

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

AGENDA

Thursday, November 18, 2004, Edmond Library, 10 S. Boulevard, Edmond, OK 73003
(Telephone: 341-9282)

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

Mrs. Penny McCaleb, Chair

3:30 – 3:35 p.m. INTRODUCTIONS

- Document #27 – Presentation of Service Certificates for Library Staff

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

3:35 – 3:45 p.m. CONSENT DOCKET (#28 - #31)

- Document #28 – Approval of Minutes of September 16, 2004 Meeting
- Document #29 – Acceptance of Review of Expenditures for September 2004
- Document #30 – Acceptance of Review of Expenditures for October 2004
- Document #31 – Approval of Contract Awards and Purchases
 - Item A: System Reserve Notification Mailers
 - Item B: Microcomputers
 - Item C: Catering Kitchen Equipment

3:45 – 3:55 p.m. COMMITTEE REPORTS

- Document #32 – Report and Recommendation from the joint meeting of the Finance and Long-Range Planning Committees – Hugh Rice, Chair
- Document #33 – Report and Recommendation from the Administrative & Personnel Committee – David Greenwell, Chair

3:55 – 4:10 p.m. NEW BUSINESS

- Document #34 – Approval of Metropolitan Library Commission Meeting Dates and Locations 2005
- Document #35 – Approval of Metropolitan Library System 2005 Holidays and Closings Dates

4:10 – 4:15 p.m. INFORMATION REPORTS

- Document #36 – Metropolitan Library System September 2004 Circulation Report
- Document #37 – Metropolitan Library System September 2004 Internet Usage Report
- Document #38 – Metropolitan Library System September 2004 System Reserves Report
- Document #39 – Metropolitan Library System October 2004 Circulation Report
- Document #40 – Metropolitan Library System October 2004 Internet Usage Report
- Document #41 – Metropolitan Library System October 2004 System Reserves Report

4:15 – 4:20 p.m. EXECUTIVE DIRECTOR'S REPORT

4:20 – 4:55 p.m. EXECUTIVE SESSION

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

4:55 – COMMENTS FROM COMMISSION MEMBERS

– 5:00 p.m. SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, December 9, 2004, at 3:30 p.m. Downtown Library, 300 Park Avenue, OKC, OK 73102 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 have 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 October and November 2004:

<u>Employees</u>	<u>Years of Service</u>
<u>October 2004 recipients</u>	
Joanne Schneider, Library Page, Edmond Library	10
Rondia K. Banks, Librarian, Warr Acres Library	5
Robert M. Ferguson, Security Officer, Downtown Library	5
Maryann M. Heard, Circulation Clerk, Village Library	5
Lena C. Loper, Library Page, Del City Library	5
<u>November 2004 recipients</u>	
Dana L. Morrow, Director of Outreach Services	25
Joyce McCauley-Johnson, Mail Technician, Downtown Library	20
Perry A. Wilson, Security Officer, Downtown Library	20
Zironya D. Lewis, Library Page, Ralph Ellison Library	5

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

DATE: September 16, 2004 TIME: 3:30 p.m.

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County May 12, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on September 10, 2004, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine
Carolyn Cornelius
Deanna Hannah
Jose Jimenez
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Cynthia Trent
Peggy Winters
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Mick Cornett, Mayor of Oklahoma
City
Scott Duncan
Millicent Gillogly
David Greenwell, Vice-Chair
Stan Inman, Chair, Board of County
Commissioners
Alyne Strube
Greg Womack

Estimate of general public and staff attending: 22

- I. The meeting was called to order at 3:30 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Caine, Cornelius, Hannah, Jimenez, Pritchett, Pung, Rice, Ross, Trent, Winters, McCaleb.
- II. Mrs. McCaleb introduced Mrs. Debra Spindle, Manager of the Downtown Library. Mrs. Spindle welcomed the Commission.
- III. Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Chester Kinzie, Assistant Library Manager, Southern Oaks Library, for 10 years of service. Mrs. McCaleb acknowledged the recipients not in attendance.
- IV. Mrs. McCaleb called for comments from the general public. There were none.
- V. Mrs. McCaleb presented the Consent Docket (Document #17 – Approval of Minutes of August 26, 2004, Meeting; Document #18 – Acceptance of Review of Expenditures for August 2004; Document #19 – Contract Awards and Purchases; Document # 20 – Request to Declare Furniture and Equipment Surplus.)

Dr. Ann Caine moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mrs. McCaleb called for questions. Document #19 – Contract Awards and Purchases, was pulled from the Consent Docket to be voted on separately. After discussion, motion passed unanimously.

Mrs. Carolyn Cornelius pointed out a discrepancy in the total 2004 premium cost on Document #19 and asked for the correct amount. Mr. Steve Payne with C. L. Frates and Company, stated the correct total for the 2004 premium is \$156,598.

Mrs. McCaleb moved to approve Document #19 – Contract Awards and Purchases, item A: Property and Casualty Insurance, the annual contract for building, property and vehicle insurance with C.L. Frates and Company for the period October 1, 2004 to September 30, 2005 for a total premium of \$156,598. Mrs. Shirley Pritchett seconded. No further discussion. Motion passed unanimously.

The official record Document #19 will be corrected to reflect the proper amount.

- VI. Mrs. McCaleb called on Mr. Stan Hall of Murrell, Hall, McIntosh & Co., PLLP (MHM), to present the Metropolitan Library System's Annual Audit for the year ending June 30, 2004.

Mr. Hall referred to MHM's independent auditors' report Document #21, noting that in the auditors' opinion "The basic financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System of Oklahoma County, as of June 30, 2004, and the respective changes in financial position and cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America."

Mr. Hall concluded stating they noted no matters involving the internal control over financial reporting and its operation that they consider to be materials weaknesses. The only suggestion is that Library System personnel reevaluate the depreciation system, so that capital additions are included on the schedule. Mr. Hall thanked the Director of Finance and his staff for their support and assistance during the audit process. He asked for questions and discussion followed.

Mr. Hugh Rice moved to accept the Financial Statement and Auditor's Report for FY 2003-04. Mrs. Cynthia Trent seconded. No further discussion. Motion passed unanimously.

VII. Mrs. McCaleb called on Ms. Geri Price, Outreach Project Coordinator to present "Come Read With Me."

Ms. Price reviewed the "Come Read With Me" summer statistics 2004 handout showing that this program reached out to 13 different facilities (schools, shelters and community centers) and read to more than 2,850 children. This program continues to be a phenomenal success introducing books and reading to children who would otherwise not have this opportunity. She asked for questions and discussion followed.

VIII. Mrs. McCaleb called on Mr. Stacy Schrank, Employee Development Coordinator to present *FOCUS 2004: Focus On Creating US!*

Mr. Schrank reviewed the agenda and programs for the annual staff development day **FOCUS 2004** on Monday, October 11, 2004 at the Clarion Meridian, Convention Center 737 S Meridian, Oklahoma City. He invited the Commission to attend and asked for questions. Discussion followed.

IX. Mrs. McCaleb called on Mrs. Marian LeCrone to present Document # 22 – 2004 Friends of the Metropolitan Library System Grant Awards.

Mrs. LeCrone reviewed Document # 22 stating this year the Friends have granted over \$98,000 for programming, materials and various other needs to the Library System. She stated that over the 21-year history of the Friends they have granted more than 1.7 million dollars to aid the Library System. Mrs. McCaleb expressed thanks on behalf of the Commission and the Library System for the generous support, volunteering and hard work the Friends have given over the years. Mrs. LeCrone asked for questions and discussion followed.

X. Mrs. McCaleb referred to Document # 23 - Metropolitan Library Commission of Oklahoma County FY 2004-05. Discussion followed.

XI. Mrs. McCaleb called on Ms. Karen Marriott, Director of Materials Services, to present Document # 24 - MLS System Reserves Report August 2004

Ms. Marriott referenced Document # 24 – MLS August 2004 System Reserves Report stating that the increased reserves requests and the impact they are having on the Library System has been discussed at great lengths; as a result of those discussions it was determined that this monthly report would be created to provide hard data on that impact. She asked for questions and discussion followed.

XII. Mrs. McCaleb referred to Document # 25 – MLS August 2004 Circulation Report and asked for comments. Discussion followed.

XIII. Mrs. McCaleb referred to Document # 26 – MLS August 2004 Internet Usage Report and asked for comments. Discussion followed.

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

Mrs. Morris announced the retirement of Deputy Director, Judy Walden effective October 29, 2004.

She noted receipt of another grant from the Oklahoma Humanities Council aiding in the support of the "Oklahoma Reads Oklahoma" program for the Midwest City Library.

Mrs. Morris invited members to attend the continuation of "Grand Opening Events" with the OKC Family Book Festival hosted in the Downtown Library on September 17th and 18th, 2004.

She remarked that the Oklahoma Department of Libraries (ODL) has granted \$17,000 to aid the System's early literacy program.

Mrs. Morris noted the following events for Commissioner's information.

- October 15, 2004 – Oklahoma City Community Foundation Reception – Downtown Library
- October 16, 2004 – MLS's Staff Recognition Dinner
- October 23, 2004 – Beck Associates Architects' Program and Reception – Downtown Library

Mrs. Morris asked for questions and discussion followed.

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

Mrs. McCaleb noted that the next Commission meeting will be held on October 21, 2004 at the Del City Library at 3:30 p.m.

XVI. Mrs. McCaleb called for future agenda items.

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


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2004

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

For comparison, 25.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2004.

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION

September 30, 2004

ASSETS

CASH - Overnight Investment Account		\$ 3,158,059.22
INVESTMENTS (Schedule attached)		9,500,000.00
TAXES RECEIVABLE: 2004 Ad Valorem Tax	\$20,730,146.00	
Less: Reserve for Delinquent Tax	(1,884,559.00)	
Budgeted Tax Revenue	\$18,845,587.00	
Less: Tax Received	\$0.00	
		<u>\$18,845,587.00</u>
Total Assets		<u><u>\$31,503,646.22</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 124,793.51	
2004-05 Purchase Orders Outstanding	328,588.11	
2003-04 Purchase Orders Outstanding	111,786.12	
2004-05 Checks Outstanding	329,822.28	
2003-04 Checks Outstanding	100,231.66	
Total Liabilities		995,221.68

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$18,845,587.00
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FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	84,000.00	
Other	<u>1,103,572.93</u>	1,187,572.93
Less: Expenditures	<u>(5,316,022.67)</u>	
Total Fund Balance		<u>11,662,837.54</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u><u>\$31,503,646.22</u></u>
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METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT

As of September 30, 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	7/18/04	8/18/05	2.180%	100,000.00
CD - Americrest Bank	7/18/04	5/18/05	2.040%	100,000.00
CD - BankFirst	7/28/04	7/28/09	3.090%	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 - IBC	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
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				<u>\$ 9,500,000.00</u>

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

July 1, 2004 to June 30, 2005

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2004 Ad Valorem Tax	\$18,270,237.00	\$ -	\$ -	0.00%
State Aid	282,468.00	-	-	0.00%
Fines	382,500.00	84,000.00	84,000.00	21.96%
Total Budgeted Revenue	\$ 18,935,205.00	\$ 84,000.00	\$ 84,000.00	0.44%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 211,210.93	\$ 888,248.78	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		4,604.10	35,106.73	
Flexible Benefits Account Balance				
Sale of Surplus Equipment				
Miscellaneous		162,176.34	180,217.42	
Total Miscellaneous Revenue		\$ 377,991.37	\$ 1,103,572.93	
Total Revenue	\$ 18,935,205.00	\$ 461,991.37	\$ 1,187,572.93	6.27%

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

September 30, 2004

	BALANCE 9/1/04	RECEIPTS September	EXPEND. September	BALANCE 9/30/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 16,662.53	\$ 6,314.73	\$ 477.30	\$ 22,499.96
810 Prepaid Fees	(164.38)	0.00	262.65	(427.03)
815 Fines	39,346.15	37,728.38	38,526.91	38,547.62
820 Copy	20,795.78	4,357.20	15,083.57	10,069.41
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	\$ 79,296.42	\$ 48,400.31	\$ 54,350.43	\$ 73,346.30
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 9/30/04
<u>Special Grants</u>				
857 DN/LC Donations	27,436.75	69,498.79	33,502.85	35,995.94
858 Inasmuch/DN Building	130,000.00	130,000.00	98,983.32	31,016.68
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	19,527.18	472.82
871 Kirkpatrick/Come Read With Me	0.00	0.00	0.00	0.00
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	17,999.26	0.74
912 Midwest City /Large Print	3,000.00	3,000.00	2,986.11	13.89
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	500.00	500.00	0.00
946 Kirkpatrick/Come Read With Me	0.00	4,000.00	4,000.00	0.00
947 Endowment/ Choctaw Childrens	0.00	4,500.00	0.00	4,500.00
948 Endowment/DN Micro Equip	0.00	24,700.00	16,763.80	7,936.20
949 WalMart Young Adult Program	0.00	1,000.00	1,000.00	0.00
950 WalMart Lifetime Readers	0.00	1,000.00	0.00	1,000.00
951 OAC Tyrone Wilkerson	0.00	1,412.00	1,412.00	0.00
954 05 OAC Kahurangi Maori Dance	0.00	0.00	4,000.00	(4,000.00)
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
979 05 ODL Early Literacy	0.00	4,250.00	0.00	4,250.00
980 05 WalMart Children's	0.00	1,000.00	0.00	1,000.00

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 9/30/04
<u>Grants - Friends of MLS</u>				
845 01 DN Oklahoma Images	20,000.00	20,000.00	3,578.49	16,421.51
847 01 PC Learning Lab	9,150.00	9,150.00	9,150.00	0.00
866 01 Invisible Man	5,000.00	5,000.00	3,490.72	1,509.28
888 02 DN-Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	940.58	59.42
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	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	1,504.85	195.15
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	3,500.00	0.00
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	10,000.20	(0.20)
932 03 Volunteer Recognition	3,000.00	3,029.60	3,046.36	(16.76)
933 03 Staff Recognition	4,550.00	4,622.00	4,450.08	171.92
934 03 Lee Brawner Scholarship	10,000.00	10,000.00	8,599.70	1,400.30
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	50,000.00	45,021.40	4,978.60

Grants - Friends of MLS

956 05 LIFE Come Read with Me	0.00	7,500.00	0.00	7,500.00
957 05 Lee Brawner Scholarship	0.00	10,740.00	2,081.37	8,658.63
958 05 Asian Influences	0.00	7,000.00	2,570.00	4,430.00
959 05 Books for Moms	0.00	2,000.00	0.00	2,000.00
960 05 OK Reads OK Celeb	0.00	1,361.00	47.88	1,313.12
961 05 Cultural Arts	0.00	2,600.00	0.00	2,600.00
962 05 Our World Series	0.00	13,600.00	0.00	13,600.00
964 05 Rebinding Local History	0.00	3,500.00	0.00	3,500.00
965 05 Materials	0.00	15,000.00	0.00	15,000.00
966 05 Staff Recognition	0.00	5,133.00	136.22	4,996.78
967 05 MLS Volunteer Rec.	0.00	2,000.00	433.37	1,566.63
969 05 Big Book Carts	0.00	536.00	0.00	536.00
970 05 Community Quilts	0.00	2,000.00	0.00	2,000.00

GRANTS:	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 9/30/04</u>
Total Grants				<u>\$265,232.82</u>
Total Special Funds				<u>\$ 338,579.12</u>

Metropolitan Library System
Statement of Encumbrances
Month of September 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	950,117.14	2,202,424.55	25.56	8,616,748.00	6,414,323.45
102	Wages - Part-time	131,566.04	331,597.06	23.91	1,386,768.00	1,055,170.94
103	Payroll Taxes	80,449.55	187,815.71	25.16	746,348.00	558,532.29
109	Workers Comp. Insurance	7,400.00	22,286.00	20.28	109,875.00	87,589.00
112	Group Insurance	108,777.06	324,367.32	23.50	1,380,571.00	1,056,203.68
113	Employees' Retirement	.00	.00	.00	1,573,252.00	1,573,252.00
114	Unemployment Comp.	.00	.00	.00	10,000.00	10,000.00
Total Personal Services		1,278,309.79	3,068,490.64	22.20	13,823,562.00	10,755,071.36
		=====	=====		=====	=====

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	400.00	1,600.00	33.33	4,800.00	3,200.00
206	Rent of Equipment	979.20	4,725.60	23.66	19,970.00	15,244.40
207	Janitorial Services	16,873.00	52,783.00	22.89	230,570.00	177,787.00
208	Maintenance of Facilities	12,205.42	37,724.00	13.35	282,679.00	244,955.00
211	Parking & Transportation	7,739.52	23,731.03	18.26	129,960.00	106,228.97
212	Travel Expenses	1,968.21	3,840.79	9.46	40,592.00	36,751.21
213	Professional Services	4,429.50	62,390.48	23.20	268,955.00	206,564.52
214	Security Services	19,980.37	46,739.85	19.74	236,745.00	190,005.15
216	Telephone Services	11,222.81	63,101.51	21.25	296,902.00	233,800.49
217	Electrical Services	46,057.50	139,203.62	28.90	481,621.00	342,417.38
218	Gas Services	812.44	2,310.18	4.20	55,012.00	52,701.82
219	Water & Garbage Services	5,764.45	17,599.31	33.29	52,873.00	35,273.69
220	Trigen Energy Services	25,425.06	65,464.94	26.19	250,000.00	184,535.06
226	Membership	1,601.50	3,236.50	14.47	22,371.00	19,134.50
230	Other Library-Related Serv.	32,700.55	88,802.45	24.58	361,265.00	272,462.55
231	Automation Contractual	14,866.62	56,790.83	20.16	281,694.00	224,903.17
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		203,026.15	670,044.09	20.61	3,250,961.00	2,580,916.91
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of September 2004

FY-05

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301	Printing and Printing Supplies	31,564.24	59,675.56	30.56	195,304.00	135,628.44
302	Postage	14,575.97	54,836.89	18.20	301,300.00	246,463.11
303	Supplies	33,484.85	68,293.80	27.74	246,191.00	177,897.20
310	Maintenance Supplies	4,341.16	12,966.98	20.58	63,000.00	50,033.02
312	Safety Supplies & Equipment	867.36	2,243.33	30.71	7,304.00	5,060.67
321	Gas and Oil	1,146.79	3,525.04	17.63	20,000.00	16,474.96
322	Vehicle Parts & Repairs	596.26	1,385.28	7.70	18,000.00	16,614.72
330	Programming Activities	4,907.30	40,130.44	19.38	207,114.00	166,983.56
331	Other Commodities	2,028.35	4,059.74	13.22	30,710.00	26,650.26
Total Commodities		93,512.28	247,117.06	22.69	1,088,923.00	841,805.94

Capital Outlays

401	Books & Materials	211,006.96	586,683.17	19.78	2,965,515.00	2,378,831.83
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	5,294.47	6,407.02	3.90	164,450.00	158,042.98
408	Furniture, Fixture & Equip.	8,365.09	23,859.79	14.16	168,443.00	144,583.21
409	Motor Vehicle	.00	.00	.00	54,000.00	54,000.00
410	Automation System & Equip.	2,116.00	2,772.00	.75	369,450.00	366,678.00
450	Capital projects	122,135.32	710,648.90	27.57	2,577,770.00	1,867,121.10
490	Capital Reserves - Current	.00	.00	.00	1,240,894.93	1,240,894.93
499	Reserve Carryover	.00	.00	.00	9,622,086.41	9,622,086.41
Total Capital Outlays		348,917.84	1,330,370.88	7.75	17,173,409.34	15,843,038.46
Total Budget		1,923,766.06	5,316,022.67	15.04	35,336,855.34	30,020,832.67

General Fund F.Y. 04-05

Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
G-00802	Metropolitan Library System	Employee Deductions	195.00	195.00
G-00803	Bank of Oklahoma	Payroll Transmittal-Chks	48,128.06	
		Payroll Transmittal-Chks	18,080.34	66,208.40
G-00804	Bank of Oklahoma	Federal Withholding Tax	32,337.60	
		Federal Withholding Tax	2,108.00	34,445.60
G-00805	Oklahoma Tax Commission	State Withholding Tax	15,431.60	
		State Withholding Tax	1,221.00	16,652.60
G-00806	Mun. Employees Credit Union	Employee Cr Union Deducts	10,748.39	
		Employee Cr Union Deducts	80.00	10,828.39
G-00807	United Way of Central Oklahoma	Employee Deductions	338.67	
		Employee Deductions	10.00	348.67
G-00808	Bank of America	Payroll Transmittal-DDep	148,547.06	
		Payroll Transmittal-DDep	20,925.62	169,472.68
G-00809	Nationwide Retirement Solution	Employee Deductions	8,461.97	8,461.97
G-00810	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-00811	Premium Accounting	Employee Deductions	757.52	757.52
G-00812	Metro Library Sys Pension Trst	Employee Retirement Conts	8,425.44	8,425.44
G-00813	Bank of Oklahoma	Employee Flexplan Deposit	16,653.37	
		Employer Flexplan Deposit	1,430.00	18,083.37
G-00814	Bank of Oklahoma	Employee Soc/Sec Deposits	18,437.16	
		Employee Soc/Sec Deposits	2,848.24	
		Employee Medicare Deposit	4,311.88	
		Employee Medicare Deposit	666.08	
		Employer Soc/Sec Deposits	21,285.51	
		Employer Medicare Deposit	4,978.14	52,527.01
G-00815	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00816	Administrative Systems, Inc.	Employee Deductions	1,064.19	1,064.19
G-00817	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-00818	Metropolitan Library System	Parking	47.00	
		Professional Services	123.83	
		Library Related Services	10.83	
		Automation Contractural	39.60	
		Supplies	139.56	
		Programming Activities	83.78	
		Other Commodities	153.52	598.12
G-00819	Triangle/A & E	Printing	42.30	42.30
G-00820	Southwestern Stationery and	Printing	688.00	688.00
G-00821	Locke Supply Co.	Maintenance of Facilities	29.44	
		Maintenance of Facilities	14.20	
		Maintenance of Facilities	40.58	
		Maintenance of Facilities	25.04	109.26
G-00822	Edward Terry	Mileage	30.75	30.75
G-00823	Emsco Electric Supply	Maintenance Supplies	517.02	517.02
G-00824	Pipkin Cameras	Other Commodities	23.77	
		Other Commodities	15.94	
		Other Commodities	7.45	47.16
G-00825	Gaylord Bros.	Supplies	20.58	20.58
G-00826	Gale Research	Materials	576.56	576.56
G-00827	Irwin Business Machines	Maintenance of Facilities	59.00	59.00
G-00828	King Graphics, Inc	Printing	600.00	600.00
G-00829	Oriental Trading Co., Inc.	Programming Supplies	32.75	32.75
G-00830	UNUM Life Insurance	L-T Disability Ins Prm-SE	5,966.73	5,966.73

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Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
G-00831	Synergy Datacom Supply Inc.	Automation Contractural	35.25	35.25
G-00832	Frank Ray	Mileage	14.63	14.63
G-00833	Christine Pryor	Programming Activities	75.00	75.00
G-00834	Standard Printing Co., Inc.	Printing	85.00	
		Printing	145.00	
		Printing	315.00	
		Printing	325.00	
		Printing	497.00	
		Printing	888.00	
		Printing	1,498.50	3,753.50
G-00835	Baker & Taylor Books - #510486	Materials	4,587.35	4,587.35
G-00836	Susie Beasley	Programming Activities	103.83	103.83
G-00837	Keystone Tape & Label, Inc.	Printing	111.00	111.00
G-00838	Chester 'Jack' Kinzie, Jr.	Mileage	9.56	9.56
G-00839	Recorded Books, LLC	Materials	223.20	223.20
G-00840	James Lucas	Maintenance of Facilities	100.00	100.00
G-00841	Instructional Video, Inc.	Materials	809.20	809.20
G-00842	Denyvetta Davis	Mileage	58.88	58.88
G-00843	Gale Group	Materials	13,373.30	13,373.30
G-00844	Hunter's Battery Warehouse	Maintenance Supplies	52.80	52.80
G-00845	Live Oak Media	Materials	120.52	120.52
G-00846	Production Services	Library Related Services	168.00	
		Library Related Services	830.00	
		Library Related Services	3,000.00	
		Library Related Services	830.00	4,828.00
G-00847	Mutual Assurance	Grp Life/Ad&d Ins Prm-SEP	25,402.57	25,402.57
G-00848	Anne G. Fischer	Mileage	148.13	148.13
G-00849	Hal Leonard Publishing	Materials	1,793.06	1,793.06
G-00850	Library Video Co.	Materials	74.19	74.19
G-00851	Geri Price	Programming Activities	52.75	52.75
G-00852	Priscilla Doss	Mileage	9.19	9.19
G-00853	Morningstar	Materials	1,990.13	1,990.13
G-00854	Janet Brooks	Mileage	31.13	31.13
G-00855	Conney Safety Products	Safety Supplies	104.99	104.99
G-00856	H & H Manufacturing & Distribu	Maintenance Supplies	27.30	27.30
G-00857	Oklahoma Air Filter	Maintenance Supplies	39.36	39.36
G-00858	Rockhurst College Continuing	Professional Services	195.00	195.00
G-00859	Karen Lehr	Travel Expense	119.70	119.70
G-00860	Blackstone Audio Books	Materials	117.37	117.37
G-00861	Oklahoma Gazette	Library Related Services	527.85	527.85
G-00862	Books on Tape, Inc.	Materials	1,107.20	1,107.20
G-00863	Claude Long	Printing	150.00	150.00
G-00864	Brilliance Corporation	Materials	1,841.54	1,841.54
G-00865	Dearborn	Materials	77.98	77.98
G-00866	Gateway Films/Vision Video	Materials	186.90	186.90
G-00867	Hobby Lobby	Supplies	13.47	13.47
G-00868	Ingram Library Services	Materials	468.30	468.30
G-00869	Ibexa Press	Materials	12.00	12.00
G-00870	Audio Editions	Materials	887.91	887.91
G-00871	Kinko's, Inc.	Printing	60.00	
		Printing	1,010.00	1,070.00
G-00872	Mary Ann Mahan	Mileage	12.75	12.75

General Fund F.Y. 04-05

Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
G-00873	Chickasaw Telecom, Inc.	Automation Equipment	656.00	656.00
G-00874	Successories, LLC	Supplies	31.98	31.98
G-00875	Karen R. Bray	Mileage	54.38	54.38
G-00876	Shirley A. Stallings	Programming Activities	100.00	100.00
G-00877	Jana Hausburg	Mileage	5.25	5.25
G-00878	Anita Roesler	Other Commodities	82.62	
		Mileage	12.64	95.26
G-00879	Encyclo - Media	Registration	45.00	
		Registration	25.00	
		Registration	25.00	
		Registration	45.00	
		Travel Expense	45.00	
		Registration	25.00	210.00
G-00880	Maverick Books	Materials	109.95	109.95
G-00881	Crystal D. Giles	Mileage	12.00	12.00
G-00882	DPT Productions	Library Related Services	25.00	
		Library Related Services	1,844.00	1,869.00
G-00883	AT&T	Telephone Services	21.44	21.44
G-00884	Ruby Soutiere	Mileage	8.25	8.25
G-00885	Wanda Scott	Parking & Transportation	150.00	150.00
G-00886	Jan Reynolds	Mileage	5.25	5.25
G-00887	Rosalind L. Reeder	Programming Activities	25.00	
		Programming Activities	25.00	50.00
G-00888	Clyde Herrod	Mileage	6.75	6.75
G-00889	Alliance Personnel Service LLC	Capital Project	962.40	962.40
G-00890	Crowe & Dunlevy	Professional Services	120.00	120.00
G-00891	Greenwood Publishing Group	Materials	79.60	79.60
G-00892	John Wood	Mileage	9.00	9.00
G-00893	Vision Service Plan of	Grp Vision Ins Prm-SEPT	2,233.49	2,233.49
G-00894	William Bernhardt	Printing	100.00	100.00
G-00895	Demco Media Turtleback Books	Materials	174.10	174.10
G-00896	Joshua Schell	Mileage	6.75	6.75
G-00897	Office Depot	Supplies	74.37	
		Supplies	155.74	230.11
G-00898	Roy Ballou	Mileage	12.38	12.38
G-00899	Baker & Taylor Books - #510486	Materials	1,944.87	1,944.87
G-00900	Oklahoman	Publication	42.00	42.00
G-00901	Baker & Taylor Entertainment	Materials	1,819.30	1,819.30
G-00902	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Sept	73,689.27	73,689.27
G-00903	Mediatriton	Books	35.00	35.00
G-00904	Marian J. LeCrone	Mileage	16.13	16.13
G-00905	Metro Tech	Professional Services	45.00	45.00
G-00906	Luann Sewell Waters	Programming Activities	75.00	75.00
G-00907	Jean Engebritson	Mileage	10.13	10.13
G-00908	Imagination Promotional Group	Library Related Services	967.00	
		Other Commodities	76.14	
		Capital Project	1,224.02	2,267.16
G-00909	Classic Paper Supply	Matting	179.51	179.51
G-00910	Pamela Buchanan	Mileage	6.75	6.75
G-00911	Teaching Company	Materials	109.90	109.90
G-00912	OSU-Oklahoma City	Professional Services	50.00	50.00
G-00913	Barbara A. Johnson	Mileage	4.88	4.88

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Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
G-00914	Star Lighting	Maintenance Supplies	327.00	
		Maintenance of Facilities	111.30	
		Maintenance Supplies	111.30	549.60
G-00915	Khanh Minh Do	Mileage	48.00	48.00
G-00916	John Utley	Mileage	18.00	18.00
G-00917	SBC DataComm	Equipment	5,666.64	
		Equipment	5,253.69	
		Equipment	5,860.75	
		Equipment	6,278.30	23,059.38
G-00918	Susan H. Wood	Programming Activities	250.00	250.00
G-00919	Lesli Jones	Library Related Services	150.00	150.00
G-00920	Kelley Hoffman	Mileage	15.38	15.38
G-00921	Cheryll Smith	August 2004	42.68	
		Supplies	75.24	
		Programming Activities	63.68	181.60
G-00922	Corporate Express	Supplies	42.56	
		Supplies	33.47	76.03
G-00923	Sue Clancy	Programming Activities	50.00	50.00
G-00924	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,980.98	3,969.23
G-00925	Employee Benefits	Materials	302.50	302.50
G-00926	Baker & Taylor Books - #510486	Materials	1,212.05	
		Materials	4,494.01	
		Materials	3,673.71	
		Materials	2,999.33	
		Materials	4,967.61	
		Materials	1,712.50	19,059.21
G-00927	Baker & Taylor Books - #510486	Materials	2,333.53	
		Materials	2,281.87	
		Materials	2,001.13	6,616.53
G-00928	Baker & Taylor Books-#510486	Materials	13.70	13.70
G-00929	Emily Williams	Mileage	12.38	12.38
G-00930	Karen Zarfardino, M.S.	Programming Activities	50.00	50.00
G-00931	Oklahoma Humanities Council	Programming Activities	80.00	80.00
G-00932	Shirley E. Wilson	Programming Activities	125.00	125.00
G-00933	Sabre Technologies	Automation Contractural	8,800.00	8,800.00
G-00934	Maria Y. Bozarth	Programming Activities	200.00	200.00
G-00935	Angela Wall	Programming Activities	50.00	50.00
G-00936	COTPA	Staff Parking	1,632.00	1,632.00
G-00937	John Sing's	Maintenance of Facilities	125.00	125.00
G-00938	O G & E	Electrical Services	29,796.66	29,796.66
G-00939	Oklahoma Natural Gas Co.	Gas Services	226.08	226.08
G-00940	City of Oklahoma City	Water & Garbage Services	1,634.75	1,634.75
G-00941	City of the Village	Water & Garbage Services	77.14	77.14
G-00942	Unisource Worldwide Inc-OKCity	Printing Supplies	19.10	19.10
G-00943	Brodart, Inc.	Supplies	326.85	326.85
G-00944	Southwestern Stationery and	Printing	1,616.00	1,616.00
G-00945	Borders Group, Inc.	Programming Activities	57.12	
		Other Commodities	33.20	90.32
G-00946	The Dagwell Dixie Co.	Maintenance Supplies	124.56	124.56
G-00947	Tech-Lock	Maintenance Supplies	10.50	
		Maintenance of Facilities	55.00	

** Continued **

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Warrant Register

September 2004

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-00947	Tech-Lock	Maintenance Supplies	10.00 75.50
G-00948	Emsco Electric Supply	Maintenance of Facilities	124.38 124.38
G-00949	Demco	Supplies	2,790.00
		Furniture	620.01
		Supplies	274.63 3,684.64
G-00950	Eales Electronics Corp.	Maintenance of Facilities	25.00 25.00
G-00951	Gaylord Bros.	Supplies	21.21 21.21
G-00952	Gale Research	Materials	385.92 385.92
G-00953	Hewlett-Packard Co.	Automation Contractural	10,951.48 10,951.48
G-00954	Sams Technical Publishing	Materials	155.23 155.23
G-00955	United Linen	Maintenance of Facilities	24.40 24.40
G-00956	Ernestine Clark	Mileage	23.63 23.63
G-00957	Alma L. Brown	Programming Activities	142.87
		Programming Activities	153.63 296.50
G-00958	Baker & Taylor Books - #510486	Materials	3,230.27 3,230.27
G-00959	The H.W. Wilson Co.	Materials	1,134.00 1,134.00
G-00960	Midwest Landscape, LLC	Maintenance of Facilities	580.00 580.00
G-00961	Bill Warren Office Products	Supplies	32.40
		Supplies	6.68 39.08
G-00962	Barbara Beasley	Mileage	19.13 19.13
G-00963	Nextel Communications	Telephone Services	236.46 236.46
G-00964	Chester 'Jack' Kinzie, Jr.	Parking	3.00 3.00
G-00965	OfficeMax - A Boise Co.	Safety Supplies & Equip.	215.28 215.28
G-00966	Recorded Books, LLC	Materials	2,044.78 2,044.78
G-00967	Stryker-Post Publications	Materials	708.95 708.95
G-00968	Marilyn E. Backus	Mileage	8.25 8.25
G-00969	Instructional Video, Inc.	Materials	1,553.03 1,553.03
G-00970	Journal Record Publishing	Library Related Services	2,400.00 2,400.00
G-00971	Greater Oklahoma City	Membership	1,160.00 1,160.00
G-00972	Darcus Smith	Mileage	10.88 10.88
G-00973	Production Services	Library Related Services	530.00 530.00
G-00974	Core Office Furniture	Furniture	2,494.05 2,494.05
G-00975	Light Bulb Supply Co., Inc.	Maintenance Supplies	47.00 47.00
G-00976	Hal Leonard Publishing	Materials	1,108.06 1,108.06
G-00977	Copelin's Office Center	Supplies	45.11 45.11
G-00978	Library Video Co.	Materials	122.70 122.70
G-00979	Executive Women International	Other Commodities	30.00 30.00
G-00980	Amigos Library Services	Registration	125.00 125.00
G-00981	Oklahoma Air Filter	Maintenance Supplies	346.60 346.60
G-00982	Merriam Station Books	Materials	100.00 100.00
G-00983	Oklahoma Gazette	Library Related Services	827.85
		Library Related Service	827.85
		Library Related Services	527.85 2,183.55
G-00984	Books on Tape, Inc.	Materials	773.60 773.60
G-00985	Cingular Wireless	Telephone Services	96.22 96.22
G-00986	Associated Plastic Industries	Supplies	990.00 990.00
G-00987	Hobby Lobby	Programming Activities	32.91 32.91
G-00988	Ingram Library Services	Materials	2,689.18 2,689.18
G-00989	R. R. Bowker	Materials	6,611.54 6,611.54
G-00990	Julia Mock	Mileage	13.13 13.13
G-00991	Ngoc Nguyen	Mileage	7.50 7.50

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Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
G-00992	Audio Editions	Materials	40.42	40.42
G-00993	Kinko's, Inc.	Printing	35.60	
		Printing	179.98	215.58
G-00994	Fuelman of Oklahoma	Gasoline	379.52	379.52
G-00995	Bob Howard Downtown Ford	Vehicle Parts & Repairs	334.69	334.69
G-00996	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00
G-00997	North Star Publishing Co.	Materials	6.50	6.50
G-00998	Town of Luther	Water & Garbage Services	36.18	36.18
G-00999	Jimmy Welch	Mileage	35.63	
		Telephone Services	25.00	60.63
G-01000	J & B Graphics	Capital Project	7,950.80	
		Capital Project	49,542.60	57,493.40
G-01001	Encyclo - Media	Registration	45.00	
		Registration	25.00	
		Registration	45.00	
		Registration	65.00	
		Registration	25.00	
		Registration	25.00	230.00
G-01002	Home Depot/GECF	Maintenance Supplies	2.97	
		Maintenance of Facilities	28.91	31.88
G-01003	Pauline Boyer Rodriguez	Mileage	14.63	14.63
G-01004	Deborah Willis	Mileage	60.75	60.75
G-01005	Heidi Johnson	Mileage	14.63	14.63
G-01006	Medco Supply, Inc.	Safety Supplies	62.45	62.45
G-01007	Latino Community Development	Library Related Services	225.00	225.00
G-01008	Contractors Supply Co.	Maintenance Supplies	26.24	26.24
G-01009	Sound Room Publishers, Inc.	Materials	8.00	8.00
G-01010	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01011	City of Harrah	Water & Garbage Service	21.28	21.28
G-01012	Ford Audio-Video	Audio-Visual Equipment	32,884.60	32,884.60
G-01013	Greenwood Publishing Group	Materials	381.42	381.42
G-01014	Oklahoma Press Service	Library Related Service	675.00	675.00
G-01015	City of Choctaw	Water & Garbage Services	38.25	38.25
G-01016	C.O.T.P.A.	Staff Parking	1,560.00	1,560.00
G-01017	Demco Media Turtleback Books	Materials	61.35	61.35
G-01018	Office Depot	Supplies	68.67	68.67
G-01019	Todd Olberding	Mileage	47.63	47.63
G-01020	Karen L. Bays	Mileage	57.75	57.75
G-01021	Fine Arts Engraving Co., Inc.	Printing	2,304.00	2,304.00
G-01022	Kaplan - First 3 Years	Equipment	166.26	166.26
G-01023	Baker & Taylor Entertainment	Materials	1,397.26	1,397.26
G-01024	FBD Consulting, Inc.	Benefit Calculation	220.00	220.00
G-01025	A Chance to Change	Employee Assistance	990.00	990.00
G-01026	Mathis Brothers Furniture	Capital Project	2,107.58	2,107.58
G-01027	Magic 104.1 KMGL	Library Related Services	5,000.00	5,000.00
G-01028	Budget Box and Bag	Other Commodities	63.25	63.25
G-01029	KOMA-FM Oklahoma City	Library Related Services	4,215.00	4,215.00
G-01030	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	100.00
G-01031	Coral Cashion	Programming Activities	60.00	60.00
G-01032	Securitas Security USA, Inc.	Security Services	1,088.55	
		Security Services	2,972.13	4,060.68

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Number	Vendor/Payee	Purpose		Amount
G-01033	Express Services, Inc.	Capital Project	272.55	272.55
G-01034	Baker & Taylor Books - #510486	Materials	1,762.51	
		Materials	1,440.63	
		Materials	3,878.01	
		Materials	7,148.72	14,229.87
G-01035	Baker & Taylor Books - #510486	Materials	1,939.28	
		Materials	3,560.76	5,500.04
G-01036	Baker & Taylor Books-#510486	Materials	1,975.69	1,975.69
G-01037	April Harrington	Programming Activities	75.00	75.00
G-01038	Commercial Furniture	Capital Project	50.00	50.00
G-01039	Maria Watkins	Mileage	9.49	9.49
G-01040	African Imports USA	Materials	188.99	188.99
G-01041	Lloyd Lovely	Mileage	14.63	14.63
G-01042	Shirley E. Wilson	Programming Activities	100.00	100.00
G-01043	Sabre Technologies	Supplies	2,700.00	2,700.00
G-01044	Patrick Williams	Library Related Services	300.00	300.00
G-01045	Angela Wall	Programming Activities	50.00	50.00
G-01046	Dane & Associates	Capital Project	2,051.00	
		Construction	5,530.00	
		Construction	1,389.00	
		Capital Project	754.00	9,724.00
G-01047	Economy Janitorial, Inc.	Janitorial Services	10,698.00	
		Janitorial Services	6,175.00	16,873.00
G-01048	Christopher Carroll	Parking	14.00	14.00
G-01049	Metropolitan Library System	Out-out/Flex-Dep Care	55.00	
		Employee Deductions	207.50	262.50
G-01050	Bank of Oklahoma	Payroll Transmittal-Chks	49,170.81	
		Payroll Transmittal-Chks	14,806.68	63,977.49
G-01051	Bank of Oklahoma	Federal Withholding Tax	34,525.60	
		Federal Withholding Tax	1,922.00	36,447.60
G-01052	Oklahoma Tax Commission	State Withholding Tax	16,223.60	
		State Withholding Tax	1,126.00	17,349.60
G-01053	Mun. Employees Credit Union	Employee Cr Union Deducts	10,796.91	
		Employee Cr Union Deducts	80.00	10,876.91
G-01054	United Way of Central Oklahoma	Employee Deductions	338.67	
		Employee Deductions	9.00	347.67
G-01055	Morgan & Associates, P.C.	Employee Deductions	63.35	63.35
G-01056	Bank of America	Payroll Transmittal-DDep	155,604.46	
		Payroll Transmittal-DDep	20,661.63	176,266.09
G-01057	Nationwide Retirement Solution	Employee Deductions	8,861.97	8,861.97
G-01058	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-01059	Premium Accounting	Employee Deductions	757.52	757.52
G-01060	Metro Library Sys Pension Trst	Employee Retirement Conts	8,526.40	8,526.40
G-01061	Bank of Oklahoma	Employee Flexplan Deposit	7,811.80	7,811.80
G-01062	Bank of Oklahoma	Employee Soc/Sec Deposits	19,197.05	
		Employee Soc/Sec Deposits	2,601.38	
		Employee Medicare Deposit	4,496.45	
		Employee Medicare Deposit	608.41	
		Employer Soc/Sec Deposits	21,798.52	
		Employer Medicare Deposit	5,104.78	53,806.59
G-01063	Love, Beal & Nixon, P.C.	Employee Deductions	138.06	138.06
G-01064	Oklahoma Centralized Support	Employee Deductions	115.00	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01064	Oklahoma Centralized Support	Employee Deductions	79.04	194.04
G-01065	Administrative Systems, Inc.	Employee Deductions	1,064.19	1,064.19
G-01066	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-01067	Metropolitan Library System	Parking	64.00	
		Professional Services	30.00	
		Library Related Services	20.59	
		Supplies	51.67	
		Vehicle Parts & Repairs	1.62	
		Programming Activities	61.29	
		Other Commodities	115.00	344.17
G-01068	City of Del City	Building Rental	400.00	400.00
G-01069	O G & E	Electrical Services	12,603.56	12,603.56
G-01070	Oklahoma Natural Gas Co.	Gas Services	311.36	311.36
G-01071	City of Bethany	Water & Garbage Services	120.79	120.79
G-01072	City of Oklahoma City	Water & Garbage Services	1,422.12	1,422.12
G-01073	Unisource Worldwide Inc-OKCity	Maintenance of Facilities	240.00	
		Maintenance Supplies	66.75	306.75
G-01074	Brodart, Inc.	Equipment	568.12	
		Supplies	32.95	601.07
G-01075	Tech-Lock	Maintenance of Facilities	110.00	110.00
G-01076	Demco	Supplies	47.49	
		Supplies	293.04	
		Supplies	110.87	451.40
G-01077	Eales Electronics Corp.	Capital Project	13,682.00	13,682.00
G-01078	Gale Research	Materials	1,639.18	1,639.18
G-01079	Highsmith Co., Inc.	Programming Supplies	44.95	44.95
G-01080	Journal Record Publishing	Publication	183.00	183.00
G-01081	SBC	Telephone Services	4,192.52	
		Telephone Services	1,833.22	
		Telephone Services	490.93	6,516.67
G-01082	City of Edmond	Electrical Services	3,657.28	3,657.28
G-01083	Oklahoma Library Association	Registration	290.00	290.00
G-01084	Baker & Taylor Books - #510486	Materials	404.22	404.22
G-01085	Standard & Poor's	Materials	298.00	298.00
G-01086	American Library Association	Membership	162.00	162.00
G-01087	Cheryl K Beaty	Programming Activities	75.00	75.00
G-01088	Recorded Books, LLC	Materials	3,343.43	3,343.43
G-01089	Scott Rice Co.	Supplies	30.00	30.00
G-01090	Instructional Video, Inc.	Materials	1,971.92	1,971.92
G-01091	Gale Group	Materials	191.68	191.68
G-01092	Hunter's Battery Warehouse	Maintenance Supplies	29.99	29.99
G-01093	Live Oak Media	Materials	482.72	482.72
G-01094	Kimbo Educational	Materials	16.95	16.95
G-01095	LexisNexis Matthew Bender	Materials	108.80	108.80
G-01096	Hal Leonard Publishing	Materials	139.88	139.88
G-01097	Okla. City Community College	Service Agreement	650.00	650.00
G-01098	Library Video Co.	Materials	50.91	50.91
G-01099	Mel Bay	Materials	5.16	5.16
G-01100	BMI Systems	Lease Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-01101	Conney Safety Products	Safety Supplies	544.92	544.92

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Number	Vendor/Payee	Purpose		Amount
G-01102	Lowe's Companies, Inc.	Maintenance of Facilities	31.70	31.70
G-01103	Mary Strasner	Mileage	4.95	4.95
G-01104	Loyd's Janitorial Service	Capital Project	2,067.00	2,067.00
G-01105	Marcia J. Findeiss	Mileage	18.38	18.38
G-01106	Blackstone Audio Books	Materials	582.43	582.43
G-01107	Books on Tape, Inc.	Materials	6.00	6.00
G-01108	Brilliance Corporation	Materials	323.81	323.81
G-01109	Paper Direct, Inc.	Supplies	159.86	159.86
G-01110	Ingram Library Services	Materials	4,025.77	4,025.77
G-01111	Barbara M. Namminga	August 2004	6.45	6.45
G-01112	Summit Mailing Systems, Inc.	Equipment Rental	226.50	
		Maintenance of Facilities	142.18	
		Equipment Rental	238.50	
		Maintenance of Facilities	375.37	982.55
G-01113	James E. Nimmo	Parking & Transportation	120.00	120.00
G-01114	Walker Companies	Supplies	34.50	34.50
G-01115	Audio Editions	Materials	8.00	8.00
G-01116	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01117	Employment Technologies Corp	Professional Services	25.00	25.00
G-01118	OK Stamp & Seal Company	Supplies	14.80	14.80
G-01119	Barco's Outdoor Products	Equipment	219.00	219.00
G-01120	Fuelman of Oklahoma	Gasoline	252.67	252.67
G-01121	Barnes & Noble, Inc.	Materials	95.88	95.88
G-01122	Marianne's Rentals	Library Related Services	63.50	63.50
G-01123	Southwestern Bell	Telephone Services	270.52	270.52
G-01124	BMI Systems Corporation	Maintenance of Equipment	190.00	
		Copier Maintenance	305.51	
		Copier Maintenance	142.97	638.48
G-01125	Harrah Disposal Service	Disposal Service	25.00	25.00
G-01126	Epperson Photo-Video	Supplies	30.36	
		Programming Activities	53.00	83.36
G-01127	Dowell Parking Center	Staff Parking	1,200.00	
		Staff Parking	1,150.00	2,350.00
G-01128	Rosalind L. Reeder	Programming Activities	25.00	
		Programming Activities	25.00	50.00
G-01129	City of Midwest City	Maintenance of Facilities	4,500.00	4,500.00
G-01130	City of Edmond	Water & Garbage Service	356.85	356.85
G-01131	Royal Camera & Video	Equipment	4,812.00	
		Supplies	288.00	5,100.00
G-01132	Demco Media Turtleback Books	Materials	601.39	601.39
G-01133	Baker & Taylor Books - #510486	Materials	1,681.50	1,681.50
G-01134	Kaplan - First 3 Years	Programming Supplies	93.31	93.31
G-01135	Baker & Taylor Entertainment	Materials	2,065.17	2,065.17
G-01136	Walmart Community Branch	Library Related Services	500.00	
		Supplies	343.23	843.23
G-01137	Commercial Card Solutions	Books	151.50	
		Books	135.96	
		Books	142.95	430.41
G-01138	EmTec Pest Control, Inc.	Maintenance of Facilities	184.00	
		Maintenance of Facilities	134.00	
		Maintenance of Facilities	15.00	
		Maintenance of Facilities	199.00	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01138	EmTec Pest Control, Inc.	Maintenance of Facilities	134.00
		Maintenance of Facilities	15.00
G-01139	All-American Waste Control	Garbage Services	1,499.24
G-01140	Sharon G Bish	Capital Project	65.01
G-01141	Indian House	Materials	96.00
G-01142	Canyon Records	Materials	124.08
G-01143	Donna Morris	Car Allowance	450.00
G-01144	Marquis Who's Who, LLC	Materials	314.81
G-01145	Rachel Mosman	Mileage	12.75
G-01146	Standley Systems	Copier Usage	426.81
		Copier Usage	172.79
G-01147	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00
G-01148	Coral Cashion	Programming Activities	60.00
G-01149	Corporate Express	Supplies	37.41
		Supplies	28.98
		Supplies	7.69
G-01150	Families By Design	Materials	58.00
G-01151	Securitas Security USA, Inc.	Security Services	1,660.85
		Security Services	2,960.33
G-01152	Express Services, Inc.	Temporary Services	202.50
G-01153	Baker & Taylor Books - #510486	Materials	1,750.21
		Materials	2,256.93
		Materials	5,720.43
		Materials	2,927.51
		Materials	1,810.60
		Materials	3,173.31
G-01154	Baker & Taylor Books - #510486	Materials	3,881.85
		Materials	1,493.99
		Materials	524.66
G-01155	Baker & Taylor Books-#510486	Materials	849.28
G-01156	Shirley E. Wilson	Programming Activities	125.00
G-01157	Trigen	Energy Services	21,625.06
G-01158	Single Source	Supplies	22.50
G-01159	Marcia K. Brueggen	Programming Activities	100.00
G-01160	Metropolitan Library System	Parking	1.00
		Background/Record Check	75.00
		Postage	75.97
		Supplies	58.07
		Programming Activities	79.65
		Programming Activities	26.80
		Other Commodities	96.15
G-01161	Triangle/A & E	Supplies	73.66
G-01162	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,246.00
		Capital Project	21.72
G-01163	Brodart, Inc.	Furniture	1,171.00
G-01164	Gaylord Bros.	Supplies	31.47
G-01165	Gale Research	Materials	14,256.17
		Materials	7,980.44
G-01166	Tony Ortega	Printing	150.00
G-01167	Springfield-Greene County	Registration	611.00
G-01168	Synergy Datacom Supply Inc.	Automation Contractural	125.09
	** Continued **		

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01168	Synergy Datacom Supply Inc.	Automation Contractural	132.95	258.04
G-01169	Standard Printing Co., Inc.	Printing	750.00	750.00
G-01170	Metro News, LLC	Subscription	5.00	5.00
G-01171	Weston Woods Accts Receivable	Materials	35.95	35.95
G-01172	Baker & Taylor Books - #510486	Materials	2,572.11	2,572.11
G-01173	Susie Beasley	Mileage	6.38	6.38
G-01174	Central Oklahoma Winnelson	Maintenance of Facilities	70.22	70.22
G-01175	U.S. Postmaster	Postage	12,000.00	12,000.00
G-01176	Bill Warren Office Products	Supplies	50.58	50.58
G-01177	Edgar Cruz	Materials	220.00	220.00
G-01178	West Group Payment Center	Materials	91.00	91.00
G-01179	American Library Association	Membership	210.00	210.00
G-01180	Keystone Tape & Label, Inc.	Printing	377.50	377.50
G-01181	Chester 'Jack' Kinzie, Jr.	Mileage	5.44	5.44
G-01182	Recorded Books, LLC	Materials	448.87	448.87
G-01183	Gale Group	Materials	837.56	837.56
G-01184	Crime Prevention Resources	Safety Supplies	267.00	267.00
G-01185	Randy Wayland	Programming Activities	56.76	56.76
G-01186	Anne G. Fischer	Telephone Reimbursement	117.87	117.87
G-01187	Hal Leonard Publishing	Materials	65.21	65.21
G-01188	Library Video Co.	Materials	135.83	135.83
G-01189	National Learning Corporation	Materials	137.82	137.82
G-01190	Teen Ink	Library Related Services	125.00	125.00
G-01191	Oklahoma Gazette	Library Related Services	1,027.85	1,027.85
G-01192	Books on Tape, Inc.	Materials	1,113.60	1,113.60
G-01193	Brilliance Corporation	Materials	90.48	90.48
G-01194	Hobby Lobby	Other Commodities	106.40	
		Supplies	31.50	137.90
G-01195	American Library Association	Registration	265.00	265.00
G-01196	Ingram Library Services	Materials	2,109.47	2,109.47
G-01197	Element K Journals	Automation Contractural	107.00	107.00
G-01198	XPEDX	Supplies	405.00	405.00
G-01199	Audio Editions	Materials	97.92	97.92
G-01200	Lakeshore Learning Materials	Prgramming Supplies	165.00	
		Programming Supplies	201.00	
		Programming Activities	255.09	621.09
G-01201	Fuelman of Oklahoma	Gasoline	278.54	278.54
G-01202	Showcases	Supplies	563.76	563.76
G-01203	Stone Computer & Copier	Supplies	214.00	214.00
G-01204	Frances V. Harbert	Mileage	39.34	39.34
G-01205	Anderson News Co.	Materials	119.75	119.75
G-01206	Encyclo - Media	Registration	45.00	
		Registration	45.00	90.00
G-01207	Debbie Robertus	Mileage	7.31	7.31
G-01208	Southwest Paper - OKC	Safety Supplies and Equip	186.00	186.00
G-01209	Robert Howard Co.	Supplies	96.03	96.03
G-01210	ProQuest	Subscription	1,499.76	
		Subscription	1,043.19	
		Subscription	1,873.26	
		Subscription	853.26	5,269.47
G-01211	Bank of America	Direct Deposit Fees	168.22	168.22

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Number	Vendor/Payee	Purpose		Amount
G-01212	Childcraft Education Corp.	Programming Supplies	124.12	124.12
G-01213	DPT Productions	Library Related Services	1,023.50	1,023.50
G-01214	Sharon A. Nolan	Programming Activities	219.41	219.41
G-01215	Katrina Prince	Mileage	5.25	5.25
G-01216	U.S. Postal Service	Postage	2,500.00	2,500.00
G-01217	Dowell Parking Center	Parking	35.00	35.00
G-01218	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01219	Ergo In Demand	Equipment	865.00	865.00
G-01220	Alliance Personnel Service LLC	Capital Project	481.20	481.20
G-01221	Demco Media Turtleback Books	Materials	198.33	198.33
G-01222	Cheryl Pernel	Mileage	1.73	1.73
G-01223	Commercial Card Solutions	Rental of Equipment	113.69	
		Supplies	19.48	
		Supplies	255.10	
		Supplies	21.64	
		Registration	593.00	
		Supplies	87.80	
		Equipment	469.00	
		Other Commodities	81.02	
		Gifts	70.61	
		Gifts	170.39	
		Gifts	103.62	
		Gifts	20.74	
		Automation Contractural	120.15	2,126.24
G-01224	Baker & Taylor Entertainment	Materials	1,418.29	1,418.29
G-01225	Glenda Carlile	Library Related Services	272.12	272.12
G-01226	Walmart Community Branch	Other Commodities	38.99	38.99
G-01227	Barnum's Sewer, Drain &	Maintenance of Facilities	595.00	595.00
G-01228	Sharon May	Mileage	11.63	11.63
G-01229	Susan H. Wood	Programming Activities	300.00	300.00
G-01230	Lesli Jones	Library Related Services	240.00	240.00
G-01231	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-01232	Anita Sanders	Mileage	13.13	13.13
G-01233	Coral Cashion	Programming Activities	60.00	60.00
G-01234	Corporate Express	Supplies	49.02	
		Supplies	118.58	
		Supplies	9.62	
		Supplies	32.01	
		Supplies	178.74	387.97
G-01235	Securitas Security USA, Inc.	Security Services	2,457.35	
		Security Services	911.55	3,368.90
G-01236	Express Services, Inc.	Temporary Services	432.00	432.00
G-01237	Baker & Taylor Books - #510486	Materials	740.60	
		Materials	1,834.95	
		Materials	3,913.40	
		Materials	6,461.50	
		Materials	3,006.07	
		Materials	5,915.06	21,871.58
G-01238	Baker & Taylor Books - #510486	Materials	884.73	
		Materials	4,021.71	
		Materials	2,654.55	7,560.99
G-01239	Baker & Taylor Books-#510486	Materials	3,272.55	3,272.55

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Number	Vendor/Payee	Purpose		Amount
G-01240	Amsterdam Printing	Training Materials	218.74	218.74
G-01241	Amy L. LaPointe	Programming Activities	50.00	50.00
G-01242	Mascots, Etc.	Library Related Services	340.00	340.00
G-01243	Shirley E. Wilson	Programming Activities	125.00	125.00
G-01244	Trisha Marlow	Printing	1,500.00	1,500.00
G-01245	Dane & Associates	Capital Project	3,160.00	3,160.00
G-01246	Single Source	Equipment	765.80	765.80
G-01247	John C. Hill	Maintenance of Facilities	326.00	326.00
G-01248	Digital Graphics	Printing	797.00	797.00
G-01249	Bank of Oklahoma	Payroll Transmittal-Chks	51,003.12	
		Payroll Transmittal-Chks	15,612.02	66,615.14
G-01250	Bank of Oklahoma	Federal Withholding Tax	35,214.60	
		Federal Withholding Tax	2,050.00	37,264.60
G-01251	Oklahoma Tax Commission	State Withholding Tax	16,638.60	
		State Withholding Tax	1,169.00	17,807.60
G-01252	Mun. Employees Credit Union	Employee Cr Union Deducts	10,577.74	
		Employee Cr Union Deducts	80.00	10,657.74
G-01253	Morgan & Associates, P.C.	Employee Deductions	103.41	103.41
G-01254	Bank of America	Payroll Transmittal-DDep	161,952.97	
		Payroll Transmittal-DDep	21,235.09	183,188.06
G-01255	Nationwide Retirement Solution	Employee Deductions	8,861.97	8,861.97
G-01256	Metro Library Sys Pension Trst	Employee Retirement Conts	8,448.72	8,448.72
G-01257	Bank of Oklahoma	Employee Flexplan Deposit	141.07	141.07
G-01258	Bank of Oklahoma	Employee Soc/Sec Deposits	19,347.76	
		Employee Soc/Sec Deposits	2,707.55	
		Employee Medicare Deposit	4,594.13	
		Employee Medicare Deposit	633.16	
		Employer Soc/Sec Deposits	22,055.48	
		Employer Medicare Deposit	5,227.12	54,565.20
G-01259	Love, Beal & Nixon, P.C.	Employee Deductions	138.06	138.06
G-01260	Jeanne Devlin	Parking & Transportation	140.00	140.00
G-01261	Oklahoma Centralized Support	Employee Deductions	79.04	79.04
G-01262	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
Total of FY 04-05 Warrants Issued				\$ 1,889,114.95

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Number	Vendor/Payee	Purpose		Amount
G-06040	Michael Wallis	Printing	150.00	150.00
G-06041	Highsmith Co., Inc.	Furniture	102.16	102.16
G-06042	Recorded Books, LLC	Materials	394.20	394.20
G-06043	Kipp Brothers, Inc.	Prgramming Supplies	298.20	298.20
G-06044	Ingram Library Services	Materials	79.54	79.54
G-06045	Better Containers	supplies	195.14	195.14
G-06046	Baker & Taylor Entertainment	Materials	101.61	101.61
G-06047	Baker & Taylor Books - #510486	Materials	275.11	275.11
G-06048	Baker & Taylor Books - #510486	Materials	20.57	20.57
G-06049	Variant Microsystems	Supplies	5,080.18	5,080.18
G-06050	Demco	Supplies	31.32	31.32
G-06051	Highsmith Co., Inc.	Programming Activities	47.25	47.25
G-06052	Instructional Video, Inc.	Materials	29.98	29.98
G-06053	Books on Tape, Inc.	Materials	112.00	112.00
G-06054	Walker Companies	Supplies	18.50	18.50
G-06055	Chickasaw Telecom, Inc.	Communication Equipment	3,284.00	3,284.00
G-06056	Cisco-Eagle, Inc.	Supplies	450.70	450.70
G-06057	Office Depot	Supplies	367.87	367.87
G-06058	Baker & Taylor Entertainment	Materials	246.75	246.75
G-06059	Corporate Express	Supplies	218.22	218.22
G-06060	Baker & Taylor Books - #510486	Materials	267.96	267.96
G-06061	Baker & Taylor Books - #510486	Materials	390.50	390.50
G-06062	Demco	Supplies	171.00	171.00
G-06063	Highsmith Co., Inc.	Supplies	105.35	105.35
G-06064	Weston Woods Accts Receivable	Materials	523.20	523.20
G-06065	Spaces, Inc.	Furniture	33,840.20	33,840.20
G-06066	Mary Strasner	Mileage	19.50	19.50
G-06067	Ingram Library Services	Materials	25.65	25.65
G-06068	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	61.95	61.95
G-06069	The Library Store, Inc.	Supplies	194.16	194.16
G-06070	Baker & Taylor Entertainment	Materials	246.74	246.74
G-06071	Baker & Taylor Books - #510486	Materials	80.34	80.34
G-06072	Star Bright	Programming Activities	1,492.63	1,492.63
G-06073	Custom Plastic	Fixtures	580.00	580.00
G-06074	Highsmith Co., Inc.	Programming Activities	41.63	
		Fixtures	756.86	798.49
G-06075	Gale Group	Materials	103.80	103.80
G-06076	Chickasaw Telecom, Inc.	Communication Equipment	23,276.80	
		Communication Equipment	12,504.32	
		Communication Equipment	14,544.00	
		Communication Equipment	4,281.60	
		Communication Equipment	3,708.80	
		Communication Equipment	24,311.68	
		Communication Equipment	11,628.80	94,256.00
G-06077	Commercial Card Solutions	Automation Contractural	203.68	203.68
G-06078	Baker & Taylor Entertainment	Materials	262.93	262.93
G-06079	Baker & Taylor Books - #510486	Materials	292.52	292.52
G-06080	Baker & Taylor Books - #510486	Materials	9.39	9.39
G-06081	Oklahoma Correctional	Furniture	1,450.00	1,450.00
G-06082	Jeanne Devlin	Parking	70.00	70.00

Total of FY 03-04 Warrants Issued

\$ 146,949.29

Special Funds

Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
S-10685	Alexia Y. Bibbs	Lost & Paid Book Returned	3.00	3.00
S-10686	Keri L. Harjo	Lost & Paid Book Returned	29.50	29.50
S-10687	Oklahoma Tax Commission	SALES TAX	7.81	7.81
S-10688	Janice L. Kelley	Lost & Paid Book Returned	3.00	3.00
S-10689	Wichita Falls Public Library	Book Replacement	23.95	23.95
S-10690	Oklahoma Tax Commission	SALES TAX	293.57	293.57
S-10691	Baker & Taylor Books-#510486	Materials	416.96	416.96
S-10692	Douglas Bentin	Supplies	68.12	68.12
S-10693	Triangle/A & E	Grand Opening	318.60	318.60
S-10694	D & D Carriages for Hire	Grand Opening	250.00	250.00
S-10695	Showtime Displays & Graphics	Grand Opening	1,360.00	1,360.00
S-10696	Mainly Strings	Grand Opening	160.00	160.00
S-10697	Marianne's Rentals	Grand Opening	173.50	173.50
S-10698	DPT Productions	Grand Opening	1,375.00	1,375.00
S-10699	Imagination Promotional Group	Grand Opening	7,700.18	
		Grand Opening	393.24	8,093.42
S-10700	Continental Hosp & Design	Grand Opening	300.00	300.00
S-10701	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10702	Maria Rodriguez	Programming	120.00	120.00
S-10703	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10704	Diego Rodriguez	Programming	60.00	60.00
S-10705	Jason Evans	Staff Recognition	116.06	116.06
S-10706	Don J. Wheelan	Lost & Paid Book Returned	9.05	9.05
S-10707	Donna Atkinson	Lost & Paid Book Returned	5.15	5.15
S-10708	C. Valine Stapleton	Lost & Paid Book Returned	3.00	3.00
S-10709	Alex Z. Lagge	Lost & Paid Book Returned	3.00	3.00
S-10710	Louise B. Linihan	Lost & Paid Book Returned	3.00	3.00
S-10711	Metropolitan Library System	Transfer Fees	39,000.00	39,000.00
S-10712	Danny Gordon	Programming	125.00	125.00
S-10713	Christine Pryor	Programming	250.00	250.00
S-10714	Standard Printing Co., Inc.	Grand Opening	828.00	828.00
S-10715	Kinko's, Inc.	Grand Opening	499.33	499.33
S-10716	I Do Art	Programming	500.00	500.00
S-10717	Billie Letts, Inc	Programming	800.00	800.00
S-10718	MAGNA Talent Agency	Grand Opening	150.00	150.00
S-10719	Lori M. Dickinson	Grand Opening	2,550.00	2,550.00
S-10720	Metropolitan Library System	Reimbursements	95,930.00	95,930.00
S-10721	Demco	Furniture	580.91	580.91
S-10722	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10723	Maria Rodriguez	Programming	60.00	60.00
S-10724	Cultural Surroundings	Furniture	1,023.46	1,023.46
S-10725	Mickey Sherman	Programming	650.00	650.00
S-10726	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10727	Diego Rodriguez	Programming	120.00	120.00
S-10728	Market Source Restaurant Sup	Programming Supplies	47.88	47.88
S-10729	Harry S. Mink	Lost & Paid Book Returned	36.55	36.55
S-10730	Terri L. Tullis	Lost & Paid Book Returned	9.95	9.95
S-10731	Norma S. Taggart	Lost & Paid Book Returned	5.99	5.99
S-10732	Valerie A. Ferringer	Lost & Paid Book Returned	13.89	13.89
S-10733	Joshua A. Lewis	Lost & Paid Book Returned	3.00	3.00
S-10734	Blair E. Cornish	Lost & Paid Book Returned	3.00	3.00
S-10735	Mary Donison	Reimbursement	10.00	10.00

Special Funds

Warrant Register

September 2004

Number	Vendor/Payee	Purpose		Amount
S-10736	Teresa Berkshire	Reimbursement	10.00	10.00
S-10737	Aaron M. Fravel	Lost & Paid Book Returned	3.25	3.25
S-10738	Janet Jordan	Lost & Paid Book Returned	5.79	5.79
S-10739	Carol J. Ritchey	Lost & Paid Book Returned	3.00	3.00
S-10740	Jill Vessels	Lost & Paid Book Returned	14.95	14.95
S-10741	Burnice T. Hill	Lost & Paid Book Returned	15.29	15.29
S-10742	Business Imaging Systems, Inc.	Equipment	10,917.00	
		Equipment	3,153.00	14,070.00
S-10743	Bess Pruitt & Associates Inc	Programming	4,000.00	4,000.00
S-10744	Lori M. Dickinson	Grand Opening	2,850.00	
		Programming	1,140.00	3,990.00
S-10745	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10746	Maria Rodriguez	Programming	120.00	120.00
S-10747	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10748	Diego Rodriguez	Programming	120.00	120.00
S-10749	Ha Bich Nguyen	Lost & Paid Books	3.00	3.00
S-10750	Joe C Johnson	Lost & Paid Books	3.00	3.00
S-10751	Mary L Baldwin	Lost & Paid Books	3.00	3.00
S-10752	Kaleena U Higa	Lost & Paid Books	18.98	18.98
S-10753	Ann Mudd	Lost & Paid Books	10.53	10.53
S-10754	Darlene J Nasalroad	Lost & Paid Books	3.00	3.00
S-10755	Robert A Gwinn	Lost & Paid Books	104.45	104.45
S-10756	Linda L Short	Lost & Paid Books	96.45	96.45
S-10757	Ingram Library Services	Materials	31.19	31.19
S-10758	Tracy Mae Zentz	Lost & Paid Books	3.00	3.00
S-10759	Laura A Green	Lost & Paid Books	6.95	6.95
S-10760	Ebony N. Briggs	Lost & Paid Books	6.00	6.00
S-10761	Standley Systems	Equipment	7,395.00	
		Equipment	7,395.00	14,790.00
S-10762	Porch School Supply	Art Supplies	25.50	25.50
S-10763	Dowell Parking Center	Parking	10.00	10.00
S-10764	Dowell Parking Center	Parking	120.00	120.00
S-10765	Commercial Card Solutions	Rental of Equipment	800.00	800.00
S-10766	Wallace Kids' Books, Inc	Programming	800.00	
		Books	50.00	850.00
S-10767	Tina Clark	Programming	120.00	120.00
S-10768	U.S. Postmaster	Postage	111.00	111.00
S-10769	Una Belle Townsend	Programming	150.00	150.00
S-10770	Anna Myers	Programming	300.00	300.00
S-10771	Commercial Card Solutions	Grand Opening Program	431.00	431.00
S-10772	Danny Gordon	Programming	56.00	56.00
S-10773	ArcAngels, Inc.	Programming	350.00	350.00
S-10774	Coral Cashion	Programming	140.00	140.00
S-10775	Lori M. Dickinson	Book Festival	1,500.00	1,500.00
S-10776	Highsmith Co., Inc.	Furniture	911.85	911.85
S-10777	Mickey Sherman	Programming	100.00	100.00
S-10778	Party Galaxy M.G.	Staff Recognition	20.16	20.16
S-10779	Dowell Parking Center	Parking	35.00	35.00
S-10780	Walmart Community Branch	Staff Recognition	127.06	127.06
S-10781	Morris A. McCorvey	Programming	1,000.00	1,000.00

Total of Special Funds Warrants Issued \$ 201,642.05

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

October 31, 2004

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

For comparison, 33.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2004.

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

Document # 30
MLC FY 2004-05
November 18, 2004

October 31, 2004

ASSETS

CASH - Overnight Investment Account		\$ 1,718,252.97
INVESTMENTS (Schedule attached)		9,500,000.00
TAXES RECEIVABLE: 2004 Ad Valorem Tax	\$20,730,146.00	
Less: Reserve for Delinquent Tax	(1,884,559.00)	
Budgeted Tax Revenue	\$18,845,587.00	
Less: Tax Received	(\$45.40)	
		<u>\$18,845,541.60</u>
Total Assets		<u>\$30,063,794.57</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 122,977.52	
2004-05 Purchase Orders Outstanding	461,799.39	
2003-04 Purchase Orders Outstanding	85,139.88	
2004-05 Checks Outstanding	270,409.37	
2003-04 Checks Outstanding	585.48	
Total Liabilities		<u>940,911.64</u>

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$18,845,541.60
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FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	122,045.40	
Other	<u>1,276,621.95</u>	1,398,667.35
Less: Expenditures	<u>(6,912,613.30)</u>	
Total Fund Balance		<u>10,277,341.33</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$30,063,794.57</u>

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

As of October 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	7/18/04	8/18/05	2.180%	100,000.00
CD - Americrest Bank	7/18/04	5/18/05	2.040%	100,000.00
CD - BankFirst	7/28/04	7/28/09	3.090%	100,000.00
CD - Gold Bank	10/15/03	6/15/09	3.250%	100,000.00
CD - Fidelity Bank	10/19/04	10/19/09	4.000%	100,000.00
CD - IBC	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
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

\$ 9,500,000.00

**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>
<u>BUDGETED:</u>				
2004 Ad Valorem Tax	\$18,270,237.00	\$ 45.40	\$ 45.40	0.00%
State Aid	282,468.00	-	-	0.00%
Fines	382,500.00	38,000.00	122,000.00	31.90%
Total Budgeted Revenue	<u>\$ 18,935,205.00</u>	<u>\$ 38,045.40</u>	<u>\$ 122,045.40</u>	0.64%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 124,275.42	\$ 1,012,524.20	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		5,163.20	40,269.93	
Flexible Benefits Account Balance				
Sale of Surplus Equipment		12,702.05	12,702.05	
Miscellaneous		30,908.35	211,125.77	
Total Miscellaneous Revenue		<u>\$ 173,049.02</u>	<u>\$ 1,276,621.95</u>	
Total Revenue	<u>\$ 18,935,205.00</u>	<u>\$ 211,094.42</u>	<u>\$ 1,398,667.35</u>	7.39%

Metropolitan Library System
Statement of Encumbrances
Month of October 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	637,432.59	2,839,857.14	32.96	8,616,748.00	5,776,890.86
102	Wages - Part-time	86,110.18	417,707.24	30.12	1,386,768.00	969,060.76
103	Payroll Taxes	52,854.77	240,670.48	32.25	746,348.00	505,677.52
109	Workers Comp. Insurance	7,397.00	29,683.00	27.02	109,875.00	80,192.00
112	Group Insurance	110,664.00	435,031.32	31.51	1,380,571.00	945,539.68
113	Employees' Retirement	.00	.00	.00	1,573,252.00	1,573,252.00
114	Unemployment Comp.	1,342.00	1,342.00	13.42	10,000.00	8,658.00
Total Personal Services		895,800.54	3,964,291.18	28.68	13,823,562.00	9,859,270.82

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Ins.	156,511.00	156,511.00	96.02	163,002.00	6,491.00
202	Liability/Bonding Insurance	.00	.00	.00	22,400.00	22,400.00
205	Rent of Library Buildings	400.00	2,000.00	41.67	4,800.00	2,800.00
206	Rent of Equipment	1,420.20	6,145.80	30.78	19,970.00	13,824.20
207	Janitorial Services	16,705.00	69,488.00	30.14	230,570.00	161,082.00
208	Maintenance of Facilities	16,924.18	54,590.46	19.31	282,679.00	228,088.54
211	Parking & Transportation	8,059.91	31,790.94	24.46	129,960.00	98,169.06
212	Travel Expenses	458.46	4,299.25	10.59	40,592.00	36,292.75
213	Professional Services	36,070.60	99,011.08	36.81	268,955.00	169,943.92
214	Security Services	15,817.92	62,557.77	26.42	236,745.00	174,187.23
216	Telephone Services	13,310.06	76,411.57	25.74	296,902.00	220,490.43
217	Electrical Services	46,198.60	185,402.22	38.50	481,621.00	296,218.78
218	Gas Services	711.08	3,021.26	5.49	55,012.00	51,990.74
219	Water & Garbage Services	6,827.91	24,427.22	46.20	52,873.00	28,445.78
220	Trigen Energy Services	14,703.74	80,168.68	32.07	250,000.00	169,831.32
226	Membership	2,653.00	5,889.50	26.33	22,371.00	16,481.50
230	Other Library-Related Serv.	4,207.94	93,010.39	25.75	361,265.00	268,254.61
231	Automation Contractual	19,112.89	75,903.72	26.95	281,694.00	205,790.28
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		360,092.49	1,030,628.86	31.70	3,250,961.00	2,220,332.14

Metropolitan Library System
Statement of Encumbrances
Month of October 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	28,876.12	88,501.68	45.31	195,304.00	106,802.32
302	Postage	19,179.46	74,016.35	24.57	301,300.00	227,283.65
303	Supplies	22,173.02	90,535.19	36.77	246,191.00	155,655.81
310	Maintenance Supplies	6,460.39	19,485.09	30.93	63,000.00	43,514.91
312	Safety Supplies & Equipment	42.67	2,286.00	31.30	7,304.00	5,018.00
321	Gas and Oil	1,370.49	4,895.53	24.48	20,000.00	15,104.47
322	Vehicle Parts & Repairs	412.52	1,797.80	9.99	18,000.00	16,202.20
330	Programming Activities	17,628.44	56,998.88	27.52	207,114.00	150,115.12
331	Other Commodities	1,009.88	5,619.62	18.30	30,710.00	25,090.38
Total Commodities		97,152.99	344,136.14	31.60	1,088,923.00	744,786.86

Capital Outlays

401	Books & Materials	192,259.47	778,942.64	26.27	2,965,515.00	2,186,572.36
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	24,838.05	31,245.07	19.00	164,450.00	133,204.93
408	Furniture, Fixture & Equip.	8,051.99	31,911.78	18.95	168,443.00	136,531.22
409	Motor Vehicle	.00	.00	.00	54,000.00	54,000.00
410	Automation System & Equip.	9,922.54	12,694.54	3.44	369,450.00	356,755.46
450	Capital projects	7,950.76	718,763.09	27.88	2,577,770.00	1,859,006.91
490	Capital Reserves - Current	.00	.00	.00	1,240,894.93	1,240,894.93
499	Reserve Carryover	.00	.00	.00	9,622,086.41	9,622,086.41
Total Capital Outlays		243,022.81	1,573,557.12	9.16	17,173,409.34	15,599,852.22
Total Budget		1,596,068.83	6,912,613.30	19.56	35,336,855.34	28,424,242.04

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

October 31, 2004

	BALANCE 10/1/04	RECEIPTS October	EXPEND. October	BALANCE 10/31/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 22,499.96	\$ 4,593.27	\$ 1,144.74	\$ 25,948.49
810 Prepaid Fees	(427.03)	0.00	136.11	(563.14)
815 Fines	38,547.62	26,971.04	38,000.00	27,518.66
820 Copy	10,069.41	4,548.65	313.42	14,304.64
900 Special Event Fund	2,656.34	0.00	0.00	2,656.34
Total Revolving Funds	\$ 73,346.30	\$ 36,112.96	\$ 39,594.27	\$ 69,864.99

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 10/31/04
GRANTS:				
<u>Special Grants</u>				
857 DN/LC Donations	27,436.75	71,138.79	56,323.97	14,814.82
858 Inasmuch/DN Building	130,000.00	130,000.00	98,983.32	31,016.68
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	19,527.18	472.82
873 Endowment/DN Okla. Images	40,000.00	40,000.00	2,480.49	37,519.51
905 OAC/Juneteenth	500.00	0.00	113.60	(113.60)
909 ODL/Hispanic Collection	18,000.00	18,000.00	17,999.26	0.74
912 Midwest City /Large Print	3,000.00	3,000.00	2,986.11	13.89
939 YMCA/21st Century Grant	2,610.00	2,760.00	3,510.00	150.00
942 Weokie CU/Bus Wrap	9,700.00	9,700.00	10,100.00	(400.00)
943 Junior League/MWC	750.00	750.00	0.00	750.00
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	0.00	4,500.00
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
950 WalMart Lifetime Readers	1,000.00	1,000.00	0.00	1,000.00
954 05 OAC Kahurangi Maori Dance	4,000.00	0.00	4,000.00	(4,000.00)
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00
978 05 ALA Let's Talk About It	1,500.00	1,500.00	0.00	1,500.00
979 05 ODL Early Literacy	17,000.00	4,250.00	0.00	4,250.00
980 05 WalMart Children's	1,000.00	1,000.00	58.04	941.96

Grants - Friends of MLS

866 01 Invisible Man	5,000.00	5,000.00	3,490.72	1,509.28
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	940.58	59.42
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	820.86	179.14
922 03 OUT- Teen Summer	1,700.00	1,700.00	1,504.85	195.15
930 03 DN - Rebinding Books	4,000.00	4,000.00	3,999.20	0.80
932 03 Volunteer Recognition	3,000.00	3,029.60	3,046.36	(16.76)
933 03 Staff Recognition	4,550.00	4,622.00	4,450.08	171.92

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 10/31/04
934	03 Lee Brawner Scholarship	10,000.00	10,000.00	8,599.70	1,400.30
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
945	04 DN Grand Opening	50,000.00	50,000.00	46,183.98	3,816.02

Grants - Friends of MLS

956	05 LIFE Come Read with Me	7,500.00	7,500.00	0.00	7,500.00
957	05 Lee Brawner Scholarship	10,000.00	10,740.00	2,081.37	8,658.63
958	05 Asian Influences	7,000.00	7,000.00	4,970.00	2,030.00
959	05 Books for Moms	2,000.00	2,000.00	111.36	1,888.64
960	05 OK Reads OK Celeb	1,361.00	1,361.00	395.78	965.22
961	05 Cultural Arts	2,600.00	2,600.00	0.00	2,600.00
962	05 Our World Series	13,600.00	13,600.00	5,700.00	7,900.00
964	05 Rebinding Local History	3,500.00	3,500.00	0.00	3,500.00
965	05 Materials	15,000.00	15,000.00	3,219.21	11,780.79
966	05 Staff Recognition	5,133.00	5,193.00	5,064.94	128.06
967	05 MLS Volunteer Rec.	2,000.00	2,000.00	433.37	1,566.63
969	05 Big Book Carts	536.00	536.00	0.00	536.00
970	05 Community Quilts	2,000.00	2,000.00	0.00	2,000.00
971	05 Read to Me Packets	10,000.00	10,000.00	0.00	10,000.00
972	05 Project Laughter	4,000.00	4,000.00	0.00	4,000.00
973	05 40th Anniversary	3,000.00	3,000.00	150.00	2,850.00

Total Grants

\$183,530.63

Total Special Funds

\$ 253,395.62

General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose	Amount	Amount
G-01263	Metropolitan Library System	Parking	20.00	
		Professional Services	55.00	
		Library Related Services	7.04	
		Printing	41.10	
		Postage	37.00	
		Supplies	80.07	
		Programming Activities	111.75	
		Programming Activities	21.19	
		Other Commodities	67.11	440.26
G-01264	City of Midwest City	Water & Garbage Service	546.08	546.08
G-01265	Bradford Industrial Suppl Corp	Maintenance of Facilities	143.57	143.57
G-01266	Del Paint Manufacturing Corp.	Maintenance of Facilities	73.75	73.75
G-01267	Oklahoma Natural Gas Co.	Gas Services	193.43	
		Gasoline	9.26	202.69
G-01268	Triangle/A & E	Supplies	62.40	
		Training Materials	44.45	106.85
G-01269	Unisource Worldwide Inc-OKCity	Maintenance of Facilities	192.00	
		Maintenance Supplies	798.00	990.00
G-01270	Brodart, Inc.	Supplies	49.40	49.40
G-01271	Southwestern Stationery and	Printing	1,218.00	
		Printing	1,355.00	
		Printing	1,335.00	
		Printing	5,114.83	9,022.83
G-01272	Pipkin Cameras	Other Commodities	25.75	
		Other Commodities	307.91	333.66
G-01273	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-01274	Gaylord Bros.	Supplies	32.61	
		Supplies	493.50	526.11
G-01275	Margaret Angeles	Mileage	6.00	6.00
G-01276	Royce Junghanns	Focus 2004	300.00	300.00
G-01277	James Hall Center	Focus 2004	300.00	300.00
G-01278	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-01279	UNUM Life Insurance	L-T Disability Ins Prm-OT	5,987.30	5,987.30
G-01280	City of Warr Acres	Garbage & Sewer Service	57.85	57.85
G-01281	Evelyn K. Davis	Mileage	16.88	16.88
G-01282	Standard Printing Co., Inc.	Printing	160.00	
		Printing	475.00	
		Printing	900.00	
		Printing	1,250.00	2,785.00
G-01283	Metro News, LLC	Subscription	20.00	20.00
G-01284	Oklahoma Library Association	Registration	290.00	
		Registration	290.00	580.00
G-01285	Baker & Taylor Books - #510486	Materials	410.98	410.98
G-01286	Donna Morris	Telephone Reimbursement	35.00	35.00
G-01287	Judith Walden	Mileage	28.50	28.50
G-01288	Susan Ryan	Mileage	12.38	12.38
G-01289	TDS Telecom	Telephone Sevices	482.88	482.88
G-01290	CompSource Oklahoma	Worker Comp Insurance	7,397.00	7,397.00
G-01291	WF Job Fair	Job Fair	150.00	150.00
G-01292	Recorded Books, LLC	Materials	1,851.72	1,851.72
G-01293	Marilyn E. Backus	Mileage	18.00	18.00
G-01294	Instructional Video, Inc.	Materials	108.85	108.85

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-01295	Bill Veazey's Party Store	Library Related Services	15.00	15.00
G-01296	Gale Group	Materials	282.68	282.68
G-01297	Hunter's Battery Warehouse	Vehicle Parts & Repairs	59.95	59.95
G-01298	GPN / WNED - TV	Materials	854.93	854.93
G-01299	Production Services	Library Related Services	530.00	530.00
G-01300	Mutual Assurance	Grp Life/Ad&d Ins Prm-OCT	25,519.44	25,519.44
G-01301	ACCRA	Materials	840.00	840.00
G-01302	Hal Leonard Publishing	Materials	1,539.53	1,539.53
G-01303	Okla. City Community College	Job Fair	75.00	75.00
G-01304	Library Video Co.	Materials	67.66	67.66
G-01305	Michael's A Fine Florist	Other Commodities	75.53	75.53
G-01306	Priscilla Doss	Mileage	4.88	4.88
G-01307	Full Circle Book Store	Materials	858.92	858.92
G-01308	Oklahoma Gazette	Library Related Services	527.85	527.85
G-01309	Paula Post	Focus 2004	435.00	435.00
G-01310	Brilliance Corporation	Materials	122.51	122.51
G-01311	Sunbelt Data Systems, Inc.	Automation Contractural	1,056.00	1,056.00
G-01312	Ursula Ward	Mileage	3.75	3.75
G-01313	Hobby Lobby	Other Commodities	81.32	81.32
G-01314	Ingram Library Services	Materials	1,122.02	1,122.02
G-01315	Dana Morrow	Travel Expense	798.60	798.60
G-01316	High-Tech Tronics, Inc.	Maintenance of Facilities	598.95	
		Maintenance of Facilities	314.55	913.50
G-01317	United States Postal Service	Postage	6,000.00	6,000.00
G-01318	Kinko's, Inc.	Printing	180.00	
		Capital Project	89.75	
		Programming Activities	95.00	
		Printing	166.09	
		Printing	50.00	
		Printing	200.00	
		Printing	33.45	814.29
G-01319	JoNita White	Mileage	8.25	8.25
G-01320	Fuelman of Oklahoma	Gasoline	236.06	236.06
G-01322	Sagebrush Corp.	Materials	65.06	65.06
G-01323	Frances V. Harbert	Membership	35.00	35.00
G-01324	Schiffer Publishing	Materials	45.50	45.50
G-01325	Liberty Flags & Specialty Co.	Supplies	166.45	166.45
G-01326	J & B Graphics	Capital Project	1,440.00	
		Capital Project	45.00	1,485.00
G-01327	Home Depot/GECE	Maintenance of Facilities	8.95	8.95
G-01328	Baker & Taylor	Supplies	87.11	87.11
G-01329	The Daily & Sunday	Legal Adv for Auction	78.33	78.33
G-01330	Contractors Supply Co.	Maintenance Supplies	17.78	17.78
G-01331	AT&T	Telephone Services	29.75	29.75
G-01332	Pre Press Graphics &	Printing	671.25	671.25
G-01333	Jan Reynolds	Mileage	9.75	9.75
G-01334	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01335	The State Chamber	Other Commodities	60.00	60.00
G-01336	Linda Gens	Membership	35.00	35.00
G-01337	Clyde Herrod	Mileage	2.25	2.25
G-01338	Alliance Personnel Service LLC	Temporary Services	962.40	962.40
G-01339	Kimberly Rickey	Mileage	39.49	39.49

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Warrant Register

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Number	Vendor/Payee	Purpose	Amount	Amount
G-01340	University of Oklahoma	Registration	45.00	
		Registration	65.00	
		Registration	65.00	175.00
G-01341	Candace Crowder	Printing	1,000.00	1,000.00
G-01342	Highbridge Audio	Materials	9.46	9.46
G-01343	Comstock Images	Printing	399.00	399.00
G-01345	Powers of Oklahoma	Maintenance of Facilities	88.24	88.24
G-01346	Baker & Taylor Entertainment	Materials	4,378.54	4,378.54
G-01347	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Oct	75,584.56	75,584.56
G-01348	Walmart Community Branch	Programming Activities	77.90	
		Focus 2004	191.86	269.76
G-01349	Murrell, Hall, McIntosh & Co.	Annual Audit	13,230.00	13,230.00
G-01350	Reef Shop Warehouse	Maintenance of Facilities	162.95	
		Maintenance of Facilities	12.00	174.95
G-01351	Imagination Promotional Group	Printing	2,049.95	
		Printing	490.68	
		Printing	490.68	
		Printing	558.48	
		Printing	743.42	4,333.21
G-01352	Classic Paper Supply	Maintenance Supplies	86.85	86.85
G-01353	Teaching Company	Materials	299.80	299.80
G-01354	Earthlink Inc.	Automation Contractural	37.70	37.70
G-01355	Transit Advertising, Inc.	Library Related Services	800.00	
		Library Related Services	800.00	1,600.00
G-01356	AIRSO	Membership	25.00	25.00
G-01357	ESS	Automation Contractural	1,049.00	1,049.00
G-01358	Melissa Weathers	Programming Activities	112.80	112.80
G-01359	Susan H. Wood	Programming Activities	125.00	125.00
G-01360	Esther Quintero	Programming Activities	100.00	100.00
G-01361	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	150.00
G-01362	Anita Sanders	Membership	34.50	34.50
G-01363	Southwestern Bell	Telephone Services	63.59	63.59
G-01364	Veronica Bernal	Mileage	3.75	3.75
G-01365	Cox Communications, Inc.	Telephone Services	4,198.19	4,198.19
G-01366	Coral Cashion	Programming Activities	60.00	60.00
G-01367	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	3,960.38
G-01368	Express Services, Inc.	Temporary Services	575.00	575.00
G-01369	Baker & Taylor Books - #510486	Materials	923.26	
		Materials	1,045.42	
		Materials	1,195.32	
		Materials	2,909.82	
		Materials	3,713.01	
		Materials	1,800.01	
		Materials	6,331.34	17,918.18
G-01370	Baker & Taylor Books - #510486	Materials	844.20	
		Materials	2,884.76	
		Materials	3,908.87	7,637.83
G-01371	Baker & Taylor Books-#510486	Materials	99.44	99.44
G-01372	Deborah Bouziden	Programming Activities	175.00	175.00

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-01373	Heartland Payphone Service	Telephone Services	150.00	150.00
G-01374	MAGNA Talent Agency	Library Related Services	200.00	200.00
G-01375	Erika Diel	Maintenance of Facilities	125.00	125.00
G-01376	Stacy Schrank	Professional Services	80.93	80.93
G-01377	Intuit IT Solution	Automation Contractural	1,641.25	1,641.25
G-01378	Del Paint Manufacturing Corp.	Maintenance of Facilities	48.00	48.00
G-01379	Oklahoma Natural Gas Co.	Gas Services	216.43	216.43
G-01380	City of Oklahoma City	Water & Garbage Services	1,884.36	1,884.36
G-01381	City of the Village	Water & Garbage Services	70.13	70.13
G-01382	Triangle/A & E	Training Materials	41.80	41.80
G-01383	Unisource Worldwide Inc-OKCity	Supplies	1,568.00	1,568.00
G-01384	Southwestern Stationery and	Supplies	138.73	
		supplies	84.15	
		Printing	6,278.80	6,501.68
G-01385	Edward Terry	Mileage	27.00	27.00
G-01386	Emsco Electric Supply	Maintenance Supplies	73.86	
		Maintenance Supplies	570.50	
		Maintenance Supplies	111.68	
		Maintenance Supplies	73.86	
		Maintenance Supplies	48.10	878.00
G-01387	Demco	Supplies	390.83	
		Supplies	1,352.00	1,742.83
G-01388	MASSCO Maintenance Co.	Maintenance Supplies	1,192.20	1,192.20
G-01389	Gale Research	Materials	5,154.57	5,154.57
G-01390	Highsmith Co., Inc.	Other Commodities	242.90	242.90
G-01391	United Mechanical	Automation Contractural	252.31	252.31
G-01392	Synergy Datacom Supply Inc.	Maintenance Supplies	10.86	10.86
G-01393	City of Edmond	Electrical Services	3,712.22	3,712.22
G-01394	Ernestine Clark	Mileage	19.88	19.88
G-01395	Standard Printing Co., Inc.	Printing	105.00	
		Printing	500.00	605.00
G-01396	Oklahoma Library Association	Registration	45.00	
		Registration	45.00	
		Registration	45.00	
		Registration	45.00	180.00
G-01397	Weston Woods Accts Receivable	Materials	254.52	254.52
G-01398	Baker & Taylor Books - #510486	Materials	243.95	243.95
G-01399	Bill Warren Office Products	Furniture	113.43	113.43
G-01400	Chester 'Jack' Kinzie, Jr.	Membership	32.00	32.00
G-01401	Instructional Video, Inc.	Materials	662.46	662.46
G-01402	Denyvetta Davis	Mileage	90.00	90.00
G-01403	Gale Group	Materials	2,126.46	2,126.46
G-01404	Live Oak Media	Materials	40.17	40.17
G-01405	Light Bulb Supply Co., Inc.	Maintenance Supplies	17.94	17.94
G-01406	Spaces, Inc.	Capital Project	149.00	149.00
G-01407	Library Video Co.	Materials	25.37	25.37
G-01408	Martindale-Hubbell	Materials	1,323.50	1,323.50
G-01409	Janet Brooks	Mileage	114.75	114.75
G-01410	Executive Women International	Other Commodities	30.00	30.00
G-01411	Jim Etter	Programming Activities	200.00	200.00
G-01412	Weiss Ratings, Inc.	Materials	897.90	897.90
G-01413	Mary Strasner	Supplies	44.59	
	** Continued **			

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Warrant Register

October 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01413	Mary Strasner	Programming Activities	83.58	128.17
G-01414	Dick Blick Co.	Supplies	83.20	
		Supplies	125.04	208.24
G-01415	Karen Lehr	Membership	35.00	35.00
G-01416	Oklahoma Gazette	Library Related Services	527.85	527.85
G-01417	Cingular Wireless	Telephone Services	75.79	75.79
G-01418	Brilliance Corporation	Materials	769.88	769.88
G-01419	Ingram Library Services	Materials	355.95	355.95
G-01420	Information Today, Inc.	Materials	735.00	735.00
G-01421	Walker Companies	Supplies	41.90	
		Capital Projects	16,602.00	16,643.90
G-01422	Audio Editions	Materials	1,007.00	1,007.00
G-01423	American Library Assoc.	Materials	39.00	39.00
G-01424	SmileMakers, Inc.	Supplies	66.00	66.00
G-01425	Kinko's, Inc.	Professional Services	174.00	
		Printing	89.99	
		Printing	139.00	
		Printing	224.25	
		Printing	317.96	
		Printing	530.00	1,475.20
G-01426	Scovil & Sides Hardware Co.	Maintenance of Facilities	150.00	150.00
G-01427	Fuelman of Oklahoma	Gasoline	315.45	
		Gasoline	401.86	717.31
G-01428	Rotary Foundation	Membership	243.00	243.00
G-01429	Chickasaw Telecom, Inc.	Automation Contractural	1,680.00	1,680.00
G-01430	Bob Howard Downtown Ford	Vehicle Parts & Repairs	206.19	206.19
G-01431	Gimmel Computer &	Automation Contractural	2,357.00	2,357.00
G-01432	Sagebrush Corp.	Materials	196.25	196.25
G-01433	Voss Lighting	Maintenance Supplies	18.00	
		Maintenance Supplies	8.08	26.08
G-01434	Oklahoma Safety Council	Membership	265.00	265.00
G-01435	Town of Luther	Water & Garbage Services	36.18	36.18
G-01436	Art House	Printing	27.00	27.00
G-01437	Schiffer Publishing	Materials	227.57	227.57
G-01438	Anita Roesler	Mileage	36.94	36.94
G-01439	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-01440	Landscapeforms	Capital Project	763.02	763.02
G-01441	Pauline Boyer Rodriguez	Mileage	16.50	16.50
G-01442	Debbie Robertus	Membership	35.00	35.00
G-01443	CDW-G	Automation Contractural	394.28	394.28
G-01444	Franklin Covey Co.	Supplies	143.80	143.80
G-01445	Walter Wayne McEvilly	Materials	90.00	90.00
G-01446	Contractors Supply Co.	Maintenance of Facilities	10.36	10.36
G-01447	Ruby Soutiere	Mileage	17.63	17.63
G-01448	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01449	City of Edmond	Water & Garbage Service	353.50	353.50
G-01450	Alliance Personnel Service LLC	Capital Project	384.96	384.96
G-01451	City of Harrah	Water & Garbage Service	58.11	58.11
G-01452	Ford Audio-Video	Automation Contractural	90.00	90.00
G-01453	John Wood	Mileage	51.56	51.56
G-01454	City of Choctaw	Water & Garbage Services	35.40	35.40

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Number	Vendor/Payee	Purpose		Amount
G-01455	Vision Service Plan of	Grp Vision Ins Prm-Oct	2,142.70	2,142.70
G-01456	C.O.T.P.A.	Staff Parking	1,144.00	1,144.00
G-01457	Demco Media Turtleback Books	Materials	225.83	225.83
G-01458	Comstock Images	Printing	179.00	179.00
G-01459	Joshua Schell	Mileage	13.50	13.50
G-01460	Baker & Taylor Books - #510486	Materials	3,396.30	3,396.30
G-01461	David Fitzgerald & Associates	Printing	187.50	187.50
G-01462	Baker & Taylor Entertainment	Materials	2,854.42	2,854.42
G-01463	FBD Consulting, Inc.	Benefit Calculation	280.00	280.00
G-01464	Southwest Oklahoma	Books	82.50	82.50
G-01465	Marian J. LeCrone	Mileage	28.88	28.88
G-01466	John L. Hilbert	Programming Activities	80.67	80.67
G-01467	Imagination Promotional Group	Printing	396.82	
		Programming Activities	6,340.00	6,736.82
G-01468	Pamela Buchanan	Mileage	3.00	3.00
G-01469	A Chance to Change	Employee Assistance	987.50	987.50
G-01470	Photo Factory	Other Commodities	12.04	
		Other Commodities	47.97	60.01
G-01471	Barbara A. Johnson	Mileage	4.88	4.88
G-01472	Photo Researchers, Inc.	Printing	345.00	
		Printing	345.00	690.00
G-01473	Star Lighting	Maintenance Supplies	238.52	238.52
G-01474	Khanh Minh Do	Mileage	63.00	63.00
G-01475	John Utley	Mileage	54.19	54.19
G-01476	Melissa Weathers	Travel Expense	6.00	6.00
G-01477	Rick George	Printing	300.00	300.00
G-01478	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-01479	Kelley Hoffman	Mileage	23.06	23.06
G-01480	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-01481	Coral Cashion	Programming Activities	60.00	60.00
G-01482	Corporate Express	Supplies	230.76	
		Supplies	46.22	276.98
G-01483	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	3,960.38
G-01484	Express Services, Inc.	Temporary Services	529.50	529.50
G-01485	Baker & Taylor Books - #510486	Materials	3,167.57	
		Materials	1,327.56	
		Materials	2,294.92	
		Materials	2,613.73	
		Materials	2,835.09	
		Materials	7,864.84	
		Materials	855.81	20,959.52
G-01486	Baker & Taylor Books - #510486	Materials	812.46	
		Materials	4,457.80	
		Materials	2,372.83	7,643.09
G-01487	Baker & Taylor Books-#510486	Materials	4,370.41	4,370.41
G-01488	Emily Williams	Mileage	6.68	6.68
G-01489	Lloyd Lovely	Mileage	22.88	22.88
G-01490	Trisha Marlow	Printing	1,000.00	1,000.00
G-01491	Severn House	Materials	225.20	225.20
G-01492	COTPA	Staff Parking	1,958.41	1,958.41
G-01493	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00

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Number	Vendor/Payee	Purpose		Amount
G-01494	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-01495	Custom Cleaning	Maintenance of Facilities	212.15	212.15
G-01496	Stacy Schrank	Focus 2004	98.00	98.00
G-01497	Metropolitan Library System	Employee Deductions	207.50	207.50
G-01498	Bank of Oklahoma	Payroll Transmittal-Chks	49,821.07	
		Payroll Transmittal-Chks	15,043.06	64,864.13
G-01499	Bank of Oklahoma	Federal Withholding Tax	32,548.60	
		Federal Withholding Tax	1,990.00	34,538.60
G-01500	Oklahoma Tax Commission	State Withholding Tax	15,491.60	
		State Withholding Tax	1,124.00	16,615.60
G-01501	Mun. Employees Credit Union	Employee Cr Union Deducts	10,577.74	
		Employee Cr Union Deducts	80.00	10,657.74
G-01502	United Way of Central Oklahoma	Employee Deductions	338.67	
		Employee Deductions	10.00	348.67
G-01503	Morgan & Associates, P.C.	Employee Deductions	89.69	89.69
G-01504	Bank of America	Payroll Transmittal-DDep	149,057.29	
		Payroll Transmittal-DDep	21,278.70	170,335.99
G-01505	Nationwide Retirement Solution	Employee Deductions	8,961.97	8,961.97
G-01506	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-01507	Premium Accounting	Employee Deductions	736.61	736.61
G-01508	Metro Library Sys Pension Trst	Employee Retirement Conts	8,461.00	8,461.00
G-01509	Bank of Oklahoma	Employee Flexplan Deposit	16,842.04	
		Employer Flexplan Deposit	1,430.00	18,272.04
G-01510	Bank of Oklahoma	Employee Soc/Sec Deposits	18,331.04	
		Employee Soc/Sec Deposits	2,672.93	
		Employee Medicare Deposit	4,354.01	
		Employee Medicare Deposit	625.08	
		Employer Soc/Sec Deposits	21,003.97	
		Employer Medicare Deposit	4,979.28	51,966.31
G-01511	Love, Beal & Nixon, P.C.	Employee Deductions	138.06	138.06
G-01512	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-01513	Administrative Systems, Inc.	Employee Deductions	1,065.89	1,065.89
G-01514	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-01515	O G & E	Electrical Services	11,890.17	11,890.17
G-01516	Oklahoma Natural Gas Co.	Gas Services	291.96	291.96
G-01517	City of Bethany	Water & Garbage Services	120.79	120.79
G-01518	City of Oklahoma City	Water & Garbage Services	2,007.08	2,007.08
G-01519	Triangle/A & E	Capital Project	15.84	15.84
G-01520	Brodart, Inc.	Supplies	13.17	
		Supplies	2,700.00	2,713.17
G-01521	Demco	Furniture	545.96	
		Supplies	931.68	1,477.64
G-01522	Security Imaging Corp.	Supplies	589.00	589.00
G-01523	Jones Repair Service Inc	Vehicle Parts & Repairs	131.28	131.28
G-01524	Hewlett-Packard Co.	Automation Contractual	11,966.00	11,966.00
G-01525	Constance J Shillingburg	Programming Activities	50.00	50.00
G-01526	Sams Technical Publishing	Materials	155.23	155.23
G-01527	United Linen	Maintenance of Facilities	24.40	24.40
G-01528	Showtime Displays & Graphics	Printing	1,956.17	1,956.17
G-01529	Christine Pryor	Programming Activities	75.00	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01529	Christine Pryor	Programming Activities	100.00	175.00
G-01530	Oklahoma Library Association	Registration	50.00	
		Registration	35.00	
		Registration	110.00	195.00
G-01531	Baker & Taylor Books - #510486	Materials	3,382.78	3,382.78
G-01532	Karen Marriott	Mileage	27.38	27.38
G-01533	Judith Walden	Mileage	25.13	25.13
G-01534	U.S. Postmaster	Postage	12,000.00	12,000.00
G-01535	Xerox Corporation	Copier Usage	162.00	162.00
G-01536	Bill Warren Office Products	Supplies	82.29	
		Supplies	39.98	122.27
G-01537	West Group Payment Center	Materials	706.80	706.80
G-01538	Nextel Communications	Telephone Services	204.13	204.13
G-01539	Cattlemen's Steakhouse Inc	Supplies	25.00	25.00
G-01540	Keystone Tape & Label, Inc.	Printing	122.40	
		Printing	133.50	
		Printing	340.00	595.90
G-01541	Joyce Helms	Mileage	9.38	9.38
G-01542	FEDEX	Postage	32.37	32.37
G-01543	Recorded Books, LLC	Materials	1,155.13	1,155.13
G-01544	Okla. Employment Security Comm	Unemployment Insurance	1,342.00	1,342.00
G-01545	The Penworthy Co.	Materials	947.39	947.39
G-01546	Instructional Video, Inc.	Materials	3,220.87	3,220.87
G-01547	Davis Design Group, LLC	Professional Services	5,500.00	5,500.00
G-01548	Production Services	Library Related Services	905.00	
		Library Related Services	230.00	1,135.00
G-01549	Spaces, Inc.	Furniture	546.50	546.50
G-01550	Baudville	Supplies	175.40	175.40
G-01551	Library Video Co.	Materials	381.82	381.82
G-01552	Priscilla Doss	Membership	35.00	35.00
G-01553	BMI Systems	Lease Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-01554	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	9.45	9.45
G-01555	Conney Safety Products	Safety Supplies	104.99	
		Safety Supplies	59.89	
		Safety Products	43.29	208.17
G-01556	Debbie Langston	Programming Activities	52.50	52.50
G-01557	Oklahoma Gazette	Library Related Services	527.85	527.85
G-01558	Books on Tape, Inc.	Materials	180.00	180.00
G-01559	Brilliance Corporation	Materials	2,632.18	2,632.18
G-01560	Capitol Hill Main Street	Membership	150.00	150.00
G-01561	Francie Pendleton	Other Commodities	50.00	50.00
G-01562	Ingram Library Services	Materials	326.05	326.05
G-01563	Mergent Co., Inc.	Materials	3,370.00	3,370.00
G-01564	Audio Editions	Materials	1,180.80	1,180.80
G-01565	OSCPA	Registration	169.00	169.00
G-01566	Lectorum Publications, Inc	Materials	44.36	44.36
G-01567	Kinko's, Inc.	Printing	408.59	408.59
G-01568	JoNita White	Mileage	9.38	9.38
G-01569	Midwest Trophy Mfg. Co., Inc.	Supplies	200.30	200.30
G-01570	Sagebrush Corp.	Materials	103.97	103.97

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Number	Vendor/Payee	Purpose		Amount
G-01571	Beaver Express	Programming Activities	105.41	105.41
G-01572	SBC SMART Yellow Pages	Library Related Services	679.18	679.18
G-01573	Dorothy Dunlap	Mileage	21.38	21.38
G-01574	Southwestern Bell	Telephone Services	270.43	270.43
G-01575	Deborah Willis	Mileage	58.13	58.13
G-01576	Michael Corley	Programming Activities	119.00	
		Programming Activities	119.00	238.00
G-01577	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	211.56	
		Copier Maintenance	224.15	737.87
G-01578	Business Imaging Systems, Inc.	Maintenance of Facilities	4,456.80	4,456.80
G-01579	Pacer Fitness Center	Focus 2004	1,284.00	1,284.00
G-01580	Kimberly Edwards	Programming Activities	242.52	242.52
G-01581	ProQuest	Subscription	20,563.41	20,563.41
G-01582	Bank of America	Direct Deposit Fees	130.60	130.60
G-01583	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	20.95	20.95
G-01584	Better Containers	Supplies	41.37	41.37
G-01585	Hewlett Packard	Equipment	2,116.00	2,116.00
G-01586	Dowell Parking Center	Other Commodities	5.00	
		Other Commodities	25.00	
		Parking	60.00	90.00
G-01587	BBC Audiobooks America	Materials	860.30	860.30
G-01588	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01589	University of Oklahoma	Registration	65.00	
		Registration	65.00	130.00
G-01590	Todd Olberding	Telephone Reimbursement	45.92	45.92
G-01591	Roy Ballou	Mileage	16.50	16.50
G-01592	Commercial Card Solutions	Supplies	17.94	
		Equipment	165.35	
		Equipment	169.00	
		Registration	63.00	
		Programming Supplies	188.60	
		Automation Contractural	119.40	
		Automation Contractural	169.00	
		Automation Contractural	49.70	
		Automation Contractural	186.25	
		Registration	507.10	
		Reservation	234.33	1,869.67
G-01593	Baker & Taylor Entertainment	Materials	1,209.88	1,209.88
G-01594	Walmart Community Branch	Programming Activities	57.20	57.20
G-01595	Commercial Card Solutions	Books	269.52	
		Books	114.63	384.15
G-01596	Jean Engebritson	Mileage	13.13	13.13
G-01597	Coop's Buttons	Supplies	85.55	85.55
G-01598	Robyn Poston	Programming Activities	75.00	75.00
G-01599	Gary Rhodes	Programming Activities	75.00	75.00
G-01600	Melissa Weathers	Programming Activities	224.45	224.45
G-01601	SBC DataComm	Equipment	67.36	67.36
G-01602	Oklahoma Watercolor Assoc.	Programming Activities	125.00	125.00
G-01603	Rachel Mosman	Programming Activities	44.34	44.34
G-01604	Standley Systems	Copier Usage	303.79	
			359.13	662.92

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Number	Vendor/Payee	Purpose		Amount
G-01605	Lesli Jones	Library Related Services	300.00	300.00
G-01606	Anita Sanders	Mileage	4.50	4.50
G-01607	Coral Cashion	Programming Activities	60.00	60.00
G-01608	Corporate Express	Supplies	49.00	
		Supplies	44.24	
		Supplies	40.04	133.28
G-01609	Securitas Security USA, Inc.	Security Services	1,348.15	
		Security Services	2,972.13	4,320.28
G-01610	Express Services, Inc.	Temporary Services	228.00	228.00
G-01611	Baker & Taylor Books - #510486	Materials	523.09	
		Materials	695.22	
		Materials	2,159.31	
		Materials	2,647.06	
		Materials	1,534.96	
		Materials	7,289.11	
		Materials	4,244.40	19,093.15
G-01612	Baker & Taylor Books - #510486	Materials	1,650.49	
		Materials	3,037.63	
		Materials	8,360.43	13,048.55
G-01613	Baker & Taylor Books-#510486	Materials	286.54	286.54
G-01614	Shellah Harris	Programming Activities	150.00	150.00
G-01615	NASA Johnson Space Cntr.	Programming Activities	47.82	47.82
G-01616	Heartland Payphone Service	Telephone Services	246.25	246.25
G-01617	COTPA	Parking	400.00	400.00
G-01618	Single Source	Supplies	261.18	261.18
G-01619	John Sing's	Maintenance of Facilities	450.00	450.00
G-01620	Metropolitan Library System	Parking	75.65	
		Professional Services	105.00	
		Postage	101.90	
		Supplies	28.52	
		Programming Activities	137.37	
		Other Commodities	42.62	491.06
G-01621	City of Del City	Building Rental	400.00	400.00
G-01622	Bradford Industrial Suppl Corp	Maintenance Supplies	25.35	25.35
G-01623	O G & E	Electrical Services	30,596.21	30,596.21
G-01624	Southwestern Stationery and	Printing	546.00	546.00
G-01625	Demco	Supplies	368.74	
		Supplies	15.00	
		Supplies	1,723.50	
		Programming Activities	219.18	2,326.42
G-01626	Gaylord Bros.	Furniture	199.47	
		Supplies	31.45	230.92
G-01627	Gale Research	Materials	2,589.58	2,589.58
G-01628	M & S Technologies	Software	4,804.40	4,804.40
G-01629	Susan Monroe	Membership Reimbursement	35.00	35.00
G-01630	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-01631	Jeffrey L Mitchell	Programming Activities	1,650.00	1,650.00
G-01632	M. Scott Carter	Other Commodities	73.04	
		Parking	25.00	
		Mileage	85.69	183.73
G-01633	City of Warr Acres	Garbage & Sewer Service	56.65	56.65
G-01634	SBC	Telephone Services	1,200.98	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01634	SBC	Telephone Services	1,138.28	
		Telephone Services	479.51	2,818.77
G-01635	Evelyn K. Davis	Supplies	46.92	46.92
G-01636	Elizabeth A Pressler	Mileage	5.25	5.25
G-01637	Standard Printing Co., Inc.	Printing	710.00	
		Printing	825.00	
		Printing	995.00	
		Printing	1,400.00	3,930.00
G-01638	Oklahoma Library Association	Membership	1,000.00	1,000.00
G-01639	South OKC Chamber of Commerce	Membership	285.00	285.00
G-01640	Baker & Taylor Books - #510486	Materials	1,622.40	1,622.40
G-01641	Midwest Landscape, LLC	Maintenance of Facilities	1,015.00	1,015.00
G-01642	Value Line Publishing, Inc.	Materials	1,117.94	
		Materials	1,572.69	
		Materials	981.63	3,672.26
G-01643	Bill Warren Office Products	Supplies	12.19	
		Supplies	230.50	242.69
G-01644	Susan E. Hall	Mileage	33.26	33.26
G-01645	Legal Directories Publishing	Materials	287.75	287.75
G-01646	FEDEX	Postage	8.19	8.19
G-01647	Recorded Books, LLC	Materials	1,633.04	1,633.04
G-01648	Kapco Library Products	Supplies	216.86	216.86
G-01649	Carolyn Abernathy	Membership Reimbursement	35.00	35.00
G-01650	Johnson's Mobile Glass	Vehicle Parts & Repairs	210.00	210.00
G-01651	Instructional Video, Inc.	Materials	297.40	297.40
G-01652	Gale Group	Materials	71.08	71.08
G-01653	Norman Transcript	Subscription	132.00	132.00
G-01654	Anne G. Fischer	Mileage	17.63	17.63
G-01655	Light Bulb Supply Co., Inc.	Maintenance Supplies	39.90	39.90
G-01656	Spaces, Inc.	Furniture	10,000.00	10,000.00
G-01657	Susan Donchin	Programming Activities	25.00	25.00
G-01658	Copelin's Office Center	Supplies	10.14	10.14
G-01659	Library Video Co.	Materials	279.86	279.86
G-01660	Oklahoma Air Filter	Maintenance Supplies	512.64	512.64
G-01661	Connie Neil Fisher	Programmg Activities	25.00	25.00
G-01662	Blackstone Audio Books	Materials	440.46	440.46
G-01663	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-01664	Brilliance Corporation	Materials	1,056.84	1,056.84
G-01665	Ingram Library Services	Materials	3,662.21	3,662.21
G-01666	High-Tech Tronics, Inc.	Maintenance of Facilities	284.40	284.40
G-01667	Walker Companies	Professional Services	582.90	582.90
G-01668	Audio Editions	Materials	851.21	851.21
G-01669	Kinko's, Inc.	Printing	268.98	
		Printing	100.60	
		Printing	268.98	638.56
G-01670	Fuelman of Oklahoma	Gasoline	207.20	
		Gas	424.50	631.70
G-01671	Day-Timers, Inc.	Supplies	29.98	29.98
G-01672	Cinna Twister	Other Commodities	21.98	21.98
G-01673	Sagebrush Corp.	Materials	30.03	30.03

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Number	Vendor/Payee	Purpose		Amount
G-01674	Voss Lighting	Maintenance Supplies	17.10	
		Maintenance Supplies	66.00	83.10
G-01675	L. E. Acker Co.	Maintenance of Facilities	15.88	15.88
G-01676	Robert Ruiz	Programming Activities	250.00	250.00
G-01677	Jimmy Welch	Telephone Reimbursement	25.00	25.00
G-01678	Home Depot/GECF	Maintenance Supplies	28.38	
		Maintenance Supplies	10.71	
		Maintenance Supplies	17.49	56.58
G-01679	Evans Hardware	Maintenance of Facilities	148.95	148.95
G-01680	Michael Corley	Programming Activities	119.00	
		Programming Activities	134.00	
		Programming Activities	134.00	
		Programming Activities	119.00	
		Programming Activities	119.00	625.00
G-01681	Contractors Supply Co.	Maintenance of Facilities	44.16	44.16
G-01682	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	24.10	24.10
G-01683	Katrina Prince	Mileage	19.88	19.88
G-01684	Pre Press Graphics &	Library Related Services	468.50	468.50
G-01685	Pirates Alley	Other Commodities	210.00	210.00
G-01686	Westrex International	Automation Contractual	190.80	190.80
G-01687	Dowell Parking Center	Staff Parking	1,200.00	
		Staff Parking	1,200.00	2,400.00
G-01688	BBC Audiobooks America	Materials	146.80	146.80
G-01689	The Old Hardware Store	Materials	124.04	124.04
G-01690	MWM, LLC	Maintenance of Facilities	500.20	500.20
G-01691	Rosalind L. Reeder	Programming Activities	25.00	25.00
G-01692	American Indian	Membership	60.00	60.00
G-01693	Southwest Micropublishing, Inc.	Subscription	4,080.96	4,080.96
G-01694	Candace Crowder	Printing	300.00	300.00
G-01695	Linda Jameson	Mileage	5.25	5.25
G-01696	Demco Media Turtleback Books	Materials	20.83	20.83
G-01697	Office Depot	Supplies	74.51	
		Supplies	53.28	
		Supplies	39.79	167.58
G-01698	Baker & Taylor Books - #510486	Materials	2,111.55	2,111.55
G-01699	Stephanie Morgan-McGathy	Programming Activities	150.00	150.00
G-01700	Baker & Taylor Entertainment	Materials	563.24	563.24
G-01701	Daniel Fields	Mileage	18.38	18.38
G-01702	Walmart Community Branch	Library Related Services	59.88	
		Capital Project	78.48	138.36
G-01703	Dr. Max Price	Programming Activities	75.00	75.00
G-01704	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	20.00	20.00
G-01705	University of Oklahoma Press	Materials	20.91	20.91
G-01706	All-American Waste Control	Garbage Services	903.51	903.51
G-01707	O'Reilly Auto Parts	Oil	21.48	21.48
G-01708	Photo Factory	Printing	14.22	14.22
G-01709	Donna Morris	Car Allowance	450.00	450.00
G-01710	Carol Hunter	Mileage	17.63	17.63
G-01711	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-01712	Coral Cashion	Programming Activities	60.00	60.00
G-01713	Greater Oklahoma City	Membership	125.00	125.00
G-01714	Securitas Security USA, Inc.	Security Services	988.25	

** Continued **

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Warrant Register

October 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01714	Securitas Security USA, Inc.	Security Services	2,972.13	3,960.38
G-01715	Baker & Taylor Books - #510486	Materials	1,235.08	
		Materials	1,618.95	
		Materials	3,092.33	
		Materials	8,289.31	
		Materials	4,669.08	18,904.75
G-01716	Baker & Taylor Books - #510486	Materials	2,574.40	
		Materials	4,172.39	
		Materials	1,000.58	7,747.37
G-01717	Baker & Taylor Books-#510486	Materials	1,035.48	1,035.48
G-01718	AchieveGlobal, Inc.	Training Materials	204.00	204.00
G-01719	Mickey Sherman	Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	100.00	400.00
G-01720	Kone Inc	Maintenance of Facilities	172.15	172.15
G-01721	Getty Images USA, Inc.	Printing	150.00	150.00
G-01722	Sabre Technologies	Supplies	6,965.00	6,965.00
G-01723	Mary L Strong	Programming Activities	62.30	62.30
G-01724	Angela Wall	Programming Activities	50.00	50.00
G-01725	COTPA	Parking	156.00	156.00
G-01726	MAGNA Talent Agency	Library Related Services	160.88	
		Library Related Services	600.00	
		Library Related Services	300.00	1,060.88
G-01727	Erika Diel	Maintenance of Facilities	120.00	120.00
G-01728	Trigen	Energy Services	14,703.74	14,703.74
G-01729	Single Source	Furniture	9,743.10	
		Furniture	9,743.10	
		Supplies	442.32	19,928.52
G-01730	Stacy Schrank	Focus 2004	75.60	75.60
G-01731	John Sing's	Maintenance of Facilities	80.00	
		Maintenance of Facilities	150.00	230.00
G-01732	Metropolitan Library System	Employee Deductions	207.50	207.50
G-01733	Bank of Oklahoma	Payroll Transmittal-Chks	53,191.85	
		Payroll Transmittal-Chks	15,142.32	68,334.17
G-01734	Bank of Oklahoma	Federal Withholding Tax	34,308.60	
		Federal Withholding Tax	1,960.00	36,268.60
G-01735	Oklahoma Tax Commission	State Withholding Tax	16,259.60	
		State Withholding Tax	1,153.00	17,412.60
G-01736	Mun. Employees Credit Union	Employee Cr Union Deducts	10,622.74	
		Employee Cr Union Deducts	80.00	10,702.74
G-01737	United Way of Central Oklahoma	Employee Deductions	336.67	
		Employee Deductions	10.00	346.67
G-01738	Morgan & Associates, P.C.	Employee Deductions	101.05	101.05
G-01739	Bank of America	Payroll Transmittal-DDep	153,978.31	
		Payroll Transmittal-DDep	21,045.58	175,023.89
G-01740	Nationwide Retirement Solution	Employee Deductions	8,561.97	8,561.97
G-01741	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-01742	Premium Accounting	Employee Deductions	736.61	736.61
G-01743	Metro Library Sys Pension Trst	Employee Retirement Conts	8,527.76	8,527.76
G-01744	Bank of Oklahoma	Employee Flexplan Deposit	7,764.20	7,764.20

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-01745	Bank of Oklahoma	Employee Soc/Sec Deposits	19,040.88	
		Employee Soc/Sec Deposits	2,682.31	
		Employee Medicare Deposit	4,520.95	
		Employee Medicare Deposit	627.26	
		Employer Soc/Sec Deposits	21,723.27	
		Employer Medicare Deposit	5,148.25	53,742.92
G-01746	Love, Beal & Nixon, P.C.	Employee Deductions	238.47	238.47
G-01747	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-01748	Administrative Systems, Inc.	Employee Deductions	1,065.89	1,065.89
G-01749	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
Total of FY 04-05 Warrants Issued				\$ 1,463,379.35

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Number	Vendor/Payee	Purpose		Amount
G-06083	Weston Woods Accts Receivable	Materials	108.89	108.89
G-06084	Ingram Library Services	Materials	13.01	13.01
G-06085	Kinko's, Inc.	Printing	40.72	40.72
G-06086	American Elevator Co., Inc.	Maintenance of Facilities	825.00	825.00
G-06087	Baker & Taylor Entertainment	Materials	10.76	10.76
G-06088	Baker & Taylor Books - #510486	Materials	390.56	390.56
G-06089	Baker & Taylor Books - #510486	Materials	14.26	14.26
G-06090	Instructional Video, Inc.	Materials	401.43	401.43
G-06091	Chickasaw Telecom, Inc.	Telephone System	16,539.00	16,539.00
G-06092	Baker & Taylor Entertainment	Materials	14.32	14.32
G-06093	University of Oklahoma	Telephone Survey	7,600.00	7,600.00
G-06094	Baker & Taylor Books - #510486	Materials	128.27	128.27
G-06095	Baker & Taylor Books - #510486	Materials	54.75	54.75
G-06096	Severn House	Materials	64.78	64.78
G-06097	Chickasaw Telecom, Inc.	Automation Systems	416.00	
		Capital Project	1,040.00	1,456.00
G-06098	Baker & Taylor Books - #510486	Materials	620.93	620.93
G-06099	Severn House	Materials	151.14	151.14
G-06100	Baker & Taylor Books - #510486	Materials	28.41	28.41
Total of FY 03-04 Warrants Issued				\$ 28,462.23

Special Funds

Warrant Register

October 2004

Number	Vendor/Payee	Purpose		Amount
S-10782	Rachel N. Baker	Lost & Paid Book Returned	3.00	3.00
S-10783	Doris Beaton	Lost & Paid Book Returned	21.95	21.95
S-10784	Christopher A. Snider	Lost & Paid Book Returned	3.00	3.00
S-10785	Ingram Library Services	Materials	53.80	53.80
S-10786	Jessica L. Addison	Lost & Paid Book Returned	13.99	13.99
S-10787	Steven D. Tei	Lost & Paid Book Returned	4.98	4.98
S-10788	Kristin M. Schweibert	Lost & Paid Book Returned	10.95	10.95
S-10789	Elizabeth A. Hildebrand	Lost & Paid Book Returned	10.25	10.25
S-10790	Baker & Taylor Books - #510486	Materials	260.30	260.30
S-10791	Baker & Taylor Books-#510486	Materials	13.70	13.70
S-10792	Standard Printing Co., Inc.	Advertisement	250.00	250.00
S-10793	Cinna Twister	Grand Opening	429.58	429.58
S-10794	David Fitzgerald & Associates	Grand Opening	202.50	
		Grand Opening	425.00	
		Grand Opening	275.00	902.50
S-10795	Metro Transit	Grand Opening	750.00	750.00
S-10796	Kristie Ming Hwei Tan	Programming	120.00	
		Programming	120.00	240.00
S-10797	Maria Rodriquez	Programmng	120.00	
		Programming	120.00	240.00
S-10798	Mickey Sherman	Programming	100.00	
		Programming	100.00	200.00
S-10799	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10800	Diego Rodriguez	Programming	60.00	
		Programming	120.00	180.00
S-10801	Walker Companies	Programming	347.90	347.90
S-10802	Midwest Trophy Mfg. Co., Inc.	Staff Recognition	282.90	282.90
S-10803	Full Circle Book Store	Books	58.04	58.04
S-10804	Courtney E. Botts	Lost & Paid Book Returned	3.00	3.00
S-10805	Kelly D. Byrne	Lost & Paid Book Returned	54.89	54.89
S-10806	Leandra A. Holt	Lost & Paid Book Returned	3.00	3.00
S-10807	Charlotte A. Austin	Lost & Paid Book Returned	3.00	3.00
S-10809	Patricia A. Thomas	Lost & Paid Book Returned	3.00	3.00
S-10810	Oklahoma Tax Commission	Sales Tax	9.74	9.74
S-10811	Wanda S. Riggs	Lost & Paid Book Returned	3.00	3.00
S-10812	Baker & Taylor Books - #510486	Materials	111.34	111.34
S-10813	Kelli S. Davis	Lost & Paid Book Returned	3.00	3.00
S-10814	Oklahoma Tax Commission	Sales Tax	313.42	313.42
S-10815	Imagination Promotional Group	Grand Opening	1,162.58	1,162.58
S-10816	John Edwards	Programming	100.00	100.00
S-10817	Royce McLarry	Programming	100.00	100.00
S-10818	Museum of Art Cafe	LB Brawner	839.00	839.00
S-10819	Bill Veazey's Party Store	Grand Opening	15.00	15.00
S-10820	Midwest Trophy Mfg. Co., Inc.	Grand Opening	9,135.00	9,135.00
S-10821	Lori M. Dickinson	Event Planning	720.00	720.00
S-10822	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10823	Maria Rodriquez	Programming	60.00	60.00
S-10824	Mickey Sherman	Programming	50.00	50.00
S-10825	Eddie Lou Nachtrieb	Programming	200.00	200.00
S-10826	Diego Rodriguez	Programming	60.00	60.00
S-10827	Barnes & Noble, Inc.	Books	111.36	111.36
S-10828	Stephen Fulton	Staff Recognition	400.00	400.00

Special Funds

Warrant Register

October 2004

Number	Vendor/Payee	Purpose		Amount
S-10829	Centre	Staff Recognition	4,237.50	4,237.50
S-10830	Brian Gorrell	Programming	150.00	150.00
S-10831	Elizabeth M. Schubert	Lost & Paid Book Returned	3.00	3.00
S-10832	Lee D. Washington	Lost & Paid Book Returned	16.95	16.95
S-10833	Florence A. Evans	Lost & Paid Book Returned	9.95	9.95
S-10834	Taylor B. Ward	Lost & Paid Book Returned	3.00	3.00
S-10835	Kathy A. Thorne	Lost & Paid Book Returned	3.00	3.00
S-10836	Jeanette A. Grafton	Lost & Paid Book Returned	3.00	3.00
S-10837	Violeta P. Walker	Lost & Paid Book Returned	26.95	26.95
S-10838	Grant F. Davis	Lost & Paid Book Returned	11.50	11.50
S-10839	Sheila L. Mielke	Lost & Paid Book Returned	3.25	3.25
S-10840	Noneta W. Barnes	Lost & Paid Book Returned	11.95	11.95
S-10841	Commercial Card Solutions	Book	56.30	56.30
S-10842	Gayle L. Brown	Lost & Paid Book Returned	3.00	3.00
S-10843	Baker & Taylor Books - #510486	Materials	13.70	13.70
S-10844	Metropolitan Library System	Transfer of Fines & Fees	38,000.00	38,000.00
S-10845	NASA Johnson Space Cntr.	Programming	17.68	17.68
S-10846	Natalie Syring	Grand Opening	150.00	150.00
S-10847	Republic Parking System	Grand Opening	130.00	130.00
S-10848	Marianne's Rentals	Grand Opening	155.50	155.50
S-10849	Amy Zuback	Grand Opening	150.00	150.00
S-10850	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10851	Maria Rodriguez	Programming	120.00	120.00
S-10852	Mickey Sherman	Programming	100.00	100.00
S-10853	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-10854	Diego Rodriguez	Programming	120.00	120.00
S-10855	Susan G. Komen Breast	Collected Cash Funds	271.00	271.00
S-10856	Deann M. Corey	Lost & Paid Book Returned	8.99	8.99
S-10857	Kimberly R. Moinette	Lost & Paid Book Returned	10.00	10.00
S-10858	Paul M. Gilmore	Lost & Paid Book Returned	13.85	13.85
S-10859	Josh Conant	Lost & Paid Book Returned	3.00	3.00
S-10860	Paul H. Patrick, Jr	Lost & Paid Book Returned	12.95	12.95
S-10861	Vincent J. Walker	Lost & Paid Book Returned	5.50	5.50
S-10862	Noneta W. Barnes	Lost & Paid Book Returned	31.95	31.95
S-10863	Thomas G. Long	Lost & Paid Book Returned	14.95	14.95
S-10864	Eleanor J. Swart	Lost & Paid Book Returned	62.25	62.25
S-10865	Friends of the Metro. Library	Grant Balance Refund	.82	.82
S-10866	Friends of the Metro. Library	Grant Balance Refund	67.30	67.30
S-10867	Friends of the Metro. Library	Grant Balance Refund	20,000.00	20,000.00
S-10869	Friends of the Metro. Library	Grant Balance Refund	1.75	1.75
S-10870	Friends of the Metro. Library	Grant Balance Refund	4,313.91	4,313.91
S-10871	Metropolitan Library System	Filling Fees	16,421.51	16,421.51
S-10872	Southwestern Stationery and	Printing	234.00	234.00
S-10873	Full Circle Book Store	Books	7,677.35	7,677.35
S-10874	Kinko's, Inc.	Printing	178.00	178.00
S-10875	Walmart Community Branch	Donations	905.19	905.19
S-10876	Kristie Ming Hwei Tan	Programming	120.00	120.00
S-10877	Maria Rodriguez	Programming	60.00	60.00
S-10878	Mickey Sherman	Programming	100.00	100.00
S-10879	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10880	Diego Rodriguez	Programming	60.00	60.00
S-10881	Bess Pruitt & Associates Inc	Programming	4,000.00	
** Continued **				

Special Funds

Warrant Register

October 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
S-10881	Bess Pruitt & Associates Inc	Programming	700.00	4,700.00
S-10882	Philip Reid	Programming	1,000.00	1,000.00
S-10883	Brilliance Corporation	Materials	114.26	114.26
S-10884	Ingram Library Services	Materials	31.45	31.45
S-10885	Baker & Taylor Books - #510486	Materials	1,210.58	1,210.58
S-10886	Baker & Taylor Books-#510486	Materials	1,862.92	1,862.92
S-10887	Midwest Trophy Mfg. Co., Inc.	Staff Recognition	8.32	8.32
S-10888	Metropolitan Library System	Filing Fees	180.49	180.49
S-10889	Friends of the Metro. Library	Grant Balance Refund	20,000.00	20,000.00
Total of Special Funds Warrants Issued				\$ 141,405.69

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: SYSTEM RESERVE NOTIFICATION MAILERS

Provided for the FY 2004-05 budget is the annual request for System Reserve Notification Mailers. Mailers are designed to meet the U.S. Postal Code, Section C810 that deals with the thickness of the mailer necessary to qualify for the automation rates. The new address for Circulation Control and the new logo for the Library were incorporated into the mailers. The System Reserve Notification Mailers were last awarded at the August 28, 2003, Commission meeting (Doc. #10B).

Specifications were prepared and bids were let for 16 days and were advertised for two days (July 6 and 8, 2004), in ***The Oklahoman***. Bid Packets were mailed to four prospective vendors.

A pre-bid meeting was scheduled for Tuesday, July 13, 2004. No vendors attended.

Bid were received and publicly opened on Tuesday, July 20, 2004. Three vendors responded.

Vendors	Unit Cost Per Thousand	Cost for 425,000 Mailers
Arro Business Forms	\$24.43	\$10,382.75
Moore-Wallace	\$26.17	\$11,122.25
Standard Register	\$52.52	\$23,634.99

Arro Business Forms and Moore-Wallace are located in Oklahoma County. Standard Register is located out of state. All vendors met specifications. Arro Business Forms is the best and lowest bidder.

Circulation Control had an immediate need for the System Reserve Notification Mailers, so the Executive Director authorized the purchase of the mailers from Arro Business Forms prior to the award of the contract. The mailers have been ordered and received.

The Library ordered 425,000 mailers. With the package of the mailers, 425,500 mailers were received. Total cost of the mailers is \$10,394.96.

RECOMMENDATION:

That the Commission award the contract for 425,500 System Reserve Notification Mailers to Arro Business Forms in the amount of \$10,394.96 and approve the Executive Director's action to order the mailer prior to contract award. Adequate funding in the amount of \$13,440.00 is available in the FY 2004-05 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: MICROCOMPUTERS

Provided for in the FY 2004-05 budget is the request for microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. As part of this cycle, we will be replacing the 63 computers that were donated to the Metropolitan Library System by the Bill and Melinda Gates Foundation. The rest will replace some public Internet computers as well as staff computers scheduled for replacement.

The State of Oklahoma now participates in the Western States Contracting Alliance for computers under State Contract #SW206. The Library's purchasing policy allows the Library to purchase off of any state contract.

The State Contract is with the following computer manufacturers: Compaq, Dell, Gateway, and IBM. The Library's specification for computers was developed and this specification was then priced with each vendors' state contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price each
Dell	\$1080.25
Hewlett-Packard	\$1158.00
Gateway	\$1405.00
IBM	\$1600.00

RECOMMENDATION:

That the Commission approve the purchase of 160 microcomputers to Dell Computer Corporation in the amount of \$172,840. Funding for the purchase is provided for in the FY 2004-05 budget, account 410.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM C: CATERING KITCHEN EQUIPMENT

Provided for in the FY 2004-05 budget is the request for catering kitchen equipment for the Downtown Library. The new catering kitchen equipment is to be provided and installed in the Basement Catering Kitchen, the 4th Floor Serving Kitchen, the Staff Lounge and the Children's Programming Room.

Specifications were prepared and bids were let for 23 days and were advertised for two days (October 19 and 21, 2004), in *The Oklahoman*. Bid Packets were mailed to five prospective vendors. The catering kitchen equipment specified is listed.

Basement Catering Kitchen	#	Childrens' Programming Room	#	3 rd Floor Staff Lounge	#	4 th Floor Serving Kitchen	#
Mobile Heater	1	Microwave Oven	1	Microwave Oven	2	Mobile Heater	1
Refrigerator	1			Coffee Maker	1	Refrigerator	1
Refrigerator/Freezer	1					Ice Maker	1
Ice Maker	1					Work table	1
Work table	2					Utility Cart	1
Bun Pan Rack	2					Microwave Oven	1
Utility Cart	1					Freeze Counter	1
Microwave Oven	1						

A mandatory pre-bid meeting was scheduled for Tuesday, October 26, 2004. Three vendors attended.

Bids were received and publicly opened on Tuesday, November 9, 2004. Three vendors responded.

Vendors	Lump Sum Bid Price
Markham Restaurant Supply	\$20,050.00
Amundsen Food Equipment	\$21,320.00
Oswalt Equipment Company	\$21,691.00

Amundsen and Oswalt are located in Oklahoma County. Markham is located out of state. All vendors meet specifications.

Even with the local preference considered, Markham Restaurant Supply is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for catering kitchen equipment for the Downtown Library to Markham Restaurant Supply at the cost of \$20,050.00. Adequate funding for this project is provided for in the FY 2004-05 budget, account 450.

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

A joint meeting of the Long-Range Planning and Finance Committees was scheduled for October 26, 2004. Due to a lack of quorum the Finance Committee did not convene.

The Long-Range Planning Committee met on October 26, 2004, for:

(Please reference the Joint Finance/Long-Range Committees' packet for detailed reports.)

1. Update on the Capitol Hill Library project

During its meeting, the Committee:

Reviewed and discussed all items.

There are no recommendations to the Commission.

COMMISSION ACTION:

None

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

JOINT MEETING OF THE
FINANCE AND LONG-RANGE PLANNING COMMITTEES

MINUTES

DATE: Tuesday, October 26, 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, October 19, 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, 300 Park Avenue, Oklahoma City, on October 22, 2004, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Finance Committee

Hugh Rice, Chair

Long-Range Planning Committee

Deanna Hannah

Jose Jimenez

Alyne Strube

Hugh Rice

COMMITTEE MEMBERS EXCUSED:

Finance Committee

Nancy Anthony

Scott Duncan

Greg Womack

Long-Range Planning Committee

Millicent Gillogly, Chair

COMMISSION MEMBERS PRESENT:

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

ESTIMATE OF OTHERS PRESENT: 23

I. Due to a lack of a quorum Mr. Hugh Rice, Finance Committee Chair declared that the Finance Committee would not meet.

II. In the absence of the Long-Range Planning (L-RP) Committee Chair, Mr. Rice, L-RP member acting as Chair called the meeting to order at 3:31 p.m.

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

III. Mr. Rice opened the discussion of the Capitol Hill Library project.

Mrs. Donna Morris, Executive Director began by stating that at this time the Administration is not prepared to offer any recommendations, it feels that more research for viable alternatives/options needs to be done. She announced a request has been made to Oklahoma City Director of Public Works, Mr. Paul Brum, for an extension on providing a building program for the Capitol Hill Library bond project. A reply has not been received yet.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management to give a brief overview of the administrative findings to date.

Mr. Olberding stated that in 1999, when Library staff helped developed a bond package the Capitol Hill Library project's budget breakdown was as follows:

PURPOSE	FUNDING	SOURCE
Building - Upgrading of bathrooms & meeting area	\$ 320,000	OKC
	\$ 205,332	MLS
Owner's furniture & equipment	\$ 326,110	MLS
TOTAL	<u>\$ 851,442</u>	

As the Library staff begun making preparations for the Capitol Hill Library bond project they determined that an in-depth formal building assessment needed to be completed. To that end the Library staff received Commission approval to obtain the services of an architect to inspect the building and its components.

Mr. Olberding stated the Mr. Jim Davis, Davis Design Group, was hired to complete the Capitol Hill Library Needs Assessment Survey. Included in the packet were Mr. Davis' Needs Assessment Survey, Executive Summary and Site Observations, for review. This assessment survey affirmed the Library staffs' opinion that more research for viable alternatives/options needs to be done. Questions and discussion followed.

Mrs. Morris called on Ms. Karen Marriott, Director of Materials Services.

Ms. Marriott explained that in 1974/75 the Technical Processing and Cataloging Departments were temporarily moved to the Capitol Hill Library because of the inability to receive book shipments in the back alley of the old Downtown Library location. The departments have continued to function at Capitol Hill since that time with only minor additions of space.

The issues facing the Technical Processing and Cataloging departments today are limited and inefficient space for the work involved, the storage space needed, and the fact that there is no room for expansion at the current facility. These issues do not take into consideration the addition of a new Northwest Library.

To prepare for a new library's opening collection, there would need to be space to catalog and process an additional \$375,000 worth of materials while continuing to meet the increasing materials needs of the rest of the Library System.

Ms. Marriott presented the chart *MLS Total Materials Budget, 26 year history*, showing that since 1980 the materials budget has grown from under \$300,000 annually to over \$3,200,000 in 2005. She stated that the number of materials handled by the Technical Processing and Cataloging departments has increased at a comparable rate. Mr. Hugh Rice asked what these figures equate to in the amount of individual items. Ms. Marriott stated she would research the data and provide that information to the Committee.

Ms. Marriott concluded by commending the Technical Processing and Cataloging departments for their ability to continue their excellent work after having reached their capacity of productivity and storage in the Capitol Hill Library building. Questions and discussion followed.

Mrs. Morris called on Mr. Lloyd Lovely, Director of Finance.

Mr. Lovely presented parts of the Library System's approved FY 2004-05 Budget showing the dollar amounts designated for capital improvements. He stated that the Capitol Hill Library has \$205,332.00 budgeted for account 450 Capital Projects and that the Summary funding schedule of the Oklahoma County Bond Projects shows \$320,000 has been designated for Capitol Hill Library's improvements. Questions and discussion followed.

IV. Mr. Rice adjourned the meeting at 4:15 p.m.



Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM ADMINISTRATIVE & PERSONNEL COMMITTEE

The Administrative & Personnel Committee met on November 11, 2004 to:

I. Executive Session

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussion the Committee makes the following recommendation for Commission action.

COMMISSION ACTION:

To approve the Administrative & Personnel Committee's recommendation to renew the employment contract with Donna Morris, Executive Director, and award her 3% market adjustment and a 3% merit increase.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, November 11, 2004 TIME 3:30 PM

MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, November 2, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on November 8, 2004, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

OTHERS PRESENT:

Lori A. Kane, MLS Executive Assistant
Ric Rea, MLS Director Human Resources

ESTIMATE OF OTHERS PRESENT: 0

I. The meeting was called to order at 3:30 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Caine, Cornelius, Ross, Greenwell. (Arrived 3:33 p.m.-Pritchett)

II. Mr. Greenwell called for a motion to move into Executive Session.

Mrs. Carolyn Cornelius moved to go into Executive Session. Ms. Marguerite Ross seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:32 p.m.

Ms. Ross moved to end Executive Session. Mrs. Shirley Pritchett seconded. No further discussion. Motion passed unanimously.

The Committee ended Executive Session at 4:49 p.m.

III. Mr. Greenwell called for a motion to reconvene.

Mrs. Pritchett moved to reconvene. Mrs. Cornelius seconded. No further discussion. Motion passed unanimously.

The Committee reconvened at 4:50 p.m.

Mrs. Cornelius moved to recommend the Commission renew Donna Morris, Executive Director's employment contract and award her a 6% pay increase; 3% for market adjustment and 3% for merit increase. Dr. Ann Caine seconded. No further discussion. Motion passed unanimously.

By Committee consensus it will next meet for an Executive Session at 3:00 p.m. on November 18, 2004 prior to the regularly scheduled meeting of the Commission and will meet again in early January 2005 for a complete review of the evaluation process.

IV. Mr. Greenwell called for a motion to adjourn. Dr. Caine moved for adjournment. Ms. Ross seconded. By Committee consensus meeting adjourned at 5:05 p.m.


Respectfully Submitted,
Lori A. Kane, Executive Assistant

METROPOLITAN LIBRARY COMMISSION
DRAFT
CALENDAR YEAR 2005
MEETING DATES

<u>2005 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 20	Warr Acres	5901 NW 63 rd , Warr Acres 721-2616
February 17	The Village	10307 N. Penn., Oklahoma City 755-0710
March 17	Choctaw	2525 Muzzy, Choctaw 390-8418
April 21	Ralph Ellison	2000 NE 23 rd , Oklahoma City 424-1437
May 19	Downtown	300 Park Avenue, Oklahoma City 231-8650
June 16	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
July 21	Bethany	3510 N. Mueller, Bethany 789-8363
August 25*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 15	Midwest City	8143 E. Reno, Midwest City 732-4828
October 20	Del City	4509 SE 15 th , Del City 672-1377
November 17	Edmond	10 S. Boulevard, Edmond 341-9282
December 8*	Downtown	300 Park Avenue, Oklahoma City 231-8650

***Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

Metropolitan Library Commission of Oklahoma County

Proposed meetings schedule for calendar year 2005

Document # 34

MLC FY 2004-05

November 18, 2004

January

S	M	T	W	T	F	S
						1
						LC
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					ALA	ALA
16	17	18	19	20	21	22
ALA	H	ALA	ALA	C		
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				C		
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	SB	SB	SB	C	SB	
20	21	22	23	24	25	26
27	28	29	30	31		
LC						

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
				C		
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
				C		
22	23	24	25	26	27	28
29	30	31				
LC	H					

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
				C		
19	20	21	22	23	24	25
				ALA	ALA	ALA
26	27	28	29	30		
ALA	ALA	ALA	ALA			

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
LC	H					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
				C		
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
				C		
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
LC	H					
11	12	13	14	15	16	17
				C		
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	LC					
16	17	18	19	20	21	22
				C	SB	
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				C		
20	21	22	23	24	25	26
			SB	H	H	
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
				C		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	SB	SB	SB	SB	LC	H
25	26	27	28	29	30	31
H	LC	SB	SB	SB	SB	

H Library Holiday & Closing

OLA

C MLC Meeting Dates

ALA & PLA

SB School Breaks

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2005 LIBRARY HOLIDAY AND CLOSING SCHEDULE DRAFT

Attached is the proposed Library System Holiday and Closing Schedule for 2005.

The current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two "floating holidays" to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays. The proposed holiday schedule closely follows the Federal Holiday observance calendar.

Currently the Library System has 5 libraries that are open on Sunday. Library Staff recommends that these libraries close on the Sundays that are part of a long holiday weekend. These are: Easter, Memorial Day, July 4th, Labor Day, Christmas, and New Year's Day.

Attachments

- MLS 2005 Library Holiday and Closing Schedule
- MLS - Holiday Policy

RECOMMENDATION:

That the Commission approved the MLS 2005 Library Holiday and Closing Schedule as presented.

2005 LIBRARY HOLIDAY AND CLOSING SCHEDULE

	Full-Time Workweek
<u>Workweek of December 27, 2004 - January 2, 2005 (New Year's Day)</u>	32 hours
Fri., December 31, 2004 - Libraries Closed - Paid Holiday	
Sat., January 1, 2005 - Libraries Closed -	
<u>Workweek of January 17 - 23, 2005 (Martin Luther King, Jr. Day)</u>	32
Mon., January 17, 2005 - Libraries Closed - Paid Holiday	
<u>Workweek of March 21 - 27, 2005 (Easter Week)</u>	40
Sun., March 27, 2005 - Libraries Closed	
<u>Workweek of May 22 - 29, 2005 (Memorial Day Weekend)</u>	40
Sun., May 29, 2005 - Libraries Closed	
<u>Workweek of May 30 - June 5, 2005 (Memorial Day)</u>	32
Mon., May 30, 2005 - Libraries Closed - Paid Holiday	
<u>Workweek of June 27 - July 3, 2005 (Independence Day Weekend)</u>	40
Sun., July 3, 2005 - Libraries Closed	
<u>Workweek of July 4 - 10, 2005 (Independence Day)</u>	32
Mon., July 4, 2005 - Libraries Closed - Paid Holiday	
<u>Workweek of August 29 - September 4, 2005 (Labor Day Weekend)</u>	40
Sun., September 4, 2005 - Libraries Closed	
<u>Workweek of September 5 - 11, 2005 (Labor Day)</u>	32
Mon., September 5, 2005 - Libraries Closed - Paid Holiday	
<u>Workweek of October 10 - 15, 2005, (Staff Development Day)</u>	40
Mon., October 10, 2005 - Libraries Closed	
<u>Workweek of November 20 - 27, 2005 (Thanksgiving Period)</u>	24
Wed., November 23, 2005 - Libraries Close at 6 p.m.	
Thurs., November 24, 2005 - Libraries Closed - Paid Holiday	
Fri., November 25, 2005 - Libraries Closed - Paid Holiday	
<u>Workweek of December 19 - 25, 2005 (Christmas Period)</u>	32
Fri., December 23, 2005 - Libraries Closed - Paid Holiday	
Sat., December 24, 2005 - Libraries Closed	
Sun., December 25, 2005 - Libraries Closed	
<u>Workweek of December 26 - January 1, 2006</u>	32
Mon., December 26, 2005 - Libraries Closed - Paid Holiday	
Sat., December 31, 2005 - Libraries Close at 5 p.m.	
Sun., January 1, 2006 - Libraries Closed	

2006 Library Holiday and Closing Schedule

<u>Workweek of January 2, 2006 - January 8, 2006 (New Year's)</u>	32
Mon., January 2, 2006 - Libraries Closed - Paid Holiday	

For workweeks with one holiday, libraries and offices will be open their normal schedule with the exception of that holiday; however, full-time employees should be scheduled to work only 32 hours during the week. Employees eligible for partial holiday pay should be prorated accordingly.

For workweeks with two holidays, libraries and offices will be open their normal schedule with the exception of those two holidays; however, full-time employees should be scheduled to work only 24 hours during the week.

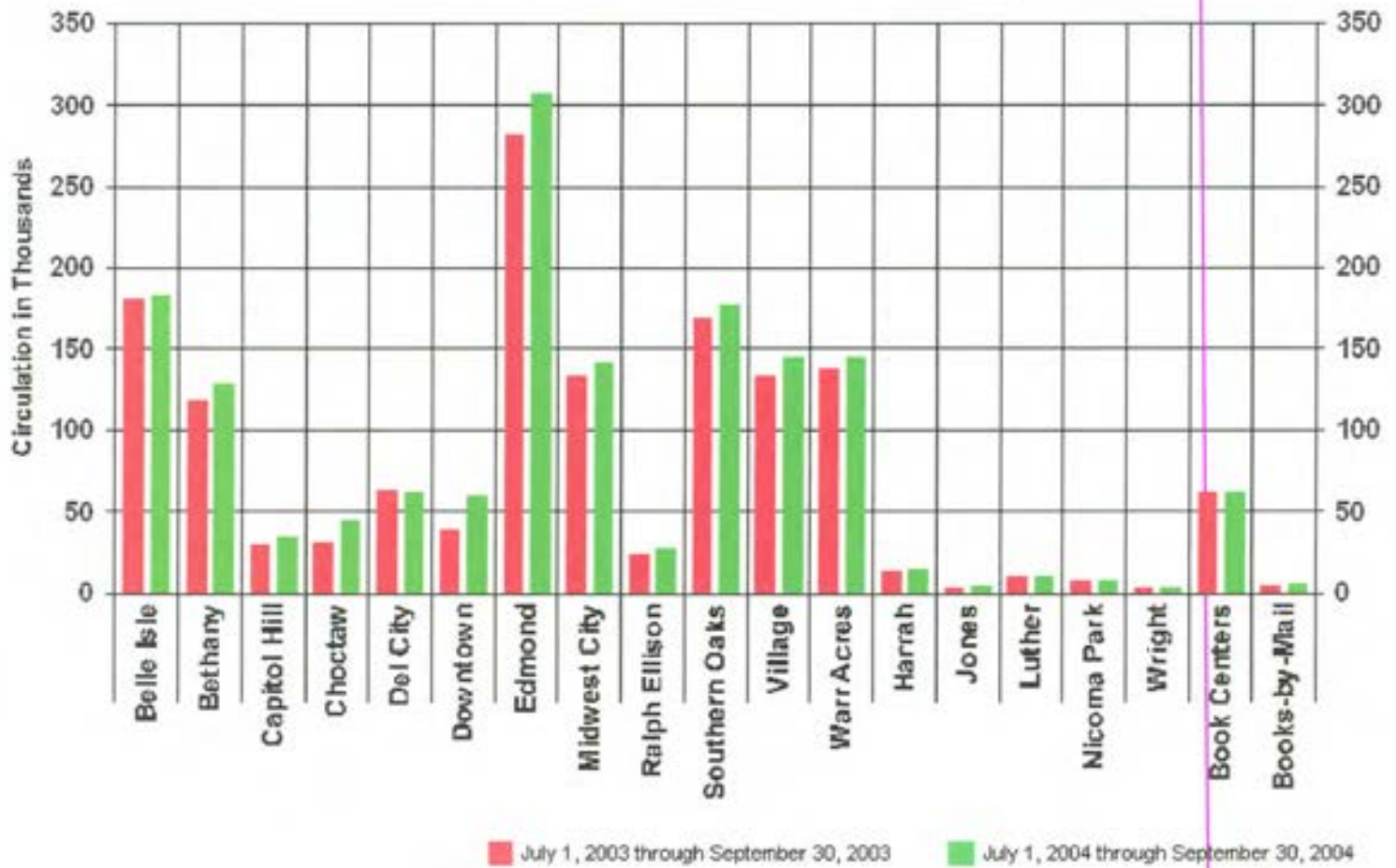
Employees eligible for partial holiday pay should be prorated accordingly.

METROPOLITAN LIBRARY SYSTEM HOLIDAY POLICY

1. Current policy grants full-time and designated FTE (budget account 101) staff nine paid holidays per calendar year plus two "floating holidays" (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policies under floating holidays.
2. Full-time employees normally work forty hours within a seven-day period known as a workweek.
3. The calendar workweek begins on Monday and ends on Sunday; in a week when a paid holiday is scheduled, the full-time employee's workweek is thirty-two hours rather than forty. When two paid holidays fall during the same week, the full-time employee's workweek is twenty-four hours. Less than full-time employees receive a prorated amount of holiday hours under the provision of category 2 and 3 employees in leave policies.
4. New employees or employees promoting or otherwise moving into category 1, 2, or 3 status will be eligible for paid holidays providing the effective date of employment or other action falls on or prior to the holiday. An employee hired effective the day following a paid holiday or an employee whose status changes the day following a paid holiday will not receive pay for the holiday.
5. An employee on leave without pay status on both the last work day prior to the holiday and the first work day following the holiday will not receive pay for the holiday.
6. Employees terminating employment are required to report to and work the last day and therefore are not eligible to end their employment on a paid holiday or floating holiday. Service terminates with the last day of work regardless of whether there is an annual leave balance to be paid off.
7. If a holiday falls within a period of annual vacation leave, sick leave or other form of paid leave, leave time will not be charged for the holiday.
8. If an employee is required to work on a paid holiday because of weather conditions, equipment change-overs or malfunctions, or other situation, the employee will receive equivalent time off at the earliest practical time within the same work week. If it is known that work will be required on a holiday prior to the date, the in lieu time can be given in advance. Under this situation, should for some reason the employee not work on the actual holiday, the time would need to be charged to annual vacation leave, floating holiday or, in the case of illness, sick leave. If no leave were available or applicable, the time would become leave without pay. If equivalent time off in the same workweek is not possible, the employee would receive time-and-one-half pay for the holiday.

Circulation Gains and Losses

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)



Circulation Gains and Losses

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

SEPTEMBER 30, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	04	43243	135059	14609	45422	57852	180481	
	05	43476	140024	12719	43051	56195	183075	
		233	4965	-1890	-2371	-1657	2594	1.4
BETHANY	04	25547	79447	11997	38693	37544	118140	
	05	28343	89459	12205	39366	40548	128825	
		2796	10012	208	673	3004	10685	9.0
CAPITOL HILL	04	6561	20469	2132	8449	8693	28918	
	05	7213	24667	2102	9284	9315	33951	
		652	4198	-30	835	622	5033	17.4
CHOCTAW	04	6774	20327	3500	10773	10274	31100	
	05	9845	28236	4711	15800	14556	44036	
		3071	7909	1211	5027	4282	12936	41.6
DEL CITY	04	13681	42631	5450	19770	19131	62401	
	05	13926	43635	5006	18458	18932	62093	
		245	1004	-444	-1312	-199	-308	-5
DOWNTOWN	04	10665	33615	1776	5593	12441	39208	
	05	25028	45068	7728	14086	32756	59154	
		14363	11453	5952	8493	20315	19946	50.9
EDMOND	04	51118	160969	39103	121158	90221	282127	
	05	54521	175739	40352	131233	94873	306972	
		3403	14770	1249	10075	4652	24845	8.8
MIDWEST CITY	04	30534	94374	12372	39067	42906	133441	
	05	32819	102803	11678	39055	44497	141858	
		2285	8429	-694	-12	1591	8417	6.3
RALPH ELLISON	04	5633	17682	1735	5465	7368	23147	
	05	6506	20976	1911	6342	8417	27318	
		873	3294	176	877	1049	4171	18.0
SOUTHERN OAKS	04	40757	126373	13263	42614	54020	168987	
	05	41381	131962	13895	45014	55276	176976	
		624	5589	632	2400	1256	7989	4.7
VILLAGE	04	28015	89868	13029	43072	41044	132940	
	05	31222	99727	13289	44877	44511	144604	
		3207	9859	260	1805	3467	11664	8.8
WARR ACRES	04	29179	91458	14116	46624	43295	138082	
	05	29629	97738	13984	46676	43613	144414	
		450	6280	-132	52	318	6332	4.6

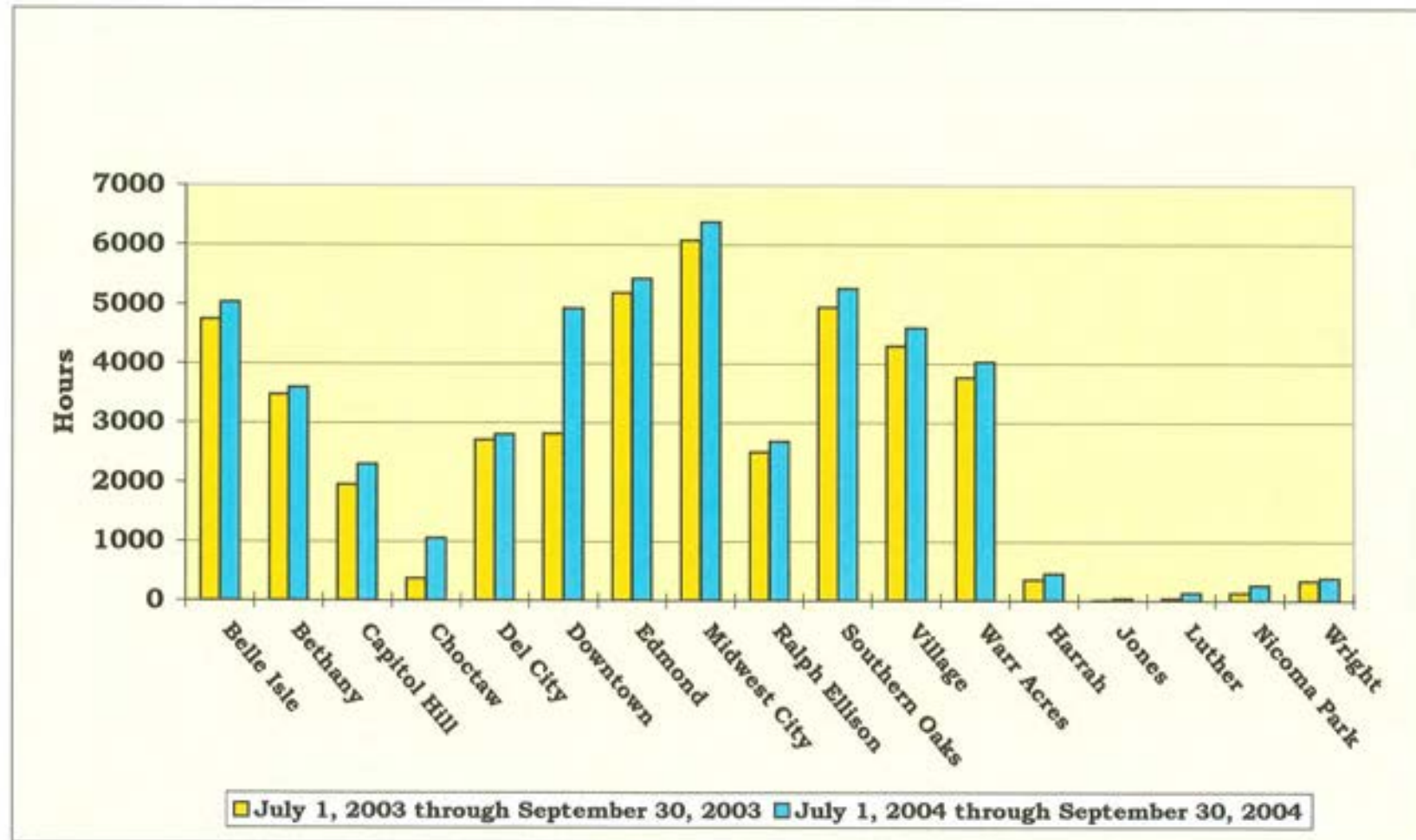
Circulation Gains and Losses

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

SEPTEMBER 30, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<u>EXTENSION LIBRARIES:</u>								
HARRAH	04	2899	8648	1604	4323	4503	12971	
	05	3463	10749	1239	4135	4702	14884	
		564	2101	-365	-188	199	1913	14.7
JONES	04	776	2529	208	639	984	3168	
	05	939	3070	143	922	1082	3992	
		163	541	-65	283	98	824	26.0
LUTHER	04	2146	7379	641	2316	2787	9695	
	05	2527	6954	714	3383	3241	10337	
		381	-425	73	1067	454	642	6.6
NICOMA PARK	04	1567	5316	494	2292	2061	7608	
	05	1823	5776	321	1881	2144	7657	
		256	460	-173	-411	83	49	.6
WRIGHT	04	717	2471	226	637	943	3108	
	05	857	2686	118	541	975	3227	
		140	215	-108	-96	32	119	3.8
<u>OTHER:</u>								
BOOK CENTERS	04	9586	28784	11308	32966	20894	61750	
	05	9220	27514	11434	34572	20654	62086	
		-366	-1270	126	1606	-240	336	.5
BOOKS-BY-MAIL	04	1371	4534	0	0	1371	4534	
	05	1424	4699	0	0	1424	4699	
		53	165	0	0	53	165	3.6
TOTALS	04	310769	971933	147563	469873	458332	1441806	
	05	344162	1061482	153549	498676	497711	1560158	
		33393	89549	5986	28803	39379	118352	8.2

Total Internet Hours Used by Library

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)



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Total Internet Usage

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	382		4,166		1,541.34		1,779		12,677		4,745.20	
	05	398		4,471		1,622.92		1,992		13,842		5,032.39	
		16	4.2	305	7.3	81.58	5.3	213	12.0	1,165	9.2	287.19	6.1
BETHANY	04	218		2,722		1,104.92		1,093		8,468		3,479.74	
	05	231		2,697		1,145.45		1,195		8,716		3,602.78	
		13	6.0	-25	-9	40.53	3.7	102	9.3	248	2.9	123.04	3.5
CAPITOL HILL	04	189		1,573		624.57		778		4,932		1,958.07	
	05	189		1,816		698.78		963		5,995		2,311.11	
			.0	243	15.4	74.21	11.9	185	23.8	1,063	21.6	353.04	18.0
CHOCTAW	04	40		372		118.56		212		1,163		372.25	
	05	117		1,103		416.12		516		2,860		1,052.03	
		77	192.5	731	196.5	297.56	251.0	304	143.4	1,697	145.9	679.78	182.6
DEL CITY	04	194		2,087		861.47		995		6,883		2,715.27	
	05	209		2,079		851.71		1,103		7,109		2,807.30	
		15	7.7	-8	-4	-9.76	-1.1	108	10.9	226	3.3	92.03	3.4
DOWNTOWN	04	149		2,345		921.43		720		7,244		2,818.82	
	05	599		7,651		3,073.03		1,409		12,266		4,931.69	
		450	302.0	5,306	226.3	2,151.60	233.5	689	95.7	5,022	69.3	2,112.87	75.0
EDMOND	04	398		4,361		1,616.82		1,996		13,929		5,188.66	
	05	434		4,673		1,703.59		2,272		15,177		5,430.57	
		36	9.0	312	7.2	86.77	5.4	276	13.8	1,248	9.0	241.91	4.7
MIDWEST CITY	04	494		5,101		1,983.38		2,267		15,286		6,076.68	
	05	553		5,577		2,053.80		2,553		17,526		6,383.47	
		59	11.9	476	9.3	70.42	3.6	286	12.6	2,240	14.7	306.79	5.0
RALPH ELLISON	04	253		2,245		790.76		1,061		7,129		2,504.53	
	05	287		2,364		860.24		1,232		7,666		2,685.96	
		34	13.4	119	5.3	69.48	8.8	171	16.1	537	7.5	181.43	7.2

Total Internet Usage

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	455		3,838		1,545.90		1,986		12,084		4,956.06	
	05	502		4,223		1,706.26		2,328		13,323		5,267.63	
		47	10.3	385	10.0	160.36	10.4	342	17.2	1,239	10.3	311.57	6.3
VILLAGE	04	372		3,575		1,352.20		1,750		11,336		4,296.03	
	05	428		4,040		1,437.00		2,115		12,715		4,602.57	
		56	15.1	465	13.0	84.80	6.3	365	20.9	1,379	12.2	306.54	7.1
WARR ACRES	04	306		3,219		1,198.60		1,475		10,241		3,768.42	
	05	333		3,699		1,325.92		1,684		11,165		4,029.07	
		27	8.8	480	14.9	127.32	10.6	209	14.2	924	9.0	260.65	6.9
HARRAH	04	29		260		97.52		146		852		354.67	
	05	47		426		177.91		191		1,145		462.37	
		18	62.1	166	63.8	80.39	82.4	45	30.8	293	34.4	107.70	30.4
JONES	04			8		1.54		12		52		17.68	
	05	2		20		7.15		22		92		44.98	
		2		12	150.0	5.61	364.3	10	83.3	40	76.9	27.30	154.4
LUTHER	04	2		11		4.49		14		67		36.73	
	05	19		104		38.01		70		343		137.33	
		17	850.0	93	845.5	33.52	746.5	56	400.0	276	411.9	100.60	273.9
NICOMA PARK	04	10		90		32.93		55		296		131.51	
	05	6		142		79.20		55		493		265.98	
		-4	-40.0	52	57.8	46.27	140.5		.0	197	66.6	134.47	102.3
WRIGHT	04	8		300		119.66		44		839		337.38	
	05	16		364		124.63		69		1,029		383.21	
		8	100.0	64	21.3	4.97	4.2	25	56.8	190	22.6	45.83	13.6
TOTAL	04	3,499		36,273		13,916.09		16,282		113,478		43,757.70	
	05	4,370		45,449		17,321.72		19,769		131,462		49,430.44	
		871	24.9	9,176	25.3	3,405.63	24.5	3,386	20.7	17,984	15.8	5,672.74	13.0

Internet Usage by Adult Customers

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	307		3,552		1,378.51		1,507		11,214		4,341.93	
	05	311		3,715		1,370.00		1,632		12,107		4,496.38	
		4	1.3	163	4.6	-8.51	-6	125	8.3	893	8.0	154.45	3.6
BETHANY	04	179		2,337		987.34		907		7,215		3,083.97	
	05	199		2,459		1,068.99		1,003		7,705		3,295.75	
		20	11.2	122	5.2	81.65	8.3	96	10.6	490	6.8	211.78	6.9
CAPITOL HILL	04	117		1,126		483.11		501		3,548		1,515.03	
	05	124		1,236		501.43		628		4,230		1,747.51	
		7	6.0	110	9.8	18.32	3.8	127	25.3	682	19.2	232.48	15.3
CHOCTAW	04	30		317		103.69		166		984		322.65	
	05	76		824		320.82		364		2,130		827.09	
		46	153.3	507	159.9	217.13	209.4	198	119.3	1,146	116.5	504.44	156.3
DEL CITY	04	152		1,815		769.96		788		5,982		2,450.93	
	05	156		1,764		747.22		869		6,048		2,477.22	
		4	2.6	-51	-2.8	-22.74	-3.0	81	10.3	66	1.1	26.29	1.1
DOWNTOWN	04	133		2,011		851.57		606		6,084		2,547.07	
	05	510		6,667		2,758.15		1,216		10,691		4,442.82	
		377	283.5	4,656	231.5	1,906.58	223.9	610	100.7	4,607	75.7	1,895.75	74.4
EDMOND	04	328		3,841		1,491.99		1,642		12,072		4,707.81	
	05	348		4,069		1,499.85		1,869		13,153		4,773.45	
		20	6.1	228	5.9	7.86	.5	227	13.8	1,081	9.0	65.64	1.4
MIDWEST CITY	04	381		4,501		1,810.03		1,834		13,268		5,480.08	
	05	416		4,875		1,827.56		2,068		15,344		5,708.67	
		35	9.2	374	8.3	17.53	1.0	234	12.8	2,076	15.6	228.59	4.2
RALPH ELLISON	04	195		1,764		647.88		788		5,126		1,910.69	
	05	208		1,877		700.58		920		5,727		2,059.02	
		13	6.7	113	6.4	52.70	8.1	135	17.1	601	11.7	148.33	7.8

Internet Usage by Adult Customers

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	352		3,153		1,341.88		1,532		9,477		4,054.38	
	05	388		3,380		1,418.63		1,807		10,518		4,384.97	
		36	10.2	227	7.2	76.75	5.7	275	18.0	1,041	11.0	330.59	8.2
VILLAGE	04	304		3,142		1,215.51		1,446		9,846		3,834.03	
	05	341		3,529		1,287.92		1,750		11,119		4,135.53	
		37	12.2	387	12.3	72.41	6.0	304	21.0	1,273	12.9	301.50	7.9
WARR ACRES	04	250		2,851		1,093.73		1,235		9,093		3,422.78	
	05	263		3,295		1,214.68		1,405		9,777		3,644.88	
		13	5.2	444	15.6	120.95	11.1	170	13.8	684	7.5	222.10	6.5
HARRAH	04	20		186		74.28		111		643		283.40	
	05	31		280		121.97		139		783		329.74	
		11	55.0	94	50.5	47.69	64.2	28	25.2	140	21.8	46.34	16.4
JONES	04			8		1.54		12		52		17.68	
	05	2		14		6.22		13		53		29.45	
		2		6	75.0	4.68	303.9	1	8.3	1	1.9	11.77	66.6
LUTHER	04	1		9		3.96		7		48		32.13	
	05	11		72		28.23		39		232		98.61	
		10	1000.0	63	700.0	24.27	612.9	32	457.1	184	383.3	66.48	206.9
NICOMA PARK	04	7		81		30.27		41		250		111.09	
	05	6		88		51.07		33		302		185.05	
		-1	-14.3	7	8.6	20.80	68.7	-8	-19.5	52	20.8	73.96	66.6
WRIGHT	04	6		280		115.08		34		779		308.00	
	05	13		319		105.94		54		916		328.41	
		7	116.7	39	13.9	-9.14	-7.9	20	58.8	137	17.6	20.41	6.6
TOTAL	04	2,762		30,974		12,409.33		19,157		95,681		38,423.63	
	05	3,403		38,463		15,029.26		15,812		110,835		42,964.55	
		641	23.2	7,489	24.2	2,628.93	21.2	2,655	20.2	15,154	15.8	4,540.90	11.8

Internet Usage by Minor Customers

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	75		614		162.83		272		1,463		403.27	
	05	87		756		252.92		360		1,735		536.01	
		12	16.0	142	23.1	90.09	55.3	88	32.4	272	18.6	132.74	32.9
BETHANY	04	39		385		117.58		186		1,253		395.77	
	05	32		238		76.46		192		1,011		307.03	
		-7	-17.9	-147	-38.2	-41.12	-35.0	6	3.2	-242	-19.3	-88.74	-22.4
CAPTOL HILL	04	72		447		141.46		277		1,384		443.04	
	05	65		580		197.35		335		1,765		563.60	
		-7	-9.7	133	29.8	55.89	39.5	58	20.9	381	27.5	120.56	27.2
CHOCTAW	04	10		55		14.87		46		179		49.60	
	05	41		279		95.30		152		730		224.94	
		31	310.0	224	407.3	80.43	540.9	106	230.4	551	307.8	175.34	353.5
DEL CITY	04	42		272		91.51		207		901		264.34	
	05	53		315		104.49		234		1,061		330.08	
		11	26.2	43	15.8	12.98	14.2	27	13.0	160	17.8	65.74	24.9
DOWNTOWN	04	16		334		69.86		114		1,160		271.75	
	05	89		984		314.88		193		1,575		488.87	
		73	456.3	650	194.6	245.02	350.7	79	69.3	415	35.8	217.12	79.9
EDMOND	04	70		520		124.83		354		1,857		480.85	
	05	86		604		203.74		403		2,024		657.12	
		16	22.9	84	16.2	78.91	63.2	49	13.8	167	9.0	176.27	36.7
MIDWEST CITY	04	113		600		173.35		433		2,018		596.60	
	05	137		702		226.24		485		2,182		674.80	
		24	21.2	102	17.0	52.89	30.5	52	12.0	164	8.1	78.20	13.1
RALPH ELLISON	04	58		481		142.88		273		2,003		593.84	
	05	79		487		159.66		309		1,939		626.94	
		21	36.2	6	1.2	16.78	11.7	36	13.2	-64	-3.2	33.10	5.6

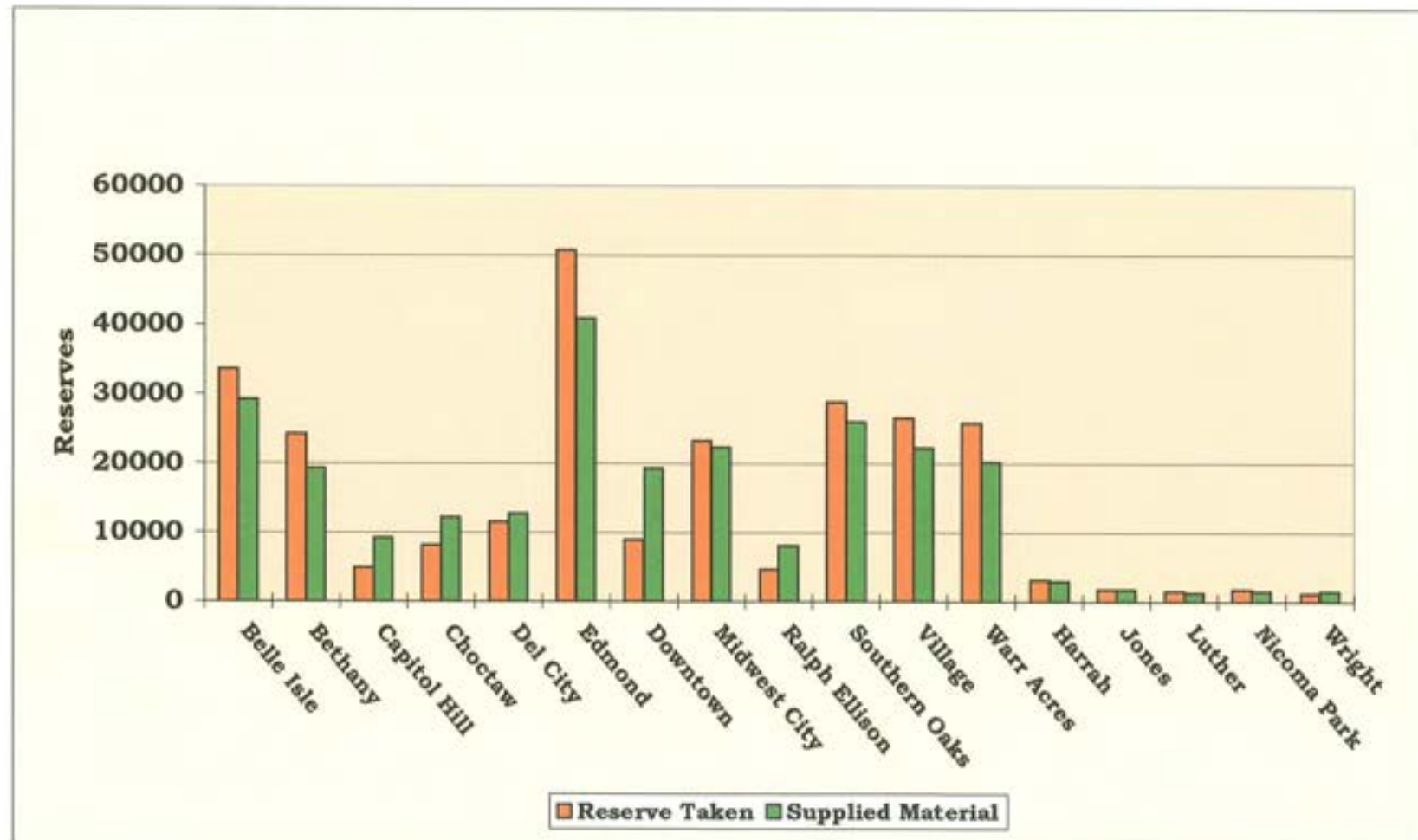
Internet Usage by Minor Customers

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	103		685		204.02		454		2,607		901.68	
	05	114		843		287.63		521		2,805		882.66	
		11	10.7	158	23.1	83.61	41.0	67	14.8	198	7.6	-19.02	-2.1
VILLAGE	04	68		433		136.69		304		1,490		462.00	
	05	87		511		149.08		365		1,596		467.04	
		19	27.9	78	18.0	12.39	9.1	61	20.1	106	7.1	5.04	1.1
WARR ACRES	04	56		368		104.87		240		1,148		345.64	
	05	70		404		111.24		279		1,388		384.19	
		14	25.0	36	9.8	6.37	6.1	39	16.3	240	20.9	38.55	11.2
HARRAH	04	9		74		23.24		35		209		71.27	
	05	16		146		55.94		52		362		132.63	
		7	77.8	72	97.3	32.70	140.7	17	48.6	153	73.2	61.36	86.1
JONES	04					.00						.00	
	05			6		.93		9		39		15.53	
				6		.93		9		39		15.53	
LUTHER	04	1		2		.53		7		19		4.60	
	05	8		32		9.78		31		111		38.72	
		7	700.0	30	1500.0	9.25	1745.3	24	342.9	92	484.2	34.12	741.7
NICOMA PARK	04	3		9		2.66		14		46		20.42	
	05			54		28.13		22		191		80.93	
		-3	-100.0	45	500.0	25.47	957.5	8	57.1	145	315.2	60.51	296.3
WRIGHT	04	2		20		4.58		10		60		29.38	
	05	3		45		18.69		15		113		54.80	
		1	50.0	25	125.0	14.11	308.1	5	50.0	53	88.3	25.42	86.5
TOTAL	04	737		5,299		1,515.76		3,226		17,797		5,334.05	
	05	967		6,986		2,292.46		3,957		20,627		6,463.89	
		230	31.2	1,687	31.8	776.70	51.2	731	22.7	2,830	15.9	1,131.84	21.2

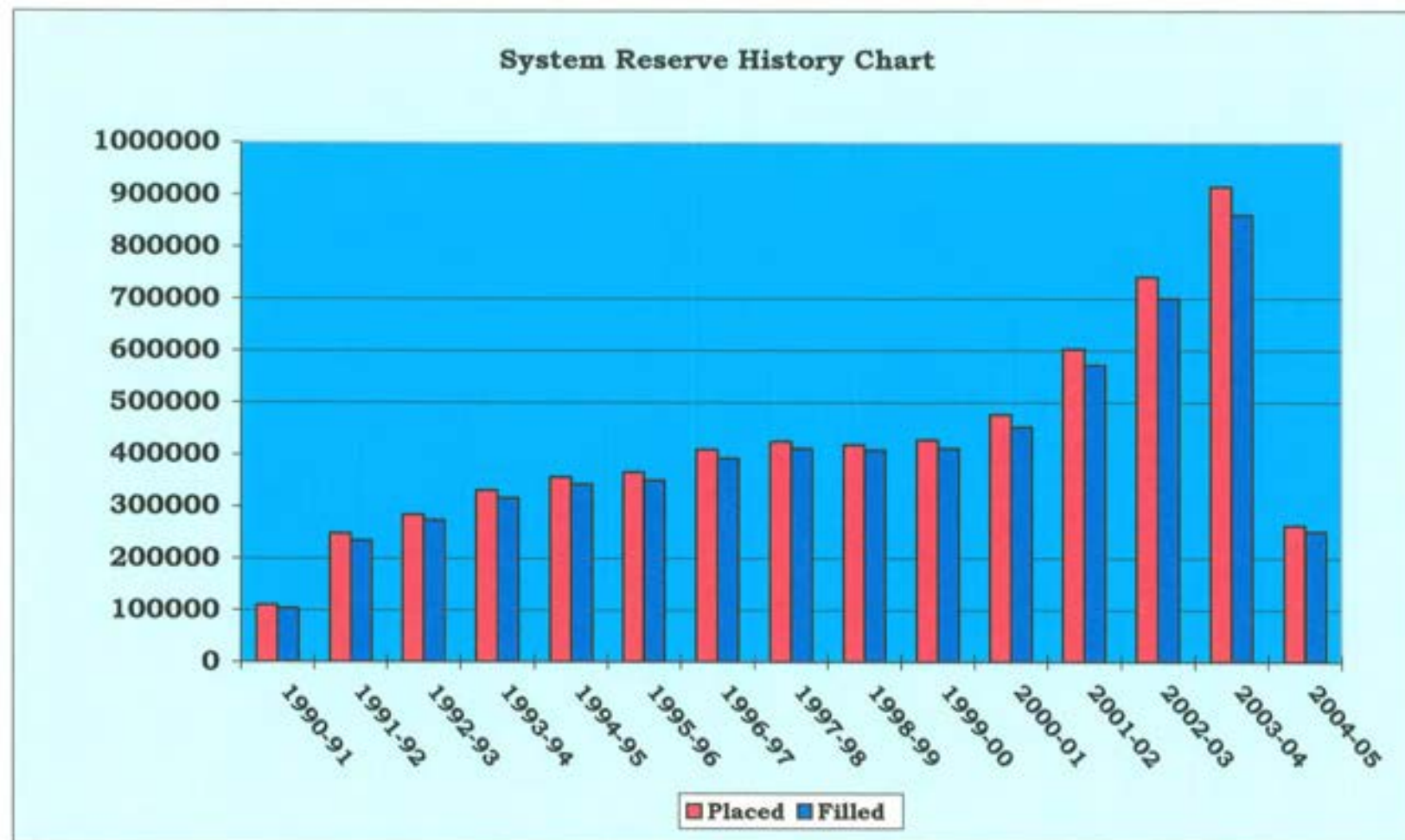
System Reserve Report

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)



System Reserve Report

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)



System Reserves Report

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	04	9,535	29,864		8,813	27,814	
	05	10,265	33,525		10,303	32,113	
		730	3,661	12.3	1,490	4,799	17.6
BETHANY	04	6,105	19,325		5,901	17,969	
	05	7,841	24,194		7,610	22,894	
		1,736	4,869	25.2	1,709	4,925	27.4
CAPTOL HILL	04	1,514	4,328		1,441	4,087	
	05	1,537	4,897		1,474	4,391	
		23	569	13.1	33	504	12.3
CHOCTAW	04	1,533	4,712		1,530	4,442	
	05	2,867	8,212		2,740	7,682	
		1,334	3,500	74.3	1,210	3,240	72.9
DEL CITY	04	3,366	10,481		3,316	9,752	
	05	3,769	11,549		3,721	11,373	
		403	1,068	10.2	405	1,621	16.6
EDMOND	04	13,972	41,862		13,351	39,193	
	05	15,356	50,764		15,723	49,064	
		1,384	8,902	21.3	2,372	9,871	25.2
DOWNTOWN	04	2,726	7,916		2,418	7,201	
	05	4,678	8,973		3,982	7,911	
		1,952	1,057	13.4	1,564	710	9.9
MIDWEST CITY	04	6,601	19,864		6,112	18,269	
	05	7,289	23,238		7,140	22,181	
		688	3,374	17.0	1,028	3,912	21.4
RALPH ELLISON	04	1,073	3,343		1,010	3,075	
	05	1,545	4,692		1,528	4,309	
		472	1,349	40.4	518	1,434	46.6
SOUTHERN OAKS	04	8,710	26,726		8,092	24,347	
	05	8,825	28,879		8,822	27,634	
		115	2,153	8.1	730	3,287	13.5
VILLAGE	04	6,891	21,890		6,578	20,115	
	05	7,983	26,573		7,985	25,529	
		1,092	4,683	21.4	1,407	5,414	26.9
WARR ACRES	04	6,288	20,439		5,983	19,053	
	05	7,925	25,809		7,997	24,816	
		1,637	5,370	26.3	2,014	5,763	30.2

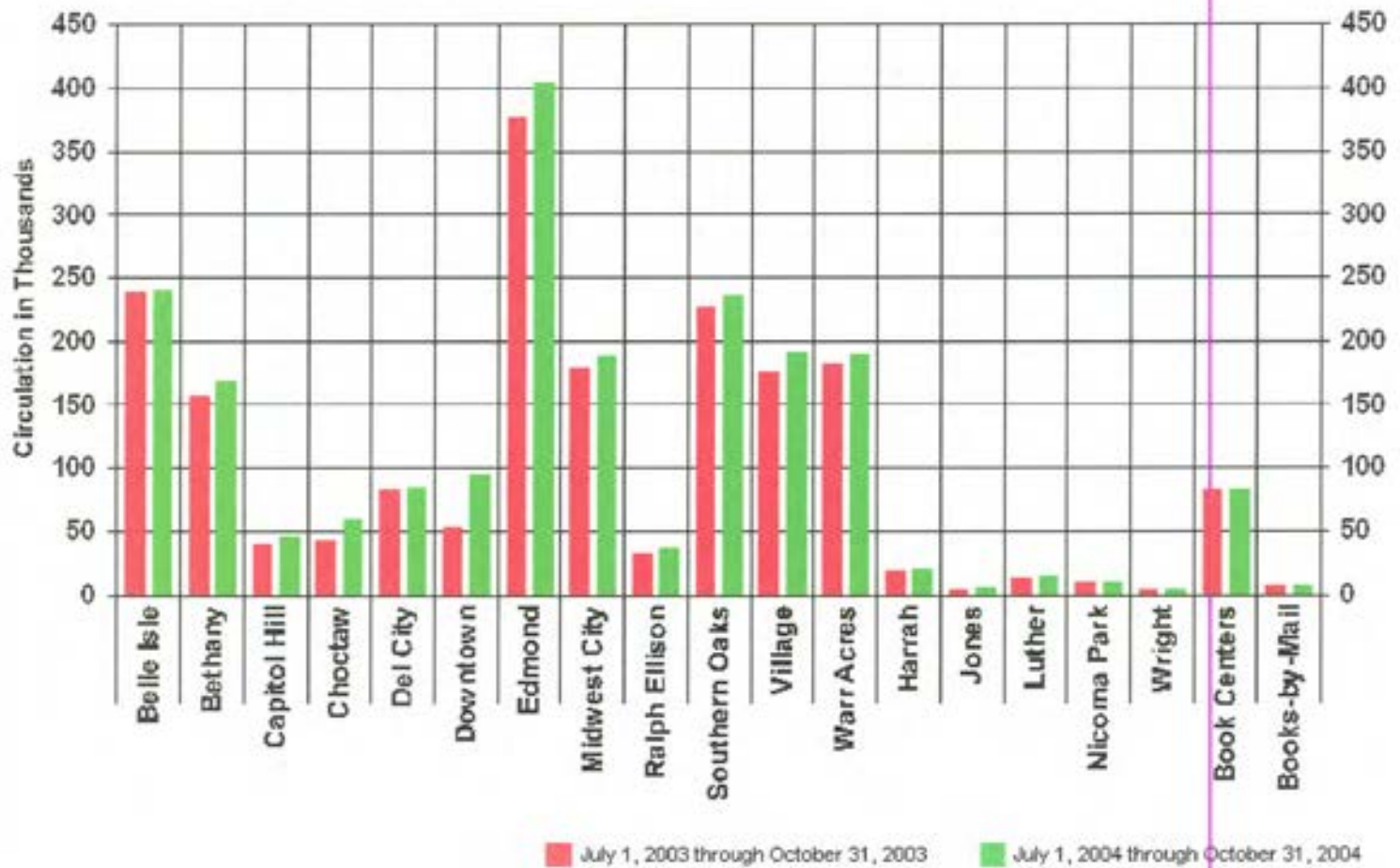
System Reserves Report

July 1, 2004 through September 30, 2004 (25.00% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	734	2,304		707	2,116	
	05	984	3,134		968	2,992	
		250	830	36.0	261	876	41.4
JONES	04	612	1,910		484	1,742	
	05	482	1,791		602	1,952	
		-130	-119	-6.2	118	210	12.1
LUTHER	04	663	2,029		546	1,866	
	05	634	1,596		619	1,478	
		-29	-433	-21.3	73	-388	-20.8
NICOMA PARK	04	511	1,865		469	1,706	
	05	641	1,817		607	1,829	
		130	-48	-2.6	138	123	7.2
WRIGHT	04	299	987		296	996	
	05	241	1,252		348	1,279	
		-58	265	26.8	52	283	28.4
BOOKS-BY-MAIL	04	593	1,943		515	1,815	
	05	402	1,385		416	1,342	
		-191	-558	-28.7	-99	-473	-26.1
TOTAL	04	71,728	221,790		67,562	205,083	
	05	83,264	262,290		82,585	251,180	
		11,536	40,500	18.3	15,023	46,097	22.5

Circulation Gains and Losses

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)



Circulation Gains and Losses

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

OCTOBER 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	43664	178723	14608	60030	58272	238753	
	05	42875	182899	13533	56584	56408	239483	
		-789	4176	-1075	-3446	-1864	730	.3
BETHANY	04	26218	105665	12637	51330	38855	156995	
	05	27644	117103	12614	51980	40258	169083	
		1426	11438	-23	650	1403	12088	7.7
CAPITOL HILL	04	7524	27993	3044	11493	10568	39486	
	05	7711	32378	2940	12224	10651	44602	
		187	4385	-104	731	83	5116	13.0
CHOCTAW	04	6474	26801	4032	14805	10506	41606	
	05	9340	37576	5873	21673	15213	59249	
		2866	10775	1841	6868	4707	17643	42.4
DEL CITY	04	13552	56183	6445	26215	19997	82398	
	05	15383	59018	6107	24565	21490	83583	
		1831	2835	-338	-1650	1493	1185	1.4
DOWNTOWN	04	11805	45420	2032	7625	13837	53045	
	05	26387	71455	8263	22349	34650	93804	
		14582	26035	6231	14724	20813	40759	76.8
EDMOND	04	51876	212845	41266	162424	93142	375269	
	05	54299	230038	42214	173447	96513	403485	
		2423	17193	948	11023	3371	28216	7.5
MIDWEST CITY	04	30917	125291	13718	52785	44635	178076	
	05	32572	135375	12938	51993	45510	187368	
		1655	10084	-780	-792	875	9292	5.2
RALPH ELLISON	04	6289	23971	2267	7732	8556	31703	
	05	7343	28319	1954	8296	9297	36615	
		1054	4348	-313	564	741	4912	15.5
SOUTHERN OAKS	04	41986	168359	15747	58361	57733	226720	
	05	43054	175016	14933	59947	57987	234963	
		1068	6657	-814	1586	254	8243	3.6
VILLAGE	04	28475	118343	14304	57376	42779	175719	
	05	31388	131115	14848	59725	46236	190840	
		2913	12772	544	2349	3457	15121	8.6
WARR ACRES	04	28264	119722	15802	62426	44066	182148	
	05	29612	127350	15048	61724	44660	189074	
		1348	7628	-754	-702	594	6926	3.8

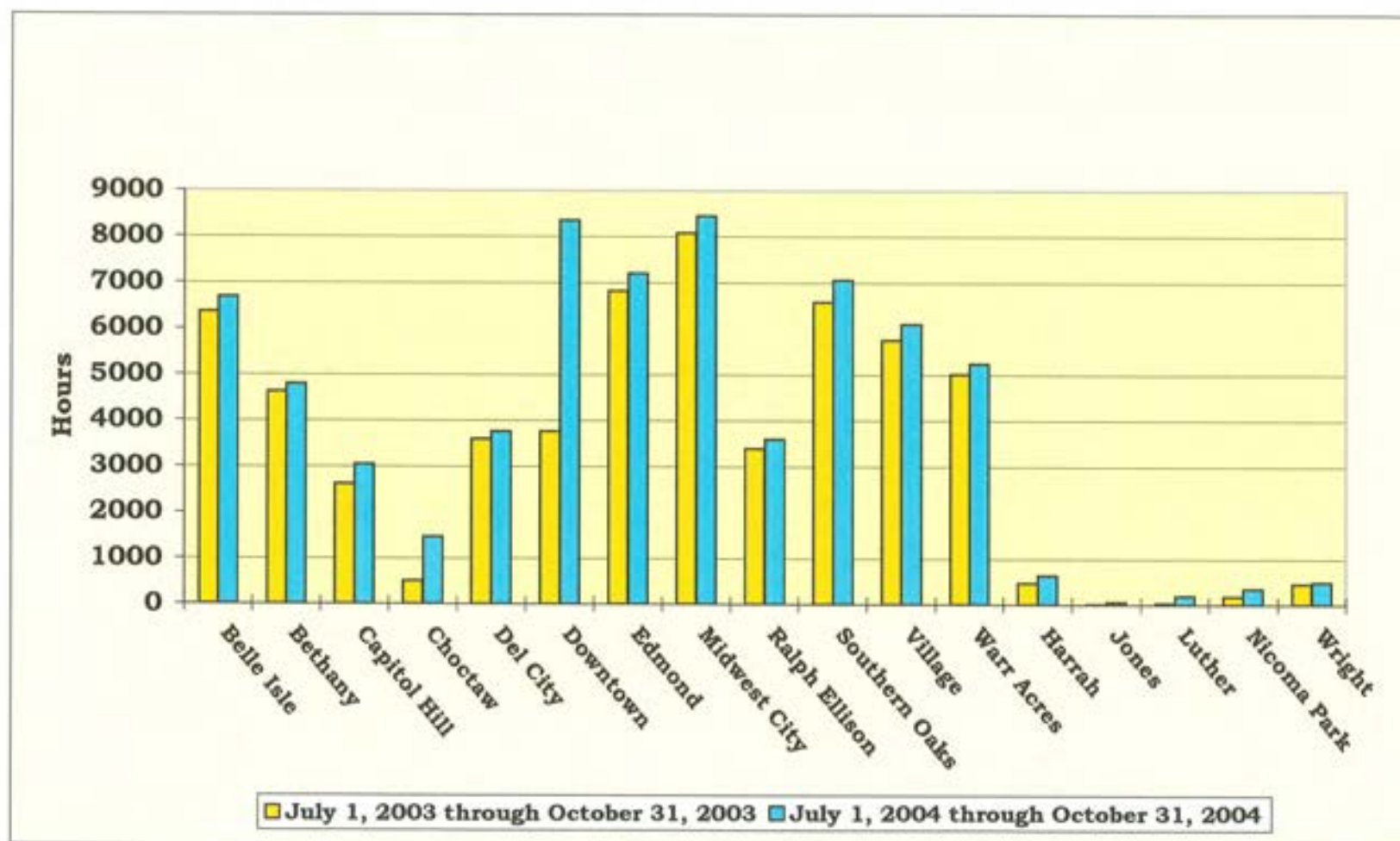
Circulation Gains and Losses

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

OCTOBER 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>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	04	3243	11891	1695	6018	4938	17909	
	05	3325	14074	1347	5482	4672	19556	
		82	2183	-348	-536	-266	1647	9.2
JONES	04	842	3371	191	830	1033	4201	
	05	957	4027	236	1158	1193	5185	
		115	656	45	328	160	984	23.4
LUTHER	04	2295	9674	683	2999	2978	12673	
	05	2597	9551	873	4256	3470	13807	
		302	-123	190	1257	492	1134	8.9
NICOMA PARK	04	1604	6920	511	2803	2115	9723	
	05	1974	7750	469	2350	2443	10100	
		370	830	-42	-453	328	377	3.9
WRIGHT	04	947	3418	189	826	1136	4244	
	05	828	3514	209	750	1037	4264	
		-119	96	20	-76	-99	20	.5
<u>OTHER:</u>								
BOOK CENTERS	04	9536	38320	11287	44253	20823	82573	
	05	9203	36717	11460	46032	20663	82749	
		-333	-1603	173	1779	-160	176	.2
BOOKS-BY-MAIL	04	1673	6207	0	0	1673	6207	
	05	1706	6405	0	0	1706	6405	
		33	198	0	0	33	198	3.2
TOTALS	04	317184	1289117	160458	630331	477642	1919448	
	05	348198	1409680	165859	664535	514057	2074215	
		31014	120563	5401	34204	36415	154767	8.1

Total Internet Hours Used by Library

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)



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Total Internet Usage

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	336		4,369		1,620.50		2,115		17,046		6,365.70	
	05	352		4,530		1,651.81		2,344		18,372		6,684.20	
		16	4.8	161	3.7	31.31	1.9	229	10.8	1,326	7.8	318.50	5.0
BETHANY	04	235		2,873		1,144.94		1,328		11,341		4,624.68	
	05	230		2,713		1,192.43		1,425		11,429		4,795.21	
		-5	-2.1	-160	-5.6	47.49	4.1	97	7.3	88	.8	170.53	3.7
CAPITOL HILL	04	175		1,896		659.21		953		6,828		2,617.28	
	05	213		2,038		738.19		1,176		8,033		3,049.30	
		38	21.7	142	7.5	78.98	12.0	223	23.4	1,205	17.6	432.02	16.5
CHOCTAW	04	48		382		139.86		260		1,545		512.11	
	05	114		1,160		416.72		630		4,020		1,468.75	
		66	137.5	778	203.7	276.86	198.0	370	142.3	2,475	160.2	956.64	186.8
DEL CITY	04	193		2,183		890.10		1,188		9,066		3,605.37	
	05	208		2,403		959.14		1,311		9,512		3,766.44	
		15	7.8	220	10.1	69.04	7.8	123	10.4	446	4.9	161.07	4.5
DOWNTOWN	04	122		2,197		949.46		842		9,441		3,768.28	
	05	548		9,168		3,425.00		1,955		21,434		8,356.69	
		426	349.2	6,971	317.3	2,475.54	260.7	1,113	132.2	11,993	127.0	4,588.41	121.8
EDMOND	04	372		4,392		1,625.42		2,366		18,321		6,814.08	
	05	405		5,087		1,775.85		2,676		20,264		7,206.42	
		33	8.9	695	15.8	150.43	9.3	310	13.1	1,943	10.6	392.34	5.8
MIDWEST CITY	04	428		4,904		2,003.21		2,695		20,190		8,079.89	
	05	470		5,476		2,060.46		3,019		23,002		8,443.93	
		42	9.8	572	11.7	57.25	2.9	324	12.0	2,812	13.9	364.04	4.5
RALPH ELLISON	04	194		2,432		890.80		1,255		9,561		3,395.33	
	05	236		2,696		911.99		1,468		10,362		3,597.95	
		42	21.6	264	10.9	21.19	2.4	213	17.0	801	8.4	202.62	6.0

Total Internet Usage

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	406		4,091		1,619.25		2,391		16,175		6,575.31	
	05	444		4,498		1,786.07		2,771		17,821		7,053.70	
		38	9.4	407	9.9	166.82	10.3	380	15.9	1,646	10.2	478.39	7.3
VILLAGE	04	341		4,084		1,456.31		2,090		15,420		5,752.34	
	05	364		4,147		1,492.38		2,479		16,862		6,094.95	
		23	6.7	63	1.5	36.07	2.5	389	18.6	1,442	9.4	342.61	6.0
WARR ACRES	04	275		3,338		1,242.87		1,750		13,579		5,011.29	
	05	236		3,292		1,204.74		1,920		14,457		5,233.81	
		-39	-14.2	-46	-1.4	-38.13	-3.1	170	9.7	878	6.5	222.52	4.4
HARRAH	04	21		286		117.05		167		1,138		471.72	
	05	34		407		182.67		225		1,552		645.04	
		13	61.9	121	42.3	65.62	56.1	58	34.7	414	36.4	173.32	36.7
JONES	04	3		10		5.30		15		62		22.98	
	05	4		47		17.51		26		139		62.49	
		1	33.3	37	370.0	12.21	230.4	11	73.3	77	124.2	39.51	171.9
LUTHER	04	5		19		8.04		19		86		44.77	
	05	18		177		56.70		88		520		194.03	
		13	260.0	158	831.6	48.66	605.2	69	363.2	434	504.7	149.26	333.4
NICOMA PARK	04	9		107		52.26		64		403		183.77	
	05	13		153		82.62		68		646		348.60	
		4	44.4	46	43.0	30.36	58.1	4	6.3	243	60.3	164.83	89.7
WRIGHT	04	13		252		119.26		57		1,091		456.64	
	05	6		321		108.74		75		1,350		491.95	
		-7	-53.8	69	27.4	-10.52	-8.8	18	31.6	259	23.7	35.31	7.7
TOTAL	04	3,176		37,815		14,343.84		19,555		151,293		58,301.54	
	05	3,895		48,313		18,063.02		23,656		179,775		67,493.46	
		719	22.6	10,498	27.8	3,519.18	24.2	4,101	21.0	28,482	18.8	9,191.92	15.8

Internet Usage by Adult Customers

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	255		3,703		1,449.06		1,762		14,917		5,790.99	
	05	278		3,737		1,367.02		1,910		15,843		5,862.90	
		23	9.0	34	.9	-82.04	-5.7	148	8.4	926	6.2	71.91	1.2
BETHANY	04	184		2,412		1,013.07		1,090		9,608		4,090.91	
	05	187		2,346		1,054.30		1,190		10,040		4,345.91	
		3	1.6	-66	-2.7	41.23	4.1	100	9.2	432	4.5	255.00	6.2
CAPITOL HILL	04	109		1,341		493.58		609		4,884		2,008.05	
	05	118		1,352		504.03		745		5,579		2,248.09	
		9	8.3	11	.8	10.45	2.1	136	22.3	695	14.2	240.04	12.0
CHOCTAW	04	34		325		125.30		200		1,309		447.95	
	05	80		833		298.91		444		2,938		1,112.91	
		46	135.3	508	156.3	173.61	138.6	244	122.0	1,629	124.4	664.96	148.4
DEL CITY	04	147		1,779		757.53		935		7,761		3,208.46	
	05	148		1,966		823.05		1,017		8,011		3,299.71	
		1	.7	187	10.5	65.52	8.6	82	8.8	250	3.2	91.25	2.8
DOWNTOWN	04	102		2,045		898.63		711		8,212		3,475.55	
	05	450		8,177		3,123.72		1,670		18,949		7,589.63	
		348	341.2	6,132	299.9	2,225.09	247.6	959	134.9	10,737	130.7	4,114.08	118.4
EDMOND	04	267		3,802		1,459.28		1,907		15,858		6,161.14	
	05	307		4,274		1,528.60		2,174		17,423		6,301.15	
		40	15.0	472	12.4	69.32	4.8	267	14.0	1,565	9.9	140.01	2.3
MIDWEST CITY	04	325		4,263		1,792.14		2,159		17,531		7,272.33	
	05	338		4,639		1,809.24		2,404		19,970		7,514.72	
		13	4.0	376	8.8	17.10	1.0	245	11.3	2,439	13.9	242.39	3.3
RALPH ELLISON	04	138		1,796		695.77		926		6,922		2,606.46	
	05	174		2,046		725.60		1,097		7,773		2,784.62	
		36	26.1	250	13.9	29.83	4.3	171	18.5	851	12.3	178.16	6.8

Internet Usage by Adult Customers

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	276		3,144		1,328.02		1,810		12,645		5,388.80	
	05	321		3,432		1,431.29		2,132		13,965		5,826.72	
		45	16.3	288	9.2	103.27	7.8	322	17.8	1,320	10.4	437.92	8.1
VILLAGE	04	240		3,473		1,285.09		1,685		13,317		5,118.88	
	05	277		3,586		1,329.10		2,030		14,710		5,465.72	
		37	15.4	113	3.3	44.01	3.4	345	20.5	1,393	10.5	346.84	6.8
WARR ACRES	04	227		2,908		1,110.57		1,461		12,000		4,532.93	
	05	194		2,907		1,094.90		1,602		12,691		4,741.08	
		-33	-14.5	-1	.0	-15.67	-1.4	141	9.7	691	5.8	208.15	4.6
HARRAH	04	15		231		98.67		126		874		382.07	
	05	27		291		140.98		166		1,074		470.72	
		12	80.0	60	26.0	42.31	42.9	40	31.7	200	22.9	88.65	23.2
JONES	04	3		10		5.30		15		62		22.98	
	05	4		33		14.18		17		86		43.63	
		1	33.3	23	230.0	8.88	167.5	2	13.3	24	38.7	20.65	89.9
LUTHER	04	3		17		6.42		10		65		38.55	
	05	7		107		38.38		46		339		136.99	
		4	133.3	90	529.4	31.96	497.8	36	360.0	274	421.5	98.44	255.4
NICOMA PARK	04	7		93		45.48		48		343		156.57	
	05	8		113		62.53		41		415		247.58	
		1	14.3	20	21.5	17.05	37.5	-7	-14.6	72	21.0	91.01	58.1
WRIGHT	04	7		184		86.43		41		963		394.43	
	05	3		295		95.04		57		1,214		424.34	
		-4	-57.1	111	60.3	8.61	10.0	16	39.0	251	26.1	29.91	7.6
TOTAL	04	2,899		31,326		12,650.34		15,495		127,271		51,097.05	
	05	2,921		40,134		15,440.87		18,742		151,020		58,416.42	
		582	24.9	8,608	27.3	2,790.53	22.1	3,247	21.0	23,749	18.7	7,319.37	14.3

Internet Usage by Minor Customers

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	81		666		171.44		353		2,129		574.71	
	05	74		793		284.79		434		2,529		821.30	
		-7	-8.6	127	19.1	113.35	66.1	81	22.9	400	18.8	246.59	42.9
BETHANY	04	51		461		131.87		238		1,733		533.77	
	05	43		367		138.13		235		1,389		449.30	
		-8	-15.7	-94	-20.4	6.26	4.7	-3	-1.3	-344	-19.8	-84.47	-15.8
CAPITOL HILL	04	66		555		165.63		344		1,944		609.23	
	05	95		686		234.16		431		2,454		801.21	
		29	43.9	131	23.6	68.53	41.4	87	25.3	510	26.2	191.98	31.5
CHOCTAW	04	14		57		14.56		60		236		64.16	
	05	34		327		117.81		186		1,082		355.84	
		20	142.9	270	473.7	103.25	709.1	126	210.0	846	358.5	291.68	454.6
DEL CITY	04	46		404		132.57		253		1,305		396.91	
	05	60		437		136.09		294		1,501		466.73	
		14	30.4	33	8.2	3.52	2.7	41	16.2	196	15.0	69.82	17.6
DOWNTOWN	04	20		152		50.83		131		1,229		292.73	
	05	98		991		301.28		285		2,485		767.06	
		78	390.0	839	552.0	250.45	492.7	154	117.6	1,256	102.2	474.33	162.0
EDMOND	04	105		590		166.14		459		2,463		652.94	
	05	98		813		247.25		502		2,841		905.27	
		-7	-6.7	223	37.8	81.11	48.8	43	9.4	378	15.3	252.33	38.6
MIDWEST CITY	04	103		641		211.07		536		2,659		807.56	
	05	132		837		251.22		615		3,032		929.21	
		29	28.2	196	30.6	40.15	19.0	79	14.7	373	14.0	121.65	15.1
RALPH ELLISON	04	56		636		195.03		329		2,639		788.87	
	05	62		650		186.39		371		2,589		813.33	
		6	10.7	14	2.2	-8.64	-4.4	42	12.8	-50	-1.9	24.46	3.1

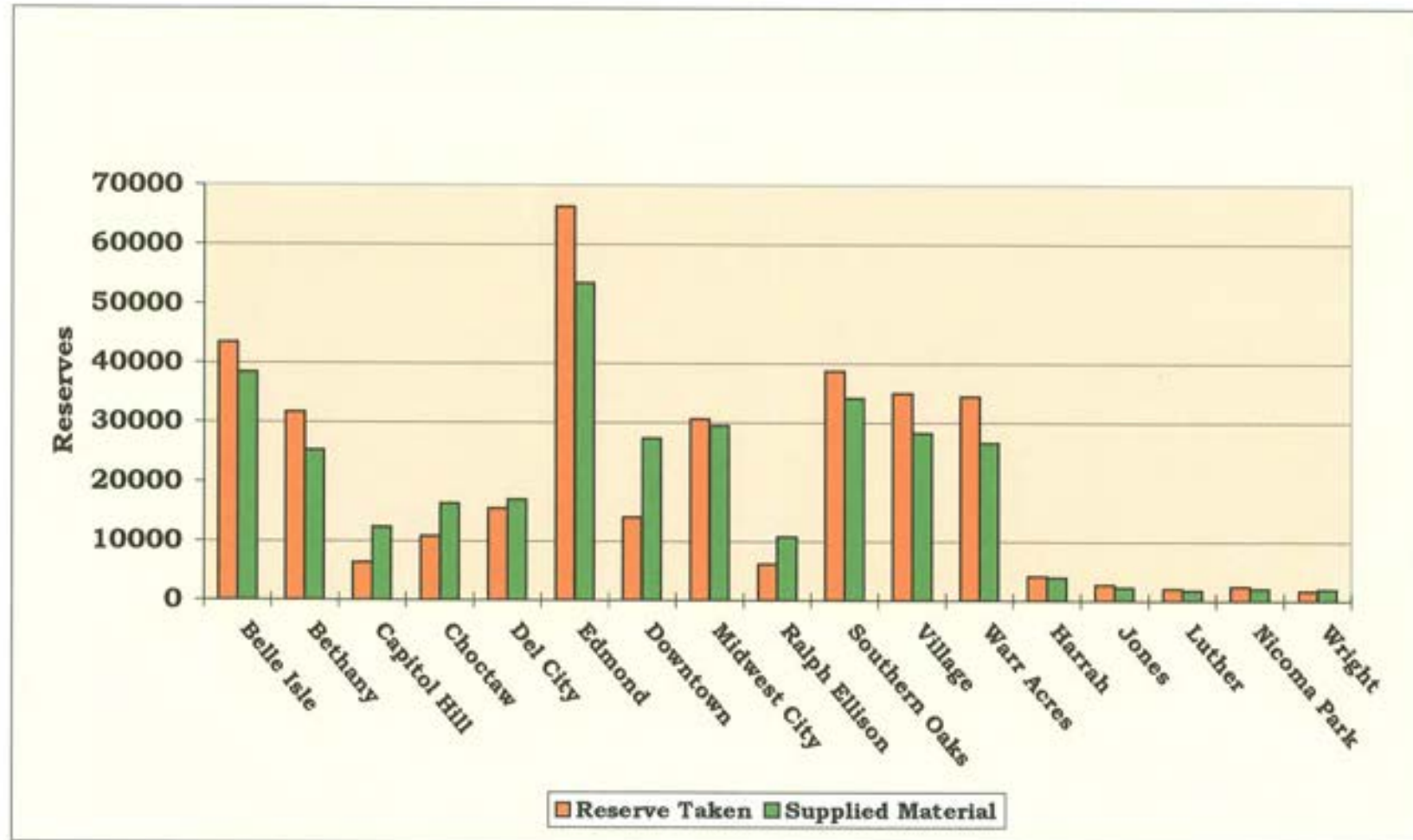
Internet Usage by Minor Customers

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	130		947		291.23		581		3,530		1,186.51	
	05	123		1,066		354.78		639		3,856		1,226.98	
		-7	-5.4	119	12.6	63.55	21.8	58	10.0	326	9.2	40.47	3.4
VILLAGE	04	101		611		171.22		405		2,103		633.46	
	05	87		561		163.28		449		2,152		629.23	
		-14	-13.9	-50	-8.2	-7.94	-4.6	44	10.9	49	2.3	-4.23	-.7
WARR ACRES	04	48		430		132.30		289		1,579		478.36	
	05	42		385		109.84		318		1,766		492.73	
		-6	-12.5	-45	-10.5	-22.46	-17.0	29	10.0	187	11.8	14.37	3.0
HARRAH	04	6		55		18.38		41		264		89.65	
	05	7		116		41.69		59		478		174.32	
		1	16.7	61	110.9	23.31	126.8	18	43.9	214	81.1	84.67	94.4
JONES	04					.00						.00	
	05			14		3.33		9		53		18.86	
				14		3.33		9		53		18.86	
LUTHER	04	2		2		1.62		9		21		6.22	
	05	11		70		18.32		42		181		57.04	
		9	450.0	68	3400.0	16.70	1030.9	33	366.7	160	761.9	50.82	817.0
NICOMA PARK	04	2		14		6.78		16		60		27.20	
	05	5		40		20.09		27		231		101.02	
		3	150.0	26	185.7	13.31	196.3	11	68.8	171	285.0	73.82	271.4
WRIGHT	04	6		68		32.83		16		128		62.21	
	05	3		26		13.70		18		136		67.61	
		-3	-50.0	-42	-61.8	-19.13	-58.3	2	12.5	8	6.3	5.40	8.7
TOTAL	04	837		6,289		1,893.50		4,060		24,022		7,204.49	
	05	974		8,179		2,622.15		4,914		28,755		9,077.04	
		137	16.4	1,890	30.1	728.65	38.5	854	21.0	4,733	19.7	1,872.55	26.0

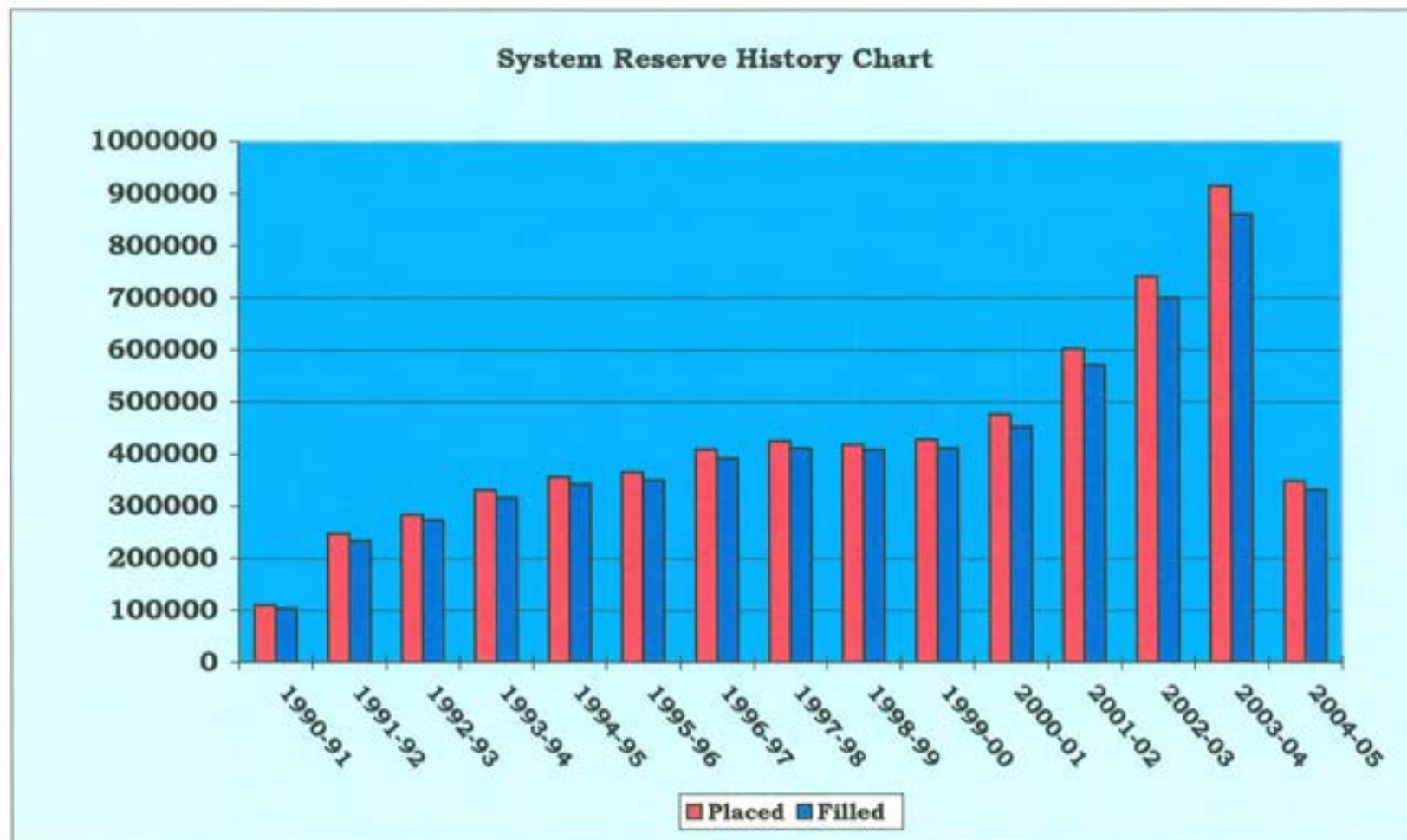
System Reserve Report

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)



System Reserve Report

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)



System Reserves Report

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	04	9,456	39,322		9,164	36,878	
	05	9,946	43,474		9,414	41,527	
		490	4,152	10.6	250	5,049	13.8
BETHANY	04	6,690	26,015		6,222	24,191	
	05	7,483	31,677		7,129	30,923	
		793	5,662	21.8	907	5,832	24.1
CAPITOL HILL	04	1,209	5,537		1,178	5,265	
	05	1,444	6,341		1,485	6,076	
		235	804	14.5	307	811	15.4
CHOCTAW	04	1,424	6,136		1,423	5,865	
	05	2,652	10,864		2,609	10,291	
		1,228	4,728	77.1	1,186	4,426	75.5
DEL CITY	04	3,432	13,913		3,302	13,054	
	05	3,949	15,498		3,746	15,119	
		517	1,585	11.4	444	2,065	15.8
EDMOND	04	14,948	56,818		14,229	53,422	
	05	15,574	66,345		14,891	63,955	
		626	9,527	16.8	662	10,533	19.7
DOWNTOWN	04	2,919	10,837		2,726	9,927	
	05	5,044	14,017		4,541	12,452	
		2,125	3,180	29.3	1,815	2,525	25.4
MIDWEST CITY	04	6,851	26,715		6,596	24,865	
	05	7,324	30,562		7,054	29,235	
		473	3,847	14.4	458	4,370	17.6
RALPH ELLISON	04	1,145	4,488		1,081	4,156	
	05	1,461	6,154		1,421	5,930	
		316	1,666	37.1	340	1,774	42.7
SOUTHERN OAKS	04	9,401	36,127		8,954	33,301	
	05	9,805	38,684		9,034	36,668	
		404	2,557	7.1	80	3,367	10.1
VILLAGE	04	7,457	29,347		7,151	27,256	
	05	8,385	34,959		7,918	33,447	
		928	5,612	19.1	767	6,181	22.7
WARR ACRES	04	7,057	27,496		6,768	25,821	
	05	8,606	34,418		8,014	32,830	
		1,549	6,922	25.2	1,246	7,009	27.1

System Reserves Report

July 1, 2004 through October 31, 2004 (33.33% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	810	3,114		782	2,898	
	05	1,010	4,144		909	3,901	
		200	1,030	33.1	127	1,003	34.6
JONES	04	674	2,584		683	2,425	
	05	930	2,721		678	2,630	
		256	137	5.3	-5	205	8.5
LUTHER	04	566	2,595		619	2,485	
	05	504	2,100		458	1,936	
		-62	-495	-19.1	-161	-549	-22.1
NICOMA PARK	04	374	2,239		440	2,146	
	05	630	2,447		614	2,443	
		256	208	9.3	174	297	13.8
WRIGHT	04	371	1,358		328	1,324	
	05	427	1,679		374	1,653	
		56	321	23.6	46	329	24.8
BOOKS-BY-MAIL	04	498	2,441		515	2,330	
	05	462	1,847		446	1,788	
		-36	-594	-24.3	-69	-542	-23.3
TOTAL	04	75,284	297,086		72,162	277,245	
	05	85,636	347,942		80,735	331,918	
		10,352	50,856	17.1	8,573	54,673	19.7

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 2004

OUR WORLD 2004 PLAYS TO LARGE CROWDS

The library system was pleased to host the Kahurangi Maori Dance Theatre of New Zealand October 31- November 5. The group performed 9 shows at 8 library locations. Dana Morrow, Director of Outreach Services, reported that we had standing room only in most locations. It was an extremely fascinating and fabulous program. Our thanks to the Friends of the Metropolitan Library System and the Oklahoma Arts Council for their assistance in funding this program.

HOLOCAUST RESOURCE COLLECTION DEDICATED

The Jewish Federation of Oklahoma City hosted a special reception to officially dedicate the Henia Ring Schiff Holocaust Resource Collection on October 28. Area teachers were invited for tours and an overview of the collection early in the day and that evening the collection was officially dedicated. A large crowd gathered in the atrium for the program, followed by tours of the library.

FOOD FOR FINES 2004

Over 7.9 tons of food was collected at the 17 MLS libraries and donated to the Regional Food Bank of Oklahoma during the Food for Fines campaign in October. Some of the food sites that will benefit from these donations include children's programs, women's shelters, mobile meal programs and emergency food pantries.

DOWNTOWN LIBRARY TO HOST DINOSAUR

On or around December 14, a very large Allosaurus will begin an extended visit to the atrium of the Downtown Library. The Sam Noble Oklahoma Museum of Natural History and the library have entered into a partnership which resulted in our being asked to display this full size dinosaur replica for an extended period of time while the exhibit at the museum is undergoing renovation and preparation for new materials.

LIBRARY HOLDS SURPLUS SALE

The Business Office completed the sale of furnishings from the old Downtown Library. Gross proceeds from the sale were approximately \$21,000 with the net gain to the Library after expenses of about \$12,000. This sale enabled the Library to turn the building over to the city of Oklahoma City on October 1, 2004.

OPENING NIGHT

The Downtown library will be one of the venues for the annual Opening Night celebration. More details as to the entertainment and actual location will be included in the December report.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Board Meetings
- Attended PLDC Meeting
- Attended "Achieving Your Highest Priorities" course at the Marriott

- Attended Oklahoma City Community Foundation Reception
- Attended Lee Brawner Reception

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

"HOLIDAY OPEN HOUSE"

December 4, 11:00 a.m.- 4:00 p.m., Capitol Hill Library, (405) 634-6308.

Join us for our annual Holiday Open House, complete with live music, photos with Santa, door prizes, crafts and more.

"MOZART UP CLOSE & PERSONAL"

December 4, 2:00 - 4:00 p.m., Village Library, (405) 755-0710.

December 9, 10:30 a.m., Southern Oaks Library, (405) 631-4468.

December 12, 2:00 p.m., Ronald J. Norick Downtown Library, (405) 231-8650.

Concert pianist and Mozart expert Wayne McEvilly, who regularly performs from Dublin, Ireland, to San Diego, will present an afternoon of great piano masterworks by Mozart. Pre-register.

"CHRISTMAS STORIES OVER TEA"

December 5, 3:00 p.m., Ronald J. Norick Downtown Library, (405) 231-8650.

You are invited to attend "Can This Be Christmas?" A Reader's Theater presentation. We will also share the book "A Cup of Christmas Tea." Library friends will share these holiday stories over a cup of tea. Pre-register at 231-8650.

'Twas THE NIGHT BEFORE CHRISTMAS: PRESENTED BY INNER CITY DANCE

December 6, 6:30 - 7:30 p.m., Ralph Ellison Library, (405) 424-1437.

The talented youths of the Inner City Dance Company will present this classic poem in dance form. Pre-register at 424-1437.

"WINTER SOLSTICE TEA"

December 9, 6:30 - 7:30 p.m., Bethany Library, (405) 789-8363.

A Yule log, hot tea, and the sound of bells bring the holidays home at our library. Come enjoy the beautiful music made by the bells of Lisa Hart. Tea and holiday treats will be served. Pre-register at 789-8363.

"ST. LUCIA CELEBRATION"

December 13, 10:00 - 11:00 a.m., Warr Acres Library, (405) 721-2616.

The people of Sweden host a celebration known as St. Lucia each year on Dec. 13, which begins their holiday season. Join us for this Swedish tradition. Our puppet, Hedgelina, will play the part of St. Lucia, and you'll get to hear the song of St. Lucia. We'll also serve hot coffee and sweet rolls in our meeting room. Pre-register at 721-2616.

"PRE-KWANZAA CELEBRATION"

December 18, 1:30 - 4:30 p.m., Ralph Ellison Library, (405) 424-1437.

Dwe Williams of Rhythmically Speaking will lead us in a pre-Kwanzaa celebration. Guest are asked to bring ancestral photographs for our table (we'll honor these people by reading a roll of names as part of our program). Our afternoon will include storytelling by Angela Munson, a sharing of talents, our name of honor roll, a craft time for youngsters, an African dance program, and an African storyteller. Dress in Kwanzaa celebratory clothing if you so desire! Seating is limited, so arrive early.