	
	05	3851	3851	1586	1586	5437	5437	
		<b>714</b>	<b>714</b>	<b>-111</b>	<b>-111</b>	<b>603</b>	<b>603</b>	<b>12.5</b>
JONES	04	1027	1027	291	291	1318	1318	
	05	1165	1165	573	573	1738	1738	
		<b>138</b>	<b>138</b>	<b>282</b>	<b>282</b>	<b>420</b>	<b>420</b>	<b>31.9</b>
LUTHER	04	2365	2365	831	831	3196	3196	
	05	2460	2460	1929	1929	4389	4389	
		<b>95</b>	<b>95</b>	<b>1098</b>	<b>1098</b>	<b>1193</b>	<b>1193</b>	<b>37.3</b>
NICOMA PARK	04	1997	1997	1231	1231	3228	3228	
	05	2056	2056	1069	1069	3125	3125	
		<b>59</b>	<b>59</b>	<b>-162</b>	<b>-162</b>	<b>-103</b>	<b>-103</b>	<b>-3.2</b>
WRIGHT	04	1037	1037	277	277	1314	1314	
	05	969	969	220	220	1189	1189	
		<b>-68</b>	<b>-68</b>	<b>-57</b>	<b>-57</b>	<b>-125</b>	<b>-125</b>	<b>-9.5</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	04	9654	9654	11361	11361	21015	21015	
	05	9148	9148	11568	11568	20716	20716	
		<b>-506</b>	<b>-506</b>	<b>207</b>	<b>207</b>	<b>-299</b>	<b>-299</b>	<b>-1.4</b>
BOOKS-BY-MAIL	04	1714	1714	0	0	1714	1714	
	05	1760	1760	0	0	1760	1760	
		<b>46</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>46</b>	<b>2.7</b>
TOTALS	04	340041	340041	182260	182260	522301	522301	
	05	362478	362478	191405	191405	553883	553883	
		<b>22437</b>	<b>22437</b>	<b>9145</b>	<b>9145</b>	<b>31582</b>	<b>31582</b>	<b>6.0</b>

## Total Internet Hours Used by Library

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)





This page is intentionally blank

## Total Internet Usage

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	925		4,426		1,648.20		925		4,426		1,648.20	
	05	1,034		4,663		1,681.43		1,034		4,663		1,681.43	
		<b>109</b>	<b>11.8</b>	<b>237</b>	<b>5.4</b>	<b>33.23</b>	<b>2.0</b>	<b>109</b>	<b>11.8</b>	<b>237</b>	<b>5.4</b>	<b>33.23</b>	<b>2.0</b>
BETHANY	04	564		2,822		1,202.49		564		2,822		1,202.49	
	05	627		3,025		1,235.73		627		3,025		1,235.73	
		<b>63</b>	<b>11.2</b>	<b>203</b>	<b>7.2</b>	<b>33.24</b>	<b>2.8</b>	<b>63</b>	<b>11.2</b>	<b>203</b>	<b>7.2</b>	<b>33.24</b>	<b>2.8</b>
CAPITOL HILL	04	399		1,672		655.36		399		1,672		655.36	
	05	519		2,170		829.83		519		2,170		829.83	
		<b>120</b>	<b>30.1</b>	<b>498</b>	<b>29.8</b>	<b>174.47</b>	<b>26.6</b>	<b>120</b>	<b>30.1</b>	<b>498</b>	<b>29.8</b>	<b>174.47</b>	<b>26.6</b>
CHOCTAW	04	115		360		121.26		115		360		121.26	
	05	282		1,069		369.73		282		1,069		369.73	
		<b>167</b>	<b>145.2</b>	<b>709</b>	<b>196.9</b>	<b>248.47</b>	<b>204.9</b>	<b>167</b>	<b>145.2</b>	<b>709</b>	<b>196.9</b>	<b>248.47</b>	<b>204.9</b>
DEL CITY	04	518		2,418		938.77		518		2,418		938.77	
	05	637		2,772		1,064.16		637		2,772		1,064.16	
		<b>119</b>	<b>23.0</b>	<b>354</b>	<b>14.6</b>	<b>125.39</b>	<b>13.4</b>	<b>119</b>	<b>23.0</b>	<b>354</b>	<b>14.6</b>	<b>125.39</b>	<b>13.4</b>
DOWNTOWN	04	401		2,394		963.08		401		2,394		963.08	
	05	260		1,113		464.20		260		1,113		464.20	
		<b>-141</b>	<b>-35.2</b>	<b>-1,281</b>	<b>-53.5</b>	<b>-498.88</b>	<b>-51.8</b>	<b>-141</b>	<b>-35.2</b>	<b>-1,281</b>	<b>-53.5</b>	<b>-498.88</b>	<b>-51.8</b>
EDMOND	04	1,058		4,528		1,757.95		1,058		4,528		1,757.95	
	05	1,196		5,210		1,860.28		1,196		5,210		1,860.28	
		<b>138</b>	<b>13.0</b>	<b>682</b>	<b>15.1</b>	<b>102.33</b>	<b>5.8</b>	<b>138</b>	<b>13.0</b>	<b>682</b>	<b>15.1</b>	<b>102.33</b>	<b>5.8</b>
MIDWEST CITY	04	1,174		5,258		2,115.10		1,174		5,258		2,115.10	
	05	1,315		5,774		2,095.58		1,315		5,774		2,095.58	
		<b>141</b>	<b>12.0</b>	<b>516</b>	<b>9.8</b>	<b>-19.52</b>	<b>-9</b>	<b>141</b>	<b>12.0</b>	<b>516</b>	<b>9.8</b>	<b>-19.52</b>	<b>-9</b>
RALPH ELLISON	04	508		2,551		864.23		508		2,551		864.23	
	05	603		2,571		877.03		603		2,571		877.03	
		<b>95</b>	<b>18.7</b>	<b>20</b>	<b>.8</b>	<b>12.80</b>	<b>1.5</b>	<b>95</b>	<b>18.7</b>	<b>20</b>	<b>.8</b>	<b>12.80</b>	<b>1.5</b>



# Total Internet Usage

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	991		4,227		1,763.68		991		4,227		1,763.68	
	05	1,139		4,353		1,721.13		1,139		4,353		1,721.13	
		<b>148</b>	<b>14.9</b>	<b>126</b>	<b>3.0</b>	<b>-42.55</b>	<b>-2.4</b>	<b>148</b>	<b>14.9</b>	<b>126</b>	<b>3.0</b>	<b>-42.55</b>	<b>-2.4</b>
VILLAGE	04	945		4,099		1,522.97		945		4,099		1,522.97	
	05	1,122		4,232		1,555.65		1,122		4,232		1,555.65	
		<b>177</b>	<b>18.7</b>	<b>133</b>	<b>3.2</b>	<b>32.68</b>	<b>2.1</b>	<b>177</b>	<b>18.7</b>	<b>133</b>	<b>3.2</b>	<b>32.68</b>	<b>2.1</b>
WARR ACRES	04	789		3,480		1,293.86		789		3,480		1,293.86	
	05	890		3,580		1,288.68		890		3,580		1,288.68	
		<b>101</b>	<b>12.8</b>	<b>100</b>	<b>2.9</b>	<b>-5.18</b>	<b>-.4</b>	<b>101</b>	<b>12.8</b>	<b>100</b>	<b>2.9</b>	<b>-5.18</b>	<b>-.4</b>
HARRAH	04	73		293		116.42		73		293		116.42	
	05	91		328		129.30		91		328		129.30	
		<b>18</b>	<b>24.7</b>	<b>35</b>	<b>11.9</b>	<b>12.88</b>	<b>11.1</b>	<b>18</b>	<b>24.7</b>	<b>35</b>	<b>11.9</b>	<b>12.88</b>	<b>11.1</b>
JONES	04	10		23		7.23		10		23		7.23	
	05	10		31		16.07		10		31		16.07	
			<b>.0</b>	<b>8</b>	<b>34.8</b>	<b>8.84</b>	<b>122.3</b>		<b>.0</b>	<b>8</b>	<b>34.8</b>	<b>8.84</b>	<b>122.3</b>
LUTHER	04	10		38		23.55		10		38		23.55	
	05	41		129		52.98		41		129		52.98	
		<b>31</b>	<b>310.0</b>	<b>91</b>	<b>239.5</b>	<b>29.43</b>	<b>125.0</b>	<b>31</b>	<b>310.0</b>	<b>91</b>	<b>239.5</b>	<b>29.43</b>	<b>125.0</b>
NICOMA PARK	04	23		109		51.33		23		109		51.33	
	05	37		188		95.20		37		188		95.20	
		<b>14</b>	<b>60.9</b>	<b>79</b>	<b>72.5</b>	<b>43.87</b>	<b>85.5</b>	<b>14</b>	<b>60.9</b>	<b>79</b>	<b>72.5</b>	<b>43.87</b>	<b>85.5</b>
WRIGHT	04	24		271		107.62		24		271		107.62	
	05	43		337		139.34		43		337		139.34	
		<b>19</b>	<b>79.2</b>	<b>66</b>	<b>24.4</b>	<b>31.72</b>	<b>29.5</b>	<b>19</b>	<b>79.2</b>	<b>66</b>	<b>24.4</b>	<b>31.72</b>	<b>29.5</b>
TOTAL	04	8,527		38,969		15,153.10		8,527		38,969		15,153.10	
	05	9,846		41,545		15,476.32		9,846		41,545		15,476.32	
		<b>1,319</b>	<b>15.5</b>	<b>2,576</b>	<b>6.6</b>	<b>323.22</b>	<b>2.1</b>	<b>1,319</b>	<b>15.5</b>	<b>2,576</b>	<b>6.6</b>	<b>323.22</b>	<b>2.1</b>

## Internet Usage by Adult Customers

**July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	793		3,937		1,512.56		793		3,937		1,512.56	
	05	865		4,146		1,539.96		865		4,146		1,539.96	
		<b>72</b>	<b>9.1</b>	<b>209</b>	<b>5.3</b>	<b>27.40</b>	<b>1.8</b>	<b>72</b>	<b>9.1</b>	<b>209</b>	<b>5.3</b>	<b>27.40</b>	<b>1.8</b>
BETHANY	04	466		2,377		1,057.52		466		2,377		1,057.52	
	05	518		2,620		1,121.96		518		2,620		1,121.96	
		<b>52</b>	<b>11.2</b>	<b>243</b>	<b>10.2</b>	<b>64.44</b>	<b>6.1</b>	<b>52</b>	<b>11.2</b>	<b>243</b>	<b>10.2</b>	<b>64.44</b>	<b>6.1</b>
CAPITOL HILL	04	260		1,193		505.06		260		1,193		505.06	
	05	341		1,533		646.16		341		1,533		646.16	
		<b>81</b>	<b>31.2</b>	<b>340</b>	<b>28.5</b>	<b>141.10</b>	<b>27.9</b>	<b>81</b>	<b>31.2</b>	<b>340</b>	<b>28.5</b>	<b>141.10</b>	<b>27.9</b>
CHOCTAW	04	92		296		101.82		92		296		101.82	
	05	203		794		299.28		203		794		299.28	
		<b>111</b>	<b>120.7</b>	<b>498</b>	<b>168.2</b>	<b>197.46</b>	<b>193.9</b>	<b>111</b>	<b>120.7</b>	<b>498</b>	<b>168.2</b>	<b>197.46</b>	<b>193.9</b>
DEL CITY	04	404		2,054		840.50		404		2,054		840.50	
	05	504		2,313		931.18		504		2,313		931.18	
		<b>100</b>	<b>24.8</b>	<b>259</b>	<b>12.6</b>	<b>90.68</b>	<b>10.8</b>	<b>100</b>	<b>24.8</b>	<b>259</b>	<b>12.6</b>	<b>90.68</b>	<b>10.8</b>
DOWNTOWN	04	322		1,934		847.60		322		1,934		847.60	
	05	236		1,030		436.82		236		1,030		436.82	
		<b>-86</b>	<b>-26.7</b>	<b>-904</b>	<b>-46.7</b>	<b>-410.78</b>	<b>-48.5</b>	<b>-86</b>	<b>-26.7</b>	<b>-904</b>	<b>-46.7</b>	<b>-410.78</b>	<b>-48.5</b>
EDMOND	04	878		3,945		1,596.45		878		3,945		1,596.45	
	05	992		4,460		1,607.88		992		4,460		1,607.88	
		<b>114</b>	<b>13.0</b>	<b>515</b>	<b>13.1</b>	<b>11.43</b>	<b>.7</b>	<b>114</b>	<b>13.0</b>	<b>515</b>	<b>13.1</b>	<b>11.43</b>	<b>.7</b>
MIDWEST CITY	04	956		4,342		1,852.74		956		4,342		1,852.74	
	05	1,100		5,014		1,870.62		1,100		5,014		1,870.62	
		<b>144</b>	<b>15.1</b>	<b>672</b>	<b>15.5</b>	<b>17.88</b>	<b>1.0</b>	<b>144</b>	<b>15.1</b>	<b>672</b>	<b>15.5</b>	<b>17.88</b>	<b>1.0</b>
RALPH ELLISON	04	376		1,733		645.03		376		1,733		645.03	
	05	455		1,870		656.72		455		1,870		656.72	
		<b>79</b>	<b>21.0</b>	<b>137</b>	<b>7.9</b>	<b>11.69</b>	<b>1.8</b>	<b>79</b>	<b>21.0</b>	<b>137</b>	<b>7.9</b>	<b>11.69</b>	<b>1.8</b>



# Internet Usage by Adult Customers

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	769		3,225		1,401.33		769		3,225		1,401.33	
	05	904		3,531		1,454.25		904		3,531		1,454.25	
		<b>135</b>	<b>17.6</b>	<b>306</b>	<b>9.5</b>	<b>52.92</b>	<b>3.8</b>	<b>135</b>	<b>17.6</b>	<b>306</b>	<b>9.5</b>	<b>52.92</b>	<b>3.8</b>
VILLAGE	04	788		3,540		1,358.69		788		3,540		1,358.69	
	05	960		3,761		1,418.82		960		3,761		1,418.82	
		<b>172</b>	<b>21.8</b>	<b>221</b>	<b>6.2</b>	<b>60.13</b>	<b>4.4</b>	<b>172</b>	<b>21.8</b>	<b>221</b>	<b>6.2</b>	<b>60.13</b>	<b>4.4</b>
WARR ACRES	04	678		3,045		1,174.65		678		3,045		1,174.65	
	05	761		3,096		1,154.71		761		3,096		1,154.71	
		<b>83</b>	<b>12.2</b>	<b>51</b>	<b>1.7</b>	<b>-19.94</b>	<b>-1.7</b>	<b>83</b>	<b>12.2</b>	<b>51</b>	<b>1.7</b>	<b>-19.94</b>	<b>-1.7</b>
HARRAH	04	55		220		93.45		55		220		93.45	
	05	62		238		94.24		62		238		94.24	
		<b>7</b>	<b>12.7</b>	<b>18</b>	<b>8.2</b>	<b>.79</b>	<b>.8</b>	<b>7</b>	<b>12.7</b>	<b>18</b>	<b>8.2</b>	<b>.79</b>	<b>.8</b>
JONES	04	10		23		7.23		10		23		7.23	
	05	5		14		7.74		5		14		7.74	
		<b>-5</b>	<b>-50.0</b>	<b>-9</b>	<b>-39.1</b>	<b>.51</b>	<b>7.1</b>	<b>-5</b>	<b>-50.0</b>	<b>-9</b>	<b>-39.1</b>	<b>.51</b>	<b>7.1</b>
LUTHER	04	5		22		18.45		5		22		18.45	
	05	23		84		34.82		23		84		34.82	
		<b>18</b>	<b>360.0</b>	<b>62</b>	<b>281.8</b>	<b>16.37</b>	<b>88.7</b>	<b>18</b>	<b>360.0</b>	<b>62</b>	<b>281.8</b>	<b>16.37</b>	<b>88.7</b>
NICOMA PARK	04	17		91		41.55		17		91		41.55	
	05	18		112		68.45		18		112		68.45	
		<b>1</b>	<b>5.9</b>	<b>21</b>	<b>23.1</b>	<b>26.90</b>	<b>64.7</b>	<b>1</b>	<b>5.9</b>	<b>21</b>	<b>23.1</b>	<b>26.90</b>	<b>64.7</b>
WRIGHT	04	19		251		93.91		19		251		93.91	
	05	33		295		113.82		33		295		113.82	
		<b>14</b>	<b>73.7</b>	<b>44</b>	<b>17.5</b>	<b>19.91</b>	<b>21.2</b>	<b>14</b>	<b>73.7</b>	<b>44</b>	<b>17.5</b>	<b>19.91</b>	<b>21.2</b>
TOTAL	04	6,888		32,228		13,148.54		6,888		32,228		13,148.54	
	05	7,980		34,911		13,457.43		7,980		34,911		13,457.43	
		<b>1,092</b>	<b>15.9</b>	<b>2,683</b>	<b>8.3</b>	<b>308.89</b>	<b>2.3</b>	<b>1,092</b>	<b>15.9</b>	<b>2,683</b>	<b>8.3</b>	<b>308.89</b>	<b>2.3</b>

## Internet Usage by Minor Customers

July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	132		489		135.64		132		489		135.64	
	05	169		517		141.47		169		517		141.47	
		<b>37</b>	<b>28.0</b>	<b>28</b>	<b>5.7</b>	<b>5.83</b>	<b>4.3</b>	<b>37</b>	<b>28.0</b>	<b>28</b>	<b>5.7</b>	<b>5.83</b>	<b>4.3</b>
BETHANY	04	98		445		144.97		98		445		144.97	
	05	109		405		113.77		109		405		113.77	
		<b>11</b>	<b>11.2</b>	<b>-40</b>	<b>-9.0</b>	<b>-31.20</b>	<b>-21.5</b>	<b>11</b>	<b>11.2</b>	<b>-40</b>	<b>-9.0</b>	<b>-31.20</b>	<b>-21.5</b>
CAPITOL HILL	04	139		479		150.30		139		479		150.30	
	05	178		637		183.67		178		637		183.67	
		<b>39</b>	<b>28.1</b>	<b>158</b>	<b>33.0</b>	<b>33.37</b>	<b>22.2</b>	<b>39</b>	<b>28.1</b>	<b>158</b>	<b>33.0</b>	<b>33.37</b>	<b>22.2</b>
CHOCTAW	04	23		64		19.44		23		64		19.44	
	05	79		275		70.45		79		275		70.45	
		<b>56</b>	<b>243.5</b>	<b>211</b>	<b>329.7</b>	<b>51.01</b>	<b>262.4</b>	<b>56</b>	<b>243.5</b>	<b>211</b>	<b>329.7</b>	<b>51.01</b>	<b>262.4</b>
DEL CITY	04	114		364		98.27		114		364		98.27	
	05	133		459		132.98		133		459		132.98	
		<b>19</b>	<b>16.7</b>	<b>95</b>	<b>26.1</b>	<b>34.71</b>	<b>35.3</b>	<b>19</b>	<b>16.7</b>	<b>95</b>	<b>26.1</b>	<b>34.71</b>	<b>35.3</b>
DOWNTOWN	04	79		460		115.48		79		460		115.48	
	05	24		83		27.38		24		83		27.38	
		<b>-55</b>	<b>-69.6</b>	<b>-377</b>	<b>-82.0</b>	<b>-88.10</b>	<b>-76.3</b>	<b>-55</b>	<b>-69.6</b>	<b>-377</b>	<b>-82.0</b>	<b>-88.10</b>	<b>-76.3</b>
EDMOND	04	180		583		161.50		180		583		161.50	
	05	204		750		252.40		204		750		252.40	
		<b>24</b>	<b>13.3</b>	<b>167</b>	<b>28.6</b>	<b>90.90</b>	<b>56.3</b>	<b>24</b>	<b>13.3</b>	<b>167</b>	<b>28.6</b>	<b>90.90</b>	<b>56.3</b>
MIDWEST CITY	04	218		916		262.36		218		916		262.36	
	05	215		760		224.96		215		760		224.96	
		<b>-3</b>	<b>-1.4</b>	<b>-156</b>	<b>-17.0</b>	<b>-37.40</b>	<b>-14.3</b>	<b>-3</b>	<b>-1.4</b>	<b>-156</b>	<b>-17.0</b>	<b>-37.40</b>	<b>-14.3</b>
RALPH ELLISON	04	132		818		219.20		132		818		219.20	
	05	148		701		220.31		148		701		220.31	
		<b>16</b>	<b>12.1</b>	<b>-117</b>	<b>-14.3</b>	<b>1.11</b>	<b>.5</b>	<b>16</b>	<b>12.1</b>	<b>-117</b>	<b>-14.3</b>	<b>1.11</b>	<b>.5</b>



## Internet Usage by Minor Customers

**July 1, 2004 through July 31, 2004 (8.33% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	222		1,002		362.35		222		1,002		362.35	
	05	235		822		266.88		235		822		266.88	
		<b>13</b>	<b>5.9</b>	<b>-180</b>	<b>-18.0</b>	<b>-95.47</b>	<b>-26.3</b>	<b>13</b>	<b>5.9</b>	<b>-180</b>	<b>-18.0</b>	<b>-95.47</b>	<b>-26.3</b>
VILLAGE	04	157		559		164.28		157		559		164.28	
	05	162		471		136.83		162		471		136.83	
		<b>5</b>	<b>3.2</b>	<b>-88</b>	<b>-15.7</b>	<b>-27.45</b>	<b>-16.7</b>	<b>5</b>	<b>3.2</b>	<b>-88</b>	<b>-15.7</b>	<b>-27.45</b>	<b>-16.7</b>
WARR ACRES	04	111		435		119.21		111		435		119.21	
	05	129		484		133.97		129		484		133.97	
		<b>18</b>	<b>16.2</b>	<b>49</b>	<b>11.3</b>	<b>14.76</b>	<b>12.4</b>	<b>18</b>	<b>16.2</b>	<b>49</b>	<b>11.3</b>	<b>14.76</b>	<b>12.4</b>
HARRAH	04	18		73		22.97		18		73		22.97	
	05	29		90		35.06		29		90		35.06	
		<b>11</b>	<b>61.1</b>	<b>17</b>	<b>23.3</b>	<b>12.09</b>	<b>52.6</b>	<b>11</b>	<b>61.1</b>	<b>17</b>	<b>23.3</b>	<b>12.09</b>	<b>52.6</b>
JONES	04					.00						.00	
	05	5		17		8.33		5		17		8.33	
		<b>5</b>		<b>17</b>		<b>8.33</b>		<b>5</b>		<b>17</b>		<b>8.33</b>	
LUTHER	04	5		16		5.10		5		16		5.10	
	05	18		45		18.16		18		45		18.16	
		<b>13</b>	<b>260.0</b>	<b>29</b>	<b>181.3</b>	<b>13.06</b>	<b>256.1</b>	<b>13</b>	<b>260.0</b>	<b>29</b>	<b>181.3</b>	<b>13.06</b>	<b>256.1</b>
NICOMA PARK	04	6		18		9.78		6		18		9.78	
	05	19		76		26.75		19		76		26.75	
		<b>13</b>	<b>216.7</b>	<b>58</b>	<b>322.2</b>	<b>16.97</b>	<b>173.5</b>	<b>13</b>	<b>216.7</b>	<b>58</b>	<b>322.2</b>	<b>16.97</b>	<b>173.5</b>
WRIGHT	04	5		20		13.71		5		20		13.71	
	05	10		42		25.52		10		42		25.52	
		<b>5</b>	<b>100.0</b>	<b>22</b>	<b>110.0</b>	<b>11.81</b>	<b>86.1</b>	<b>5</b>	<b>100.0</b>	<b>22</b>	<b>110.0</b>	<b>11.81</b>	<b>86.1</b>
TOTAL	04	1,639		6,741		2,004.56		1,639		6,741		2,004.56	
	05	1,866		6,634		2,018.89		1,866		6,634		2,018.89	
		<b>227</b>	<b>13.8</b>	<b>-107</b>	<b>-1.6</b>	<b>14.33</b>	<b>.7</b>	<b>227</b>	<b>13.8</b>	<b>-107</b>	<b>-1.6</b>	<b>14.33</b>	<b>.7</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**AUGUST 2004**

### **THE RONALD J. NORICK DOWNTOWN LIBRARY OPENS!**

As I write this on the afternoon of August 17<sup>th</sup>, I want to thank everyone for the magnificent work they did in helping to make the opening ceremonies for the new Downtown Library so spectacular.

The book passing event and the official dedication of the building were tremendous events and it was especially gratifying to see such great attendance by the community at large. I want to personally thank all of the Commission members who gave so graciously of their time to attend the book passing and the ribbon cutting.

For those of you who were not able to attend the book passing, Penny and I were part of a mini-parade that kicked off the event and Nancy Anthony worked the crowd and marched in the parade carrying a sign "No book left behind". It was great fun and a genuine community event.

The official ribbon cutting was another glorious day and the Commission was recognized by Mayor Cornett and Former Mayor Norick. We were pleased that so many Commission members were able to attend.

It would be impossible to list everyone who worked tirelessly (and after hours in many cases) so that the building and the grand opening events would be ready; but I would like to recognize Heidi Port for her marshalling of over 3,000 volunteers for the book passing, Scott Carter, Jeannie Devlin and the staff in the MAC department for all of their efforts in putting these events on; Debra Spindle and the Downtown Library staff for all of their work in the move and getting ready for the grand opening event; and Todd Olberding, Patrick Williams, and the entire maintenance staff for all of their efforts in getting the building spic and span and ready for business. Anne Fischer, Jim Welch, and the IT department worked tirelessly to ensure all of the phones and computers were installed and made operational in time for the Grand Opening. In short, each and every person who works in the Downtown building came ready and eager to work every day so that the beautiful new building would be ready to welcome the community. My thanks go to all. It has been a grand happening!!

### **COMMISSION RE-APPOINTMENTS**

We are pleased to announce that David Greenwell, Carolyn Cornelius, Scott Duncan, Millicent Gillogly, and Jose Jimenez were re-appointed to the Metropolitan Library Commission by the Oklahoma City Council.

### **NOTIFICATION OF ADVERTISEMENT OF SALE OF SURPLUS DOWNTOWN FURNITURE AND EQUIPMENT**

The Library System hopes to have a public sale of surplus furniture and equipment from the old Downtown Library on September 18<sup>th</sup>. At this time a complete list of surplus items is not available, therefore the Administration is unable to present a request for a sale at this meeting. The Administration plans to present an itemized request for a surplus sale to the Commission for approval at its September 16<sup>th</sup> meeting, however advertising for a public sale needs to be done at least 3 weeks (August 27<sup>th</sup>) prior to the sale.



## **LIBRARY RECEIVES GRANT FROM OKLAHOMA HUMANITIES COUNCIL**

We are pleased to announce that the Downtown Library has received a grant from the Oklahoma Humanities Council (OHC) for the "Oklahoma Reads Oklahoma" program entitled *Honk & Holler Opening Soon*. The actual grant is for \$112.40; plus cost sharing funds in the amount of \$642.99 from OHC directly to the humanities scholar who will be involved in the program.

This particular program is part of the statewide "Oklahoma Reads Oklahoma" and will be held on Friday, September 17<sup>th</sup>. It is a component of the Family Book Festival to be held the following day, September 18<sup>th</sup>. The Oklahoma City Community Foundation is helping to fund the program on the 18<sup>th</sup> which will feature children's authors and illustrators and book giveaways for kids. We will be providing you with additional information about this event when it becomes available.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Library Night @ the Bricktown Ballpark
- Attended Rotary 29 Club Meetings
- Attended the OLA Board Meeting

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

### ***"OUR GENES, OUR CHOICES, WHO GETS TO KNOW?"***

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

UCO Professor of Chemistry Olivia Hanson will speak on genetic research. This is the first in a series designed to explore scientific themes of the 20<sup>th</sup> century and the legal, societal and ethical issues surrounding them. Co-sponsors: University of Central Oklahoma College of Mathematics, the Chambers Library, and the Joe C. Jackson College of Graduate Studies and Research.

### ***"HONK AND HOLLER, OPENING SOON": A BOOK DISCUSSION***

**September 9**, 7:00 p.m., RJN Downtown Library, (405) 231-8650.

This book by Oklahoman Billie Letts was chosen as the 2004 OK Reads OK Centennial Celebration book. Jennifer Kidney will lead a discussion about this book set in small town Oklahoma. Co-sponsor: Oklahoma Humanities Council.

### ***"INDENTURED DAUGHTERS OF NAPAL: THE RESCUE"***

**September 12**, 2:30 p.m., RJN Downtown Library, (405) 231-8650.

In the Dang District of western Nepal, many indigenous families from the Tharu ethnic group subsist as farm laborers. Unable to make ends meet, father have been forced into a desperate trade -- selling their daughters off as bonded servants in private homes or dishwashers in tea houses in faraway cities. Some of the girls are as young as five years old. Murray has founded the Nepalese Youth Opportunity Foundation; come hear how it is making a difference half a world away.

### ***"THE WEB OF LIFE: INTERDEPENDENCE OF LIVING COMMUNITIES"***

**September 16**, 7:00 p.m., Belle Isle Library, (405) 843-9601.

The second talk in the series the Research Revolution: Science and Shaping of Modern Life will feature Oklahoma State University President David J. Schmidly. Schmidly will speak on the interdependence of living communities. Co-sponsors: University of Central Oklahoma College of Mathematics, the Chambers Library, and the Joe C. Jackson College of Graduate Studies and Research.