

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY  
AGENDA**

Thursday, December 9, 2004, 3:30 p.m.  
Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(Telephone – 231-8650)

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

Mrs. Penny McCaleb, Chair

- Appointment of Nominating Committee for 2005 Commission Officers

**3:30 – 3:35 pm      INTRODUCTIONS**

- Document #42 – 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 pm      CONSENT DOCKET (#43-#44)**

- Document #43 – Approval of Minutes of November 18, 2004 Meeting
- Document #44 – Acceptance of Review of Expenditures for November 2004

**3:45 – 4:05 pm      COMMITTEE REPORTS**

- Document #45 – Minutes of Administrative & Personnel Committee meeting November 18, 2004

**4:05 – 4:25 pm      SPECIAL PRESENTATIONS**

- *Lifetime Reader's Society* update – Presented by: Anita Roesler, Senior Services Coordinator, Outreach

**4:25 – 4:45 pm      INFORMATION REPORTS**

- Document #46 – Metropolitan Library System November 2004 Circulation Report
- Document #47 – Metropolitan Library System November 2004 Internet Usage Report
- Document #48 – Metropolitan Library System November 2004 System Reserves Report
- Document #49 – Metropolitan Library System Annual Statistical Report

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

**4:55 –            pm      COMMENTS FROM COMMISSION MEMBERS**

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

**NEXT COMMISSION MEETING DATE AND PLACE:**

Thursday, January 20, 2005  
Warr Acres Library  
5901 NW 63<sup>rd</sup>, Warr Acres, OK, 73132  
Telephone – 721-2616

**\*\* DECEMBER'S REFRESHMENTS HOSTED BY CAPITOL HILL LIBRARY\*\***  
**\*\*PHIL TOLBERT. MANAGER\*\***

## **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 December 2004:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Darlene Quinn, Library Assistant, Downtown Library	25
Joan G. Kendall, Circulation Clerk, Edmond Library	5
Geraldine Price, Project Coordinator, Outreach Services	5
Amy Kathryn Upchurch, Project Specialist, Outreach Services	5



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

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

MEETING PLACE: Edmond Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 23, 2003. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Edmond Library, 10 S. Boulevard, Edmond, OK and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 15, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Dr. Ann Caine  
Carolyn Cornelius  
Scott Duncan  
Millicent Gillogly  
David Greenwell, Vice-Chair  
Deanna Hannah  
Stan Inman, Chair, Board of County  
Commissioners  
Shirley Pritchett  
Pamela Pung  
Peggy Winters  
Greg Womack  
Penny McCaleb, Chair  
Donna Morris, Executive Director  
(Secretary)

EXCUSED:

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma  
City  
Jose Jimenez  
Hugh Rice, Disbursing Agent  
Marguerite Ross  
Alyne Strube  
Cynthia Trent

Estimate of general public and staff attending: 24

I. The meeting was called to order at 3:40 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Caine, Cornelius, Gillogly, Greenwell, Hannah, Inman, Pritchett, Pung, Winters, Womack, McCaleb. (Arrived: Duncan ~ 4:16 p.m.)

II. Mrs. McCaleb introduced Ms. Karen Bays, Manager of the Edmond Library.

Ms. Bays welcomed the Commission and highlighted the events offered at the Edmond Library.

Mrs. McCaleb acknowledged Karen Klinka, Daily Oklahoman and Jean Johnson, Metropolitan Library System Staff Association, Vice-president.

III. Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificates to Rondia Banks, Librarian, Warr Acres Library, for 5 years of service; Lena Loper, Library Page, Del City Library, for 5 years of service; and Dana Morrow, Director of Outreach Services, for 25 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 #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 – Contract Awards and Purchases).

**Mrs. Peggy Winters moved to accept the Consent Docket. Mrs. Millicent Gillogly seconded. Mrs. McCaleb called for questions.**

**Mr. David Greenwell moved to pull Document #31 – Contract Awards and Purchases, Item C: Catering Kitchen Equipment from the Consent Docket to be voted on separately. Mrs. Shirley Pritchett seconded. After discussion, motion passed unanimously.**

Mrs. McCaleb recognized Mr. Steve Cannicott with Amundsen Food Equipment, who asked to address the Commission on Document # 31, Item C: Catering Kitchen Equipment.

Mr. Cannicott explained that Amundsen Food Equipment is a local vendor and when they attended the bid opening their quoted price was the lowest bid. He stated Admundsen had followed all the bid procedures listed, including an issued addendum removing equipment from the bid. He stated Markham Restaurant Equipment did not follow the addendum, which resulted in a lower bid after removing the extra quoted item. He asked the Commission to reconsider the



recommendation on Item C and award the contract to Admundsen Food Equipment. Questions and discussion followed.

**Mr. Greenwell moved to approve the Administration's recommendation to award the contract for Document #31, Item C: Catering Kitchen Equipment to Markham Restaurant Supply. Mrs. Winters seconded. No further discussion. Motion failed unanimously.**

**Mr. Greenwell moved to award the contract for Document #31, Item C: Catering Kitchen Equipment to Admundsen Food Equipment for \$21,320.00. Mr. Stan Inman seconded. No further discussion. Motion passed unanimously.**

**Mrs. McCaleb called for the vote to accept the Consent Docket. No further discussion. Motion passed unanimously.**

**VI.** Mrs. McCaleb called for presentation of Document #32 – Joint meeting of Finance and Long-Range Planning Committees, October 26, 2004.

In the absence of Mr. Hugh Rice, Mrs. Morris reviewed the minutes of the October 26, 2004 meeting. She stated due to the lack of a quorum the Finance Committee did not meet. Mr. Rice convened and established a quorum of the Long-Range Planning Committee, where the discussion focused on the Capitol Hill Library bond project.

After reviewing the information submitted by Mr. Jim Davis, Davis Design Group; Ms. Karen Marriott, Director of Materials Services; and Mr. Lloyd Lovely, Director of Finance the Committee agreed with the Library staff's opinion that more research needs to be done to develop options for the myriad of issues concerning any renovations to the Capitol Hill Library building including the issue of Technical Processing and Cataloging's ability to continue to meet the material needs of the system in the inadequate space they now occupy. Questions and discussion followed.

**VII.** Mrs. McCaleb called on Mr. David Greenwell, Administrative & Personnel Committee Chair, to present Document #33.

Mr. Greenwell stated the A & P Committee met on November 11, 2004. It went into Executive Session to discuss the Executive Director's 2004 evaluation. He acknowledged that the Committee received an excellent response to the questionnaires sent to Ad Team members, City Officials, and partnering organizations.



He stated that Mrs. Morris' overall composite evaluation score was 9.47 or 95%. According to the Library System's merit increase practice, a score of 95% warrants a 3% merit increase.

He continued by stating that the evaluation process is working well and the A & P Committee will be meeting in January to refine the process. Mr. Greenwell called for questions and discussion followed.

It was requested that the Executive Director's plan for the year and accomplishments from the prior evaluation period be included in the Commissioner's evaluation packets.

**Mr. Greenwell moved to renew the contract of Donna Morris, Executive Director and award her a 6% pay increase (3% for merit increase and 3% for market adjustment) effective with the beginning of the pay period, which includes January 1, 2005. A motion from Committee requires no second.**

**Mr. Scott Duncan moved to go into Executive Session. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.**

**VIII.** The Commission went into Executive Session at 4:28 p.m.

**Mrs. Pritchett moved to end Executive Session. Mrs. Gillogly seconded. No further discussion. Motion passed unanimously.**

The Commission ended Executive Session at 4:42 p.m.

**Dr. Caine moved to reconvene the opening meeting. Mrs. Pritchett seconded. No further discussion. Motion passed unanimously.**

**IX.** The Commission reconvened the opening meeting at 4:46 p.m.

**Mrs. McCaleb called for the vote on the Administrative & Personnel Committee's motion. No further discussion. Motion passed unanimously.**

**X.** Mrs. McCaleb referred to Document # 34 - Metropolitan Library Commission of Oklahoma County 2005 meeting calendar. Discussion followed.

**Mr. Greenwell moved to change the regular third Thursday meeting day in March and October to March 24, 2005 and October 13, 2005. Dr. Caine seconded. No further discussion. Motion passed unanimously. (Meeting locations and starting time remain the same.)**



**XI.** Mrs. McCaleb referred to Document # 35 - Metropolitan Library System's 2005 Library Holiday and Closing Schedule. Discussion followed.

**Mr. Greg Womack moved to approve the Metropolitan Library System's 2005 Library Holiday and Closing Schedule. Mr. Greenwell seconded. No further discussion. Motion passed unanimously.**

**XII.** Mrs. McCaleb referred to the Information Reports:

-  Document # 36 – MLS September 2004 Circulation Report
-  Document # 37 – MLS September 2004 Internet Usage Report
-  Document # 38 – MLS September 2004 System Reserve Report
-  Document # 39 – MLS October 2004 Circulation Report
-  Document # 40 – MLS October 2004 Internet Usage Report
-  Document # 41 – MLS October 2004 System Reserve Report

She called for questions or comments. Discussion followed.

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

She announced that the Downtown Library's circulation continues to grow at an astounding rate. And beginning December 14, 2004, it will also be showcasing an Allosaurus in the atrium. The dinosaur is on loan from the Sam Noble Oklahoma Museum of Natural History.

Mrs. Morris handed out to the Commission the update to the organizational chart for the Metropolitan Library System explaining that after long and hard consideration it was determined that the System would benefit from the following restructuring of departments and assignments to Deputy Executive Directors.

She stated she is implementing changes to the organization that will have 4 Deputy Executive Directors who have oversight on 4 major focuses of the system. These are Finance & Support, Library Operations, Materials & Outreach, and Technology.

Lloyd Lovely will become the Deputy Executive Director/Finance & Support which will involve oversight for Finance, Human Resources, Development and Volunteer Services, Construction Management and Facilities Maintenance.

Kay Bauman will be the Deputy Executive Director/ Library Operations and will supervise Planning, Branch Services, and Marketing and Communications.

Karen Marriott will be the Deputy Executive Director/Materials & Outreach with oversight for Materials Selection, Cataloging, Technical Processing, Interlibrary Loan, Outreach, Children's Services & Services to Seniors.

Jim Welch will continue to serve as the Deputy Executive Director/Technology.

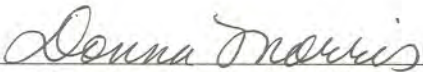
These upgrades were assigned based upon an evaluation of the existing directors and their areas of expertise related to education, experience and special projects. Mrs. Morris asked for questions and discussion followed.

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

**XV.** Mrs. McCaleb noted that the next Commission meeting will be held on December 9, 2004 at the Downtown Library, 4<sup>th</sup> floor in the Friends Event Room at 3:30 p.m.

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

**XVII.** There being no further business the meeting was adjourned at 5:07 p.m.



Donna Morris, Executive Director  
(Secretary)



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

November 30, 2004

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

For comparison, 41.67% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of November 2004.

[This page is intentionally left blank]



METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF FINANCIAL CONDITION

Document # 44  
MLC FY 2004-05  
December 9, 2004

November 30, 2004

**ASSETS**

CASH - Overnight Investment Account		\$	986,031.10
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	(\$683,389.66)		
			<u>\$18,162,197.34</u>
<b>Total Assets</b>			<u><u>\$28,648,228.44</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2003-04 Reserve for Appropriations	\$	102,676.37	
2004-05 Purchase Orders Outstanding		369,026.17	
2003-04 Purchase Orders Outstanding		88,886.65	
2004-05 Checks Outstanding		230,339.94	
2003-04 Checks Outstanding		585.48	
<b>Total Liabilities</b>			<u>791,514.61</u>

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$18,162,197.34
-----------------------------	-----------------

FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	832,389.66	
Other	<u>1,618,505.10</u>	2,450,894.76
Less: Expenditures	<u>(8,547,665.55)</u>	
<b>Total Fund Balance</b>		<u>9,694,516.49</u>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<u><u>\$28,648,228.44</u></u>
---	-------------------------------

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

**As of November 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 - Fidelity Bank	10/19/04	10/19/09	4.000%	100,000.00
CD - IBC	11/29/04	11/29/08	3.600%	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>
<b><u>BUDGETED:</u></b>				
2004 Ad Valorem Tax	\$18,270,237.00	\$ 683,344.26	\$ 683,389.66	3.74%
State Aid	282,468.00	-	-	0.00%
Fines	<u>382,500.00</u>	<u>27,000.00</u>	<u>149,000.00</u>	38.95%
<b>Total Budgeted Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ 710,344.26</u></u>	<u><u>\$ 832,389.66</u></u>	4.40%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 332,344.56	\$ 1,344,868.76	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		2,551.54	42,821.47	
Flexible Benefits Account Balance				
Sale of Surplus Equipment		0.00	12,702.05	
Miscellaneous		<u>6,987.05</u>	<u>218,112.82</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 341,883.15</u></u>	<u><u>\$ 1,618,505.10</u></u>	
<b>Total Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ 1,052,227.41</u></u>	<u><u>\$ 2,450,894.76</u></u>	12.94%

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

**November 30, 2004**

	BALANCE 11/1/04	RECEIPTS November	EXPEND. November	BALANCE 11/30/04
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 25,948.49	\$ 4,610.96	\$ 537.00	\$ 30,022.45
810 Prepaid Fees	(563.14)	0.00	114.15	(677.29)
815 Fines	27,837.27	39,575.77	27,480.00	39,933.04
820 Copy	14,304.64	4,440.79	336.65	18,408.78
900 Special Event Fund	2,656.34	50.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 70,183.60</b>	<b>\$ 48,677.52</b>	<b>\$ 28,467.80</b>	<b>\$ 90,393.32</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 11/30/04
<b><u>Special Grants</u></b>				
857 DN/LC Donations	27,436.75	80,811.79	56,569.35	24,242.44
858 Inasmuch/DN Building	130,000.00	130,000.00	100,620.32	29,379.68
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	5,415.00	3,660.00	1,755.00
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	8,500.00	0.00	8,500.00
980 05 WalMart Children's	1,000.00	1,000.00	174.57	825.43
981 05 Downtown Club/Children's	1,000.00	1,000.00	0.00	1,000.00

**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
933 03 Staff Recognition	4,550.00	4,622.00	4,485.78	136.22
934 03 Lee Brawner Scholarship	10,000.00	10,000.00	8,599.70	1,400.30



GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 11/30/04
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	47,917.36	2,082.64

**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	6,140.00	860.00
959 05 Books for Moms	2,000.00	2,000.00	184.79	1,815.21
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	8,314.03	6,685.97
966 05 Staff Recognition	5,133.00	5,205.50	5,088.76	116.74
967 05 MLS Volunteer Rec.	2,000.00	2,000.00	450.13	1,549.87
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	209.72	2,790.28
974 05 Teen Job Fair	0.00	500.00	0.00	500.00

**Total Grants**

\$190,781.35

**Total Special Funds**

\$ 281,174.67

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 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	635,645.66	3,475,502.80	40.33	8,616,748.00	5,141,245.20
102	Wages - Part-time	86,334.44	504,041.68	36.35	1,386,768.00	882,726.32
103	Payroll Taxes	53,394.03	294,064.51	39.40	746,348.00	452,283.49
109	Workers Comp. Insurance	12,548.00	42,231.00	38.44	109,875.00	67,644.00
112	Group Insurance	108,786.09	543,817.41	39.39	1,380,571.00	836,753.59
113	Employees' Retirement	.00	.00	.00	1,573,252.00	1,573,252.00
114	Unemployment Comp.	.00	1,342.00	13.42	10,000.00	8,658.00
Total Personal Services		896,708.22	4,860,999.40	35.16	13,823,562.00	8,962,562.60

**Maintenance & Operations - Contractual Services**

201	Bldg. Property & Auto Ins.	.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	2,400.00	50.00	4,800.00	2,400.00
206	Rent of Equipment	1,420.20	7,566.00	37.89	19,970.00	12,404.00
207	Janitorial Services	16,921.00	86,409.00	37.48	230,570.00	144,161.00
208	Maintenance of Facilities	5,855.82	59,742.54	21.13	282,679.00	222,936.46
211	Parking & Transportation	7,939.79	39,730.73	30.57	129,960.00	90,229.27
212	Travel Expenses	1,398.85	5,698.10	14.04	40,592.00	34,893.90
213	Professional Services	7,395.63	106,406.71	39.56	268,955.00	162,548.29
214	Security Services	18,968.53	81,526.30	34.44	236,745.00	155,218.70
216	Telephone Services	2,827.76	79,239.33	26.69	296,902.00	217,662.67
217	Electrical Services	24,275.13	209,677.35	43.54	481,621.00	271,943.65
218	Gas Services	1,711.25	4,732.51	8.60	55,012.00	50,279.49
219	Water & Garbage Services	2,765.92	27,193.14	51.43	52,873.00	25,679.86
220	Trigen Energy Services	-844.40	79,324.28	31.73	250,000.00	170,675.72
226	Membership	1,034.00	6,923.50	30.95	22,371.00	15,447.50
230	Other Library-Related Serv.	15,479.45	108,489.84	30.03	361,265.00	252,775.16
231	Automation Contractual	32,236.26	108,139.98	38.39	281,694.00	173,554.02
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		139,785.19	1,169,710.31	35.98	3,250,961.00	2,081,250.69



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 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	13,283.54	101,785.22	52.12	195,304.00	93,518.78
302	Postage	18,268.43	92,284.78	30.63	301,300.00	209,015.22
303	Supplies	20,834.02	111,369.21	45.24	246,191.00	134,821.79
310	Maintenance Supplies	5,277.01	25,395.94	40.31	63,000.00	37,604.06
312	Safety Supplies & Equipment	33.90	2,319.90	31.76	7,304.00	4,984.10
321	Gas and Oil	1,671.66	6,567.19	32.84	20,000.00	13,432.81
322	Vehicle Parts & Repairs	35.89	1,953.59	10.85	18,000.00	16,046.41
330	Programming Activities	13,477.02	70,275.90	33.93	207,114.00	136,838.10
331	Other Commodities	1,187.63	6,807.25	22.17	30,710.00	23,902.75
Total Commodities		74,069.10	418,758.98	38.46	1,088,923.00	670,164.02
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	213,156.78	992,099.42	33.45	2,965,515.00	1,973,415.58
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	104,574.27	135,819.34	82.59	164,450.00	28,630.66
408	Furniture, Fixture & Equip.	3,235.07	35,146.85	20.87	168,443.00	133,296.15
409	Motor Vehicle	.00	.00	.00	54,000.00	54,000.00
410	Automation System & Equip.	180,389.49	193,084.03	52.26	369,450.00	176,365.97
450	Capital projects	23,284.13	742,047.22	28.79	2,577,770.00	1,835,722.78
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		524,639.74	2,098,196.86	12.22	17,173,409.34	15,075,212.48
		=====	=====		=====	=====
Total Budget		1,635,202.25	8,547,665.55	24.19	35,336,855.34	26,789,189.79
		=====	=====		=====	=====

General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-01750	Metropolitan Library System	Parking	3.00	
		Professional Services	93.59	
		Library Related Services	54.95	
		Postage	63.39	
		Supplies	129.33	
		Programming Activities	129.29	
		Programming Activities	216.84	
		Programming Activities	129.45	
		Other Commodities	37.43	857.27
G-01751	City of Midwest City	Water & Garbage Service	631.12	631.12
G-01752	Honeywell, Inc.	Maintenance of Facilities	269.84	269.84
G-01753	Oklahoma Natural Gas Co.	Gas Services	185.43	185.43
G-01754	City of Oklahoma City	Water & Garbage Services	2,427.71	2,427.71
G-01755	Brodart, Inc.	Supplies	13.40	13.40
G-01756	Locke Supply Co.	Maintenance of Facilities	96.52	
		Maintenance of Facilities	22.22	118.74
G-01757	Edward Terry	Mileage	26.25	26.25
G-01758	Emsco Electric Supply	Maintenance Supplies	7.80	
		Maintenance Supplies	18.82	
		Maintenance Supplies	43.92	
		Maintenance Supplies	7.30	77.84
G-01759	Demco	Programming Activities	156.03	
		Supplies	13.87	
		Supplies	23.72	193.62
G-01760	EBSCO Subscription Services	Subscription	61.68	61.68
G-01761	Gaylord Bros.	Equipment	182.61	
		Supplies	17.61	200.22
G-01762	Namco Manufacturing	Equipment	3,419.30	3,419.30
G-01763	UNUM Life Insurance	L-T Disab Ins Prm-NOV	5,912.39	5,912.39
G-01764	Standard Printing Co., Inc.	Printing	145.00	145.00
G-01765	Baker & Taylor Books - #510486	Materials	1,989.99	1,989.99
G-01766	The H.W. Wilson Co.	Materials	2,735.00	
		Materials	215.00	2,950.00
G-01767	Susan Ryan	Mileage	22.50	22.50
G-01768	Walker's Research, LLC	Materials	268.00	268.00
G-01769	Mitchell Repair Information Co	Materials	69.30	69.30
G-01770	Bill Warren Office Products	Supplies	103.05	
		Equipment	109.55	212.60
G-01771	TDS Telecom	Telephone Sevice	522.63	522.63
G-01772	American Library Assoc.	Other Commodities	508.68	508.68
G-01773	American Library Association	Membership	200.00	200.00
G-01774	Barbara Beasley	Membership Reimbursement	35.00	35.00
G-01775	Keystone Tape & Label, Inc.	Printing	939.25	
		Printing	1,355.25	2,294.50
G-01776	United Refrigeration, Inc.	Maintenance Supplies	7.70	7.70
G-01777	OfficeMax - A Boise Co.	Supplies	896.36	
		Supplies	23.97	920.33
G-01778	Recorded Books, LLC	Materials	161.54	161.54
G-01779	Systematic Solutions Co.	Shelving	485.00	485.00
G-01780	Marilyn E. Backus	Mileage	15.00	15.00
G-01781	Greater Oklahoma City	Other Commodities	48.00	48.00
G-01782	Denyvetta Davis	Mileage	148.50	148.50



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-01783	Gale Group	Materials	2,263.86	2,263.86
G-01784	Salem Press Accounting Office	Materials	53.00	53.00
G-01785	Live Oak Media	Materials	122.75	122.75
G-01786	Darcus Smith	Membership Reimbursement	35.00	35.00
G-01787	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	905.00	1,365.00
G-01788	Ultimate Office	Supplies	65.95	65.95
G-01789	Oklahoma Municipal League, Inc.	Materials	525.00	525.00
G-01790	Mutual Assurance	Grp Life/Ad&d Ins Prm-NOV	25,340.84	25,340.84
G-01791	Hal Leonard Publishing	Materials	380.43	380.43
G-01792	Okla. City Community College	Service Agreement	650.00	
		Service Agreement	650.00	1,300.00
G-01793	Library Video Co.	Materials	500.42	500.42
G-01794	Fence Doctor	Maintenance of Facilities	150.00	150.00
G-01795	Priscilla Doss	Mileage	7.69	7.69
G-01796	Rosemary Czarski	Postage	37.00	
		Programming Activities	44.15	
		Other Commodities	26.50	
		Supplies	14.99	122.64
G-01797	Nancy Lytle	Mileage	6.38	6.38
G-01798	Genealogical Publishing Co, Inc	Materials	62.50	62.50
G-01799	Construction Building	Maintenance Supplies	62.00	62.00
G-01800	Blackstone Audio Books	Materials	7.00	7.00
G-01801	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-01802	Books on Tape, Inc.	Materials	320.40	320.40
G-01803	Hobby Lobby	Programming Activities	211.42	211.42
G-01804	American Library Association	Registration	125.00	125.00
G-01805	Lori Kane	Mileage	51.45	51.45
G-01806	Ingram Library Services	Materials	1,485.25	1,485.25
G-01807	Julia Mock	Mileage	27.38	27.38
G-01808	XPEDX	Printing Supplies	561.18	
		Printing Supplies	137.15	
		Printing Supplies	548.31	1,246.64
G-01809	Audio Editions	Materials	1,158.67	1,158.67
G-01810	Lakeshore Learning Materials	Programming Activities	136.35	
		Programming Activities	69.63	205.98
G-01811	United States Postal Service	Postage	1,000.00	1,000.00
G-01812	Kinko's, Inc.	Printing	476.25	
		Printing	179.98	
		Printing	180.00	
		Printing	218.74	1,054.97
G-01813	OK Stamp & Seal Company	Supplies	64.65	64.65
G-01814	JoNita White	Mileage	30.00	30.00
G-01815	Mary Ann Mahan	Mileage	9.00	9.00
G-01816	Chickasaw Telecom, Inc.	Automation Contractural	32.00	
		Automation Contractural	252.70	284.70
G-01817	Stockyards City Main St., Inc.	Membership	50.00	50.00
G-01818	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	70.15	
		Maintenance of Facilities	62.95	
		Maintenance of Facilities	78.95	212.05



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-01819	Jana Hausburg	Membership	34.50	34.50
G-01820	Schiffer Publishing	Materials	88.78	88.78
G-01821	J & B Graphics	Capital Project	390.00	390.00
G-01822	Debbie Robertus	Mileage	10.13	10.13
G-01823	Lisa Weissenbuehler	Programming Activities	100.00	
		Other Commodities	107.63	207.63
G-01824	Michael Corley	Programming Activities	119.00	
		Programming Activities	119.00	238.00
G-01825	Southwest Paper - OKC	Supplies	187.60	187.60
G-01826	Quill, Corp.	Supplies	84.40	84.40
G-01827	Business Imaging Systems, Inc.	Maintenance of Facilities	866.20	
		Maintenance of Facilities	992.00	1,858.20
G-01828	Kimberly Edwards	Programming Activities	79.05	79.05
G-01829	Equipment Service, Inc.	Other Commodities	70.00	70.00
G-01830	DPT Productions	Library Related Services	200.00	200.00
G-01831	Sharon A. Nolan	Programming Activities	94.61	94.61
G-01832	Hewlett-Packard Co.	Equipment	3,274.00	3,274.00
G-01833	BBC Audiobooks America	Materials	32.00	32.00
G-01834	Clarion Meridian Hotel	Focus 2004	10,827.60	10,827.60
G-01835	Norman Begin	Programming Activities	800.00	800.00
G-01836	Wanda Scott	Travel Expense	91.16	91.16
G-01837	ICON	Supplies	30.00	30.00
G-01838	Metro Builders Supply	Equipment	2,026.00	2,026.00
G-01839	City of Harrah	Water & Garbage Service	47.46	47.46
G-01840	Crowe & Dunlevy	Legal Services	2,519.28	2,519.28
G-01841	City of Choctaw	Water & Garbage Services	35.40	35.40
G-01842	C.O.T.P.A.	Staff Parking	1,170.00	1,170.00
G-01843	C. L. Frates & Co.	Insurance	156,511.00	156,511.00
G-01844	Office Depot	Supplies	157.54	
		Supplies	269.10	
		Supplies	23.14	449.78
G-01845	Todd Olberding	Mileage	48.00	
		Telephone Reimbursement	47.34	95.34
G-01846	Baker & Taylor Books - #510486	Materials	3,894.38	3,894.38
G-01847	David Fitzgerald & Associates	Other Commodities	150.00	
		Library Related Services	325.00	475.00
G-01848	Cheryl Pernell	Mileage	3.00	
		Mileage	11.25	14.25
G-01849	Jeanne Devlin	Parking	140.00	
		Mileage	97.88	237.88
G-01850	Oklahoman	Publication	44.31	44.31
G-01851	Baker & Taylor Entertainment	Materials	6,926.66	6,926.66
G-01852	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Nov	73,963.64	73,963.64
G-01853	Walmart Community	Programming Activities	136.21	136.21
G-01854	Jean Engebritson	Mileage	11.25	11.25
G-01855	MagnetStreet	Programming Supplies	185.75	185.75
G-01856	CHR Solutions, Inc.	Telephone Consultant	18,000.00	18,000.00
G-01857	Sharon G Bish	Membership	35.00	35.00
G-01858	Oklahoma State University	Registration	195.00	195.00
G-01859	Star Lighting	Maintenance Supplies	31.08	31.08
G-01860	Melissa Weathers	Membership Reimbursement	35.00	
		Programming Activities	68.78	103.78



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-01861	Sharon May	Membership Reimbursement	33.50	
		Mileage	5.25	38.75
G-01862	SBC DataComm	Data Cabling	8,150.00	8,150.00
G-01863	A & E Business Products	Maintenance of Facilities	50.00	50.00
G-01864	Lesli Jones	Library Related Services	380.00	380.00
G-01865	Cheryll Smith	Mileage	6.75	6.75
G-01866	Southwestern Bell	Telephone Services	63.14	63.14
G-01867	Cox Communications, Inc.	Telephone Services	4,180.26	4,180.26
G-01868	Corporate Express	Supplies	125.01	125.01
G-01869	Securitas Security USA, Inc.	Security Services	1,053.15	
		Security Services	2,523.73	3,576.88
G-01870	Baker & Taylor Books - #510486	Materials	926.55	
		Materials	1,459.64	
		Materials	3,472.84	
		Materials	7,135.44	
		Materials	3,940.79	
		Materials	2,165.98	
		Materials	7,334.66	
		Materials	1,277.34	27,713.24
G-01871	Baker & Taylor Books - #510486	Materials	759.80	
		Materials	3,979.72	
		Materials	2,433.43	7,172.95
G-01872	Baker & Taylor Books-#510486	Materials	838.88	838.88
G-01873	Willow Bend Books	Materials	129.50	129.50
G-01874	Mickey Sherman	Programming Activities	120.00	120.00
G-01875	Lloyd Lovely	Mileage	7.88	
		Parking	59.00	66.88
G-01876	Jill Marie Copeland	Programming Activities	160.00	160.00
G-01877	COTPA	Staff Parking	1,739.48	1,739.48
G-01878	Cheryl Coleman	Mileage	10.50	10.50
G-01879	Quik Print	Printing	214.65	
		Printing	604.09	
		Printing	2,020.85	2,839.59
G-01880	O G & E	Electrical Services	24,975.16	24,975.16
G-01881	Oklahoma Natural Gas Co.	Gas Services	461.77	461.77
G-01882	Brodart, Inc.	Equipment	1,035.00	1,035.00
G-01883	Southwestern Stationery and	Printing	5,334.33	5,334.33
G-01884	Demco	Equipment	182.01	182.01
G-01885	Highsmith Co., Inc.	Supplies	28.63	
		Supplies	37.36	65.99
G-01886	Journey House Travel, Inc.	Travel Expense	206.40	
		Travel Expense	208.70	415.10
G-01887	Hewlett-Packard Co.	Automation Contractural	11,966.00	11,966.00
G-01888	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-01889	United Linen	Maintenance of Facilities	24.40	24.40
G-01890	Ernestine Clark	Mileage	19.50	19.50
G-01891	Christine Pryor	Programming Activities	75.00	75.00
G-01892	Weston Woods Accts Receivable	Materials	962.79	962.79
G-01893	Baker & Taylor Books - #510486	Materials	1,681.90	1,681.90
G-01894	U.S. Postmaster	Postage	12,000.00	12,000.00
G-01895	Mitchell Repair Information Co	Materials	72.80	72.80
G-01896	Bill Warren Office Products	Supplies	21.52	

\*\* Continued \*\*



General Fund F.Y. 04-05

Warrant Register

November 2004

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01896	Bill Warren Office Products	Supplies	39.12
		Supplies	2.30
		Supplies	67.38
			130.32
G-01897	Yarn Barn	Materials	105.96
			105.96
G-01898	CompSource Oklahoma	Worker Comp Insurance	11,413.00
			11,413.00
G-01899	Nextel Communications	Telephone Services	177.22
			177.22
G-01900	Arro Business Products, Inc.	Supplies	10,394.97
		Supplies	1,226.40
			11,621.37
G-01901	Recorded Books, LLC	Materials	65.50
			65.50
G-01902	General Builders Supply Co.	Maintenance Supplies	16.15
			16.15
G-01903	Carolyn Abernathy	Mileage	16.50
		Programming Activities	51.61
			68.11
G-01904	U.S. Postmaster	Postage	150.00
			150.00
G-01905	Instructional Video, Inc.	Materials	19.95
			19.95
G-01906	Ann Aliotta	Programming Activities	119.30
			119.30
G-01907	Live Oak Media	Materials	122.75
			122.75
G-01908	Randy Wayland	Programming	130.33
			130.33
G-01909	GPN / WNED - TV	Materials	384.72
			384.72
G-01910	Production Services	Library Related Services	230.00
		Library Related Services	380.00
			610.00
G-01911	Hal Leonard Publishing	Materials	539.99
			539.99
G-01912	Sydna Yellowfish	Programming Activities	150.00
			150.00
G-01913	Executive Women International	Other Commodities	120.00
			120.00
G-01914	BMI Systems	Lease Equipment	1,059.61
		Lease of Equipment	360.59
			1,420.20
G-01915	Taylor & Francis/Routledge	Materials	656.54
			656.54
G-01916	National Seminar Group	Registration	195.00
			195.00
G-01917	Lowe's Companies, Inc.	Maintenance Supplies	10.92
		Maintenance Supplies	17.90
		Maintenance Supplies	15.15
		Maintenance Supplies	23.88
		Maintenance Supplies	46.13
			113.98
G-01918	Jill Vessels	Membership	24.50
			24.50
G-01919	Oklahoma Dept. of Libraries	Registration	60.00
			60.00
G-01920	Books on Tape, Inc.	Materials	41.40
			41.40
G-01921	Ursula Ward	Mileage	3.75
			3.75
G-01922	Hobby Lobby	Other Commodities	450.42
			450.42
G-01923	Francie Pendleton	Mileage	15.94
			15.94
G-01924	Ingram Library Services	Materials	639.28
			639.28
G-01925	Walker Companies	Supplies	3.75
			3.75
G-01926	Lynda Haller	Materials	105.00
			105.00
G-01927	SmileMakers, Inc.	Programming Supplies	109.55
			109.55
G-01928	Employment Technologies Corp	Professional Services	315.00
			315.00
G-01929	Debra O. Spindle	Supplies	65.01
			65.01
G-01930	OK Stamp & Seal Company	Supplies	21.55
			21.55
G-01931	Town of Luther	Water & Garbage Services	36.18
			36.18
G-01932	SBC SMART Yellow Pages	Library Related Services	235.99
			235.99
G-01933	Lynn Moroney	Programming Activities	150.00
			150.00
G-01934	Schiffer Publishing	Materials	261.84
			261.84
G-01935	Glenna McBride	Programming	236.40
			236.40
G-01936	Anita Roesler	Mileage	11.40
			11.40



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-01937	Oklahoma Literacy Coalition	Library Related Services	500.00	500.00
G-01938	Dell	Automation System	1,460.20	
		Automation System	2,933.94	4,394.14
G-01939	Heidi A. Port	Parking & Transportation	40.00	40.00
G-01940	BMI Systems Corporation	Copier Maintenance	374.19	
		Copier Maintenance	166.34	
		Copier Maintenance	287.18	827.71
G-01941	ProQuest	Materials	25.70	25.70
G-01942	AT&T	Telephone Services	49.48	49.48
G-01943	Ruby Soutiere	Mileage	12.00	12.00
G-01944	Westrex International	Supplies	2,609.79	
		Supplies	477.36	3,087.15
G-01945	Dowell Parking Center	Staff Parking	125.00	125.00
G-01946	Clyde Herrod	Mileage	4.50	4.50
G-01947	AFP	Membership	245.00	245.00
G-01948	John Wood	Mileage	12.19	12.19
G-01949	Teresa Goggins	Mileage	16.80	16.80
G-01950	Vision Service Plan of	Grp Vision Ins Prm-Nov	2,110.72	2,110.72
G-01951	Joshua Schell	Mileage	11.25	11.25
G-01952	Office Depot	Supplies	80.03	
		Equipment	348.82	
		Supplies	21.75	
		Supplies	16.40	
		Supplies	72.60	539.60
G-01953	Todd Olberding	Mileage	17.25	17.25
G-01954	Roy Ballou	Mileage	50.63	50.63
G-01955	Baker & Taylor Books - #510486	Materials	1,733.05	1,733.05
G-01956	Cheryl Pernell	Mileage	28.08	28.08
G-01957	Baker & Taylor Entertainment	Materials	1,844.59	1,844.59
G-01958	Walmart Community	Supplies	19.04	19.04
G-01959	John L. Hilbert	Programming Activities	68.58	68.58
G-01960	Teaching Company	Materials	374.80	374.80
G-01961	McDonald & Fredrickson, P.C.	Legal Services	800.00	800.00
G-01962	A Chance to Change	Employee Assistance	997.50	997.50
G-01963	Darrie Breathwitt	Travel Expense	12.00	12.00
G-01964	Barbara A. Johnson	Travel Expense	22.50	
		Mileage	15.00	37.50
G-01965	Khanh Minh Do	Mileage	63.75	63.75
G-01966	John Utley	Mileage	69.75	69.75
G-01967	Rick George	Printing	100.00	100.00
G-01968	Focus on the Family	Materials	71.83	71.83
G-01969	Standley Systems	Copier Usage	249.20	
		Copier Usage	458.27	707.47
G-01970	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	75.00	325.00
G-01972	Faith Centered Resources	Materials	571.60	571.60
G-01973	Coral Cashion	Programming Activities	60.00	
		Programming Activities	60.00	120.00
G-01974	Corporate Express	Supplies	15.45	15.45
G-01975	Securitas Security USA, Inc.	Security Services	2,972.13	
		Security Services	1,011.85	3,983.98
G-01976	Baker & Taylor Books - #510486	Materials	1,409.89	

\*\* Continued \*\*



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose	Amount
<b>** Continued **</b>			
G-01976	Baker & Taylor Books - #510486	Materials	3,854.73
		Materials	3,251.86
		Materials	3,050.09
		Materials	3,069.39
			14,635.96
G-01977	Baker & Taylor Books - #510486	Materials	1,772.21
		Materials	2,231.36
			4,003.57
G-01978	Baker & Taylor Books-#510486	Materials	977.14
			977.14
G-01979	Clarissa Sharp	Programming Activities	120.00
			120.00
G-01980	Mickey Sherman	Programming Activities	100.00
		Programming Activities	300.00
			400.00
G-01981	William F Comstock, P.C.	Legal Services	1,062.50
			1,062.50
G-01982	Angela Wall	Programming Activities	50.00
			50.00
G-01983	Sharon Maine	Mileage	6.75
			6.75
G-01984	Single Source	Supplies	61.04
		Equipment	425.33
		Supplies	43.02
		Supplies	20.73
			550.12
G-01985	Metropolitan Library System	Employee Deductions	207.50
			207.50
G-01986	Bank of Oklahoma	Payroll Transmittal-Chks	49,852.76
		Payroll Transmittal-Chks	14,836.50
			64,689.26
G-01987	Bank of Oklahoma	Federal Withholding Tax	32,210.60
		Federal Withholding Tax	1,861.00
			34,071.60
G-01988	Oklahoma Tax Commission	State Withholding Tax	15,475.60
		State Withholding Tax	1,091.00
			16,566.60
G-01989	Mun. Employees Credit Union	Employee Cr Union Deducts	10,622.74
		Employee Cr Union Deducts	80.00
			10,702.74
G-01990	United Way of Central Oklahoma	Employee Deductions	336.67
		Employee Deductions	5.00
			341.67
G-01991	Morgan & Associates, P.C.	Employee Deductions	104.31
			104.31
G-01992	Bank of America	Payroll Transmittal-DDep	150,532.80
		Payroll Transmittal-DDep	20,455.34
			170,988.14
G-01993	Nationwide Retirement Solution	Employee Deductions	8,616.97
			8,616.97
G-01994	MLS Endowment Trust	Employee Deductions	25.00
			25.00
G-01995	Premium Accounting	Employee Deductions	696.23
			696.23
G-01996	Metro Library Sys Pension Trst	Employee Retirement Conts	8,459.59
			8,459.59
G-01997	Bank of Oklahoma	Employee Flexplan Deposit	16,733.84
		Employer Flexplan Deposit	1,430.00
			18,163.84
G-01998	Bank of Oklahoma	Employee Soc/Sec Deposits	18,407.48
		Employee Soc/Sec Deposits	2,593.50
		Employee Medicare Deposit	4,371.92
		Employee Medicare Deposit	606.48
		Employer Soc/Sec Deposits	21,001.06
		Employer Medicare Deposit	4,978.59
			51,959.03
G-01999	Love, Beal & Nixon, P.C.	Employee Deductions	252.07
			252.07
G-02000	Oklahoma Centralized Support	Employee Deductions	115.00
		Employee Deductions	197.60
			312.60
G-02001	Administrative Systems, Inc.	Employee Deductions	1,065.89
			1,065.89
G-02002	Credit Bureau Services Assoc.	Employee Deductions	50.00
			50.00
G-02003	Metropolitan Library System	Professional Services	15.00
		Postage	18.04
		Supplies	8.79

**\*\* Continued \*\***



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02003	Metropolitan Library System	Supplies	169.74	
		Programming Activities	14.92	
		Programming Activities	110.44	
		Programming Supplies	167.12	
		Other Commodities	83.48	587.53
G-02004	Federal Corporation	Maintenance of Facilities	22.03	22.03
G-02005	Del Paint Manufacturing Corp.	Maintenance Supplies	17.30	17.30
G-02006	City of the Village	Water & Garbage Services	70.13	70.13
G-02007	Triangle/A & E	Capital Project	29.10	
		Capital Project	78.00	
		Capital Project	39.00	
		Capital Project	23.40	
		Capital Project	34.50	204.00
G-02008	Unisource Worldwide Inc-OKCity	Supplies	361.00	
		Supplies	361.00	722.00
G-02009	Southwestern Stationery and	Printing	1,308.00	1,308.00
G-02010	Demco	Supplies	3,100.00	3,100.00
G-02011	Eales Electronics Corp.	Maintenance of Facilities	563.00	563.00
G-02012	EBSCO Subscription Services	Subscription	36,870.03	
		Subscriptions	24,900.01	
		Subscriptions	16,413.73	
		Subscriptions	10,128.64	
		Subscriptions	8,887.61	
		Subscriptions	4,798.73	
		Subscriptions	1,716.46	
		Subscriptions	700.06	104,415.27
G-02013	Gaylord Bros.	Furniture	2,563.60	
		Furniture	678.13	
		Furniture	105.00	3,346.73
G-02014	Gale Research	Materials	3,744.25	3,744.25
G-02015	Highsmith Co., Inc.	Furniture	648.76	
		Equipment	805.33	1,454.09
G-02016	Sams Technical Publishing	Materials	155.23	155.23
G-02017	City of Edmond	Electrical Services	2,473.78	2,473.78
G-02018	Standard Printing Co., Inc.	Printing	179.95	
		Printing	802.50	982.45
G-02019	Baker & Taylor Books - #510486	Materials	727.95	727.95
G-02020	Donna Morris	Telephone Services	35.00	35.00
G-02021	Standard & Poor's	Materials	10,200.30	10,200.30
G-02022	Bill Warren Office Products	Supplies	53.03	
		Supplies	11.28	64.31
G-02023	Facts On File, Inc.	Materials	134.82	134.82
G-02024	Recorded Books, LLC	Materials	206.32	206.32
G-02025	Jacquelyn J. Taylor	Programming Activities	53.45	53.45
G-02026	Business & Legal Reports, Inc.	Supplies	89.00	89.00
G-02027	Hunter's Battery Warehouse	Vehicle Parts & Repairs	119.90	119.90
G-02028	Salem Press Accounting Office	Materials	756.00	756.00
G-02029	Light Bulb Supply Co., Inc.	Maintenance Supplies	414.44	
		Maintenance of Facilities	17.94	
		Maintenance Supplies	59.90	492.28
G-02030	Spaces, Inc.	Furniture	1,475.00	1,475.00



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-02031	Hal Leonard Publishing	Materials	245.05	245.05
G-02032	New Atlas dot Com, Inc.	Materials	483.78	483.78
G-02033	Library Video Co.	Materials	1,035.56	1,035.56
G-02034	Full Circle Book Store	Materials	87.80	87.80
G-02035	Janet Brooks	Mileage	31.83	31.83
G-02036	Oklahoma Air Filter	Maintenance Supplies	97.20	97.20
G-02037	Construction Building	Maintenance Supplies	28.13	28.13
G-02038	Jill Vessels	Travel Expense	79.13	79.13
G-02039	Metrocall	Telephone Services	30.22	30.22
G-02040	Oklahoma Gazette	Library Related Services	527.85	527.85
G-02041	Cingular Wireless	Telephone Services	68.88	68.88
G-02042	Brilliance Corporation	Materials	52.94	52.94
G-02043	Ursula Ward	Travel Expense	51.37	51.37
G-02044	Ingram Library Services	Materials	2,611.85	2,611.85
G-02045	Dana Morrow	Programming Activities	118.13	118.13
G-02046	Louisa M. Smith	Registration	25.00	
		Travel Expense	6.00	31.00
G-02047	Walker Companies	Programming Supplies	2,040.90	2,040.90
G-02048	Audio Editions	Materials	106.95	106.95
G-02049	Lakeshore Learning Materials	Programming Activities	22.32	22.32
G-02050	Fuelman of Oklahoma	Gasoline	270.29	
		Gasoline	359.33	
		Gasoline	386.83	1,016.45
G-02051	Chickasaw Telecom, Inc.	Paging Equipment	5,140.74	5,140.74
G-02052	Ginger Waldrip	Programming Activities	303.00	303.00
G-02053	North Star Publishing Co.	Materials	6.50	6.50
G-02054	Stone Computer & Copier	Supplies	131.75	131.75
G-02055	Voss Lighting	Maintenance Supplies	15.48	15.48
G-02056	The Oklahoma Academy	Membership	250.00	250.00
G-02057	Debbie Kelley	Mileage	17.25	17.25
G-02058	Schiffer Publishing	Materials	205.14	205.14
G-02059	Savvy Senior	Library Related Services	60.00	60.00
G-02060	Pauline Boyer Rodriguez	Travel Expense	51.37	51.37
G-02061	Deborah Willis	Mileage	118.88	118.88
G-02062	Crystal Giles	Travel Expense	51.37	51.37
G-02063	Associated Appliance, Inc.	Maintenance of Facilities	44.96	44.96
G-02064	Heidi Johnson	Mileage	14.25	14.25
G-02065	Bank of America	Direct Deposit Fees	145.03	145.03
G-02066	Contractors Supply Co.	Maintenance of Facilities	34.56	34.56
G-02067	Kelley Riha	Mileage	133.88	133.88
G-02068	MWM, LLC	Maintenance of Facilities	238.50	238.50
G-02069	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	670.50	670.50
G-02070	City of Edmond	Water & Garbage Service	230.75	230.75
G-02071	Clyde Herrod	Travel Expense	48.00	48.00
G-02072	Office Depot	Supplies	74.44	74.44
G-02073	Baker & Taylor Books - #510486	Materials	899.34	899.34
G-02074	Commercial Card Solutions	Maintenance Supplies	47.76	
		Supplies	92.85	
		Supplies	6.64	
		Automation Contractual	282.86	
		Automation Contractual	178.75	
		Automation Contractual	166.38	

\*\* Continued \*\*



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02074	Commercial Card Solutions	Automation Contractual	154.39	
		Computer Equipment	29.00	
		Registration	547.55	
		Automation Contractual	59.58	
		Registration	90.00	1,655.76
G-02075	Baker & Taylor Entertainment	Materials	1,068.65	1,068.65
G-02076	FBD Consulting, Inc.	Benefit Calculation	560.00	560.00
G-02077	Metro Family	Library Related Services	467.50	467.50
G-02078	Marian J. LeCrone	Mileage	31.50	31.50
G-02079	Commercial Card Solutions	Books	152.20	
		Books	160.85	
		Books	323.36	
		Books	217.69	
		Books	162.65	
		Books	411.66	
		Books	49.00	1,477.41
G-02080	New Horizons	Automation Contractual	2,500.00	2,500.00
G-02081	Cory's Audio-Visual Services	Maintenance of Facilities	120.00	120.00
G-02082	Magic 104.1 KMGL	Library Related Services	1,000.00	
		Library Related Services	3,995.00	4,995.00
G-02083	Donna Morris	Car Allowance	450.00	450.00
G-02084	Marquis Who's Who, LLC	Materials	2,404.00	2,404.00
G-02085	Star Lighting	Maintenance Supplies	111.30	
		Maintenance Supplies	104.70	216.00
G-02086	Melissa Weathers	Mileage	102.00	102.00
G-02087	Susan H. Wood	Programming Activities	75.00	75.00
G-02088	Rondia K. Banks	Programming Activities	58.12	58.12
G-02089	KOMA-FM Oklahoma City	Library Related Services	400.00	
		Library Related Services	1,000.00	
		Library Related Services	4,000.00	5,400.00
G-02090	Karole Stout	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-02091	The Rounders	Materials	72.00	72.00
G-02092	Corporate Express	Supplies	32.88	32.88
G-02093	Securitas Security USA, Inc.	Security Services	1,019.23	
		Security Services	2,972.13	3,991.36
G-02094	Baker & Taylor Books - #510486	Materials	524.62	
		Materials	3,644.96	
		Materials	1,820.63	
		Materials	2,883.49	
		Materials	8,928.63	17,802.33
G-02095	Baker & Taylor Books - #510486	Materials	1,836.59	
		Materials	5,491.52	7,328.11
G-02096	Baker & Taylor Books-#510486	Materials	708.15	708.15
G-02097	Laura Scheller	Programming Activities	75.00	75.00
G-02098	Stacy Schrank	Mileage	33.38	33.38
G-02099	John Sing's	Maintenance of Facilities	200.00	200.00
G-02100	United States Postal Service	Postage	6,000.00	6,000.00
G-02101	Administrative Systems, Inc.	Short-Term Disab Prem Adj	28.50	28.50
G-02102	Metropolitan Library System	Library Related Service	400.00	400.00
G-02103	Grainger Parts Operations	Maintenance of Facilities	142.49	142.49



General Fund F.Y. 04-05

Warrant Register

November 2004

Number	Vendor/Payee	Purpose		Amount
G-02104	O G & E	Electrical Services	7,876.19	7,876.19
G-02105	Oklahoma Natural Gas Co.	Gas Services	509.59	509.59
G-02106	City of Bethany	Water & Garbage Services	112.35	112.35
G-02107	City of Oklahoma City	Water & Garbage Services	1,178.61	1,178.61
G-02108	Triangle/A & E	Supplies	113.17	
		Supplies	127.20	240.37
G-02109	Unisource Worldwide Inc-OKCity	Maintenance Supplies	786.20	
		Maintenance of Facilities	96.00	
		Maintenance Supplies	4,716.00	
		Supplies	1,197.50	6,795.70
G-02110	Southwestern Stationery and	Supplies	216.60	
		Printing	1,083.00	1,299.60
G-02111	Demco	Equipment	56.14	
		Supplies	389.23	
		Supplies	21.81	467.18
G-02112	Ginger LaCroix	Programming Activities	75.00	75.00
G-02113	Pipkin Cameras	Supplies	19.95	19.95
G-02114	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02115	Gale Research	Materials	2,701.72	
		Materials	385.67	3,087.39
G-02116	Highsmith Co., Inc.	Programming Supplies	30.85	30.85
G-02117	SBC	Telephone Services	2,415.47	
		Telephone Services	1,616.12	
		Telephone Services	330.45	4,362.04
G-02118	Christine Pryor	Programming Activities	75.00	75.00
G-02119	Standard Printing Co., Inc.	Printing	90.00	90.00
G-02120	Weston Woods Accts Receivable	Materials	81.85	81.85
G-02121	Baker & Taylor Books - #510486	Materials	3,740.33	3,740.33
G-02122	Stillwater News-Press	Subscription	134.00	134.00
G-02123	Standard & Poor's	Materials	4,368.72	4,368.72
G-02124	Bill Warren Office Products	Supplies	57.95	57.95
G-02125	C & H Distributors, LLC	Supplies	258.68	258.68
G-02126	Susan E. Hall	Membership Reimbursement	35.00	35.00
G-02127	KOCY AM Radio	Library Related Services	750.00	750.00
G-02128	Barbara Beasley	Mileage	20.63	20.63
G-02129	Joyce Helms	Mileage	6.79	6.79
G-02130	Chester 'Jack' Kinzie, Jr.	Mileage	16.31	
		Parking & Transportation	4.00	20.31
G-02131	OfficeMax - A Boise Co.	Supplies	87.00	
		Supplies	551.25	638.25
G-02132	Recorded Books, LLC	Materials	6.95	6.95
G-02133	Instructional Video, Inc.	Materials	387.22	387.22
G-02134	Films for the Humanities	Materials	280.69	280.69
G-02135	Gale Group	Materials	12,345.54	12,345.54
G-02136	Ann Aliotta	Mileage	28.88	28.88
G-02137	Central Oklahoma Volunteer	Membership	20.00	20.00
G-02138	Anne G. Fischer	Telephone Reimbursement	11.14	
		Mileage	17.25	28.39
G-02139	Friday	Subscription	25.00	25.00
G-02140	Hal Leonard Publishing	Materials	60.85	60.85
G-02141	Staples	Supplies	61.42	61.42
G-02142	Walter Wayne McEvilly	Programming Activities	200.00	200.00



General Fund F.Y. 04-05

Warrant Register

November 2004

Number	Vendor/Payee	Purpose		Amount
G-02143	Library Video Co.	Materials	101.70	101.70
G-02144	Clampitt Paper Co.	Supplies	99.00	
		Supplies	57.00	156.00
G-02145	Debbie Langston	Programming Activities	70.00	
		Programming Activities	52.50	122.50
G-02146	Teen Ink	Library Related Services	125.00	
		Programming Activities	125.00	250.00
G-02147	Blackstone Audio Books	Materials	270.82	270.82
G-02148	Oklahoma Gazette	Library Related Services	527.85	527.85
G-02149	Books on Tape, Inc.	Materials	5,589.60	5,589.60
G-02150	Hobby Lobby	Matting & Frame	142.86	142.86
G-02151	Ingram Library Services	Materials	2,899.18	2,899.18
G-02152	Barbara M. Namminga	Mileage	9.75	9.75
G-02153	Ibexa Press	Materials	28.00	28.00
G-02154	Information Today, Inc.	Materials	3,059.50	3,059.50
G-02155	Audio Editions	Materials	130.42	130.42
G-02156	Kinko's, Inc.	Printing	89.99	
		Printing	539.94	
		Printing	63.99	
		Printing	177.50	871.42
G-02157	Chickasaw Telecom, Inc.	Automation Contractural	18,085.05	18,085.05
G-02158	Day-Timers, Inc.	Supplies	9.05	9.05
G-02159	Voss Lighting	Maintenance Supplies	137.36	
		Maintenance Supplies	15.48	152.84
G-02160	Global Sports Productions	Materials	226.60	226.60
G-02161	Jimmy Welch	Remote VPN	25.00	25.00
G-02162	Dorothy Dunlap	Mileage	128.25	128.25
G-02163	Debbie Robertus	Travel Expense	82.50	
		Mileage	37.50	120.00
G-02164	Southwestern Bell	Telephone Services	268.69	268.69
G-02165	Deborah Willis	Travel Expense	88.50	88.50
G-02166	Victory Glass Company	Maintenance of Facilities	540.00	540.00
G-02167	Heidi Johnson	Membership	35.00	35.00
G-02168	Medco Supply Lockbox	First Aid Supplies	33.90	33.90
G-02169	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	23.89	23.89
G-02170	Pre Press Graphics &	Printing	543.50	543.50
G-02171	Jim Miller	Programming Activities	150.00	150.00
G-02172	Omnigraphics, Inc.	Materials	1,646.73	1,646.73
G-02173	Jan Reynolds	Mileage	28.88	28.88
G-02174	Rosalind L. Reeder	Programming Activities	100.00	100.00
G-02175	Bliss Electric, Inc	Maintenance of Facilities	99.38	99.38
G-02176	Lisa M. Wood	Programming Activities	96.24	96.24
G-02177	LaRhonda Williams	Programming Activities	50.00	50.00
G-02178	Office Depot	Supplies	19.74	19.74
G-02179	Todd Olberding	Travel Expense	359.98	359.98
G-02180	Baker & Taylor Books - #510486	Materials	2,568.15	2,568.15
G-02181	Cheryl Pernell	Travel Expense	7.00	
		Registration	45.00	52.00
G-02182	Baker & Taylor Entertainment	Materials	2,434.47	2,434.47
G-02183	Bentley Flooring	Carpet	999.00	999.00
G-02184	Prime Office Products	Supplies	14.64	14.64
G-02185	Walmart Community	Programming Activities	106.05	106.05



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-02186	Reef Shop Warehouse	Maintenance of Facilities	12.00	12.00
G-02187	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	12.00
G-02188	Classic Paper Supply	Maintenance Supplies	28.90	28.90
G-02189	EmTec Pest Control, Inc.	Maintenance of Facilities	153.00	
		Maintenance of Facilities	134.00	
		Maintenance of Facilities	15.00	
		Maintenance of Facilities	168.00	
		Maintenance of Facilities	134.00	
		Maintenance of Facilities	15.00	619.00
G-02190	All-American Waste Control	Garbage Services	291.68	291.68
G-02191	Photo Researchers, Inc.	Printing	1,500.00	1,500.00
G-02192	Star Lighting	Maintenance Supplies	111.48	111.48
G-02193	Fentriss Sound	Equipment	1,500.00	1,500.00
G-02194	Susan H. Wood	Programming Activities	75.00	75.00
G-02195	Karen K. Bailey	Programming Activities	100.00	100.00
G-02196	Pamela Barrymore	Programming Activities	100.00	100.00
G-02197	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-02198	Faith Centered Resources	Materials	178.10	178.10
G-02199	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-02200	Corporate Express	Maintenance Supplies	67.98	
		Supplies	21.63	89.61
G-02201	Securitas Security USA, Inc.	Security Services	1,082.65	
		Security Services	2,978.03	4,060.68
G-02202	Baker & Taylor Books - #510486	Materials	801.73	
		Materials	2,187.69	
		Materials	2,721.84	
		Materials	1,707.58	
		Materials	2,919.76	
		Materials	6,028.22	16,366.82
G-02203	Baker & Taylor Books - #510486	Materials	2,988.55	
		Materials	3,777.87	
		Materials	3,084.68	9,851.10
G-02204	Baker & Taylor Books-#510486	Materials	1,750.34	1,750.34
G-02205	Sheillah Harris	Programming Activities	100.00	100.00
G-02206	Beatriz Meyer	Programming Activities	700.00	700.00
G-02207	Mickey Sherman	Programming Activities	100.00	100.00
G-02208	Robert Ferguson	Programming Activities	50.00	50.00
G-02209	Toby Tobin	Programming Activities	200.00	200.00
G-02210	Maria Y. Bozarth	Programming Activities	325.00	325.00
G-02211	Mary L Strong	Programming Activities	83.71	83.71
G-02212	Severn House Publishers	Materials	162.12	162.12
G-02213	Erika Diel	Maintenance of Facilities	120.00	120.00
G-02214	Trigen	Energy Services	9,955.60	9,955.60
G-02215	Single Source	Supplies	503.70	
		Supplies	418.10	921.80
G-02216	Global Industrial Equipment	Maintenance of Facilities	190.00	190.00
G-02217	Stacy Schrank	Training & Development	50.00	50.00
G-02218	Tyrone Wilkerson	Programming Activities	200.00	200.00
G-02219	Metropolitan Library System	Employee Deductions	207.50	207.50
G-02220	Bank of Oklahoma	Payroll Transmittal-Chks	49,725.93	
		Payroll Transmittal-Chks	16,611.28	66,337.21
G-02221	Bank of Oklahoma	Federal Withholding Tax	33,803.60	

\*\* Continued \*\*



General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02221	Bank of Oklahoma	Federal Withholding Tax	2,089.00	35,892.60
G-02222	Oklahoma Tax Commission	State Withholding Tax	16,151.60	
		State Withholding Tax	1,158.00	17,309.60
G-02223	Mun. Employees Credit Union	Employee Cr Union Deducts	10,309.74	
		Employee Cr Union Deducts	80.00	10,389.74
G-02224	United Way of Central Oklahoma	Employee Deductions	326.67	
		Employee Deductions	5.00	331.67
G-02225	Morgan & Associates, P.C.	Employee Deductions	56.17	56.17
G-02226	Bank of America	Payroll Transmittal-DDep	156,601.81	
		Payroll Transmittal-DDep	20,902.07	177,503.88
G-02227	Nationwide Retirement Solution	Employee Deductions	8,078.51	8,078.51
G-02228	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-02229	Premium Accounting	Employee Deductions	696.23	696.23
G-02230	Metro Library Sys Pension Trst	Employee Retirement Conts	8,449.38	8,449.38
G-02231	Bank of Oklahoma	Employee Flexplan Deposit	7,764.20	7,764.20
G-02232	Bank of Oklahoma	Employee Soc/Sec Deposits	19,349.84	
		Employee Soc/Sec Deposits	2,759.28	
		Employee Medicare Deposit	4,660.14	
		Employee Medicare Deposit	645.31	
		Employer Soc/Sec Deposits	22,109.05	
		Employer Medicare Deposit	5,305.33	54,828.95
G-02233	Love, Beal & Nixon, P.C.	Employee Deductions	231.96	231.96
G-02234	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-02235	Administrative Systems, Inc.	Employee Deductions	1,065.89	1,065.89
G-02236	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-02237	City of Midwest City	Water & Garbage Service	404.00	404.00
G-02238	City of Del City	Building Rental	400.00	400.00
G-02239	Oklahoma Natural Gas Co.	Gas Services	224.46	224.46
G-02240	United Mechanical	Maintenance of Facilities	226.50	226.50
G-02241	Standard Printing Co., Inc.	Printing	45.00	
		Printing	125.00	
		Printing	150.00	
		Printing	154.95	
		Printing	237.00	
		Printing	315.00	
		Printing	400.00	1,426.95
G-02242	CompSource Oklahoma	Worker Comp Insurance	8,535.00	8,535.00
G-02243	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	460.00
G-02244	Anne G. Fischer	Telephone Reimbursement	46.56	46.56
G-02245	Superior Signs	Maintenance of Facility	244.80	244.80
G-02246	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02247	Priscilla Doss	Mileage	11.25	11.25
G-02248	Full Circle Book Store	Programming Activities	11.96	11.96
G-02249	Construction Building	Maintenance Supplies	42.20	42.20
G-02250	Jill Vessels	Travel Expense	80.63	80.63
G-02251	Metrocall	Telephone Services	128.51	128.51
G-02252	Marcia J. Findeiss	Mileage	12.38	12.38
G-02253	Hobby Lobby	Other Commodities	28.49	28.49
G-02254	Lori Kane	Mileage	243.04	243.04

General Fund F.Y. 04-05

**Warrant Register**

November 2004

Number	Vendor/Payee	Purpose		Amount
G-02255	SmileMakers, Inc.	Supplies	52.45	52.45
G-02256	Republic Parking System	Parking	156.00	156.00
G-02257	Scovil & Sides Hardware Co.	Maintenance of Facilities	225.80	225.80
G-02258	Showcases	Supplies	563.76	563.76
G-02259	Michael Corley	Programming Activities	119.00	119.00
G-02260	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,150.00	2,300.00
G-02261	Oklahoma Literacy Coalition	Membership	40.00	40.00
G-02262	Cox Oklahoma Telecom, Inc.	Telephone Services	828.61	
		Telephone Services	1,485.65	
		Telephone Services	354.00	2,668.26
G-02263	David Fitzgerald & Associates	Printing	150.00	150.00
G-02264	Walmart Community	Supplies	251.92	251.92
G-02265	Oklahoma City Florist	Other Commodities	260.00	260.00
G-02266	Star Lighting	Maintenance Supplies	111.76	111.76
G-02267	Susan H. Wood	Programming Activities	75.00	
		Programming Activities	250.00	325.00
G-02268	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-02269	Corporate Express	Supplies	86.30	86.30
G-02270	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	3,960.38
G-02271	Oklahoma Business Forms	Supplies	395.34	
		Supplies	198.00	593.34
G-02272	Kalyani Chekuri	Mileage	4.59	4.59
G-02273	Mickey Sherman	Programming Activities	50.00	50.00
G-02274	Mario Medrano	Programming Activities	150.00	150.00
G-02275	Sabre Technologies	Supplies	4,270.00	4,270.00
G-02276	Single Source	Equipment	80.75	
		Supplies	25.58	
		Equipment	484.53	
		Equipment	484.53	1,075.39
G-02277	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,391.00	16,921.00
Total of FY 04-05 Warrants Issued				\$ 1,727,922.02



General Fund F.Y. 03-04

**Warrant Register**

November 2004

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06101	Oklahoma Gazette	Librart Related Services	1,555.70	1,555.70
G-06102	Learning Tree	Programming Activities	250.00	250.00
G-06103	Hewlett-Packard Co.	Automation Contractual	7,439.00	7,439.00
G-06104	Baker & Taylor Books - #510486	Materials	199.94	199.94
G-06105	Demco	Supplies	2,462.06	2,462.06
G-06106	Gaylord Bros.	Equipment	1,494.97	1,494.97
G-06107	McDonald & Fredrickson, P.C.	Legal Services	100.00	100.00
G-06108	Chickasaw Telecom, Inc.	Telephone Equipment	3,031.00	3,031.00
G-06109	Office Depot	Supplies	101.70	101.70
G-06110	Baker & Taylor Books - #510486	Materials	64.79	64.79
G-06111	Tony Newcomb Shirts	Recognition	339.00	339.00
G-06112	Office Depot	Supplies	56.04	56.04
Total of FY 03-04 Warrants Issued				\$ 17,094.20

Special Funds

Warrant Register

November 2004

Number	Vendor/Payee	Purpose		Amount
S-10890	Shane D. O'Connor	Lost & Paid Book Returned	3.00	3.00
S-10891	Anna-Lisa Bright	Lost & Paid Book Returned	11.60	11.60
S-10892	Delta N. Block	Lost & Paid Book Returned	18.98	18.98
S-10893	Sylvia Lawson	Lost & Paid Book Returned	12.60	12.60
S-10894	Gayla D. Hodgins	Lost & Paid Book Returned	11.95	11.95
S-10895	Baker & Taylor Books - #510486	Materials	16.56	16.56
S-10896	Nechoma Goldman	Meeting Room Refund	30.00	30.00
S-10897	Photo Factory	Grand Opening	31.98	31.98
S-10898	Hewlett-Packard Co.	Equipment	1,637.00	1,637.00
S-10899	Maria Rodriguez	Programming	120.00	120.00
S-10900	Mickey Sherman	Programming	100.00	100.00
S-10901	Diego Rodriguez	Programming	120.00	120.00
S-10902	Baker & Taylor Books - #510486	Materials	164.25	164.25
S-10903	Full Circle Book Store	Gift Books	116.53	116.53
S-10904	Paul H. Patrick, Jr	Lost & Paid Book Returned	5.00	5.00
S-10905	Tiffany D. Evans	Lost & Paid Book Returned	17.00	17.00
S-10906	Ann Kennett	Lost & Paid Book Returned	14.00	14.00
S-10907	Teresa Z. Fife	Lost & Paid Book Returned	15.95	15.95
S-10908	Elizabeth Dozal	Lost & Paid Book Returned	3.00	3.00
S-10909	Ada M. Cotter	Lost & Paid Book Returned	9.95	9.95
S-10910	Betty M. Williams	Lost & Paid Book Returned	3.00	3.00
S-10911	Cindy Van Kley	Lost & Paid Book Returned	8.95	8.95
S-10912	Oklahoma Tax Commission	SALES TAX	8.58	8.58
S-10913	Walmart Community	Other Commodities	68.88	68.88
S-10914	Aspen S. Kerr	Replacement Check	3.00	3.00
S-10915	Oklahoma Tax Commission	SALES TAX	336.65	336.65
S-10916	Party Galaxy M.G.	Decorating Supplies	10.70	10.70
S-10917	Museum of Art Cafe	Grand Opening	1,283.50	1,283.50
S-10918	Midwest Trophy Mfg. Co., Inc.	Grand Opening	308.80	308.80
S-10919	Securitas Security USA, Inc.	Security Services	94.40	94.40
S-10920	Maria Rodriguez	Advanced Spanish	60.00	60.00
S-10921	Mickey Sherman	Programming	100.00	100.00
S-10922	Eddie Lou Nachtrieb	Programming	100.00	100.00
		Programming	100.00	200.00
S-10923	Baker & Taylor Entertainment	Materials	1,292.57	1,292.57
S-10924	Baker & Taylor Books - #510486	Materials	1,150.10	1,150.10
S-10925	Chanderiga Suppiah	Lost & Paid Book Returned	3.00	3.00
S-10926	Victoria R. Counts	Lost & Paid Book Returned	3.00	3.00
S-10927	Annamarie Cooper	Lost & Paid Book Returned	8.75	8.75
S-10928	Ericka D. Sharp	Lost & Paid Book Returned	6.00	6.00
S-10929	Devin D. Peters	Lost & Paid Book Returned	14.45	14.45
S-10930	Jeanne L. Poole	Lost & Paid Book Returned	3.00	3.00
S-10931	Laura L. Moore	Lost & Paid Book Returned	3.00	3.00
S-10932	Darlene A. Vigil-Clonts	Lost & Paid Book Returned	3.00	3.00
S-10933	Minh Nguyen	Lost & Paid Book Returned	14.99	14.99
S-10934	Marygrace R. Berkowitz	Lost & Paid Book Returned	3.00	3.00
S-10935	Dennis C. Williams	Lost & Paid Book Returned	3.00	3.00
S-10936	Barbara L. Wilson	Lost & Paid Book Returned	3.00	3.00
S-10937	Heidi J. Garner	Lost & Paid Book Returned	3.00	3.00
S-10938	Joann Wells	Lost & Paid Book Returned	3.00	3.00
S-10939	Metropolitan Library System	Transfer of fines & fees	27,000.00	27,000.00
S-10940	Moroch	Room Rental Refund	450.00	450.00



Special Funds

Warrant Register

November 2004

Number	Vendor/Payee	Purpose		Amount
S-10941	Securitas Security USA, Inc.	Security Services	59.00	59.00
S-10942	Maria Rodriguez	Programming	120.00	120.00
S-10943	Mickey Sherman	Programming	100.00	100.00
S-10944	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10945	Baker & Taylor Entertainment	Materials	351.78	351.78
S-10946	Baker & Taylor Books - #510486	Materials	504.10	504.10
S-10947	Gaylord Bros.	40th Anniversary Supplies	59.72	59.72
S-10948	Laura N. McClain	Lost & Paid Book Returned	3.00	3.00
S-10949	Cannie Szeto	Lost & Paid Book Returned	16.95	16.95
S-10950	Linda H. Larason	Lost & Paid Book Returned	3.00	3.00
S-10951	Crystal R. Emerson	Lost & Paid Book Returned	4.32	4.32
S-10952	Bridgett L. Shaffer	Lost & Paid Book Returned	10.98	10.98
S-10953	Julie E. Marquardt	Lost & Paid Book Returned	3.00	3.00
S-10954	Jennifer Benberry King	Lost & Paid Book Returned	5.45	5.45
S-10955	Tyler J. Feuerborn	Lost & Paid Book Returned	3.00	3.00
S-10956	Public Library of Enid	Lost Book Replacement	20.00	20.00
S-10957	Ponca City Library	Lost Book Replacement	6.00	6.00
S-10958	Frank C. Bone, Jr	Lost & Paid Book Returned	21.95	21.95
S-10959	Lawton Public Library	Lost Book Replacement	28.00	28.00
S-10960	Oklahoma Dept. of Libraries	Lost Book Replacement	15.00	15.00
S-10961	Owen J. McGonnell	Lost & Paid Book Returned	21.95	21.95
S-10962	Karen L. Bays	Lost & Paid Book Returned	3.00	3.00
S-10963	Laurie F. Mack-Clark	Mileage	25.00	25.00
S-10964	Metropolitan Library System	Staff Salaries	150.00	150.00
S-10965	Bill Veazey's Party Store	Grand Opening	141.08	141.08
S-10966	Eddie Lou Nachtrieb	Programming	50.00	50.00
S-10967	Barnes & Noble, Inc.	Books	73.43	73.43
S-10968	Ingram Library Services	Materials	629.48	629.48
S-10969	Baker & Taylor Entertainment	Materials	104.84	104.84
S-10970	Baker & Taylor Books - #510486	Materials	897.70	897.70
S-10971	Laurie F. Mack-Clark	Mileage	15.50	15.50
S-10972	Rebecca L. Wiziarde	Lost & Paid Book Returned	19.90	19.90
S-10973	Linda L. Harkins	Lost & Paid Book Returned	3.00	3.00
S-10974	Breanna C. Cleary	Lost & Paid Book Returned	16.95	16.95
S-10975	Harriet M. VanHooser	Lost & Paid Book Returned	22.95	22.95
S-10976	Vicki K. Waldrop	Lost & Paid Book Returned	3.00	3.00
S-10977	Debra O. Spindle	Lost & Paid Book Returned	33.30	33.30
S-10978	Barbara J. Bowersox	Lost & Paid Book Returned	14.99	14.99
S-10979	Stacy L. Sims	Lost & Paid Book Returned	12.95	12.95
S-10980	Oklahoma City Florist	Flowers	60.00	60.00
S-10981	Eddie Lou Nachtrieb	Programming	100.00	100.00
S-10982	Midwest Trophy Mfg. Co., Inc.	Staff Recognition	8.32	8.32

Total of Special Funds Warrants Issued \$ 38,755.26

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Thursday, November 18, 2004 TIME: 3:00 PM

MEETING PLACE: Edmond Library  
10 S. Boulevard  
Edmond, OK 73003  
(405) 341-9282

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, November 11, 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 Edmond Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 15, 2004, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS EXCUSED:**

Marguerite Ross

**OTHERS PRESENT:**

Penny McCaleb, Metropolitan Library Commission of Oklahoma County, Chair  
Pamela Pung, Metropolitan Library Commission of Oklahoma County, member  
Ric Rea, MLS Director Human Resources  
Lori Kane, Executive Assistant

**ESTIMATE OF OTHERS PRESENT: 0**



I. The meeting was called to order at 3:05 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Caine, Pritchett, Greenwell.  
(Arrived 3:14 p.m.~Cornelius)

II. Mr. Greenwell called for a motion to move into 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).

**Dr. Ann Caine moved to go into Executive Session. Mrs. Shirley Pritchett seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 3:06 p.m.

**Mrs. Carolyn Cornelius moved to end Executive Session. Dr. Caine seconded. No further discussion. Motion passed unanimously.**

The Committee ended Executive Session at 3:33 p.m.

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

**Mrs. Pritchett moved to reconvene. Dr. Caine seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened at 3:38 p.m.

IV. Mr. Greenwell asked if there were any items for discussion from A & P members, there were none.

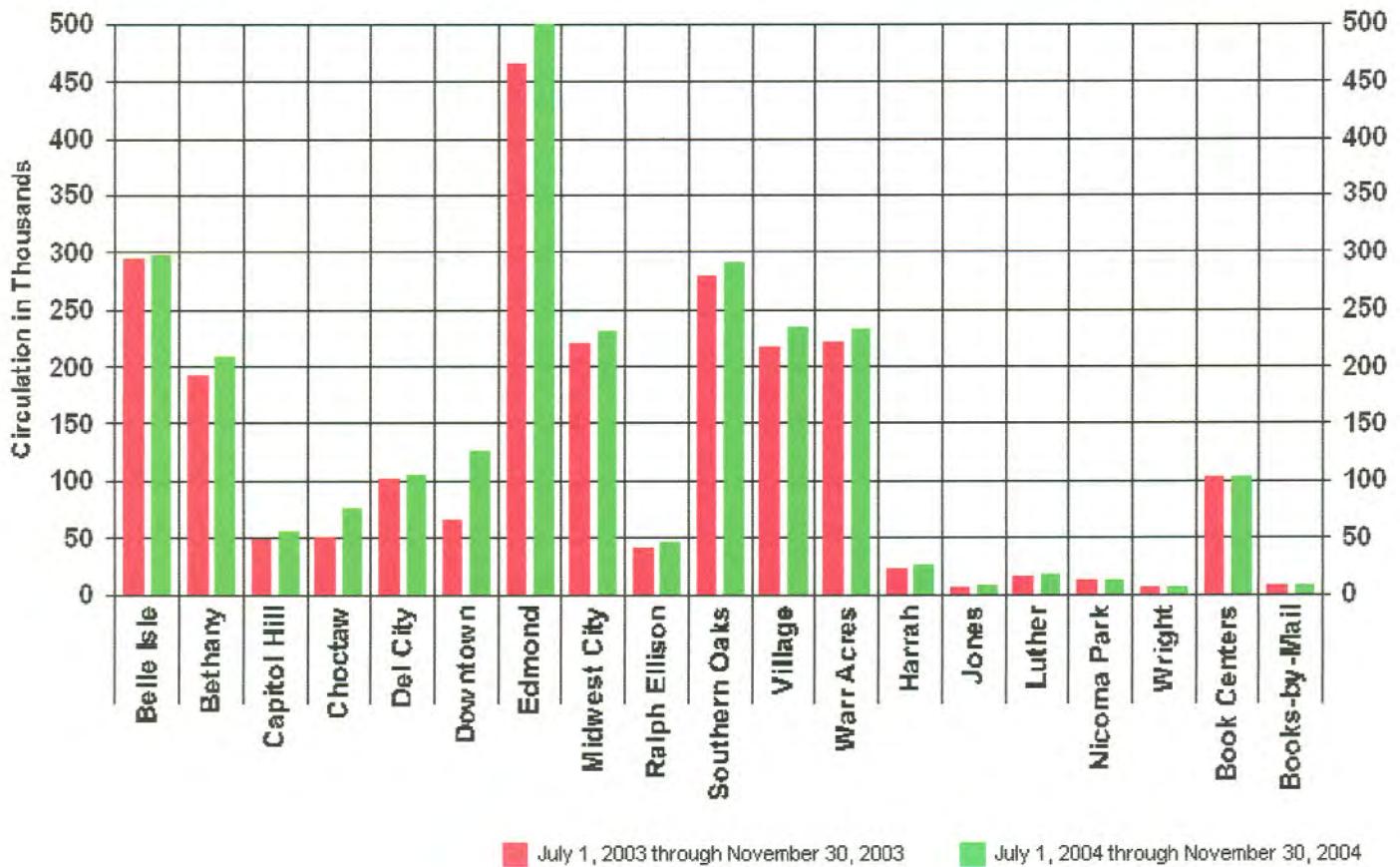
V. Mr. Greenwell called for a motion to adjourn. Dr. Caine moved for adjournment. Mrs. Pritchett seconded. By Committee consensus meeting adjourned at 3:39 p.m.



Respectfully Submitted,  
Lori A. Kane, Executive Assistant

## **Circulation Gains and Losses**

**July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)**





## Circulation Gains and Losses

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

NOVEMBER 30, 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	41160	219883	14746	74776	55906	294659	
	05	43488	226387	13815	70399	57303	296786	
		<b>2328</b>	<b>6504</b>	<b>-931</b>	<b>-4377</b>	<b>1397</b>	<b>2127</b>	<b>.7</b>
BETHANY	04	23779	129444	11274	62604	35053	192048	
	05	27304	144407	11999	63979	39303	208386	
		<b>3525</b>	<b>14963</b>	<b>725</b>	<b>1375</b>	<b>4250</b>	<b>16338</b>	<b>8.5</b>
CAPITOL HILL	04	6863	34856	2898	14391	9761	49247	
	05	7406	39784	2973	15197	10379	54981	
		<b>543</b>	<b>4928</b>	<b>75</b>	<b>806</b>	<b>618</b>	<b>5734</b>	<b>11.6</b>
CHOCTAW	04	5973	32774	3475	18280	9448	51054	
	05	9542	47118	6428	28101	15970	75219	
		<b>3569</b>	<b>14344</b>	<b>2953</b>	<b>9821</b>	<b>6522</b>	<b>24165</b>	<b>47.3</b>
DEL CITY	04	12828	69011	6104	32319	18932	101330	
	05	14734	73752	6409	30974	21143	104726	
		<b>1906</b>	<b>4741</b>	<b>305</b>	<b>-1345</b>	<b>2211</b>	<b>3396</b>	<b>3.4</b>
DOWNTOWN	04	10280	55700	1961	9586	12241	65286	
	05	25409	96864	7516	29865	32925	126729	
		<b>15129</b>	<b>41164</b>	<b>5555</b>	<b>20279</b>	<b>20684</b>	<b>61443</b>	<b>94.1</b>
EDMOND	04	50507	263352	39446	201870	89953	465222	
	05	55113	285151	41101	214548	96214	499699	
		<b>4606</b>	<b>21799</b>	<b>1655</b>	<b>12678</b>	<b>6261</b>	<b>34477</b>	<b>7.4</b>
MIDWEST CITY	04	28802	154093	12537	65322	41339	219415	
	05	31956	167331	12526	64519	44482	231850	
		<b>3154</b>	<b>13238</b>	<b>-11</b>	<b>-803</b>	<b>3143</b>	<b>12435</b>	<b>5.7</b>
RALPH ELLISON	04	5959	29930	1993	9725	7952	39655	
	05	6575	34894	1820	10116	8395	45010	
		<b>616</b>	<b>4964</b>	<b>-173</b>	<b>391</b>	<b>443</b>	<b>5355</b>	<b>13.5</b>
SOUTHERN OAKS	04	38673	207032	14747	73108	53420	280140	
	05	41126	216142	14027	73974	55153	290116	
		<b>2453</b>	<b>9110</b>	<b>-720</b>	<b>866</b>	<b>1733</b>	<b>9976</b>	<b>3.6</b>
VILLAGE	04	27462	145805	12977	70353	40439	216158	
	05	30223	161338	13673	73398	43896	234736	
		<b>2761</b>	<b>15533</b>	<b>696</b>	<b>3045</b>	<b>3457</b>	<b>18578</b>	<b>8.6</b>
WARR ACRES	04	25939	145661	13671	76097	39610	221758	
	05	29867	157217	14697	76421	44564	233638	
		<b>3928</b>	<b>11556</b>	<b>1026</b>	<b>324</b>	<b>4954</b>	<b>11880</b>	<b>5.4</b>

## **Circulation Gains and Losses**

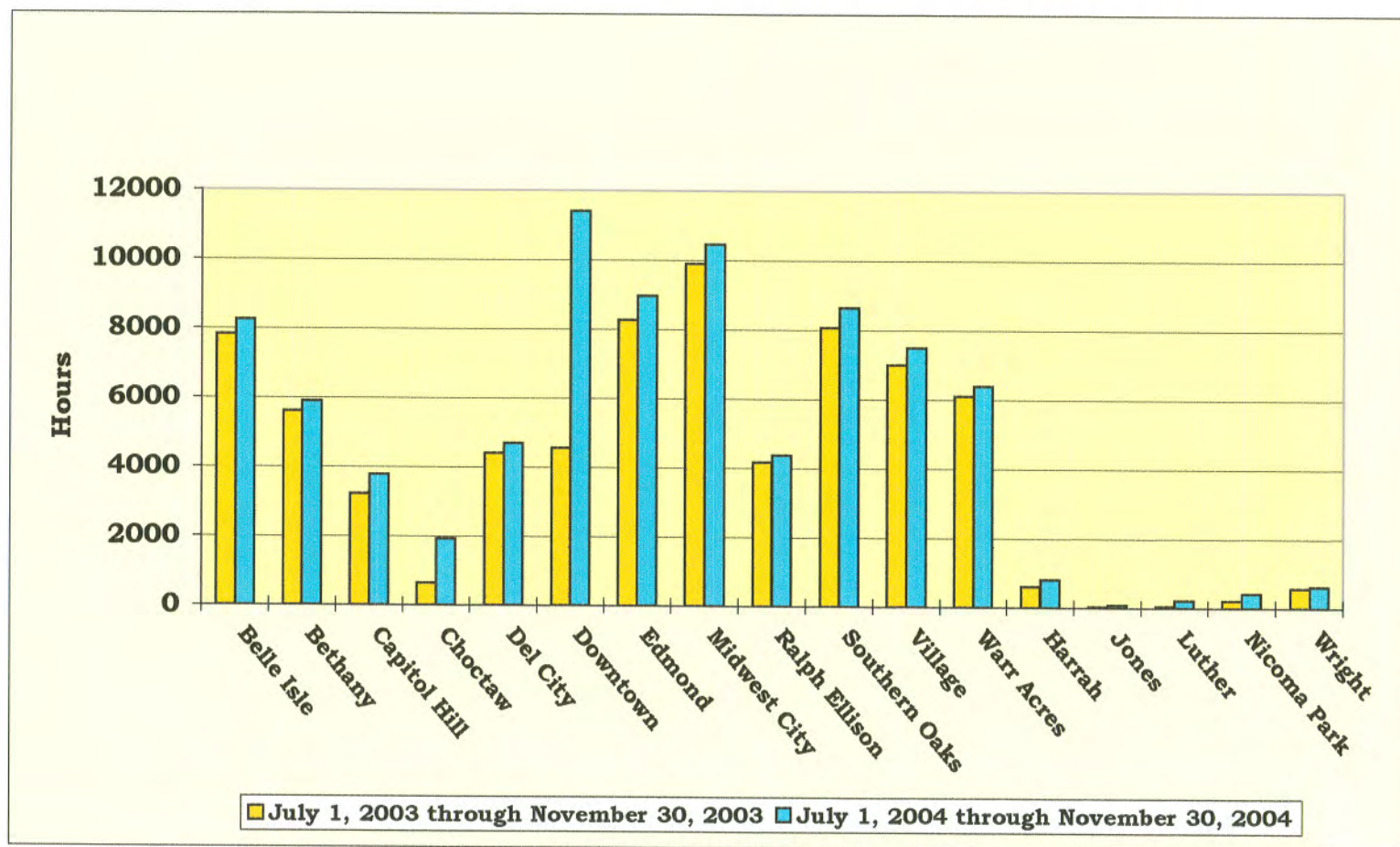
July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

NOVEMBER 30, 2004		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	04	2648	14539	1338	7356	3986	21895	
	05	3605	17679	1734	7216	5339	24895	
		<b>957</b>	<b>3140</b>	<b>396</b>	<b>-140</b>	<b>1353</b>	<b>3000</b>	<b>13.7</b>
JONES	04	942	4313	212	1042	1154	5355	
	05	1228	5255	285	1443	1513	6698	
		<b>286</b>	<b>942</b>	<b>73</b>	<b>401</b>	<b>359</b>	<b>1343</b>	<b>25.1</b>
LUTHER	04	2638	12312	1039	4038	3677	16350	
	05	2608	12159	527	4783	3135	16942	
		<b>-30</b>	<b>-153</b>	<b>-512</b>	<b>745</b>	<b>-542</b>	<b>592</b>	<b>3.6</b>
NICOMA PARK	04	1441	8361	486	3289	1927	11650	
	05	1597	9347	420	2770	2017	12117	
		<b>156</b>	<b>986</b>	<b>-66</b>	<b>-519</b>	<b>90</b>	<b>467</b>	<b>4.0</b>
WRIGHT	04	766	4184	157	983	923	5167	
	05	1099	4613	194	944	1293	5557	
		<b>333</b>	<b>429</b>	<b>37</b>	<b>-39</b>	<b>370</b>	<b>390</b>	<b>7.5</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	04	9606	47926	11310	55563	20916	103489	
	05	9206	45923	11487	57519	20693	103442	
		<b>-400</b>	<b>-2003</b>	<b>177</b>	<b>1956</b>	<b>-223</b>	<b>-47</b>	<b>.0</b>
BOOKS-BY-MAIL	04	1308	7515	0	0	1308	7515	
	05	1520	7925	0	0	1520	7925	
		<b>212</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>212</b>	<b>410</b>	<b>5.5</b>
TOTALS	04	297574	1586691	150371	780702	447945	2367393	
	05	343606	1753286	161631	826166	505237	2579452	
		<b>46032</b>	<b>166595</b>	<b>11260</b>	<b>45464</b>	<b>57292</b>	<b>212059</b>	<b>9.0</b>



## Total Internet Hours Used by Library

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)



This page is intentionally blank



## Total Internet Usage

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	287		3,898		1,463.56		2,402		20,944		7,829.26	
	05	332		4,360		1,579.84		2,676		22,732		8,264.04	
		<b>45</b>	<b>15.7</b>	<b>462</b>	<b>11.9</b>	<b>116.28</b>	<b>7.9</b>	<b>274</b>	<b>11.4</b>	<b>1,788</b>	<b>8.5</b>	<b>434.78</b>	<b>5.6</b>
BETHANY	04	168		2,436		986.54		1,496		13,777		5,611.22	
	05	193		2,544		1,099.09		1,618		13,973		5,894.30	
		<b>25</b>	<b>14.9</b>	<b>108</b>	<b>4.4</b>	<b>112.55</b>	<b>11.4</b>	<b>122</b>	<b>8.2</b>	<b>196</b>	<b>1.4</b>	<b>283.08</b>	<b>5.0</b>
CAPITOL HILL	04	146		1,701		606.72		1,099		8,529		3,224.00	
	05	177		1,927		725.06		1,352		9,960		3,774.36	
		<b>31</b>	<b>21.2</b>	<b>226</b>	<b>13.3</b>	<b>118.34</b>	<b>19.5</b>	<b>253</b>	<b>23.0</b>	<b>1,431</b>	<b>16.8</b>	<b>550.36</b>	<b>17.1</b>
CHOCTAW	04	32		384		123.93		292		1,929		636.04	
	05	103		1,302		468.34		733		5,322		1,937.09	
		<b>71</b>	<b>221.9</b>	<b>918</b>	<b>239.1</b>	<b>344.41</b>	<b>277.9</b>	<b>441</b>	<b>151.0</b>	<b>3,393</b>	<b>175.9</b>	<b>1,301.05</b>	<b>204.6</b>
DEL CITY	04	140		1,902		792.94		1,328		10,968		4,398.31	
	05	138		2,190		924.45		1,449		11,702		4,690.89	
		<b>-2</b>	<b>-1.4</b>	<b>288</b>	<b>15.1</b>	<b>131.51</b>	<b>16.6</b>	<b>121</b>	<b>9.1</b>	<b>734</b>	<b>6.7</b>	<b>292.58</b>	<b>6.7</b>
DOWNTOWN	04	108		1,738		782.90		942		11,179		4,551.18	
	05	480		8,355		3,053.52		2,423		29,789		11,410.21	
		<b>372</b>	<b>344.4</b>	<b>6,617</b>	<b>380.7</b>	<b>2,270.62</b>	<b>290.0</b>	<b>1,481</b>	<b>157.2</b>	<b>18,610</b>	<b>166.5</b>	<b>6,859.03</b>	<b>150.7</b>
EDMOND	04	308		3,978		1,464.52		2,674		22,299		8,278.60	
	05	350		4,965		1,759.83		3,026		25,229		8,966.25	
		<b>42</b>	<b>13.6</b>	<b>987</b>	<b>24.8</b>	<b>295.31</b>	<b>20.2</b>	<b>352</b>	<b>13.2</b>	<b>2,930</b>	<b>13.1</b>	<b>687.65</b>	<b>8.3</b>
MIDWEST CITY	04	343		4,501		1,820.99		3,038		24,691		9,900.88	
	05	413		5,335		2,009.98		3,432		28,337		10,453.91	
		<b>70</b>	<b>20.4</b>	<b>834</b>	<b>18.5</b>	<b>188.99</b>	<b>10.4</b>	<b>394</b>	<b>13.0</b>	<b>3,646</b>	<b>14.8</b>	<b>553.03</b>	<b>5.6</b>
RALPH ELLISON	04	164		2,171		775.89		1,419		11,732		4,171.22	
	05	182		2,221		776.14		1,650		12,583		4,374.09	
		<b>18</b>	<b>11.0</b>	<b>50</b>	<b>2.3</b>	<b>.25</b>	<b>.0</b>	<b>231</b>	<b>16.3</b>	<b>851</b>	<b>7.3</b>	<b>202.87</b>	<b>4.9</b>

## Total Internet Usage

**July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	377		3,851		1,496.92		2,768		20,026		8,072.23	
	05	415		4,104		1,599.79		3,186		21,925		8,653.49	
		<b>38</b>	<b>10.1</b>	<b>253</b>	<b>6.6</b>	<b>102.87</b>	<b>6.9</b>	<b>418</b>	<b>15.1</b>	<b>1,899</b>	<b>9.5</b>	<b>581.26</b>	<b>7.2</b>
VILLAGE	04	271		3,388		1,249.87		2,361		18,808		7,002.21	
	05	303		3,883		1,398.55		2,782		20,745		7,493.50	
		<b>32</b>	<b>11.8</b>	<b>495</b>	<b>14.6</b>	<b>148.68</b>	<b>11.9</b>	<b>421</b>	<b>17.8</b>	<b>1,937</b>	<b>10.3</b>	<b>491.29</b>	<b>7.0</b>
WARR ACRES	04	251		2,916		1,093.36		2,001		16,495		6,104.65	
	05	247		3,253		1,149.98		2,167		17,710		6,383.79	
		<b>-4</b>	<b>-1.6</b>	<b>337</b>	<b>11.6</b>	<b>56.62</b>	<b>5.2</b>	<b>166</b>	<b>8.3</b>	<b>1,215</b>	<b>7.4</b>	<b>279.14</b>	<b>4.6</b>
HARRAH	04	26		273		124.89		192		1,411		596.61	
	05	41		385		168.87		266		1,937		813.91	
		<b>15</b>	<b>57.7</b>	<b>112</b>	<b>41.0</b>	<b>43.98</b>	<b>35.2</b>	<b>74</b>	<b>38.5</b>	<b>526</b>	<b>37.3</b>	<b>217.30</b>	<b>36.4</b>
JONES	04	2		13		5.60		17		75		28.58	
	05	1		29		14.79		27		168		77.28	
		<b>-1</b>	<b>-50.0</b>	<b>16</b>	<b>123.1</b>	<b>9.19</b>	<b>164.1</b>	<b>10</b>	<b>58.8</b>	<b>93</b>	<b>124.0</b>	<b>48.70</b>	<b>170.4</b>
LUTHER	04			12		5.11		19		98		49.88	
	05	7		100		30.70		95		620		224.73	
		<b>7</b>		<b>88</b>	<b>733.3</b>	<b>25.59</b>	<b>500.8</b>	<b>76</b>	<b>400.0</b>	<b>522</b>	<b>532.7</b>	<b>174.85</b>	<b>350.5</b>
NICOMA PARK	04	7		88		38.05		71		491		221.82	
	05	2		112		70.32		70		758		418.92	
		<b>-5</b>	<b>-71.4</b>	<b>24</b>	<b>27.3</b>	<b>32.27</b>	<b>84.8</b>	<b>-1</b>	<b>-1.4</b>	<b>267</b>	<b>54.4</b>	<b>197.10</b>	<b>88.9</b>
WRIGHT	04	12		244		121.66		69		1,335		578.30	
	05	8		349		135.94		83		1,699		627.89	
		<b>-4</b>	<b>-33.3</b>	<b>105</b>	<b>43.0</b>	<b>14.28</b>	<b>11.7</b>	<b>14</b>	<b>20.3</b>	<b>364</b>	<b>27.3</b>	<b>49.59</b>	<b>8.6</b>
TOTAL	04	2,642		33,494		12,953.45		22,188		184,787		71,254.99	
	05	3,392		45,414		16,965.19		27,035		225,189		84,458.65	
		<b>750</b>	<b>28.4</b>	<b>11,920</b>	<b>35.6</b>	<b>4,011.74</b>	<b>31.0</b>	<b>4,847</b>	<b>21.8</b>	<b>40,402</b>	<b>21.9</b>	<b>13,203.66</b>	<b>18.5</b>



## Internet Usage by Adult Customers

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	223		3,264		1,285.82		1,985		18,181		7,076.81	
	05	265		3,506		1,310.56		2,178		19,360		7,174.75	
		<b>42</b>	<b>18.8</b>	<b>242</b>	<b>7.4</b>	<b>24.74</b>	<b>1.9</b>	<b>193</b>	<b>9.7</b>	<b>1,179</b>	<b>6.5</b>	<b>97.94</b>	<b>1.4</b>
BETHANY	04	135		2,092		887.62		1,225		11,719		4,986.15	
	05	153		2,222		994.22		1,344		12,281		5,347.98	
		<b>18</b>	<b>13.3</b>	<b>130</b>	<b>6.2</b>	<b>106.60</b>	<b>12.0</b>	<b>119</b>	<b>9.7</b>	<b>562</b>	<b>4.8</b>	<b>361.83</b>	<b>7.3</b>
CAPITOL HILL	04	74		1,183		462.22		684		6,082		2,478.55	
	05	102		1,346		555.43		848		6,956		2,816.80	
		<b>28</b>	<b>37.8</b>	<b>163</b>	<b>13.8</b>	<b>93.21</b>	<b>20.2</b>	<b>164</b>	<b>24.0</b>	<b>874</b>	<b>14.4</b>	<b>338.25</b>	<b>13.6</b>
CHOCTAW	04	25		323		108.29		225		1,632		556.24	
	05	66		925		335.24		510		3,863		1,448.15	
		<b>41</b>	<b>164.0</b>	<b>602</b>	<b>186.4</b>	<b>226.95</b>	<b>209.6</b>	<b>285</b>	<b>126.7</b>	<b>2,231</b>	<b>136.7</b>	<b>891.91</b>	<b>160.3</b>
DEL CITY	04	117		1,598		699.19		1,054		9,361		3,907.88	
	05	100		1,868		813.17		1,118		9,880		4,112.88	
		<b>-17</b>	<b>-14.5</b>	<b>270</b>	<b>16.9</b>	<b>113.98</b>	<b>16.3</b>	<b>64</b>	<b>6.1</b>	<b>519</b>	<b>5.5</b>	<b>205.00</b>	<b>5.2</b>
DOWNTOWN	04	91		1,496		680.53		791		9,297		4,003.11	
	05	372		7,254		2,749.17		2,025		25,879		10,230.56	
		<b>281</b>	<b>308.8</b>	<b>5,758</b>	<b>384.9</b>	<b>2,068.64</b>	<b>304.0</b>	<b>1,234</b>	<b>156.0</b>	<b>16,582</b>	<b>178.4</b>	<b>6,227.45</b>	<b>155.6</b>
EDMOND	04	234		3,402		1,304.15		2,143		19,262		7,465.53	
	05	259		4,176		1,534.94		2,434		21,598		7,834.79	
		<b>25</b>	<b>10.7</b>	<b>774</b>	<b>22.8</b>	<b>230.79</b>	<b>17.7</b>	<b>291</b>	<b>13.6</b>	<b>2,336</b>	<b>12.1</b>	<b>369.26</b>	<b>4.9</b>
MIDWEST CITY	04	271		3,981		1,664.85		2,430		21,512		8,937.18	
	05	317		4,507		1,745.99		2,721		24,477		9,260.71	
		<b>46</b>	<b>17.0</b>	<b>526</b>	<b>13.2</b>	<b>81.14</b>	<b>4.9</b>	<b>291</b>	<b>12.0</b>	<b>2,965</b>	<b>13.8</b>	<b>323.53</b>	<b>3.6</b>
RALPH ELLISON	04	113		1,614		604.29		1,040		8,539		3,211.76	
	05	118		1,694		628.97		1,214		9,459		3,412.26	
		<b>5</b>	<b>4.4</b>	<b>80</b>	<b>5.0</b>	<b>24.68</b>	<b>4.1</b>	<b>174</b>	<b>16.7</b>	<b>920</b>	<b>10.8</b>	<b>200.50</b>	<b>6.2</b>

## Internet Usage by Adult Customers

**July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	263		2,885		1,191.89		2,074		15,536		6,582.19	
	05	289		3,155		1,308.20		2,424		17,135		7,140.07	
		<b>26</b>	<b>9.9</b>	<b>270</b>	<b>9.4</b>	<b>116.31</b>	<b>9.8</b>	<b>350</b>	<b>16.9</b>	<b>1,599</b>	<b>10.3</b>	<b>557.88</b>	<b>8.5</b>
VILLAGE	04	201		2,877		1,100.22		1,886		16,194		6,219.10	
	05	223		3,363		1,256.07		2,253		18,071		6,720.78	
		<b>22</b>	<b>10.9</b>	<b>486</b>	<b>16.9</b>	<b>155.85</b>	<b>14.2</b>	<b>367</b>	<b>19.5</b>	<b>1,877</b>	<b>11.6</b>	<b>501.68</b>	<b>8.1</b>
WARR ACRES	04	204		2,516		987.72		1,666		14,517		5,520.74	
	05	189		2,854		1,046.60		1,791		15,542		5,786.82	
		<b>-15</b>	<b>-7.4</b>	<b>338</b>	<b>13.4</b>	<b>58.88</b>	<b>6.0</b>	<b>125</b>	<b>7.5</b>	<b>1,025</b>	<b>7.1</b>	<b>266.08</b>	<b>4.8</b>
HARRAH	04	16		217		103.05		143		1,092		485.12	
	05	27		278		133.09		193		1,352		603.81	
		<b>11</b>	<b>68.8</b>	<b>61</b>	<b>28.1</b>	<b>30.04</b>	<b>29.2</b>	<b>50</b>	<b>35.0</b>	<b>260</b>	<b>23.8</b>	<b>118.69</b>	<b>24.5</b>
JONES	04	2		13		5.60		17		75		28.58	
	05			26		13.93		17		112		57.56	
		<b>-2</b>	<b>-100.0</b>	<b>13</b>	<b>100.0</b>	<b>8.33</b>	<b>148.8</b>		<b>.0</b>	<b>37</b>	<b>49.3</b>	<b>28.98</b>	<b>101.4</b>
LUTHER	04			12		5.11		10		77		43.66	
	05	3		66		22.04		49		405		159.03	
		<b>3</b>		<b>54</b>	<b>450.0</b>	<b>16.93</b>	<b>331.3</b>	<b>39</b>	<b>390.0</b>	<b>328</b>	<b>426.0</b>	<b>115.37</b>	<b>264.2</b>
NICOMA PARK	04	4		71		29.19		52		414		185.76	
	05	1		75		52.35		42		490		299.93	
		<b>-3</b>	<b>-75.0</b>	<b>4</b>	<b>5.6</b>	<b>23.16</b>	<b>79.3</b>	<b>-10</b>	<b>-19.2</b>	<b>76</b>	<b>18.4</b>	<b>114.17</b>	<b>61.5</b>
WRIGHT	04	7		148		71.06		48		1,111		465.49	
	05	5		308		113.21		62		1,522		537.55	
		<b>-2</b>	<b>-28.6</b>	<b>160</b>	<b>108.1</b>	<b>42.15</b>	<b>59.3</b>	<b>14</b>	<b>29.2</b>	<b>411</b>	<b>37.0</b>	<b>72.06</b>	<b>15.5</b>
TOTAL	04	1,980		27,692		11,190.80		17,473		154,601		62,153.85	
	05	2,489		37,623		14,613.18		21,223		188,382		72,944.43	
		<b>509</b>	<b>25.7</b>	<b>9,931</b>	<b>35.9</b>	<b>3,422.38</b>	<b>30.6</b>	<b>3,750</b>	<b>21.5</b>	<b>33,781</b>	<b>21.9</b>	<b>10,790.58</b>	<b>17.4</b>



## Internet Usage by Minor Customers

**July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	64		634		177.74		417		2,763		752.45	
	05	67		854		269.28		498		3,372		1,089.29	
		<b>3</b>	<b>4.7</b>	<b>220</b>	<b>34.7</b>	<b>91.54</b>	<b>51.5</b>	<b>81</b>	<b>19.4</b>	<b>609</b>	<b>22.0</b>	<b>336.84</b>	<b>44.8</b>
BETHANY	04	33		344		98.92		271		2,058		625.07	
	05	40		322		104.87		274		1,692		546.32	
		<b>7</b>	<b>21.2</b>	<b>-22</b>	<b>-6.4</b>	<b>5.95</b>	<b>6.0</b>	<b>3</b>	<b>1.1</b>	<b>-366</b>	<b>-17.8</b>	<b>-78.75</b>	<b>-12.6</b>
CAPITOL HILL	04	72		518		144.50		415		2,447		745.45	
	05	75		581		169.63		504		3,004		957.56	
		<b>3</b>	<b>4.2</b>	<b>63</b>	<b>12.2</b>	<b>25.13</b>	<b>17.4</b>	<b>89</b>	<b>21.4</b>	<b>557</b>	<b>22.8</b>	<b>212.11</b>	<b>28.5</b>
CHOCTAW	04	7		61		15.64		67		297		79.80	
	05	37		377		133.10		223		1,459		488.94	
		<b>30</b>	<b>428.6</b>	<b>316</b>	<b>518.0</b>	<b>117.46</b>	<b>751.0</b>	<b>156</b>	<b>232.8</b>	<b>1,162</b>	<b>391.2</b>	<b>409.14</b>	<b>512.7</b>
DEL CITY	04	23		304		93.75		274		1,607		490.43	
	05	38		322		111.28		331		1,822		578.01	
		<b>15</b>	<b>65.2</b>	<b>18</b>	<b>5.9</b>	<b>17.53</b>	<b>18.7</b>	<b>57</b>	<b>20.8</b>	<b>215</b>	<b>13.4</b>	<b>87.58</b>	<b>17.9</b>
DOWNTOWN	04	17		242		102.37		151		1,882		548.07	
	05	108		1,101		304.35		398		3,910		1,179.65	
		<b>91</b>	<b>535.3</b>	<b>859</b>	<b>355.0</b>	<b>201.98</b>	<b>197.3</b>	<b>247</b>	<b>163.6</b>	<b>2,028</b>	<b>107.8</b>	<b>631.58</b>	<b>115.2</b>
EDMOND	04	74		576		160.37		531		3,037		813.07	
	05	91		789		224.89		592		3,631		1,131.46	
		<b>17</b>	<b>23.0</b>	<b>213</b>	<b>37.0</b>	<b>64.52</b>	<b>40.2</b>	<b>61</b>	<b>11.5</b>	<b>594</b>	<b>19.6</b>	<b>318.39</b>	<b>39.2</b>
MIDWEST CITY	04	72		520		156.14		608		3,179		963.70	
	05	96		828		263.99		711		3,860		1,193.20	
		<b>24</b>	<b>33.3</b>	<b>308</b>	<b>59.2</b>	<b>107.85</b>	<b>69.1</b>	<b>103</b>	<b>16.9</b>	<b>681</b>	<b>21.4</b>	<b>229.50</b>	<b>23.8</b>
RALPH ELLISON	04	51		557		171.60		379		3,193		959.46	
	05	64		527		147.17		436		3,124		961.83	
		<b>13</b>	<b>25.5</b>	<b>-30</b>	<b>-5.4</b>	<b>-24.43</b>	<b>-14.2</b>	<b>57</b>	<b>15.0</b>	<b>-69</b>	<b>-2.2</b>	<b>2.37</b>	<b>.2</b>

## Internet Usage by Minor Customers

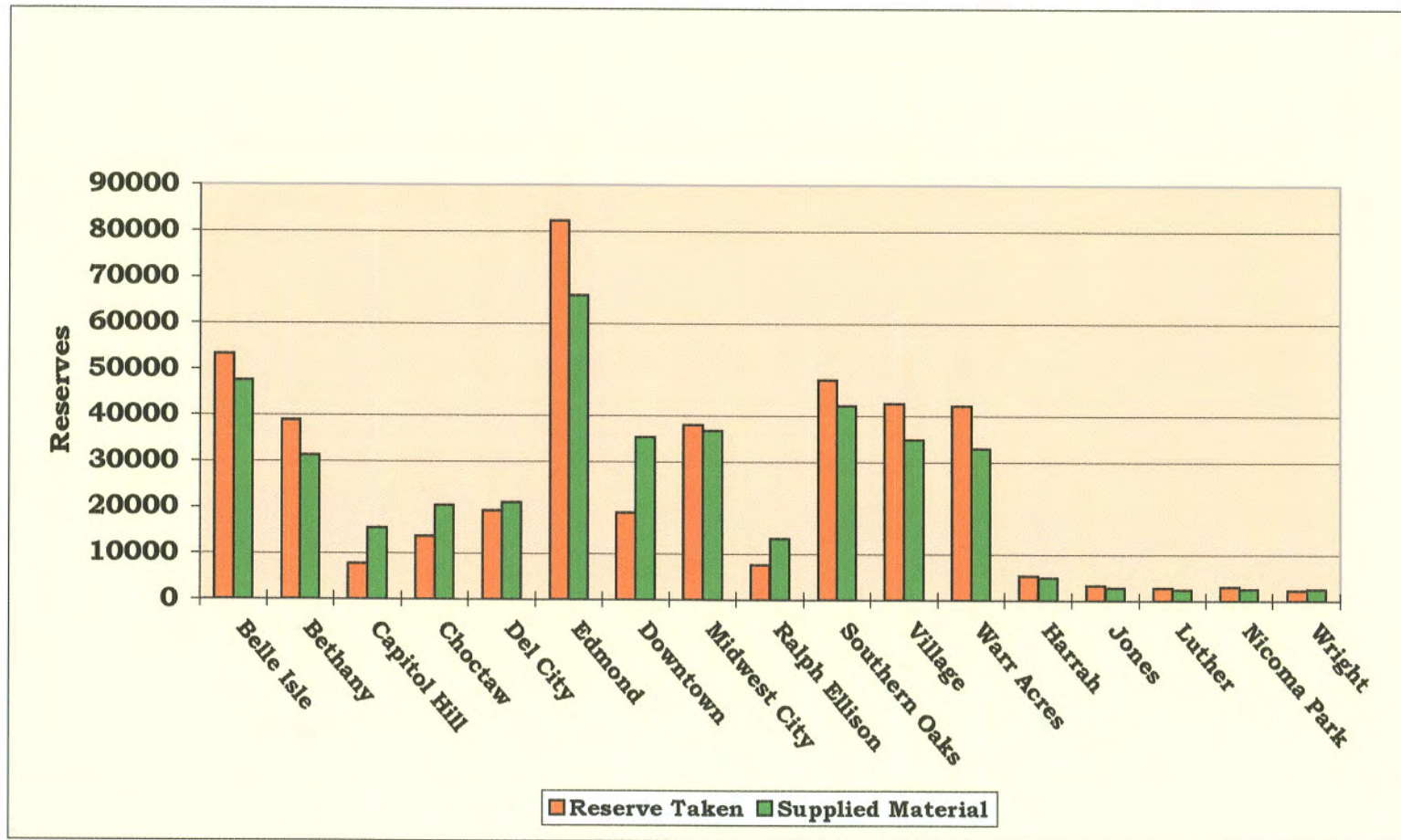
**July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	114		966		305.03		694		4,490		1,490.04	
	05	126		949		291.59		762		4,790		1,513.42	
		<b>12</b>	<b>10.5</b>	<b>-17</b>	<b>-1.8</b>	<b>-13.44</b>	<b>-4.4</b>	<b>68</b>	<b>9.8</b>	<b>300</b>	<b>6.7</b>	<b>23.38</b>	<b>1.6</b>
VILLAGE	04	70		511		149.65		475		2,614		783.11	
	05	80		520		142.48		529		2,674		772.72	
		<b>10</b>	<b>14.3</b>	<b>9</b>	<b>1.8</b>	<b>-7.17</b>	<b>-4.8</b>	<b>54</b>	<b>11.4</b>	<b>60</b>	<b>2.3</b>	<b>-10.39</b>	<b>-1.3</b>
WARR ACRES	04	47		400		105.64		335		1,978		583.91	
	05	58		399		103.38		376		2,168		596.97	
		<b>11</b>	<b>23.4</b>	<b>-1</b>	<b>-.3</b>	<b>-2.26</b>	<b>-2.1</b>	<b>41</b>	<b>12.2</b>	<b>190</b>	<b>9.6</b>	<b>13.06</b>	<b>2.2</b>
HARRAH	04	10		56		21.84		49		319		111.49	
	05	14		107		35.78		73		585		210.10	
		<b>4</b>	<b>40.0</b>	<b>51</b>	<b>91.1</b>	<b>13.94</b>	<b>63.8</b>	<b>24</b>	<b>49.0</b>	<b>266</b>	<b>83.4</b>	<b>98.61</b>	<b>88.4</b>
JONES	04					.00						.00	
	05	1		3		.86		10		56		19.72	
		<b>1</b>		<b>3</b>		<b>.86</b>		<b>10</b>		<b>56</b>		<b>19.72</b>	
LUTHER	04					.00		9		21		6.22	
	05	4		34		8.66		46		215		65.70	
		<b>4</b>		<b>34</b>		<b>8.66</b>		<b>37</b>	<b>411.1</b>	<b>194</b>	<b>923.8</b>	<b>59.48</b>	<b>956.3</b>
NICOMA PARK	04	3		17		8.86		19		77		36.06	
	05	1		37		17.97		28		268		118.99	
		<b>-2</b>	<b>-66.7</b>	<b>20</b>	<b>117.6</b>	<b>9.11</b>	<b>102.8</b>	<b>9</b>	<b>47.4</b>	<b>191</b>	<b>248.1</b>	<b>82.93</b>	<b>230.0</b>
WRIGHT	04	5		96		50.60		21		224		112.81	
	05	3		41		22.73		21		177		90.34	
		<b>-2</b>	<b>-40.0</b>	<b>-55</b>	<b>-57.3</b>	<b>-27.87</b>	<b>-55.1</b>		<b>.0</b>	<b>-47</b>	<b>-21.0</b>	<b>-22.47</b>	<b>-19.9</b>
TOTAL	04	662		5,802		1,762.65		4,715		30,186		9,101.14	
	05	903		7,791		2,352.01		5,812		36,807		11,514.22	
		<b>241</b>	<b>36.4</b>	<b>1,989</b>	<b>34.3</b>	<b>589.36</b>	<b>33.4</b>	<b>1,097</b>	<b>23.3</b>	<b>6,621</b>	<b>21.9</b>	<b>2,413.08</b>	<b>26.5</b>



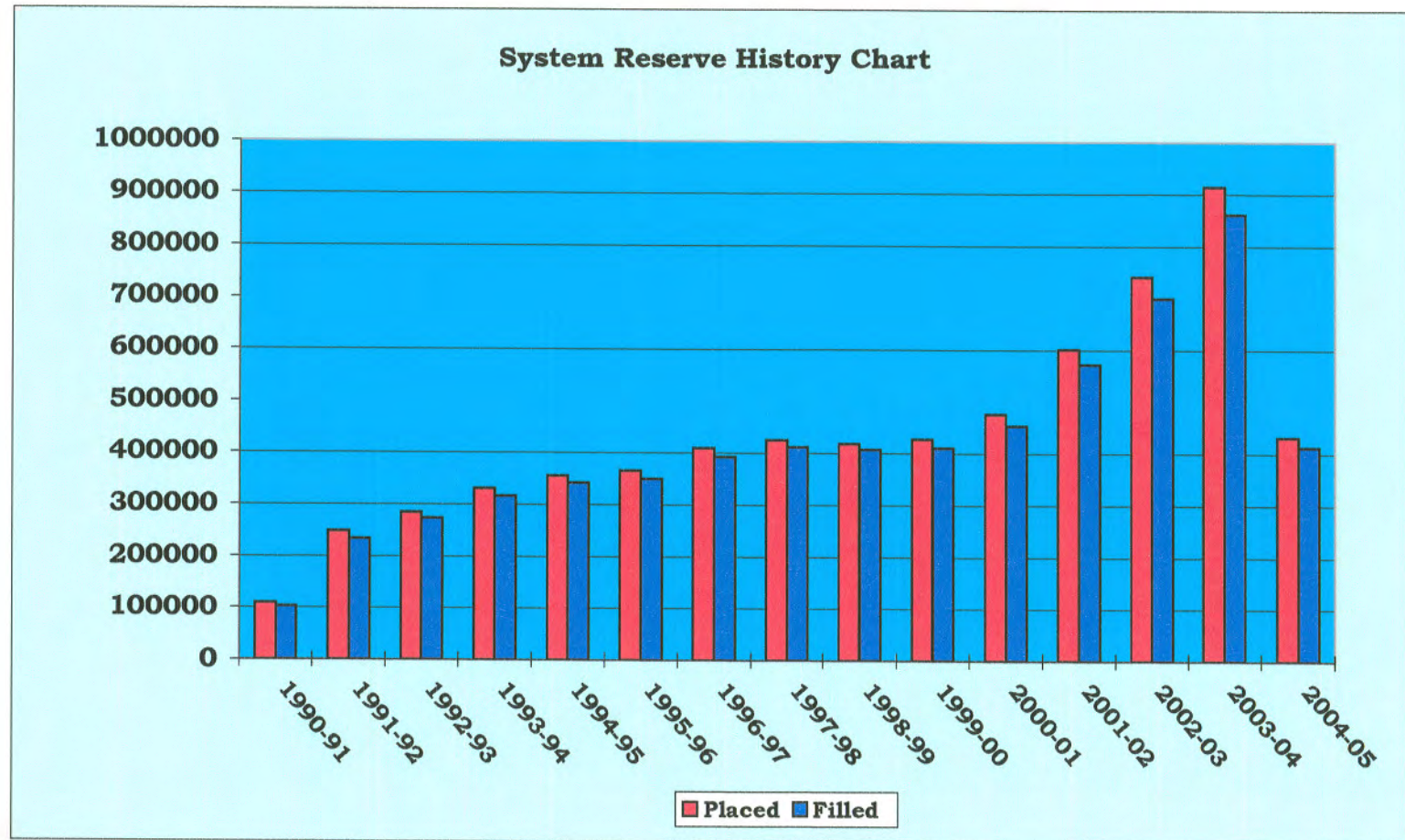
## System Reserve Report

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)



## System Reserve Report

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)





## System Reserves Report

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	04	8,945	48,267		8,397	44,875	
	05	9,815	53,292		9,851	51,378	
		<b>870</b>	<b>5,025</b>	<b>10.4</b>	<b>1,454</b>	<b>6,503</b>	<b>14.5</b>
BETHANY	04	5,900	31,915		5,430	29,621	
	05	7,279	38,957		7,295	37,318	
		<b>1,379</b>	<b>7,042</b>	<b>22.1</b>	<b>1,865</b>	<b>7,697</b>	<b>26.0</b>
CAPITOL HILL	04	1,263	6,801		1,180	6,445	
	05	1,377	7,719		1,342	7,418	
		<b>114</b>	<b>918</b>	<b>13.5</b>	<b>162</b>	<b>973</b>	<b>15.1</b>
CHOCTAW	04	1,305	7,442		1,232	7,097	
	05	2,798	13,662		2,643	12,934	
		<b>1,493</b>	<b>6,220</b>	<b>83.6</b>	<b>1,411</b>	<b>5,837</b>	<b>82.2</b>
DEL CITY	04	3,830	17,743		3,542	16,596	
	05	3,747	19,245		3,582	18,701	
		<b>-83</b>	<b>1,502</b>	<b>8.5</b>	<b>40</b>	<b>2,105</b>	<b>12.7</b>
EDMOND	04	14,340	71,164		13,371	66,793	
	05	15,978	82,327		15,203	79,158	
		<b>1,638</b>	<b>11,163</b>	<b>15.7</b>	<b>1,832</b>	<b>12,365</b>	<b>18.5</b>
DOWNTOWN	04	2,750	13,588		2,537	12,464	
	05	4,966	18,983		4,737	17,189	
		<b>2,216</b>	<b>5,395</b>	<b>39.7</b>	<b>2,200</b>	<b>4,725</b>	<b>37.9</b>
MIDWEST CITY	04	5,906	32,623		5,644	30,509	
	05	7,485	38,047		7,135	36,370	
		<b>1,579</b>	<b>5,424</b>	<b>16.6</b>	<b>1,491</b>	<b>5,861</b>	<b>19.2</b>
RALPH ELLISON	04	1,310	5,798		1,226	5,382	
	05	1,487	7,641		1,432	7,362	
		<b>177</b>	<b>1,843</b>	<b>31.8</b>	<b>206</b>	<b>1,980</b>	<b>36.8</b>
SOUTHERN OAKS	04	8,802	44,929		8,172	41,473	
	05	9,144	47,828		8,913	45,581	
		<b>342</b>	<b>2,899</b>	<b>6.5</b>	<b>741</b>	<b>4,108</b>	<b>9.9</b>
VILLAGE	04	7,146	36,493		6,768	34,034	
	05	7,702	42,661		7,568	41,015	
		<b>556</b>	<b>6,168</b>	<b>16.9</b>	<b>800</b>	<b>6,981</b>	<b>20.5</b>
WARR ACRES	04	6,963	34,459		6,591	32,412	
	05	7,798	42,218		7,665	40,495	
		<b>835</b>	<b>7,759</b>	<b>22.5</b>	<b>1,074</b>	<b>8,083</b>	<b>24.9</b>

## System Reserves Report

July 1, 2004 through November 30, 2004 (41.67% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	663	3,777		656	3,554	
	05	1,228	5,372		1,237	5,138	
		<b>565</b>	<b>1,595</b>	<b>42.2</b>	<b>581</b>	<b>1,584</b>	<b>44.6</b>
JONES	04	459	3,043		597	3,022	
	05	596	3,317		618	3,248	
		<b>137</b>	<b>274</b>	<b>9.0</b>	<b>21</b>	<b>226</b>	<b>7.5</b>
LUTHER	04	578	3,173		592	3,077	
	05	639	2,739		611	2,547	
		<b>61</b>	<b>-434</b>	<b>-13.7</b>	<b>19</b>	<b>-530</b>	<b>-17.2</b>
NICOMA PARK	04	487	2,726		397	2,543	
	05	588	3,035		600	3,043	
		<b>101</b>	<b>309</b>	<b>11.3</b>	<b>203</b>	<b>500</b>	<b>19.7</b>
WRIGHT	04	282	1,640		270	1,594	
	05	562	2,241		517	2,170	
		<b>280</b>	<b>601</b>	<b>36.6</b>	<b>247</b>	<b>576</b>	<b>36.1</b>
BOOKS-BY-MAIL	04	481	2,922		491	2,821	
	05	520	2,367		502	2,290	
		<b>39</b>	<b>-555</b>	<b>-19.0</b>	<b>11</b>	<b>-531</b>	<b>-18.8</b>
TOTAL	04	71,410	368,509		67,093	344,339	
	05	83,709	431,664		81,451	413,370	
		<b>12,299</b>	<b>63,155</b>	<b>17.1</b>	<b>14,358</b>	<b>69,031</b>	<b>20.0</b>



# Annual Statistical Report



**Metropolitan Library System  
FY 03-04**

**Prepared by Planning Services  
November 2004**

# Table of Contents

---

<b>Table of Contents 2</b>
<b>Introduction 3</b>
<b>Borrowers 4</b>
<b>Materials Collection 5</b>
<b>Circulation of Our Collection 7</b>
<b>Reserves 9</b>
<b>Interlibrary Loan 10</b>
<b>Electronic Materials Collection 11</b>
<b>Internet Activities 12</b>
<b>Events 13</b>
<b>Summary 14</b>
<b>End Notes 15</b>



# Introduction

---

*The Metropolitan Library System envisions a future in which all the people of Oklahoma County have equitable access to an information-rich environment of library resources.*

"Today, the public library is a center for information gathering, reading readiness, community discussions and personal education," stated Metropolitan Library Commission Chair, Penny McCaleb in *A Compass for the Future: 2002 – 2007*. Nowhere is this information more evident than at the Metropolitan Library System. The Library has undergone a number of changes this past year. Some of the most notable transformations are highlighted below:

- System-wide circulation topped 5.74 million items during FY03-04.
- Approximately 15,000 youth participated in the Summer Reading program.
- New Luther Library opens Saturday, May 8, 2004.
- New Choctaw Library Grand Opening during the week of February 9 – 14, 2004. <sup>i</sup>
- Historic book passing from 131 Dean A. McGee to 300 Park Avenue, combining books and people in a chain linking our old Downtown Library with our new one. <sup>ii</sup>
- Ribbon-cutting and grand opening of the MAPS-funded Ronald J. Norick Downtown Library. <sup>iii</sup>

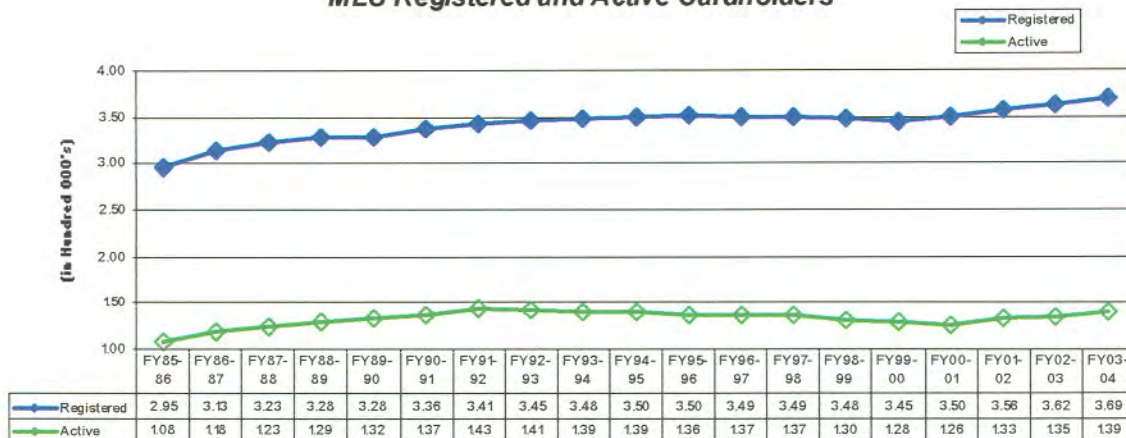
The purpose of the Annual Statistical Report is to provide a snapshot of the services customers used this past year as compared to previous years. Then, by using the snapshot, we are better able to prepare for our future. Although we will evolve as a system, the spirit of the Metropolitan Library will remain strong as we continue to offer customers high quality customer service, a superior collection of materials, and the latest in technology.

If you have questions regarding this report, please contact Planning Services.

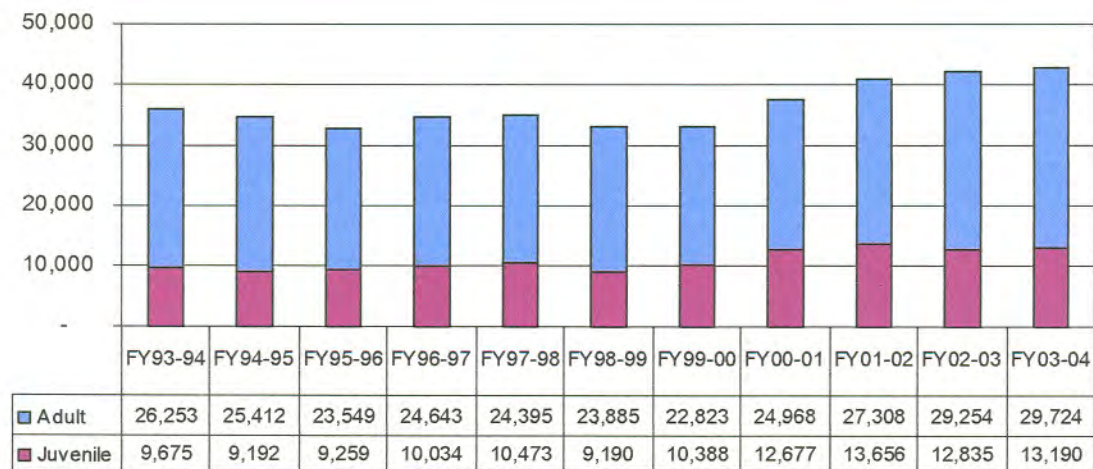
## Borrowers

This past fiscal year, MLS issued new library cards to almost 43,000 people, an increase of 1.9%. The number of registered borrowers (those who have a MLS library card) increased by 7,704, or 2.1%, while active borrowers increased by .6% to 37.6%.

**MLS Registered and Active Cardholders**



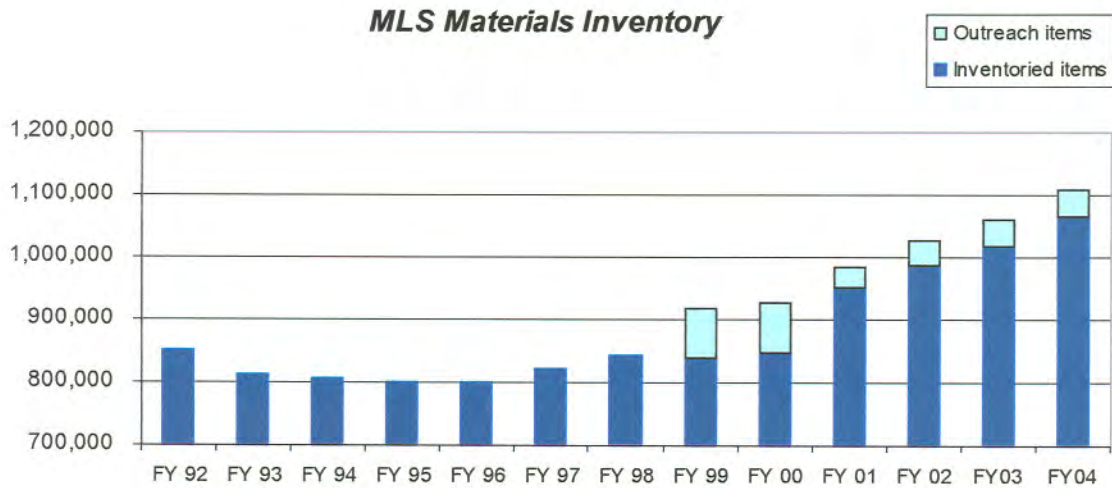
**New Cards Issued**



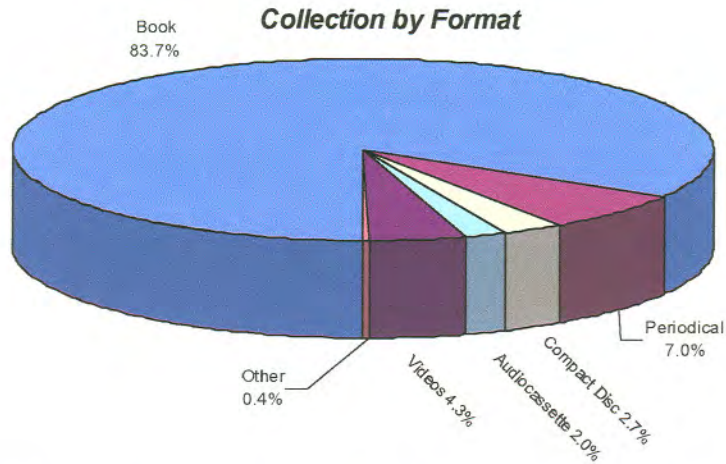


## Materials Collection

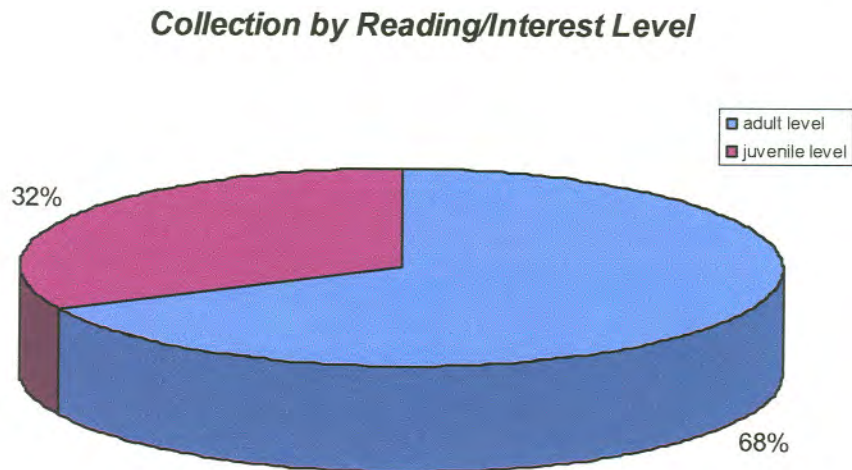
During FY03-04 the number of items listed in our library catalog increased 4.9% to 1,066,858. The total number of cataloged titles was 220,407 which is a increase of 7.69%.



Books represent the largest portion of our collection as shown by the chart below. Compact discs increased from 2.4% in FY02-03 to 2.7% in FY03-04. Periodicals decreased by .3% during FY03-04.



Adult level material comprises over two-thirds of our collection as shown by the chart below.



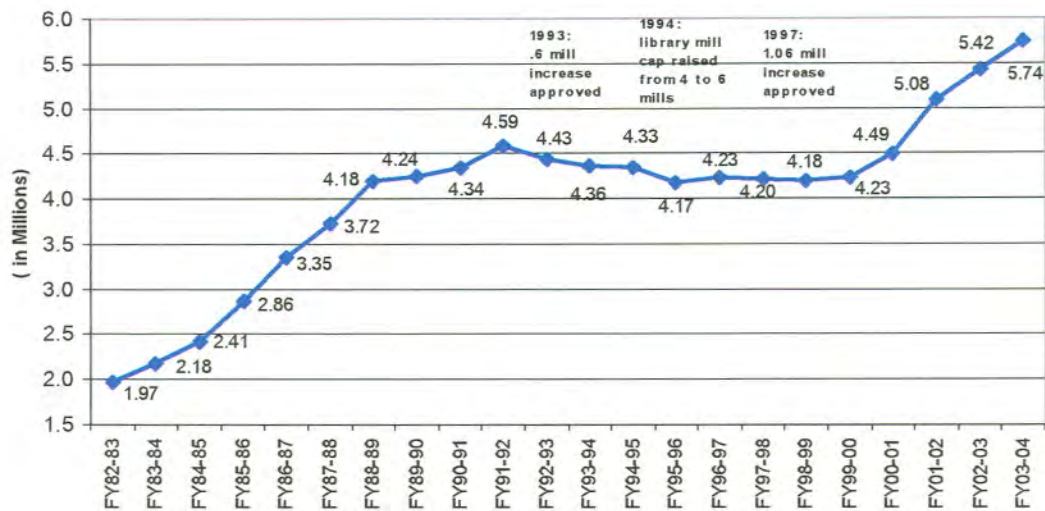


## Circulation of Our Collection

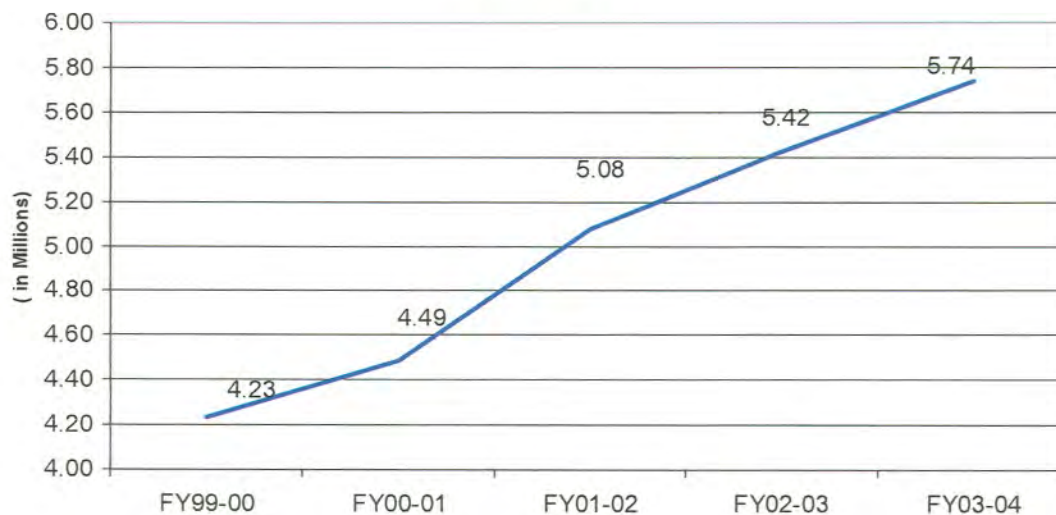
Circulation has grown dramatically over the past five years. We have experienced an increase in circulation of 1.5 million items, which represents a 36% increase!

Circulation increased to 5.74 million items during FY03-04. This is an increase of 313,653 items over FY02-03, a 5.7% increase.

**MLS Circulation  
22 Year History**

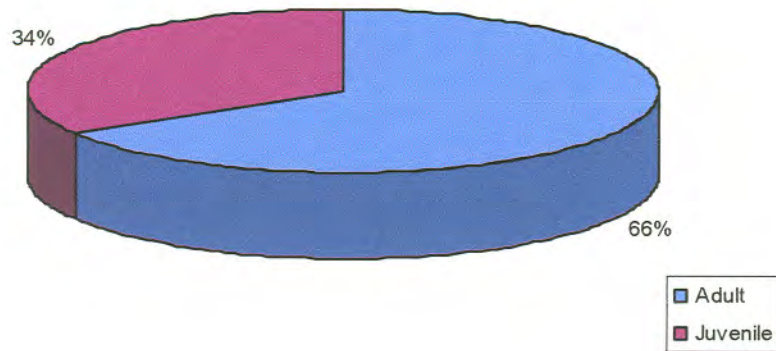


**MLS Circulation  
5 Year Actual**

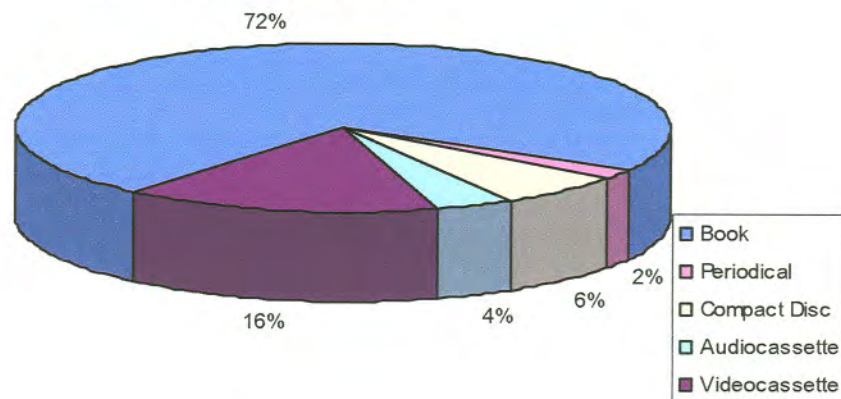


Last year 66% of our circulation was adult-level material and 34% was juvenile.  
Compact discs circulation by format increased slightly during FY03-04.

***Circulation by Reading/Interest Level***



***Circulation by Format***

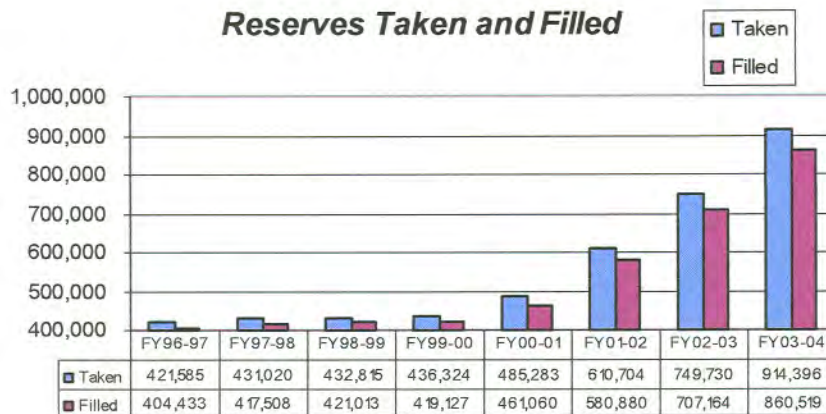




## Reserves

Customers may use CyberMARS to reserve an item the library owns or a staff member may reserve the item for them. The number of reserves taken increased by 164,666 during the last fiscal year, which represents a 22% increase. As a result of these significant increases, a group of MLS employees has been meeting to address the amount of staff time required to process reserves.

As shown by the chart below, we filled 94% of the customers' reserves. However, our fill rate becomes 98.7% when we subtract from the number taken, the 42,853 reserves that customers cancelled.



# Interlibrary Loan

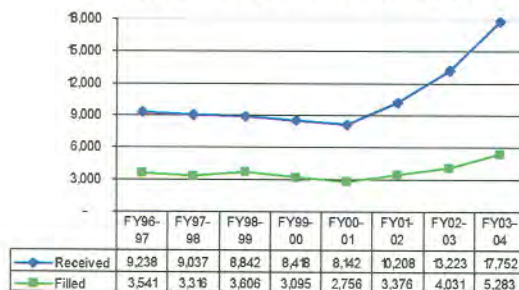
When a library's materials collection does not contain the specific item requested by a customer, Interlibrary Loan may be used to help fulfill his/her need. We participate in two Interlibrary Loan (ILL) programs:

- Online Computer Library Center (OCLC), a national system; and
- Oklahoma Library Technology Network (OLTN), a system within the state of Oklahoma.

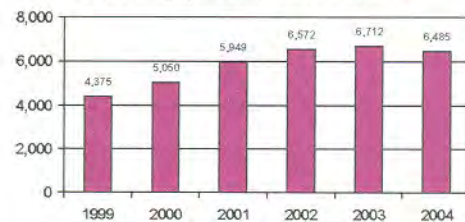
Requests generated by us to other libraries, where we are the borrower, increased last year. We initiated 4,513 requests for material that the library did not own, an increase of 204 requests compared to the previous year. Of these, 78% of customer requests were filled.

Other libraries contact us for materials we own that they would like to borrow for their customers. During FY03-04, we received 17,752 requests for material from OCLC, a 34% increase. OLTN/Autographics requests for material during 2004 decreased 3% to 6,485. Statistics are not kept regarding the OLTN/Autographics fill rate, however, estimates range from one-third to one-half of requests received. OLTN/Autographics data is summarized by calendar year.

**OCLC Interlibrary Loan (MLS as Lender)**

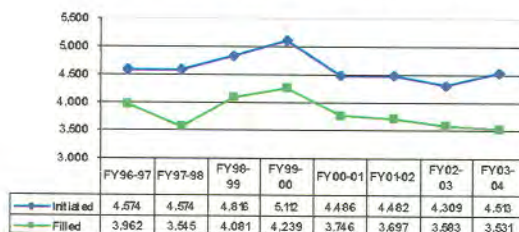


**OLTN/Autographics Requests for Materials**



Notes: The Interlibrary Loan Office coordinates the lending and borrowing of materials between the Metropolitan Library System and other libraries through OLTN. Statistics are not kept regarding the fill rate, however, estimates range from one-third to one-half of requests received. Data is summarized by calendar year.

**OCLC Interlibrary Loan (MLS as Borrower)**

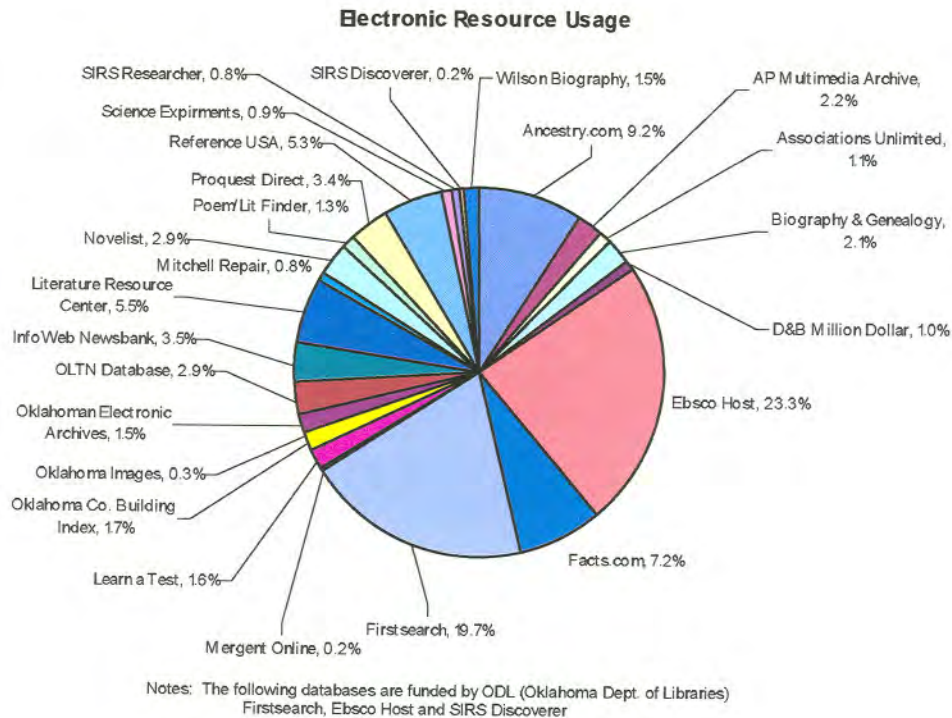




## Electronic Materials Collection

The Library subscribes to several electronic resources (also referred to as databases). Electronic resources are subscription services accessible via the Internet, making this information available 24 hours a day.

These electronic resources provide information on a wide variety of topics for our customers. For example, genealogy is very popular with our customers so we subscribe to Ancestry.com. Another resource is the Learn a Test database, which assists those who are preparing to take an exam.



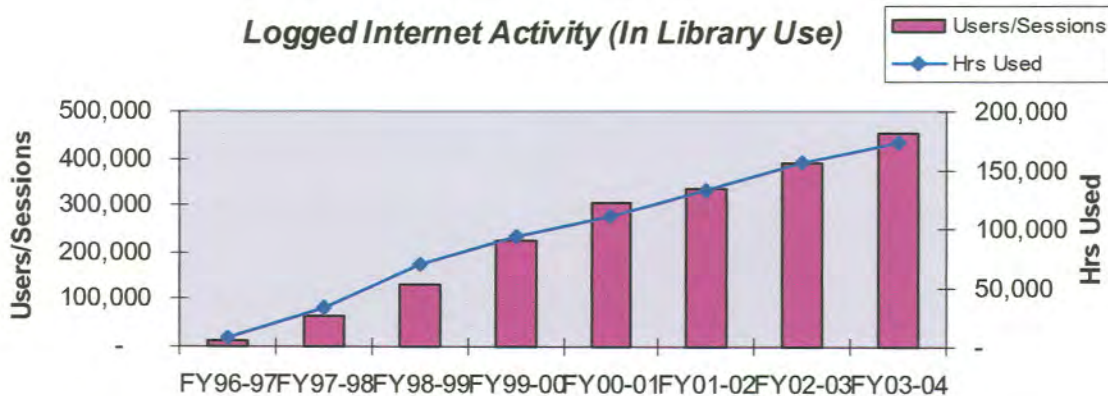
## Internet Activities

Library computers provide access to our computerized library catalog called CyberMARS. Additionally, CyberMARS allows our customers to view their borrower record, place reserves and access subscription electronic resources. During FY03-04 there were over 3 million searches of CyberMARS which is a 14% increase.

Our computers offer free public Internet access, as well as software such as word processing, encyclopedias and children's educational software.

The library's website [www.metrolibrary.org](http://www.metrolibrary.org) offers 17 different web services. During FY03-04 there were 420,341 visits to the website, an increase of 35%.

Internet access is very popular as shown by the chart below. We logged 172,776 hours of scheduled customer Internet use during FY03-04, which represents an 11% increase from the previous year. Scheduled Internet use by adult customers increased 13.3% to 150,636 hours. Internet use by minors (children) increased to 22,140 hours, a 2.3% increase. During the past fiscal year we had 40,135 unique customers use our scheduled Internet an increase of 15.1%.



Note: Public Internet Access implemented beginning at Downtown Library on Sept. 3, 1996

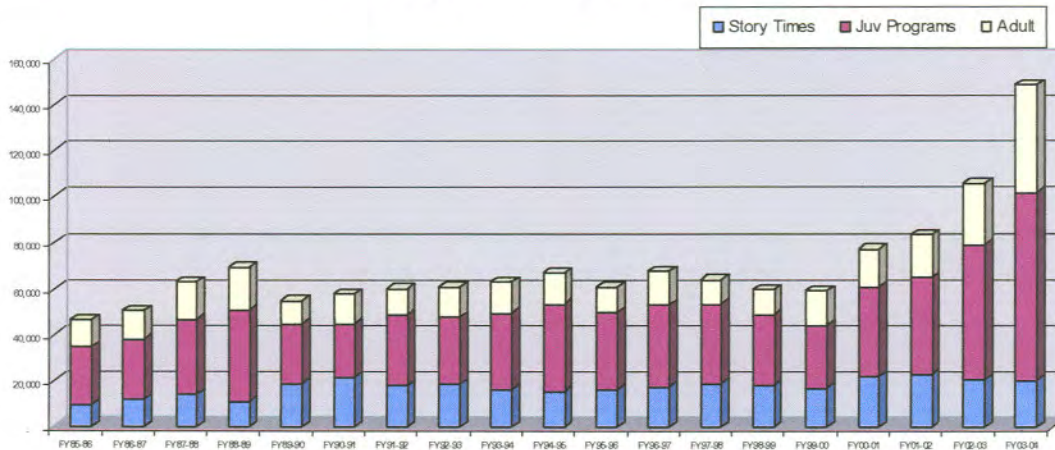


## Events

Program attendance increased 40% during FY03-04. In fact, we had 148,612 customers attend programs during FY03-04.

Over 81,000 children attended a juvenile program during the year, a 40% increase, and adult program attendance increased by 74% to 46,653 customers. Summer Reading participation was extremely strong as well with close to 15,000 children and young adult participants.

*MLS Program-Events Attendance*



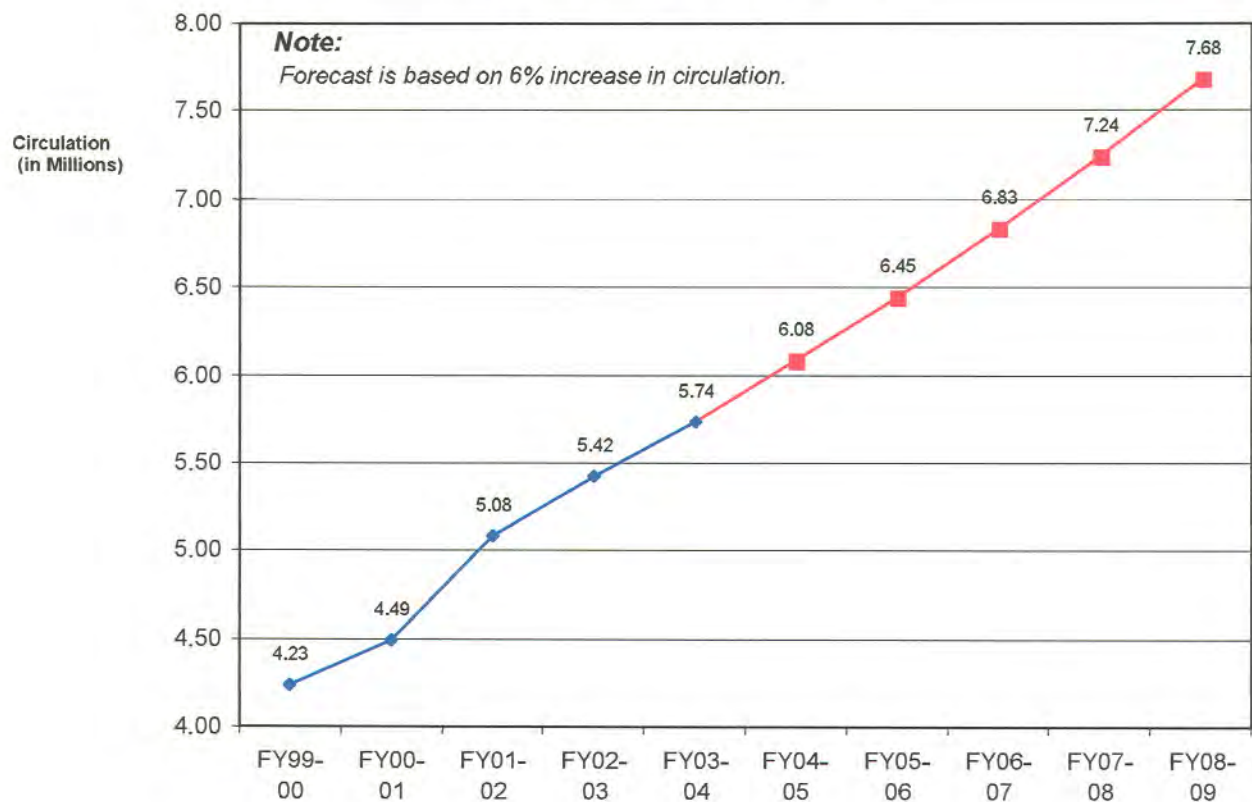
## Summary

Our library system is continuously evolving. We are striving to partner up with our community and connect them to an oasis of resources that we provide. Our efforts are paying off in various ways, one way being that our system reserves are increasing 22% annually.

The Metropolitan Library System has accomplished a lot this past year and we are looking forward to the many exciting things we have planned for the upcoming year. We have begun the long process of planning the remodeling of several libraries in our system: Capitol Hill, Ralph Ellison, and Southern Oaks. We are also beginning the planning process for the new Northwest Library which is scheduled to open in 2008.

We have included a five-year forecast of our circulation, which demonstrates the exciting future for us, the Metropolitan Library System. That future will surely require changes. Yet, our vision, our spirit, will remain constant: To provide an information-rich environment of library resources for all the people of Oklahoma County.

**MLS Circulation**  
**(5 Year Actual / 5 Year Forecast)**





## End Notes

---

- i "New Choctaw Library to Open, MLS Officials Say." January 2004. **Library News.** [www.metrolibrary.org](http://www.metrolibrary.org). November 18, 2004.
- ii "New Library to Host Historic Grand Opening Book Passing August 13." July 2004. **Library News.** [www.metrolibrary.org](http://www.metrolibrary.org). November 18, 2004.
- iii "Library Officials Announce Opening of Downtown Library." August 2004. **Library News.** [www.metrolibrary.org](http://www.metrolibrary.org). November 18, 2004.

## **EXECUTIVE DIRECTOR'S REPORT**

### **DECEMBER 2004**

#### **LIBRARY SYSTEM PROGRAMMING HIGHLIGHTS THE MONTH**

A wide variety of special programming highlights December throughout the Library System. Notable programs include making handmade gifts, tatting, concerts featuring the music of Mozart and holiday bell ringing, Christmas storytelling, Kwanzaa celebrations and much, much more.

#### **DOWNTOWN CLUB OF OKC PRESENTS CHECK TO DOWNTOWN LIBRARY**

The Downtown Club of Oklahoma City recently presented a \$1,000 check to the Ronald J. Norick Downtown Library to purchase books for the children's area in honor of their monthly speakers. Chip Carter, President of the Club, along with James Boggs, Jeremie Kubicek, Jeff Jacobsen and Bond Payne made the presentation 11-16-04 at their monthly meeting. In addition to this check, the club made a generous pledge for future years, also dedicated to the children's area of the Downtown Library.

#### **OPENING NIGHT UPDATE**

Singer/songwriter Gerod Grigor will perform in the atrium of the Downtown Library as part of the annual New Year's Eve "*Opening Night*" celebrations. He will perform 45-minute sets at 7:00, 8:00, 9:00, 10:00 and 11:00. His music is a blend of rock, folk and pop.

#### **METRO MAGAZINE BECOMES QUARTERLY PUBLICATION**

In an effort to streamline the production of the MLS Calendar of Events and the Metro Library Magazine, the Marketing & Communications Department announced that Metro Library magazine will become a quarterly magazine (i.e., it will come out once every three months). The event calendar will no longer be part of the magazine but will be printed and distributed to each library on a monthly basis.

#### **HOLIDAY CLOSING SCHEDULE**

Metropolitan Library System will be closed on the following days: Sunday, December 19; Christmas Eve and Christmas Day, December 24 & 25; Sunday, December 26; and New Years Eve and New Years Day, December 31 and January 1, 2005.

#### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Board Meetings
- Attended PLDC Meeting



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

### ***TERRITORY TELLERS ~ STORY CONCERT FOR ALL AGES***

**January 8**, 2-3 p.m. Choctaw Library

Members of Territory Tellers will present a program of stories for adults and children.

### ***MOZART: UP CLOSE & PERSONAL***

**January 9**, 2-3 p.m., Midwest City Library

**January 23**, 2 p.m., Belle Isle Library

Classical pianist Wayne McEvilly will present an afternoon of inspiring music by Mozart.

### ***LET'S TALK ABOUT MUSIC PRESENTS ~ DUETS FOR THREE***

**January 11**, 6-8 p.m., Village Library

A violist, cellist, and double bass player from the Oklahoma City Philharmonic will present a light-hearted program of musical selections from several periods. These "borrow" pieces have been arranged especially for this string program.

### ***GENEALOGY FOR BEGINNERS***

**January 25**, 7-8:30 p.m., Warr Acres Library.

Designed for beginning genealogists, this class will include a discussion of how to use the Internet as a genealogy research tool. Other research resources available at the library will also be discussed.

### ***Let's TALK ABOUT IT! "JEWISH LITERATURE, IDENTITY, & IMAGINATION" WITH SCHOLAR ORIT RABKIN***

**January 27**, 7-8:30 p.m., Downtown Library.

Tevye the Dairyman, by Sholem Aleichem, will be the first book discussed in this five-book series. This reading and discussion series is made possible through a grant from Nextbook, the American Library Association, and the Jewish Federation of Greater OKC in partnership with the Downtown Library.

### ***BETHANY LIBRARY'S 40TH ANNIVERSARY***

**January 30**, 2-4 p.m., Bethany Library.

Remember a Sunday in January of 1965? It was a special day, when Bethany Library opened its doors. On this Sunday afternoon in 2005, we will host a special celebration with The Jazz Lab featuring Brian Gorrell. There'll be live storybook characters, fantastic giveaways, and refreshments. Look for past and present friends! NOTE: the library will be open only for the celebration! "Holiday Open House"