

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

AGENDA

Thursday July 21, 2005 3:30 p.m.
Bethany Library
3510 N. Mueller, Bethany, OK 73008
(405) 789-8363

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

Hugh Rice, Chair

3:30 - 3:35 pm INTRODUCTIONS

- Document #01 - 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.) Please be advised that public seating is limited; seating

3:35 - 3:50 pm CONSENT DOCKET (#02 - #03)

- Document #02 - Approval of Minutes of June 16, 2005 Meeting
- Document #03 - Acceptance of Review of Expenditures for June 2005

3:50 - 4:35 pm SPECIAL PRESENTATIONS

- Update on Annual ALA Conference ~ Commissioner Cynthia Trent
- Community Press & FYI ~ Kim Terry, Marketing and Communications Manager
- Come Read with Me ~ Geri Price, Project Coordinator, Outreach Services
- Read To Me ~ Dana Morrow, Director of Outreach Services

4:35 - 4:45 pm INFORMATION REPORTS

- Document #04 - MLS Annual Furniture & Equipment Inventory Report
FY 2004-05
- Document #05 - MLS June 2005 Circulation Report
- Document #06 - MLS June 2005 Internet Usage Report
- Document #07 - MLS June 2005 System Reserve Report

4:45 - 4:55 pm EXECUTIVE DIRECTOR'S REPORT

4:55 - 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, August 25, 2005
Belle Isle Library
5501 N. Villa, Oklahoma City, OK 73112
Telephone - (405) 843-9601

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 July 2005:

<u>Employees</u>	<u>Years of Service</u>
Janet E. Brooks, Materials Selection Manager	25
Fran Harbert, Librarian, Del City Library	20
Anita F. Roesler, Senior Services Coordinator, Outreach Services	20
David L. Mack, Maintenance Technician I	15
Laura Ann Wylie, Circulation Clerk, Midwest City Library	10
Russell L. Pierce, Delivery Driver, Maintenance	5
Kimberly A. Rickey, Materials Selection Assistant	5
Mandana Roshan, Circulation Clerk, Edmond Library	5

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

DATE: June 16, 2005

TIME: 3:30 p.m.

MEETING PLACE: Southern Oaks 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 Southern Oaks Library, 6900 S. Walker, and the Downtown Library, 300 Park Avenue, Oklahoma City, on June 13, 2005, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Scott Duncan
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Penny McCaleb
Pamela Pung
Marguerite Ross
Jim Roth, Chair, Board of County
Commissioners
Alyne Strube
Cynthia Trent
Peggy Winters
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma
City
Millicent Gillogly
Shirley Pritchett

Estimate of general public and staff attending: 32

I. The meeting was called to order at 3:30 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Duncan, Greenwell, Jimenez, McCaleb, Pung, Ross, Strube, Trent, Winters, Womack, Rice. (Arrived: Ross ~ 3:31 p.m.; Hannah ~ 3:37 p.m.)

II. Mr. Rice introduced Mr. Randy Wayland, Manager of the Southern Oaks Library. Mr. Wayland welcomed the Commission and expounded on the wonderful start of the summer reading program at the library. Questions and discussion followed.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for May 2005: Laurie Mack-Clark, Accounting Manager, Business Office, for 30 years of service; and Susan Stinson, Circulation Clerk, Southern Oaks Library, 5 years of service.

IV. Mr. Rice called for public comments. (Three *Citizens Request to Speak* forms are attached.) Each speaker was allotted 3 minutes to address the Commission.

V. Mr. Rice presented the Consent Docket (Document #99 – Approval of Minutes of May 19, 2005, Meeting; Document #100 – Acceptance of Review of Expenditures for May 2005, Document #101 – Approval of Contract Awards and Purchases)

Mrs. Alyne Strube moved to accept the Consent Docket. Mrs. Peggy Winters seconded. Mr. Rice called for questions. Questions and discussion followed. Motion passed unanimously.

VI. Mr. Rice referenced the Administrative & Personnel (A & P) Committee June 2, 2005 meeting minutes, stating that there is not a recommendation for Commission action. He called for questions. There were none.

VII. Mr. Rice called for the report and recommendations from Finance Committee.

Mr. David Greenwell, Finance Committee Chair presented Document #103.

Mr. Greenwell summarized by stating that the recommendations from A & P were reviewed and approved by Finance Committee for incorporation into the Metropolitan Library System (MLS) Preliminary FY 2005-06 Budget as stated in the minutes. He referred to Mr. Lloyd Lovely, Deputy Executive Director/ Finance & Support, to review Document #104 MLS Preliminary FY 2005-06 Budget.

Mr. Lovely gave a brief synopsis of projected revenues for the FY 2005-06. He invited questions; highlighting pages 3-1 through 3-5, the *Summary of Significant Account Changes as Compared to Last Year's Budget*. Questions and discussion followed.

Mr. Jim Roth asked if the current investment policy allowed for consideration of investing in vehicles such as fund judgments. Mr. Lovely will review the particulars of that type of investment for Finance Committee. Discussion continued.

Mr. Rice called for the motion from Finance Committee.

The motion from Finance Committee is to approve the MLS Preliminary Budget FY 2005-06. A motion from committee requires no second. No further discussion, motion passed unanimously.

VIII. Mr. Rice presented a letter from Ms. Susan McVey, State of Oklahoma, Oklahoma Department of Libraries, Director. Mr. Rice stated that Ms. McVey's letter recognizes Mrs. Morris for her participation in National Library Legislative day in Washington, D.C. At Mr. Rice's request and by Commission consensus, Ms. McVey's letter is entered into the public record. (Letter is attached to the minutes.)

IX. Mr. Rice called on Ms. Jeanne Devlin, Assistant Manager for Marketing & Communications. Ms. Devlin presented the 2005 Summer at the Library media plan including TV commercials and printed advertising. Questions and discussion followed.

X. Mr. Rice called on Mr. Stacy Schrank, Employee Development Coordinator. Mr. Schrank presented *MetroUniversity*, the Library System's personnel training program. He reviewed some of the various in-system and out-of-system training that is available to employees. Ms. Marguerite Ross requested that future reports reflect the full-time employees' percentage of staff development separate from that of part-time employees. Mr. Schrank stated he would provide that particular data, for this year, to Mrs. Morris to be included in next month's Executive Director's Report. Questions and discussion followed.

XI. Mr. Rice referred to the Information Reports.

Document #105 – MLS May 2005 Circulation Report
Document #106 – MLS May 2005 Internet Usage Report
Document #107 – MLS May 2005 System Reserve Report

Mrs. Morris commented that overall circulation is up by 6 ½ %. Questions and discussion followed.

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

Mrs. Morris thanked Ms. Devlin for serving in the capacity of Acting Marketing and Communications Manager for the last several months. Mrs. Morris commended her for doing an excellent job, which is very much appreciated. Mrs. Morris continued by reviewing the written report. Questions and discussion followed.

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

Mrs. McCaleb asked that the Commission be provided with Thank You cards for their signatures that will allow for the Commission to express its gratitude in a timely manner. An example would be for the Inasmuch Foundation who granted \$60,000 to enhance the local history efforts at the Downtown Library.

XIV. The next Commission meeting will be held at the Bethany Library, July 21, 2005.

XV. There being no further business the meeting was adjourned at 4:27 p.m.



Donna Morris, Executive Director
(Secretary)

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY PRIOR
TO START OF MEETING

DATE: 6/16/05

Please complete this form if you are interested in addressing the Library Commission

Cheryl Emerson

PRINT NAME

2230 NW 36th Street, OKC, OK 73112

RESIDENCE: ADDRESS/ZIP

Oklahoma

COUNTY OF RESIDENCE

Cheryl Emerson

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

521-1224
TELEPHONE

quebury@shcglabel.net
E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: X

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of King + King

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE: 6-16-05

Please complete this form if you are interested in addressing the Library Commission

MARC CLEMENTS
PRINT NAME

8817 S COUNTRY CLUB DR
RESIDENCE: ADDRESS/ZIP

OKLAHOMA
COUNTY OF RESIDENCE

Marc Clements
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 685 5465
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: ✓

I ask to speak on the following Agenda Item(s) CELL PHONES IN

I ask to speak on the topic or issue(s) of CELL PHONE USAGE

IN LIBRARY'S

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK

THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY PRIOR
TO START OF MEETING

DATE: 6-16-05

Please complete this form if you are interested in addressing the Library Commission

PRINT NAME Wayne Wright
RESIDENCE: ADDRESS/ZIP P.O. Box 486 Piedmont Ok 73078
COUNTY OF RESIDENCE Canadian (I lived in Ok County for 20 yrs)
Wayne Wright
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

373-4136 lords@fullnet.net
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____
SELF: Wayne Wright

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of homosexual books in the
children's section

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

May 9, 2005

Hugh Rice, Chair
Metropolitan Library Commission
300 Park Avenue
Oklahoma City, Oklahoma 73102

Dear Chairman Rice:

I want to recognize Donna Morris, Executive Director of the Metropolitan Library System, for her participation in National Library Legislative Day last week in Washington, D.C. Donna's involvement in calling on the Oklahoma Congressional delegation is reflective of her leadership role in the Oklahoma library community. Based on her deep commitment to libraries both in Oklahoma county and across Oklahoma, Donna knows the need for federal funding for libraries and the need for continued e-rate funding.

Donna is an extremely effective advocate because of her knowledge of the needs of customers served by the Metropolitan Library System. Because the Metropolitan Library System has rural communities as well as the largest urban area in the state, she brings a background that allows her to relate to all members of the Congressional delegation. Donna knows how to present the library story in language that is both powerful and clear so that decision makers understand the value of libraries. She is a warm person who finds common ground with all she meets. Donna is a credit to the Metropolitan Library System and to librarians. She has the understanding of how to relate to people which is all too rare.

Donna's participation is very important because of Congressman Istook's service on the appropriations committee which funds federal library programs. Donna was one of the staff whom the Congressman knew and respected during his service as Chairman of the Metropolitan Library Commission. Donna's presence as a constituent in National Library Legislative Day strengthens our requests for increased funding. I know that Donna has many calls on her time and talents. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Susan C. McVey".

Susan McVey
Director

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2005

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

This is the last monthly report for FY 2004-05.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2005.

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

Document # 03
MLC FY 2005-06
July 21, 2005

June 30, 2005

ASSETS

CASH - Overnight Investment Account	\$ 1,558,217.71
INVESTMENTS (Schedule attached)	16,020,926.25
Total Assets	<u>\$17,579,143.96</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 177,229.15	
2004-05 Purchase Orders Outstanding	1,589,925.24	
2003-04 Purchase Orders Outstanding	0.00	
2004-05 Checks Outstanding	226,901.37	
2003-04 Checks Outstanding	<u>0.00</u>	
Total Liabilities		1,994,055.76

FUND BALANCE:

Beginning of the Year		15,791,287.28
Add: Revenues		
Budgeted	19,978,982.52	
Other	<u>2,152,877.19</u>	22,131,859.71
Less: Expenditures		<u>(22,338,058.79)</u>
Total Fund Balance		<u>15,585,088.20</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$17,579,143.96</u>

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

As of June 30, 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	2/18/2008	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 - Coppermark Bank	7/18/2004	3/18/2006	3.400%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.900%	100,000.00
CD - Rose Rock 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
CD - Valliance Bank	3/3/2005	9/3/2005	3.030%	100,000.00
Fed Natl Mort Disc Notes	3/2/2005	9/19/2005	2.676%	496,251.94
Total Investments				<u>\$ 16,020,926.25</u>

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

July 1, 2004 to June 30, 2005

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2004 Ad Valorem Tax	\$18,845,587.00	\$ 327,632.71	\$19,234,861.52	102.07%
State Aid	310,734.00	159,060.50	318,121.00	102.38%
Fines	389,250.00	38,000.00	426,000.00	109.44%
Total Budgeted Revenue	<u>\$ 19,545,571.00</u>	<u>\$ 524,693.21</u>	<u>\$19,978,982.52</u>	102.22%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 14,421.70	\$ 1,575,254.71	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees		57,000.00	57,000.00	
Investment Income		13,352.69	150,984.34	
Flexible Benefits Account Balance		0.00	6,592.94	
Sale of Surplus Equipment		2,604.00	25,316.05	
Miscellaneous		77,703.95	337,729.15	
Total Miscellaneous Revenue		<u>\$ 165,082.34</u>	<u>\$ 2,152,877.19</u>	
Total Revenue	<u>\$ 19,545,571.00</u>	<u>\$ 689,775.55</u>	<u>\$22,131,859.71</u>	113.23%

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

June 30, 2005

	BALANCE 6/1/2005	RECEIPTS June	EXPEND. June	BALANCE 6/30/2005
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 55,201.99	\$ 5,716.51	\$ 58,674.74	\$ 2,243.76
810 Prepaid Fees	(1,130.28)	1,130.28	0.00	0.00
815 Fines	38,628.12	44,499.02	38,024.00	45,103.14
820 Copy	38,874.26	4,082.72	1,129.04	41,827.94
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 134,280.43	\$ 55,428.53	\$ 97,827.78	\$ 91,881.18
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/2005
<u>Special Grants</u>				
857 DN/LC Donations	100,000.00	84,741.79	60,109.98	24,631.81
858 Inasmuch/DN Building	130,000.00	130,000.00	105,448.94	24,551.06
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
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	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	742.33	3,757.67
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	975.00	25.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,250.00	2,250.00	2,013.00	237.00
979 05 ODL Early Literacy	17,000.00	17,000.00	14,565.74	2,434.26
980 05 WalMart Children's	1,000.00	1,000.00	250.45	749.55
981 05 Downtown Club/Children's	1,300.00	1,300.00	985.25	314.75
983 05 Endowment/MWC Anniversary	2,500.00	2,500.00	2,041.40	458.60
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	0.00	5,000.00
985 05 OAC/Barbara Geary	500.00	500.00	500.00	0.00
986 05 Endowment/Returned Funds	32,519.51	32,519.51	2,454.84	30,064.67
<u>Grants - Friends of MLS</u>				
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	1,000.00	0.00
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	1,000.00	0.00
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 6/30/2005</u>
<u>Grants - Friends of MLS</u>				
956 05 LIFE Come Read with Me	7,500.00	7,500.00	4,409.05	3,090.95
957 05 Lee Brawner Scholarship	10,740.00	10,740.00	6,306.07	4,433.93
959 05 Books for Moms	2,000.00	2,000.00	894.45	1,105.55
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	1,720.72	879.28
962 05 Our World Series	13,600.00	13,600.00	13,400.00	200.00
964 05 Rebinding Local History	3,500.00	3,500.00	1,861.80	1,638.20
965 05 Materials	15,000.00	15,006.51	15,006.51	0.00
966 05 Staff Recognition	5,341.72	5,341.72	5,088.76	252.96
967 05 MLS Volunteer Rec.	2,000.00	2,000.00	1,511.66	488.34
969 05 Big Book Carts	536.00	536.00	523.50	12.50
970 05 Community Quilts	2,000.00	2,000.00	1,772.81	227.19
971 05 Read to Me Packets	12,500.00	12,500.00	0.00	12,500.00
972 05 Project Laughter	4,000.00	4,000.00	2,800.00	1,200.00
973 05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
974 05 Teen Job Fair	500.00	500.00	447.11	52.89
975 05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
976 05 Public Art in Libraries	2,000.00	2,000.00	1,950.00	50.00
977 05 Library Election	5,000.00	0.00	0.00	0.00
Total Grants				<u>\$137,383.31</u>
Total Special Funds				<u><u>\$ 229,264.49</u></u>

Metropolitan Library System
Statement of Encumbrances
Month of June 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	660,015.47	8,379,753.74	97.25	8,616,748.00	236,994.26
102	Wages - Part-time	102,687.47	1,180,148.11	85.10	1,386,768.00	206,619.89
103	Payroll Taxes	56,138.85	706,481.66	94.66	746,348.00	39,866.34
109	Workers Comp. Insurance	7,648.00	99,087.00	90.18	109,875.00	10,788.00
112	Group Insurance	3,573.04	1,320,163.90	95.62	1,380,571.00	60,407.10
113	Employees' Retirement	.00	1,573,250.00	100.00	1,573,252.00	2.00
114	Unemployment Comp.	2,000.00	6,223.02	62.23	10,000.00	3,776.98
Total Personal Services		832,062.83	13,265,107.43	95.96	13,823,562.00	558,454.57

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Ins.	174.00	157,950.00	96.90	163,002.00	5,052.00
202	Liability/Bonding Insurance	.00	20,490.00	91.47	22,400.00	1,910.00
205	Rent of Library Buildings	.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	-1,875.40	15,141.80	75.82	19,970.00	4,828.20
207	Janitorial Services	16,705.00	203,524.00	88.27	230,570.00	27,046.00
208	Maintenance of Facilities	77,523.76	217,479.24	76.94	282,679.00	65,199.76
211	Parking & Transportation	9,015.87	96,925.52	74.58	129,960.00	33,034.48
212	Travel Expenses	4,072.98	20,366.87	50.17	40,592.00	20,225.13
213	Professional Services	40,582.21	188,202.90	69.98	268,955.00	80,752.10
214	Security Services	31,448.45	205,230.16	86.69	236,745.00	31,514.84
216	Telephone Services	15,406.54	147,011.43	49.52	296,902.00	149,890.57
217	Electrical Services	38,018.36	403,043.35	83.68	481,621.00	78,577.65
218	Gas Services	1,280.08	49,804.88	90.53	55,012.00	5,207.12
219	Water & Garbage Services	4,599.86	46,007.32	87.01	52,873.00	6,865.68
220	Trigen Energy Services	12,865.12	155,279.64	62.11	250,000.00	94,720.36
226	Membership	-31.50	17,748.50	79.34	22,371.00	4,622.50
230	Other Library-Related Serv.	67,422.43	361,265.00	100.00	361,265.00	.00
231	Automation Contractual	22,101.16	256,379.10	91.01	281,694.00	25,314.90
236	Network Catalog Services	49,375.00	49,546.82	99.99	49,550.00	3.18
Total Contractual Services		388,683.92	2,616,196.53	80.47	3,250,961.00	634,764.47

Metropolitan Library System
Statement of Encumbrances
Month of June 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	9,193.60	195,304.00	100.00	195,304.00	.00
302	Postage	38,970.14	244,347.06	81.10	301,300.00	56,952.94
303	Supplies	34,473.80	235,295.84	95.57	246,191.00	10,895.16
310	Maintenance Supplies	10,218.88	63,000.00	100.00	63,000.00	.00
312	Safety Supplies & Equipment	2,499.21	5,806.16	79.49	7,304.00	1,497.84
321	Gas and Oil	2,898.28	18,412.42	92.06	20,000.00	1,587.58
322	Vehicle Parts & Repairs	3,070.87	8,619.56	47.89	18,000.00	9,380.44
330	Programming Activities	46,720.45	184,801.66	89.23	207,114.00	22,312.34
331	Other Commodities	3,644.24	22,668.70	73.82	30,710.00	8,041.30
Total Commodities		151,689.47	978,255.40	89.84	1,088,923.00	110,667.60

Capital Outlays

401	Books & Materials	604,168.16	2,965,515.00	100.00	2,965,515.00	.00
404	Government Documents	.00	2,000.00	34.48	5,800.00	3,800.00
405	Book Repairs & Bindings	3,013.10	5,000.00	100.00	5,000.00	.00
407	Periodicals & Subscriptions	24,375.35	164,393.32	99.97	164,450.00	56.68
408	Furniture, Fixture & Equip.	19,449.73	112,215.07	66.62	168,443.00	56,227.93
409	Motor Vehicle	522.99	51,555.68	95.47	54,000.00	2,444.32
410	Automation System & Equip.	31,708.37	305,035.11	82.56	369,450.00	64,414.89
450	Capital projects	662,873.83	1,872,785.25	72.65	2,577,770.00	704,984.75
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		1,346,111.53	5,478,499.43	31.90	17,173,409.34	11,694,909.91
Total Budget		2,718,547.75	22,338,058.79	63.21	35,336,855.34	12,998,796.55

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-04982	City of Midwest City	Water & Garbage Service	549.44	549.44
G-04983	O G & E	Electrical Services	18,369.72	18,369.72
G-04984	Oklahoma Natural Gas Co.	Gas Services	362.02	362.02
G-04985	City of Oklahoma City	Water & Garbage Services	1,166.34	1,166.34
G-04986	Triangle/A & E	Maintenance Supplies	42.00	42.00
G-04987	Unisource Worldwide Inc-OKCity	Supplies	744.00	744.00
G-04988	Brodart, Inc.	Supplies	14.55	
		Supplies	10.63	25.18
G-04989	Borders Group, Inc.	Programming	199.72	199.72
G-04990	Demco	Furniture	1,439.65	
		Supplies	213.20	1,652.85
G-04991	Eales Electronics Corp.	Maintenance of Facilities	205.00	
		Maintenance of Facilities	129.60	334.60
G-04992	Gaylord Bros.	Supplies	606.00	606.00
G-04993	Highsmith Co., Inc.	Supplies	30.09	30.09
G-04994	Journey House Travel, Inc.	Travel Expense	350.90	350.90
G-04995	Oriental Trading Co., Inc.	Programming Supplies	91.35	
		Programming Supplies	58.65	
		Programming Supplies	51.65	201.65
G-04996	UNUM Life Insurance	L-T Disab Ins Prm-June	6,169.27	6,169.27
G-04997	City of Warr Acres	Garbage & Sewer Service	55.45	55.45
G-04998	Ernestine Clark	Parking	70.00	70.00
G-04999	Alma L. Brown	Programming Supplies	76.89	76.89
G-05000	Frank Ray	Mileage	7.29	7.29
G-05001	Mary Patton	Other Commodities	152.00	152.00
G-05002	Sheila Daniel	Programming Activities	100.00	100.00
G-05003	Children's Book Council, Inc.	Bookmarks	382.80	382.80
G-05004	Susan Ryan	Mileage	31.59	31.59
G-05005	CompSource Oklahoma	Worker Comp Insurance	7,606.00	7,606.00
G-05006	Brand New Design	Construction	360.00	
		Construction	280.00	640.00
G-05007	Barbara Beasley	Mileage	37.26	37.26
G-05008	Joyce Helms	Mileage	16.20	16.20
G-05009	Carolyn Abernathy	Mileage	10.94	10.94
G-05010	Marilyn E. Backus	Mileage	31.59	31.59
G-05011	Traci Jinkens	Mileage	9.32	9.32
G-05012	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jun	25,703.92	25,703.92
G-05013	Friday	Subscription	50.00	50.00
G-05014	Spaces, Inc.	Furniture	505.68	
		Furniture	978.53	
		Furniture	707.07	
		Furniture	795.00	2,986.28
G-05015	Staples Credit Plan	Supplies	187.92	187.92
G-05016	Chicago Tribune	Subscription	88.80	88.80
G-05017	Priscilla Doss	Mileage	9.92	9.92
G-05018	Full Circle Bookstore	Programming Activities	240.00	
		Programming Activities	54.28	294.28
G-05019	Julianna Link	Mileage	41.72	41.72
G-05020	MicroStore, Inc.-1st Pads.Com	IT Supplies, Mouse Pads	5,020.00	5,020.00
G-05021	Construction Building	Maintenance of Facilities	180.00	180.00
G-05022	Kipp Brothers, Inc.	Programming Supplies	82.35	82.35
G-05023	Lowe's Companies, Inc.	Maintenance of Facilities	25.62	25.62

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05024	Mary Strasner	Programming Activities	341.01	341.01
G-05025	Karen Lehr	Mileage	26.33	26.33
G-05026	Lori Kane	Mileage	239.52	239.52
G-05027	Summit Mailing Systems, Inc.	Meter Rental	226.50	
		Maintenance of Facilities	142.18	368.68
G-05028	Walker Companies	Fixtures	218.00	218.00
G-05029	Lakeshore Learning Materials	Programing Supplies	113.41	
		Programing Supplies	225.73	
		Programming Supplies	160.25	
		Programming Supplies	113.68	613.07
G-05030	Debra O. Spindle	Mileage	28.15	28.15
G-05031	Fuelman of Oklahoma	Gas and Oil	461.85	461.85
G-05032	Ginger Waldrip	Programming Activities	200.00	200.00
G-05033	Walker Computer Forms	Supplies	1,190.82	1,190.82
G-05034	Town of Luther	Water & Garbage Services	36.18	36.18
G-05035	Debbie Kelley	Mileage	4.05	
		Parking	70.00	74.05
G-05036	Liberty Flags & Specialty Co.	Supplies	39.50	39.50
G-05037	Debbie Robertus	Mileage	20.25	20.25
G-05038	CDW Government, Inc.	Supplies	217.00	217.00
G-05039	The Daily & Sunday	Legal Adv. Paper Bid	57.24	57.24
G-05040	Jessica Little	Mileage	4.86	4.86
G-05041	OU Improv Group	Programming Activities	200.00	200.00
G-05042	AT&T	Telephone Services	48.25	48.25
G-05043	Kantola Productions	Training Materials	566.50	566.50
G-05044	Metro Window Cleaning	Maintenance of Facilities	475.00	475.00
G-05045	MWM, LLC	Maintenance of Facilities	240.00	240.00
G-05046	Direct Safety Co.	Supplies	47.97	47.97
G-05047	John Wood	Mileage	45.97	45.97
G-05048	City of Choctaw	Water & Garbage Services	55.30	55.30
G-05049	C.O.T.P.A.	Staff Parking	1,078.66	1,078.66
G-05050	Joshua Schell	Mileage	8.10	8.10
G-05051	Todd Olberding	Mileage	220.73	
		Capital Project	32.44	253.17
G-05052	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	2,262.00	
		Internet Data Circuit	1,740.00	
		Internet Data Circuit	368.26	4,370.26
G-05053	Jeanne Devlin	Parking	70.00	70.00
G-05054	Powers of Oklahoma	Maintenance of Facilities	1,148.23	1,148.23
G-05055	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-June	75,113.20	75,113.20
G-05056	Manpower, Inc.	Salaries	510.40	510.40
G-05057	Walmart Community	Supplies	39.00	39.00
G-05058	Reef Shop Warehouse	Maintenance of Facilities	97.98	97.98
G-05059	Carrier North	Maintenance of Facilities	111.72	111.72
G-05060	Sharon G. Bish	Registration	190.00	190.00
G-05061	Carol Hunter	Mileage	30.38	30.38
G-05062	Kelley Hoffman	Mileage	19.85	19.85
G-05063	Corporate Express	Supplies	32.75	
		Supplies	293.93	
		Supplies	15.35	
		Supplies	20.30	
		Supplies	13.52	

** Continued **

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-05063	Corporate Express	Furniture	247.25
		Supplies	60.28
			683.38
G-05064	Securitas Security USA, Inc.	Security Services	988.25
		Security Services	988.25
		Security Services	2,970.65
			4,947.15
G-05065	Emily Williams	Mileage	9.72
			9.72
G-05066	Deborah Bouziden	Programming Activities	50.00
			50.00
G-05067	Angela Wall	Programming Activities	50.00
			50.00
G-05068	COTPA	Staff Parking	1,428.00
		Staff Parking	136.00
			1,564.00
G-05069	Star Bright	Programming	147.00
			147.00
G-05070	Custom Cleaning	Maintenance of Facilities	1,361.46
			1,361.46
G-05071	Stacy Schrank	Parking	70.00
			70.00
G-05072	Metropolitan Library System	Parking & Transporation	13.50
		Professional Services	30.00
		Postage	47.76
		Supplies	150.96
		Programming Activities	166.70
		Programming Activities	142.05
		Other Commodities	180.05
		Motor Vehicle	27.00
			758.02
G-05073	Oklahoma Natural Gas Co.	Gas Services	615.25
			615.25
G-05074	Southwestern Stationery and	Printing	3,905.00
			3,905.00
G-05075	Borders Group, Inc.	Materials	213.72
			213.72
G-05076	Edward Terry	Mileage	26.73
			26.73
G-05077	Demco	Supplies	70.25
		Programming Supplies	187.03
			257.28
G-05078	Eales Electronics Corp.	Maintenance of Facilities	139.00
		Maintenance of Facilities	25.00
			164.00
G-05079	Gale Research	Materials	9,681.04
			9,681.04
G-05080	Margaret Angeles	Mileage	4.05
			4.05
G-05081	Journey House Travel, Inc.	Travel Expense	350.90
			350.90
G-05082	Oklahoma Heritage Book Center	Materials	53.52
			53.52
G-05083	Ernestine Clark	Supplies	128.16
		Mileage	12.15
			140.31
G-05084	Elizabeth A. Pressler	Programming Activities	67.28
			67.28
G-05085	Standard Printing Co., Inc.	Printing	335.00
		Printing	335.00
			670.00
G-05086	Baker & Taylor Books - #510486	Materials	4,406.89
			4,406.89
G-05087	Donna Morris	Telephone Reimbursement	50.00
			50.00
G-05088	Karen Marriott	Mileage	29.57
			29.57
G-05089	Standard & Poor's	Materials	2,437.84
			2,437.84
G-05090	Mid-west Landscape, LLC	Maintenance of Facilities	485.00
			485.00
G-05091	Bohola Music, LLC	Programming Activities	825.00
			825.00
G-05092	Recorded Books, LLC	Materials	197.55
			197.55
G-05093	Mobil 1 Lube/AFMS	Gas & Oil	35.17
			35.17
G-05094	Johnstone Supply	Maintenance of Facilities	68.87
			68.87
G-05095	The Penworthy Co.	Materials	1,678.12
			1,678.12
G-05096	John Pansze	Programming Activities	162.60
			162.60
G-05097	Instructional Video, Inc.	Materials	74.75
			74.75
G-05098	Gale Group	Materials	4,774.34
			4,774.34

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05099	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	1,580.00	2,500.00
G-05100	Wayne Francis	Programming Activities	150.00	150.00
G-05101	Anne G. Fischer	Mileage	27.54	27.54
G-05102	Fast Signs	Motor Vehicle	150.00	150.00
G-05103	Spaces, Inc.	Furniture	1,400.40	
		Furniture	772.74	
		Furniture	233.50	2,406.64
G-05104	Hal Leonard Publishing	Materials	133.62	133.62
G-05105	Library Video Co.	Materials	509.33	509.33
G-05106	Full Circle Bookstore	Materials	885.44	885.44
G-05107	Nancy Lytle	Mileage	7.70	7.70
G-05108	Janet Brooks	Mileage	33.62	33.62
G-05109	Economy Janitorial, Inc.	Maintenance of Facilities	3,084.00	
		Maintenance of Facility	7,550.00	10,634.00
G-05110	Commercial Concepts	furniture	842.84	842.84
G-05111	Great American Glass & Tinting	Maintenance of Facilities	165.00	165.00
G-05112	American Red Cross	Professional Services	385.00	385.00
G-05113	Weiss Ratings, Inc.	Materials	448.95	448.95
G-05114	Blackstone Audio Books	Materials	176.92	176.92
G-05115	Random House, Inc	Materials	1,397.90	1,397.90
G-05116	Cingular Wireless	Telephone Services	249.71	249.71
G-05117	Scott's Printing & Copying	Library Related Services	126.68	
		Printing	206.21	332.89
G-05118	Brilliance Corporation	Materials	849.89	849.89
G-05119	J & E Supply	Maintenance Supplies	13.39	13.39
G-05120	Francie Pendleton	Mileage	7.49	7.49
G-05121	Ingram Library Service	Materials	923.69	
		Materials	2,720.86	3,644.55
G-05122	Summit Mailing Systems, Inc.	Meter Rental	238.50	
		Maintenance of Facilities	375.37	613.87
G-05123	James E. Nimmo	Parking	120.00	120.00
G-05124	Walker Companies	Supplies	17.95	17.95
G-05125	FedEx Kinko's Print Services	Printing	474.06	474.06
G-05126	Republic Parking System	Parking	212.00	212.00
G-05127	Aloha Pools & Spas	Maintenance of Facilities	114.34	114.34
G-05128	Elad Katz	Programming Activities	100.00	100.00
G-05129	Linda Temple	Mileage	38.48	38.48
G-05130	Orit Rabkin	Programming Activities	500.00	500.00
G-05131	Ingram Library Service	Materials	272.83	272.83
G-05132	Secretary of State	Notary Renewal	20.00	
		Notary Renewal	20.00	40.00
G-05133	Sagebrush Corp.	Materials	128.55	128.55
G-05134	Voss Lighting	Maintenance Supplies	88.00	88.00
G-05135	Jana Hausburg	Mileage	6.08	6.08
G-05136	Harcourt Achieve	Materials	222.36	222.36
G-05137	Dorothy Dunlap	Mileage	53.06	53.06
G-05138	Dell	Automation Contractural	183.20	183.20
G-05139	CDW Government, Inc.	Automation Contractural	282.65	282.65

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05140	Heidi A. Port	Mileage	27.05	27.05
G-05141	Westlake Hardware #84	Maintenance of Facilities	34.03	34.03
G-05142	The Daily & Sunday	Legal Advertisement	84.78	84.78
G-05143	ProQuest	Materials	6,300.00	6,300.00
G-05144	Contractors Supply Co.	Maintenance Supplies	4.22	4.22
G-05145	Spobs Management Group, LLC	Programming Activities	300.00	300.00
G-05146	Sound Room Publishers, Inc.	Materials	8.00	8.00
G-05147	Metro Window Cleaning	Maintenance of Facilities	255.00	255.00
G-05148	Dowell Parking Center	Parking	90.00	90.00
G-05149	BBC Audiobooks America	Materials	406.38	406.38
G-05150	Senior Connection	Materials	40.00	40.00
G-05151	Rosalind L. Reeder	Programming Activities	150.00	
		Programming Activities	50.00	200.00
G-05152	Oklahoma County OSU Ext Ctr	Professional Services	70.18	70.18
G-05153	City of Harrah	Water & Garbage Service	52.22	52.22
G-05154	Crowe & Dunlevy	Legal Services	1,563.50	1,563.50
G-05155	Demco Media Turtleback Books	Materials	210.56	210.56
G-05156	Amundsen Food Equipment	Equipment	224.00	224.00
G-05157	Joshua Schell	Mileage	8.10	8.10
G-05158	Office Depot	Supplies	355.85	355.85
G-05159	Producers Playhouse	Library Related Services	336.00	336.00
G-05160	Baker & Taylor Books - #510486	Materials	2,204.41	2,204.41
G-05161	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	2,262.00	
		Internet Data Circuit	1,740.00	
		Internet Data Circuit	368.28	4,370.28
G-05162	Cheryl Pernel	Mileage	13.37	13.37
G-05163	Baker & Taylor Entertainment	Materials	191.40	191.40
G-05164	Manpower, Inc.	Temporary Services	574.20	574.20
G-05165	FBD Consulting, Inc.	Benefit Calculation	80.00	80.00
G-05166	Metro Family Magazine	Library Related Services	297.50	297.50
G-05167	Laqueta Lewis	Mileage	6.08	6.08
G-05168	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	
		Maintenance of Facilities	100.00	439.00
G-05169	Photo Factory	Library Related Services	691.56	691.56
G-05170	Photo Researchers, Inc.	Library Related Services	300.00	
		Library Related Services	300.00	
		Library Related Services	300.00	900.00
G-05171	Khanh Minh Do	Mileage	18.63	18.63
G-05172	John Utley	Mileage	50.02	50.02
G-05173	Melissa Weathers	Programming Activities	218.40	
		Mileage	15.39	233.79
G-05174	Sharon May	Mileage	10.94	10.94
G-05175	Rondia K. Banks	Programming	89.94	89.94
G-05176	Lesli Jones	Library Related Services	450.00	450.00
G-05177	Cheryll Smith	Mileage	50.32	50.32
G-05178	Faith Centered Resources	Materials	89.18	89.18
G-05179	Anita Sanders	Mileage	30.79	30.79
G-05180	Veronica Bernal	Mileage	2.03	2.03
G-05181	Corporate Express	Supplies	72.90	
		Supplies	37.80	110.70

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05182	Sue Clancy	Programming Activities	100.00	100.00
G-05183	Securitas Security USA, Inc.	Security Services	2,970.65	2,970.65
G-05184	Baker & Taylor Books - #510486	Materials	485.19	
		Materials	1,094.66	
		Materials	1,340.32	
		Materials	3,264.62	
		Materials	5,851.69	
		Materials	3,147.66	
		Materials	10,425.75	
		Materials	1,328.92	26,938.81
G-05185	Baker & Taylor Books - #510486	Materials	1,573.01	
		Materials	1,751.22	
		Materials	4,033.57	
		Materials	9,272.78	16,630.58
G-05186	Baker & Taylor Books-#510486	Materials	1,710.09	1,710.09
G-05187	Jenifer L King	Programming Activities	75.00	75.00
G-05188	Architectural Designs	Maintenance of Facility	1,100.00	1,100.00
G-05189	Lloyd Lovely	Mileage	29.97	29.97
G-05190	Ramos A R K Foundry &	Capital Project	526.68	526.68
G-05191	Angela Wall	Programming Activities	50.00	50.00
G-05192	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-05193	Stacy Schrank	Mileage	43.13	43.13
G-05194	Metropolitan Library System	Employee Deductions	100.00	100.00
G-05195	Bank of Oklahoma	Payroll Transmittal-Chks	46,858.97	
		Payroll Transmittal-Chks	16,600.90	63,459.87
G-05196	Bank of Oklahoma	Federal Withholding Tax	34,381.10	
		Federal Withholding Tax	2,355.00	36,736.10
G-05197	Oklahoma Tax Commission	State Withholding Tax	16,432.00	
		State Withholding Tax	1,285.00	17,717.00
G-05198	Mun. Employees Credit Union	Employee Cr Union Deducts	10,123.74	
		Employee Cr Union Deducts	90.00	10,213.74
G-05199	United Way of Central Oklahoma	Employee Deductions	375.39	
		Employee Deductions	6.00	381.39
G-05200	Bank of America	Payroll Transmittal-DDep	162,157.41	
		Payroll Transmittal-DDep	23,597.19	185,754.60
G-05201	Nationwide Retirement Solution	Employee Deductions	8,290.97	8,290.97
G-05202	Pauline Boyer Rodriguez	Mileage	119.48	119.48
G-05203	Transamerica Worksite Mrktg.	Employee Deductions	702.54	702.54
G-05204	Metro Library Sys Pension Trst	Employee Retirement Confs	8,643.53	8,643.53
G-05205	Bank of Oklahoma	Employee Flexplan Deposit	17,120.22	
		Employer Flexplan Deposit	1,375.00	18,495.22
G-05206	Bank of Oklahoma	Employee Soc/Sec Deposits	19,424.18	
		Employee Soc/Sec Deposits	2,949.61	
		Employee Medicare Deposit	4,542.70	
		Employee Medicare Deposit	689.83	
		Employer Soc/Sec Deposits	22,373.58	
		Employer Medicare Deposit	5,232.58	55,212.48
G-05207	Love, Beal & Nixon, P.C.	Employee Deductions	125.39	125.39
G-05208	Vision Service Plan of	Grp Vision Ins Prm-June	2,195.96	2,195.96
G-05209	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-05210	Administrative Systems, Inc.	Employee Deductions	1,014.46	1,014.46

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Number	Vendor/Payee	Purpose		Amount
G-05211	Triangle/A & E	Programming Activities	27.90	
		Maintenance Supplies	19.95	47.85
G-05212	Brodart, Inc.	Fixtures	487.95	487.95
G-05213	Demco	Supplies	44.98	
		Supplies	40.28	
		Supplies	430.00	515.26
G-05214	United Linen	Maintenance of Facilities	24.00	24.00
G-05215	Oklahoma Historical Society	Subscription	33.00	33.00
G-05216	Standard Printing Co., Inc.	Library Related Services	925.00	
		Library Related Services	925.00	1,850.00
G-05217	Baker & Taylor Books - #510486	Materials	1,690.99	1,690.99
G-05218	West Group Payment Center	Materials	190.00	190.00
G-05219	American Library Assoc.	Programming Supplies	34.00	34.00
G-05220	Bernadette Martinez	Programming Activities	125.00	
		Programming Activities	150.00	275.00
G-05221	Campus Corner Cafe	Other Commodities	136.00	136.00
G-05222	Recorded Books, LLC	Materials	56.67	56.67
G-05223	Phillip Tolbert	Programming Activities	27.25	
		Programming Activities	38.89	
		Programming Activities	51.24	
		Programming Activities	93.95	211.33
G-05224	Instructional Video, Inc.	Materials	286.02	286.02
G-05225	Southwest Trailers & Equipment	Vehicle Parts & Repairs	11.00	11.00
G-05226	Films for the Humanities	Materials	97.95	97.95
G-05227	Gale Group	Materials	386.52	386.52
G-05228	Staples Business Advantage	Supplies	162.99	
		Programming Supplies	71.95	234.94
G-05229	Spoken Arts, Inc.	Materials	431.57	431.57
G-05230	Spaces, Inc.	Furniture	1,244.60	
		Furniture	464.52	1,709.12
G-05231	Hal Leonard Publishing	Materials	30.35	30.35
G-05232	Angie Paeltz	Programming Activities	74.05	74.05
G-05233	Library Video Co.	Materials	59.20	59.20
G-05234	Geri Price	Parking	70.00	70.00
G-05235	Crosslands A&A Rental-All	Maintenance of Facilities	100.00	100.00
G-05236	Neal-Schuman Publishers, Inc.	Materials	57.20	57.20
G-05237	Commercial Concepts	Furniture	5,672.00	5,672.00
G-05238	Mel Bay	Materials	32.84	32.84
G-05239	Graphic Solutions Group, Inc.	Supplies	133.48	133.48
G-05240	Blackstone Audio Books	Materials	48.00	48.00
G-05241	FireCo of Oklahoma, Inc.	Maintenance of Facilities	680.00	680.00
G-05242	Oklahoma Gazette	Library Related Services	527.85	527.85
G-05243	Little River Zoo	Programming Activities	100.00	100.00
G-05244	Hobby Lobby	Supplies	15.11	
		Supplies	240.99	256.10
G-05245	Ingram Library Service	Materials	2,571.48	2,571.48
G-05246	Information Today, Inc.	Materials	1,220.20	1,220.20
G-05247	Audio Editions	Materials	67.89	67.89
G-05248	Lectorum Publications, Inc	Materials	13.00	13.00
G-05249	United States Postal Service	Postage	1,500.00	1,500.00
G-05250	FedEx Kinko's Print Services	Library Related Services	195.00	
		Library Related Services	342.98	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-05250	FedEx Kinko's Print Services	Library Related Services	98.00	
		Programming Activities	4.90	640.88
G-05251	Fuelman of Oklahoma	Gasoline	362.30	
		Gasoline	287.22	649.52
G-05252	C. H. Guernsey & Co.	Professional Fees	6,155.82	
		Professional Fees	1,300.00	7,455.82
G-05253	Gimmel Computer &	Supplies	377.28	377.28
G-05254	Brett Heitzke	Programming Activities	600.00	600.00
G-05255	Ingram Library Service	Materials	795.50	795.50
G-05256	Sagebrush Corp.	Materials	24.36	24.36
G-05257	A & D Supply Co.	Capital Project	2,388.00	2,388.00
G-05258	Anita Roesler	Mileage	51.03	51.03
G-05259	Home Depot Credit Services	Maintenance of Facilities	29.89	29.89
G-05260	Deborah Willis	Mileage	120.69	120.69
G-05261	The Daily & Sunday	Classified Advertisement	148.10	
		Classified Advertisement	575.00	723.10
G-05262	ProQuest	Subscription	12,066.45	
		Materials	930.00	12,996.45
G-05263	Better Containers	Programming Supplies	204.32	204.32
G-05264	OU Improv Group	Programming Activities	400.00	400.00
G-05265	Kantola Productions	Professional Services	227.40	227.40
G-05266	Ruby Soutiere	Mileage	40.50	40.50
G-05267	Sam's Club	Equipment	505.74	505.74
G-05268	Ryan Bellgardt	Programming Activities	119.00	119.00
G-05269	Info USA Marketing, Inc.	Materials	17,500.00	17,500.00
G-05270	Mark Barragar	Programming Activities	375.00	375.00
G-05271	C. L. Frates & Co.	Insurance	174.00	174.00
G-05272	Office Depot	supplies	50.36	
		Supplies	29.99	80.35
G-05273	Todd Olberding	Telephone Reimbursement	45.98	45.98
G-05274	Baker & Taylor Books - #510486	Materials	812.25	812.25
G-05275	Baker & Taylor Entertainment	Materials	6,422.09	6,422.09
G-05276	Manpower, Inc.	Temporary Services	518.38	518.38
G-05277	Walmart Community	Other Commodities	26.85	26.85
G-05278	Metro Family Magazine	Library Related Services	297.50	297.50
G-05279	Cherokee Color Corp.	Library Related Services	240.00	240.00
G-05280	Danny Gordon	Programming Activities	125.00	125.00
G-05281	Sizzlin' Brains	Programming Activities	150.00	150.00
G-05282	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	495.52	495.52
G-05283	Imagination Promotional Group	Programming Activities	977.00	977.00
G-05284	Teaching Company	Materials	114.95	114.95
G-05285	Susan H. Wood	Programming Activities	750.00	750.00
G-05286	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-05287	Cheryll Smith	Programming Activities	103.80	103.80
G-05288	Faith Centered Resources	Materials	28.54	28.54
G-05289	Weatherford Daily News	Subscription	90.00	90.00
G-05290	Anita Sanders	Mileage	6.08	6.08
G-05291	Rob Vollmar	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-05292	Zoomerang	Professional Services	350.00	350.00
G-05293	Securitas Security USA, Inc.	Security Services	988.25	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-05293	Securitas Security USA, Inc.	Security Services	2,982.45	3,970.70
G-05294	Baker & Taylor Books - #510486	Materials	504.26	
		Materials	2,319.23	
		Materials	1,568.72	
		Materials	15,298.63	
		Materials	3,191.02	22,881.86
G-05295	Baker & Taylor Books - #510486	Materials	1,018.72	
		Materials	3,886.07	4,904.79
G-05296	Baker & Taylor Books-#510486	Materials	163.20	163.20
G-05297	Maria Y. Bozarth	Programming Activities	30.00	30.00
G-05298	Severn House Publishers	Materials	268.32	268.32
G-05299	Single Source	Supplies	78.33	78.33
G-05300	Kiona Wooten Millirons	Programming Activities	50.00	
		Programming Activities	400.00	
		Programming Activities	100.00	550.00
G-05301	John C. Hill	Maintenance of Facilities	1,888.00	1,888.00
G-05302	Metropolitan Library System	Professional Services	15.00	
		Postage	47.10	
		Supplies	99.65	
		Programming Activities	123.67	
		Programming Activities	73.93	
		Other Commodities	34.59	393.94
G-05303	O G & E	Electrical Services	10,786.56	10,786.56
G-05304	Oklahoma Natural Gas Co.	Gas Services	302.81	302.81
G-05305	City of Oklahoma City	Water & Garbage Services	1,420.84	1,420.84
G-05306	City of the Village	Water & Garbage Services	70.13	70.13
G-05307	Demco	Supplies	23.39	23.39
G-05308	Gale Research	Materials	12,123.09	12,123.09
G-05309	Sams Technical Publishing	Materials	155.35	155.35
G-05310	SBC	Telephone Services	1,258.31	
		Telephone Services	1,591.83	
		Telephone Services	415.73	3,265.87
G-05311	City of Edmond	Electrical Services	3,562.08	3,562.08
G-05312	Elizabeth A. Pressler	Mileage	13.16	13.16
G-05313	Baker & Taylor Books - #510486	Materials	134.69	134.69
G-05314	U.S. Postmaster	Postage	15,000.00	15,000.00
G-05315	Xerox Corp.	Maintenance of Facilities	1,384.26	1,384.26
G-05316	Mid-west Landscape, LLC	Maintenance of Facilities	240.00	240.00
G-05317	Bill Warren Office Products	Supplies	8.28	
		Supplies	303.00	311.28
G-05318	Oklahoma Geological Survey	Materials	6.00	6.00
G-05319	Maintenance Connection	Computer Software	14,982.30	14,982.30
G-05320	Kewante Dewberry	Programming Activities	300.00	300.00
G-05321	D'Marklin Dewberry	Programming Activities	300.00	300.00
G-05322	Courtney Blunt	Programming Activities	412.50	412.50
G-05323	Oklahoma Opry, LLC	Programming Activities	150.00	150.00
G-05324	The Brain Game	Programming Supplies	500.00	500.00
G-05325	FEDEX	Printing	77.80	77.80
G-05326	Recorded Books, LLC	Materials	13.90	13.90
G-05327	Phillip Tolbert	Programming Activities	104.19	104.19
G-05328	Instructional Video, Inc.	Materials	517.25	517.25

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Number	Vendor/Payee	Purpose		Amount
G-05329	Gale Group	Materials	111.53	111.53
G-05330	Light Bulb Supply Co., Inc.	Maintenance of Facilities	118.95	118.95
G-05331	Staples Credit Plan	Supplies	161.10	161.10
G-05332	Library Video Co.	Materials	747.85	747.85
G-05333	Veronica Moore	Mileage	12.15	12.15
G-05334	Full Circle Bookstore	Programming Activities	220.32	220.32
G-05335	Executive Women International	Other Commodities	30.00	30.00
G-05336	Rocio Negrete	Programming Activities	300.00	300.00
G-05337	Audio Forum	Materials	85.00	85.00
G-05338	Bradford's Total Havac Supply	Maintenance of Facilities	257.42	257.42
G-05339	Oklahoma Air Filter	Maintenance of Facilities	585.00	
		Maintenance of Facilities	68.16	653.16
G-05340	Downtown College Consortium	Professional Services	520.00	520.00
G-05341	Karen Lehr	Mileage	13.16	13.16
G-05342	Brilliance Corporation	Materials	656.84	656.84
G-05343	Ursula Ward	Mileage	13.77	13.77
G-05344	Ingram Library Service	Materials	2,740.29	2,740.29
G-05345	Dana Morrow	Travel Expense	22.28	22.28
G-05346	Beatrice Negrete	Programming Activities	412.50	412.50
G-05347	Louisa M. Smith	Programming Activities	53.87	53.87
G-05348	Audio Editions	Materials	42.90	42.90
G-05349	SmileMakers, Inc.	Supplies	20.35	20.35
G-05350	FedEx Kinko's Print Services	Printing	335.25	335.25
G-05351	Midwest Trophy Mfg. Co., Inc.	Programming Activities	7,544.66	7,544.66
G-05352	Chickasaw Telecom, Inc.	Capital Projects	1,102.60	1,102.60
G-05353	California Language Labs	Materials	46.64	46.64
G-05354	Ingram Library Service	Materials	184.97	184.97
G-05355	Voss Lighting	Maintenance Supplies	31.84	31.84
G-05356	Frances V. Harbert	Mileage	23.49	23.49
G-05357	Thuy T. Nguyen	Programming Activities	100.00	100.00
G-05358	Barnes & Noble, Inc.	Materials	817.24	817.24
G-05359	Jimmy Welch	Telephone Services	25.00	25.00
G-05360	J & B Graphics	Capital Projects	494.00	
		Capital Project	2,372.00	
		Capital Project	27,600.00	30,466.00
G-05361	Justin Moore	Programming Activities	300.00	300.00
G-05362	Monty Harper	Programming Activities	900.00	900.00
G-05363	Scholastic, Inc.	Programming Activities	5,360.50	5,360.50
G-05364	Deborah Willis	Supplies	103.66	103.66
G-05365	Franklin Covey Co.	Supplies	46.90	46.90
G-05366	ProQuest	Subscription	11,965.10	11,965.10
G-05367	Bank of America	Direct Deposit Fees	148.78	148.78
G-05368	Contractors Supply Co.	Maintenance of Facilities	394.00	394.00
G-05369	Omniplex	Programming Activities	150.00	150.00
G-05370	Links, Inc.	Programming Activities	500.00	500.00
G-05371	City of Edmond	Water & Garbage Service	384.60	384.60
G-05372	Ryan Bellgardt	Programming Activities	119.00	
		Programming Activities	277.00	396.00
G-05373	Linda Jameson	Mileage	5.67	5.67
G-05374	Abolghasem Siavashi	Mileage	2.03	2.03
G-05375	Demco Media Turtleback Books	Materials	2,138.44	2,138.44
G-05376	Office Depot	Supplies	43.97	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05376	Office Depot	Printing Supplies	47.80
		Supplies	15.49
		Supplies	43.33
			150.59
G-05377	Commercial Card Solutions	Registration	66.30
		Equipment Equipment	40.85
		Automation Contractural	39.95
		Supplies	45.84
		Supplies	20.46
		Equipment	228.95
		Equipment	218.83
		Programming Supplies	180.04
		Programming Supplies	136.95
		Programming Supplies	100.00
		Annual Fee	25.00
		Registration	125.00
		Registration	295.00
		Professional Services	10.00
		Automation Contractural	139.95
		Registration	70.00
			1,743.12
G-05378	Consolidated Plastics Co., Inc	Supplies	101.00
G-05379	Baker & Taylor Entertainment	Materials	3,593.06
G-05380	Bentley Flooring	Capital Project	66,359.41
G-05381	Daniel Fields	Programming Activities	210.12
G-05382	Manpower, Inc.	Temporary Services	510.40
G-05383	Prime Office Products	Supplies	27.96
		Supplies	71.60
			99.56
G-05384	Walmart Community	Supplies	36.38
		Professional Services	25.05
			61.43
G-05385	Midwest Tape	Materials	79.43
G-05386	Commercial Card Solutions	Books	476.81
		Books	919.95
		Books	25.50
		Books	25.00
		Capital Project	2,343.35
			3,790.61
G-05387	John L. Hilbert	Programming Activities	69.72
		Programming Activities	63.18
			132.90
G-05388	Imagenation Promotional Group	Other Commodities	255.44
G-05389	All-American Waste Control	Garbage Services	691.66
G-05390	Sarah Hartsfield	Programming Activities	300.00
G-05391	A Chance to Change	Employee Assistance	1,005.00
G-05392	O'Reilly Auto Parts	Oil	22.68
G-05393	Donna Morris	Car Allowance	450.00
G-05394	Star Lighting	Maintenance of Facilities	249.85
G-05395	Susan H. Wood	Programming Activities	85.00
G-05396	Today's Training	Programming	375.00
G-05397	Areawide Aging Agency	Registration	60.00
G-05398	Rob Vollmar	Programming Activities	200.00
G-05399	Miriam Canales	Programming Activities	300.00
G-05400	Corporate Express	Supplies	19.30
		Supplies	28.23
			47.53
G-05401	The Training Network	Safety Supplies	415.20
	** Continued **		

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-05401	The Training Network	Safety Supplies	427.83
		Safety Supplies	329.73
G-05402	Securitas Security USA, Inc.	Security Services	752.25
		Security Services	2,451.45
G-05403	Baker & Taylor Books - #510486	Materials	1,180.94
		Materials	1,200.24
		Materials	2,212.75
		Materials	2,594.98
		Materials	2,749.46
		Materials	2,774.99
		Materials	913.89
G-05404	Baker & Taylor Books - #510486	Materials	1,233.54
		Materials	3,781.05
		Materials	6,188.21
G-05405	Baker & Taylor Books-#510486	Materials	3,728.56
G-05406	Kelly Dalrymple	Mileage	26.73
G-05407	Stephanie Kotzum	Programming Activities	150.00
G-05408	Sabre Technologies	Supplies	3,535.00
		Supplies	5,010.00
G-05409	Maria Y. Bozarth	Programming Activities	30.00
G-05410	Severn House Publishers	Materials	387.32
G-05411	Trigen	Energy Services	12,865.12
G-05412	Diane Sharp	Mileage	11.70
G-05413	ACCU Weather, Inc.	Materials	9,265.00
G-05414	ProQuest	Materials	3,475.00
G-05415	Metropolitan Library System	Employee Deductions	100.00
G-05416	Bank of Oklahoma	Payroll Transmittal-Chks	47,453.46
		Payroll Transmittal-Chks	19,928.41
G-05417	Bank of Oklahoma	Federal Withholding Tax	35,046.10
		Federal Withholding Tax	2,924.00
G-05418	Oklahoma Tax Commission	State Withholding Tax	16,759.00
		State Withholding Tax	1,583.00
G-05419	Mun. Employees Credit Union	Employee Cr Union Deducts	10,033.74
		Employee Cr Union Deducts	90.00
G-05420	United Way of Central Oklahoma	Employee Deductions	370.39
		Employee Deductions	4.00
G-05421	Bank of America	Payroll Transmittal-DDep	165,137.81
		Payroll Transmittal-DDep	26,368.24
G-05422	Nationwide Retirement Solution	Employee Deductions	8,260.97
G-05423	Jerry D. Wallace	Programming Activities	1,300.00
G-05424	Transamerica Worksite Mrktg.	Employee Deductions	702.54
G-05425	Metro Library Sys Pension Trst	Employee Retirement Conts	8,525.08
G-05426	Bank of Oklahoma	Employee Flexplan Deposit	7,733.80
G-05427	Bank of Oklahoma	Employee Soc/Sec Deposits	19,707.41
		Employee Soc/Sec Deposits	3,417.10
		Employee Medicare Deposit	4,609.03
		Employee Medicare Deposit	799.19
		Employer Soc/Sec Deposits	23,124.59
		Employer Medicare Deposit	5,408.10
G-05428	Love, Beal & Nixon, P.C.	Employee Deductions	27.65
G-05429	Oklahoma Centralized Support	Employee Deductions	115.00

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Number	Vendor/Payee	Purpose		Amount
G-05430	Administrative Systems, Inc.	Employee Deductions	1,014.46	1,014.46
G-05431	Metropolitan Library System	Professional Services	45.00	
		Supplies	12.25	
		Programming Activities	64.84	
		Other Commodities	5.00	127.09
G-05432	Bradford Industrial Suppl Corp	Maintenance of Facilities	273.10	
		Maintenance of Facilities	76.71	349.81
G-05433	City of Bethany	Water & Garbage Services	117.70	117.70
G-05434	Triangle/A & E	Maintenance Supplies	32.90	32.90
G-05435	Unisource Worldwide Inc-OKCity	Maintenance Supplies	541.68	
		Supplies	1,437.00	1,978.68
G-05436	Brodart, Inc.	Furniture	500.95	500.95
G-05437	The Dagwell Dixie Co.	Maintenance of Facilities	472.06	472.06
G-05438	Demco	Supplies	426.47	
		Programming Supplies	108.64	
		Supplies	84.86	
		Supplies	2,298.00	2,917.97
G-05439	EBSCO Subscription Services	Materials	10,000.00	10,000.00
G-05440	Gaylord Bros.	Supplies	493.50	493.50
G-05441	Gale Research	Materials	1,554.77	1,554.77
G-05442	Highsmith Co., Inc.	Programming Supplies	89.19	89.19
G-05443	United Mechanical	Maintenance of Facilities	2,009.52	2,009.52
G-05444	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-05445	Calvert's Plant Interior, Inc.	Maintenance of Facilities	586.89	586.89
G-05446	Ernestine Clark	Postage	111.00	111.00
G-05447	Standard Printing Co., Inc.	Library Related Services	810.00	810.00
G-05448	U.S. Postmaster	Postage	15,000.00	15,000.00
G-05449	Spence & Associates, Inc	Library Related Services	2,025.00	2,025.00
G-05450	Susan Ryan	Mileage	19.04	19.04
G-05451	Fox Moon Productions	Programming Activities	50.00	50.00
G-05452	Regina Wolfinger	Mileage	8.10	8.10
G-05453	C & H Distributors, LLC	Maintenance of Facility	56.03	56.03
G-05454	TDS Telecom	Telephone Sevice	524.09	524.09
G-05455	CompSource Oklahoma	Worker Comp Insurance	7,642.00	7,642.00
G-05456	Robin McKeown	Programming Activities	250.00	250.00
G-05457	Nextel Communications	Telephone Services	179.54	179.54
G-05458	Kewante Dewberry	Programming Activities	150.00	150.00
G-05459	D'Marklin Dewberry	Programming Activities	150.00	150.00
G-05460	Courtney Blunt	Programming Activities	150.00	150.00
G-05461	Tindle Arnold	Mileage	13.37	13.37
G-05462	Facts On File, Inc.	Materials	4,000.00	4,000.00
G-05463	OfficeMax - A Boise Co.	Supplies	27.96	
		Supplies	290.00	
		Supplies	7.41	325.37
G-05464	Recorded Books, LLC	Materials	704.02	704.02
G-05465	Mobil 1 Lube/AFMS	Oil	138.12	
		Oil	35.87	173.99
G-05466	Phillip Tolbert	Programming Activities	152.81	152.81
G-05467	Instructional Video, Inc.	Materials	412.49	412.49
G-05468	Denyvretta Davis	Mileage	120.29	120.29
G-05469	Gale Group	Materials	2,656.10	2,656.10
G-05470	Traci Jinkens	Mileage	14.47	14.47

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05471	Staples Business Advantage	Programming Supplies	44.97	
		Supplies	121.99	
		Supplies	162.99	329.95
G-05472	Anne G. Fischer	Telephone Reimbursement	58.55	58.55
G-05473	Fast Signs	Motor Vehicle	150.00	150.00
G-05474	Hal Leonard Publishing	Materials	56.57	56.57
G-05475	Copelin's Office Center	Maintenance Supplies	63.58	63.58
G-05476	Okla. City Community College	Professional Services	2,100.00	2,100.00
G-05477	Library Video Co.	Materials	143.91	143.91
G-05478	Geri Price	Mileage	52.25	
		Programming Activities	120.30	
		Programming Activities	72.45	
		Other Commodities	48.47	
		Other Commodities	59.09	352.56
G-05479	Full Circle Bookstore	Programming Activities	44.74	
		Programming Activities	38.12	
		Programming Activities	455.15	
		Programming Activities	159.92	
		Materials	34.35	732.28
G-05480	Rosemary Czarski	Postage	74.00	74.00
G-05481	S & S Worldwide	Programming Supplies	127.86	127.86
G-05482	Rocio Negrete	Programming Activities	150.00	150.00
G-05483	H & H Manufacturing &	Maintenance of Facilities	33.29	33.29
G-05484	Betsy Ross Flag Girls, Inc.	Maintenance of Facility	224.79	224.79
G-05485	Karen Lehr	Programming Activities	93.01	93.01
G-05486	Frank's Custom Trailer Sales	Motor Vehicle	195.99	195.99
G-05487	FireCo of Oklahoma, Inc.	Maintenance of Facilities	328.00	328.00
G-05488	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-05489	Random House, Inc	Materials	2,017.40	2,017.40
G-05490	Brilliance Corporation	Materials	641.85	641.85
G-05491	Hobby Lobby	Supplies	621.90	621.90
G-05492	Francie Pendleton	Mileage	12.15	12.15
G-05493	Ingram Library Service	Materials	1,298.94	1,298.94
G-05494	Element K Journals	Automation Contractural	65.68	65.68
G-05495	Beatrice Negrete	Programming Activities	150.00	150.00
G-05496	Walker Companies	Supplies	18.95	
		Supplies	247.00	265.95
G-05497	Audio Editions	Materials	189.74	189.74
G-05498	Lakeshore Learning Materials	Programming Supplies	45.00	
		Programming Supplies	185.00	
		Programming Supplies	174.00	
		Programming Supplies	107.00	
		Programming Supplies	137.00	648.00
G-05499	Chickasaw Telecom, Inc.	Computer Equipment	1,920.00	1,920.00
G-05500	Positive Promotions	Other Commodities	98.06	98.06
G-05501	Ginger Waldrip	Programming Activities	100.00	100.00
G-05502	Ingram Library Service	Materials	329.34	329.34
G-05503	Sagebrush Corp.	Materials	36.68	36.68
G-05504	Frances V. Harbert	Supplies	75.16	
		Programming Activities	53.64	
		Programming Activities	50.00	178.80

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05505	Barnes & Noble, Inc.	Programming Activities	1,363.35	
		Materials	710.24	2,073.59
G-05506	Facts On File News Services	Materials	3,220.00	3,220.00
G-05507	Justin Moore	Programming Activities	150.00	150.00
G-05508	Debbie Robertus	Mileage	8.51	8.51
G-05509	Lisa Weissenbuehler	Programming Activities	150.55	150.55
G-05510	Southwestern Bell	Telephone Services	179.86	179.86
G-05511	Steve Keifer	Programming Activities	137.50	
		Programming Activities	137.50	275.00
G-05512	GovConnection, Inc.	Automation Contractural	540.14	540.14
G-05513	Deborah Willis	Mileage	12.56	12.56
G-05514	Rhonda Bryant	Programming Activities	50.00	50.00
G-05515	Gojie Luster	Mileage	13.37	13.37
G-05516	OU Improv Group	Programming Activities	400.00	400.00
G-05517	Richard Jenkins	Programming Activities	300.00	300.00
G-05518	Katrina Prince	Mileage	3.65	3.65
G-05519	Ragan Communications	Professional Services	119.00	119.00
G-05520	Kelley Riha	Membership Reimbursement	33.50	33.50
G-05521	Peter Smith Pub	Materials	133.80	133.80
G-05522	Norman Begin	Programming Activities	700.00	700.00
G-05523	Wanda Scott	Parking	150.00	
		Parking	150.00	
		Parking	150.00	
		Other Commodities	40.00	490.00
G-05524	Choctaw Chamber of Commerce	Membership	100.00	100.00
G-05525	Rosalind L. Reeder	Programming Activities	125.00	
		Programming Activities	75.00	200.00
G-05526	Ryan Bellgardt	Programming Activities	238.00	238.00
G-05527	Lisa M. Wood	Programming Activities	50.87	50.87
G-05528	Darlene S. Browers	Programming Activities	12.37	
		Programming Activities	19.80	
		Programming Activities	36.67	
		Programming Activities	82.10	
		Programming Activities	128.29	
		Programming Activities	137.81	
		Programming Activities	165.00	
		Postage	190.28	772.32
G-05529	Oklahoma Press Service	Other Commodities	142.99	142.99
G-05530	Demco Media Turtleback Books	Materials	66.16	66.16
G-05531	Office Depot	Computer Equipment	398.92	
		Supplies	29.92	428.84
G-05532	Baker & Taylor Books - #510486	Materials	1,790.80	1,790.80
G-05533	Jeanne Devlin	Parking	73.00	73.00
G-05534	Baker & Taylor Entertainment	Materials	7,341.05	7,341.05
G-05535	Bentley Flooring	Capital Project	21,276.15	21,276.15
G-05536	Daniel Fields	Mileage	13.77	
		Programming Activities	50.00	
		Programming Activities	56.26	
		Programming Activities	46.10	166.13
G-05537	Manpower, Inc.	Temporary Services	622.05	622.05
G-05538	Walmart Community	Capital Project	63.08	
		Other Commodities	221.02	284.10

General Fund F.Y. 04-05

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
G-05539	John L. Hilbert	Programming Activities	50.59	50.59
G-05540	Reef Shop Warehouse	Maintenance of Facilities	52.98	52.98
G-05541	Imagination Promotional Group	Library Related Services	79.20	79.20
G-05542	Sarah Hartsfield	Programming Activities	150.00	150.00
G-05543	Darrie Breathwitt	Programming Activities	50.01	
		Programming Activities	85.52	
		Programming Activities	87.76	
		Programming Activities	120.75	344.04
G-05544	Lesli Jones	Library Related Services	285.00	285.00
G-05545	Southwestern Bell	Telephone Services	63.41	63.41
G-05546	Rob Vollmar	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-05547	Miriam Canales	Programming Activities	150.00	150.00
G-05548	RDJ Specialities, Inc.	Programming Activities	307.75	307.75
G-05549	Corporate Express	Supplies	11.54	11.54
G-05550	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,970.65	
		Security Services	2,967.70	6,926.60
G-05551	Baker & Taylor Books - #510486	Materials	945.85	
		Materials	1,573.08	
		Materials	777.09	
		Materials	1,504.86	
		Materials	5,556.32	
		Materials	4,613.61	14,970.81
G-05552	Baker & Taylor Books - #510486	Materials	2,320.86	
		Materials	2,643.33	
		Materials	5,677.34	10,641.53
G-05553	Baker & Taylor Books-#510486	Materials	1,670.54	1,670.54
G-05554	Lab Safety Supply	Safety Supplies	123.45	123.45
G-05555	Lloyd Lovely	Other Commodities	48.00	48.00
G-05556	G and S Automotive	Vehicle Parts & Repairs	567.89	567.89
G-05557	Maria Y. Bozarth	Programming Activities	30.00	30.00
G-05558	Mary L Strong	Mileage	28.59	28.59
G-05559	Breeden Painting, LLC	Painting Project	22,600.00	
		Capital Project	2,579.00	25,179.00
G-05560	Erika Diel	Maintenance of Facilities	120.00	120.00
G-05561	Kiona Wooten Millirons	Programming Activities	400.00	
		Programming Activities	67.07	467.07
G-05562	Custom Cleaning	Maintenance of Facilities	1,200.00	1,200.00
G-05563	Stacy Schrank	Professional Services	106.48	106.48
G-05564	John Sing's	Maintenance of Facilities	500.00	500.00
G-05565	Intuit IT Solution	Automation Contractural	1,625.00	1,625.00

Total of FY 04-05 Warrants Issued \$ 1,735,112.89

Special Funds

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
S-11396	Jacob P. Grove	Lost & Paid Book Returned	3.00	3.00
S-11397	John N. Brewer	Lost & Paid Book Returned	12.97	12.97
S-11398	Linda R. Oliver	Lost & Paid Book Returned	4.99	4.99
S-11399	Britney A. Smith	Lost & Paid Book Returned	3.00	3.00
S-11400	Betty J. Wagner	Lost & Paid Book Returned	24.95	24.95
S-11401	Constance E. Hughes	Lost & Paid Book Returned	3.00	3.00
S-11402	Sharon S. Smith	Lost & Paid Book Returned	22.25	22.25
S-11403	Priya Sadanandan	Lost & Paid Book Returned	3.00	3.00
S-11404	H. Dale Hartman	Lost & Paid Book Returned	14.95	14.95
S-11405	Matthew R. Wolf	Lost & Paid Book Returned	3.00	3.00
S-11406	Lori D. Evans	Lost & Paid Book Returned	9.95	9.95
S-11407	Misti D. Williams	Lost & Paid Book Returned	13.00	13.00
S-11408	Southeastern Public Library	ILL Book Replacement	29.95	29.95
S-11409	Mindy C. Fish	Lost & Paid Book Returned	3.00	3.00
S-11410	Oklahoma Tax Commission	Sales Tax	10.69	10.69
S-11411	Rita H. Frayser	Lost & Paid Book Returned	16.89	16.89
S-11412	Oklahoma Tax Commission	Sales Tax	288.14	288.14
S-11413	Darcus Smith	Brawner Scholarship	300.00	300.00
S-11414	Jill Vessels	Brawner Scholarship	450.00	450.00
S-11415	Gale Group	Materials	51.12	51.12
S-11416	Random House, Inc	Materials	540.00	540.00
S-11417	Baker & Taylor Books - #510486	Materials	487.84	487.84
S-11418	Baker & Taylor Books-#510486	Materials	87.72	87.72
S-11419	Ingram Library Service	Materials	7.32	7.32
S-11420	Ingram Library Service	Materials	124.04	124.04
S-11421	Baker & Taylor	Books	98.20	98.20
S-11422	Baker & Taylor Books-#510486	Materials	34.54	34.54
S-11423	Betty M. Williams	Lost & Paid Book Returned	3.00	3.00
S-11424	Alexandra D. Meyers	Lost & Paid Book Returned	33.90	33.90
S-11425	Sherri J. Johnson	Lost & Paid Book Returned	6.99	6.99
S-11426	Jennifer S. Spell	Lost & Paid Book Returned	16.18	16.18
S-11427	Phyllis D. Mullin	Lost & Paid Book Returned	10.00	10.00
S-11428	Jonathan M. Crichley	Lost & Paid Book Returned	3.00	3.00
S-11429	Barbara Chappell	Lost & Paid Book Returned	4.58	4.58
S-11430	Sara B. Fisher	Lost & Paid Book Returned	29.95	29.95
S-11431	Timothy J. Smith	Lost & Paid Book Returned	10.88	10.88
S-11432	Antonett L Williams	Lost & Paid Book Returned	3.00	3.00
S-11433	William R. Meyers	Lost & Paid Book Returned	13.95	13.95
S-11434	Mary Ann Seefeldt	Lost & Paid Book Returned	12.95	12.95
S-11435	Sarah E. Yonda	Lost & Paid Book Returned	12.96	12.96
S-11436	Kathryn E. Reilly	Lost & Paid Book Returned	4.50	4.50
S-11437	Jordan T. Farris	Lost & Paid Book Returned	11.95	11.95
S-11438	Sharon A. Nolan	Lost & Paid Book Returned	11.98	11.98
S-11439	Linda K. Steele	Lost & Paid Book Returned	5.80	5.80
S-11440	Phillip W. Cummings	Lost & Paid Book Returned	13.95	13.95
S-11441	State Historical Society	Microfilm Use Charge	14.00	14.00
S-11442	Standley Systems	Copier Usage	524.93	
		Copier Usage	315.97	840.90
S-11443	Lakeshore Learning Materials	Programming Supplies	742.33	742.33
S-11444	Kimberly Edwards	Inasmuch/Dn Donations	95.31	95.31
S-11445	The Brain Game	Programming Supplies	500.00	500.00
S-11446	Ingram Library Service	Materials	7.32	7.32

Special Funds

Warrant Register

June 2005

Number	Vendor/Payee	Purpose		Amount
S-11447	Brett Heitzke	Programming	1,200.00	1,200.00
S-11448	Metropolitan Library System	Transfer of Fund	57,000.00	57,000.00
S-11449	Douglas W Flaten	Lost & Paid Books	29.50	29.50
S-11450	Kunjumon Koshy	Lost & Paid Books	3.00	3.00
S-11451	Vernon A Bahr	Lost & Paid Books	61.60	61.60
S-11452	Brandy M Long	Lost & Paid Books	3.00	3.00
S-11453	Athena J Parker	Lost & Paid Books	3.50	3.50
S-11454	Audrey J Mendez	Lost & Paid Books	6.50	6.50
S-11455	Kali J Stovall	Lost & Paid Books	3.00	3.00
S-11456	Sarah S. Alavicheh	Lost & paid Book Returned	6.95	6.95
S-11457	Emma J Williford	Lost & Paid Books	3.00	3.00
S-11458	Elizabeth A. Hildebrand	Lost & Paid Books	13.95	13.95
S-11459	Deborah Y. Maehs	Lost & Paid Books	69.95	69.95
S-11460	Christie J. Lanham	Lost & Paid Books	3.00	3.00
S-11461	Metropolitan Library System	Transfer of Fines & Fees	38,000.00	38,000.00
S-11462	Scholastic, Inc.	Books	1,610.00	1,610.00
S-11463	Midwest Trophy Mfg. Co., Inc.	Medals	2,454.84	2,454.84
S-11464	Full Circle Bookstore	Books	52.80	52.80
S-11465	Yvette D. Wade	Lost & Paid Book Returned	4.20	4.20
S-11466	Jacqueline M. Henry	Lost & Paid Book Returned	10.18	10.18
S-11467	Cynthia A. Runyon	Lost & Paid Book Returned	3.00	3.00
S-11468	Jefferson C. Sutton	Lost & Paid Book Returned	3.00	3.00
S-11469	Kari M. Whisenhunt	Lost & Paid Book Returned	3.00	3.00
S-11470	Faith C. Davis	Lost & Paid Book Returned	19.94	19.94
S-11471	Gloria J. Bowen	Lost & Paid Book Returned	9.95	9.95
S-11472	City of Plano	ILL Book Replacement	18.95	18.95
S-11473	Linda M. Schumann	Lost & Paid Book Returned	3.00	3.00
S-11474	Oklahoma City Jaycees	Room Rental Cancellation	10.00	10.00
S-11475	Scholastic Book Fairs	Books	500.40	500.40
S-11476	Norman Begin	Programming	500.00	500.00

Total of Special Funds Warrants Issued \$ 106,667.10

METROPOLITAN LIBRARY SYSTEM
ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT
FY 2004 - 2005

Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2005. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

Category	Quantity	Cost
Benches, Chairs, Couches, Stools	593	\$474,964
Carrels, Counters, Desks, Workstations	281	\$583,039
Tables, Stands, Sculptures, Showcases	469	\$639,277
Bookcases, Book Bins, Shelves, Cabinets	261	\$238,180
Open Office Furniture, Panel Systems	47	\$42,048
Displayers, Easels, Boards, Magazine/Newspaper Racks	80	\$75,829
Booktrucks, Caddies, Carts, Book Drops	47	\$33,746

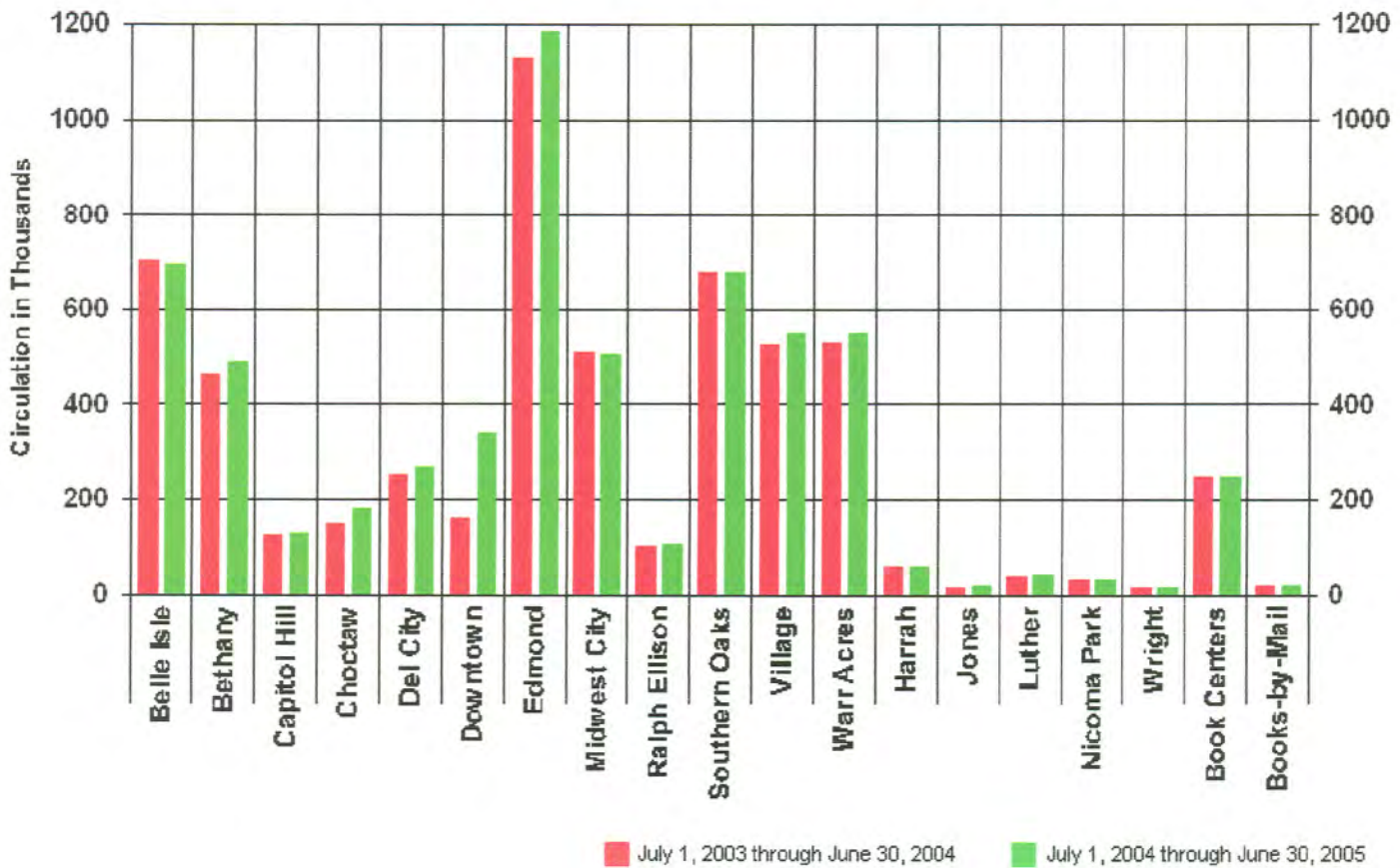
EQUIPMENT

Category	Quantity	Cost
Computer Equipment	1,330	\$1,832,770
Property, Trailers and Vehicles	18	\$743,827
Office Production Equipment	108	\$199,370
Audio Visual, Reader/Printers, Security Equipment	154	\$880,396
Kitchen and Lounge Equipment	34	\$31,514
Maintenance Shop Equipment	22	\$32,962

TOTAL INVENTORY	3,444	\$5,807,922
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Circulation Gains and Losses

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)



Circulation Gains and Losses

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

JUNE 30, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	04	48568	528394	18043	173946	66611	702340	
	05	46815	532006	16557	162158	63372	694164	
		-1753	3612	-1486	-11788	-3239	-8176	-1.2
BETHANY	04	29819	314994	17815	146983	47634	461977	
	05	29854	341751	16371	146192	46225	487943	
		35	26757	-1444	-791	-1409	25966	5.6
CAPITOL HILL	04	8441	87870	5165	37337	13606	125207	
	05	7423	92904	3807	34556	11230	127460	
		-1018	5034	-1358	-2781	-2376	2253	1.8
CHOCTAW	04	11773	92717	9272	55788	21045	148505	
	05	11242	114418	8267	66767	19509	181185	
		-531	21701	-1005	10979	-1536	32680	22.0
DEL CITY	04	16891	174405	10365	78439	27256	252844	
	05	18870	191704	9667	74016	28537	265720	
		1979	17299	-698	-4423	1281	12876	5.1
DOWNTOWN	04	12613	135557	2801	22814	15414	158371	
	05	24009	256749	9451	81145	33460	337894	
		11396	121192	6650	58331	18046	179523	113.4
EDMOND	04	61709	649376	57533	478881	119242	1128257	
	05	65092	691961	56909	492931	122001	1184892	
		3383	42585	-624	14050	2759	56635	5.0
MIDWEST CITY	04	36025	360153	19758	149709	55783	509862	
	05	31506	367758	18733	136978	50239	504736	
		-4519	7605	-1025	-12731	-5544	-5126	-1.0
RALPH ELLISON	04	8564	76795	3360	23962	11924	100757	
	05	7705	78961	3328	24152	11033	103113	
		-859	2166	-32	190	-891	2356	2.3
SOUTHERN OAKS	04	45293	500513	18237	176395	63530	676908	
	05	43577	504902	18769	172389	62346	677291	
		-1716	4389	532	-4006	-1184	383	.1
VILLAGE	04	33919	359908	20592	165248	54511	525156	
	05	36098	381311	19459	167607	55557	548918	
		2179	21403	-1133	2359	1046	23762	4.5
WARR ACRES	04	33783	354958	20489	174274	54272	529232	
	05	34715	370269	20023	175752	54738	546021	
		932	15311	-466	1478	466	16789	3.2

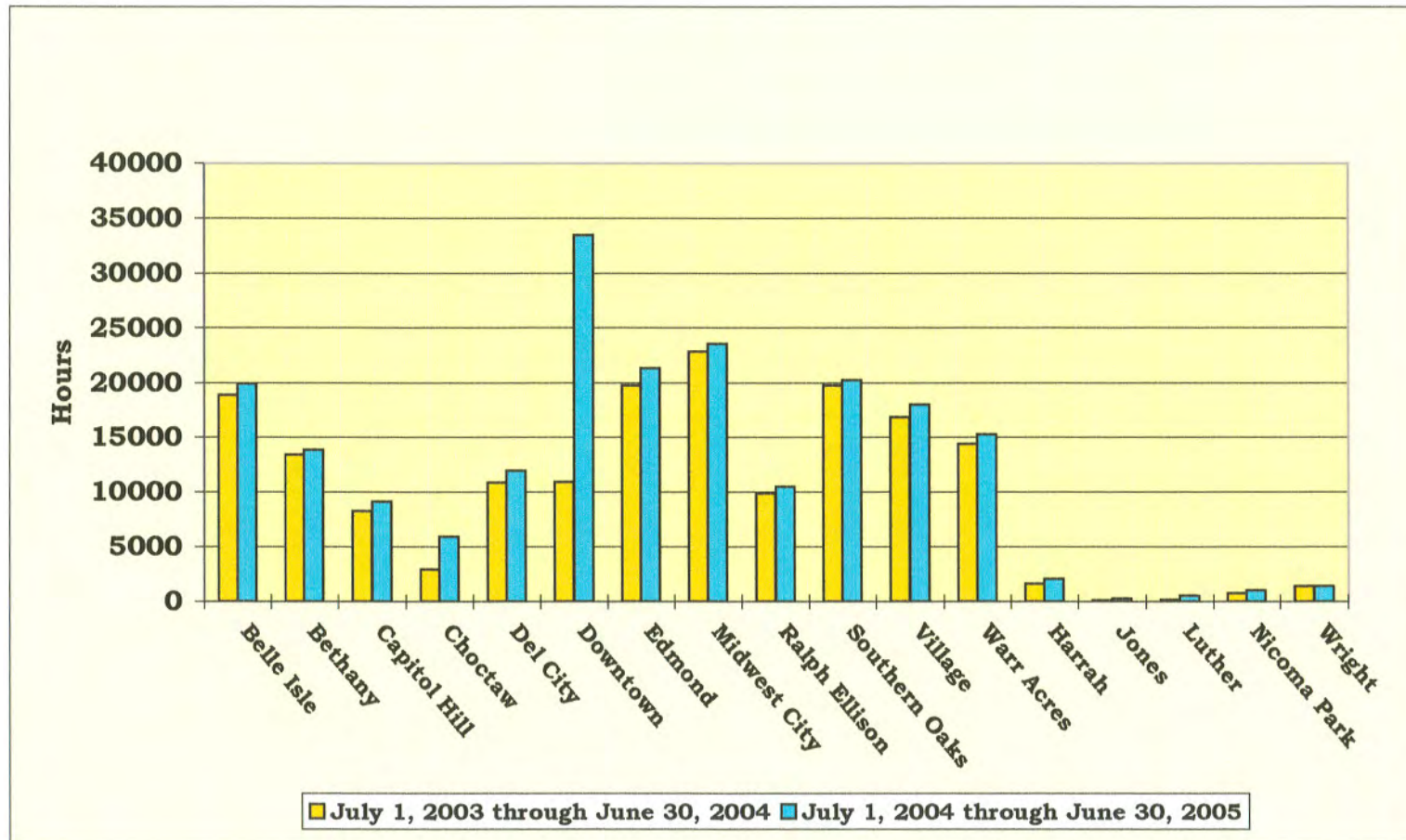
Circulation Gains and Losses

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

JUNE 30, 2005		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	04	3787	37878	2140	18287	5927	56165	
	05	3690	42389	1974	16907	5664	59296	
		-97	4511	-166	-1380	-263	3131	5.6
JONES	04	1001	10950	507	3015	1508	13965	
	05	1248	13216	417	3346	1665	16562	
		247	2266	-90	331	157	2597	18.6
LUTHER	04	2123	29660	1788	8962	3911	38622	
	05	3907	29078	2794	10982	6701	40060	
		1784	-582	1006	2020	2790	1438	3.7
NICOMA PARK	04	1899	20730	1005	7929	2904	28659	
	05	2179	22797	863	6193	3042	28990	
		280	2067	-142	-1736	138	331	1.2
WRIGHT	04	1229	11185	423	2314	1652	13499	
	05	906	10777	336	2195	1242	12972	
		-323	-408	-87	-119	-410	-527	-3.9
<u>OTHER:</u>								
BOOK CENTERS	04	9188	113609	11568	135198	20756	248807	
	05	9340	110274	11674	138047	21014	248321	
		152	-3335	106	2849	258	-486	-.2
BOOKS-BY-MAIL	04	1434	17888	0	0	1434	17888	
	05	1446	18485	0	0	1446	18485	
		12	597	0	0	12	597	3.3
TOTALS	04	368059	3877540	220861	1859481	588920	5737021	
	05	379622	4171710	219399	1912313	599021	6084023	
		11563	294170	-1462	52832	10101	347002	6.0

Total Internet Hours Used by Library

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)



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Total Internet Usage

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	303		4,533		1,673.36		4,340		50,733		18,856.36	
	05	280		4,698		1,759.40		4,742		54,315		19,900.27	
		-23	-7.6	165	3.6	86.04	5.1	402	9.3	3,582	7.1	1,043.91	5.5
BETHANY	04	161		2,991		1,200.70		2,682		32,494		13,446.82	
	05	177		3,075		1,206.93		2,916		33,323		13,837.15	
		16	9.9	84	2.8	6.23	.5	234	8.7	829	2.6	390.33	2.9
CAPITOL HILL	04	141		2,128		763.29		2,111		22,330		8,233.90	
	05	140		1,990		795.32		2,366		23,729		9,128.69	
		-1	-.7	-138	-6.5	32.03	4.2	255	12.1	1,399	6.3	894.79	10.9
CHOCTAW	04	106		1,316		489.05		832		8,219		2,905.67	
	05	76		1,762		722.10		1,278		15,933		5,928.35	
		-30	-28.3	446	33.9	233.05	47.7	446	53.6	7,714	93.9	3,022.68	104.0
DEL CITY	04	142		2,708		1,029.09		2,312		27,505		10,849.60	
	05	161		3,058		1,136.00		2,589		30,197		11,972.07	
		19	13.4	350	12.9	106.91	10.4	277	12.0	2,692	9.8	1,122.47	10.3
DOWNTOWN	04	100		2,432		1,008.35		1,618		25,760		10,933.68	
	05	402		8,861		3,611.81		5,029		85,016		33,476.30	
		302	302.0	6,429	264.4	2,603.46	258.2	3,411	210.8	59,256	230.0	22,542.62	206.2
EDMOND	04	291		5,220		1,814.50		4,722		54,683		19,765.03	
	05	324		5,274		1,873.35		5,133		60,626		21,355.66	
		33	11.3	54	1.0	58.85	3.2	411	8.7	5,943	10.9	1,590.63	8.0
MIDWEST CITY	04	348		5,645		2,064.86		5,234		57,752		22,836.10	
	05	348		5,885		2,116.97		5,585		63,150		23,533.92	
			.0	240	4.3	52.11	2.5	351	6.7	5,398	9.3	697.82	3.1
RALPH ELLISON	04	162		2,414		866.03		2,509		28,167		9,907.27	
	05	193		2,779		924.77		2,914		30,412		10,498.14	
		31	19.1	365	15.1	58.74	6.8	405	16.1	2,245	8.0	590.87	6.0

Total Internet Usage

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	319		4,343		1,751.40		5,087		49,158		19,754.15	
	05	334		4,810		1,778.42		5,623		52,038		20,215.95	
		15	4.7	467	10.8	27.02	1.5	536	10.5	2,880	5.9	461.80	2.3
VILLAGE	04	305		4,277		1,557.20		4,269		46,425		16,860.33	
	05	294		4,627		1,669.94		4,698		49,988		17,991.99	
		-11	-3.6	350	8.2	112.74	7.2	429	10.0	3,563	7.7	1,131.66	6.7
WARR ACRES	04	210		3,569		1,288.91		3,598		39,725		14,444.37	
	05	233		3,986		1,432.57		3,829		42,483		15,313.60	
		23	11.0	417	11.7	143.66	11.1	231	6.4	2,758	6.9	869.23	6.0
HARRAH	04	25		341		154.81		353		3,662		1,602.87	
	05	19		376		171.41		436		4,649		2,070.39	
		-6	-24.0	35	10.3	16.60	10.7	83	23.5	987	27.0	467.52	29.2
JONES	04	4		10		1.76		36		211		81.15	
	05	8		82		42.75		60		534		280.25	
		4	100.0	72	720.0	40.99	2329.0	24	66.7	323	153.1	199.10	245.3
LUTHER	04	9		108		42.10		46		438		176.34	
	05	10		193		79.27		158		1,551		566.55	
		1	11.1	85	78.7	37.17	88.3	112	243.5	1,113	254.1	390.21	221.3
NICOMA PARK	04	3		167		69.08		116		1,520		745.01	
	05	8		147		75.82		116		1,737		1,040.89	
		5	166.7	-20	-12.0	6.74	9.8		.0	217	14.3	295.88	39.7
WRIGHT	04	11		387		154.27		127		3,543		1,408.43	
	05	9		298		110.24		129		3,718		1,444.03	
		-2	-18.2	-89	-23.0	-44.03	-28.5	2	1.6	175	4.9	35.60	2.5
TOTAL	04	2,640		42,589		15,928.76		39,992		452,325		172,807.08	
	05	3,016		51,901		19,507.07		47,601		553,399		208,554.20	
		376	14.2	9,312	21.9	3,578.31	22.5	7,609	19.0	101,074	22.3	35,747.12	20.7

Internet Usage by Adult Customers

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	250		4,028		1,522.95		3,555		43,322		16,777.23	
	05	232		4,183		1,613.29		3,826		46,228		17,352.68	
		-18	-7.2	155	3.8	90.34	5.9	271	7.6	2,906	6.7	575.45	3.4
BETHANY	04	136		2,654		1,109.07		2,173		28,083		12,139.94	
	05	135		2,555		1,048.16		2,376		29,144		12,547.41	
		-1	-.7	-99	-3.7	-60.91	-5.5	203	9.3	1,061	3.8	407.47	3.4
CAPITOL HILL	04	87		1,362		535.60		1,272		15,526		6,238.97	
	05	84		1,220		506.00		1,453		15,584		6,373.12	
		-3	-3.4	-142	-10.4	-29.60	-5.5	181	14.2	58	.4	134.15	2.2
CHOCTAW	04	77		1,012		397.91		578		6,352		2,397.53	
	05	42		1,182		470.10		876		11,273		4,287.47	
		-35	-45.5	170	16.8	72.19	18.1	298	51.6	4,921	77.5	1,889.94	78.8
DEL CITY	04	114		2,271		897.50		1,812		23,455		9,670.65	
	05	111		2,363		900.94		1,967		24,712		10,076.60	
		-3	-2.6	92	4.1	3.44	.4	155	8.6	1,257	5.4	405.95	4.2
DOWNTOWN	04	90		2,094		889.60		1,415		22,213		9,746.54	
	05	318		8,015		3,351.50		4,149		74,621		30,229.09	
		228	253.3	5,921	282.8	2,461.90	276.7	2,734	193.2	52,408	235.9	20,482.55	210.2
EDMOND	04	231		4,467		1,566.11		3,770		46,872		17,537.08	
	05	264		4,513		1,623.71		4,109		52,071		18,721.50	
		33	14.3	46	1.0	57.60	3.7	339	9.0	5,199	11.1	1,184.42	6.8
MIDWEST CITY	04	269		4,934		1,859.26		4,163		50,710		20,749.94	
	05	246		4,600		1,711.02		4,314		53,342		20,398.95	
		-23	-8.6	-334	-6.8	-148.24	-8.0	151	3.6	2,632	5.2	-350.99	-1.7
RALPH ELLISON	04	113		1,594		583.13		1,842		20,530		7,542.71	
	05	112		1,932		660.41		2,081		22,085		7,880.94	
		-1	-.9	338	21.2	77.28	13.3	239	13.0	1,555	7.6	338.23	4.5

Internet Usage by Adult Customers

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	252		3,461		1,453.77		3,797		37,925		16,093.21	
	05	265		3,549		1,356.66		4,261		40,062		16,238.03	
		13	5.2	88	2.5	-97.11	-6.7	464	12.2	2,137	5.6	144.82	.9
VILLAGE	04	227		3,667		1,391.77		3,344		39,974		15,059.15	
	05	226		3,733		1,331.97		3,687		41,886		15,455.09	
		-1	-4	66	1.8	-59.80	-4.3	343	10.3	1,912	4.8	395.94	2.6
WARR ACRES	04	177		3,088		1,159.25		2,948		34,675		13,045.29	
	05	185		3,274		1,188.97		3,081		36,393		13,511.43	
		8	4.5	186	6.0	29.72	2.6	133	4.5	1,718	5.0	466.14	3.6
HARRAH	04	20		238		109.00		254		2,851		1,300.61	
	05	17		318		140.58		318		3,508		1,638.53	
		-3	-15.0	80	33.6	31.58	29.0	64	25.2	657	23.0	337.92	26.0
JONES	04	3		9		1.50		28		189		71.49	
	05	7		61		37.52		38		411		237.08	
		4	133.3	52	577.8	36.02	2401.3	10	35.7	222	117.5	165.59	231.6
LUTHER	04	6		59		24.70		24		255		123.35	
	05	5		97		46.75		86		1,010		397.29	
		-1	-16.7	38	64.4	22.05	89.3	62	258.3	755	296.1	273.94	222.1
NICOMA PARK	04	3		89		43.62		82		1,099		536.37	
	05	3		84		51.32		71		1,187		766.22	
			.0	-5	-5.6	7.70	17.7	-11	-13.4	88	8.0	229.85	42.9
WRIGHT	04	5		256		110.97		95		2,939		1,123.86	
	05	6		219		64.24		97		3,189		1,156.98	
		1	20.0	-37	-14.5	-46.73	-42.1	2	2.1	250	8.5	33.12	2.9
TOTAL	04	2,060		35,283		13,655.71		31,152		376,970		150,153.92	
	05	2,258		41,898		16,103.14		36,790		456,706		177,268.41	
		198	9.6	6,615	18.7	2,447.43	17.9	5,638	18.1	79,736	21.2	27,114.49	18.1

Internet Usage by Minor Customers

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	53		505		150.41		785		7,411		2,079.13	
	05	48		515		146.11		916		8,087		2,547.59	
		-5	-9.4	10	2.0	-4.30	-2.9	131	16.7	676	9.1	468.46	22.5
BETHANY	04	25		337		91.63		509		4,411		1,306.88	
	05	42		520		158.77		540		4,179		1,289.74	
		17	68.0	183	54.3	67.14	73.3	31	6.1	-232	-5.3	-17.14	-1.3
CAPITOL HILL	04	54		766		227.69		839		6,804		1,994.93	
	05	56		770		289.32		913		8,145		2,755.57	
		2	3.7	4	.5	61.63	27.1	74	8.8	1,341	19.7	760.64	38.1
CHOCTAW	04	29		304		91.14		254		1,867		508.14	
	05	34		580		252.00		402		4,660		1,640.88	
		5	17.2	276	90.8	160.86	176.5	148	58.3	2,793	149.6	1,132.74	222.9
DEL CITY	04	28		437		131.59		500		4,050		1,178.95	
	05	50		695		235.06		622		5,485		1,895.47	
		22	78.6	258	59.0	103.47	78.6	122	24.4	1,435	35.4	716.52	60.8
DOWNTOWN	04	10		338		118.75		203		3,547		1,187.14	
	05	84		846		260.31		880		10,395		3,247.21	
		74	740.0	508	150.3	141.56	119.2	677	333.5	6,848	193.1	2,060.07	173.5
EDMOND	04	60		753		248.39		952		7,811		2,227.95	
	05	60		761		249.64		1,024		8,555		2,634.16	
			.0	8	1.1	1.25	.5	72	7.6	744	9.5	406.21	18.2
MIDWEST CITY	04	79		711		205.60		1,071		7,042		2,086.16	
	05	102		1,285		405.95		1,271		9,808		3,134.97	
		23	29.1	574	80.7	200.35	97.4	200	18.7	2,766	39.3	1,048.81	50.3
RALPH ELLISON	04	49		820		282.90		667		7,637		2,364.56	
	05	81		847		264.36		833		8,327		2,617.20	
		32	65.3	27	3.3	-18.54	-6.6	166	24.9	690	9.0	252.64	10.7

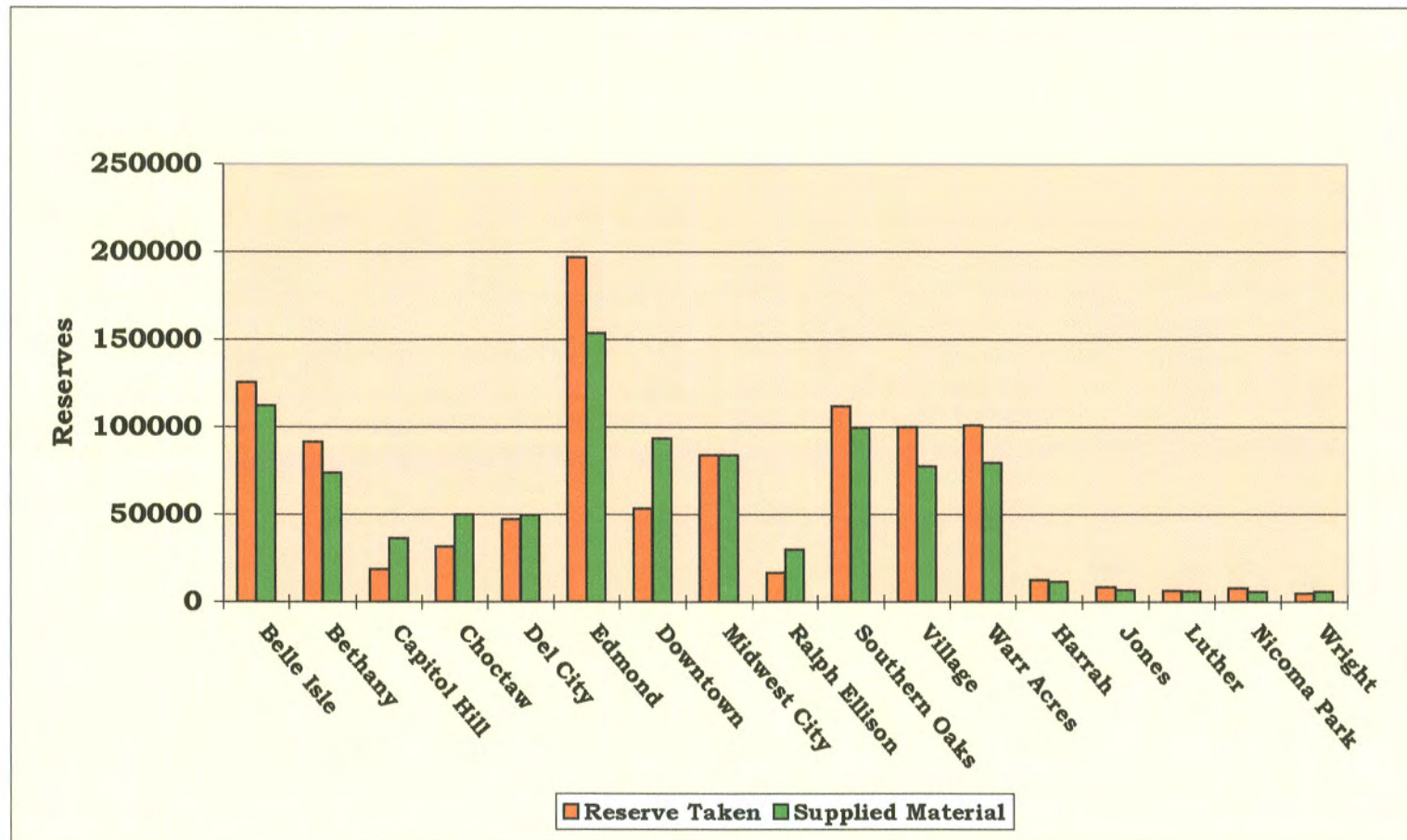
Internet Usage by Minor Customers

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	67		882		297.63		1,290		11,233		3,660.94	
	05	69		1,261		421.76		1,362		11,976		3,977.92	
		2	3.0	379	43.0	124.13	41.7	72	5.6	743	6.6	316.98	8.7
VILLAGE	04	78		610		165.43		925		6,451		1,801.18	
	05	68		894		337.97		1,011		8,102		2,536.90	
		-10	-12.8	284	46.6	172.54	104.3	86	9.3	1,651	25.6	735.72	40.8
WARR ACRES	04	33		481		129.66		650		5,050		1,399.08	
	05	48		712		243.60		748		6,090		1,802.17	
		15	45.5	231	48.0	113.94	87.9	98	15.1	1,040	20.6	403.09	28.8
HARRAH	04	5		103		45.81		99		811		302.26	
	05	2		58		30.83		118		1,141		431.86	
		-3	-60.0	-45	-43.7	-14.98	-32.7	19	19.2	330	40.7	129.60	42.9
JONES	04	1		1		.26		8		22		9.66	
	05	1		21		5.23		22		123		43.17	
			.0	20	2000.0	4.97	1911.5	14	175.0	101	459.1	33.51	346.9
LUTHER	04	3		49		17.40		22		183		52.99	
	05	5		96		32.52		72		541		169.26	
		2	66.7	47	95.9	15.12	86.9	50	227.3	358	195.6	116.27	219.4
NICOMA PARK	04			78		25.46		34		421		208.64	
	05	5		63		24.50		45		550		274.67	
		5		-15	-19.2	-.96	-3.8	11	32.4	129	30.6	66.03	31.6
WRIGHT	04	6		131		43.30		32		604		284.57	
	05	3		79		46.00		32		529		287.05	
		-3	-50.0	-52	-39.7	2.70	6.2		.0	-75	-12.4	2.48	.9
TOTAL	04	580		7,306		2,273.05		8,840		75,355		22,653.16	
	05	758		10,003		3,403.93		10,811		96,693		31,285.79	
		178	30.7	2,697	36.9	1,130.88	49.8	1,971	22.3	21,338	28.3	8,632.63	38.1

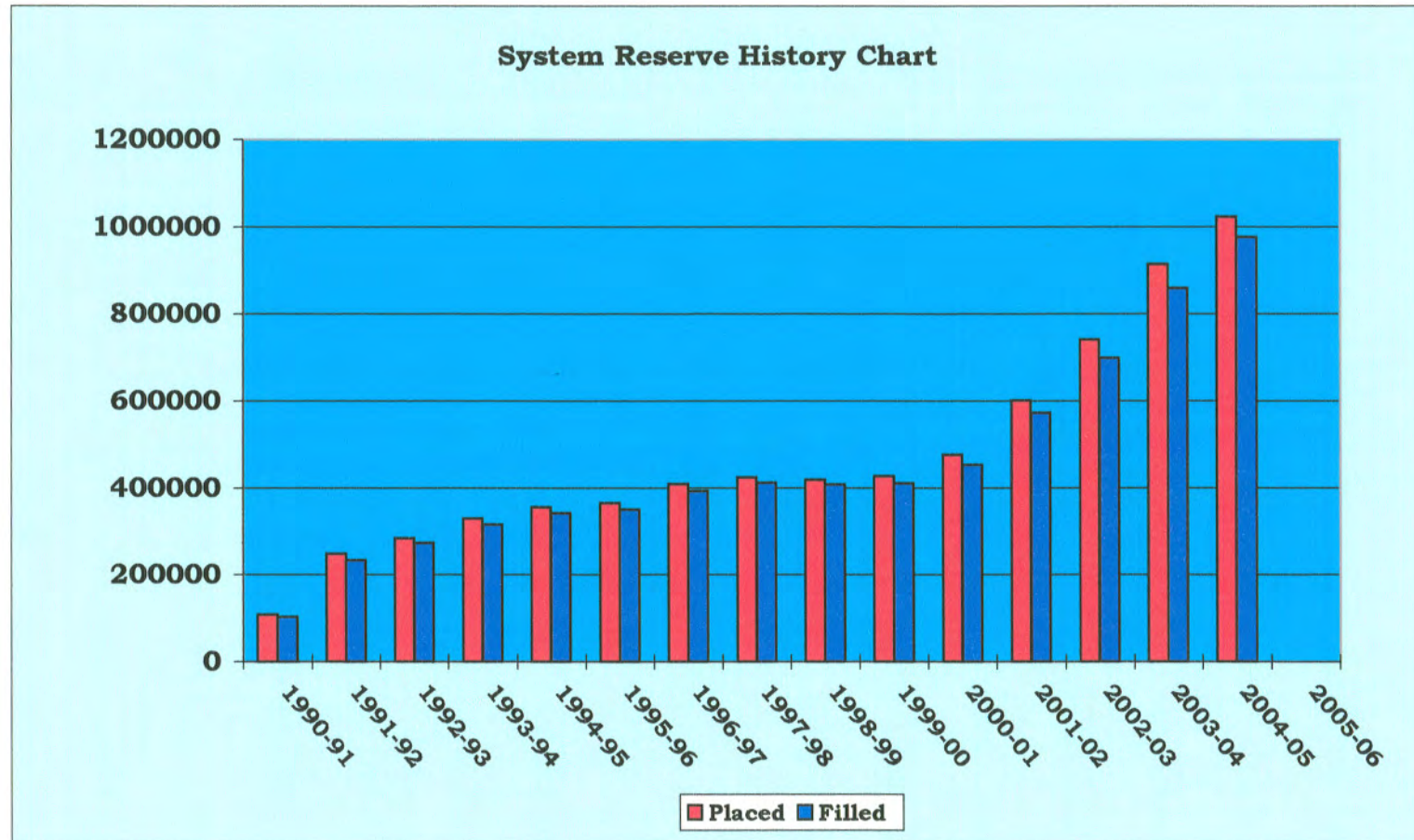
System Reserve Report

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)



System Reserve Report

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)



System Reserves Report

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	04	11,311	117,290		10,400	109,844	
	05	10,471	125,583		10,106	120,052	
		-840	8,293	7.1	-294	10,208	9.3
BETHANY	04	7,920	81,139		7,470	76,140	
	05	7,810	91,437		7,710	87,389	
		-110	10,298	12.7	240	11,249	14.8
CAPITOL HILL	04	1,545	16,331		1,404	15,536	
	05	1,401	18,507		1,207	17,603	
		-144	2,176	13.3	-197	2,067	13.3
CHOCTAW	04	2,883	21,478		2,576	19,866	
	05	2,611	31,721		2,553	30,090	
		-272	10,243	47.7	-23	10,224	51.5
DEL CITY	04	4,254	45,597		3,884	42,631	
	05	4,039	47,201		4,102	45,186	
		-215	1,604	3.5	218	2,555	6.0
EDMOND	04	16,747	174,155		15,862	164,432	
	05	18,082	197,097		17,251	188,902	
		1,335	22,942	13.2	1,389	24,470	14.9
DOWNTOWN	04	2,759	33,024		2,586	30,711	
	05	4,729	53,203		4,457	49,432	
		1,970	20,179	61.1	1,871	18,721	61.0
MIDWEST CITY	04	7,485	78,280		7,748	73,820	
	05	6,711	83,889		6,278	80,356	
		-774	5,609	7.2	-1,470	6,536	8.9
RALPH ELLISON	04	1,651	14,629		1,436	13,651	
	05	1,377	16,559		1,310	15,924	
		-274	1,930	13.2	-126	2,273	16.7
SOUTHERN OAKS	04	10,086	108,359		9,377	101,603	
	05	9,193	111,768		9,043	106,419	
		-893	3,409	3.1	-334	4,816	4.7
VILLAGE	04	9,173	92,223		8,730	86,792	
	05	9,437	99,775		9,087	94,632	
		264	7,552	8.2	357	7,840	9.0
WARR ACRES	04	8,270	88,445		7,741	83,714	
	05	9,844	100,919		9,107	96,333	
		1,574	12,474	14.1	1,366	12,619	15.1

System Reserves Report

July 1, 2004 through June 30, 2005 (100.00% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	879	10,107		875	9,634	
	05	944	12,526		871	12,066	
		65	2,419	23.9	-4	2,432	25.2
JONES	04	619	7,473		616	7,280	
	05	651	8,416		673	8,027	
		32	943	12.6	57	747	10.3
LUTHER	04	521	6,632		515	6,525	
	05	513	6,524		570	6,261	
		-8	-108	-1.6	55	-264	-4.0
NICOMA PARK	04	816	7,358		697	6,873	
	05	867	7,787		752	7,505	
		51	429	5.8	55	632	9.2
WRIGHT	04	593	5,147		658	4,950	
	05	305	4,805		322	4,752	
		-288	-342	-6.6	-336	-198	-4.0
BOOKS-BY-MAIL	04	485	6,713		477	6,480	
	05	644	6,178		549	5,906	
		159	-535	-8.0	72	-574	-8.9
TOTAL	04	88,001	914,396		83,052	860,519	
	05	89,629	1,023,927		85,948	976,870	
		1,628	109,531	12.0	2,896	116,351	13.5

EXECUTIVE DIRECTOR'S REPORT

JULY 2005

CELL PHONES IN LIBRARY

Library Managers were surveyed to see how they have been handling cell phone usage in the libraries in response to the customer comment at the June Commission meeting. Some libraries have signs saying "No cell phones in Library" and others do not have signs at all. While the Library System has no policy in place that specifically addresses cell phone usage, it does have guidelines regarding unacceptable behavior. The guidelines state "acts or actions, which disrupt the peaceful use of the library services by other customers, are unacceptable". Additionally, the Help Manual for staff includes a document "Noisy and Rowdy Behavior" which is attached to this report. The document provides an example which references "cell phone conversations...". Consequently, staff have determined that additional policies are not needed; placing positive, pro-active signs at all libraries asking customers to take cell phone conversations outside will be helpful.

MASS MUTUAL SELECTED FOR NEW DEFINED CONTRIBUTION PLAN

The Library Retirement Pension Board met on Thursday, June 30, 2005 to interview two candidates for the Library System's new defined contribution pension plan. Bank of Oklahoma and Mass Mutual Financial Group presented their proposals to the Board and the Board agreed that both firms' proposals provide for an excellent plan for our employees. After much deliberation, the Board voted to contract with Mass Mutual for this new plan. Our thanks go to Bank of Oklahoma, Mass Mutual and the other financial firms who submitted proposals for this new plan.

TERMINOLOGY DEFINITION AND CORRECTION

It has come to my attention that the document prepared for the May 5, 2005, Public Services Committee, Agenda Item V uses the term "minors". The distinction between Adult and non-adult cardholders within the Library System is the term "Student Cardholder" for non-adults. The original document presented to the Public Services Committee will be corrected to reflect the term "Student cardholder" in place of the term "minors" for the official record.

Note: This update matches the terms used in Metropolitan Library System policies. Eligible persons up to 17 years of age are issued student cards.

DEANNA HANNAH REAPPOINTED BY THE CITY OF BETHANY

Bethany Commission Member, Deanna Hannah was reappointed on June 21, 2005 by the Bethany City Council to serve for an additional term ending in 2008. We are very pleased to have Deanna continue on our Library Commission.

MLS CIRCULATION TOPS SIX MILLION!

June 28, 2005 was a **RED** letter day for the Metropolitan Library System. For the first time in our history, MLS has circulated 6,000,000 items in one fiscal year. We ended the fiscal year with a circulation total of 6,084,023, which is a 6% increase from the previous year.

The Edmond library once again led the pack with a total circulation of 1,184,892. This new record was achieved even though Downtown was closed for several weeks prior to the Grand Opening and the Midwest City Library was closed for 3 weeks for carpeting and re-painting. Downtown Library had the highest percentage increase of 113.4% over last year. Choctaw finished the year up 22% over the previous year.

Thanks to library staff for their hard work and great customer service that keeps our customers coming back to the library!

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Executive Board/Program Committee Meeting
- Will be attending Friends Grants Committee Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

SECOND SUNDAY SERIES: "A YEAR OF PIANO MASTERWORKS," WITH WAYNE MCEVILLY

August 14, 2-3 p.m., 46th Star Auditorium, Downtown Library

Meet the master composers in the second in a series of 12 one-hour piano concerts that will continue through June 2006. In this concert, McEvilly will perform music that personalizes the life and work of Beethoven.

DINOSAUR FAREWELL: "TENONTOSAURUS, SOME ASSEMBLY REQUIRED"

August 20, 2-3 p.m., Atrium, Downtown Library

Kyle Davies, a fossil preparatory with the Sam Noble Oklahoma Museum of Natural History, will give a talk on dinosaur fossils, as we get ready to say good-bye to our visiting dinosaur at the end of the month. Bring your dinosaur questions!

2005 DIETARY GUIDELINES & USDA MY PYRAMID (AGES 10 & OLDER)

August 23, 7-8 p.m., Belle Isle Library

Nutritionist La Donna Dunlop of the OSU Cooperative Extension will explain the new food pyramid and prepare some samples.

TEEN EXTREME MAKEOVERS (GRADES 6TH-12TH)

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

Teen guys and gals are welcome to experience an extreme makeover. Three teens will receive a total makeover – the rest of us will enjoy hands-on demonstrations.

ART OF STORYTELLING: SATURDAY SEMINAR SERIES (TEENS & ADULTS)

August 27, 10 a.m.- Noon, Choctaw Library

Bring a story that is under construction – we'll also hear about topics covered at the recent National Storytelling Conference held July 13-17 in Oklahoma City.

UNACCEPTABLE BEHAVIOR

Noisy and Rowdy Behavior

Responsibility	Action
Staff	<p>A. Ask customer to stop unacceptable behavior: If necessary, refer to library regulations.</p> <p>B. If behavior continues, ask customer to leave the library. Never touch a customer!</p> <p>C. If customer refuses to leave, call the Librarian in Charge.</p>
Librarian in Charge	<p>A. Repeat steps A and B above.</p> <p>B. If customer refuses to leave, call the police non-emergency or emergency (911) number depending on the conditions and report a disruptive situation in the library.</p> <p>C. Notify the Director of Public Services after the police have been called.</p> <p>D. Fill out an Unusual Incident report.</p>
Examples	<p>Talking (conversations or monologues) loud enough so as to be disruptive of other customers' use of the library.</p> <p>Cell phone conversations loud enough so as to be disruptive or repeated receipt of signal of incoming calls or messages of a cell phone or pager so as to be disruptive of the customers' use of the library.</p> <p>Running, game playing, or "horse play" so as to be disruptive of other customers' use of the library.</p>

NOTE:

This document is located in the MLS Staff Use Help Manual