

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **Amended Agenda**

Thursday, January 20, 2005, 3:30 p.m.  
Warr Acres Library  
5901 NW 63  
Warr Acres, OK 73132  
(Telephone – 721-2616)

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

Mrs. Penny McCaleb, Chair

### **3:30 – 3:35 pm                    INTRODUCTIONS**

- Document #50 – 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 – 3:55 pm                    CONSENT DOCKET (#51-53)**

- Document #51 – Approval of Minutes of December 9, 2004 Meeting
- Document #52 – Acceptance of Review of Expenditures for December 2004
- Document #53 – Approval of Contract Awards and Purchases
  - Item: A    2005 Pickup Truck and ¾ Ton Cab and Chassis
  - Item: B    Wireless Networking Equipment and Installation
  - Item: C    Security Consultant for the Downtown Library

### **3:55 – 4:25 pm                    COMMITTEE REPORT**

- 2005 Nominating Committee Report – Nancy Anthony, Chair

### **4:25 – 4:35 pm                    INFORMATION REPORTS**

- Document #54 – Metropolitan Library System December 2004 Circulation Report
- Document #55 – Metropolitan Library System December 2004 Internet Usage Report
- Document #56 – Metropolitan Library System December 2004 System Reserve Report

### **4:35 – 4:45 pm                    EXECUTIVE DIRECTOR'S REPORT**

### **-                    pm                    COMMENTS FROM COMMISSION MEMBERS**

- Request by Commission Chair for 2005 MLC Standing Committee assignments

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

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

Thursday, February 17, 2005  
Village Library  
10307 N. Pennsylvania  
The Village, OK 73120  
Telephone – 755-0710

## **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 January 2005:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Carol Provine, Circulation Clerk, Belle Isle Library	30
Nancy Lytle, Communications Specialist, Marketing & Communication	20
Katrina Prince, Library Manager, Del City Library	20
Eric King, Librarian, Edmond Library	15



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

DATE: December 9, 2004      TIME: 3:30 p.m.

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Downtown Library, 300 Park Avenue, Oklahoma City, on December 2, 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  
Jose Jimenez  
Hugh Rice, Disbursing Agent  
Marguerite Ross  
Alyne Strube  
Peggy Winters  
Greg Womack  
Penny McCaleb, Chair  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma  
City  
Stan Inman, Chair, Board of County  
Commissioners  
Shirley Pritchett  
Pamela Pung  
Cynthia Trent

Estimate of general public and staff attending: 15

- I.** The meeting was called to order at 3:34 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Cornelius, Duncan, Gillogly, Greenwell, Hannah, Jimenez, Rice, Ross, Strube, Winters, Womack, McCaleb. (Arrived: Caine ~ 3:43 p.m.)
- II.** Mrs. McCaleb introduced Mr. Phil Tolbert, Manager of the Capitol Hill Library. Mr. Tolbert explained that the presentation of photographs being shown is just a small sampling of highlights from the Capitol Hill Library's year of programs and events. He invited questions and discussion followed.
- III.** Mrs. McCaleb called for comments from the general public. There were none.
- IV.** Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Geri Price, Project Coordinator for Outreach Services, for 5 years of service. Mrs. McCaleb acknowledged the recipients not in attendance.
- V.** Mrs. McCaleb presented the Consent Docket (Document #43 – Approval of Minutes of November 18, 2004, Meeting; Document #44 – Acceptance of Review of Expenditures for November 2004.)

**Mr. Jose Jimenez moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mrs. McCaleb called for questions. No further discussion, motion passed unanimously.**

- VI.** Mrs. McCaleb called on Mr. David Greenwell, Administrative & Personnel Committee Chair, to present Document #45 – Minutes of Administrative & Personnel Committee, November 18, 2004.

Mr. Greenwell stated the A & P Committee met just before the November 18, 2004, MLC meeting and went immediately into Executive Session to discuss the Executive Director's 2004 evaluation. A recommendation was presented to the Commission for action. He asked for questions; there were none.

- VII.** Mrs. McCaleb called on Mrs. Anita Roesler, Senior Services Coordinator, Outreach to present an update on the *Lifetime Reader's Society*.

Mrs. Roesler presented the new *Lifetime Reader's Society: Winter Readfest 2005* brochure, stating that the Society is a tremendous success. The membership continues to grow, affording many new opportunities for seniors to enjoy reading. She asked for questions and discussion followed.

- VIII.** Mrs. McCaleb referred to the Information Reports:

Document # 46 – MLS November 2004 Circulation Report

Document # 47 – MLS November 2004 Internet Usage Report

Document # 48 – MLS November 2004 System Reserve Report

Document # 49 – MLS Annual Statistical Report FY 2003-04

She called for questions or comments.



Mrs. Kay Bauman, Deputy Executive Director/ Library Support, stated the overwhelming impression from this report is that the Library System is very well used. This report shows substantial increases across the board; increases are clearly evident in the use of the reserve services and programming participation. Discussion followed.

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

Mrs. Morris acknowledged The Downtown Club of Oklahoma City, who presented the Library System with \$1,000 to purchase books for the children's area as well as pledging support for the future.

She announced that the Downtown Library will be hosting singer/songwriter Gerod Grigor's performance in the atrium as part of the annual New Year's Eve "*Opening Night*" celebrations.

Mrs. Morris announced that the Metro Magazine will become a quarterly publication; however, a "Calendar of Events" will be published listing various programming information and will be distributed to all libraries monthly.

She reviewed the Library System's holiday closing schedule for the end of the year.

Mrs. Morris thanked staff members Heidi Port and Stacey Shrank for making the beautiful wreaths and decorating the atrium. She commented that they had done a "fantastic job."

**X.** Mrs. McCaleb announced the appointment of the 2005 Nominating Committee: Mrs. Nancy Anthony, Chair; Dr. Ann Caine and Mrs. Shirley Pritchett.

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

Ms. Ross stated that while waiting in an office she was approached by a young man who began earnestly talking about the wonderful new Downtown Library and extolling the virtues of this Library System and all it has to offer. She was extremely proud and pleased to tell him she would pass on his praise when she next attended the Library Commission meeting.

**XII.** Mrs. McCaleb noted that the next Commission meeting will be held on January 20 at the Warr Acres Library at 3:30 p.m.

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

**XIV.** There being no further business the meeting was adjourned at 4:10 p.m.



Donna Morris, Executive Director  
(Secretary)

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

December 31, 2004

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

For comparison, 50% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of December 2004.

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METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF FINANCIAL CONDITION

Document # 52  
MLC FY 2004-05  
January 20, 2005

December 31, 2004

ASSETS

CASH - Overnight Investment Account		\$ 5,397,864.97
INVESTMENTS (Schedule attached)		9,500,000.00
TAXES RECEIVABLE: 2004 Ad Valorem Tax	\$20,730,146.00	
Less: Reserve for Delinquent Tax	(1,884,559.00)	
Budgeted Tax Revenue	\$18,845,587.00	
Less: Tax Received	(\$6,672,815.46)	
		<u>\$12,172,771.54</u>
<b>Total Assets</b>		<u><u>\$27,070,636.51</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 113,302.48	
2004-05 Purchase Orders Outstanding	224,291.55	
2003-04 Purchase Orders Outstanding	64,684.65	
2004-05 Checks Outstanding	72,789.76	
2003-04 Checks Outstanding	297.35	
<b>Total Liabilities</b>		475,365.79

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$12,172,771.54
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FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	6,860,815.46	
Other	<u>1,726,231.00</u>	8,587,046.46
Less: Expenditures		<u>(9,955,834.56)</u>
<b>Total Fund Balance</b>		<u>14,422,499.18</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$27,070,636.51</u></u>



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

**As of December 31, 2004**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/11	3.800%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.200%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/02	11/17/07	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/02	12/18/07	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/03	6/18/09	3.750%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/03	1/6/08	3.190%	1,000,000.00
Weokie Credit Union	1/17/03	1/18/05	2.050%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/03	1/21/08	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/03	1/23/08	3.080%	600,000.00
CD - UMB Bank	2/12/03	2/12/05	1.500%	100,000.00
CD - Peoples National, Bethany	2/27/03	2/27/06	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/03	9/23/05	2.050%	100,000.00
CD - Stillwater National Bank	4/23/03	5/23/09	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/03	12/21/05	2.250%	100,000.00
CD - Bank of Okla. (collateralized)	6/25/03	6/24/07	1.850%	500,000.00
CD - Kirkpatrick Bank, Edmond	7/18/04	8/18/05	2.180%	100,000.00
CD - Americrest Bank	7/18/04	5/18/05	2.040%	100,000.00
CD - BankFirst	7/28/04	7/28/09	3.090%	100,000.00
CD - Gold Bank	10/15/03	6/15/09	3.250%	100,000.00
CD - Fidelity Bank	10/19/04	10/19/09	4.000%	100,000.00
CD - IBC	11/29/04	11/29/08	3.600%	100,000.00
CD - Quail Creek Bank	12/7/04	12/7/06	3.050%	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	\$ 5,989,425.80	\$ 6,672,815.46	36.52%
State Aid	282,468.00	-	-	0.00%
Fines	<u>382,500.00</u>	<u>39,000.00</u>	<u>188,000.00</u>	49.15%
<b>Total Budgeted Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ 6,028,425.80</u></u>	<u><u>\$ 6,860,815.46</u></u>	36.23%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 88,718.56	\$ 1,433,587.32	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		7,006.05	49,827.52	
Flexible Benefits Account Balance		6,592.94	6,592.94	
Sale of Surplus Equipment		0.00	12,702.05	
Miscellaneous		<u>5,408.35</u>	<u>223,521.17</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 107,725.90</u></u>	<u><u>\$ 1,726,231.00</u></u>	
<b>Total Revenue</b>	<u><u>\$ 18,935,205.00</u></u>	<u><u>\$ 6,136,151.70</u></u>	<u><u>\$ 8,587,046.46</u></u>	45.35%



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

December 31, 2004

	BALANCE 12/1/04	RECEIPTS December	EXPEND. December	BALANCE 12/31/04
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 30,022.45	\$ 3,293.44	\$ 260.22	\$ 33,055.67
810 Prepaid Fees	(677.29)	0.00	66.42	(743.71)
815 Fines	39,933.04	36,458.70	39,000.00	37,391.74
820 Copy	18,408.78	3,794.80	324.21	21,879.37
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 90,393.32</b>	<b>\$ 43,546.94</b>	<b>\$ 39,650.85</b>	<b>\$ 94,289.41</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 12/31/04
<b>GRANTS:</b>				
<u><b>Special Grants</b></u>				
857 DN/LC Donations	27,436.75	81,976.79	59,343.27	22,633.52
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	40,000.00	0.00
905 OAC/Juneteenth	500.00	0.00	0.00	0.00
909 ODL/Hispanic Collection	18,000.00	18,000.00	18,000.00	0.00
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	4,000.00	4,000.00	0.00
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	1,506.92	(6.92)
979 05 ODL Early Literacy	17,000.00	12,750.00	3,539.84	9,210.16
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	430.77	569.23

**Grants - Friends of MLS**

866 01 Invisible Man	5,000.00	5,000.00	5,000.00	0.00
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	940.58	59.42
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	820.86	179.14
922 03 OUT- Teen Summer	1,700.00	1,700.00	1,699.85	0.15
930 03 DN - Rebinding Books	4,000.00	4,000.00	4,000.00	0.00
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	9,049.70	950.30

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 12/31/04
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	49,576.16	423.84

Grants - Friends of MLS

956 05 LIFE Come Read with Me	7,500.00	7,500.00	2,586.37	4,913.63
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	7,040.00	(40.00)
959 05 Books for Moms	2,000.00	2,000.00	344.21	1,655.79
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	13,381.98	1,618.02
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	610.13	1,389.87
969 05 Big Book Carts	536.00	536.00	523.50	12.50
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	473.33	2,526.67
974 05 Teen Job Fair	0.00	500.00	0.00	500.00

**Total Grants**

\$141,063.52

**Total Special Funds**

\$ 235,352.93



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	636,424.51	4,111,927.31	47.72	8,616,748.00	4,504,820.69
102	Wages - Part-time	83,279.78	587,321.46	42.35	1,386,768.00	799,446.54
103	Payroll Taxes	52,595.96	346,660.47	46.45	746,348.00	399,687.53
109	Workers Comp. Insurance	7,400.00	49,631.00	45.17	109,875.00	60,244.00
112	Group Insurance	110,576.01	654,393.42	47.40	1,380,571.00	726,177.58
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		890,276.26	5,751,275.66	41.60	13,823,562.00	8,072,286.34
		=====	=====		=====	=====

**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	2,800.00	58.33	4,800.00	2,000.00
206	Rent of Equipment	1,646.70	9,212.70	46.13	19,970.00	10,757.30
207	Janitorial Services	16,705.00	103,114.00	44.72	230,570.00	127,456.00
208	Maintenance of Facilities	7,899.22	67,472.20	23.87	282,679.00	215,206.80
211	Parking & Transportation	8,210.89	47,941.62	36.89	129,960.00	82,018.38
212	Travel Expenses	-17.58	5,680.52	13.99	40,592.00	34,911.48
213	Professional Services	4,525.50	110,932.21	41.25	268,955.00	158,022.79
214	Security Services	14,401.91	95,928.21	40.52	236,745.00	140,816.79
216	Telephone Services	7,594.96	86,834.29	29.25	296,902.00	210,067.71
217	Electrical Services	25,925.33	235,602.68	48.92	481,621.00	246,018.32
218	Gas Services	8,859.90	13,592.41	24.71	55,012.00	41,419.59
219	Water & Garbage Services	2,729.60	29,922.74	56.59	52,873.00	22,950.26
220	Trigen Energy Services	14,147.32	93,471.60	37.39	250,000.00	156,528.40
226	Membership	8,273.00	15,196.50	67.93	22,371.00	7,174.50
230	Other Library-Related Serv.	20,029.77	128,519.61	35.57	361,265.00	232,745.39
231	Automation Contractual	22,166.30	130,306.28	46.26	281,694.00	151,387.72
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		163,497.82	1,333,038.57	41.00	3,250,961.00	1,917,922.43
		=====	=====		=====	=====

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	20,085.24	121,870.46	62.40	195,304.00	73,433.54
302	Postage	19,051.13	111,335.91	36.95	301,300.00	189,964.09
303	Supplies	23,205.66	131,318.67	53.34	246,191.00	114,872.33
310	Maintenance Supplies	7,003.68	35,812.68	56.85	63,000.00	27,187.32
312	Safety Supplies & Equipment	.00	2,332.60	31.94	7,304.00	4,971.40
321	Gas and Oil	440.52	7,007.71	35.04	20,000.00	12,992.29
322	Vehicle Parts & Repairs	229.02	2,182.61	12.13	18,000.00	15,817.39
330	Programming Activities	1,439.53	71,715.43	34.63	207,114.00	135,398.57
331	Other Commodities	705.96	7,513.21	24.47	30,710.00	23,196.79
Total Commodities		72,160.74	491,089.28	45.10	1,088,923.00	597,833.72
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	237,542.24	1,229,641.66	41.46	2,965,515.00	1,735,873.34
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	1,562.89	137,382.23	83.54	164,450.00	27,067.77
408	Furniture, Fixture & Equip.	5,471.47	40,618.32	24.11	168,443.00	127,824.68
409	Motor Vehicle	.00	.00	.00	54,000.00	54,000.00
410	Automation System & Equip.	5,786.14	198,870.17	53.83	369,450.00	170,579.83
450	Capital projects	31,871.45	773,918.67	30.02	2,577,770.00	1,803,851.33
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		282,234.19	2,380,431.05	13.86	17,173,409.34	14,792,978.29
		=====	=====		=====	=====
Total Budget		1,408,169.01	9,955,834.56	28.17	35,336,855.34	25,381,020.78
		=====	=====		=====	=====



Special Funds

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
S-10983	Moneek L. Howell	Lost & Paid Book Returned	11.95	11.95
S-10984	Ta'Tanishia C. Booze	Lost & Paid Book Returned	3.00	3.00
S-10985	Oklahoma Tax Commission	SALES TAX	9.11	9.11
S-10986	Nancy K. Harned	Lost & Paid Book Returned	3.00	3.00
S-10987	Metropolitan Library System	Transfer of Fines & Fees	39,000.00	39,000.00
S-10988	Oklahoma Tax Commission	SALES TAX	301.56	301.56
S-10989	Friends of the Metro. Library	Grant Balance Refund	.80	.80
S-10990	Metropolitan Library System	Decorations	10.83	10.83
S-10991	Flower City	Holiday Decorations	503.88	
		Holiday Decorations	184.33	688.21
S-10992	Hobby Lobby	Holiday Decorations	434.49	434.49
S-10993	Walmart Community	Holiday Decorations	63.49	63.49
S-10994	Custom Plastic	Holiday Decorations	541.90	541.90
S-10995	Mickey Sherman	Programming	400.00	400.00
S-10996	Baker & Taylor Books - #510486	Materials	1,194.13	1,194.13
S-10997	Brodart, Inc.	Equipment	523.50	523.50
S-10998	Journey House Travel, Inc.	Travel Expense	685.40	685.40
S-10999	Ingram Library Services	Materials	93.88	93.88
S-11000	Baker & Taylor Books-#510486	Materials	165.03	165.03
S-11001	Bill Chambers	Lost & Paid Book Returned	6.70	6.70
S-11002	Daegan P. Tassey	Lost & Paid Book Returned	3.00	3.00
S-11003	Deborah A. Hooten	Lost & Paid Book Returned	8.90	8.90
S-11004	Ann L. Bosley	Lost & Paid Book Returned	3.00	3.00
S-11005	Judy K. Maupin	Lost & Paid Book Returned	4.25	4.25
S-11006	Jean E. Yang	Lost & Paid Book Returned	14.94	14.94
S-11007	Dolly M. Tennerly	Lost & Paid Book Returned	3.00	3.00
S-11008	Tulsa City/County Library	Lost ILL Book	30.00	30.00
S-11009	Roy Ballou	Scholarship	450.00	450.00
S-11010	Mickey Sherman	Programming	100.00	100.00
S-11011	Ingram Library Services	Materials	88.34	88.34
S-11012	Baker & Taylor Books - #510486	Materials	2,155.08	2,155.08
S-11013	Friends of the Metro. Library	Grant Balance Refund	1,509.28	1,509.28
S-11014	Darlene S. Browers	Travel Expense	261.25	
		Travel Expense	301.36	562.61
S-11015	Angelique Barreto	Lost & Paid Book Returned	3.00	3.00
S-11016	Laura K. Thomas	Lost & Paid Book Returned	8.55	8.55
S-11017	Ogieva Olmar Uwudia	Lost & Paid Book Returned	3.00	3.00
S-11018	Mary J. Mitts	Lost & Paid Book Returned	8.95	8.95
S-11019	Tristan S. Cowley	Lost & Paid Book Returned	11.09	11.09
S-11020	Beverly J. Stephenson	Lost & Paid Book Returned	20.00	20.00
S-11021	Big Kids Productions	Materials	59.80	59.80
S-11022	Coos Bay Public Library	Lost ILL Book	25.00	25.00
S-11023	Patricia J. Welch	Lost & Paid Book Returned	3.00	3.00
S-11024	Reginald Cheech Williams	Lost & Paid Book Returned	6.00	6.00
S-11025	OU Health Science Center	Copying Charges	22.65	22.65
S-11026	Commercial Card Solutions	Programming Supplies	195.00	195.00
S-11027	Central Parking System	Volunteer Parking	5.00	5.00
S-11028	Standard Printing Co., Inc.	Grand Opening	1,658.80	1,658.80
S-11029	Barnes & Noble, Inc.	Books	2,586.37	2,586.37
S-11030	Commercial Card Solutions	Fixtures	1,035.00	1,035.00
S-11031	Mickey Sherman	Programming	100.00	100.00
S-11032	Full Circle Book Store	Books	64.00	64.00

Special Funds

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
S-11033	Barnes & Noble, Inc.	Books	95.42	95.42
S-11034	Baker & Taylor Books - #510486	Materials	1,630.40	1,630.40
S-11035	Central Parking System	Parking	155.00	155.00
S-11036	MLS Endowment Trust	Refund	37,519.51	37,519.51
S-11037	Sharon A. Nolan	40th Anniversary Gifts	263.61	263.61
S-11038	Ingram Library Services	Materials	442.39	442.39
S-11039	Ingram Library Services	Materials	83.55	83.55
S-11040	Baker & Taylor Books-#510486	Materials	328.65	328.65
S-11041	Cameron A. Faulkner	Lost & Paid Book Returned	9.95	9.95
S-11042	Russell Prather	Lost & Paid Book Returned	3.00	3.00
S-11043	Betty A. Veasy	Lost & Paid Book Returned	5.99	5.99
S-11044	Gary W. Wardworth	Lost & Paid Book Returned	19.99	19.99
S-11045	Eddie Lou Nachtrieb	Programming	300.00	300.00
S-11046	The Penworthy Co.	Materials	2,493.59	2,493.59
S-11047	Ingram Library Services	Materials	490.26	490.26
S-11048	Ingram Library Services	Materials	18.57	18.57

Total of Special Funds Warrants Issued \$ 98,744.47



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02278	Metropolitan Library System	Maintenance of Facilities	33.14	
		Parking	33.00	
		Background Check	75.00	
		Postage	74.63	
		Supplies	67.49	
		Supplies	157.24	
		Programming Activities	68.12	
		Programming Activities	118.99	
		Programming Activities	67.19	
		Other Commodities	103.13	
		Books	18.00	
		Photo	18.00	833.93
G-02279	Bradford Industrial Suppl Corp	Maintenance of Facilities	30.50	30.50
G-02280	O G & E	Electrical Services	16,902.31	16,902.31
G-02281	Oklahoma Natural Gas Co.	Gas Services	1,019.20	1,019.20
G-02282	City of Oklahoma City	Water & Garbage Services	454.75	454.75
G-02283	Unisource Worldwide Inc-OKCity	Maintenance Supplies	3,930.00	
		Maintenance Supplies	4,137.00	8,067.00
G-02284	Brodart, Inc.	Supplies	864.88	
		Supplies	1,755.00	2,619.88
G-02285	Southwestern Stationery and	Printing	4,965.73	4,965.73
G-02286	Edward Terry	Mileage	16.50	16.50
G-02287	Tech-Lock	Maintenance Supplies	6.00	
		Maintenance Supplies	6.49	
		Maintenance Supplies	45.00	
		Maintenance Supplies	42.49	99.98
G-02288	Emsco Electric Supply	Maintenance Supplies	146.40	
		Maintenance Supplies	43.92	
		Maintenance Supplies	58.56	248.88
G-02289	Demco	Fixtures	67.90	
		Supplies	39.35	107.25
G-02290	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02291	EBSCO Subscription Services	Supplies	486.45	
		Supplies	247.02	733.47
G-02292	Gaylord Bros.	Equipment	167.80	167.80
G-02293	Gale Research	Materials	5,586.38	5,586.38
G-02294	United Mechanical	Automation Contractual	117.00	117.00
G-02295	Oklahoma Heritage Book Center	Materials	179.98	179.98
G-02296	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-02297	City Glass-OKC, Inc.	Maintenance of Facilities	327.50	327.50
G-02298	UNUM Life Insurance	L-T Disab Ins Prm-DEC	5,970.03	5,970.03
G-02299	City of Warr Acres	Garbage & Sewer Service	56.65	56.65
G-02300	Synergy Datacom Supply Inc.	Automation Contractual	109.50	109.50
G-02301	Costume Fun House	Programming Activities	75.00	75.00
G-02302	Judith Bryan	Programming Activities	100.00	100.00
G-02303	Ernestine Clark	Mileage	40.88	40.88
G-02304	Tawny Shelby	Programming Activities	35.00	35.00
G-02305	Alma L. Brown	Programming Activities	97.07	97.07
G-02306	Frank Ray	Mileage	15.00	15.00
G-02307	Murray Womble, Inc.	Construction	648.00	
		Security	321.00	969.00
G-02308	Christine Pryor	Programming Activities	200.00	200.00



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02309	Elizabeth A. Pressler	Travel Expense	13.88	
		Parking	5.25	19.13
G-02310	Standard Printing Co., Inc.	Printing	765.00	765.00
G-02311	Oklahoma Library Association	Registration	45.00	45.00
G-02312	Baker & Taylor Books - #510486	Materials	6,002.98	6,002.98
G-02313	Susan Ryan	Mileage	17.06	17.06
G-02314	Value Line Publishing, Inc.	Materials	268.24	268.24
G-02315	Bill Warren Office Products	Supplies	15.12	
		Supplies	11.52	
		Supplies	27.08	
		Supplies	181.80	235.52
G-02316	TDS Telecom	Telephone Sevices	526.62	526.62
G-02317	Yarn Barn	Materials	1,345.15	1,345.15
G-02318	West Group Payment Center	Subscription	291.50	
		Materials	741.00	1,032.50
G-02319	Barbara Beasley	Mileage	42.00	42.00
G-02320	FEDEX	Capital Project	23.03	23.03
G-02321	CCH Incorporated	Materials	128.00	128.00
G-02322	OfficeMax - A Boise Co.	Supplies	78.23	
		Supplies	1,438.40	
		Supplies	33.99	1,550.62
G-02323	Recorded Books, LLC	Materials	457.37	457.37
G-02324	U.S. Postmaster	Postage	277.50	277.50
G-02325	The Penworthy Co.	Materials	3,322.02	3,322.02
G-02326	Instructional Video, Inc.	Materials	3,481.45	3,481.45
G-02327	Denyveta Davis	Mileage	62.63	62.63
G-02328	Gale Group	Materials	2,690.12	2,690.12
G-02329	Urban Libraries Council	Membership	5,000.00	5,000.00
G-02330	Kimbo Educational	Materials	20.45	20.45
G-02331	Foster's Flowers & Gifts	Other Commodities	36.00	36.00
G-02332	Mutual Assurance	Grp Life/Ad&d Ins Prm-DEC	25,464.99	25,464.99
G-02333	Anne G. Fischer	Mileage	35.25	35.25
G-02334	Midwest City	Membership	175.00	175.00
G-02335	Angie Paeltz	Programming Activities	80.14	80.14
G-02336	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02337	Library Video Co.	Materials	1,261.31	1,261.31
G-02338	Great Events Publishing	Programming Supplies	150.43	150.43
G-02339	Full Circle Book Store	Programming Activities	23.20	23.20
G-02340	Morningstar	Materials	145.00	145.00
G-02341	Janet Brooks	Mileage	18.75	18.75
G-02342	Executive Women International	Other Commodities	30.00	30.00
G-02343	Oklahoma Air Filter	Maintenance Supplies	75.00	
		Maintenance Supplies	95.83	170.83
G-02344	Lowe's Companies, Inc.	Maintenance Supplies	56.01	56.01
G-02345	Blackstone Audio Books	Materials	569.80	569.80
G-02346	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-02347	Books on Tape, Inc.	Materials	2,495.40	2,495.40
G-02348	Cingular Wireless	Telephone Services	73.88	73.88
G-02349	Scott's Printing & Copying	Printing	877.25	
		Printing	1,075.52	1,952.77
G-02350	Brilliance Corporation	Materials	2,296.40	2,296.40



General Fund F.Y. 04-05

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02351	Ingram Library Services	Materials	1,245.67	1,245.67
G-02352	R. R. Bowker	Materials	757.19	757.19
G-02353	James E. Nimmo	Parking	120.00	120.00
G-02354	Audio Editions	Materials	820.79	820.79
G-02355	Kinko's, Inc.	Printing	89.99	
		Printing	539.94	629.93
G-02356	Oklahoma County Newspapers	Subscription	30.00	30.00
G-02357	Mary Ann Mahan	Mileage	8.63	8.63
G-02358	Fuelman of Oklahoma	Gasoline	308.60	
		Gasoline	346.61	
		Gasoline	296.76	951.97
G-02359	DWe Williams	Programming Activities	700.00	
		Programming Activities	1,500.00	2,200.00
G-02360	Voss Lighting	Maintenance Supplies	143.04	143.04
G-02361	Frances V. Harbert	Mileage	22.84	22.84
G-02362	Town of Luther	Water & Garbage Services	36.18	36.18
G-02363	Anita Roesler	Travel Expense	117.00	
		Mileage	19.16	136.16
G-02364	American Elevator Co., Inc.	Maintenance of Facilities	127.00	127.00
G-02365	Jimmy Welch	Mileage	26.25	26.25
G-02366	Anderson News Co.	Subscription	1,020.79	1,020.79
G-02367	Dorothy Dunlap	Mileage	157.88	157.88
G-02368	Simona Long	Mileage	5.25	5.25
G-02369	Home Depot Credit Services	Maintenance Supplies	6.97	6.97
G-02370	Pauline Boyer Rodriguez	Mileage	3.75	3.75
G-02371	Dell	Computer Equipment	889.19	889.19
G-02372	Lisa Weissenbuehler	Programming Activities	177.07	177.07
G-02373	Deborah Willis	Mileage	71.25	71.25
G-02374	Southwest Paper - OKC	Supplies	1,104.00	1,104.00
G-02375	The Daily & Sunday	Classified Advertisement	220.28	220.28
G-02376	Union Pen Company	Supplies	188.38	188.38
G-02377	Heidi Johnson	Mileage	12.00	12.00
G-02378	Medco Supply Lockbox	Safety Supplies	12.70	12.70
G-02379	AT&T	Telephone Services	49.90	49.90
G-02380	Richard Jenkins	Programming Activities	150.00	150.00
G-02381	Ruby Soutiere	Mileage	12.38	12.38
G-02382	Katrina Prince	Mileage	8.63	
		Mileage	32.25	40.88
G-02383	OPHRA	Registration	260.00	260.00
G-02384	BBC Audiobooks America	Materials	1,241.48	1,241.48
G-02385	Film Ideas, Inc.	Materials	1,073.25	1,073.25
G-02386	City of Harrah	Water & Garbage Service	45.39	45.39
G-02387	Gregory Bennett	Mileage	22.50	22.50
G-02388	John Wood	Mileage	21.38	21.38
G-02389	Linda Jameson	Mileage	5.25	5.25
G-02390	Lisa Hart	Programming Activities	75.00	75.00
G-02391	City of Choctaw	Water & Garbage Services	50.10	50.10
G-02392	Vision Service Plan of	Grp Vision Ins Prm-Dec	2,149.83	2,149.83
G-02393	C.O.T.P.A.	Staff Parking	1,170.00	1,170.00
G-02394	Demco Media Turtleback Books	Materials	517.74	517.74
G-02395	Joshua Schell	Mileage	11.25	11.25
G-02396	Office Depot	Supplies	106.28	

\*\* Continued \*\*



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02396	Office Depot	Supplies	76.30
		Supplies	55.53
		Supplies	34.39
		Supplies	270.00
		Supplies	53.64
		Supplies	33.24
		Supplies	115.52
		Supplies	7.12
			752.02
G-02397	Todd Olberding	Mileage	29.25
		Cellular Reimbursement	47.34
			76.59
G-02398	Ann Meeks	Mileage	3.38
			3.38
G-02399	Baker & Taylor Books - #510486	Materials	2,416.84
			2,416.84
G-02400	Cheryl Pernel	Membership Reimbursement	9.50
		Mileage	10.13
			19.63
G-02401	Marilyn Barnett	Mileage	5.44
			5.44
G-02402	Baker & Taylor Entertainment	Materials	1,371.90
			1,371.90
G-02403	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-DEC	75,561.16
			75,561.16
G-02404	Walmart Community	Programming Activities	59.79
			59.79
G-02405	Marian J. LeCrone	Mileage	58.88
			58.88
G-02406	Sizzlin' Brains	Programming Activities	250.00
		Programming Activities	250.00
			500.00
G-02407	Reef Shop Warehouse	Maintenance of Facilities	61.98
			61.98
G-02408	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00
			12.00
G-02409	Jean Engebritson	Mileage	13.88
			13.88
G-02410	A Chance to Change	Employee Assistance	1,007.50
			1,007.50
G-02411	Canyon Records	Materials	63.81
			63.81
G-02412	Photo Researchers, Inc.	Printing	250.00
		Printing	585.00
			835.00
G-02413	Star Lighting	Maintenance Supplies	16.00
		Maintenance Supplies	24.27
		Maintenance Supplies	26.52
		Maintenance Supplies	259.86
			326.65
G-02414	Khanh Minh Do	Mileage	44.25
			44.25
G-02415	Oklahoma City Ad Club	Membership	195.00
			195.00
G-02416	John Utley	Mileage	78.56
			78.56
G-02417	Melissa Weathers	Mileage	54.75
		Programming Activities	76.26
			131.01
G-02418	Sharon May	Mileage	7.50
			7.50
G-02419	Rick George	Library Related Services	100.00
		Printing	300.00
			400.00
G-02420	Standley Systems	Copier Usage	412.14
		Copier Usage	216.58
			628.72
G-02421	Rondia K. Banks	Mileage	10.69
		Travel Expense	81.00
		Registration	290.00
			381.69
G-02422	Stock Solution	Printing	297.00
			297.00
G-02423	Lesli Jones	Library Related Services	60.00
			60.00
G-02424	Anita Sanders	Mileage	20.25
			20.25
G-02425	Southwestern Bell	Telephone Services	253.27
			253.27
G-02426	Corporate Express	Supplies	11.19
			11.19
G-02427	Securitas Security USA, Inc.	Security Services	2,972.13
	** Continued **		



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02427	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	784.70	
		Security Services	2,336.40	7,081.48
G-02428	Baker & Taylor Books - #510486	Materials	499.90	
		Materials	502.44	
		Materials	3,803.58	
		Materials	3,427.87	
		Materials	6,574.31	
		Materials	6,235.42	
		Materials	3,506.91	
		Materials	5,468.48	
		Materials	5,871.29	35,890.20
G-02429	Baker & Taylor Books - #510486	Materials	982.16	
		Materials	2,735.99	
		Materials	4,276.31	
		Materials	2,886.22	10,880.68
G-02430	Baker & Taylor Books-#510486	Materials	935.67	935.67
G-02431	Willow Bend Books	Materials	104.35	104.35
G-02432	African Imports USA	Materials	84.99	84.99
G-02433	Emily Williams	Mileage	9.94	9.94
G-02434	Lucas Color Card	Supplies	7,692.28	7,692.28
G-02435	McLaren's Pantry	Programming Activities	305.00	305.00
G-02436	Kelly Dalrymple	Mileage	12.00	12.00
G-02437	Stephanie Kotzum	Programming Activities	50.00	50.00
G-02438	Lloyd Lovely	Mileage	30.38	30.38
G-02439	Trisha Marlow	Printing	150.00	150.00
G-02440	Josh Bowman	Programming Activities	400.00	400.00
G-02441	Angela Wall	Programming Activities	50.00	50.00
G-02442	COTPA	Staff Parking	1,564.00	
		Staff Parking	289.29	1,853.29
G-02443	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-02444	John Sing's	Maintenance of Facilities	150.00	150.00
G-02445	Metropolitan Library System	Employee Deductions	207.50	207.50
G-02446	Bank of Oklahoma	Payroll Transmittal-Chks	49,915.37	
		Payroll Transmittal-Chks	14,316.65	64,232.02
G-02447	Bank of Oklahoma	Federal Withholding Tax	32,462.60	
		Federal Withholding Tax	1,832.00	34,294.60
G-02448	Oklahoma Tax Commission	State Withholding Tax	15,635.60	
		State Withholding Tax	1,026.00	16,661.60
G-02449	Mun. Employees Credit Union	Employee Cr Union Deducts	10,309.74	
		Employee Cr Union Deducts	80.00	10,389.74
G-02450	United Way of Central Oklahoma	Employee Deductions	326.67	
		Employee Deductions	4.00	330.67
G-02451	Morgan & Associates, P.C.	Employee Deductions	63.35	63.35
G-02452	Bank of America	Payroll Transmittal-DDep	152,703.95	
		Payroll Transmittal-DDep	19,700.57	172,404.52
G-02453	Nationwide Retirement Solution	Employee Deductions	8,428.51	8,428.51
G-02454	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-02455	Transamerica Worksite Mrktg.	Employee Deductions	716.67	716.67
G-02456	Metro Library Sys Pension Trst	Employee Retirement Conts	8,500.89	8,500.89



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02457	Bank of Oklahoma	Employee Flexplan Deposit	16,876.64	
		Employer Flexplan Deposit	1,430.00	18,306.64
G-02458	Bank of Oklahoma	Employee Soc/Sec Deposits	18,483.27	
		Employee Soc/Sec Deposits	2,498.85	
		Employee Medicare Deposit	4,389.59	
		Employee Medicare Deposit	584.36	
		Employer Soc/Sec Deposits	20,982.02	
		Employer Medicare Deposit	4,974.18	51,912.27
G-02459	Love, Beal & Nixon, P.C.	Employee Deductions	260.68	260.68
G-02460	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-02461	Administrative Systems, Inc.	Employee Deductions	204.47	204.47
G-02462	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-02463	Metropolitan Library System	Maintenance of Facilities	5.00	
		Background Check	60.00	
		Telephone Reimbursement	45.49	
		Postage	51.80	
		Supplies	95.60	
		Programming Activities	175.95	
		Programming Activities	18.18	452.02
G-02464	Demco	Furniture	1,141.56	1,141.56
G-02465	Gale Research	Materials	895.50	895.50
G-02466	Highsmith Co., Inc.	Furniture	32.49	32.49
G-02467	Irwin Business Machines	Maintenance of Facilities	89.00	89.00
G-02468	Hewlett-Packard Co.	Automation Contractural	11,966.00	11,966.00
G-02469	City Glass-OKC, Inc.	Maintenance of Facilities	173.46	173.46
G-02470	Synergy Datacom Supply Inc.	Automation Contractural	148.80	148.80
G-02471	City of Edmond	Electrical Services	3,226.67	3,226.67
G-02472	United Linen	Maintenance of Facilities	24.37	24.37
G-02473	Polk County	Books	68.50	68.50
G-02474	Oklahoma Library Association	Registration	45.00	
		Membership	100.00	145.00
G-02475	Baker & Taylor Books - #510486	Materials	1,837.70	1,837.70
G-02476	Donna Morris	Telephone Reimbursement	35.00	35.00
G-02477	U.S. Postmaster	Postage	12,000.00	12,000.00
G-02478	Judy Litchfield	Library Related Services	300.00	300.00
G-02479	Mid-west Landscape, LLC	Maintenance of Facilities	435.00	435.00
G-02480	Bill Warren Office Products	Supplies	17.02	17.02
G-02481	American Library Association	Membership	200.00	
		Membership	435.00	
		Membership	1,970.00	2,605.00
G-02482	Nextel Communications	Telephone Services	85.12	
		Telephone Services	280.44	365.56
G-02483	Blackbaud	Automation Contractural	5,745.48	5,745.48
G-02484	Recorded Books, LLC	Materials	439.42	439.42
G-02485	Marilyn E. Backus	Mileage	21.00	21.00
G-02486	Instructional Video, Inc.	Materials	99.95	99.95
G-02487	Gale Group	Materials	784.40	784.40
G-02488	Davis Design Group, LLC	Capital Project	1,000.00	1,000.00
G-02489	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02490	Ray McMillion	Programming Activities	100.00	100.00
G-02491	Library Video Co.	Materials	321.86	321.86



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02492	Geri Price	Mileage	256.30	256.30
G-02493	Full Circle Book Store	Materials	54.40	54.40
G-02494	BMI Systems	Lease Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-02495	Books on Tape, Inc.	Materials	1,321.60	1,321.60
G-02496	Brilliance Corporation	Materials	788.57	788.57
G-02497	Ursula Ward	Mileage	5.63	5.63
G-02498	Associated Plastic Industries	Supplies	990.00	990.00
G-02499	Ingram Library Services	Materials	678.11	678.11
G-02500	R. R. Bowker	Materials	4,918.64	4,918.64
G-02501	Audio Editions	Materials	547.46	547.46
G-02502	Fuelman of Oklahoma	Gasoline	143.76	143.76
G-02503	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	81.95	81.95
G-02504	Cisco-Eagle, Inc.	Supplies	600.00	600.00
G-02505	City Clerk's Office	Maintenance of Facilities	20.00	20.00
G-02506	Dell	Computer Equipment	10,852.50	
		Computer Equipment	22,685.25	
		Computer Equipment	11,882.75	
		Computer Equipment	24,845.75	
		Computer Equipment	36,728.50	
		Computer Equipment	38,889.00	
		Computer Equipment	17,284.00	
		Computer Equipment	9,722.25	
		Computer Equipment	6,610.30	179,500.30
G-02507	Debbie Robertus	Other Commodities	50.00	50.00
G-02508	Southwestern Bell	Telephone Services	273.59	273.59
G-02509	BMI Systems Corporation	Copier Maintenance	463.10	
		Copier Maintenance	196.59	
		Copier Maintenance	157.81	817.50
G-02510	The Daily & Sunday	Legal Bid Notice	106.45	106.45
G-02511	Bank of America	Direct Deposit Fees	132.78	132.78
G-02512	Westrex International	Supplies	1,235.37	1,235.37
G-02513	Dowell Parking Center	Staff Parking	40.00	40.00
G-02514	Sam's Club	Membership	60.00	60.00
G-02515	Rosalind L. Reeder	Programming Activities	75.00	75.00
G-02516	City of Edmond	Water & Garbage Service	190.10	190.10
G-02517	Ford Audio-Video	Automation Contractural	1,366.93	1,366.93
G-02518	National Pen Corporation	Supplies	114.99	114.99
G-02519	Demco Media Turtleback Books	Materials	573.54	573.54
G-02520	Office Depot	Supplies	72.50	
		Automation Contractural	191.99	264.49
G-02521	Todd Olberding	Telephone Reimbursement	50.00	50.00
G-02522	Cheryl Pernell	Mileage & Parking	27.25	27.25
G-02523	Jeanne Devlin	Parking Transporation	70.00	70.00
G-02524	Baker & Taylor Entertainment	Materials	4,165.04	4,165.04
G-02525	Daniel Fields	Programming	100.05	100.05
G-02526	Walmart Community	Programming Activities	130.91	130.91
G-02527	Commercial Card Solutions	Books	188.11	
		Books	239.96	
		Books	270.60	
		Books	25.95	724.62
G-02528	American Library Assoc.	Programming Supplies	25.00	25.00



General Fund F.Y. 04-05

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02529	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	18.00	18.00
G-02530	Classic Paper Supply	Maintenance Supplies	203.08	203.08
G-02531	Texas Barcode Systems, Inc.	Supplies	728.81	728.81
G-02532	Carol Hunter	Mileage	11.25	11.25
G-02533	Star Lighting	Maintenance Supplies	468.00	468.00
G-02534	Scott Delsigne	Programming Activities	150.00	150.00
G-02535	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-02536	Faith Centered Resources	Materials	146.83	146.83
G-02537	Securitas Security USA, Inc.	Security Services	2,537.00	2,537.00
G-02538	Baker & Taylor Books - #510486	Materials	1,190.64	
		Materials	1,288.76	
		Materials	2,045.92	
		Materials	3,505.31	
		Materials	7,978.96	16,009.59
G-02539	Baker & Taylor Books - #510486	Materials	2,622.74	
		Materials	4,194.44	6,817.18
G-02540	Baker & Taylor Books-#510486	Materials	1,712.97	1,712.97
G-02541	Cheryl Coleman	Mileage	79.92	79.92
G-02542	Trigen	Energy Services	12,147.32	12,147.32
G-02543	COTPA	Programming Activities	100.00	
		Parking	400.00	500.00
G-02544	Single Source	Equipment	895.02	
		Supplies	120.15	1,015.17
G-02545	City of Del City	Building Rental	400.00	400.00
G-02546	O G & E	Electrical Services	6,796.35	6,796.35
G-02547	Oklahoma Natural Gas Co.	Gas Services	1,546.29	1,546.29
G-02548	City of Bethany	Water & Garbage Services	120.79	120.79
G-02549	City of Oklahoma City	Water & Garbage Services	444.36	444.36
G-02550	City of the Village	Water & Garbage Services	70.13	70.13
G-02551	Brodart, Inc.	Supplies	717.60	717.60
G-02552	Southwestern Stationery and	Printing	1,005.00	
		Printing	2,140.00	
		Printing	2,411.00	5,556.00
G-02553	Demco	Programming Supplies	19.20	
		Supplies	1,098.75	
		Supplies	676.00	
		Supplies	936.00	
		Supplies	134.06	
		Supplies	177.94	3,041.95
G-02554	Gaylord Bros.	Supplies	606.00	606.00
G-02555	Gale Research	Materials	774.40	774.40
G-02556	Sams Technical Publishing	Materials	155.23	155.23
G-02557	SBC	Telephone Services	3,963.44	
		Telephone Services	1,716.70	
		Telephone Services	325.44	6,005.58
G-02558	Alma L. Brown	Programmning Activities	147.87	
		Mileage	12.19	160.06
G-02559	Strictly Publishing	Classified Advertisement	50.00	50.00
G-02560	Standard Printing Co., Inc.	Printing	500.00	
		Printing	555.00	
		Printing	995.00	2,050.00
G-02561	Central Parking System	Programming Activities	40.00	
	** Continued **			



General Fund F.Y. 04-05

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02561	Central Parking System	Parking	255.00	295.00
G-02562	Baker & Taylor Books - #510486	Materials	3,448.95	3,448.95
G-02563	Nextel Communications	Telephone Services	177.62	177.62
G-02564	Carolyn Abernathy	Programming Activities	75.23	75.23
G-02565	Instructional Video, Inc.	Materials	3,310.01	3,310.01
G-02566	Ann Aliotta	Supplies	139.38	139.38
G-02567	Joyce Hambleton Whitten	Materials	30.00	30.00
G-02568	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	460.00	
		Library Related Services	1,500.00	2,650.00
G-02569	Ultimate Office	Supplies	65.95	65.95
G-02570	Staples	Supplies	262.49	262.49
G-02571	Library Video Co.	Materials	2,817.49	2,817.49
G-02572	Mel Bay	Materials	32.24	32.24
G-02573	Oklahoma Gazette	Library Related Services	527.85	527.85
G-02574	Scott's Printing & Copying	Printing	226.53	226.53
G-02575	Brilliance Corporation	Materials	522.78	522.78
G-02576	Paper Direct, Inc.	Supplies	5.00	5.00
G-02577	Lori Kane	Capital Project	59.68	59.68
G-02578	Ingram Library Services	Materials	2,054.65	2,054.65
G-02579	Barbara M. Namminga	Membership Reimbursement	35.00	35.00
G-02580	Summit Mailing Systems, Inc.	Meter Rental	226.50	
		Maintenance of Facilities	142.18	368.68
G-02581	Walker Companies	Supplies	39.60	39.60
G-02582	Audio Editions	Materials	230.23	230.23
G-02583	Kinko's, Inc.	Printing	106.45	106.45
G-02584	Mary Ann Mahan	Mileage	10.13	10.13
G-02585	The Black Chronicle	Subscription	19.60	19.60
G-02586	J & B Graphics	Capital Project	250.00	250.00
G-02587	Community Action/TRIAD	Programming Activities	45.00	45.00
G-02588	The Daily & Sunday	Legal Notice	56.16	56.16
G-02589	ProQuest	Materials	24,627.30	24,627.30
G-02590	Sharon A. Nolan	Programming Activities	214.42	214.42
G-02591	Center for Nonprofit Managemt	Professional Services	95.00	95.00
G-02592	Kelley Riha	Mileage	22.88	22.88
G-02593	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,100.00	2,250.00
G-02594	BBC Audiobooks America	Materials	6.50	6.50
G-02595	Clyde Herrod	Membership Reimbursement	35.00	35.00
G-02596	Demco Media Turtleback Books	Materials	70.78	70.78
G-02597	Office Depot	Automation Contractural	134.53	
		Finance Charges	19.22	
		Finance Charges	87.86	241.61
G-02598	Baker & Taylor Books - #510486	Materials	1,026.14	1,026.14
G-02599	David Fitzgerald & Associates	Library Related Services	760.00	760.00
G-02600	Commercial Card Solutions	Supplies	22.19	
		Equipment	259.98	
		Programming Supplies	49.53	
		Programming Supplies	34.90	

\*\* Continued \*\*



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02600	Commercial Card Solutions	Supplies	86.69	
		Programming Supplies	145.00	
		Automation Contractural	164.67	762.96
G-02601	Bureau of Education & Research	Registration	175.00	175.00
G-02602	Baker & Taylor Entertainment	Materials	1,750.44	1,750.44
G-02603	Accu Cut	Supplies	30.00	30.00
G-02604	Walmart Community	Supplies	59.62	59.62
G-02605	Metro Family Magazine	Library Related Services	467.50	467.50
G-02606	USPS/BME	Postage	625.00	625.00
G-02607	EmTec Pest Control, Inc.	Maintenance of Facilities	153.00	
		Maintenance of Facilities	134.00	
		Maintenance of Facilities	15.00	
		Maintenance of Facilities	400.00	702.00
G-02608	Donna Morris	Car Allowance	450.00	450.00
G-02609	Barbara A. Johnson	Mileage	7.50	7.50
G-02610	Susan H. Wood	Programming Activities	250.00	250.00
G-02611	Lesli Jones	Library Related Services	185.00	
		Library Related Services	280.00	
		Library Related Service	120.00	585.00
G-02612	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-02613	Securitas Security USA, Inc.	Security Services	823.05	823.05
G-02614	Baker & Taylor Books - #510486	Materials	486.41	
		Materials	768.17	
		Materials	4,070.17	
		Materials	4,897.66	
		Materials	3,145.43	
		Materials	3,065.04	16,432.88
G-02615	Baker & Taylor Books - #510486	Materials	457.51	
		Materials	2,463.59	
		Materials	2,773.77	5,694.87
G-02616	Baker & Taylor Books-#510486	Materials	1,126.82	1,126.82
G-02617	Willow Bend Books	Materials	46.91	46.91
G-02618	Oklahoma City Employment Guide	Classified Advertisement	294.00	294.00
G-02619	Trisha Marlow	Printing	1,500.00	1,500.00
G-02620	Dane & Associates	Capital Project	687.00	687.00
G-02621	Single Source	Supplies	746.16	746.16
G-02622	Metropolitan Library System	Employee Deductions	207.50	207.50
G-02623	Bank of Oklahoma	Payroll Transmittal-Chks	47,391.29	
		Payroll Transmittal-Chks	15,155.80	62,547.09
G-02624	Bank of Oklahoma	Federal Withholding Tax	33,475.60	
		Federal Withholding Tax	1,987.00	35,462.60
G-02625	Oklahoma Tax Commission	State Withholding Tax	16,029.60	
		State Withholding Tax	1,104.00	17,133.60
G-02626	Mun. Employees Credit Union	Employee Cr Union Deducts	9,986.74	
		Employee Cr Union Deducts	80.00	10,066.74
G-02627	United Way of Central Oklahoma	Employee Deductions	326.67	
		Employee Deductions	5.00	331.67
G-02628	Morgan & Associates, P.C.	Employee Deductions	26.24	26.24
G-02629	Bank of America	Payroll Transmittal-DDep	159,896.44	
		Payroll Transmittal-DDep	21,132.97	181,029.41
G-02630	Nationwide Retirement Solution	Employee Deductions	8,428.51	8,428.51



General Fund F.Y. 04-05

Warrant Register

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02631	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-02632	Transamerica Worksite Mrktg.	Employee Deductions	716.47	716.47
G-02633	Metro Library Sys Pension Trst	Employee Retirement Conts	8,384.18	8,384.18
G-02634	Bank of Oklahoma	Employee Flexplan Deposit	7,764.20	7,764.20
G-02635	Bank of Oklahoma	Employee Soc/Sec Deposits	18,870.76	
		Employee Soc/Sec Deposits	2,664.57	
		Employee Medicare Deposit	4,481.18	
		Employee Medicare Deposit	623.22	
		Employer Soc/Sec Deposits	21,535.45	
		Employer Medicare Deposit	5,104.31	53,279.49
G-02636	Love, Beal & Nixon, P.C.	Employee Deductions	256.77	256.77
G-02637	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-02638	Administrative Systems, Inc.	Employee Deductions	406.45	406.45
G-02639	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-02640	Metropolitan Library System	Professional Services	30.00	
		Printing	6.50	
		Postage	22.20	
		Supplies	59.22	
		Programming Activities	116.54	
		Programming Activities	72.95	
		Other Commodities	62.83	
		Capital Project	18.07	388.31
G-02641	Oklahoma Natural Gas Co.	Gas Services	1,414.41	1,414.41
G-02642	Triangle/A & E	Capital Project	86.58	
		Capital Project	17.10	103.68
G-02643	Highsmith Co., Inc.	supplies	35.88	35.88
G-02644	City of Warr Acres	Garbage & Sewer Service	56.65	56.65
G-02645	American Library Assoc.	Classified Advertisement	390.50	390.50
G-02646	Metro News, LLC	Subscription	5.00	5.00
G-02647	Baker & Taylor Books - #510486	Materials	1,312.31	1,312.31
G-02648	Susan Ryan	Mileage	15.00	15.00
G-02649	TDS Telecom	Telephone Sevices	525.10	525.10
G-02650	Keystone Tape & Label, Inc.	Printing	354.38	
		Printing	184.00	538.38
G-02651	Chester 'Jack' Kinzie, Jr.	Mileage	2.06	2.06
G-02652	Recorded Books, LLC	Materials	5,285.23	5,285.23
G-02653	Phillip Tolbert	Programming Activities	97.26	
		Programming Activities	116.37	
		Programming Activities	169.86	383.49
G-02654	Instructional Video, Inc.	Materials	4,767.44	4,767.44
G-02655	Gale Group	Materials	268.32	268.32
G-02656	Anne G. Fischer	Telephone Reimbursement	60.29	60.29
G-02657	Spaces, Inc.	Furniture	120.60	120.60
G-02658	Hal Leonard Publishing	Materials	34.54	34.54
G-02659	Staples	Supplies	71.96	71.96
G-02660	Elizabeth Bentley	Materials	15.00	15.00
G-02661	Neal-Schuman Publishers, Inc.	Materials	69.20	69.20
G-02662	Mary Strasner	Programming Activities	96.88	
		Programming Activities	68.45	
		Programming Activities	23.02	188.35
G-02663	Heidi Daniel-Morgan	Mileage	59.25	59.25



General Fund F.Y. 04-05

**Warrant Register**

December 2004

Number	Vendor/Payee	Purpose		Amount
G-02664	Karen Lehr	Mileage	5.63	5.63
G-02665	Blackstone Audio Books	Materials	281.91	281.91
G-02666	Oklahoma Gazette	Library Related Service	527.85	527.85
G-02667	Books on Tape, Inc.	Materials	548.80	548.80
G-02668	Hobby Lobby	Programming Activities	17.33	17.33
G-02669	Paper Direct, Inc.	Supplies	139.90	139.90
G-02670	Ingram Library Services	Materials	2,990.24	2,990.24
G-02671	Julia Mock	Mileage	10.69	10.69
G-02672	Audio Editions	Materials	1,112.73	1,112.73
G-02673	United States Postal Service	Postage	6,000.00	6,000.00
G-02674	JoNita White	Mileage	7.50	7.50
G-02675	Sagebrush Corp.	Materials	78.10	78.10
G-02676	J & B Graphics	Capital Project	25.00	25.00
G-02677	Sandusky County	Books	42.50	42.50
G-02678	Debbie Robertus	Mileage	19.13	19.13
G-02679	Lisa Weissenbuehler	Programming Activities	124.11	124.11
G-02680	BartlesvilleExaminerEnterprise	Subscription	196.00	196.00
G-02681	BBC Audiobooks America	Materials	2,633.90	2,633.90
G-02682	DLT Solutions	Automation Contractural	674.25	674.25
G-02683	Lisa M. Wood	Programming Activities	104.25	104.25
G-02684	Norman Music Center	Equipment	668.93	668.93
G-02685	Demco Media Turtleback Books	Materials	1,686.74	1,686.74
G-02686	On_Line Media, Inc.	Advertisement	9,685.00	9,685.00
G-02687	Baker & Taylor Entertainment	Materials	2,133.53	2,133.53
G-02688	John L. Hilbert	Programming Activities	65.72	
		Programming Activities	66.89	132.61
G-02689	Reef Shop Warehouse	Maintenance of Facilities	50.98	50.98
G-02690	University of Oklahoma Press	Materials	75.64	75.64
G-02691	Oklahoma City Florist	Other Commodities	40.00	40.00
G-02692	Cheryll Smith	Mileage	7.13	7.13
G-02693	Corporate Express	Supplies	32.96	
		Supplies	17.41	50.37
G-02694	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	
		Security Services	2,972.13	6,932.51
G-02695	Baker & Taylor Books - #510486	Materials	2,573.44	
		Materials	1,661.88	
		Materials	4,522.01	
		Materials	1,717.21	10,474.54
G-02696	Baker & Taylor Books - #510486	Materials	676.79	
		Materials	5,536.76	6,213.55
G-02697	Baker & Taylor Books-#510486	Materials	1,845.75	1,845.75
G-02698	Willow Bend Books	Materials	167.21	167.21
G-02699	Oklahoma City Employment Guide	Classified Advertisement	294.00	294.00
G-02700	Laura Scheller	Programming Activities	60.00	60.00
G-02701	Sabre Technologies	Supplies	6,935.00	6,935.00
G-02702	Severn House Publishers	Materials	26.95	26.95
G-02703	Scholastic Book Fairs	Programming Activities	200.29	200.29
G-02704	Erika Diel	Maintenance of Facilities	120.00	120.00

Total of FY 04-05 Warrants Issued \$ 1,552,903.63



General Fund F.Y. 03-04

**Warrant Register**

December 2004

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06113	Recorded Books, LLC	Materials	211.50	211.50
G-06114	Baker & Taylor Books - #510486	Materials	192.39	192.39
G-06115	Baker & Taylor Books - #510486	Materials	137.00	
		Materials	274.00	411.00
G-06117	EmTec Pest Control, Inc.	Maintenance of Facilities	1,200.00	
		Maintenance of Facilities	535.00	1,735.00
G-06118	Chickasaw Telecom, Inc.	Communications Equipment	11,026.00	11,026.00
		Total of FY 03-04 Warrants Issued		\$ 13,575.89

## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: PICKUP TRUCK AND ¾ TON CAB AND CHASSIS**

Provided for in the FY 2004-05 budget are two requests; a ½ ton pickup truck and a ¾ ton cab and chassis for the Maintenance Department. The ¾ ton cab and chassis is to have a service body installed and will be used as a maintenance service truck replacing the 1986 service van. The 2005 ½ ton pickup truck will replace the Director of Facility Maintenance's 1993 pickup truck. The two trucks will be sold by sealed bids.

Specifications were prepared and bids were let for 19 days and advertised for two days (December 3 and 7, 2004), in ***The Oklahoman***. Bid Packets were mailed to 10 prospective vendors.

A pre-bid meeting was scheduled for Tuesday, December 14, 2004. No vendors attended.

Bids were received and publicly opened on Tuesday, December 21, 2004. Four vendors responded.

Vendor	Make of Vehicle	½ Ton Pickup Truck	¾ Ton Cab and Chassis
Hudiburg Chevrolet Group	2005 Chevrolet	\$19,467.00	<b>\$16,153.00</b>
Joe Cooper Ford	2005 Ford	<b>\$16,794.00</b>	\$16,329.00
Marc Heitz Ford	2005 Ford	\$17,384.56	\$16,389.55
Bob Howard Dodge	2005 Dodge	\$18,815.90	\$15,392.90

Marc Heitz Ford is located in McClain County. The other three vendors are located in Oklahoma County.

The ¾ ton cab and chassis bid by Bob Howard Dodge does not meet the specifications. Specifications required a ¾ ton cab and chassis with a GVWR rating of 9200 lbs. The Dodge cab and chassis is rated at 8650 lbs.

Hudiburg Chevrolet Group bidding the 2005 Chevrolet 2500 is the best and lowest bidder for the ¾ ton cab and chassis. Joe Cooper Ford bidding the 2005 Ford F150 is the best and lowest bidder for the ½ ton pickup truck.

The Library wishes to purchase the ¾ ton cab and chassis from Hudiburg Chevrolet Group for \$16,153.00 and the ½ ton pickup truck from Joe Cooper Ford for \$16,794.00.

### **RECOMMENDATION:**

That the Commission award the contracts to Hudiburg Chevrolet Group for a 2005 Chevrolet, ¾ ton cab and chassis in the amount of \$16,153.00 and to Joe Cooper Ford for a 2005 Ford, ½ ton pickup truck in the amount of \$16,794.00. Adequate funding for both vehicles is available in the FY 2004-05 budget, account 409.



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

### **ITEM B: WIRELESS NETWORKING EQUIPMENT AND INSTALLATION**

Provided for in the FY 2004-05 budget is the request for the purchase and installation of wireless networking hardware and software for all full-service libraries. Installation of this hardware and configuration of the library's network will allow customers with computers that contain a wireless network card to access the Internet through the library's network while visiting the library. Many libraries across the country offer wireless Internet access to their customers. Our customers are asking if MLS has this service available and are disappointed when they find out that it is not currently available. Internet access will still be filtered for all customers that access the Internet through our network.

An added benefit of offering wireless is that a customer using their own computer to access the Internet is not tying up a library computer which in turn makes it available for another customer. Many of our libraries have a limited number of computers and not much available space to add additional computers. We also believe this may alleviate some of the need for additional computers at these libraries.

We will be purchasing Cisco Aironet 1130AG Access Point units that will allow users using 802.11a, 802.11b, or 802.11g to connect to our network. 802.11a uses the 5Ghz band and operates at a raw speed of 54Mbps. 802.11b and the 802.11g use the 2.4Ghz band and operate at raw speeds of 11Mbps and 54Mbps respectively. 802.11g is the newer 2.4Ghz wireless protocol and is fully backwards compatible with 802.11b. We will also be purchasing Cisco software that will allow us to manage and monitor the wireless network.

All Cisco network/telephony equipment is available through a state contract at a 36% discount from list price. The wireless networking equipment will be an extension of our wired network as all of the wireless Access Points will connect to the wired portion of the network at each library and be routed through existing communication lines.

### **RECOMMENDATION:**

That the Commission authorize library staff to purchase Cisco equipment and related installation services from Chickasaw Telecom, Inc. through State Contract #C200013. The total cost for purchase and installation is \$54,346.16. Funding is available in the FY 2004-05 budget account 450 for the purchase and installation of the wireless networking equipment.

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

### **ITEM C: SECURITY CONSULTANT FOR THE DOWNTOWN LIBRARY**

Provided for in the FY 2004-05 budget is the request for a complete security system for the Downtown Library. To design a security system to meet the current and future needs of the Downtown Library, library staff contacted C.H. Guernsey & Company to submit a proposal for preparing specifications and plans for a security system.

C.H. Guernsey & Company was selected because they had provided the original system-wide security survey in November 1998 and had prepared the specifications and plans for installing the appropriate security system in each facility.

C.H. Guernsey & Company will prepare specifications and plans, conduct the pre-bid meeting, update specifications and plans, evaluate bids received and submit a recommendation of contract award, monitor installation and perform final acceptance test.

The scope of this work is not to exceed \$16,516.00.

### **RECOMMENDATION:**

That the Commission award the contract to C.H. Guernsey & Company for security consulting services in the amount not to exceed \$16,516.00. Funding for this consulting service is provided in the FY 2004-2005 budget, account 450.



## **2005 NOMINATING COMMITTEE**

At the December 9, 2004, Metropolitan Library Commission of Oklahoma County meeting, the Commission Chair, Penny McCaleb appointed a three-member Nominating Committee chaired by Nancy Anthony with Shirley Pritchett and Dr. Ann Caine as members.

The Committee is charged with proposing a slate of nominees to serve as Officers of the Metropolitan Library Commission of Oklahoma County for 2005 (Chair, Vice-Chair and Disbursing Agent).

The Nominating Committee will present its nominations for the 2005 Commission Officers to the Commission for election at the January 20, 2005 meeting.

Nominations will also be taken from the floor at the January 2005 Commission meeting.

January 18, 2005

TO: Metropolitan Library Commission

FROM: Nancy Anthony, Shirley Pritchett, Ann Caine

RE: Nominating Committee Report

The Nominating Committee was appointed by Chairman Penny McCaleb at the December 2004 meeting of the Metropolitan Library Commission with the charge of nominating the officers for the Commission for 2005. The Nominating Committee had a series of telephone meetings among its members and also visited with other members of the Commission and the library staff. The three individuals recommended by the Nominating Committee have all agreed to serve for the coming year. The Nominating Committee recommends that the following officers be elected to serve for a term of one-year or until their successors are elected:

Chairman, Hugh Rice

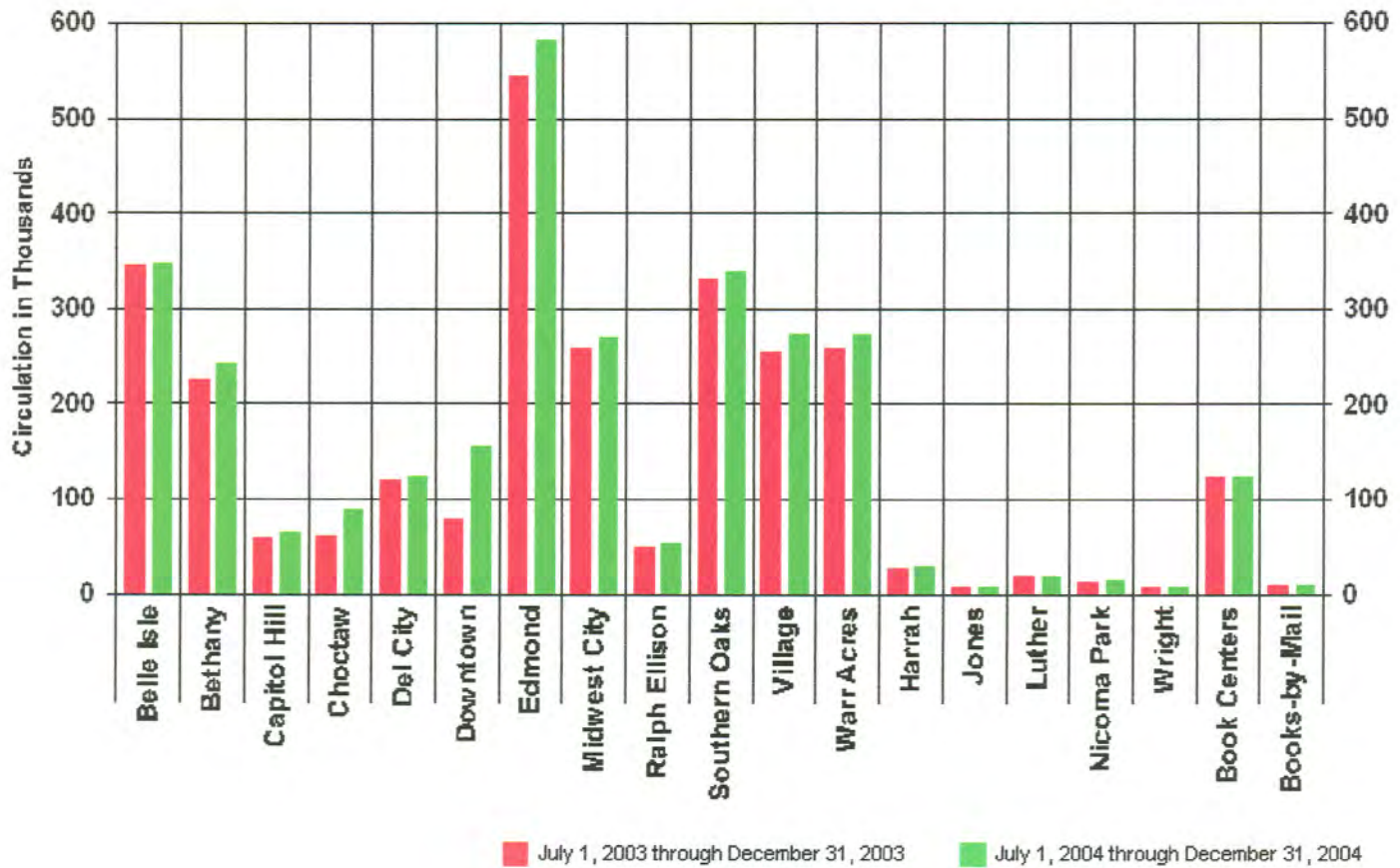
Vice Chairman, Dr. Ann Caine

Disbursing Agent, David Greenwell



## Circulation Gains and Losses

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)



## **Circulation Gains and Losses**

**July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)**

<b>DECEMBER 31, 2004</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	04	39791	259674	11596	86372	51387	346046	
	05	38976	265363	10536	80935	49512	346298	
		<b>-815</b>	<b>5689</b>	<b>-1060</b>	<b>-5437</b>	<b>-1875</b>	<b>252</b>	<b>.1</b>
BETHANY	04	23222	152666	9133	71737	32355	224403	
	05	25367	169774	8813	72792	34180	242566	
		<b>2145</b>	<b>17108</b>	<b>-320</b>	<b>1055</b>	<b>1825</b>	<b>18163</b>	<b>8.1</b>
CAPITOL HILL	04	6971	41827	2679	17070	9650	58897	
	05	7204	46988	2737	17934	9941	64922	
		<b>233</b>	<b>5161</b>	<b>58</b>	<b>864</b>	<b>291</b>	<b>6025</b>	<b>10.2</b>
CHOCTAW	04	5738	38512	2999	21279	8737	59791	
	05	8423	55541	4543	32644	12966	88185	
		<b>2685</b>	<b>17029</b>	<b>1544</b>	<b>11365</b>	<b>4229</b>	<b>28394</b>	<b>47.5</b>
DEL CITY	04	12654	81665	5344	37663	17998	119328	
	05	13506	87258	5448	36422	18954	123680	
		<b>852</b>	<b>5593</b>	<b>104</b>	<b>-1241</b>	<b>956</b>	<b>4352</b>	<b>3.6</b>
DOWNTOWN	04	10854	66554	1777	11363	12631	77917	
	05	21436	118300	6330	36195	27766	154495	
		<b>10582</b>	<b>51746</b>	<b>4553</b>	<b>24832</b>	<b>15135</b>	<b>76578</b>	<b>98.3</b>
EDMOND	04	49820	313172	29765	231635	79585	544807	
	05	51005	336156	30772	245320	81777	581476	
		<b>1185</b>	<b>22984</b>	<b>1007</b>	<b>13685</b>	<b>2192</b>	<b>36669</b>	<b>6.7</b>
MIDWEST CITY	04	28128	182221	9956	75278	38084	257499	
	05	28883	196214	8781	73300	37664	269514	
		<b>755</b>	<b>13993</b>	<b>-1175</b>	<b>-1978</b>	<b>-420</b>	<b>12015</b>	<b>4.7</b>
RALPH ELLISON	04	6310	36240	1845	11570	8155	47810	
	05	5463	40357	1537	11653	7000	52010	
		<b>-847</b>	<b>4117</b>	<b>-308</b>	<b>83</b>	<b>-1155</b>	<b>4200</b>	<b>8.8</b>
SOUTHERN OAKS	04	38619	245651	13281	86389	51900	332040	
	05	37226	253368	11673	85647	48899	339015	
		<b>-1393</b>	<b>7717</b>	<b>-1608</b>	<b>-742</b>	<b>-3001</b>	<b>6975</b>	<b>2.1</b>
VILLAGE	04	28052	173857	10600	80953	38652	254810	
	05	28152	189490	11441	84839	39593	274329	
		<b>100</b>	<b>15633</b>	<b>841</b>	<b>3886</b>	<b>941</b>	<b>19519</b>	<b>7.7</b>
WARR ACRES	04	26174	171835	10897	86994	37071	258829	
	05	27895	185112	11385	87806	39280	272918	
		<b>1721</b>	<b>13277</b>	<b>488</b>	<b>812</b>	<b>2209</b>	<b>14089</b>	<b>5.4</b>



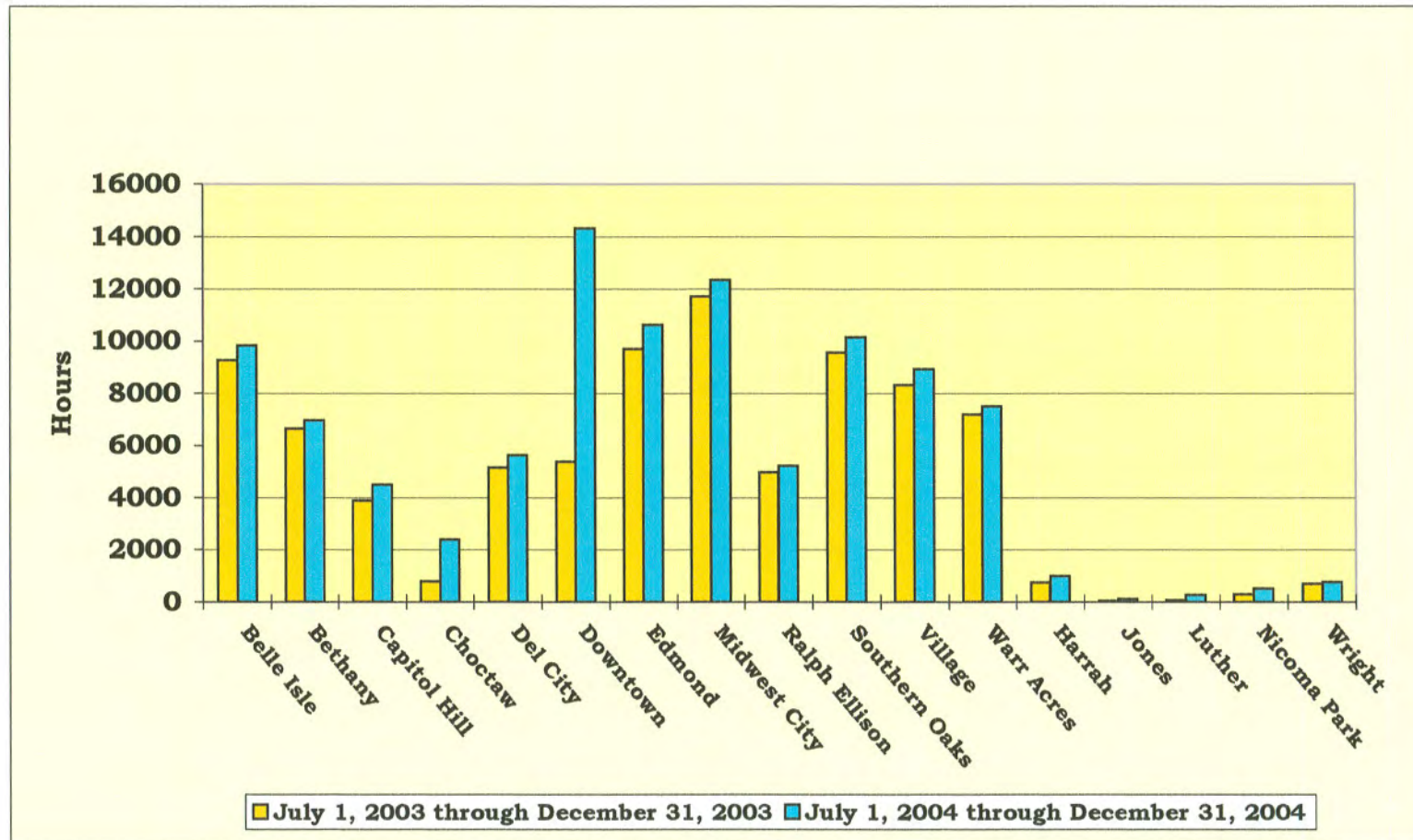
## **Circulation Gains and Losses**

**July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)**

<b>DECEMBER 31, 2004</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	04	2934	17473	1554	8910	4488	26383	
	05	3498	21177	1284	8500	4782	29677	
		<b>564</b>	<b>3704</b>	<b>-270</b>	<b>-410</b>	<b>294</b>	<b>3294</b>	<b>12.5</b>
JONES	04	711	5024	189	1231	900	6255	
	05	781	6036	230	1673	1011	7709	
		<b>70</b>	<b>1012</b>	<b>41</b>	<b>442</b>	<b>111</b>	<b>1454</b>	<b>23.2</b>
LUTHER	04	2398	14710	530	4568	2928	19278	
	05	2019	14178	425	5208	2444	19386	
		<b>-379</b>	<b>-532</b>	<b>-105</b>	<b>640</b>	<b>-484</b>	<b>108</b>	<b>.6</b>
NICOMA PARK	04	1501	9862	470	3759	1971	13621	
	05	1621	10968	339	3109	1960	14077	
		<b>120</b>	<b>1106</b>	<b>-131</b>	<b>-650</b>	<b>-11</b>	<b>456</b>	<b>3.3</b>
WRIGHT	04	736	4920	99	1082	835	6002	
	05	1063	5676	165	1109	1228	6785	
		<b>327</b>	<b>756</b>	<b>66</b>	<b>27</b>	<b>393</b>	<b>783</b>	<b>13.0</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	04	9448	57374	11319	66882	20767	124256	
	05	9183	55106	11493	69012	20676	124118	
		<b>-265</b>	<b>-2268</b>	<b>174</b>	<b>2130</b>	<b>-91</b>	<b>-138</b>	<b>-.1</b>
BOOKS-BY-MAIL	04	1452	8967	0	0	1452	8967	
	05	1492	9417	0	0	1492	9417	
		<b>40</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>450</b>	<b>5.0</b>
TOTALS	04	295513	1882204	124033	904735	419546	2786939	
	05	313193	2066479	127932	954098	441125	3020577	
		<b>17680</b>	<b>184275</b>	<b>3899</b>	<b>49363</b>	<b>21579</b>	<b>233638</b>	<b>8.4</b>

## Total Internet Hours Used by Library

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)





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## Total Internet Usage

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	261		3,821		1,439.34		2,663		24,765		9,268.60	
	05	315		4,239		1,564.11		2,990		26,971		9,828.15	
		<b>54</b>	<b>20.7</b>	<b>418</b>	<b>10.9</b>	<b>124.77</b>	<b>8.7</b>	<b>327</b>	<b>12.3</b>	<b>2,206</b>	<b>8.9</b>	<b>559.55</b>	<b>6.0</b>
BETHANY	04	159		2,386		1,029.56		1,655		16,163		6,640.78	
	05	181		2,486		1,067.49		1,798		16,459		6,961.79	
		<b>22</b>	<b>13.8</b>	<b>100</b>	<b>4.2</b>	<b>37.93</b>	<b>3.7</b>	<b>143</b>	<b>8.6</b>	<b>296</b>	<b>1.8</b>	<b>321.01</b>	<b>4.8</b>
CAPITOL HILL	04	140		1,868		654.14		1,239		10,397		3,878.14	
	05	171		1,966		722.82		1,522		11,926		4,497.18	
		<b>31</b>	<b>22.1</b>	<b>98</b>	<b>5.2</b>	<b>68.68</b>	<b>10.5</b>	<b>283</b>	<b>22.8</b>	<b>1,529</b>	<b>14.7</b>	<b>619.04</b>	<b>16.0</b>
CHOCTAW	04	34		460		140.29		326		2,389		776.33	
	05	84		1,202		450.56		817		6,524		2,387.65	
		<b>50</b>	<b>147.1</b>	<b>742</b>	<b>161.3</b>	<b>310.27</b>	<b>221.2</b>	<b>491</b>	<b>150.6</b>	<b>4,135</b>	<b>173.1</b>	<b>1,611.32</b>	<b>207.6</b>
DEL CITY	04	112		1,833		754.66		1,440		12,801		5,152.97	
	05	157		2,264		941.05		1,606		13,966		5,631.94	
		<b>45</b>	<b>40.2</b>	<b>431</b>	<b>23.5</b>	<b>186.39</b>	<b>24.7</b>	<b>166</b>	<b>11.5</b>	<b>1,165</b>	<b>9.1</b>	<b>478.97</b>	<b>9.3</b>
DOWNTOWN	04	84		1,783		821.19		1,026		12,962		5,372.37	
	05	425		7,428		2,905.40		2,848		37,217		14,315.61	
		<b>341</b>	<b>406.0</b>	<b>5,645</b>	<b>316.6</b>	<b>2,084.21</b>	<b>253.8</b>	<b>1,822</b>	<b>177.6</b>	<b>24,255</b>	<b>187.1</b>	<b>8,943.24</b>	<b>166.5</b>
EDMOND	04	301		3,954		1,410.36		2,974		26,253		9,688.96	
	05	321		4,689		1,661.11		3,347		29,918		10,627.36	
		<b>20</b>	<b>6.6</b>	<b>735</b>	<b>18.6</b>	<b>250.75</b>	<b>17.8</b>	<b>373</b>	<b>12.5</b>	<b>3,665</b>	<b>14.0</b>	<b>938.40</b>	<b>9.7</b>
MIDWEST CITY	04	341		4,610		1,819.36		3,378		29,301		11,720.24	
	05	321		4,941		1,886.15		3,753		33,278		12,340.06	
		<b>-20</b>	<b>-5.9</b>	<b>331</b>	<b>7.2</b>	<b>66.79</b>	<b>3.7</b>	<b>375</b>	<b>11.1</b>	<b>3,977</b>	<b>13.6</b>	<b>619.82</b>	<b>5.3</b>
RALPH ELLISON	04	189		2,306		799.96		1,607		14,038		4,971.18	
	05	217		2,409		844.75		1,866		14,992		5,218.84	
		<b>28</b>	<b>14.8</b>	<b>103</b>	<b>4.5</b>	<b>44.79</b>	<b>5.6</b>	<b>259</b>	<b>16.1</b>	<b>954</b>	<b>6.8</b>	<b>247.66</b>	<b>5.0</b>



## Total Internet Usage

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	313		3,647		1,482.86		3,079		23,673		9,555.09	
	05	341		3,893		1,492.88		3,517		25,818		10,146.37	
		<b>28</b>	<b>8.9</b>	<b>246</b>	<b>6.7</b>	<b>10.02</b>	<b>.7</b>	<b>438</b>	<b>14.2</b>	<b>2,145</b>	<b>9.1</b>	<b>591.28</b>	<b>6.2</b>
VILLAGE	04	267		3,705		1,324.08		2,627		22,513		8,326.29	
	05	300		3,999		1,438.36		3,081		24,744		8,931.86	
		<b>33</b>	<b>12.4</b>	<b>294</b>	<b>7.9</b>	<b>114.28</b>	<b>8.6</b>	<b>454</b>	<b>17.3</b>	<b>2,231</b>	<b>9.9</b>	<b>605.57</b>	<b>7.3</b>
WARR ACRES	04	209		2,992		1,082.56		2,209		19,487		7,187.21	
	05	255		3,128		1,115.05		2,421		20,838		7,498.84	
		<b>46</b>	<b>22.0</b>	<b>136</b>	<b>4.5</b>	<b>32.49</b>	<b>3.0</b>	<b>212</b>	<b>9.6</b>	<b>1,351</b>	<b>6.9</b>	<b>311.63</b>	<b>4.3</b>
HARRAH	04	22		305		144.24		214		1,716		740.85	
	05	23		363		168.94		289		2,300		982.85	
		<b>1</b>	<b>4.5</b>	<b>58</b>	<b>19.0</b>	<b>24.70</b>	<b>17.1</b>	<b>75</b>	<b>35.0</b>	<b>584</b>	<b>34.0</b>	<b>242.00</b>	<b>32.7</b>
JONES	04			15		5.07		17		90		33.65	
	05	6		48		24.84		33		216		102.12	
		<b>6</b>		<b>33</b>	<b>220.0</b>	<b>19.77</b>	<b>389.9</b>	<b>16</b>	<b>94.1</b>	<b>126</b>	<b>140.0</b>	<b>68.47</b>	<b>203.5</b>
LUTHER	04	2		23		6.60		21		121		56.48	
	05	6		110		38.72		101		730		263.45	
		<b>4</b>	<b>200.0</b>	<b>87</b>	<b>378.3</b>	<b>32.12</b>	<b>486.7</b>	<b>80</b>	<b>381.0</b>	<b>609</b>	<b>503.3</b>	<b>206.97</b>	<b>366.4</b>
NICOMA PARK	04	6		122		66.35		77		613		288.17	
	05	5		131		85.75		75		889		504.67	
		<b>-1</b>	<b>-16.7</b>	<b>9</b>	<b>7.4</b>	<b>19.40</b>	<b>29.2</b>	<b>-2</b>	<b>-2.6</b>	<b>276</b>	<b>45.0</b>	<b>216.50</b>	<b>75.1</b>
WRIGHT	04	9		291		109.16		78		1,626		687.46	
	05	11		336		145.48		94		2,035		773.37	
		<b>2</b>	<b>22.2</b>	<b>45</b>	<b>15.5</b>	<b>36.32</b>	<b>33.3</b>	<b>16</b>	<b>20.5</b>	<b>409</b>	<b>25.2</b>	<b>85.91</b>	<b>12.5</b>
TOTAL	04	2,449		34,121		13,089.78		24,630		218,908		84,344.77	
	05	3,139		43,632		16,553.46		30,158		268,821		101,012.11	
		<b>690</b>	<b>28.2</b>	<b>9,511</b>	<b>27.9</b>	<b>3,463.68</b>	<b>26.5</b>	<b>5,528</b>	<b>22.4</b>	<b>49,913</b>	<b>22.8</b>	<b>16,667.34</b>	<b>19.8</b>

## Internet Usage by Adult Customers

**July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	213		3,246		1,278.94		2,199		21,405		8,348.37	
	05	253		3,581		1,354.48		2,430		22,938		8,525.71	
		<b>40</b>	<b>18.8</b>	<b>335</b>	<b>10.3</b>	<b>75.54</b>	<b>5.9</b>	<b>231</b>	<b>10.5</b>	<b>1,533</b>	<b>7.2</b>	<b>177.34</b>	<b>2.1</b>
BETHANY	04	125		2,045		924.80		1,352		13,795		5,921.50	
	05	145		2,173		976.27		1,491		14,473		6,329.24	
		<b>20</b>	<b>16.0</b>	<b>128</b>	<b>6.3</b>	<b>51.47</b>	<b>5.6</b>	<b>139</b>	<b>10.3</b>	<b>678</b>	<b>4.9</b>	<b>407.74</b>	<b>6.9</b>
CAPITOL HILL	04	72		1,246		502.08		757		7,350		2,988.18	
	05	87		1,226		488.70		937		8,219		3,319.21	
		<b>15</b>	<b>20.8</b>	<b>-20</b>	<b>-1.6</b>	<b>-13.38</b>	<b>-2.7</b>	<b>180</b>	<b>23.8</b>	<b>869</b>	<b>11.8</b>	<b>331.03</b>	<b>11.1</b>
CHOCTAW	04	34		414		127.44		259		2,028		678.84	
	05	62		828		315.30		572		4,682		1,759.70	
		<b>28</b>	<b>82.4</b>	<b>414</b>	<b>100.0</b>	<b>187.86</b>	<b>147.4</b>	<b>313</b>	<b>120.8</b>	<b>2,654</b>	<b>130.9</b>	<b>1,080.86</b>	<b>159.2</b>
DEL CITY	04	85		1,550		680.24		1,139		10,895		4,567.76	
	05	113		1,914		838.23		1,231		11,806		4,954.24	
		<b>28</b>	<b>32.9</b>	<b>364</b>	<b>23.5</b>	<b>157.99</b>	<b>23.2</b>	<b>92</b>	<b>8.1</b>	<b>911</b>	<b>8.4</b>	<b>386.48</b>	<b>8.5</b>
DOWNTOWN	04	75		1,569		734.75		867		10,908		4,753.61	
	05	331		6,388		2,568.31		2,352		32,180		12,782.09	
		<b>256</b>	<b>341.3</b>	<b>4,819</b>	<b>307.1</b>	<b>1,833.56</b>	<b>249.5</b>	<b>1,485</b>	<b>171.3</b>	<b>21,272</b>	<b>195.0</b>	<b>8,028.48</b>	<b>168.9</b>
EDMOND	04	259		3,437		1,258.02		2,401		22,698		8,723.22	
	05	263		4,106		1,498.43		2,699		25,725		9,338.28	
		<b>4</b>	<b>1.5</b>	<b>669</b>	<b>19.5</b>	<b>240.41</b>	<b>19.1</b>	<b>298</b>	<b>12.4</b>	<b>3,027</b>	<b>13.3</b>	<b>615.06</b>	<b>7.1</b>
MIDWEST CITY	04	269		4,034		1,642.84		2,701		25,632		10,604.48	
	05	233		4,272		1,691.87		2,956		28,770		10,958.76	
		<b>-36</b>	<b>-13.4</b>	<b>238</b>	<b>5.9</b>	<b>49.03</b>	<b>3.0</b>	<b>255</b>	<b>9.4</b>	<b>3,138</b>	<b>12.2</b>	<b>354.28</b>	<b>3.3</b>
RALPH ELLISON	04	143		1,759		648.56		1,183		10,314		3,860.53	
	05	134		1,787		666.49		1,349		11,245		4,076.04	
		<b>-9</b>	<b>-6.3</b>	<b>28</b>	<b>1.6</b>	<b>17.93</b>	<b>2.8</b>	<b>166</b>	<b>14.0</b>	<b>931</b>	<b>9.0</b>	<b>215.51</b>	<b>5.6</b>



## Internet Usage by Adult Customers

**July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	242		2,972		1,272.07		2,318		18,514		7,856.64	
	05	252		2,961		1,192.16		2,672		20,097		8,332.42	
		<b>10</b>	<b>4.1</b>	<b>-11</b>	<b>-.4</b>	<b>-79.91</b>	<b>-6.3</b>	<b>354</b>	<b>15.3</b>	<b>1,583</b>	<b>8.6</b>	<b>475.78</b>	<b>6.1</b>
VILLAGE	04	198		3,119		1,179.33		2,084		19,308		7,396.82	
	05	224		3,308		1,222.55		2,470		21,365		7,940.43	
		<b>26</b>	<b>13.1</b>	<b>189</b>	<b>6.1</b>	<b>43.22</b>	<b>3.7</b>	<b>386</b>	<b>18.5</b>	<b>2,057</b>	<b>10.7</b>	<b>543.61</b>	<b>7.3</b>
WARR ACRES	04	173		2,627		981.23		1,840		17,145		6,502.16	
	05	189		2,740		1,010.51		1,985		18,290		6,797.28	
		<b>16</b>	<b>9.2</b>	<b>113</b>	<b>4.3</b>	<b>29.28</b>	<b>3.0</b>	<b>145</b>	<b>7.9</b>	<b>1,145</b>	<b>6.7</b>	<b>295.12</b>	<b>4.5</b>
HARRAH	04	13		232		116.45		157		1,325		601.85	
	05	16		263		139.50		209		1,615		743.31	
		<b>3</b>	<b>23.1</b>	<b>31</b>	<b>13.4</b>	<b>23.05</b>	<b>19.8</b>	<b>52</b>	<b>33.1</b>	<b>290</b>	<b>21.9</b>	<b>141.46</b>	<b>23.5</b>
JONES	04			15		5.07		17		90		33.65	
	05	5		44		24.46		22		156		82.02	
		<b>5</b>		<b>29</b>	<b>193.3</b>	<b>19.39</b>	<b>382.4</b>	<b>5</b>	<b>29.4</b>	<b>66</b>	<b>73.3</b>	<b>48.37</b>	<b>143.7</b>
LUTHER	04	1		13		3.47		11		90		47.13	
	05	2		65		26.18		51		470		185.21	
		<b>1</b>	<b>100.0</b>	<b>52</b>	<b>400.0</b>	<b>22.71</b>	<b>654.5</b>	<b>40</b>	<b>363.6</b>	<b>380</b>	<b>422.2</b>	<b>138.08</b>	<b>293.0</b>
NICOMA PARK	04	3		73		34.20		55		487		219.96	
	05	2		98		70.81		44		588		370.74	
		<b>-1</b>	<b>-33.3</b>	<b>25</b>	<b>34.2</b>	<b>36.61</b>	<b>107.0</b>	<b>-11</b>	<b>-20.0</b>	<b>101</b>	<b>20.7</b>	<b>150.78</b>	<b>68.5</b>
WRIGHT	04	8		270		99.40		56		1,381		564.89	
	05	10		280		113.75		72		1,802		651.30	
		<b>2</b>	<b>25.0</b>	<b>10</b>	<b>3.7</b>	<b>14.35</b>	<b>14.4</b>	<b>16</b>	<b>28.6</b>	<b>421</b>	<b>30.5</b>	<b>86.41</b>	<b>15.3</b>
TOTAL	04	1,913		28,621		11,488.89		19,396		183,365		73,669.59	
	05	2,321		36,034		14,198.00		23,542		224,421		87,145.98	
		<b>408</b>	<b>21.3</b>	<b>7,413</b>	<b>25.9</b>	<b>2,709.11</b>	<b>23.6</b>	<b>4,146</b>	<b>21.4</b>	<b>41,056</b>	<b>22.4</b>	<b>13,476.39</b>	<b>18.3</b>

## Internet Usage by Minor Customers

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	48		575		160.40		464		3,360		920.23	
	05	62		658		209.63		560		4,033		1,302.44	
		<b>14</b>	<b>29.2</b>	<b>83</b>	<b>14.4</b>	<b>49.23</b>	<b>30.7</b>	<b>96</b>	<b>20.7</b>	<b>673</b>	<b>20.0</b>	<b>382.21</b>	<b>41.5</b>
BETHANY	04	34		341		104.76		303		2,368		719.28	
	05	36		313		91.22		307		1,986		632.55	
		<b>2</b>	<b>5.9</b>	<b>-28</b>	<b>-8.2</b>	<b>-13.54</b>	<b>-12.9</b>	<b>4</b>	<b>1.3</b>	<b>-382</b>	<b>-16.1</b>	<b>-86.73</b>	<b>-12.1</b>
CAPITOL HILL	04	68		622		152.06		482		3,047		889.96	
	05	84		740		234.12		585		3,707		1,177.97	
		<b>16</b>	<b>23.5</b>	<b>118</b>	<b>19.0</b>	<b>82.06</b>	<b>54.0</b>	<b>103</b>	<b>21.4</b>	<b>660</b>	<b>21.7</b>	<b>288.01</b>	<b>32.4</b>
CHOCTAW	04			46		12.85		67		361		97.49	
	05	22		374		135.26		245		1,842		627.95	
		<b>22</b>		<b>328</b>	<b>713.0</b>	<b>122.41</b>	<b>952.6</b>	<b>178</b>	<b>265.7</b>	<b>1,481</b>	<b>410.2</b>	<b>530.46</b>	<b>544.1</b>
DEL CITY	04	27		283		74.42		301		1,906		585.21	
	05	44		350		102.82		375		2,160		677.70	
		<b>17</b>	<b>63.0</b>	<b>67</b>	<b>23.7</b>	<b>28.40</b>	<b>38.2</b>	<b>74</b>	<b>24.6</b>	<b>254</b>	<b>13.3</b>	<b>92.49</b>	<b>15.8</b>
DOWNTOWN	04	9		214		86.44		159		2,054		618.76	
	05	94		1,040		337.09		496		5,037		1,533.52	
		<b>85</b>	<b>944.4</b>	<b>826</b>	<b>386.0</b>	<b>250.65</b>	<b>290.0</b>	<b>337</b>	<b>211.9</b>	<b>2,983</b>	<b>145.2</b>	<b>914.76</b>	<b>147.8</b>
EDMOND	04	42		517		152.34		573		3,555		965.74	
	05	58		583		162.68		648		4,193		1,289.08	
		<b>16</b>	<b>38.1</b>	<b>66</b>	<b>12.8</b>	<b>10.34</b>	<b>6.8</b>	<b>75</b>	<b>13.1</b>	<b>638</b>	<b>17.9</b>	<b>323.34</b>	<b>33.5</b>
MIDWEST CITY	04	72		576		176.52		677		3,669		1,115.76	
	05	88		669		194.28		797		4,508		1,381.30	
		<b>16</b>	<b>22.2</b>	<b>93</b>	<b>16.1</b>	<b>17.76</b>	<b>10.1</b>	<b>120</b>	<b>17.7</b>	<b>839</b>	<b>22.9</b>	<b>265.54</b>	<b>23.8</b>
RALPH ELLISON	04	46		547		151.40		424		3,724		1,110.65	
	05	83		622		178.26		517		3,747		1,142.80	
		<b>37</b>	<b>80.4</b>	<b>75</b>	<b>13.7</b>	<b>26.86</b>	<b>17.7</b>	<b>93</b>	<b>21.9</b>	<b>23</b>	<b>.6</b>	<b>32.15</b>	<b>2.9</b>



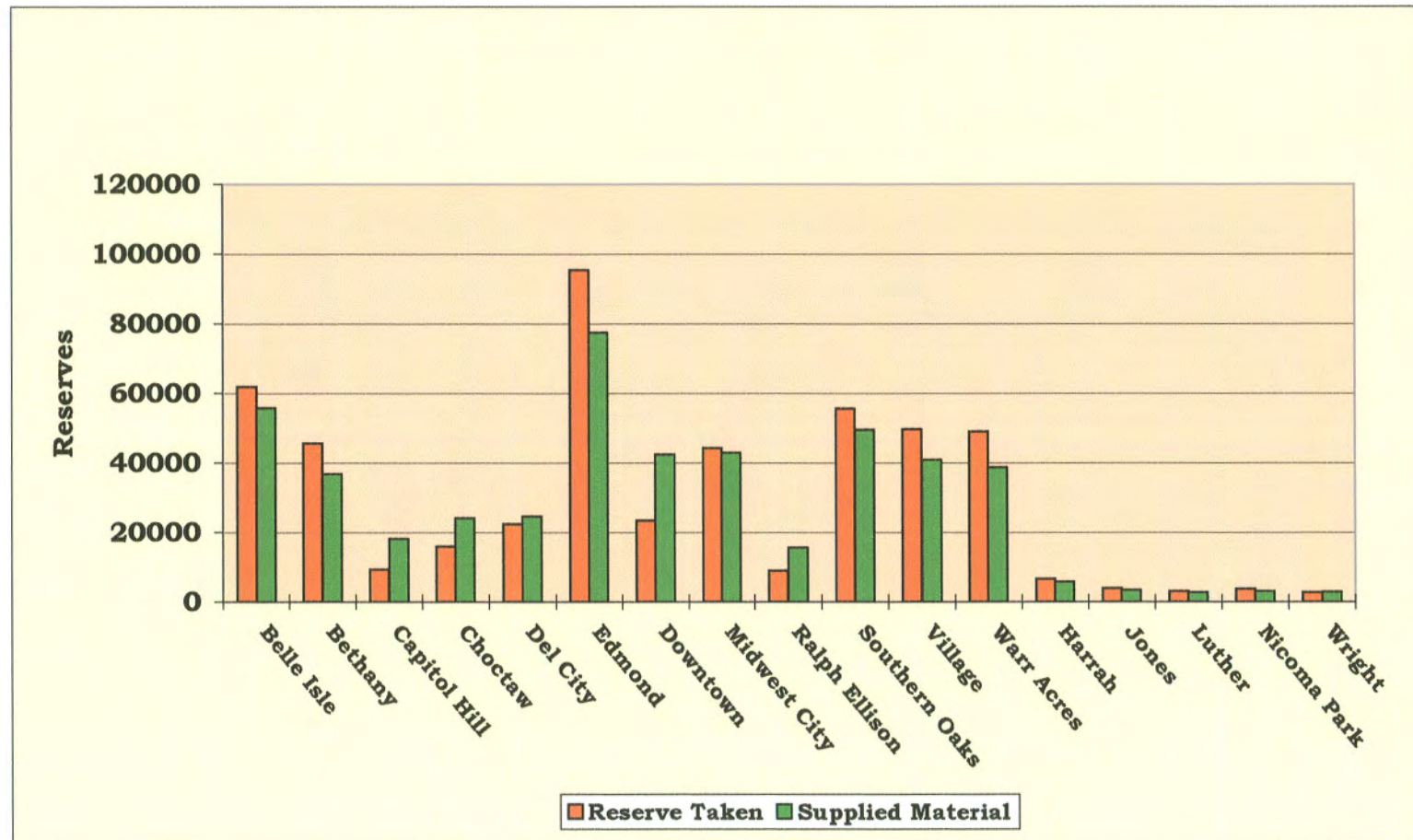
## Internet Usage by Minor Customers

**July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	71		675		210.79		761		5,159		1,698.45	
	05	89		932		300.72		845		5,721		1,813.95	
		<b>18</b>	<b>25.4</b>	<b>257</b>	<b>38.1</b>	<b>89.93</b>	<b>42.7</b>	<b>84</b>	<b>11.0</b>	<b>562</b>	<b>10.9</b>	<b>115.50</b>	<b>6.8</b>
VILLAGE	04	69		586		144.75		543		3,205		929.47	
	05	76		691		215.81		611		3,379		991.43	
		<b>7</b>	<b>10.1</b>	<b>105</b>	<b>17.9</b>	<b>71.06</b>	<b>49.1</b>	<b>68</b>	<b>12.5</b>	<b>174</b>	<b>5.4</b>	<b>61.96</b>	<b>6.7</b>
WARR ACRES	04	36		365		101.33		369		2,342		685.05	
	05	66		388		104.54		436		2,548		701.56	
		<b>30</b>	<b>83.3</b>	<b>23</b>	<b>6.3</b>	<b>3.21</b>	<b>3.2</b>	<b>67</b>	<b>18.2</b>	<b>206</b>	<b>8.8</b>	<b>16.51</b>	<b>2.4</b>
HARRAH	04	9		73		27.79		57		391		139.00	
	05	7		100		29.44		80		685		239.54	
		<b>-2</b>	<b>-22.2</b>	<b>27</b>	<b>37.0</b>	<b>1.65</b>	<b>5.9</b>	<b>23</b>	<b>40.4</b>	<b>294</b>	<b>75.2</b>	<b>100.54</b>	<b>72.3</b>
JONES	04					.00						.00	
	05	1		4		.38		11		60		20.10	
		<b>1</b>		<b>4</b>		<b>.38</b>		<b>11</b>		<b>60</b>		<b>20.10</b>	
LUTHER	04	1		10		3.13		10		31		9.35	
	05	4		45		12.54		50		260		78.24	
		<b>3</b>	<b>300.0</b>	<b>35</b>	<b>350.0</b>	<b>9.41</b>	<b>300.6</b>	<b>40</b>	<b>400.0</b>	<b>229</b>	<b>738.7</b>	<b>68.89</b>	<b>736.8</b>
NICOMA PARK	04	3		49		32.15		22		126		68.21	
	05	3		33		14.94		31		301		133.93	
			<b>.0</b>	<b>-16</b>	<b>-32.7</b>	<b>-17.21</b>	<b>-53.5</b>	<b>9</b>	<b>40.9</b>	<b>175</b>	<b>138.9</b>	<b>65.72</b>	<b>96.3</b>
WRIGHT	04	1		21		9.76		22		245		122.57	
	05	1		56		31.73		22		233		122.07	
			<b>.0</b>	<b>35</b>	<b>166.7</b>	<b>21.97</b>	<b>225.1</b>		<b>.0</b>	<b>-12</b>	<b>-4.9</b>	<b>-.50</b>	<b>-.4</b>
TOTAL	04	536		5,500		1,600.89		5,234		35,543		10,675.18	
	05	818		7,598		2,355.46		6,616		44,400		13,866.13	
		<b>282</b>	<b>52.6</b>	<b>2,098</b>	<b>38.1</b>	<b>754.57</b>	<b>47.1</b>	<b>1,382</b>	<b>26.4</b>	<b>8,857</b>	<b>24.9</b>	<b>3,190.95</b>	<b>29.9</b>

## System Reserve Report

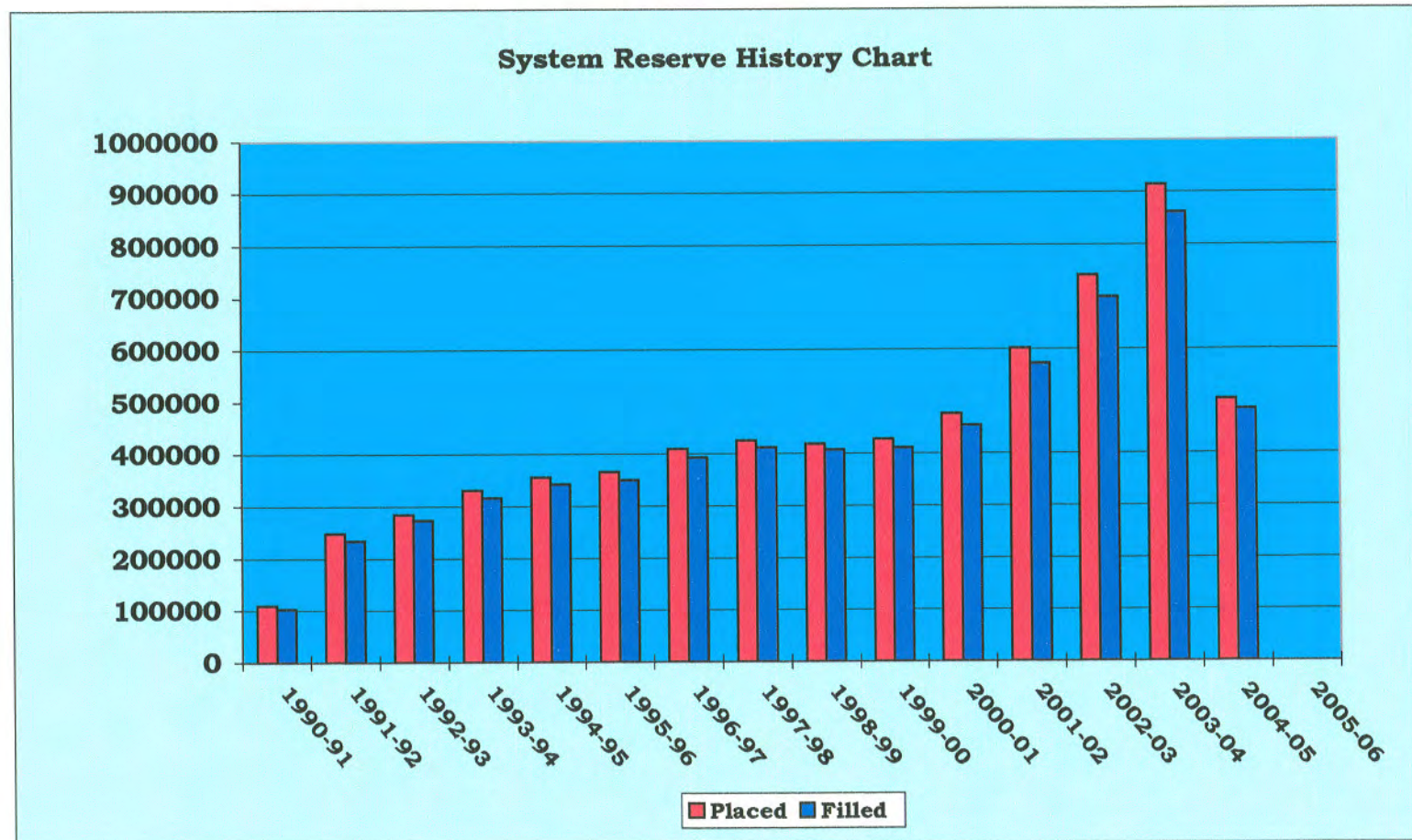
July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)





## System Reserve Report

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)



## System Reserves Report

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	04	7,761	56,028		7,986	52,861	
	05	8,608	61,900		8,437	59,815	
		<b>847</b>	<b>5,872</b>	<b>10.5</b>	<b>451</b>	<b>6,954</b>	<b>13.2</b>
BETHANY	04	5,360	37,275		5,457	35,078	
	05	6,570	45,527		6,326	43,644	
		<b>1,210</b>	<b>8,252</b>	<b>22.1</b>	<b>869</b>	<b>8,566</b>	<b>24.4</b>
CAPITOL HILL	04	1,175	7,976		1,169	7,614	
	05	1,599	9,318		1,468	8,886	
		<b>424</b>	<b>1,342</b>	<b>16.8</b>	<b>299</b>	<b>1,272</b>	<b>16.7</b>
CHOCTAW	04	999	8,441		1,009	8,106	
	05	2,282	15,944		2,285	15,219	
		<b>1,283</b>	<b>7,503</b>	<b>88.9</b>	<b>1,276</b>	<b>7,113</b>	<b>87.7</b>
DEL CITY	04	3,305	21,048		3,256	19,852	
	05	3,145	22,390		3,113	21,814	
		<b>-160</b>	<b>1,342</b>	<b>6.4</b>	<b>-143</b>	<b>1,962</b>	<b>9.9</b>
EDMOND	04	11,225	82,398		11,880	78,673	
	05	13,116	95,443		13,193	92,350	
		<b>1,891</b>	<b>13,045</b>	<b>15.8</b>	<b>1,313</b>	<b>13,677</b>	<b>17.4</b>
DOWNTOWN	04	2,472	16,060		2,593	15,057	
	05	4,373	23,356		4,155	21,344	
		<b>1,901</b>	<b>7,296</b>	<b>45.4</b>	<b>1,562</b>	<b>6,287</b>	<b>41.8</b>
MIDWEST CITY	04	5,634	38,258		5,703	36,212	
	05	6,234	44,281		6,183	42,553	
		<b>600</b>	<b>6,023</b>	<b>15.7</b>	<b>480</b>	<b>6,341</b>	<b>17.5</b>
RALPH ELLISON	04	1,216	7,014		1,230	6,612	
	05	1,210	8,851		1,246	8,608	
		<b>-6</b>	<b>1,837</b>	<b>26.2</b>	<b>16</b>	<b>1,996</b>	<b>30.2</b>
SOUTHERN OAKS	04	8,029	52,958		8,183	49,656	
	05	7,745	55,573		7,507	53,083	
		<b>-284</b>	<b>2,615</b>	<b>4.9</b>	<b>-676</b>	<b>3,427</b>	<b>6.9</b>
VILLAGE	04	6,930	43,423		6,826	40,860	
	05	7,055	49,716		6,928	47,943	
		<b>125</b>	<b>6,293</b>	<b>14.5</b>	<b>102</b>	<b>7,083</b>	<b>17.3</b>
WARR ACRES	04	6,022	40,481		5,949	38,361	
	05	6,699	48,918		6,716	47,210	
		<b>677</b>	<b>8,437</b>	<b>20.8</b>	<b>767</b>	<b>8,849</b>	<b>23.1</b>



## System Reserves Report

July 1, 2004 through December 31, 2004 (50.00% of the 04-05 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	04	836	4,613		848	4,402	
	05	1,119	6,491		1,084	6,222	
		<b>283</b>	<b>1,878</b>	<b>40.7</b>	<b>236</b>	<b>1,820</b>	<b>41.3</b>
JONES	04	425	3,468		457	3,479	
	05	498	3,815		493	3,741	
		<b>73</b>	<b>347</b>	<b>10.0</b>	<b>36</b>	<b>262</b>	<b>7.5</b>
LUTHER	04	390	3,563		427	3,504	
	05	354	3,093		433	2,980	
		<b>-36</b>	<b>-470</b>	<b>-13.2</b>	<b>6</b>	<b>-524</b>	<b>-15.0</b>
NICOMA PARK	04	580	3,306		552	3,095	
	05	614	3,649		574	3,617	
		<b>34</b>	<b>343</b>	<b>10.4</b>	<b>22</b>	<b>522</b>	<b>16.9</b>
WRIGHT	04	323	1,963		334	1,928	
	05	420	2,661		428	2,598	
		<b>97</b>	<b>698</b>	<b>35.6</b>	<b>94</b>	<b>670</b>	<b>34.8</b>
BOOKS-BY-MAIL	04	657	3,579		586	3,407	
	05	447	2,814		425	2,715	
		<b>-210</b>	<b>-765</b>	<b>-21.4</b>	<b>-161</b>	<b>-692</b>	<b>-20.3</b>
TOTAL	04	63,340	431,859		64,448	408,787	
	05	72,088	503,755		70,994	484,358	
		<b>8,748</b>	<b>71,896</b>	<b>16.6</b>	<b>6,546</b>	<b>75,571</b>	<b>18.5</b>

## **EXECUTIVE DIRECTOR'S REPORT**

### **JANUARY 2005**

#### **JIM ROTH ELECTED CHAIR OF OKLAHOMA COUNTY COMMISSION**

Oklahoma County Commissioner Jim Roth was recently named Chair of the Oklahoma County Commissioners. As Chair, Jim will now be the Oklahoma County Commission's representative to the Metropolitan Library Commission. Welcome, Jim!

#### **NEW TAX INCREMENT FINANCING DISTRICT PROPOSED**

Hugh Rice, MLC disbursing agent and Lloyd Lovely, Deputy Executive Director/Finance & Support have been selected to serve on a Review Committee that will provide findings and recommendations to the OKC City Council regarding formation of an Oklahoma Riverfront Tax Increment District.

#### **E-RATE FUNDING COMMITMENT RECEIVED**

Each year the Library System applies for E-rate funding through the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). This not-for-profit corporation was appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach students and communities across the country.

The Library System receives funding discounts on telecommunications, data communications, and Internet service. The amount received is based on the percentage of students eligible for free and reduced lunches in the school districts where libraries are located. This year our discount percentage is 71%.

Due to changes in accounting rules for governmental agencies, the SLD suspended issuance of funding commitments for four months until these issues were resolved. We received our funding commitment for FY 2004-05 on December 3. The Library System's funding commitment for this year is \$235,436.

#### **METROPOLITAN LIBRARY SYSTEM PARTNERS WITH THE ARTS COUNCIL OF OKLAHOMA CITY IN PRESENTING WINTERTALES STORYTELLING WORKSHOPS**

The 24<sup>th</sup> Annual WinterTales Storytelling Festival will be held February 3-5. This year the Library System is working with the Arts Council of Oklahoma City to present the workshops. The Downtown Library will be hosting some of the WinterTales storytelling workshops in addition to the workshops hosted by Stage Center. Included for your information is the 24<sup>th</sup> Annual WinterTales Storytelling Festival brochure. For more details please contact Mollie O'Conner with the Arts Council at 405-270-4848.

#### **PORTRAIT BUST OF RONALD J. NORICK TO BE PLACED IN THE RONALD J. NORICK DOWNTOWN LIBRARY**

Debra Spindle and I met with Assistant City Manager Kathie Wrights to discuss possible locations and other details about the bust of Ronald J. Norick, which is to be placed in the Downtown Library. Funding for this project is provided by BancFirst and the Rainbolt Family with the funds to be administered by the bank.



The bust will be a bronze portrait bust in a style, format and patina suitable for placement in the Downtown Library. It will be located in the first floor foyer area, final site to be determined by library staff after consultation with Don Beck. The artist is Sohail Shehada, Adjunct instructor, Figurative Sculpture Program, School of Art, University of Oklahoma and Research Assistant to Artist-in Residence, Paul Moore. It is expected to take 5 months for creation, casting and delivery of the artwork.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended Endowment Trust Gathering
- Attended ALA Midwinter Conference in Boston

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

### ***MOSCOW NIGHTS***

**February 13**, 2-3 p.m. & 3:30-4:30 p.m., Downtown Library

A versatile trio of world recognized prize-winning musicians from Russia will perform a repertoire of pieces centered on masterpieces of Russian folklore representing the diversity of the culture, ranging from gently humorous songs to elaborate lyrical suites. These classically trained artists first took Western Europe by storm, and now they have brought their dazzling music to North America thanks to the Russian-American Association.

### ***"THE HISTORY OF THE BLACK COWBOYS"***

**February 19**, 11 a.m.-12:30 p.m., Ralph Ellison Library

Local African-American author Sean Chandler will share stories of Black cowboys from the Old West, discuss his book *Ebony Marshall*, and provide tips on getting published. Light refreshments.

### ***LET'S TALK ABOUT IT! JEWISH LITERATURE: BREAD GIVERS***

**February 24**, 7-8:30 p.m., Ronald J. Norick Downtown Library

In the second of our five-book series on Jewish literature, we will discuss *Bread Givers* by Anzia Yezierska. The program will be led by Norman literature scholar Orit Rabkin.

### ***"WHEN BANK ROBBERY WAS IN FLOWER"***

**February 24**, 7-7:45 p.m., Bethany Library.

Join University of Oklahoma Professor Robert B. Smith as he traces the rise and fall of bank robberies in the 1930s. Light refreshments.

### ***"The Underground Quilt Codes"***

**February 26**, 10:30 a.m.-12:30 p.m., Warr Acres Library

Beverly Kirk will show quilt blocks, each of which tells a story or had a meaning for the slaves as they traveled north to freedom. She will also teach different quilting stitches. Pre-register.