

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY AGENDA**

Thursday, March 24, 2005, 3:30 p.m.  
Choctaw Library  
2525 Muzzy  
Choctaw, OK 73020  
(Telephone – 390-8418)

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

Hugh D. Rice, Chair

## **3:30 – 3:35 pm INTRODUCTIONS**

- Document #68 – 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 (#69-72)**

- Document #69 – Approval of Minutes of February 17, 2005 Meeting
- Document #70 – Acceptance of Review of Expenditures for February 2005
- Document #71 – Approval of Contract Awards and Purchases
- Item: A Purchase of Three (3) Digital Copiers for Staff Use
- Document #72 – Request to Declare Equipment Surplus

## **3:55 – 4:25 pm SPECIAL PRESENTATION**

- Library Endowment Trust ~ Ernestine Clark, Director of Development/Volunteer Services
- Friends of the Metropolitan Library System's 2005 Book Sale update ~ Marian LeCrone, Coordinator of the Friends of the Metropolitan Library System

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

- Document #73 – Metropolitan Library Commission of Oklahoma County
- Document #74 – Metropolitan Library System February 2005 Circulation Report
- Document #75 – Metropolitan Library System February 2005 Internet Usage Report
- Document #76 – Metropolitan Library System February 2005 System Reserve Report

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

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

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

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

**\*\*Thursday, April 21, 2005\*\***  
Ralph Ellison Library  
2000 NE 23<sup>rd</sup>  
OKC, OK 73111  
Telephone – 424-1437

## **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 March 2005:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Barbee Stueve, Project Specialist, Outreach Services	10
Margaret J. Collins, Library Assistant, Edmond Library	5
Jan Reynolds, Development Assistant, Development/Volunteer Services	5



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

DATE: February 17, 2005      TIME: 3:30 p.m.

MEETING PLACE: Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 22, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library, 10307 N. Pennsylvania, and the Downtown Library, 300 Park Avenue, Oklahoma City, on February 11, 2005 in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
Millicent Gillogly  
Deanna Hannah  
Penny McCaleb  
Shirley Pritchett  
Pamela Pung  
Marguerite Ross  
Peggy Winters  
Greg Womack  
Hugh Rice, Chair  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
David Greenwell, Disbursing Agent  
Jose Jimenez  
Jim Roth, Chair, Board of County  
Commissioners  
Alyne Strube  
Cynthia Trent

Estimate of general public and staff attending: 18



I. The meeting was called to order at 3:32 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Caine, Cornelius, Gillogly, Hannah, McCaleb, Pritchett, Pung, Ross, Winters, Rice. (Arrived: Womack ~ 3:38 p.m.)

II. Mr. Rice introduced Mrs. Lisa Weissenbuehler, Manager of the Village Library.

Mrs. Weissenbuehler remarked on the newest addition to the Village Library's grounds; a wonderfully "large and quite colorful" playground park for the children. She noted the generosity of The Village Masonic Lodge, who raised funds to build and supply all that was needed to provide this playground.

Mr. Rice introduced Mayor Wayne Schooley, City of The Village.

Mayor Schooley announced that the playground will be known as Masonic Park. He observed that 2004 was a year of major growth for the Library System, stating that this was due mainly to the leadership of Donna Morris and this Commission. Heading this organization is a worthwhile civic duty.

He continued by stating if the people of Oklahoma County were asked what was the major accomplishment of 2004 many would say the opening of the new Downtown Library and that would be a stand out item. However he feels, after reading the Library System's 2004 Annual Report, that the circulation of materials from the Library System of almost 6 million was the greatest accomplishment. And that of that more than 525,000 were contributed by the Village Library. He closed by thanking the Library System, the Commission and Commissioner Peggy Winters for her excellent representation.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Linda Jameson, Circulation Clerk, Del City Library, for 15 years of service.

IV. Mr. Rice presented the Consent Docket (Document #58 – Approval of Minutes of January 20, 2005, Meeting; Document #59 – Acceptance of Review of Expenditures for January 2005, Document #60 – Approval of Contract Awards and Purchases.)

**Mrs. Shirley Pritchett moved to accept the Consent Docket. Dr. Ann Caine seconded. Mr. Rice called for questions. No further discussion, motion passed unanimously.**

V. Mr. Rice read Document # 61 – Resolution of Appreciation for Library Commissioner Mrs. Penny McCaleb.

**Mrs. Carolyn Cornelius moved to approve the Resolution of Appreciation for Library Commissioner Mrs. McCaleb. Ms. Marguerite Ross seconded. No discussion; motion passed unanimously.**

Mrs. McCaleb was presented with the resolution and a small token of appreciation from the Commission. She thanked the Commission for their support during her



tenure as Chair and promised to continue her work on the Commission. Thanks and congratulations followed.

**VI.** Mr. Rice presented Document # 62 - Metropolitan Library Commission of Oklahoma County Appointments to Standing Committees February 2005 ~ February 2006.

He thanked the members for their participation and noted that the Committees have several tasks ahead of them; reviewing the Pension Plan and preparing for a northwest library are just a few of the items in their charge.

**VII.** Mr. Rice referred to Mrs. Morris to present Document # 63 – Request for use of Downtown Library Public Space.

Mrs. Morris stated that the O~Keepa Book Club submitted a request to hold an after library hours book review dinner and serve wine/beer. After reviewing the criteria set forth by the Commission it was determined that the request for the dinner book review met the standards. Accordingly, after Executive Director's approval is obtained, the request then goes to the Commission for approval of the serving of wine/beer.

Mrs. Gordon, representative of the O~Keepa Book Club, completed a *Receipt of Rules and Regulations for Use of Public Space* form and presented a copy of the caterer's ABLE Commission license as required. Provided in document# 63 are copies of all rules and regulations for the use of Downtown Library public space, fees schedule and the official agreement which were given to Mrs. Gordon.

Mr. Rice called for a motion to approve the recommendation.

**Dr. Ann Caine moved to approve the recommendation allowing the O~Keepa Book Club to hold an after library hours event at the Downtown Library and have wine/beer served by an Oklahoma ABLE licensed caterer. Ms. Ross seconded. Discussion followed. Motion passed 8 yes, 3 no.**

Mrs. Peggy Winters, Mrs. Millicent Gillogly, and Mrs. Deanna Hannah voiced their objections to the serving of wine/beer in the library.

**VIII.** Mr. Rice called for comments from the general public. There were none.

**IX.** Mr. Rice called on Mrs. Shirley Pritchett to present the Friends of the Metropolitan Library System's 2005 Book Sale.

**X.** Mrs. Pritchett stated the Friends members and many volunteers have worked tirelessly to move more than ½ million books to the Oklahoma State Fairgrounds preparing for the February 25, 26, and 27 Friends' Book Sale event. She invited the Commission to attend the sale and provided tickets. She showcased the beautiful "Duck" themed poster *Take a Ride on the Reading Railroad*. Discussion followed.

**XI.** Mr. Rice referred to the Information Reports.



Document #64 – Metropolitan Library System (MLS) 2004 Annual Report  
Document #65 – MLS January 2005 Circulation Report  
Document #66 – MLS January 2005 Internet Usage Report  
Document #67 – MLS January 2005 System Reserve Report.

Questions and discussion followed.

**XII.** Mr. Rice called on Mrs. Morris for the Executive Director Report.

Mrs. Morris highlighted Bethany Library's 40<sup>th</sup> anniversary celebration on January 31, 2005 thanking the Friends of the Library for its help with this special occasion. She thanked Commissioner Deanna Hannah, who attended the event and asked her to add her observations. Mrs. Hannah stated it was very festive and lots of people attended. They had characters in costume and a wonderful atmosphere even though it was a terrible weather day.

Mrs. Morris acknowledged that the Downtown Library is featured on the cover of the Feist telephone directory. She commended Mr. Scott Carter, Director of Marketing & Communications (MaC) for accomplishing this endeavor.

Mrs. Morris presented Mrs. LaVetta Dent's, Children's Services Coordinator, invitation to participate in "Share a Book Day". This is a nationwide celebration during the *Week of the Young Child*.

Mrs. Morris highlighted the updated Table of Contents for the Metropolitan Library System's Policy & Procedures Manual.

Mrs. Morris stated that she and Ms. Denyvetta Davis, Director of Branch Services attended the American Library Association's Midwinter Conference in Boston. She said it was a productive and interesting conference.

Mrs. Morris announced the resignation of Mr. Carter effective February 28, 2005.

Questions and discussion followed.


**XIII.** Mr. Rice called for comments from Commission members.

Mr. Rice reminded the Commission of the Library Endowment Trust's 3<sup>rd</sup> Annual Literary Voices Dinner featuring Mr. Juan Williams to be held on March 31<sup>st</sup>.

**XIV.** Mr. Rice called for future agenda items.

**XV.** Mr. Rice noted that the next Commission meeting will be held on March 24 at the Choctaw Library at 3:30 p.m.

**XVI.** There being no further business the meeting was adjourned at 4:20 p.m.

  
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Donna Morris, Executive Director  
(Secretary)

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

February 28, 2005

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of February 2005

For comparison, 66.67% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of February 2005.

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

Document # 70  
MLC FY 2004-05  
March 24, 2005

February 28, 2005

**ASSETS**

CASH - Overnight Investment Account		\$ 4,098,669.76
INVESTMENTS (Schedule attached)		15,424,674.31
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	(\$15,458,336.81)	
		<u>\$3,387,250.19</u>
<b>Total Assets</b>		<u><u>\$22,910,594.26</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 162,378.15	
2004-05 Purchase Orders Outstanding	446,317.50	
2003-04 Purchase Orders Outstanding	15,009.82	
2004-05 Checks Outstanding	118,346.23	
2003-04 Checks Outstanding	0.00	
<b>Total Liabilities</b>		<u>742,051.70</u>

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$3,387,250.19
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FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	15,724,336.81	
Other	<u>1,888,783.05</u>	17,613,119.86
Less: Expenditures		<u>(14,623,114.77)</u>
<b>Total Fund Balance</b>		<u>18,781,292.37</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$22,910,594.26</u></u>

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

**As of February 28, 2005**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/2002	10/31/2007	3.200%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/2002	11/17/2007	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/2002	12/18/2007	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/2003	1/6/2008	3.190%	1,000,000.00
Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/2003	1/21/2008	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/2003	1/23/2008	3.080%	600,000.00
CD - UMB Bank	2/12/2003	1/12/2008	3.500%	100,000.00
CD - Peoples National, Bethany	2/27/2003	2/27/2006	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/2003	9/23/2005	2.050%	100,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/21/2005	2.250%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	8/18/2005	2.180%	100,000.00
CD - Americrest Bank	7/18/2004	5/18/2005	2.040%	100,000.00
CD - BankFirst	7/28/2004	7/28/2009	3.090%	100,000.00
CD - Gold Bank	10/15/2003	6/15/2009	3.250%	100,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - IBC	11/29/2004	11/29/2008	3.600%	100,000.00
CD - Quail Creek Bank	12/7/2004	12/7/2006	3.050%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
FHLN Notes	1/28/2005	10/24/2005	2.840%	978,793.89
FHLN Notes	1/28/2005	7/26/2005	2.720%	986,490.56
FMCDN	1/31/2005	10/24/2005	2.886%	979,311.11
FNMA	1/31/2005	7/27/2005	2.785%	1,480,013.75
FHLB notes	2/10/2005	2/10/2006	3.100%	1,000,015.00
FHLB notes	2/15/2005	2/15/2007	3.570%	1,000,025.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
Total Investments				<u>\$ 15,424,674.31</u>



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

July 1, 2004 to June 30, 2005

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>				
2004 Ad Valorem Tax	\$18,845,587.00	\$ 502,039.12	\$15,458,336.81	82.03%
State Aid	310,734.00	-	-	0.00%
Fines	389,250.00	41,000.00	266,000.00	68.34%
<b>Total Budgeted Revenue</b>	<b><u>\$ 19,545,571.00</u></b>	<b><u>\$ 543,039.12</u></b>	<b><u>\$15,724,336.81</u></b>	<b>80.45%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 39,376.74	\$ 1,515,582.49	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		41,061.02	111,357.40	
Flexible Benefits Account Balance		6,592.94	6,592.94	
Sale of Surplus Equipment		0.00	12,702.05	
Miscellaneous		12,849.36	242,548.17	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 99,880.06</u></b>	<b><u>\$ 1,888,783.05</u></b>	
<b>Total Revenue</b>	<b><u>\$ 19,545,571.00</u></b>	<b><u>\$ 642,919.18</u></b>	<b><u>\$17,613,119.86</u></b>	<b>90.11%</b>

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

February 28, 2005

	BALANCE 2/1/2005	RECEIPTS February	EXPEND. February	BALANCE 2/28/2005
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 37,441.15	\$ 4,462.14	\$ 695.09	\$ 41,208.20
810 Prepaid Fees	(870.65)	31.32	0.00	(839.33)
815 Fines	41,422.11	39,646.46	41,010.00	40,058.57
820 Copy	25,537.44	4,528.90	306.14	29,760.20
900 Special Event Fund	2,706.34	100.00	100.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 106,236.39</b>	<b>\$ 48,768.82</b>	<b>\$ 42,111.23</b>	<b>\$ 112,893.98</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/28/2005
<b><u>Special Grants</u></b>				
857 DN/LC Donations	100,000.00	83,281.79	59,768.27	23,513.52
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 05 Ralph Ellison Dinner	20,000.00	20,000.00	19,527.18	472.82
912 Midwest City /Large Print	3,000.00	3,000.00	2,986.11	13.89
939 YMCA/21st Century Grant	5,415.00	5,415.00	3,660.00	1,755.00
943 Junior League/MWC	750.00	750.00	573.93	176.07
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
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,512.60	387.40
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	5,150.57	7,599.43
980 05 WalMart Children's	1,000.00	1,000.00	250.45	749.55
981 05 Downtown Club/Children's	1,000.00	1,000.00	929.36	70.64
983 05 Endowment/MWC Anniversary	2,500.00	0.00	100.00	(100.00)

<b><u>Grants - Friends of MLS</u></b>				
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
933 03 Staff Recognition	4,622.00	4,622.00	4,485.78	136.22
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	49,601.03	398.97



GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/28/2005
<u>Grants - Friends of MLS</u>					
956	05 LIFE Come Read with Me	7,500.00	7,500.00	2,586.37	4,913.63
957	05 Lee Brawner Scholarship	10,740.00	10,740.00	3,756.07	6,983.93
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	394.45	1,605.55
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	10,400.00	3,200.00
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	13,774.95	1,225.05
966	05 Staff Recognition	5,205.50	5,205.50	5,088.76	116.74
967	05 MLS Volunteer Rec.	2,000.00	2,000.00	670.41	1,329.59
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	600.00	3,400.00
973	05 40th Anniversary	3,000.00	3,000.00	2,959.66	40.34
974	05 Teen Job Fair	500.00	500.00	108.87	391.13
982	05 Russian Reception	500.00	500.00	500.00	0.00
<b>Total Grants</b>					<u>\$127,922.23</u>
<b>Total Special Funds</b>					<u><u>\$ 240,816.21</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 2005

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	654,115.97	5,428,139.42	63.00	8,616,748.00	3,188,608.58
102	Wages - Part-time	88,944.75	759,197.88	54.75	1,386,768.00	627,570.12
103	Payroll Taxes	54,954.99	456,715.83	61.19	746,348.00	289,632.17
109	Workers Comp. Insurance	7,322.00	64,353.00	58.57	109,875.00	45,522.00
112	Group Insurance	110,335.58	877,326.19	63.55	1,380,571.00	503,244.81
113	Employees' Retirement	.00	1,573,250.00	100.00	1,573,252.00	2.00
114	Unemployment Comp.	.00	2,290.00	22.90	10,000.00	7,710.00
Total Personal Services		915,673.29	9,161,272.32	66.27	13,823,562.00	4,662,289.68

**Maintenance & Operations - Contractual Services**

201	Bldg. Property & Auto Ins.	.00	157,776.00	96.79	163,002.00	5,226.00
202	Liability/Bonding Insurance	30.00	30.00	.13	22,400.00	22,370.00
205	Rent of Library Buildings	400.00	3,600.00	75.00	4,800.00	1,200.00
206	Rent of Equipment	1,420.20	12,291.60	61.55	19,970.00	7,678.40
207	Janitorial Services	16,705.00	136,704.00	59.29	230,570.00	93,866.00
208	Maintenance of Facilities	7,575.40	89,543.78	31.68	282,679.00	193,135.22
211	Parking & Transportation	7,202.87	62,361.29	47.98	129,960.00	67,598.71
212	Travel Expenses	2,780.88	7,717.27	19.01	40,592.00	32,874.73
213	Professional Services	5,255.85	119,535.56	44.44	268,955.00	149,419.44
214	Security Services	11,773.46	124,376.56	52.54	236,745.00	112,368.44
216	Telephone Services	13,624.00	100,457.94	33.84	296,902.00	196,444.06
217	Electrical Services	26,462.91	287,762.98	59.75	481,621.00	193,858.02
218	Gas Services	17,802.61	40,574.06	73.75	55,012.00	14,437.94
219	Water & Garbage Services	2,260.92	34,568.00	65.38	52,873.00	18,305.00
220	Trigen Energy Services	10,795.11	115,595.88	46.24	250,000.00	134,404.12
226	Membership	494.00	16,571.00	74.07	22,371.00	5,800.00
230	Other Library-Related Serv.	9,383.96	271,371.29	75.12	361,265.00	89,893.71
231	Automation Contractual	16,478.76	163,079.35	57.89	281,694.00	118,614.65
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		150,445.93	1,743,916.56	53.64	3,250,961.00	1,507,044.44



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 2005

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	12,935.44	148,533.90	76.05	195,304.00	46,770.10
302	Postage	19,726.01	146,699.66	48.69	301,300.00	154,600.34
303	Supplies	13,618.05	152,532.87	61.96	246,191.00	93,658.13
310	Maintenance Supplies	2,159.81	40,576.69	64.41	63,000.00	22,423.31
312	Safety Supplies & Equipment	.00	2,873.27	39.34	7,304.00	4,430.73
321	Gas and Oil	1,248.99	9,930.11	49.65	20,000.00	10,069.89
322	Vehicle Parts & Repairs	53.17	4,806.27	26.70	18,000.00	13,193.73
330	Programming Activities	13,382.69	97,221.95	46.94	207,114.00	109,892.05
331	Other Commodities	4,711.47	12,962.61	42.21	30,710.00	17,747.39
Total Commodities		67,835.63	616,137.33	56.58	1,088,923.00	472,785.67
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	187,455.36	1,656,085.69	55.84	2,965,515.00	1,309,429.31
404	Government Documents	.00	2,000.00	34.48	5,800.00	3,800.00
405	Book Repairs & Bindings	.00	1,986.90	39.74	5,000.00	3,013.10
407	Periodicals & Subscriptions	936.95	139,630.79	84.91	164,450.00	24,819.21
408	Furniture, Fixture & Equip.	4,460.97	50,140.00	29.77	168,443.00	118,303.00
409	Motor Vehicle	7,838.00	40,785.00	75.53	54,000.00	13,215.00
410	Automation System & Equip.	.00	207,473.32	56.16	369,450.00	161,976.68
450	Capital projects	169,397.30	1,003,686.86	38.94	2,577,770.00	1,574,083.14
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		370,088.58	3,101,788.56	18.06	17,173,409.34	14,071,620.78
		=====	=====		=====	=====
Total Budget		1,504,043.43	14,623,114.77	41.38	35,336,855.34	20,713,740.57
		=====	=====		=====	=====

General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03083	Metropolitan Library System	Maintenance of Facilities	2.00	
		Automation Contractural	1.40	
		Professional Services	60.00	
		Postage	39.47	
		Supplies	81.47	
		Programming Activities	187.32	
		Programming Activities	128.08	
		Other Commodities	165.57	665.31
G-03084	City of Midwest City	Water & Garbage Service	185.76	185.76
G-03085	Bradford Industrial Suppl Corp	Maintenance of Facilities	518.23	518.23
G-03086	Honeywell, Inc.	Maintenance of Facilities	225.00	225.00
G-03087	City of Oklahoma City	Water & Garbage Services	657.84	657.84
G-03088	Triangle/A & E	Capital Project	21.60	21.60
G-03089	Unisource Worldwide Inc-OKCity	Maintenance Supplies	5,034.82	5,034.82
G-03090	Brodart, Inc.	Furniture	22.50	22.50
G-03091	Locke Supply Co.	Maintenance of Facilities	16.06	
		Maintenance Supplies	6.91	
		Maintenance of Facilities	11.70	34.67
G-03092	Emsco Electric Supply	Maintenance Supplies	467.23	467.23
G-03093	Demco	Supplies	22.95	
		Programming Activities	98.81	
		Programming Activities	33.61	
		Supplies	365.58	
		Supplies	17.83	538.78
G-03094	Gaylord Bros.	Supplies	109.20	109.20
G-03095	Highsmith Co., Inc.	Furniture	340.28	
		Supplies	40.71	380.99
G-03096	Journal Record Publishing	Subscription	538.00	
		Subscription	185.61	723.61
G-03097	UNUM Life Insurance	L-T Disab Ins Prm-FEB	6,185.54	6,185.54
G-03098	Ernestine Clark	Membership Reimbursement	35.00	35.00
G-03099	Mary Patton	Mileage	11.25	11.25
G-03100	Susan Ryan	Mileage	17.01	17.01
G-03101	Bill Warren Office Products	Supplies	166.15	
		Supplies	5.76	
		Supplies	19.12	191.03
G-03102	TDS Telecom	Telephone Sevices	528.92	528.92
G-03103	CompSource Oklahoma	Worker Comp Insurance	7,421.00	
		Worker Comp Insurance	7,301.00	14,722.00
G-03104	Nextel Communications	Telephone Services	178.07	178.07
G-03105	OfficeMax - A Boise Co.	Supplies	1,949.46	1,949.46
G-03106	Kapco Library Products	Supplies	16.32	16.32
G-03107	Southwest Trailers & Equipment	Vehicle Parts & Repairs	1,131.78	1,131.78
G-03108	Production Services	Library Related Service	230.00	
		Library Related Service	230.00	
		Library Related Service	230.00	
		Library Related Service	230.00	
		Library Related Service	1,130.00	2,050.00
G-03109	Mutual Assurance	Grp Life/Ad&d Ins Prm-FEB	25,523.54	25,523.54
G-03110	Staples Credit Plan	Programming Activities	98.70	98.70
G-03111	Executive Women International	Other Commodities	30.00	30.00
G-03112	Oklahoma Air Filter	Maintenance Supplies	25.66	25.66



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Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03113	Lowe's Companies, Inc.	Maintenance of Facilities	22.01	22.01
G-03114	Peggy Kaney	Programming Activities	336.00	336.00
G-03115	Mary Strasner	Programming Activities	14.27	
		Programming Activities	20.00	34.27
G-03116	Hilti, Inc.	Maintenance of Facilities	32.16	32.16
G-03117	Oklahoma Gazette	Library Related Service	527.85	527.85
G-03118	Hobby Lobby	Programming Activities	33.17	33.17
G-03119	High-Tech Tronics, Inc.	Maintenance of Facilities	284.40	284.40
G-03120	Walker Companies	Supplies	48.35	48.35
G-03121	Kinko's, Inc.	Printing	89.99	
		Printing	300.23	390.22
G-03122	Fuelman of Oklahoma	Gasoline	318.33	
		Gasoline	256.67	575.00
G-03123	Ginger Waldrip	Programming Activities	302.00	302.00
G-03124	Helen Harrell	Mileage	26.52	26.52
G-03125	Worthington Direct	Furniture	243.95	243.95
G-03126	Dorothy Dunlap	Mileage	115.43	115.43
G-03127	The Daily & Sunday	Library Related Service	75.87	75.87
G-03128	City of Oklahoma City	Professional Service	20.00	20.00
G-03129	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	23.89	23.89
G-03130	DPT Productions	Library Related Service	785.00	785.00
G-03131	Ruth Butler	Parking	88.27	88.27
G-03132	Pirates Alley	Other Commodities	109.27	109.27
G-03133	Vision Service Plan of	Grp Vision Ins Prm-Feb	2,186.49	2,186.49
G-03134	Todd Olberding	Telephone Service	45.92	45.92
G-03135	Christy O'Brien	Mileage	2.43	2.43
G-03136	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-FEB	75,010.01	75,010.01
G-03137	Daniel Fields	Mileage	7.50	7.50
G-03138	Shawnee News - Star	Subscription	132.00	132.00
G-03139	LaVetta Kinsey Dent	Mileage	18.38	18.38
G-03140	Walmart Community	Safety Supplies	105.49	105.49
G-03141	John L. Hilbert	Programming Activities	99.38	99.38
G-03142	Matheny Wrecker Service	Maintenance of Facilities	70.00	70.00
G-03143	Imagination Promotional Group	Other Commodities	522.54	522.54
G-03144	O'Reilly Auto Parts	Oil	26.76	26.76
G-03145	Oklahoma City Florist	Programming Activities	24.00	24.00
G-03146	Barbara A. Johnson	Mileage	8.10	8.10
G-03147	Lesli Jones	Library Related Service	120.00	120.00
G-03148	Cox Communications, Inc.	Telephone Service	136.08	136.08
G-03149	Corporate Express	Equipment	165.78	
		Supplies	140.19	
		Supplies	12.99	318.96
G-03150	Securitas Security USA, Inc.	Security Service	988.25	
		Security Service	2,523.73	3,511.98
G-03151	Daily Ardmoreite	Subscription	105.00	105.00
G-03152	Sabre Technologies	Supplies	2,840.00	2,840.00
G-03153	German Auto Service	Vehicle Parts & Repairs	191.10	
		Vehicle Parts & Repairs	29.66	220.76
G-03154	Maria Y. Bozarth	Programming Activities	25.00	25.00
G-03155	Single Source	Furniture	622.02	
		Supplies	267.03	
		Supplies	223.55	1,112.60



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Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03156	Metropolitan Library System	Employee Deductions	132.50	132.50
G-03157	Bank of Oklahoma	Payroll Transmittal-Chks	146.24	
		Payroll Transmittal-Chks	46,114.81	
		Payroll Transmittal-Chks	16,078.85	62,339.90
G-03158	Bank of Oklahoma	Federal Withholding Tax	33,806.10	
		Federal Withholding Tax	1,948.00	35,754.10
G-03159	Oklahoma Tax Commission	State Withholding Tax	1.00	
		State Withholding Tax	16,186.10	
		State Withholding Tax	1,091.00	17,278.10
G-03160	Mun. Employees Credit Union	Employee Cr Union Deducts	10,250.74	
		Employee Cr Union Deducts	80.00	10,330.74
G-03161	United Way of Central Oklahoma	Employee Deductions	386.39	
		Employee Deductions	3.00	389.39
G-03162	Morgan & Associates, P.C.	Employee Deductions	13.40	13.40
G-03163	Bank of America	Payroll Transmittal-DDep	161,369.95	
		Payroll Transmittal-DDep	19,487.20	180,857.15
G-03164	Nationwide Retirement Solution	Employee Deductions	8,517.22	8,517.22
G-03165	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-03166	Transamerica Worksite Mrktg.	Employee Deductions	693.88	693.88
G-03167	Metro Library Sys Pension Trst	Employee Retirement Confs	8,601.90	8,601.90
G-03168	Bank of Oklahoma	Employee Flexplan Deposit	16,944.31	
		Employer Flexplan Deposit	1,430.00	18,374.31
G-03169	Bank of Oklahoma	Employee Soc/Sec Deposits	9.89	
		Employee Medicare Deposit	2.31	
		Employer Soc/Sec Deposits	9.88	
		Employer Medicare Deposit	2.31	
		Employee Soc/Sec Deposits	19,302.37	
		Employee Soc/Sec Deposits	2,611.51	
		Employee Medicare Deposit	4,514.25	
		Employee Medicare Deposit	610.80	
		Employer Soc/Sec Deposits	21,913.76	
		Employer Medicare Deposit	5,124.96	54,102.04
G-03170	Love, Beal & Nixon, P.C.	Employee Deductions	267.81	267.81
G-03171	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-03172	Administrative Systems, Inc.	Employee Deductions	1,043.31	1,043.31
G-03173	Bradford Industrial Suppl Corp	Maintenance of Facilities	48.30	48.30
G-03174	Borders Group, Inc.	Materials	463.43	463.43
G-03175	The Dagwell Dixie Co.	Maintenance of Facilities	74.84	74.84
G-03176	Edward Terry	Mileage	27.54	27.54
G-03177	Demco	Supplies	32.95	32.95
G-03178	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-03179	Gaylord Bros.	Supplies	176.50	176.50
G-03180	Gale Research	Materials	2,993.07	2,993.07
G-03181	Highsmith Co., Inc.	Furniture	1,828.72	
		Programming Supplies	53.00	1,881.72
G-03182	Calvert's Plant Interior, Inc.	Maintenance of Facilities	391.26	391.26
G-03183	Ernestine Clark	Mileage	29.57	29.57
G-03184	Frank Ray	Mileage	19.64	19.64
G-03185	Riley County	Books	28.75	28.75
G-03186	Wythe County	Books	124.00	124.00
G-03187	Standard Printing Co., Inc.	Printing	64.00	

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General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-03187	Standard Printing Co., Inc.	Printing	136.00
		Printing	150.00
			350.00
G-03188	Oklahoma Library Association	Registration	45.00
		Registration	190.00
			235.00
G-03189	Weston Woods Accts Receivable	Materials	457.80
G-03190	Baker & Taylor Books - #510486	Materials	1,267.28
			1,267.28
G-03191	Donna Morris	Telephone Reimbursement	50.00
			50.00
G-03192	Karen Marriott	Mileage	19.44
			19.44
G-03193	Susan Palmer	Supplies	118.25
			118.25
G-03194	Chronicle Guidance	Materials	170.19
			170.19
G-03195	Bill Warren Office Products	Supplies	34.13
			34.13
G-03196	C & H Distributors, LLC	Equipment	750.18
			750.18
G-03197	Redbird Press	Materials	44.85
			44.85
G-03198	OfficeMax - A Boise Co.	Safety Supplies&Equipment	358.80
			358.80
G-03199	Recorded Books, LLC	Materials	789.75
			789.75
G-03200	Marilyn E. Backus	Mileage	31.59
			31.59
G-03201	Western Plains	Books	55.00
			55.00
G-03202	Instructional Video, Inc.	Materials	1,080.11
			1,080.11
G-03203	Mullin Plumbing	Maintenance of Facilities	70.00
			70.00
G-03204	Denyvretta Davis	Mileage	44.15
			44.15
G-03205	Gale Group	Materials	558.14
			558.14
G-03206	The Edmond Evening Sun	Subscription	204.00
			204.00
G-03207	Anne G. Fischer	Telephone Reimbursement	50.00
		Mileage	102.87
			152.87
G-03208	Fast Signs	Printing	1,067.40
			1,067.40
G-03209	Library Video Co.	Materials	134.57
			134.57
G-03210	School of Metaphysics	Programming Activities	50.00
			50.00
G-03211	Criss-Cross Numerical Direct.	Materials	7,342.00
			7,342.00
G-03212	Janet Brooks	Mileage	36.45
			36.45
G-03213	DPS Printing	Printing	565.64
			565.64
G-03214	Jill Vessels	Mileage	8.91
			8.91
G-03215	Metrocall	Pager Service	3.68
			3.68
G-03216	Blackstone Audio Books	Materials	391.03
			391.03
G-03217	Random House, Inc	Materials	4,358.40
			4,358.40
G-03218	Cingular Wireless	Telephone Service	73.11
			73.11
G-03219	Scott's Printing & Copying	Printing	521.12
			521.12
G-03220	Brilliance Corporation	Materials	2,656.80
			2,656.80
G-03221	Ursula Ward	Mileage	8.91
			8.91
G-03222	Gateway Films/Vision Video	Materials	52.96
			52.96
G-03223	Ingram Library Services	Materials	5,541.86
			5,541.86
G-03224	Julia Mock	Mileage	10.94
			10.94
G-03225	Walker Companies	Printing	205.55
		Printing	800.00
			1,005.55
G-03226	Audio Editions	Materials	1,134.42
			1,134.42
G-03227	Kinko's, Inc.	Printing	386.23
		Printing	46.04
		Printing	51.64
			483.91
G-03228	JoNita White	Mileage	13.77
			13.77
G-03229	Fuelman of Oklahoma	Gasoline	196.58
			196.58
G-03230	Chickasaw Telecom, Inc.	Automation Contractural	2,242.00
			2,242.00
G-03231	Sagebrush Corp.	Materials	443.25
			443.25



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03232	Town of Luther	Water & Garbage Services	36.30	36.30
G-03233	Jana Hausburg	Mileage	2.43	2.43
G-03234	Barnes & Noble, Inc.	Materials	127.84	127.84
G-03235	Schiffer Publishing	Materials	53.50	53.50
G-03236	Facts On File News Services	Materials	8,239.40	8,239.40
G-03237	Anita Roesler	Mileage	36.94	36.94
G-03238	Arlene Caesar	Programming	50.00	50.00
G-03239	Jimmy Welch	Mileage	44.96	44.96
G-03240	Pauline Boyer Rodriguez	Mileage	17.42	17.42
G-03241	GovConnection, Inc.	Computer Equipment	3,820.95	3,820.95
G-03242	Deborah Willis	Mileage	63.59	63.59
G-03243	Crystal Giles	Mileage	8.10	8.10
G-03244	Heidi A. Port	Mileage	13.16	13.16
G-03245	Heidi Johnson	Mileage	7.29	7.29
G-03246	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	22.42	22.42
G-03247	AT&T	Telephone Services	74.75	74.75
G-03248	Ruby Soutiere	Mileage	21.06	21.06
G-03249	Katrina Prince	Mileage	19.44	19.44
G-03250	Clearfield Company	Materials	83.50	83.50
G-03251	BBC Audiobooks America	Materials	16.00	16.00
G-03252	Rosalind L. Reeder	Programming Activities	75.00	75.00
G-03253	Clyde Herrod	Mileage	8.10	8.10
G-03254	City of Harrah	Water & Garbage Service	45.39	45.39
G-03255	Gregory Bennett	Mileage	10.13	10.13
G-03256	U.S. Postal Service	Materials	50.00	50.00
G-03257	Crowe & Dunlevy	LEGAL Services	564.00	564.00
G-03258	John Wood	Mileage	23.90	23.90
G-03259	City of Choctaw	Water & Garbage Services	16.57	16.57
G-03260	C.O.T.P.A.	Staff Parking	1,404.00	1,404.00
G-03261	Demco Media Turtleback Books	Materials	134.42	134.42
G-03262	Todd Olberding	Mileage	69.86	69.86
G-03263	Baker & Taylor Books - #510486	Materials	1,694.40	1,694.40
G-03264	Baker & Taylor Entertainment	Materials	1,763.78	1,763.78
G-03265	FBD Consulting, Inc.	Benefit Calculation	280.00	280.00
G-03266	Jean Engebritson	Mileage	12.56	12.56
G-03267	Leadership Oklahoma City	Other Commodities	45.00	45.00
G-03268	Pamela Buchanan	Mileage	2.43	2.43
G-03269	Star Lighting	Maintenance Supplies	139.26	139.26
G-03270	Khanh Minh Do	Mileage	98.82	98.82
G-03271	John Utley	Mileage	17.82	17.82
G-03272	Melissa Weathers	Mileage	7.70	
		Other Commodities	30.18	
		Programming Activities	32.20	70.08
G-03273	KOMA-FM Oklahoma City	Library Related Service	2,160.00	2,160.00
G-03274	McKenzie & Co.	Printing	331.70	331.70
G-03275	Oklahoma Insurance Dept.	Professional Service	60.00	60.00
G-03276	Charleen Miller	Mileage	13.37	13.37
G-03277	Kelley Hoffman	Mileage	15.39	15.39
G-03278	Faith Centered Resources	Materials	874.78	874.78
G-03279	Oklahoma City Police Dept.	Maintenance of Facilities	100.00	
		Maintenance of Facilities	50.00	
		Maintenance of Facilities	150.00	300.00



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03280	Anita Sanders	Mileage	7.70	7.70
G-03281	Veronica Bernal	Mileage	8.10	8.10
G-03282	Rob Vollmar	Programming Activities	50.00	50.00
G-03283	Corporate Express	Supplies	94.06	
		Supplies	75.39	
		Supplies	63.78	
		Supplies	39.80	273.03
G-03284	Securitas Security USA, Inc.	Security Services	976.45	976.45
G-03285	Baker & Taylor Books - #510486	Materials	724.62	
		Materials	1,130.66	
		Materials	1,368.94	
		Materials	3,393.99	
		Materials	3,595.86	
		Materials	4,839.21	
		Materials	5,102.13	
		Materials	9,285.51	
		Materials	2,559.93	32,000.85
G-03286	Baker & Taylor Books - #510486	Materials	1,547.60	
		Materials	2,176.66	
		Materials	3,965.28	
		Materials	3,751.87	11,441.41
G-03287	Baker & Taylor Books-#510486	Materials	1,326.32	1,326.32
G-03288	Maria Watkins	Mileage	10.25	10.25
G-03289	Deborah Bouziden	Programming Activities	100.00	100.00
G-03290	Lloyd Lovely	Mileage	5.25	
		Mileage	45.77	51.02
G-03291	Sabre Technologies	Automation Contractural	2,110.00	2,110.00
G-03292	German Auto Service	Vehicle Parts & Repairs	32.81	32.81
G-03293	Smart Technologies	Automation Contractural	120.00	120.00
G-03294	Angela Wall	Programming Activities	50.00	50.00
G-03295	COTPA	Staff Parking	1,234.97	
		Staff Parking	136.00	1,370.97
G-03296	Lisa Bradley	Mileage	7.13	7.13
G-03297	Erika Diel	Maintenance of Facilities	120.00	120.00
G-03298	Teresa Matthews	Membership Reimbursement	23.50	23.50
G-03299	Moscow Nights	Programming Activities	1,400.00	1,400.00
G-03300	Metropolitan Library System	Parking	5.00	
		Professional Services	95.00	
		Postage	126.00	
		Supplies	132.08	
		Programming Activities	58.59	
		Programming Activities	136.41	
		Other Commodities	116.17	669.25
G-03301	O G & E	Electrical Services	16,070.90	
		Electrical Services	6,681.64	22,752.54
G-03302	Oklahoma Natural Gas Co.	Gas Services	4,511.10	4,511.10
G-03303	City of the Village	Water & Garbage Services	70.13	70.13
G-03304	Triangle/A & E	Capital Project	21.51	21.51
G-03305	Unisource Worldwide Inc-OKCity	Maintenance Supplies	451.40	451.40
G-03306	Brodart, Inc.	Supplies	13.95	13.95
G-03307	Southwestern Stationery and	Printing	806.00	
		Printing	2,249.00	3,055.00

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Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03308	Demco	Supplies	34.31	
		Programming Activities	14.24	48.55
G-03309	Eales Electronics Corp.	Maintenance of Facilities	112.50	112.50
G-03310	Gale Research	Materials	1,777.29	1,777.29
G-03311	Highsmith Co., Inc.	Supplies	60.00	
		Supplies	26.54	
		Furniture	2,425.50	
		Programming Supplies	140.04	2,652.08
G-03312	Irwin Business Machines	Supplies	59.00	59.00
G-03313	SBC	Telephone Services	1,241.27	
		Telephone Services	1,467.83	
		Telephone Services	370.78	3,079.88
G-03314	City of Edmond	Electrical Services	3,710.37	3,710.37
G-03315	United Linen	Maintenance of Facilities	24.00	24.00
G-03316	Oklahoma Historical Society	Subscription	339.00	339.00
G-03317	Mary Patton	Mileage	6.48	6.48
G-03318	Elizabeth A. Pressler	Mileage	2.43	2.43
G-03319	Standard Printing Co., Inc.	Supplies	350.00	
		Printing	500.00	850.00
G-03320	Oklahoma County Medical Societ	Materials	20.83	20.83
G-03321	Oklahoma Library Association	Registration	140.00	
		Registration	140.00	
		Registration	230.00	510.00
G-03322	Baker & Taylor Books - #510486	Materials	2,846.26	2,846.26
G-03323	U.S. Postmaster	Postage	12,000.00	12,000.00
G-03324	Mid-west Landscape, LLC	Maintenance of Facilities	1,015.00	1,015.00
G-03325	Bill Warren Office Products	Suppleis	38.85	
		Furniture	570.00	
		Supplies	15.00	623.85
G-03326	West Group Payment Center	Materials	432.00	432.00
G-03327	FEDEX	Postage	6.05	
		Postage	7.46	13.51
G-03328	OfficeMax - A Boise Co.	Supplies	889.10	889.10
G-03329	Recorded Books, LLC	Materials	13.90	13.90
G-03330	Instructional Video, Inc.	Materials	787.31	787.31
G-03331	Southwest Trailers & Equipment	Vehicle Parts & Repairs	1,131.78	1,131.78
G-03332	Films for the Humanities	Materials	161.95	161.95
G-03333	Denyvetta Davis	Travel Expense	230.00	230.00
G-03334	Gale Group	Materials	1,960.38	1,960.38
G-03335	Hunter's Battery Warehouse	Maintenance Supplies	80.50	80.50
G-03336	Hal Leonard Publishing	Materials	274.82	274.82
G-03337	Library Video Co.	Materials	283.82	283.82
G-03338	Full Circle Book Store	Materials	131.72	131.72
G-03339	BMI Systems	Lease Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-03340	Womble Company	Maintenance of Facilities	5,700.00	5,700.00
G-03341	Lowe's Companies, Inc.	Maintenance of Facilities	34.68	
		Maintenance Supplies	21.42	56.10
G-03342	Oklahoma Gazette	Library Related Services	527.85	527.85
G-03343	Random House, Inc	Materials	72.00	72.00
G-03344	Scott's Printing & Copying	Printing	521.12	
		Printing	559.10	1,080.22



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03345	Brilliance Corporation	Materials	401.91	401.91
G-03346	Associated Plastic Industries	Supplies	990.00	990.00
G-03347	Ingram Library Services	Materials	3,372.39	3,372.39
G-03348	Central Oklahoma Winnelson	Maintenance of Buildings	818.00	818.00
G-03349	Jo Duncan	Mileage	32.40	32.40
G-03350	Walker Companies	Supplies	3.75	3.75
G-03351	Audio Editions	Materials	65.85	65.85
G-03352	American Petroleum Institute	Materials	1,225.00	1,225.00
G-03353	United States Postal Service	Postage	6,000.00	6,000.00
G-03354	Kinko's, Inc.	Printing	35.60	
		Printing	604.46	
		Printing	99.49	739.55
G-03355	Republic Parking System	Parking	212.00	212.00
G-03356	Fuelman of Oklahoma	Gasoline	342.68	342.68
G-03357	Chickasaw Telecom, Inc.	Automation Contractural	118.00	118.00
G-03358	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	127.90	127.90
G-03359	Sagebrush Corp.	Materials	8.82	8.82
G-03360	Frances V. Harbert	Mileage	17.29	17.29
G-03361	RIA	Materials	1,470.00	1,470.00
G-03362	J & B Graphics	Capital Project	95.00	95.00
G-03363	Simona Long	Mileage	5.67	5.67
G-03364	Samuel Weehunt	Mileage 2005	5.67	5.67
G-03365	CDW-G	Computer Equipment	3,983.15	3,983.15
G-03366	Southwestern Bell	Telephone Services	269.92	269.92
G-03367	Asset Redistribution	Maintenance of Facilities	10.00	10.00
G-03368	Heidi A. Port	Parking	21.00	21.00
G-03369	BMI Systems Corp.	Copier Maintenance	302.16	
		Copier Maintenance	141.84	
		Copier Maintenance	120.00	564.00
G-03370	Robert Howard Co.	Supplies	158.95	158.95
G-03371	Prime Electric, Inc.	Construction	606.00	606.00
G-03372	DPT Productions	Library Related Service	785.00	785.00
G-03373	Sharon A. Nolan	Programming Activities	276.05	276.05
G-03374	Kelley Riha	Mileage	29.16	29.16
G-03375	BBC Audiobooks America	Materials	1,493.82	1,493.82
G-03376	Books in Motion	Materials	98.43	98.43
G-03377	City of Edmond	Water & Garbage Service	153.25	153.25
G-03378	Recognition Source	Other Commodities	180.21	180.21
G-03379	Crystal Suppes	Mileage	5.67	5.67
G-03380	Demco Media Turtleback Books	Materials	962.36	962.36
G-03381	Joshua Schell	Mileage	9.72	9.72
G-03382	David Fitzgerald & Associates	Library Related Service	150.00	
		Library Related Service	150.00	300.00
G-03383	Baker & Taylor Entertainment	Materials	3,512.15	3,512.15
G-03384	Prime Office Products	Furniture and Equipment	46.08	46.08
G-03385	Prairie Gypsies, Inc.	Other Commodities	182.00	182.00
G-03386	Metro Family Magazine	Library Related Service	297.50	297.50
G-03387	Commercial Card Solutions	Books	195.89	
		Books	172.75	
		Books	219.18	
		Books	189.18	
		Books	157.52	

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General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03387	Commercial Card Solutions	Books	456.09
		Books	478.70
G-03388	Metro Tech	Programming Activities	300.00
G-03389	Classic Paper Supply	Maintenance Supplies	1,494.60
		Maintenance Supplies	18.60
G-03390	Construction Industries Board	Professional Service	20.00
G-03391	All-American Waste Control	Garbage Services	461.75
G-03392	A Chance to Change	Employee Assistance	1,002.50
G-03393	Magic 104.1 KMGL	Library Related Service	3,840.00
G-03394	City Treasurer's Office	Maintenance of Facilities	138.00
G-03395	Star Lighting	Maintenance Supplies	56.75
G-03396	Melissa Weathers	Travel Expense	69.00
G-03397	Cultural Surroundings	Furniture	470.00
G-03398	Standley Systems	Copier Usage	377.89
		Copier Usage	164.43
G-03399	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00
G-03400	Faith Centered Resources	Materials	45.14
G-03401	Oklahoma City Police Dept.	Maintenance of Facilities	50.00
		Maintenance of Facilities	200.00
G-03402	RDJ Specialities, Inc.	Supplies	172.41
G-03403	Corporate Express	Supplies	25.87
G-03404	Securitas Security USA, Inc.	Security Service	2,877.73
		Security Service	988.25
G-03405	Baker & Taylor Books - #510486	Materials	531.91
		Materials	2,208.58
		Materials	2,514.67
		Materials	3,255.50
		Materials	5,982.07
G-03406	Baker & Taylor Books - #510486	Materials	2,587.93
		Materials	3,936.46
G-03407	Baker & Taylor Books-#510486	Materials	962.57
G-03408	Faye Horn	Programming	23.78
G-03409	Trisha Marlow	Printing	500.00
G-03410	Maria Y. Bozarth	Programming Activities	25.00
G-03411	Mary L Strong	Programming Activities	112.83
		Programming Activities	112.89
		Programming Activities	108.96
G-03412	Severn House Publishers	Materials	144.75
G-03413	MAGNA Talent Agency	Library Related Service	187.50
G-03414	Erika Diel	Maintenance of Facilities	120.00
G-03415	Trigen	Energy Services	10,795.11
G-03416	Dane & Associates	Capitol Project	622.00
G-03417	Economy Janitorial, Inc.	Janitorial Services	10,530.00
		Janitorial Services	6,175.00
G-03418	Stacy Schrank	Membership Reimbursement	10.50
G-03419	Metropolitan Library System	Employee Deductions	132.50
G-03420	Bank of Oklahoma	Payroll Transmittal-Chks	45,975.81
		Payroll Transmittal-Chks	16,343.04
G-03421	Bank of Oklahoma	Federal Withholding Tax	34,854.10
		Federal Withholding Tax	2,201.00
G-03422	Oklahoma Tax Commission	State Withholding Tax	16,695.10
	** Continued **		



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03422	Oklahoma Tax Commission	State Withholding Tax	1,202.00	17,897.10
G-03423	Mun. Employees Credit Union	Employee Cr Union Deducts	10,329.74	
		Employee Cr Union Deducts	90.00	10,419.74
G-03424	United Way of Central Oklahoma	Employee Deductions	386.39	
		Employee Deductions	6.00	392.39
G-03425	Morgan & Associates, P.C.	Employee Deductions	19.81	19.81
G-03426	Bank of America	Payroll Transmittal-DDep	166,324.78	
		Payroll Transmittal-DDep	23,149.58	189,474.36
G-03427	Nationwide Retirement Solution	Employee Deductions	8,517.22	8,517.22
G-03428	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-03429	Transamerica Worksite Mrktg.	Employee Deductions	693.88	693.88
G-03430	Metro Library Sys Pension Trst	Employee Retirement Conts	8,443.44	8,443.44
G-03431	Bank of Oklahoma	Employee Flexplan Deposit	7,714.20	7,714.20
G-03432	Bank of Oklahoma	Employee Soc/Sec Deposits	19,724.12	
		Employee Soc/Sec Deposits	2,900.88	
		Employee Medicare Deposit	4,612.92	
		Employee Medicare Deposit	678.46	
		Employer Soc/Sec Deposits	22,624.99	
		Employer Medicare Deposit	5,291.28	55,832.65
G-03433	Love, Beal & Nixon, P.C.	Employee Deductions	256.82	256.82
G-03434	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-03435	Administrative Systems, Inc.	Employee Deductions	1,043.31	1,043.31
G-03436	Oklahoma Natural Gas Co.	Gas Services	2,691.51	2,691.51
G-03437	City of Bethany	Water & Garbage Services	109.10	109.10
G-03438	City of Oklahoma City	Water & Garbage Services	468.18	468.18
G-03439	Borders Group, Inc.	Materials	188.88	188.88
G-03440	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-03441	Sams Technical Publishing	Materials	155.35	155.35
G-03442	City Glass-OKC, Inc.	Maintenance of Facilities	339.50	339.50
G-03443	Oklahoma Historical Society	Subscription	33.00	33.00
G-03444	Christine Pryor	Programming Activities	300.00	300.00
G-03445	Standard Printing Co., Inc.	Printing	85.00	85.00
G-03446	Oklahoma Library Association	Professional Service	140.00	
		Registration	140.00	280.00
G-03447	Baker & Taylor Books - #510486	Materials	2,470.49	2,470.49
G-03448	Oklahoma City Zoological Park	Programming Activities	75.00	75.00
G-03449	Bill Warren Office Products	Supplies	18.40	18.40
G-03450	American Library Association	Membership	210.00	210.00
G-03451	Keystone Tape & Label, Inc.	Printing	81.00	
		Printing	90.40	171.40
G-03452	OfficeMax - A Boise Co.	Furniture and Equipment	125.00	125.00
G-03453	Recorded Books, LLC	Materials	5,378.72	5,378.72
G-03454	Carolyn Abernathy	Programming Activities	56.85	56.85
G-03455	U.S. Postmaster	Postage	12.50	12.50
G-03456	Instructional Video, Inc.	Materials	1,100.83	1,100.83
G-03457	Greater Oklahoma City	Other Commodities	30.00	30.00
G-03458	Gale Group	Materials	172.48	172.48
G-03459	The Edmond Evening Sun	Subscription	84.00	84.00
G-03460	Hunter's Battery Warehouse	Maintenance Supplies	13.23	13.23
G-03461	Live Oak Media	Materials	101.75	101.75



General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03462	Norman Transcript	Subscription	156.95	156.95
G-03463	Hal Leonard Publishing	Materials	19.38	19.38
G-03464	Elizabeth Bentley	Materials	15.00	15.00
G-03465	Okla. City Community College	Professional Service	75.00	75.00
G-03466	Metro Cellular	Telephone Service	149.00	149.00
G-03467	Geri Price	Parking	140.00	140.00
G-03468	Full Circle Book Store	Materials	716.76	716.76
G-03469	Rosemary Czarski	Supplies	59.08	
		Programming	132.28	
		Other Commodities	46.72	
		Postage	74.00	
		Mileage	87.23	399.31
G-03470	Blackstone Audio Books	Materials	7.00	7.00
G-03471	Oklahoma Gazette	Library Related Service	527.85	
		Library Related Service	527.85	1,055.70
G-03472	Random House, Inc	Materials	3,547.60	3,547.60
G-03473	Brilliance Corporation	Materials	936.52	936.52
G-03474	Hobby Lobby	Programming Activities	14.86	14.86
G-03475	American Library Association	Registration	135.00	135.00
G-03476	Ingram Library Services	Materials	1,363.80	1,363.80
G-03477	Audio Editions	Materials	211.79	211.79
G-03478	United States Postal Service	Postage	1,500.00	1,500.00
G-03479	Kinko's, Inc.	Printing	405.00	
		Printing	66.95	471.95
G-03480	DWe Williams	Programming Activities	4,900.00	
		Programming Activities	700.00	5,600.00
G-03481	Mardel, Inc.	Materials	431.36	431.36
G-03482	Secretary of State	Library Related Service	20.00	20.00
G-03483	Sagebrush Corp.	Materials	926.08	926.08
G-03484	Harcourt Achieve	Materials	57.77	57.77
G-03485	Atlas Business Solutions, Inc.	Automation Contractural	999.00	999.00
G-03486	Big Kids Productions	Materials	168.55	168.55
G-03487	Oklahoma County Clerk	Library Related Service	5.00	5.00
G-03488	Bank of America	Direct Deposit Fees	130.41	130.41
G-03489	Better Containers	Supplies	106.16	106.16
G-03490	BBC Audiobooks America	Materials	259.95	259.95
G-03491	Books in Motion	Materials	189.73	189.73
G-03492	Rosalind L. Reeder	Programming Activities	100.00	100.00
G-03493	Oklahoma Press Service	Materials	360.00	360.00
G-03494	Highbridge Audio	Materials	12.15	12.15
G-03495	Demco Media Turtleback Books	Materials	19.22	19.22
G-03496	C. L. Frates & Co.	Notary Bond	30.00	30.00
G-03497	Baker & Taylor Books - #510486	Materials	1,647.01	1,647.01
G-03498	Commercial Card Solutions	Supplies	46.85	
		Automation Contractural	399.24	
		Other Commodities	19.50	
		Supplies	48.99	
		Supplies	661.82	
		Professional Services	32.50	1,208.90
G-03499	Baker & Taylor Entertainment	Materials	1,990.41	1,990.41
G-03500	Daniel Fields	Mileage	8.10	
		Programmings Supplies	134.35	142.45



General Fund F.Y. 04-05

**Warrant Register**

Number	Vendor/Payee	Purpose		Amount
G-03501	City Business Machines, Inc.	Supplies	185.00	185.00
G-03502	Midwest Tape	Materials	62.97	62.97
G-03503	Oklahoma State University-OKC	Professional Service	75.00	75.00
G-03504	PSI	Capital Project	976.83	976.83
G-03505	Donna Morris	Car Allowance	450.00	450.00
G-03506	Corporate Express	Supplies	23.97	23.97
G-03507	Securitas Security USA, Inc.	Security Service	988.25	
		Security Service	2,970.65	
		Security Services	2,972.13	6,931.03
G-03508	Baker & Taylor Books - #510486	Materials	272.46	
		Materials	1,463.42	
		Materials	1,482.95	
		Materials	4,635.14	
		Materials	2,105.86	
		Materials	4,258.57	
		Materials	5,654.96	19,873.36
G-03509	Baker & Taylor Books - #510486	Materials	1,889.06	
		Materials	5,036.93	
		Materials	2,831.03	9,757.02
G-03510	Baker & Taylor Books-#510486	Materials	1,753.30	1,753.30
G-03511	Wiley/Jossey-Bass	Supplies	238.66	238.66
G-03512	Amy L. LaPointe	Programming Activities	60.00	60.00
G-03513	Maria Y. Bozarth	Programming Activities	25.00	25.00
G-03514	Cherokee Nation Gift Shop	Materials	159.92	159.92
G-03515	Stacy Schrank	Supplies	105.85	
		Mileage	61.98	167.83
G-03516	Oklahoma Library Association	Registration	140.00	140.00
G-03517	Bill Warren Office Products	Furniture	697.00	
		Supplies	42.00	739.00
G-03518	American Library Association	Membership	150.00	150.00
G-03519	Nextel Communications	Telephone Services	248.00	248.00
G-03520	Staples Business Advantage	Supplies	49.98	49.98
G-03521	Ultimate Office	Supplies	67.45	67.45
G-03522	Anne G. Fischer	Telephone Services	65.38	65.38
G-03523	Angie Paeltz	Programming Activities	81.51	81.51
G-03524	Priscilla Doss	Other Commodities	167.71	167.71
G-03525	Rockhurst University	Registration	139.00	139.00
G-03526	Metrocall	Telephone Services	11.05	11.05
G-03527	Karen Lehr	Mileage	6.08	6.08
G-03528	Fuelman of Oklahoma	Gasoline	410.49	410.49
G-03529	Oklahoma Center for the Book	Other Commodities	50.00	50.00
G-03530	Chickasaw Telecom, Inc.	Wireless Network	4,480.00	
		Wireless Network	20,860.16	
		Wireless Network	9,273.60	34,613.76
G-03531	Ginger Waldrip	Programming Activities	150.00	150.00
G-03532	Stone Computer & Copier	Supplies	224.00	224.00
G-03533	Shirley A. Stallings	Programming Activities	15.00	15.00
G-03534	Voss Lighting	Maintenance of Facilities	185.90	185.90
G-03535	Jimmy Welch	Remote Access	25.00	25.00
G-03536	City of Oklahoma City	Professional Services	50.00	50.00
G-03537	Gregory Bennett	Mileage	12.35	12.35
G-03538	Mobil 1 Lube/AFMS	Vehicle Parts & Repairs	30.75	30.75

General Fund F.Y. 04-05

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-03539	Walmart Community	Programming Activities	130.99	130.99
G-03540	EmTec Pest Control, Inc.	Maintenance of Facilities	138.00	
		Maintenance of Facilities	119.00	
		Maintenance of Facilities	15.00	
		Maintenance of Facilities	153.00	
		Maintenance of Facilities	119.00	
		Maintenance of Facilities	15.00	559.00
G-03541	Robyn Poston	Programming Activities	75.00	75.00
G-03542	Star Lighting	Maintenance Supplies	130.75	130.75
G-03543	Sharon May	Mileage	6.08	6.08
G-03544	Amy L. LaPointe	Programming Activities	60.00	
		Programming Activities	50.00	110.00
G-03545	Cheryl Coleman	Mileage	5.10	5.10
Total of FY 04-05 Warrants Issued				\$ 1,372,734.12



General Fund F.Y. 03-04

**Warrant Register**

February 2005

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06120	Gaylord Bros.	Equipment	555.91	555.91
Total of FY 03-04 Warrants Issued				\$ 555.91

Special Funds

Warrant Register

Number	Vendor/Payee	Purpose		Amount
S-11113	Robert A Gwinn	Lost & Paid Book Returned	18.99	18.99
S-11114	Martha M. Fast	Lost & Paid Book Returned	16.95	16.95
S-11115	Virginia Joyce Wiggers	Lost & Paid Book Returned	12.00	12.00
S-11116	Judith A, Uptegrove	Lost & Paid Book Returned	14.00	14.00
S-11117	Sarah B. West	Lost & Paid Book Returned	3.00	3.00
S-11118	Cynthia M. Seals	Lost & Paid Book Returned	19.00	19.00
S-11119	Donna J. Bund	Lost & Paid Book Returned	12.95	12.95
S-11120	Wesley D. Lambert	Lost & Paid Book Returned	16.99	16.99
S-11121	Cleveland Public Library	Photocopies	6.40	6.40
S-11122	Sharon A. Nolan	40th Anniversary Celebr	118.98	118.98
S-11123	Star Bright	Early Literacy Books	1,394.56	1,394.56
S-11124	Full Circle Book Store	Books	55.92	55.92
S-11125	Hassan Mahmood	Lost & Paid Book Returned	3.00	3.00
S-11126	Phi T. Vuong	Lost & Paid Book Returned	8.95	8.95
S-11127	Lisa M.Molsbee	Lost & Paid Book Returned	24.95	24.95
S-11128	Sandra K. Wavers	Lost & Paid Book Returned	9.95	9.95
S-11129	J. Darlene Nasalroad	Lost & Paid Book Returned	29.75	29.75
S-11130	Alana R. Elolf	Lost & Paid Book Returned	17.10	17.10
S-11131	Sharon G. Lee	Lost & Paid Book Returned	3.00	3.00
S-11132	Yoon-Jae Kim	Lost & Paid Book Returned	13.95	13.95
S-11133	Christopher A. Snider	Lost & Paid Book Returned	13.90	13.90
S-11134	Oklahoma Tax Commission	SALES TAX	8.09	8.09
S-11135	Aleta I. Winkler	Lost & Paid Book Returned	13.95	13.95
S-11136	Kari M. Whisenhunt	Lost & Paid Book Returned	3.00	3.00
S-11137	Ann Meeks	Lost & Paid Book Returned	24.25	24.25
S-11138	Baker & Taylor Books - #510486	Materials	32.88	32.88
S-11139	Oklahoma Tax Commission	SALES TAX	299.74	299.74
S-11140	DWe Williams	Programming	1,400.00	1,400.00
S-11141	Sharon A. Nolan	Programming	62.35	62.35
S-11142	Melissa Weathers	Programming	34.87	34.87
S-11144	Full Circle Book Store	Books	19.96	19.96
S-11145	Ingram Library Services	Materials	21.27	21.27
S-11146	Baker & Taylor Books - #510486	Materials	336.76	336.76
S-11147	J. Darlene Nasalroad	Lost & Paid Book Returned	21.94	21.94
S-11148	Brayden J. Malaske	Lost & Paid Book Returned	14.50	14.50
S-11149	Rhonda M. White	Lost & Paid Book Returned	5.99	5.99
S-11150	Monica R. Watson	Lost & Paid Book Returned	15.00	15.00
S-11151	Kiki Johnson	Lost & Paid Book Returned	19.95	19.95
S-11152	Esther S. Wickersham	Lost & Paid Book Returned	7.89	7.89
S-11153	University of Chicago Library	Lost Book Replacement	15.00	15.00
S-11154	Pamela A. Charboneau	Lost & Paid Book Returned	12.99	12.99
S-11155	Lorraine Bacon-Barclay	Lost & Paid Book Returned	3.00	3.00
S-11156	Metropolitan Library System	Transfer of Fines & Fees	41,000.00	41,000.00
S-11157	Barbara Callahan	Meeting Room Cancellation	10.00	10.00
S-11158	Marianne's Rentals	Rental	24.87	24.87
S-11159	DWe Williams	Programming	2,800.00	2,800.00
S-11160	Moscow Nights	Extra Performance	500.00	500.00
S-11161	Walmart Community	Volunteer Recognition	60.28	60.28
S-11162	Ingram Library Services	Materials	116.81	116.81
S-11163	Orit Rabkin	Programming	100.00	100.00
S-11164	Elizabeth Elliott	Lost & Paid Book Returned	3.00	3.00
S-11165	Mickayla A. Golden	Lost & Paid Book Returned	5.99	5.99



Special Funds

Warrant Register

Number	Vendor/Payee	Purpose		Amount
S-11166	Connie S. Drake	Lost & Paid Book Returned	3.00	3.00
S-11167	Brian J. Jennings	Lost & Paid Book Returned	6.98	6.98
S-11168	L.W. Smith Jr	Lost & Paid Book Returned	3.00	3.00
S-11169	Melba L. Kirkpatrick	Lost & Paid Book Returned	3.00	3.00
S-11170	Jami L. Ervin	Lost & Paid Book Returned	13.95	13.95
S-11171	Alta N. Dickey	Lost & Paid Book Returned	20.95	20.95
S-11172	Katie E. Morris	Lost & Paid Book Returned	7.14	7.14
S-11173	Frances J. Dorsey	Lost & Paid Book Returned	12.39	12.39
S-11174	David T. Ager	Lost & Paid Book Returned	17.98	17.98
S-11175	Oklahoma State University	Damaged Book Replacement	18.00	18.00
S-11176	Ingram Library Services	Materials	39.38	39.38
S-11177	Sarah B. Nilson	Lost & Paid Book Returned	10.95	10.95
S-11178	Tulsa City/County Library	Damaged Book Replacement	24.95	24.95
S-11179	Dawn R. Payne	Lost & Paid Book Returned	12.44	12.44
S-11180	Baker & Taylor Books - #510486	Materials	19.16	19.16
S-11181	Kinko's, Inc.	Printing	400.00	400.00
S-11182	Daniel Fields	40th Anniversary Celebr	41.50	41.50
S-11183	Baker & Taylor Books - #510486	Materials	13.39	13.39
S-11184	Robert A Gwinn	Lost & Paid Book Returned	3.00	3.00
S-11185	Martha R. Buchanan	Lost & Paid Book Returned	22.00	22.00
S-11186	Jaclyn D. Pennington	Lost & Paid Book Returned	4.45	4.45
S-11187	Dina M. Linthicum	Lost & Paid Book Returned	8.00	8.00
S-11188	Saundra L. Griffis	Lost & Paid Book Returned	3.00	3.00
S-11189	Steven C. Dushane	Lost & Paid Book Returned	3.00	3.00
S-11190	Pamela Kosted	Lost & Paid Book Returned	11.89	11.89
S-11191	Marsha R. Nowlin	Lost & Paid Book Returned	3.00	3.00
S-11192	Angela Ammons	Lost & Paid Book Returned	13.95	13.95
S-11193	Tulin LaFollette	Lost & Paid Book Returned	3.00	3.00
S-11194	Karen Y. Stephens	Lost & Paid Book Returned	9.88	9.88
S-11195	L. Ruth Green	PRogramming Reception	500.00	500.00
S-11196	Mike Black	MC 50th Anniversary Celeb	100.00	100.00

Total of Special Funds Warrants Issued \$ 50,161.95

## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: PURCHASE OF THREE (3) DIGITAL COPIERS FOR STAFF USE**

The Library System leased three (3) copiers for administrative and library staff use at the Downtown library. The lease agreement was awarded to BMI Systems on March 16, 2000 (Doc. #53E). The lease was for five years and expires at the end of March 2005.

The Library System has three choices concerning the disposition of the lease agreement's (3) 600 series copiers.

- MLS may extend the lease of the (3) 600 series copiers for another two years
- MLS may purchase the (3) 600 series copiers
- MLS may upgrade and purchase (3) new Canon copiers

The (3) copiers currently on lease are Canon ImageRunners 600. These copiers are five years old and are showing wear and tear due to the high volume usage. The ImageRunner copier model has been upgraded twice by Canon since the Library System first leased the (3) 600 series copiers in March 2000.

The Canon ImageRunner **6000** is the latest upgraded copier and is listed on the Oklahoma State Contract for Copiers #SW20171. BMI Systems is the area dealer for Canon copiers.

The Library System wishes to purchase three (3) of the new Canon ImageRunner 6000 series copiers from BMI Systems at the State Contract price of \$13,182.00 each. The cost of the three Canon copiers will be \$39,546.00.

### **RECOMMENDATION:**

That the Commission approves the purchase of (3) Canon ImageRunner **6000** series copiers from BMI Systems at the State Contract price of \$39,546.00. Funding for this purchase is provided for in the FY 2004-05 budget, account 450.



## **REQUEST TO DECLARE EQUIPMENT SURPLUS**

The Commission on September 18, 2003 (Doc #19) approved the purchase of two (2) GMC C5500 Trucks.

The 1994 Chevy 1-Ton Truck with box bed and the 1999 Chevy 1-Ton Truck with cargo box, which the two GMC C5500 trucks replace, have become surplus to the Library System's needs.

The Administration wishes to dispose of the vehicles in accordance with Commission policy by offering them for "Sealed Bid Sale" to the general public. Money received from the sealed bid sale will be placed in the general fund.

Notice of the Sealed Bid Sale will be published in the local papers and posted for public information at all library locations.

<b>Inventory Number</b>	<b>Description</b>	<b>Mileage</b>
22090	1994 Chevy 1-Ton Truck with box bed	133154
26142	1999 Chevy 1-Ton Truck with cargo box	94555

### **RECOMMENDATION:**

That the Commission declares the 1994 Chevy 1-Ton Truck with box bed and the 1999 Chevy 1-Ton Truck with cargo box to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

## PUBLIC LIST

### METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

<u>NAME</u>	<u>CONTACT ADDRESS</u>	<u>EXPIRATION OF TERM</u>
Mr. Hugh Rice* Chair	Rainey, Ross, Rice & Binns 735 First Nat'l Center West Oklahoma City, OK 73102	July 31, 2005
Dr. Ann Caine* Vice-Chair <b>Committee</b> Administrative & Personnel Committee, Chair 2005	Moore Public Schools Director of Elementary Ed. 1500 SE 4 <sup>th</sup> Street Moore, OK 73160	July 31, 2006
Mr. David Greenwell* Disbursing Agent <b>Committee</b> Finance Committee, Chair 2005	Greenwell and Company PO Box 2360 Oklahoma City, OK 73101	July 31, 2007
Mrs. Nancy Anthony* Member <b>Committee</b> Finance Committee, member 2005	Oklahoma City Community Foundation/Executive Dir. P. O. Box 54672 Oklahoma City, OK 73154	July 31, 2006
Mrs. Carolyn Cornelius* Member <b>Committee</b> Administrative & Personnel Committee, member 2005	10708 Woodridden Oklahoma City, OK 73170	July 31, 2007
Mr. Scott R. Duncan* Member <b>Committee</b> Finance Committee, member 2005	President Covenant Financial Services, Inc. 10914 Hefner Pointe Drive Suite 304 Oklahoma City, OK 73120	July 31, 2007
Mrs. Millicent Gillogly* Member <b>Committee</b> Long-Range Planning Committee, member 2005	3301 N. State Street Oklahoma City, OK 73122	July 31, 2007
Mrs. Deanna Hannah*** Member <b>Committee</b> Long-Range Planning Committee, member 2005	8133 N.W. 28 <sup>th</sup> Terrace Bethany, OK 73008	July 31, 2005
Mr. Jose L. Jimenez* Member <b>Committee</b> Public Services Committee, Chair 2005	1221 NW 34 <sup>th</sup> Oklahoma City, OK 73118	July 31, 2007



Mrs. Penny McCaleb* Member <b>Committee</b> Long-Range Planning Committee, Chair 2005	1704 Pennington Way Oklahoma City, OK 73116	July 31, 2005
Mrs. Shirley Pritchett*** Member <b>Committee</b> Administrative & Personnel Committee, member 2005	5805 N.W. 57 <sup>th</sup> Warr Acres, OK 73122	July 31, 2007
Mrs. Pamela Pung*** Member <b>Committee</b> Public Services Committee, member 2005	P. O. Box 10889 Midwest City, OK 73140	July 31, 2006
Ms. Marguerite Ross* Member <b>Committee</b> Administrative & Personnel Committee, member 2005	Union Bank Gold Medallion Coordinator 4921 N. May Avenue Oklahoma City, OK 73112	July 31, 2005
Mrs. Alyne Strube** Member <b>Committee</b> Long-Range Planning Committee, member 2005	13806 N.E. Eighth Street Choctaw, OK 73020	July 31, 2006
Mrs. Cynthia Trent*** Member <b>Committee</b> Public Services Committee, member 2005	3028 S.E. 21 <sup>st</sup> Del City, OK 73115	July 31, 2005
Mrs. Peggy Winters*** Member <b>Committee</b> Public Services Committee, member 2005	2149 Gladstone Terrace The Village, OK 73120	July 31, 2007
Mr. Greg Womack*** Member <b>Committee</b> Finance Committee, Long-Range Planning Committee member 2005	Womack Investment Advisers 1366 E. 15 <sup>th</sup> Street Edmond, OK 73013	July 31, 2006
Mayor Mick Cornett Member Ex Officio Mayor of Oklahoma City	200 N. Walker Suite 302 Oklahoma City, OK 73102 297-2424	Term by virtue of office
Mr. Jim Roth Member Ex Officio Chair, Board of County Commissioners	320 Robert S. Kerr Room 202 Oklahoma City, OK 73102 713-1503	Term by virtue of office
Mrs. Donna Morris Executive Director Metropolitan Library System Secretary (Non-voting)	Metropolitan Library System 300 Park Avenue Oklahoma City, OK 73102 606-3726 (Fax: 606-3722)	Term as Director of Libraries

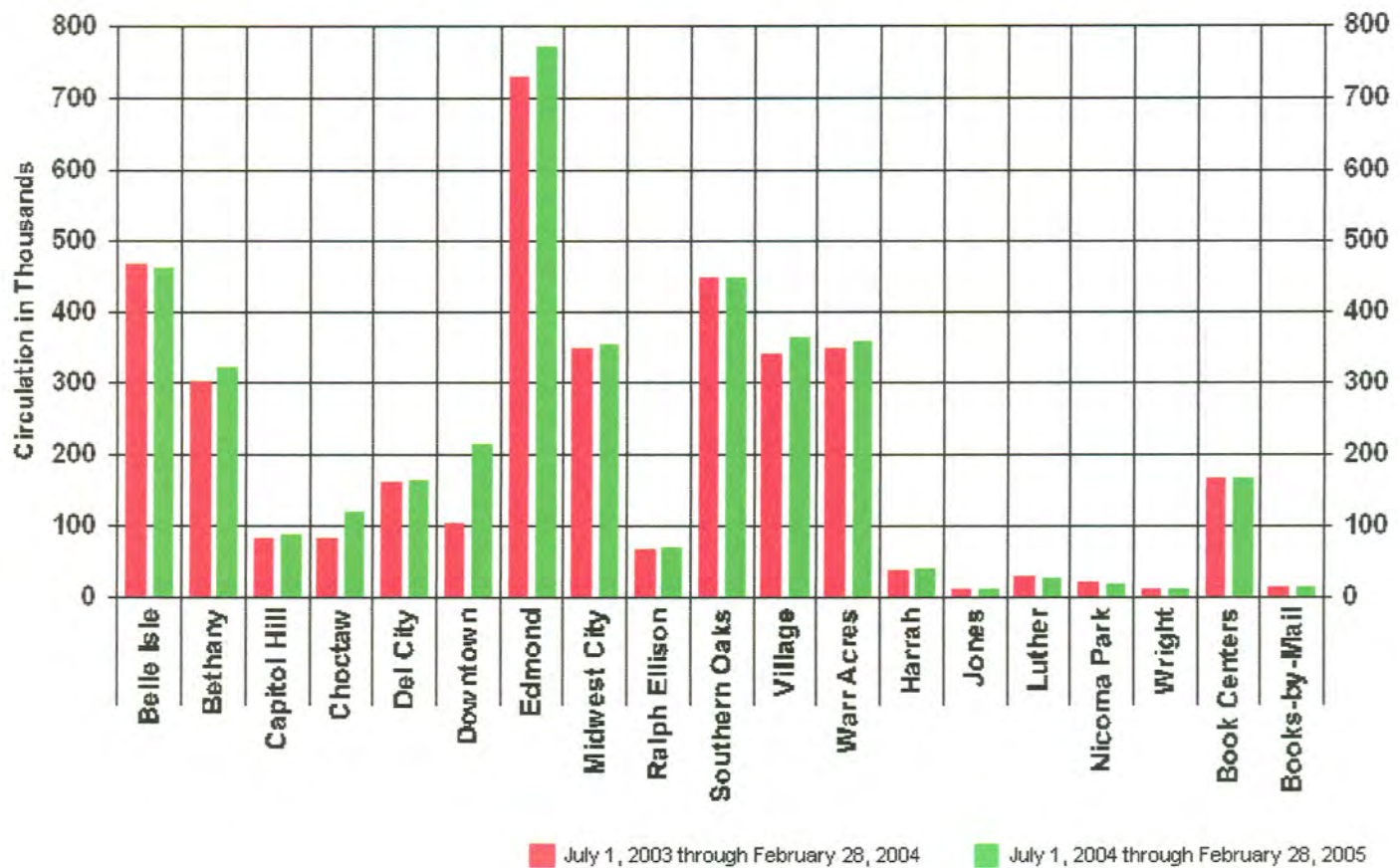
\* ~ Appointed by Mayor of OKC

\*\* ~ Appointed by Board of  
County Commissioners

\*\*\* ~ Appointed by Mayors of Bethany, Del City,  
Edmond, Midwest City, The Village, & Warr Acres

## Circulation Gains and Losses

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)





## **Circulation Gains and Losses**

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

<b>FEBRUARY 28, 2005</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	43863	349442	14232	115216	58095	464658	
	05	43065	353039	13032	106865	56097	459904	
		<b>-798</b>	<b>3597</b>	<b>-1200</b>	<b>-8351</b>	<b>-1998</b>	<b>-4754</b>	<b>-1.0</b>
BETHANY	04	25202	204817	10834	93878	36036	298695	
	05	27985	225239	11293	95354	39278	320593	
		<b>2783</b>	<b>20422</b>	<b>459</b>	<b>1476</b>	<b>3242</b>	<b>21898</b>	<b>7.3</b>
CAPITOL HILL	04	7384	57018	2800	22815	10184	79833	
	05	7531	62309	2657	22762	10188	85071	
		<b>147</b>	<b>5291</b>	<b>-143</b>	<b>-53</b>	<b>4</b>	<b>5238</b>	<b>6.6</b>
CHOCTAW	04	8750	51843	5874	29781	14624	81624	
	05	9190	74245	4992	43063	14182	117308	
		<b>440</b>	<b>22402</b>	<b>-882</b>	<b>13282</b>	<b>-442</b>	<b>35684</b>	<b>43.7</b>
DEL CITY	04	14270	111157	6025	49258	20295	160415	
	05	14869	116992	4637	46362	19506	163354	
		<b>599</b>	<b>5835</b>	<b>-1388</b>	<b>-2896</b>	<b>-789</b>	<b>2939</b>	<b>1.8</b>
DOWNTOWN	04	10167	87993	1558	14710	11725	102703	
	05	22132	163070	6939	49580	29071	212650	
		<b>11965</b>	<b>75077</b>	<b>5381</b>	<b>34870</b>	<b>17346</b>	<b>109947</b>	<b>107.1</b>
EDMOND	04	54128	422984	38519	307265	92647	730249	
	05	56092	450406	38550	322041	94642	772447	
		<b>1964</b>	<b>27422</b>	<b>31</b>	<b>14776</b>	<b>1995</b>	<b>42198</b>	<b>5.8</b>
MIDWEST CITY	04	30649	245496	12388	100724	43037	346220	
	05	31111	259275	10184	93435	41295	352710	
		<b>462</b>	<b>13779</b>	<b>-2204</b>	<b>-7289</b>	<b>-1742</b>	<b>6490</b>	<b>1.9</b>
RALPH ELLISON	04	6138	49018	1753	15227	7891	64245	
	05	5679	51863	1709	14991	7388	66854	
		<b>-459</b>	<b>2845</b>	<b>-44</b>	<b>-236</b>	<b>-503</b>	<b>2609</b>	<b>4.1</b>
SOUTHERN OAKS	04	41243	330030	14734	116500	55977	446530	
	05	39845	335600	13737	112353	53582	447953	
		<b>-1398</b>	<b>5570</b>	<b>-997</b>	<b>-4147</b>	<b>-2395</b>	<b>1423</b>	<b>.3</b>
VILLAGE	04	28689	233853	11917	105902	40606	339755	
	05	30740	251193	13173	111128	43913	362321	
		<b>2051</b>	<b>17340</b>	<b>1256</b>	<b>5226</b>	<b>3307</b>	<b>22566</b>	<b>6.6</b>
WARR ACRES	04	29481	231584	13530	114143	43011	345727	
	05	28656	243894	13198	114272	41854	358166	
		<b>-825</b>	<b>12310</b>	<b>-332</b>	<b>129</b>	<b>-1157</b>	<b>12439</b>	<b>3.6</b>

## **Circulation Gains and Losses**

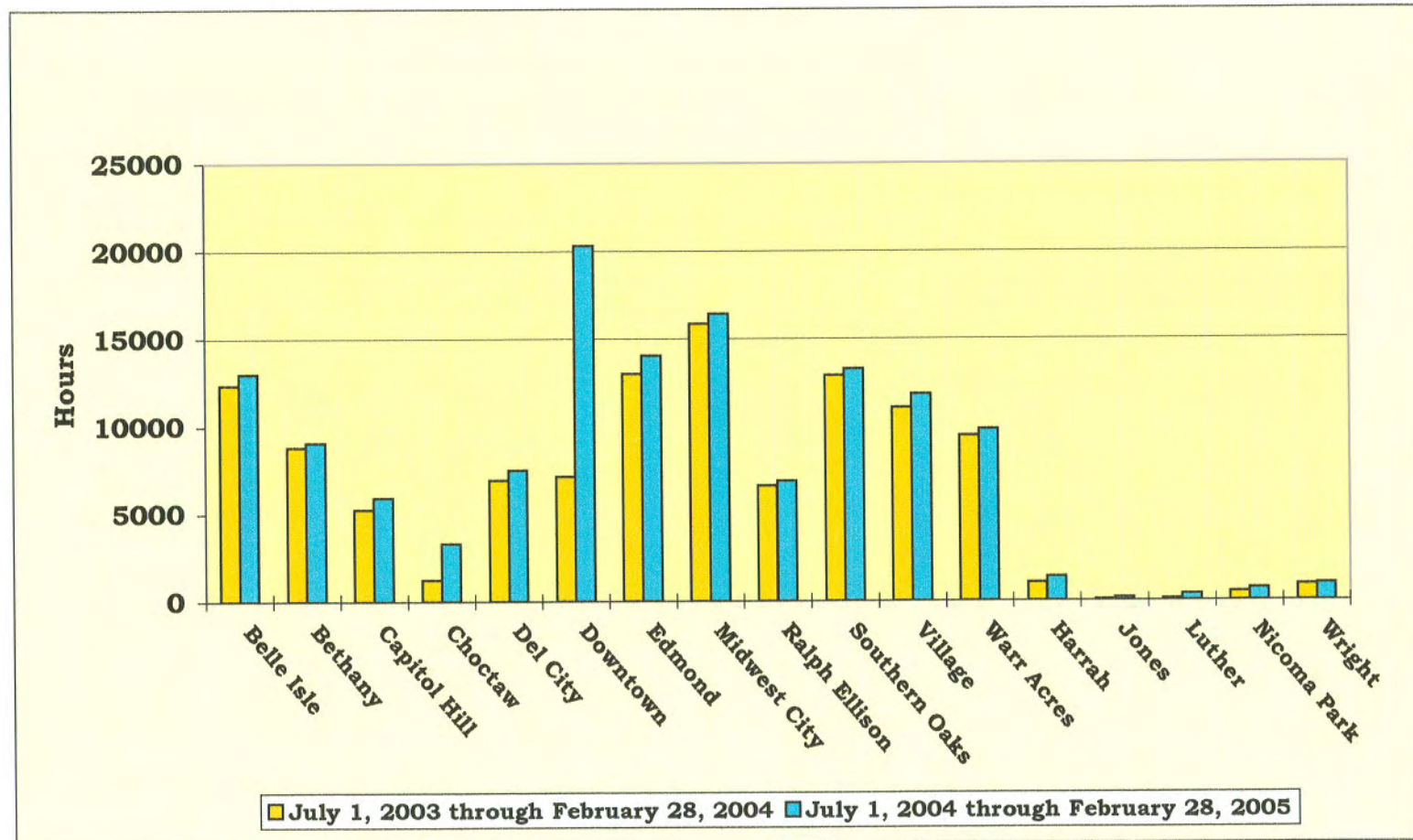
**July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)**

<b>FEBRUARY 28, 2005</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>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	04	3498	24507	1510	12169	5008	36676	
	05	3421	27995	1399	11106	4820	39101	
		<b>-77</b>	<b>3488</b>	<b>-111</b>	<b>-1063</b>	<b>-188</b>	<b>2425</b>	<b>6.6</b>
JONES	04	1012	7078	266	1792	1278	8870	
	05	1029	8005	271	2114	1300	10119	
		<b>17</b>	<b>927</b>	<b>5</b>	<b>322</b>	<b>22</b>	<b>1249</b>	<b>14.1</b>
LUTHER	04	3329	20966	866	5940	4195	26906	
	05	1883	18257	753	6390	2636	24647	
		<b>-1446</b>	<b>-2709</b>	<b>-113</b>	<b>450</b>	<b>-1559</b>	<b>-2259</b>	<b>-8.4</b>
NICOMA PARK	04	1915	13630	731	5240	2646	18870	
	05	1905	14615	383	3758	2288	18373	
		<b>-10</b>	<b>985</b>	<b>-348</b>	<b>-1482</b>	<b>-358</b>	<b>-497</b>	<b>-2.6</b>
WRIGHT	04	872	6754	138	1347	1010	8101	
	05	973	7417	231	1522	1204	8939	
		<b>101</b>	<b>663</b>	<b>93</b>	<b>175</b>	<b>194</b>	<b>838</b>	<b>10.3</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	04	9462	76359	11303	89541	20765	165900	
	05	9016	73138	11450	91912	20466	165050	
		<b>-446</b>	<b>-3221</b>	<b>147</b>	<b>2371</b>	<b>-299</b>	<b>-850</b>	<b>-.5</b>
BOOKS-BY-MAIL	04	1416	12223	0	0	1416	12223	
	05	1408	12726	0	0	1408	12726	
		<b>-8</b>	<b>503</b>	<b>0</b>	<b>0</b>	<b>-8</b>	<b>503</b>	<b>4.1</b>
TOTALS	04	321468	2536752	148978	1201448	470446	3738200	
	05	336530	2749278	148588	1249008	485118	3998286	
		<b>15062</b>	<b>212526</b>	<b>-390</b>	<b>47560</b>	<b>14672</b>	<b>260086</b>	<b>7.0</b>



## Total Internet Hours Used by Library

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)



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## Total Internet Usage

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	266		4,278		1,546.11		3,228		33,269		12,384.84	
	05	307		4,326		1,615.99		3,596		35,672		13,014.54	
		<b>41</b>	<b>15.4</b>	<b>48</b>	<b>1.1</b>	<b>69.88</b>	<b>4.5</b>	<b>368</b>	<b>11.4</b>	<b>2,403</b>	<b>7.2</b>	<b>629.70</b>	<b>5.1</b>
BETHANY	04	155		2,522		1,069.69		2,012		21,275		8,796.81	
	05	164		2,572		1,040.22		2,160		21,529		9,070.14	
		<b>9</b>	<b>5.8</b>	<b>50</b>	<b>2.0</b>	<b>-29.47</b>	<b>-2.8</b>	<b>148</b>	<b>7.4</b>	<b>254</b>	<b>1.2</b>	<b>273.33</b>	<b>3.1</b>
CAPITOL HILL	04	164		2,018		694.20		1,568		14,343		5,266.23	
	05	136		1,739		694.16		1,787		15,485		5,913.10	
		<b>-28</b>	<b>-17.1</b>	<b>-279</b>	<b>-13.8</b>	<b>-.04</b>	<b>.0</b>	<b>219</b>	<b>14.0</b>	<b>1,142</b>	<b>8.0</b>	<b>646.87</b>	<b>12.3</b>
CHOCTAW	04	102		947		343.42		465		3,724		1,241.96	
	05	82		1,258		463.61		975		8,976		3,294.62	
		<b>-20</b>	<b>-19.6</b>	<b>311</b>	<b>32.8</b>	<b>120.19</b>	<b>35.0</b>	<b>510</b>	<b>109.7</b>	<b>5,252</b>	<b>141.0</b>	<b>2,052.66</b>	<b>165.3</b>
DEL CITY	04	141		2,284		883.32		1,744		17,254		6,939.34	
	05	166		2,393		947.14		1,929		18,630		7,503.32	
		<b>25</b>	<b>17.7</b>	<b>109</b>	<b>4.8</b>	<b>63.82</b>	<b>7.2</b>	<b>185</b>	<b>10.6</b>	<b>1,376</b>	<b>8.0</b>	<b>563.98</b>	<b>8.1</b>
DOWNTOWN	04	92		1,920		861.37		1,229		16,835		7,114.82	
	05	329		7,437		2,930.01		3,556		52,661		20,317.18	
		<b>237</b>	<b>257.6</b>	<b>5,517</b>	<b>287.3</b>	<b>2,068.64</b>	<b>240.2</b>	<b>2,327</b>	<b>189.3</b>	<b>35,826</b>	<b>212.8</b>	<b>13,202.36</b>	<b>185.6</b>
EDMOND	04	292		4,691		1,643.26		3,609		35,511		13,010.55	
	05	279		4,939		1,731.35		3,946		39,849		14,041.43	
		<b>-13</b>	<b>-4.5</b>	<b>248</b>	<b>5.3</b>	<b>88.09</b>	<b>5.4</b>	<b>337</b>	<b>9.3</b>	<b>4,338</b>	<b>12.2</b>	<b>1,030.88</b>	<b>7.9</b>
MIDWEST CITY	04	359		5,011		1,962.03		4,124		39,793		15,871.13	
	05	334		5,410		2,067.54		4,465		43,982		16,438.50	
		<b>-25</b>	<b>-7.0</b>	<b>399</b>	<b>8.0</b>	<b>105.51</b>	<b>5.4</b>	<b>341</b>	<b>8.3</b>	<b>4,189</b>	<b>10.5</b>	<b>567.37</b>	<b>3.6</b>
RALPH ELLISON	04	148		2,309		772.95		1,943		18,940		6,609.22	
	05	168		2,434		832.76		2,214		19,681		6,861.09	
		<b>20</b>	<b>13.5</b>	<b>125</b>	<b>5.4</b>	<b>59.81</b>	<b>7.7</b>	<b>271</b>	<b>13.9</b>	<b>741</b>	<b>3.9</b>	<b>251.87</b>	<b>3.8</b>

## Total Internet Usage

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	364		4,059		1,632.78		3,807		31,970		12,911.82	
	05	368		4,010		1,530.38		4,271		33,829		13,257.41	
		<b>4</b>	<b>1.1</b>	<b>-49</b>	<b>-1.2</b>	<b>-102.40</b>	<b>-6.3</b>	<b>464</b>	<b>12.2</b>	<b>1,859</b>	<b>5.8</b>	<b>345.59</b>	<b>2.7</b>
VILLAGE	04	261		3,674		1,281.81		3,171		30,224		11,069.40	
	05	258		4,001		1,425.39		3,640		32,855		11,823.19	
		<b>-3</b>	<b>-1.1</b>	<b>327</b>	<b>8.9</b>	<b>143.58</b>	<b>11.2</b>	<b>469</b>	<b>14.8</b>	<b>2,631</b>	<b>8.7</b>	<b>753.79</b>	<b>6.8</b>
WARR ACRES	04	243		3,119		1,113.61		2,683		25,846		9,448.49	
	05	237		3,199		1,154.53		2,920		27,214		9,814.48	
		<b>-6</b>	<b>-2.5</b>	<b>80</b>	<b>2.6</b>	<b>40.92</b>	<b>3.7</b>	<b>237</b>	<b>8.8</b>	<b>1,368</b>	<b>5.3</b>	<b>365.99</b>	<b>3.9</b>
HARRAH	04	17		354		141.44		256		2,406		1,043.20	
	05	28		400		189.43		342		3,103		1,349.93	
		<b>11</b>	<b>64.7</b>	<b>46</b>	<b>13.0</b>	<b>47.99</b>	<b>33.9</b>	<b>86</b>	<b>33.6</b>	<b>697</b>	<b>29.0</b>	<b>306.73</b>	<b>29.4</b>
JONES	04	8		28		10.38		26		133		47.71	
	05	3		30		19.43		39		291		143.63	
		<b>-5</b>	<b>-62.5</b>	<b>2</b>	<b>7.1</b>	<b>9.05</b>	<b>87.2</b>	<b>13</b>	<b>50.0</b>	<b>158</b>	<b>118.8</b>	<b>95.92</b>	<b>201.0</b>
LUTHER	04	2		22		9.68		26		195		89.47	
	05	7		129		50.87		122		990		364.85	
		<b>5</b>	<b>250.0</b>	<b>107</b>	<b>486.4</b>	<b>41.19</b>	<b>425.5</b>	<b>96</b>	<b>369.2</b>	<b>795</b>	<b>407.7</b>	<b>275.38</b>	<b>307.8</b>
NICOMA PARK	04	5		156		90.71		94		980		486.47	
	05	6		154		101.04		89		1,184		691.09	
		<b>1</b>	<b>20.0</b>	<b>-2</b>	<b>-1.3</b>	<b>10.33</b>	<b>11.4</b>	<b>-5</b>	<b>-5.3</b>	<b>204</b>	<b>20.8</b>	<b>204.62</b>	<b>42.1</b>
WRIGHT	04	10		342		97.47		94		2,317		885.59	
	05	3		231		102.19		103		2,534		970.23	
		<b>-7</b>	<b>-70.0</b>	<b>-111</b>	<b>-32.5</b>	<b>4.72</b>	<b>4.8</b>	<b>9</b>	<b>9.6</b>	<b>217</b>	<b>9.4</b>	<b>84.64</b>	<b>9.6</b>
TOTAL	04	2,629		37,734		14,154.23		30,079		295,015		113,217.05	
	05	2,875		44,662		16,896.04		36,154		358,465		134,868.73	
		<b>246</b>	<b>9.4</b>	<b>6,928</b>	<b>18.4</b>	<b>2,741.81</b>	<b>19.4</b>	<b>6,075</b>	<b>20.2</b>	<b>63,450</b>	<b>21.5</b>	<b>21,651.68</b>	<b>19.1</b>



## Internet Usage by Adult Customers

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	209		3,606		1,357.10		2,648		28,490		11,055.65	
	05	229		3,607		1,384.93		2,894		30,166		11,260.10	
		<b>20</b>	<b>9.6</b>	<b>1</b>	<b>.0</b>	<b>27.83</b>	<b>2.1</b>	<b>246</b>	<b>9.3</b>	<b>1,676</b>	<b>5.9</b>	<b>204.45</b>	<b>1.8</b>
BETHANY	04	109		2,222		982.09		1,630		18,250		7,880.56	
	05	136		2,313		965.56		1,793		18,994		8,273.17	
		<b>27</b>	<b>24.8</b>	<b>91</b>	<b>4.1</b>	<b>-16.53</b>	<b>-1.7</b>	<b>163</b>	<b>10.0</b>	<b>744</b>	<b>4.1</b>	<b>392.61</b>	<b>5.0</b>
CAPITOL HILL	04	102		1,453		538.09		953		10,013		3,994.68	
	05	79		1,118		494.18		1,095		10,475		4,280.46	
		<b>-23</b>	<b>-22.5</b>	<b>-335</b>	<b>-23.1</b>	<b>-43.91</b>	<b>-8.2</b>	<b>142</b>	<b>14.9</b>	<b>462</b>	<b>4.6</b>	<b>285.78</b>	<b>7.2</b>
CHOCTAW	04	61		692		283.10		348		3,059		1,072.42	
	05	53		931		356.83		687		6,591		2,506.38	
		<b>-8</b>	<b>-13.1</b>	<b>239</b>	<b>34.5</b>	<b>73.73</b>	<b>26.0</b>	<b>339</b>	<b>97.4</b>	<b>3,532</b>	<b>115.5</b>	<b>1,433.96</b>	<b>133.7</b>
DEL CITY	04	109		1,942		786.93		1,374		14,704		6,193.87	
	05	131		1,915		787.86		1,484		15,589		6,540.26	
		<b>22</b>	<b>20.2</b>	<b>-27</b>	<b>-1.4</b>	<b>.93</b>	<b>.1</b>	<b>110</b>	<b>8.0</b>	<b>885</b>	<b>6.0</b>	<b>346.39</b>	<b>5.6</b>
DOWNTOWN	04	88		1,739		786.94		1,054		14,216		6,276.88	
	05	285		6,657		2,674.48		2,936		45,741		18,172.33	
		<b>197</b>	<b>223.9</b>	<b>4,918</b>	<b>282.8</b>	<b>1,887.54</b>	<b>239.9</b>	<b>1,882</b>	<b>178.6</b>	<b>31,525</b>	<b>221.8</b>	<b>11,895.45</b>	<b>189.5</b>
EDMOND	04	214		3,878		1,419.52		2,875		30,468		11,638.40	
	05	218		4,271		1,530.75		3,160		34,266		12,360.07	
		<b>4</b>	<b>1.9</b>	<b>393</b>	<b>10.1</b>	<b>111.23</b>	<b>7.8</b>	<b>285</b>	<b>9.9</b>	<b>3,798</b>	<b>12.5</b>	<b>721.67</b>	<b>6.2</b>
MIDWEST CITY	04	280		4,378		1,786.13		3,282		34,887		14,401.45	
	05	248		4,592		1,798.98		3,498		37,929		14,545.56	
		<b>-32</b>	<b>-11.4</b>	<b>214</b>	<b>4.9</b>	<b>12.85</b>	<b>.7</b>	<b>216</b>	<b>6.6</b>	<b>3,042</b>	<b>8.7</b>	<b>144.11</b>	<b>1.0</b>
RALPH ELLISON	04	104		1,741		613.07		1,419		13,868		5,101.42	
	05	109		1,768		626.62		1,601		14,494		5,240.18	
		<b>5</b>	<b>4.8</b>	<b>27</b>	<b>1.6</b>	<b>13.55</b>	<b>2.2</b>	<b>182</b>	<b>12.8</b>	<b>626</b>	<b>4.5</b>	<b>138.76</b>	<b>2.7</b>

## Internet Usage by Adult Customers

**July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	246		3,041		1,315.43		2,845		24,942		10,621.76	
	05	268		3,009		1,194.21		3,218		26,182		10,801.15	
		<b>22</b>	<b>8.9</b>	<b>-32</b>	<b>-1.1</b>	<b>-121.22</b>	<b>-9.2</b>	<b>373</b>	<b>13.1</b>	<b>1,240</b>	<b>5.0</b>	<b>179.39</b>	<b>1.7</b>
VILLAGE	04	187		3,117		1,142.06		2,488		25,939		9,866.90	
	05	192		3,241		1,206.04		2,887		28,047		10,436.27	
		<b>5</b>	<b>2.7</b>	<b>124</b>	<b>4.0</b>	<b>63.98</b>	<b>5.6</b>	<b>399</b>	<b>16.0</b>	<b>2,108</b>	<b>8.1</b>	<b>569.37</b>	<b>5.8</b>
WARR ACRES	04	191		2,617		982.43		2,217		22,589		8,534.32	
	05	181		2,731		1,015.66		2,379		23,855		8,875.86	
		<b>-10</b>	<b>-5.2</b>	<b>114</b>	<b>4.4</b>	<b>33.23</b>	<b>3.4</b>	<b>162</b>	<b>7.3</b>	<b>1,266</b>	<b>5.6</b>	<b>341.54</b>	<b>4.0</b>
HARRAH	04	12		284		118.32		189		1,881		851.18	
	05	21		294		142.72		248		2,231		1,034.89	
		<b>9</b>	<b>75.0</b>	<b>10</b>	<b>3.5</b>	<b>24.40</b>	<b>20.6</b>	<b>59</b>	<b>31.2</b>	<b>350</b>	<b>18.6</b>	<b>183.71</b>	<b>21.6</b>
JONES	04	4		21		8.86		22		126		46.19	
	05	1		27		18.22		25		220		119.69	
		<b>-3</b>	<b>-75.0</b>	<b>6</b>	<b>28.6</b>	<b>9.36</b>	<b>105.6</b>	<b>3</b>	<b>13.6</b>	<b>94</b>	<b>74.6</b>	<b>73.50</b>	<b>159.1</b>
LUTHER	04	2		16		8.32		15		131		71.63	
	05	4		104		40.10		65		655		255.98	
		<b>2</b>	<b>100.0</b>	<b>88</b>	<b>550.0</b>	<b>31.78</b>	<b>382.0</b>	<b>50</b>	<b>333.3</b>	<b>524</b>	<b>400.0</b>	<b>184.35</b>	<b>257.4</b>
NICOMA PARK	04	5		126		74.06		69		762		368.36	
	05	5		106		72.55		54		797		512.91	
			<b>.0</b>	<b>-20</b>	<b>-15.9</b>	<b>-1.51</b>	<b>-2.0</b>	<b>-15</b>	<b>-21.7</b>	<b>35</b>	<b>4.6</b>	<b>144.55</b>	<b>39.2</b>
WRIGHT	04	8		292		72.38		69		2,000		730.43	
	05	2		173		71.56		79		2,225		805.91	
		<b>-6</b>	<b>-75.0</b>	<b>-119</b>	<b>-40.8</b>	<b>-.82</b>	<b>-1.1</b>	<b>10</b>	<b>14.5</b>	<b>225</b>	<b>11.3</b>	<b>75.48</b>	<b>10.3</b>
TOTAL	04	1,931		31,165		12,274.83		23,497		246,325		98,706.10	
	05	2,162		36,857		14,381.25		28,103		298,457		116,021.17	
		<b>231</b>	<b>12.0</b>	<b>5,692</b>	<b>18.3</b>	<b>2,106.42</b>	<b>17.2</b>	<b>4,606</b>	<b>19.6</b>	<b>52,132</b>	<b>21.2</b>	<b>17,315.07</b>	<b>17.5</b>



## Internet Usage by Minor Customers

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	57		672		189.01		580		4,779		1,329.19	
	05	78		719		231.06		702		5,506		1,754.44	
		<b>21</b>	<b>36.8</b>	<b>47</b>	<b>7.0</b>	<b>42.05</b>	<b>22.2</b>	<b>122</b>	<b>21.0</b>	<b>727</b>	<b>15.2</b>	<b>425.25</b>	<b>32.0</b>
BETHANY	04	46		300		87.60		382		3,025		916.25	
	05	28		259		74.66		367		2,535		796.97	
		<b>-18</b>	<b>-39.1</b>	<b>-41</b>	<b>-13.7</b>	<b>-12.94</b>	<b>-14.8</b>	<b>-15</b>	<b>-3.9</b>	<b>-490</b>	<b>-16.2</b>	<b>-119.28</b>	<b>-13.0</b>
CAPITOL HILL	04	62		565		156.11		615		4,330		1,271.55	
	05	57		621		199.98		692		5,010		1,632.64	
		<b>-5</b>	<b>-8.1</b>	<b>56</b>	<b>9.9</b>	<b>43.87</b>	<b>28.1</b>	<b>77</b>	<b>12.5</b>	<b>680</b>	<b>15.7</b>	<b>361.09</b>	<b>28.4</b>
CHOCTAW	04	41		255		60.32		117		665		169.54	
	05	29		327		106.78		288		2,385		788.24	
		<b>-12</b>	<b>-29.3</b>	<b>72</b>	<b>28.2</b>	<b>46.46</b>	<b>77.0</b>	<b>171</b>	<b>146.2</b>	<b>1,720</b>	<b>258.6</b>	<b>618.70</b>	<b>364.9</b>
DEL CITY	04	32		342		96.39		370		2,550		745.47	
	05	35		478		159.28		445		3,041		963.06	
		<b>3</b>	<b>9.4</b>	<b>136</b>	<b>39.8</b>	<b>62.89</b>	<b>65.2</b>	<b>75</b>	<b>20.3</b>	<b>491</b>	<b>19.3</b>	<b>217.59</b>	<b>29.2</b>
DOWNTOWN	04	4		181		74.43		175		2,619		837.94	
	05	44		780		255.53		620		6,920		2,144.85	
		<b>40</b>	<b>1000.0</b>	<b>599</b>	<b>330.9</b>	<b>181.10</b>	<b>243.3</b>	<b>445</b>	<b>254.3</b>	<b>4,301</b>	<b>164.2</b>	<b>1,306.91</b>	<b>156.0</b>
EDMOND	04	78		813		223.74		734		5,043		1,372.15	
	05	61		668		200.60		786		5,583		1,681.36	
		<b>-17</b>	<b>-21.8</b>	<b>-145</b>	<b>-17.8</b>	<b>-23.14</b>	<b>-10.3</b>	<b>52</b>	<b>7.1</b>	<b>540</b>	<b>10.7</b>	<b>309.21</b>	<b>22.5</b>
MIDWEST CITY	04	79		633		175.90		842		4,906		1,469.68	
	05	86		818		268.56		967		6,053		1,892.94	
		<b>7</b>	<b>8.9</b>	<b>185</b>	<b>29.2</b>	<b>92.66</b>	<b>52.7</b>	<b>125</b>	<b>14.8</b>	<b>1,147</b>	<b>23.4</b>	<b>423.26</b>	<b>28.8</b>
RALPH ELLISON	04	44		568		159.88		524		5,072		1,507.80	
	05	59		666		206.14		613		5,187		1,620.91	
		<b>15</b>	<b>34.1</b>	<b>98</b>	<b>17.3</b>	<b>46.26</b>	<b>28.9</b>	<b>89</b>	<b>17.0</b>	<b>115</b>	<b>2.3</b>	<b>113.11</b>	<b>7.5</b>

## Internet Usage by Minor Customers

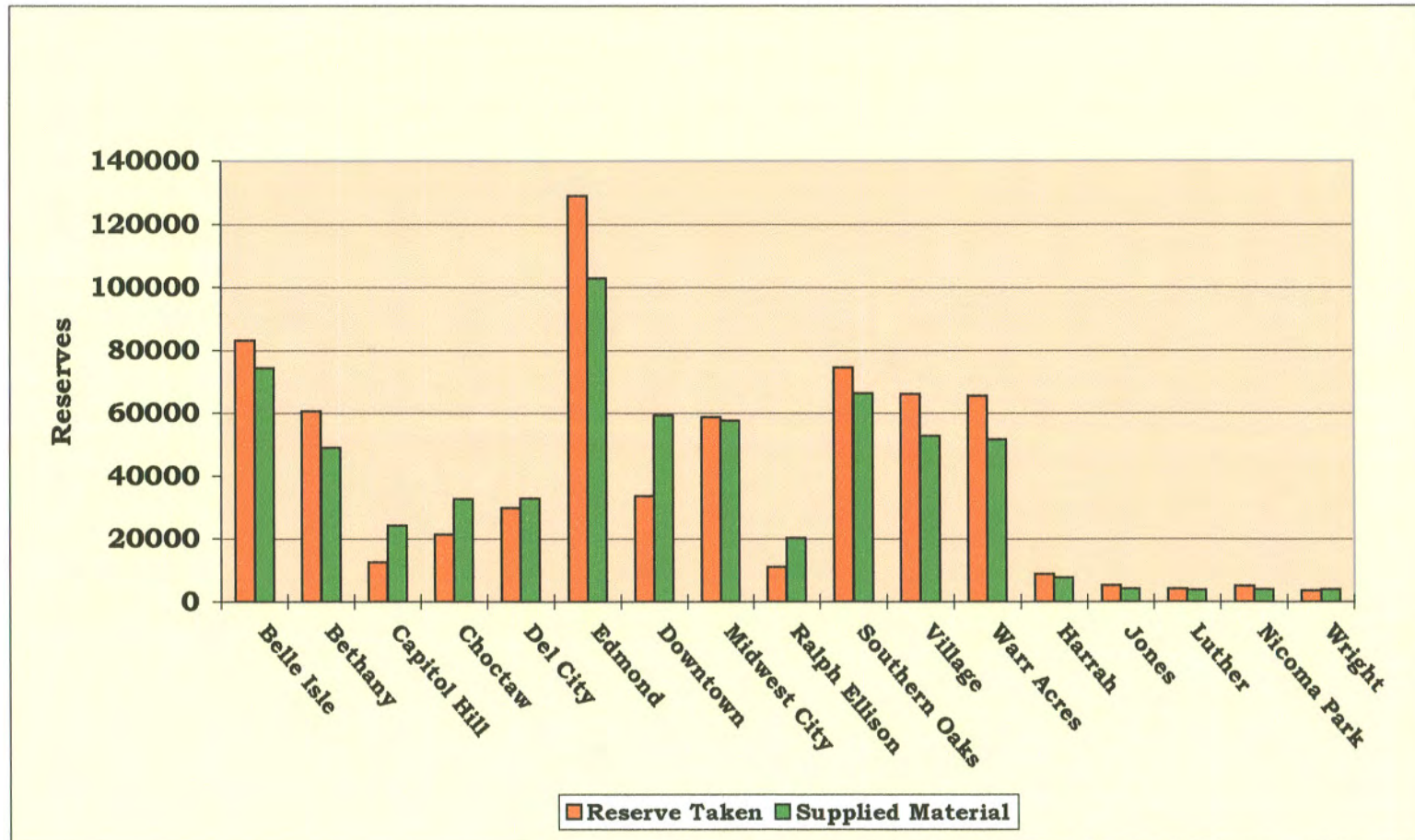
July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	118		1,018		317.35		962		7,028		2,290.06	
	05	100		1,001		336.17		1,053		7,647		2,456.26	
		<b>-18</b>	<b>-15.3</b>	<b>-17</b>	<b>-1.7</b>	<b>18.82</b>	<b>5.9</b>	<b>91</b>	<b>9.5</b>	<b>619</b>	<b>8.8</b>	<b>166.20</b>	<b>7.3</b>
VILLAGE	04	74		557		139.75		683		4,285		1,202.50	
	05	66		760		219.35		753		4,808		1,386.92	
		<b>-8</b>	<b>-10.8</b>	<b>203</b>	<b>36.4</b>	<b>79.60</b>	<b>57.0</b>	<b>70</b>	<b>10.2</b>	<b>523</b>	<b>12.2</b>	<b>184.42</b>	<b>15.3</b>
WARR ACRES	04	52		502		131.18		466		3,257		914.17	
	05	56		468		138.87		541		3,359		938.62	
		<b>4</b>	<b>7.7</b>	<b>-34</b>	<b>-6.8</b>	<b>7.69</b>	<b>5.9</b>	<b>75</b>	<b>16.1</b>	<b>102</b>	<b>3.1</b>	<b>24.45</b>	<b>2.7</b>
HARRAH	04	5		70		23.12		67		525		192.02	
	05	7		106		46.71		94		872		315.04	
		<b>2</b>	<b>40.0</b>	<b>36</b>	<b>51.4</b>	<b>23.59</b>	<b>102.0</b>	<b>27</b>	<b>40.3</b>	<b>347</b>	<b>66.1</b>	<b>123.02</b>	<b>64.1</b>
JONES	04	4		7		1.52		4		7		1.52	
	05	2		3		1.21		14		71		23.94	
		<b>-2</b>	<b>-50.0</b>	<b>-4</b>	<b>-57.1</b>	<b>-.31</b>	<b>-20.4</b>	<b>10</b>	<b>250.0</b>	<b>64</b>	<b>914.3</b>	<b>22.42</b>	<b>1475.0</b>
LUTHER	04			6		1.36		11		64		17.84	
	05	3		25		10.77		57		335		108.87	
		<b>3</b>		<b>19</b>	<b>316.7</b>	<b>9.41</b>	<b>691.9</b>	<b>46</b>	<b>418.2</b>	<b>271</b>	<b>423.4</b>	<b>91.03</b>	<b>510.3</b>
NICOMA PARK	04			30		16.65		25		218		118.11	
	05	1		48		28.49		35		387		178.18	
		<b>1</b>		<b>18</b>	<b>60.0</b>	<b>11.84</b>	<b>71.1</b>	<b>10</b>	<b>40.0</b>	<b>169</b>	<b>77.5</b>	<b>60.07</b>	<b>50.9</b>
WRIGHT	04	2		50		25.09		25		317		155.16	
	05	1		58		30.63		24		309		164.32	
		<b>-1</b>	<b>-50.0</b>	<b>8</b>	<b>16.0</b>	<b>5.54</b>	<b>22.1</b>	<b>-1</b>	<b>-4.0</b>	<b>-8</b>	<b>-2.5</b>	<b>9.16</b>	<b>5.9</b>
TOTAL	04	698		6,569		1,879.40		6,582		48,690		14,510.95	
	05	713		7,805		2,514.79		8,051		60,008		18,847.56	
		<b>15</b>	<b>2.1</b>	<b>1,236</b>	<b>18.8</b>	<b>635.39</b>	<b>33.8</b>	<b>1,469</b>	<b>22.3</b>	<b>11,318</b>	<b>23.2</b>	<b>4,336.61</b>	<b>29.9</b>



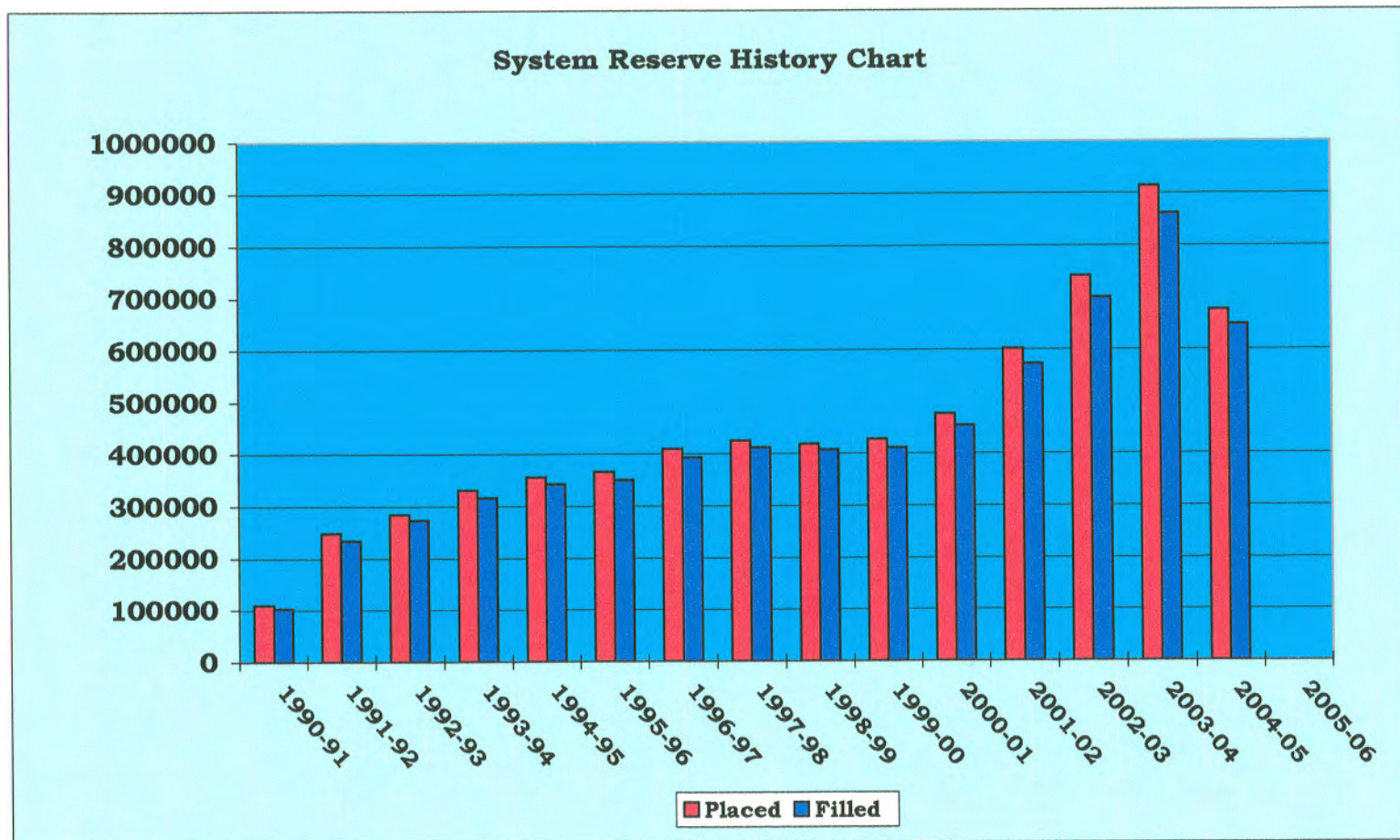
## System Reserve Report

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)



## System Reserve Report

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)





## System Reserves Report

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	04	9,899	76,734		8,997	71,580	
	05	10,168	83,140		9,742	79,831	
		<b>269</b>	<b>6,406</b>	<b>8.3</b>	<b>745</b>	<b>8,251</b>	<b>11.5</b>
BETHANY	04	6,728	51,557		6,278	48,310	
	05	6,968	60,600		6,774	58,141	
		<b>240</b>	<b>9,043</b>	<b>17.5</b>	<b>496</b>	<b>9,831</b>	<b>20.3</b>
CAPITOL HILL	04	1,304	10,844		1,211	10,304	
	05	1,534	12,555		1,421	11,912	
		<b>230</b>	<b>1,711</b>	<b>15.8</b>	<b>210</b>	<b>1,608</b>	<b>15.6</b>
CHOCTAW	04	2,245	11,974		1,948	11,206	
	05	2,284	21,416		2,347	20,403	
		<b>39</b>	<b>9,442</b>	<b>78.9</b>	<b>399</b>	<b>9,197</b>	<b>82.1</b>
DEL CITY	04	3,720	29,197		3,547	27,298	
	05	3,481	29,821		3,303	28,761	
		<b>-239</b>	<b>624</b>	<b>2.1</b>	<b>-244</b>	<b>1,463</b>	<b>5.4</b>
EDMOND	04	14,317	112,667		13,292	106,502	
	05	15,225	129,049		14,821	124,049	
		<b>908</b>	<b>16,382</b>	<b>14.5</b>	<b>1,529</b>	<b>17,547</b>	<b>16.5</b>
DOWNTOWN	04	2,545	21,845		2,406	20,326	
	05	4,958	33,504		4,652	30,773	
		<b>2,413</b>	<b>11,659</b>	<b>53.4</b>	<b>2,246</b>	<b>10,447</b>	<b>51.4</b>
MIDWEST CITY	04	7,083	53,036		6,701	49,907	
	05	6,711	58,695		6,560	56,343	
		<b>-372</b>	<b>5,659</b>	<b>10.7</b>	<b>-141</b>	<b>6,436</b>	<b>12.9</b>
RALPH ELLISON	04	1,205	9,318		1,108	8,788	
	05	1,108	11,052		1,010	10,671	
		<b>-97</b>	<b>1,734</b>	<b>18.6</b>	<b>-98</b>	<b>1,883</b>	<b>21.4</b>
SOUTHERN OAKS	04	8,795	71,742		8,286	66,938	
	05	8,855	74,607		8,501	71,025	
		<b>60</b>	<b>2,865</b>	<b>4.0</b>	<b>215</b>	<b>4,087</b>	<b>6.1</b>
VILLAGE	04	7,512	59,748		6,905	55,939	
	05	7,519	65,983		7,231	63,295	
		<b>7</b>	<b>6,235</b>	<b>10.4</b>	<b>326</b>	<b>7,356</b>	<b>13.2</b>
WARR ACRES	04	8,443	57,723		7,823	54,245	
	05	7,885	65,570		7,744	63,000	
		<b>-558</b>	<b>7,847</b>	<b>13.6</b>	<b>-79</b>	<b>8,755</b>	<b>16.1</b>

## System Reserves Report

July 1, 2004 through February 28, 2005 (66.67% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	877	6,475		818	6,137	
	05	1,177	8,847		1,127	8,507	
		<b>300</b>	<b>2,372</b>	<b>36.6</b>	<b>309</b>	<b>2,370</b>	<b>38.6</b>
JONES	04	829	4,967		650	4,819	
	05	783	5,144		631	4,944	
		<b>-46</b>	<b>177</b>	<b>3.6</b>	<b>-19</b>	<b>125</b>	<b>2.6</b>
LUTHER	04	661	4,926		782	4,855	
	05	581	4,100		463	3,830	
		<b>-80</b>	<b>-826</b>	<b>-16.8</b>	<b>-319</b>	<b>-1,025</b>	<b>-21.1</b>
NICOMA PARK	04	753	4,873		720	4,548	
	05	694	4,939		573	4,801	
		<b>-59</b>	<b>66</b>	<b>1.4</b>	<b>-147</b>	<b>253</b>	<b>5.6</b>
WRIGHT	04	414	2,832		437	2,759	
	05	438	3,578		407	3,490	
		<b>24</b>	<b>746</b>	<b>26.3</b>	<b>-30</b>	<b>731</b>	<b>26.5</b>
BOOKS-BY-MAIL	04	480	4,620		474	4,452	
	05	506	3,790		477	3,670	
		<b>26</b>	<b>-830</b>	<b>-18.0</b>	<b>3</b>	<b>-782</b>	<b>-17.6</b>
TOTAL	04	77,810	595,086		72,383	558,946	
	05	80,875	676,408		77,784	647,467	
		<b>3,065</b>	<b>81,322</b>	<b>13.7</b>	<b>5,401</b>	<b>88,521</b>	<b>15.8</b>



## **EXECUTIVE DIRECTOR'S REPORT**

### **MARCH 2005**

#### **GOVERNOR AND MRS. HENRY TO BE PRESENTED OKLAHOMA LIBRARY ASSOCIATION'S LITERARY CHAMPION AWARD AT THE RONALD J. NORICK DOWNTOWN LIBRARY**

Mrs. Kim Henry will be receiving the OLA Literary Champion Award for last year in a special presentation at the Ronald J. Norick Downtown Library at noon on April 7<sup>th</sup>, 2005. Governor and Mrs. Henry were unable to attend last year's OLA conference and Mrs. Henry has requested that it be presented to her at our library! Details about the presentation are not yet finalized; but we will let Commission members know as soon as possible.

#### **HISTORIC QUILT DEDICATION AT CHOCTAW LIBRARY PRIOR TO MARCH COMMISSION MEETING**

On Thursday, March 24, 2005 at 1:30pm (just prior to the Commission Meeting) there will be a dedication of a historic quilt collection at the Choctaw Library. This collection will be permanently displayed in the new Library and honors the dedication and efforts of the community and the Choctaw Library Guild over 25 years to make a new Library a reality. See attached brochure for more information.

#### **NEW BENEFITS MANAGER – MS. KELLEY HOFFMAN**

Assistant Benefits Manager, Kelley Hoffman, has been promoted to fill the vacancy created with the retirement of long-time benefits manager Karyn Miller. Kelley has a Bachelor's of Business Administration from the University of Central Oklahoma and is working towards completion of her Certified Employee Benefits Specialist designation through the Wharton School of Business, University of Pennsylvania. She also holds an Oklahoma resident license for life, accident and health insurance. She has fifteen years of experience in the group insurance market, including employment with a third party administrator which handled self-funded groups, and a major insurance company providing fully insured coverage.

During Ms. Miller's years of service, the Library System implemented a number of cost saving changes to the benefit plans provided to its employees. Significant among these was the switch to a self-funded medical/dental plan, costing significantly less than a traditional fully insured arrangement.

#### **MIDWEST CITY LIBRARY CELEBRATES 50<sup>TH</sup> ANNIVERSARY**

It's the year of anniversaries! Throughout the month of March, the Midwest City Library has been celebrating its 50<sup>th</sup> anniversary. March 6, was the official celebration with a special party and refreshments and an appearance by "Elvis." Other events include a fifties movie night on March 17, with a screening of Alfred Hitchcock's *Rear Window* and on the 24<sup>th</sup>, a special sock hop for kids will be held. Congratulations to the Midwest City Library for providing 50 years of great library service to the community.

#### **RONALD J. NORICK DOWNTOWN LIBRARY SUNDAY AFTERNOON PROGRAMS FOR CHILDREN AND PARENTS ARE A GREAT SUCCESS!**

Special programming on Sundays for children and their parents are proving to be a great success. To date, a Mardi Gras party and a Lemony Snicket program drew many children and parents to the Library on Sundays. Parents have commented "thank you for doing this



on Sunday afternoon as it is often the only time we can "do this sort of thing." A special book club for grades 1-3 will meet on Sunday afternoon's as well.

#### **DR. ANN CAINE SERVES AS JUDGE FOR EXECUTIVE WOMEN INTERNATIONAL SCHOLARSHIP PROGRAM**

Dr. Ann Caine is serving as a judge in the Executive Women International's annual scholarship competition. The Library System is a member of EWI with Lori Kane serving as my representative to the group. Thanks Ann for lending your expertise to this project!

#### **EDMOND MAYOR VISITS REGARDING NEW LIBRARY FOR EDMOND**

I was pleased to visit with Edmond Mayor, Sandra Naifeh, and Library Commission Member, Greg Womack, regarding a possible new Library for Edmond. She has gotten a number of comments from constituents, particularly from children and students, that parking continues to be a problem and that they need more tables and chairs in the Library. She believes it is a priority for the city of Edmond to begin work on planning for a 2<sup>nd</sup> Library in Edmond. She requested information related to size and space needs, which we will provide. I informed her that she would need to formally ask (via letter) the Commission for consideration of another Library for Edmond. The idea will then be presented to the Long Range Planning Committee and the Commission for their review at the appropriate time.

#### **WE RECEIVE LETTERS FROM OUR FANS**

Every few months we like to include some of the letters that our customers send to us complimenting library staff and services. There are a few, of the many, included in your packet.

#### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Attended Friend's Meeting
- Attended Endowment Trust Officer's Meeting
- Will be attending Friend's Booksale Dinner
- Will be attending Annual PLDC Dinner
- Will be attending OLA Annual Conference

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

##### ***EAST IS IN 2005, WITH DAVID BURNETT***

**April 5**, 7-8 p.m., Midwest City Library

From Sooner Road to Hiwassee and I-40 to N.W. 23<sup>rd</sup> Street, Midwest City and eastern Oklahoma County are swarming with major economic development activity. Burnett, Director of Economic Development for the Midwest City Chamber of Commerce and the Director of "East is In," will speak about the exciting development and answer important questions such as: What does Wal-Mart know about eastern Oklahoma County that you don't? Can you identify the eastern Oklahoma County area with the lowest crime rate in the metro? Seating is limited.



***GARDENS FOR THE BIRDS & BUTTERFLIES***

**April 14**, 7-7:45 p.m., Bethany Library

OSU Extension Master Gardener Susan Hill will help you decide which plants and bushes will best attract backyard birds and butterflies.

***WELCOME BACK DOCTOR WHO***

**April 16**, 1-4 p.m., Edmond Library

Everybody's favorite time lord, Dr. Who, is back on British television after a 15-year absence. To celebrate, staff members of the Edmond Library will show some classic Whovian programs and explain the Who culture to newbie's. Pre-register

***DEDICATION CEREMONY FOR THE HOLOCAUST BOOKS & OPENING OF THE EXHIBIT FIGHTING THE FIRES OF HATE: AMERICA & THE NAZI BOOK BURNINGS***

**April 17**, 3:30-4 p.m. atrium, Downtown Library

The exhibit, which is from the U.S. Holocaust Memorial Museum in Washington, D.C., continues through June 15.

***HEALING POETRY ~ THE OKLAHOMA CITY BOMBING 10 YEARS LATER***

**April 19**, 7 p.m., Downtown Library

This open mic poetry event will bring together poets and non-poets alike to share poems they have written or found that have been inspired by or have a focus on healing and overcoming difficulties. Poems are not limited to the April 19, 1995 bombing of the Alfred P. Murrah Federal Building in Oklahoma City, but the 10<sup>th</sup> anniversary will be the primary theme of the reading.

***STARS, SYMBOLS, CODES, & QUILTS***

**April 23**, 11 a.m. - 12:30 p.m., Ralph Ellison Library

Could it be possible that quilt blocks could have been used as part of an unspoken code that helped guide slaves to freedom via the Underground Railroad? Yes, indeed! Quilt teacher and historian Beverly Kirk will give this unique presentation on the history and culture surrounding African-American quilts.

***NATIONAL TV-TURNOFF WEEK READ-IN***

**April 30**, 9 a.m. - 4 p.m., Midwest City Library

In honor of National TV-Turnoff Week April 25 - May 1, we would like to have at least two people reading in a designated area from 9 a.m. to 4 p.m. Call or visit the Information Desk to sign up for a 30-minute slot.

The Choctaw  
Library  
Invites You to the  
**Historic  
Quilt  
Dedication**

Thursday, March 24,  
1:30 p.m.

**Choctaw Library Guild, Inc. Officers**

Margaret Mueller	President
Charles Lenington	Vice-President
Sheryl Dale	Secretary
Charlene Crossland	Treasurer

Many Thanks To  
**Ann Huffman**  
**Sharon Groves**  
**Janell Wolzen**  
for their quilting expertise

Special thanks and recognition to  
**Rita Holder**  
founder of  
The Choctaw Library Guild

The Choctaw Library  
2525 Muzzy Street  
P.O. Box 549  
Choctaw, OK 73020-0549  
Phone: 405-390-8418  
Fax: 405-606-3269  
E-mail [Choctaw@metrolibrary.org](mailto:Choctaw@metrolibrary.org)



The dedication of this historic quilt collection honors the promise made to the Choctaw Library Guild and to the community. This special collection of three quilts will be placed on permanent display in the new Choctaw Library.

Quilts were chosen as the best art form for commemorating the many efforts by Guild and community members to realize this dream of a library since quilts had an important role in the fund-raising efforts.

The large quilt honors the many community members who donated labor, money, or publicity to bring about the temporary library at NE 23rd and Main Street.



Guild members embroidered the names of those who helped on the quilt's artwork and background.


The temporary library was completed and opened in October 1985. That facility was heavily damaged in the May 3, 1999 tornado. These quilts survived and have been stored, pending this moment.

The two smaller quilts contain the names of community members who donated money or effort toward this facility from 1995 onward.

Refreshments and a musical treat  
provided by the  
Choctaw High School Jazz Choir

**RSVP: 390-8418**








Feb 7, 2005

Dear Librarian,

I am so pleased  
with the staff at  
the Midwest City Library.

Also, I appreciate  
the fact whoever  
selects new books for  
the system does include  
some religious books  
such as "Called to  
Question" and "Faith  
and Fortune".

Thanks,  
Rachael Van Wagoner



On 2/9/2005 at 11:58 AM Ray McAfferty <belisarianbooks@yahoo.com> wrote:

REGISTERED WITH R.R. BOWKER'S "BOOKS IN PRINT" AS PUBLISHER NO. 137566  
AND WITH THE LIBRARY OF CONGRESS CATALOGING IN PUBLICATION DIVISION  
AS

# Belisarian Books

Karen Marriott, Material Selection  
Metrolibrary, Oklahoma City

Re: Pauline Rodriguez

Dear Ms. Marriott:

Belisarian Books plans to re-issue eight titles, seven of which we previously published under different imprints. One of the re-issues is to be a second edition, the others are only second printings of the first editions. In consequence, we desired to properly format the C.I.P. data assigned to these titles before printing the data on the reverse of the title page. The format has changed over the years, and in ways that can baffle persons such as me, who are only vaguely familiar with cataloging information.

I approached Barbara at the Bethany branch library, near here. She allowed that cataloging was a rare skill and a demanding, specialized occupation. There was, she said, a chance that I could obtain professional assistance from Pauline Rodriguez, at the Capitol Hill branch. I telephoned Ms. Rodriguez, and in the spirit of public service she volunteered to assist me in formatting the C.I.P. data for the eight books.

After dealing with the C.I.P. personnel at the Library of Congress for several years I can say with confidence that in comparison Ms. Rodriguez' friendly disposition and helpful attitude is a wonderful surprise ..... and her competence at least equals that of those highly skilled experts in the nation's capital.

I hope you are fortunate enough to have more staff members like Pauline Rodriguez, and wish you the best. Sincerely,

Ray McAfferty

6513 N.W. 30th Terrace  
Bethany, Oklahoma 73008



On 2/16/2005 at 7:50

This isn't a question, as it is more of a compliment. I just wanted to thank you and the Metropolitan Library system for developing the enriching and immersing Oklahoma Images Project. I am a high school student, and I have used this resource numerous times for reports, and I find myself even returning simply to feel more connected to my community, and to get lost in the winding path of Oklahoma City history.

I also wanted to thank you for all of the other wonderful features on this site, like access to the library database. I just thought I would send this e-mail to let you know that your work truly is appreciated and enjoyed.

Thank you for your time.

Sincerely,  
Peter Wright (Okc)