

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

January 24, 2002 3:30 PM
Belle Isle Library
5501 N. Villa, Oklahoma City, OK
(phone 843-9601)

CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM – Penny McCaleb, Chair

INTRODUCTIONS

Stewart Earnest, Sr., new Metropolitan Library Commission member, appointed by Oklahoma County. Mr. Earnest is Chair, Board of County Commissioners for Oklahoma County. He replaces Beverly Hodges. This is an annual appointment.

- Document #44 – 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.)

CONSENT DOCKET (#45-#48)

- Document #45 – Approval of Minutes of December 13, 2001 Meeting
- Document #46 – Acceptance of Review of Expenditures for December 2001
- Document #47 – Approval of Contract Awards and Purchases
- Document #48 – Request to Declare Furniture and Equipment Surplus

EXECUTIVE DIRECTOR'S REPORT

NEW BUSINESS

- Nominating Committee Report – Shirley Pritchett, chair
- Document #49 – Booksale 2002, Information and Update - Shirley Pritchett
- Document #50 – Library Finances Update, Anne Hsieh, MLS Director of Finance and Norm Maas, MLS Executive Director

OLD BUSINESS

- Document #51 – Library Construction Plans – Donna Morris, Deputy Director of Support Services and Todd Olberding, Director of Construction Management
- Document #52 – Metropolitan Library System December 2001 Monthly Circulation Report

SPECIAL PRESENTATIONS

- The "Invisible Man": Celebrating Ralph Ellison's Legacy – Scott Carter, MLS Director of Public Relation; Denyvetta Davis MLS Director of Branch Services; Dana Morrow, MLS Director of Outreach, Children's Services and Services to Seniors; and Sam Bowman, Program Manager, Oklahoma City Community Foundation

COMMENTS FROM COMMISSION MEMBERS

SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, February 21, 2002
The Village Library 755-0710
10307 N. Pennsylvania
Oklahoma City, OK

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Library have underwritten a staff recognition service program recognizing staff who have been employed by the library for five years or more. The Friends provide an attractive pin with the library 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 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 Library Commission presents service certificates of appreciation to library 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 staff receiving certificates of service at the January 24, 2002 meeting:

| <u>Employee</u> | <u>Years of Service</u> |
|--|-------------------------|
| Elizabeth C. Holshouser, Circulation Clerk, Edmond Library | 15 |
| Gregory W. Bennett, Library Assistant, Public Services | 5 |
| Joshua N. Schell, Library Assistant, Village Library | 5 |

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

DATE: December 13, 2001

TIME: 3:30 p.m.

MEETING PLACE: Belle Isle Library

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County December 15, 2000. Notice of the time, date, place and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at Belle Isle Library, 5501 N. Villa, Oklahoma City, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on December 11, 2001 in conformity with the Oklahoma Open Meeting Act.

Commission Members

PRESENT:

Ann Caine
Millicent Gillogly
Deanna Hannah
Beverly Hodges
Jose Jimenez
Alisa Johnson
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Alyne Strube
Cynthia Trent
Peggy Winters
Greg Womack
Penny McCaleb, Chair
Norman Maas, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Carolyn Cornelius
Scott Duncan
David Greenwell, Vice-chair
Mayor Kirk Humphreys

Estimate of general public and staff attending: 20

1. The meeting was called to order at 3:30 p.m. by Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Caine, Gillogly, Hannah, Hodges, Jimenez, Johnson, Pritchett, Pung, Rice, Strube, Trent, Winters, Womack, McCaleb.

Mrs. McCaleb introduced Priscilla Doss, Library Manager of Belle Isle Library. Mrs. Doss welcomed the Commission to Belle Isle Library and gave highlights of library activities. Belle Isle Library has a new reader/printer and new paperback holders. A Friends Grant was used in the children's area.

Mrs. McCaleb introduced Marguerite Ross, newly appointed commission for the City of Oklahoma City. Mrs. Ross is the Coordinator for World Neighbors.

Mrs. McCaleb circulated a get well card for the Commissioners to sign for Lori Kane. Mrs. Kane is having back surgery Friday, December 14, 2001. (Greg Womack arrived at 3:35 pm.)

2. Mrs. McCaleb presented the Consent Docket (Document #37- Approval of Minutes of November 15, 2001 Meeting; Document #38 - Acceptance of Review of Expenditures for November 2001; Document #39 - Contract Awards and Purchases). Millicent Gillogly moved to accept the Consent Docket. Shirley Pritchett seconded.

After discussion, Mrs. McCaleb called for a vote on the Consent Docket. Motion passed unanimously.

3. Norman Maas presented the Executive Director's Report. Mr. Maas reported that there has been positive feedback on the new MetroLibrary magazine, the system's new calendar of events and articles of interest. It will continue to develop with time.

There has also been good feedback on the cable TV advertisements.

Flu shots have begun for employees. The Library System pays for these.

The new web page has double the "hits" as compared to last year at this time. Mr. Maas would like every student and parent to know about the web page in the coming year. It will be an important connection between the community and the library.

The Rotary fountain project is progressing. The fountain will be located outside on the NE corner of the building.

The Del City Library repairs are being examined as to who will pay for what. The issue goes to the Del City Council Monday night, December 17, 2001.

The Long-Range Planning Committee will meet January 29, 2002 from 3:00 pm to 5:00 pm at the Belle Isle Library. The Commission will hopefully see a draft of the new library strategic plan at the February commission meeting.

Choctaw Library plans are under intense review right now, before it is going out for bid. Mr. Maas complemented the staff who have worked on this project: Donna Morris, Deputy Director of MLS for Support Services; Todd Olberding,

Director of Construction Management; Rosemary Czarski, Choctaw Library Manager; the Choctaw Library Guild; and Lee Brawner, consultant.

Mr. Maas also mentioned he was now on the Board of Directors of Contact Crisis Line.

4. Ric Rea, Director of Human Resources, presented Document #40, Staff Identification Cards. Mr. Rea listed the advantages of photo identifications card. He described the styles of cards and accruements available. Mr. Rea explained that there are four (4) companies in the area that manufacture equipment to produce the cards, but there is no company locally that produces finished ID cards. Mr. Rea said that this is out for bid now and will be brought back to the Commission on the docket as a contract award.
5. Mr. Maas reiterated the Policy and Procedure Manual addition of Item K – Naming of Facilities Policy, Document #41. This is for clarification since there is no current policy on naming. *The Guidelines for Naming Metropolitan Library System Library Buildings and Other Spaces* is for internal use only. *The Possible Themes/ Room Names for the Downtown Library & Learning Center* continues the “Oklahoma” theme used with the “Oklahoma Images” project of framed photos for the library. The one area not named is the Children’s Programming Room. Every name considered sounded too adult. Mr. Maas asked Commissioners to share any name ideas.

Millicent Gillogly moved to accept the addition to the Policy & Procedure Manual; Item K – Naming of Facilities Policy. Shirley Pritchett seconded. Discussion followed. Hugh Rice asked for clarification in that the Library is not soliciting bids for naming rights. Mr. Maas replied that the Library is not selling naming rights, but sponsor’s names for rooms would be associated with those rooms. Mr. Mass restated that the document is to make clear to the public that naming rights reside with the Metropolitan Library Commission. After further discussion the motion was amended. Deleted from Document #41 the words “and Library Commission” from the first paragraph and “and prices” from I. Responsibility for Naming, C. The Metropolitan Library System is responsible for developing a list of names and prices.

Hugh Rice moved to accept the amendments to the motion and Alyne Strube seconded. Motion to amend passed unanimously. The motion to accept the addition to the Policy & Procedure Manual; Item K – Naming of Facilities Policy, with the amendments to the policy, was voted on and passed unanimously.

6. Mrs. McCaleb recognized Alisa Johnson, departing Commissioner. Mrs. McCaleb read Mrs. Johnson’s Recognition of Appreciation. Mrs. McCaleb wished Mrs. Johnson well and said that she would be missed. Mrs. Johnson thanked the Commission for the plaque.
7. Mrs. McCaleb asked if any of the Commissioners had questions concerning their libraries in connection with Document #42 – November 2001 Monthly Circulation Report. Discussion followed.
8. Mrs. McCaleb introduced Anne Fischer, Director of Information Technology. Ms. Fischer presented the Library’s new WebPage. Ms. Fischer said that the Metropolitan Library entered the Information highway first in August 1996.

She was the Webmaster for the first five years. Ms. Fischer then introduced Teresa Goggins, Webmaster. Ms. Goggins thanked the WebPage team for all of their help in getting the new page up. The WebPage was launched in November of this year and has all of the old features and many new features. Ms. Goggins took the Commission for a WebPage tour, including the Commission page, with Commissioner's photos and Commission agendas. Scott Carter, Director of Public Relations, reported that as of November 30, 2001 the amount of hits on the WebPage has almost doubled. He said that the WebPage is a credit to Teresa and the WebPage team.

Mrs. McCaleb thanked Ms. Fischer, Ms. Goggins and Mr. Carter for their informative report.

9. Mrs. McCaleb introduced Heidi Daniel, Children's Programming Specialist, Outreach Services. Ms. Daniel reported on the Metropolitan Library System's First Teen Summit on October 24, 2001 at Belle Isle Library. Ms. Daniel conducted focus groups with students at three middle schools, Moon, Hoover and Taft, earlier this year and asked them what the Library could do for them. The consensus was a Teen Summit. Ms. Daniel hired three artist, dance, music and creative dramatist, to facilitate workshops, ordered pizza and had 60 students come to Belle Isle Library for a fun-filled, informative day. The students were also introduced to the library and those without library cards got one. Ms. Daniel plans on putting on another Teen Summit next year.
10. Mrs. McCaleb announced the Nominating Committee: Shirley Pritchett, chair, Alyne Strube and Ann Caine. The Nominating Committee will present a slate of officers to be voted on at the January 2002 meeting.
11. Mrs. McCaleb announced that James Gunter, husband of Rita Gunter, Library Endowment Trust Vice-President, passed away Monday. Funeral services will be held at 10:00 am, Friday, December 14 at Chapel Hill United Methodist Church.
13. Mrs. McCaleb asked if there were any comments from commission members. Hugh Rice spoke of Charles Dickens' book, The Christmas Carol. He related how this book was the first time snow was mentioned in conjunction with Christmas in London. It usually does not snow in London at Christmas. It was also the most widely read book of the time.
14. Mrs. McCaleb asked if there were any suggestions for future agenda items. She reminded the Commission that the next meeting is Thursday, January 24, 2002 at the Belle Isle Library.

There being no further business, the meeting was adjourned at 4:50 p.m.



Norman Maas, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2001

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of December, 2001.

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

Commission Action

That the Commission acknowledge the financial report of December, 2001.

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

December 31, 2001

ASSETS

| | | | |
|-------------------------------------|----------------------------------|---------------------|-------------------------------|
| CASH - Overnight Investment Account | | | \$ 1,952,561.28 |
| INVESTMENTS (Schedule attached) | | | 9,071,574.24 |
| ACCRUED INTEREST | | | 9,754.33 |
| TAXES RECEIVABLE: | 2001 Ad Valorem Tax | \$ 17,597,831.50 | |
| | Less: Reserve for Delinquent Tax | (1,599,802.85) | |
| | Budgeted Tax Revenue | \$ 15,998,028.65 | |
| | Less: Tax Received | <u>3,040,381.07</u> | \$ 12,957,647.58 |
| BACK YEAR TAXES | | | <u>1,082,633.16</u> |
| Total Assets | | | <u>\$25,074,170.59</u> |

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

| | | |
|-------------------------------------|-----------------|----------------------|
| 2000-01 Reserve for Appropriations | \$ 78,529.82 | |
| 2001-02 Purchase Orders Outstanding | 379,834.10 | |
| 2000-01 Purchase Orders Outstanding | 87,618.57 | |
| 2001-02 Checks Outstanding | 316,268.71 | |
| 2000-01 Checks Outstanding | <u>3,729.55</u> | |
| Total Liabilities | | \$ 865,980.75 |

DEFERRED REVENUE:

| | |
|--|------------------|
| Net Current Fiscal Year Ad Valorem Tax | \$ 12,957,647.58 |
| Reserve for Back Year Taxes | 1,082,633.16 |

FUND BALANCE:

| | | |
|---------------------------|---------------------|-----------------------------|
| Beginning of the Year | \$ 13,743,491.32 | |
| Add: Revenues | | |
| Budgeted | \$ 3,394,073.07 | |
| Other | <u>1,037,436.78</u> | 4,431,509.85 |
| Less: Expenditures | | <u>(8,007,092.07)</u> |
| Total Fund Balance | | <u>10,167,909.10</u> |

| | |
|---|-------------------------------|
| Total Liabilities, Deferred Revenue and Fund Balance | <u>\$25,074,170.59</u> |
|---|-------------------------------|

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

As of January 31, 2002

| Type | Purchase Date | Maturity Date | Interest Rate | Cost |
|---------------------------------|------------------|------------------|------------------|------------------------|
| Treasury Bonds | 1/12/01 | 2/15/02 | 4.800% | 659,596.76 |
| Treasury Notes | 1/12/01 | 2/28/02 | 4.800% | 609,439.94 |
| Treasury Notes | 1/26/01 | 1/31/02 | 4.800% | 506,850.94 |
| CD - First Natl. Bank Ed. | 3/23/01 | 3/23/02 | 4.750% | 100,000.00 |
| Treasury Notes | 4/11/01 | 3/31/02 | 4.001% | 614,835.00 |
| Treasury Notes | 4/11/01 | 5/31/02 | 4.004% | 720,185.00 |
| CD - Stillwater National Bank | 4/23/01 | 3/23/02 | 4.500% | 100,000.00 |
| Treasury Notes | 4/25/01 | 4/30/02 | 3.755% | 616,993.75 |
| Treasury Notes | 4/25/01 | 5/15/02 | 3.748% | 623,087.50 |
| Treasury Notes | 6/15/01 | 5/15/02 | 3.450% | 404,116.33 |
| CD - First EnterpriseBank | 6/21/01 | 6/21/02 | 4.000% | 100,000.00 |
| CD - National Bank of Commerce. | 6/21/01 | 6/21/02 | 4.190% | 100,000.00 |
| Treasury Notes | 6/15/01 | 6/30/02 | 3.450% | 689,041.15 |
| CD - Lincoln Bank | 7/17/01 | 7/17/02 | 4.250% | 100,000.00 |
| CD - American Bank, Edmond | 7/18/01 | 7/18/02 | 4.010% | 100,000.00 |
| CD - Americrest Bank | 7/18/01 | 7/18/02 | 3.900% | 100,000.00 |
| Treasury Notes | 7/21/01 | 7/31/02 | 3.450% | 410,152.11 |
| CD - BankFirst | 7/27/01 | 7/27/02 | 3.950% | 100,000.00 |
| CD - Peoples National, Bethany | 7/27/01 | 7/27/02 | 4.180% | 100,000.00 |
| Treasury Notes | 8/21/01 | 8/15/02 | 3.250% | 308,992.19 |
| CD - Local Oklahoma Bank | 8/29/01 | 11/29/02 | 4.410% | 100,000.00 |
| CD - MidFirst Bank | 8/24/01 | 9/24/02 | 3.800% | 100,000.00 |
| CD - Bridgeview Bank | 10/19/01 | 10/19/02 | 2.900% | 100,000.00 |
| Treasury Bills | 11/27/01 | 3/21/02 | 1.800% | 497,217.25 |
| CD - UMB Bank | 12/12/02 | 7/12/02 | 2.750% | 100,000.00 |
| CD - Quali Creek Bank | 12/7/01 | 12/7/02 | 2.790% | 100,000.00 |
| Treasury Bills | 12/20/01 | 6/20/02 | 1.600% | 496,056.50 |
| Treasury Notes | 12/20/01 | 8/31/02 | 1.750% | 515,009.82 |
| Total Investments | | | | <u>\$ 9,071,574.24</u> |

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

July 1, 2001 to December 31, 2001

| | <u>Budget</u> | <u>Current Month Receipts</u> | <u>Year To Date Receipts</u> | <u>Percent Budget Received</u> |
|------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--|
| <u>BUDGETED:</u> | | | | |
| 2000 Ad Valorem Tax | \$ 15,998,028.65 | \$2,634,568.58 | \$ 3,040,381.07 | 19.00% |
| State Aid | 297,041.00 | 165,692.00 | 165,692.00 | 55.78% |
| Fines | <u>337,500.00</u> | <u>40,000.00</u> | <u>188,000.00</u> | 55.70% |
| Total Budgeted Revenue | <u><u>\$ 16,632,569.65</u></u> | <u><u>\$2,840,260.58</u></u> | <u><u>\$ 3,394,073.07</u></u> | 20.41% |
| <u>NOT BUDGETED:</u> | | | | |
| Prior Years Taxes | | \$ 56,709.49 | \$ 479,006.62 | |
| Homestead Exemption Reimb. | | | 46,363.76 | |
| Investment Income | | 43,997.59 | 475,224.73 | |
| Flexible Benefits Account Balance | | 6,554.20 | 6,554.20 | |
| Miscellaneous | | <u>2,707.42</u> | <u>30,287.47</u> | |
| Total Miscellaneous Revenue | | <u><u>\$ 109,968.70</u></u> | <u><u>\$ 1,037,436.78</u></u> | |
| Total Revenue | <u><u>\$ 16,632,569.65</u></u> | <u><u>\$2,950,229.28</u></u> | <u><u>\$ 4,431,509.85</u></u> | 26.64% |

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

December 31, 2001

| ACCT Num. | | BALANCE 12/1/01 | RECEIPTS December | EXPEND. December | BALANCE 12/31/01 |
|--------------------------------|--------------------------------|---------------------|----------------------|---------------------|---------------------|
| REVOLVING FUNDS: | | | | | |
| 805 | Gifts/Lost Books | \$ 24,397.04 | \$ 2,842.68 | \$ 354.65 | \$ 26,885.07 |
| 810 | Prepaid Fees | (119.70) | (325.47) | | (445.17) |
| 815 | Fines | 14,969.52 | 29,700.15 | 40,000.00 | 4,669.67 |
| 820 | Copy | 3,405.32 | 3,737.05 | 4,603.58 | 2,538.79 |
| 900 | Special Event Fund | 2,656.34 | 0.00 | | 2,656.34 |
| 825 | Insurance Reimbursement | 16,804.48 | 0.00 | 4,754.32 | 12,050.16 |
| | Total Revolving Funds | <u>\$ 62,113.00</u> | <u>\$ 35,954.41</u> | <u>\$ 49,712.55</u> | <u>\$ 48,354.86</u> |
| GRANTS: | | | | | |
| | | GRANT AMOUNT | RECEIPTS TO DATE | EXPEND. TO DATE | BALANCE 12/31/01 |
| Special Grants | | | | | |
| 852 | Putnam City Schools | 980.00 | 980.00 | 968.16 | \$ 11.84 |
| 855 | Wal-Mart/ Comedy Commado | 1,000.00 | 1,000.00 | 431.12 | 568.88 |
| 857 | DN/LC Children's Area | 50.00 | 50.00 | 0.00 | 50.00 |
| 858 | MWC/ Family Place | 512.00 | 512.00 | 0.00 | 512.00 |
| 950 | Endowment /99 RE Tech Center | 20,000.00 | 20,000.00 | 4,938.07 | 15,061.93 |
| 961 | Seagate/99 Afrocentric | 1,750.00 | 1,750.00 | 1,700.00 | 50.00 |
| 963 | RE Friends/Programming Grant | 1,050.00 | 1,050.00 | 800.00 | 250.00 |
| 970 | OCCF/00 Reading Is Fun | 13,225.00 | 13,227.70 | 13,208.74 | 18.96 |
| 973 | Lee Brawner Scholarship | 26,174.94 | 26,174.94 | 20,521.14 | 5,653.80 |
| 988 | Endowment/00 Distribution | 3,904.00 | 3,904.00 | 3,817.59 | 86.41 |
| 989 | Seagate/00 Afrocentric Exper. | 1,750.00 | 1,750.00 | 900.00 | 850.00 |
| 993 | Ralph Ellison Grants | 333.00 | 333.00 | 87.75 | 245.25 |
| 996 | OCCF/01 Okla. County Kids Read | 15,000.00 | 15,000.00 | 8,478.32 | 6,521.68 |
| 997 | Viburnum Foundation Grant | 3,000.00 | 3,000.00 | 2,468.33 | 531.67 |
| Grants - Friends of MLS | | | | | |
| 972 | 00 Materials Grant | 45,000.00 | 45,093.67 | 44,376.75 | 716.92 |
| 977 | 00 New Look, New Millennium | 2,000.00 | 2,000.00 | 1,850.43 | 149.57 |
| 978 | 00 Big Books | 1,100.00 | 1,100.00 | 1,035.81 | 64.19 |
| 984 | 00 LIFE | 5,000.00 | 5,000.00 | 4,413.44 | 586.56 |
| 985 | 00 Volunteer Recognition | 2,000.00 | 2,000.00 | 1,879.04 | 120.96 |
| 832 | 01 WA - Children's Finishing | 5,425.00 | 5,425.00 | 2,079.85 | 3,345.15 |
| 833 | 01 DC - Storytime Filmstrips | 321.00 | 321.00 | 0.00 | 321.00 |
| 836 | 01 BOOKS | 1,500.00 | 1,500.00 | 386.90 | 1,113.10 |
| 837 | 01 Display Accessories | 1,000.00 | 1,000.00 | 640.00 | 360.00 |
| 838 | 01 Comedy Commandos | 3,880.00 | 0.00 | 1,940.04 | (1,940.04) |
| 839 | 01 Teen Summit | 2,560.00 | 2,560.00 | 1,824.08 | 735.92 |
| 841 | 01 Our World Series | 16,150.00 | 16,150.00 | 5,250.00 | 10,900.00 |
| 843 | 01 Sudden Opportunity | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 |

GRANTS:

| | <u>GRANT AMOUNT</u> | <u>RECEIPTS TO DATE</u> | <u>EXPEND. TO DATE</u> | <u>BALANCE 12/31/01</u> |
|---------------------------------------|-------------------------|-----------------------------|----------------------------|-----------------------------|
| <u>Grants - Friends of MLS</u> | | | | |
| 845 01 DN/LC Framed Prints | 20,000.00 | | 1035.35 | (1,035.35) |
| 846 01 Materials | 30,000.00 | 30,000.00 | 28,113.45 | 1,886.55 |
| 847 01 PC Learning Lab | 9,150.00 | 9,150.00 | 0.00 | 9,150.00 |
| 848 01 Volunteer Recognition | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 |
| 849 01 Staff Recognition | 5,300.00 | 5,300.00 | 4,646.31 | 653.69 |
| 851 01 "Read About It" Set | 2,300.00 | 2,300.00 | 2,042.00 | 258.00 |
| Total Grants | | | | <u>\$ 64,798.64</u> |
| Total Special Funds | | | | <u><u>\$ 113,153.50</u></u> |

METROPOLITAN LIBRARY SYSTEM
STATEMENT OF ENCUMBRANCES
Month of December 2001

FY-02

PERSONAL SERVICES

| ACCT NO. | PURPOSE | THIS MONTH | YEAR TO DATE | PER CENT | APPROPRIATIONS | BALANCE |
|-------------|-------------------------|------------|--------------|-------------|----------------|--------------|
| 101 | Salaries | 538,177.60 | 3,444,843.24 | 47.48 | 7,255,224.00 | 3,810,380.76 |
| 102 | Wages - Part-time | 63,928.92 | 413,941.72 | 39.02 | 1,060,830.00 | 646,888.28 |
| 103 | Payroll Taxes | 43,890.48 | 284,099.46 | 45.56 | 623,461.00 | 339,361.54 |
| 109 | Workers Comp. Insurance | 3,400.00 | 21,361.06 | 41.92 | 50,954.00 | 29,592.94 |
| 112 | Group Insurance | 83,053.44 | 469,803.46 | 45.02 | 1,043,452.00 | 573,648.54 |
| 113 | Employees' Retirement | .00 | .00 | .00 | 927,000.00 | 927,000.00 |
| 114 | Unemployment Compens. | .00 | .00 | .00 | 10,000.00 | 10,000.00 |
| | Total Personal Services | 732,450.44 | 4,634,048.94 | 42.23 | 10,970,921.00 | 6,336,872.06 |
| | | ===== | ===== | | ===== | ===== |

MAINTENANCE & OPERATIONS - CONTRACTUAL SERVICES

| | | | | | | |
|-----|-----------------------------|------------|--------------|-------|--------------|--------------|
| 201 | Bldg, Property & Auto Insu. | .00 | 87,801.00 | 90.62 | 96,886.00 | 9,085.00 |
| 202 | Liability/Bonding Insurance | .00 | 60.00 | .42 | 14,000.00 | 13,940.00 |
| 205 | Rent of Library Buildings | 2,126.44 | 14,885.08 | 52.78 | 28,200.00 | 13,314.92 |
| 206 | Rent of Equipment | 1,420.20 | 8,733.45 | 44.40 | 19,669.00 | 10,935.55 |
| 207 | Janitorial Services | 14,051.33 | 84,307.98 | 47.93 | 175,868.00 | 91,560.02 |
| 208 | Maintenance of Facilities | 10,726.92 | 96,757.03 | 46.97 | 205,982.00 | 109,224.97 |
| 211 | Parking & Transportation | 5,720.97 | 35,640.42 | 41.00 | 86,920.00 | 51,279.58 |
| 212 | Travel Expenses | 4,755.14 | 20,029.94 | 29.85 | 67,091.00 | 47,061.06 |
| 213 | Professional Services | 21,629.76 | 180,995.34 | 39.85 | 454,107.00 | 273,111.66 |
| 216 | Telephone Services | 16,141.76 | 93,777.88 | 33.51 | 279,830.00 | 186,052.12 |
| 217 | Electrical Services | 15,267.32 | 201,928.42 | 58.51 | 345,098.00 | 143,169.58 |
| 218 | Gas Services | 5,125.88 | 7,592.17 | 8.93 | 84,948.00 | 77,355.83 |
| 219 | Water & Garbage Services | 1,866.58 | 19,476.89 | 52.85 | 36,849.00 | 17,372.11 |
| 226 | Memberships | 1,491.00 | 15,322.00 | 72.55 | 21,119.00 | 5,797.00 |
| 230 | Other Library-Related Serv. | 21,208.58 | 53,582.72 | 20.43 | 262,250.00 | 208,667.28 |
| 231 | Automation Contractual | 29,793.98 | 102,033.93 | 38.28 | 266,515.00 | 164,481.07 |
| 236 | Network Catalog Services | .00 | 1,800.00 | 3.68 | 48,850.00 | 47,050.00 |
| | Total Contractual Services | 151,325.86 | 1,024,724.25 | 41.08 | 2,494,182.00 | 1,469,457.75 |
| | | ===== | ===== | | ===== | ===== |

METROPOLITAN LIBRARY SYSTEM
STATEMENT OF ENCUMBRANCES
Month of December 2001

FY-02

MAINTENANCE & OPERATIONS - COMMODITIES

| ACCT NO. | PURPOSE | THIS MONTH | YEAR TO DATE | PER CENT | APPROPRIATIONS | BALANCE |
|-------------|------------------------------|------------|--------------|-------------|----------------|------------|
| 301 | Printing & Printing Supplies | 5,732.61 | 39,850.40 | 44.99 | 88,570.00 | 48,719.60 |
| 302 | Postage | 28,565.35 | 106,010.24 | 56.68 | 187,015.00 | 81,004.76 |
| 303 | Supplies | 19,450.24 | 101,819.92 | 46.30 | 219,873.00 | 118,053.08 |
| 310 | Maintenance Supplies | 795.82 | 15,224.36 | 25.37 | 60,000.00 | 44,775.64 |
| 312 | Safety Supplies & Equipment | 60.25 | 4,438.08 | 56.89 | 7,800.00 | 3,361.92 |
| 321 | Gasoline & Oil | 523.00 | 3,955.51 | 26.37 | 15,000.00 | 11,044.49 |
| 322 | Vehicle Parts & Repairs | 1,160.72 | 5,859.94 | 48.83 | 12,000.00 | 6,140.06 |
| 330 | Programming Activities | 3,987.41 | 49,218.77 | 31.25 | 157,490.00 | 108,271.23 |
| 331 | Other Commodities | 591.39 | 5,660.87 | 21.91 | 25,830.00 | 20,169.13 |
| | Total Commodities | 60,866.79 | 332,038.09 | 42.92 | 773,578.00 | 441,539.91 |
| | | ===== | ===== | | ===== | ===== |

CAPITAL OUTLAYS

| | | | | | | |
|-----|------------------------------|--------------|--------------|--------|---------------|---------------|
| 401 | Books & Materials | 266,315.81 | 1,312,515.89 | 50.37 | 2,605,330.00 | 1,292,814.11 |
| 404 | Government Documents | .00 | 3,500.00 | 44.87 | 7,800.00 | 4,300.00 |
| 405 | Book Repairs & Bindings | .00 | .00 | .00 | 4,600.00 | 4,600.00 |
| 407 | Periodicals & Subscriptions | 96,003.93 | 123,775.17 | 90.60 | 136,610.00 | 12,834.83 |
| 408 | Furniture, Fixture, & Equip. | 3,212.12 | 67,416.36 | 56.48 | 119,356.00 | 51,939.64 |
| 409 | Motor Vehicles | .00 | 20,000.00 | 100.00 | 20,000.00 | .00 |
| 410 | Automation System & Equip. | 130,828.60 | 154,335.89 | 46.95 | 328,665.00 | 174,329.11 |
| 450 | Capital Projects | 54,313.88 | 334,737.48 | 9.57 | 3,494,822.00 | 3,160,084.52 |
| 490 | Capital Reserves - Current | .00 | .00 | .00 | .00 | .00 |
| 499 | Reserve Carryover - Prior | .00 | .00 | .00 | 9,379,797.76 | 9,379,797.76 |
| | Total Capital Outlays | 550,674.34 | 2,016,280.79 | 12.52 | 16,096,980.76 | 14,080,699.97 |
| | | ===== | ===== | | ===== | ===== |
| | Total Budget | 1,495,317.43 | 8,007,092.07 | 26.39 | 30,335,661.76 | 22,328,569.69 |
| | | ===== | ===== | | ===== | ===== |

| | | | | |
|--------------------------------------|--------------|------------------|----------|-------------------|
| GENERAL FUND F.Y. 00-01 | | WARRANT REGISTER | | 12/31/01 |
| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
| G-04895 | DPS Printing | Printing | 3,655.00 | 3,655.00 |
| TOTAL OF FY 00-01 WARRANTS ISSUED \$ | | | | 3,655.00 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------------|---------------------------|----------|-------------------|
| G-01928 | Metropolitan Library System | Parking | 4.00 | |
| | | Telephone Reimbursement | 17.63 | |
| | | Postage | 1.35 | |
| | | Maintenance of Facilities | 4.04 | |
| | | Maintenance Supplies | 11.86 | |
| | | OSBI Background Check | 75.00 | |
| | | Meeting Expense | 12.40 | |
| | | Supplies | 106.71 | |
| | | Programming Activities | 129.41 | |
| | | Covers | 43.11 | |
| | | Name Badges | 47.45 | |
| | | Cider | 28.00 | |
| | | Repair Kit | 15.03 | 495.99 |
| G-01929 | Federal Corporation | Maintenance of Facilities | 164.28 | |
| | | Maintenance of Facilities | 35.69 | 199.97 |
| G-01930 | Oklahoma Natural Gas | Gas Services | 219.13 | 219.13 |
| G-01931 | Brodart, Inc. | Furniture | 612.10 | 612.10 |
| G-01932 | Borders Books | Materials | 1,322.85 | 1,322.85 |
| G-01933 | Locke Supply Company | Maintenance of Facilities | 125.21 | |
| | | Maintenance of Facilities | 66.27 | |
| | | Maintenance of Facilities | 136.50 | 327.98 |
| G-01934 | Emsco Electric Supply | Maintenance of Facilities | 45.98 | |
| | | Maintenance of Facilities | 10.45 | |
| | | Maintenance of Facilities | 78.85 | |
| | | Maintenance of Facilities | 242.34 | |
| | | Maintenance of Facilities | 42.90 | |
| | | Maintenance of Facilities | 187.18 | |
| | | Maintenance of Facilities | 18.24 | |
| | | Maintenance of Facilities | 280.05 | |
| | | Maintenance of Facilities | 344.48 | |
| | | Maintenance of Facilities | 13.92 | |
| | | Maintenance of Facilities | 91.20 | |
| | | Maintenance of Facilities | 183.15 | 1,538.74 |
| G-01935 | Pipkin Cameras | Film | 24.36 | 24.36 |
| G-01936 | EBSCO Subscription Services | Subscription | 132.55 | 132.55 |
| G-01937 | Gale Research | Materials | 3,728.94 | 3,728.94 |
| G-01938 | Frank C. Ray | Parking & Transportation | 23.28 | 23.28 |
| G-01939 | Oklahoma Historical Society | Subscription | 63.00 | 63.00 |
| G-01940 | Central Parking System | Parking | 245.00 | 245.00 |
| G-01941 | Weston Woods Studios | Materials | 64.90 | 64.90 |
| G-01942 | Baker & Taylor | Materials | 432.39 | 432.39 |
| G-01943 | Karen Marriott | Parking | 55.00 | 55.00 |
| G-01944 | Stillwater News-Press | Subscription | 134.00 | 134.00 |
| G-01945 | Standard & Poor's Corporation | Materials | 8,455.30 | 8,455.30 |
| G-01946 | Mitchell Repair Information Co | Materials | 155.00 | 155.00 |
| G-01947 | Bill Warren Office Products | Supplies | 56.81 | 56.81 |
| G-01948 | American Library Association | Membership | 2,412.00 | |
| | | Membership | 195.00 | 2,607.00 |
| G-01949 | Metro Supply Co. | Supplies | 15.90 | 15.90 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|-------------------------------|---------------------------|-----------|-------------------|
| G-01950 | Boise Cascade | Supplies | 52.25 | 52.25 |
| G-01951 | Kapco Library Products | Supplies | 58.96 | 58.96 |
| G-01952 | U.S. Postmaster | Postage | 9,500.00 | 9,500.00 |
| G-01953 | Phillip E. Tolbert | Programming Activities | 168.98 | |
| | | Meeting Expense | 24.33 | 193.31 |
| G-01954 | Instructional Video, Inc. | Materials | 2,259.50 | 2,259.50 |
| G-01955 | Greater Oklahoma City Chamber | Membership | 255.00 | 255.00 |
| G-01956 | Thorndike Press/Gale Group | Materials | 6,554.36 | 6,554.36 |
| G-01957 | Global Computer Supplies | Automation Contractural | 33.62 | |
| | | Automation Contractural | 187.82 | 221.44 |
| G-01958 | Mutual Assurance | Life Ins. & Admin. fees | 14,292.42 | 14,292.42 |
| G-01959 | U.S. Postmaster | Postage | 32.00 | 32.00 |
| G-01960 | Copelin's Office Center | Supplies | 3.39 | 3.39 |
| G-01961 | Priscilla Doss | Parking & Transportation | 4.49 | 4.49 |
| G-01962 | Martindale-Hubbell | Materials | 1,147.75 | 1,147.75 |
| G-01963 | Criss-Cross Numerical Direct. | Materials | 7,318.00 | 7,318.00 |
| G-01964 | The Oil & Gas Directory | Materials | 90.00 | 90.00 |
| G-01965 | DPS Printing | Supplies | 178.50 | 178.50 |
| G-01966 | Lowe's Home Improvement | Maintenance of Facilities | 21.30 | |
| | | Maintenance of Facilities | 20.82 | |
| | | Maintenance of Facilities | 23.92 | |
| | | Maintenance Supplies | 53.68 | |
| | | Maintenance Supplies | 36.92 | |
| | | Maintenance of Facilities | 14.58 | 171.22 |
| G-01967 | Cingular Wireless | Telephone Services | 75.28 | 75.28 |
| G-01968 | Follett Audiovisual Resources | Materials | 1,610.59 | 1,610.59 |
| G-01969 | Ingram Library Service | Materials | 908.02 | |
| | | Materials | 673.97 | 1,581.99 |
| G-01970 | Julia A Mock | Programming Activities | 97.11 | 97.11 |
| G-01971 | Penton Overseas | Materials | 116.38 | 116.38 |
| G-01972 | High-Tech Tronics, Inc. | Maintenance of Facilities | 374.00 | |
| | | Maintenance of Facilities | 315.00 | |
| | | Maintenance of Facilities | 59.85 | 748.85 |
| G-01973 | Audio Editions | Materials | 22.94 | 22.94 |
| G-01974 | FOI Oklahoma | Registration | 85.00 | 85.00 |
| G-01975 | AT&T | Telephone Services | .64 | .64 |
| G-01976 | Fuelman of Oklahoma | Gasoline | 128.80 | 128.80 |
| G-01977 | Chickasaw Telecom, Inc. | Automation Equipment | 3,961.60 | 3,961.60 |
| G-01978 | Karen R. Bray | Parking & Transportation | 55.68 | 55.68 |
| G-01979 | Day-Timers, Inc. | Supplies | 29.98 | 29.98 |
| G-01980 | Shirley Wapskineh | Programming Activities | 150.00 | 150.00 |
| G-01981 | Thuy T. Nguyen | Parking & Transportation | 19.32 | 19.32 |
| G-01982 | Schiffer Publishing | Materials | 68.08 | 68.08 |
| G-01983 | Anita F. Roesler | Parking & Transportation | 34.05 | 34.05 |
| G-01984 | inter.net | Telephone Services | 59.85 | 59.85 |
| G-01985 | Anderson News Company | Subscription | 1,426.36 | 1,426.36 |
| G-01986 | Debbie E. Robertus | Parking & Transportation | 27.67 | 27.67 |
| G-01987 | Wheeler Publishing, Inc. | Materials | 646.90 | 646.90 |
| G-01988 | Beck Associates Architects | Architectural Services | 53,500.18 | 53,500.18 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|-------------------------------|---------------------------|-----------|-------------------|
| G-01989 | Michael Corley | Programming Activities | 50.00 | 50.00 |
| G-01990 | Steve's Wholesale | Maintenance Supplies | 78.01 | 78.01 |
| G-01991 | The Daily Oklahoman | Legal Advertisement | 41.37 | 41.37 |
| G-01992 | Harrah Disposal Service | Garbage Service | 25.00 | 25.00 |
| G-01993 | Brawner Associates, L.L.C. | Consultant Fee | 3,432.00 | 3,432.00 |
| G-01994 | Center for Nonprofit Managemt | Registration | 75.00 | |
| | | Registration | 75.00 | 150.00 |
| G-01995 | Katrina B. Prince | Parking & Transportation | 7.25 | |
| | | Staff Recognition | 28.50 | |
| | | Meeting Expense | 24.52 | 60.27 |
| G-01996 | Dowell Parking Center | Parking | 105.00 | |
| | | Parking | 85.00 | |
| | | Parking | 50.00 | 240.00 |
| G-01997 | Omnigraphics, Inc. | Materials | 1,432.46 | 1,432.46 |
| G-01998 | Chivers North America | Materials | 121.46 | 121.46 |
| G-01999 | Books in Motion | Materials | 576.84 | 576.84 |
| G-02000 | Burns Int'l Security Services | Registration | 1,849.04 | 1,849.04 |
| G-02001 | City of Harrah | Water & Garbage Service | 27.67 | 27.67 |
| G-02002 | Info USA Marketing, Inc. | Materials | 175.00 | 175.00 |
| G-02003 | Norman Maas | Car Allowance | 450.00 | 450.00 |
| G-02004 | Lisa M. Wood | Parking & Transportation | 40.37 | 40.37 |
| G-02005 | Vision Video | Materials | 46.96 | 46.96 |
| G-02006 | COTPA | Parking | 756.00 | |
| | | Parking | 864.00 | 1,620.00 |
| G-02007 | Demco Media Turtleback Books | Materials | 112.40 | 112.40 |
| G-02008 | Office Depot | Paper | 72.90 | 72.90 |
| G-02009 | Metro Tile | Maintenance of Facilities | 18.30 | 18.30 |
| G-02010 | PLA 9th National Conference | Registration | 385.00 | |
| | | Registration | 160.00 | 545.00 |
| G-02011 | Karen L. Bays | Meeting Expense | 52.47 | |
| | | Catering | 476.25 | 528.72 |
| G-02012 | Roto-Rooter | Maintenance of Facilities | 261.21 | 261.21 |
| G-02013 | Automatic Fire Control, Inc. | Programming Activities | 98.00 | 98.00 |
| G-02014 | Cox Oklahoma Telecom Inc. | Telephone Services | 1,564.81 | |
| | | Telephone Services | 1,894.85 | |
| | | Telephone Services | 2,490.98 | |
| | | Telephone Services | 2,725.17 | 8,675.81 |
| G-02015 | David Fitzgerald & Associates | Photos | 46.25 | 46.25 |
| G-02016 | Cheryl Pernell | Parking & Transportation | 10.35 | 10.35 |
| G-02017 | Fine Arts Engraving Co., Inc. | Printing | 640.00 | 640.00 |
| G-02018 | Marilyn Barnett | Parking & Transportation | 9.32 | 9.32 |
| G-02019 | Santa P Helton | Programming Activities | 15.00 | 15.00 |
| G-02020 | Jeanne M. Devlin | Parking & Transportation | 127.65 | 127.65 |
| G-02021 | Susan A. Williams | Parking & Transportation | 9.32 | 9.32 |
| G-02022 | Enrico Design | Graphic Design | 500.00 | 500.00 |
| G-02023 | Powers of Oklahoma | Maintenance Supplies | 350.00 | 350.00 |
| G-02024 | Baker & Taylor Entertainment | Materials | 2,764.35 | 2,764.35 |
| G-02025 | Metropolitan Library System | Medical/Dental Insurance | 52,596.86 | 52,596.86 |
| G-02026 | Archer Office Products, Inc. | Supplies | 57.05 | |

** Continued **

| Warrant Number | Vendor/Payee | Purpose | Warrant Amount |
|-----------------|--------------------------------|---------------------------|----------------|
| ** Continued ** | | | |
| G-02026 | Archer Office Products, Inc. | Supplies | 132.01 |
| G-02027 | LaVetta Kinsey Dent | Programming Activities | 81.20 |
| G-02028 | Wal-mart | Staff Recognition | 46.10 |
| | | Supplies | 18.34 |
| G-02029 | Paper Warehouse, Inc. | Supplies | 10.36 |
| G-02030 | Metro Tech | Registration | 552.00 |
| | | Programming Activities | 150.00 |
| G-02031 | Baker & Taylor | Materials | 941.89 |
| | | Materials | 710.79 |
| | | Materials | 1,371.87 |
| | | Materials | 2,371.15 |
| | | Materials | 4,160.41 |
| | | Materials | 14,144.67 |
| | | Materials | 7,801.34 |
| G-02032 | Baker & Taylor | Materials | 373.27 |
| | | Materials | 4,513.76 |
| | | Materials | 393.12 |
| G-02033 | O G & E | Electrical Services | 10,197.97 |
| G-02034 | Oklahoma Natural Gas | Gas Services | 235.46 |
| | | Gas Services | 874.43 |
| G-02035 | City of Oklahoma City | Water & Garbage Service | 387.49 |
| | | Water & Garbage Service | 129.68 |
| G-02036 | Triangle/A & E | Supplies | 31.80 |
| G-02037 | Edward N. Terry | Parking & Transportation | 33.12 |
| G-02038 | Tech-Lock | key | 19.50 |
| G-02039 | DEMCO | Supplies | 59.71 |
| | | Supplies | 75.67 |
| | | Supplies | 69.31 |
| | | Supplies | 78.54 |
| G-02040 | EBSCO Subscription Services | Supplies | 315.33 |
| | | Supplies | 360.18 |
| G-02041 | Gale Research | Materials | 1,167.95 |
| G-02042 | Calvert's Plant Interior, Inc. | Maintenance of Facilities | 195.63 |
| G-02043 | Synergy Datacom Supply Inc. | Maintenance Supplies | 105.80 |
| G-02044 | City of Edmond | Electrical Services | 2,723.83 |
| G-02045 | United Linen | Towel Service | 20.32 |
| G-02046 | Barbara J. Williams | Parking & Transportation | 25.88 |
| G-02047 | Standard Printing Co., Inc. | Flyer | 825.00 |
| | | Envelope | 2,380.00 |
| | | Printing | 80.00 |
| G-02048 | Central Parking System | Parking | 285.00 |
| G-02049 | Baker & Taylor | Materials | 3,661.89 |
| G-02050 | Donna Morris | Parking & Transportation | 48.30 |
| | | Telephone Reimbursement | 34.95 |
| G-02051 | Judith Walden | Parking & Transportation | 28.29 |
| | | Registration | 50.00 |
| G-02052 | Bank of Oklahoma | Payroll Transmittal-Chks | 55,330.65 |
| | | Payroll Transmittal-Chks | 18,237.23 |
| G-02053 | Bank of Oklahoma | Federal Withholding Tax | 31,989.60 |

** Continued **

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|-------------------------------|---------------------------|-----------|-------------------|
| | ** Continued ** | | | |
| G-02053 | Bank of Oklahoma | Federal Withholding Tax | 1,662.10 | 33,651.70 |
| G-02054 | Oklahoma Tax Commission | State Withholding Tax | 12,247.00 | |
| | | State Withholding Tax | 594.21 | 12,841.21 |
| G-02055 | Mun. Employees Credit Union | Employee Cr Union Deducts | 8,016.35 | |
| | | Employee Cr Union Deducts | 60.00 | 8,076.35 |
| G-02056 | United Way of Metro OKC | Employee Deductions | 191.36 | |
| | | Employee Deductions | 8.67 | 200.03 |
| G-02057 | Susan E. Ryan | Parking & Transportation | 18.63 | 18.63 |
| G-02058 | Nextel Communications | Telephone Services | 116.18 | 116.18 |
| G-02059 | Joyce Helms | Supplies | 56.40 | 56.40 |
| G-02060 | Boise Cascade | Supplies | 793.63 | |
| | | Supplies | 126.48 | 920.11 |
| G-02061 | U.S. Postmaster | Postage | 1,000.00 | 1,000.00 |
| G-02062 | Jim and Jerry's Garage | Vehicle Parts & Repairs | 164.35 | 164.35 |
| G-02063 | PureService Corporation | Maintenance of Facilities | 90.00 | 90.00 |
| G-02064 | Sylvia A. Lawson | Parking & Transportation | 15.87 | 15.87 |
| G-02065 | Tracy Stone | Programming Activities | 5.36 | 5.36 |
| G-02066 | Instructional Video, Inc. | Materials | 1,609.73 | 1,609.73 |
| G-02067 | Denyvetta Davis | Parking & Transportation | 55.20 | |
| | | Membership | 162.00 | 217.20 |
| G-02068 | Kathie Hulkan | Parking & Transportation | 4.83 | 4.83 |
| G-02069 | Mutual Assurance | Group life insurance | 23.81 | 23.81 |
| G-02070 | Anne G. Fischer | Telephone Reimbursement | 59.67 | |
| | | Parking & Transportation | 44.16 | 103.83 |
| G-02071 | ACCRA | Materials | 700.00 | 700.00 |
| G-02072 | Midwest City Chamber | Membership | 275.00 | 275.00 |
| G-02073 | Angie Paeltz | Programming Activities | 72.17 | |
| | | Parking & Transportation | 20.70 | 92.87 |
| G-02074 | Library Video Company | Materials | 364.78 | 364.78 |
| G-02075 | Full Circle Book Store | Materials | 228.36 | 228.36 |
| G-02076 | Rosemary Czarski | Parking & Transportation | 89.01 | 89.01 |
| G-02077 | Janet Brooks | Parking & Transportation | 37.26 | 37.26 |
| G-02078 | Commercial Concepts | Maintenance of Facilities | 780.00 | |
| | | Repair of Fixtures | 60.00 | 840.00 |
| G-02079 | BMI Systems | Lease of Equipment | 732.68 | |
| | | Lease of Equipment | 687.52 | 1,420.20 |
| G-02080 | Boone & Boone Sales Co., Inc. | Maintenance of Facilities | 19.25 | 19.25 |
| G-02081 | Conney Safety Products | Safety Supplies | 19.25 | 19.25 |
| G-02082 | Oklahoma Tax Commission | Employee Deductions | 50.00 | 50.00 |
| G-02083 | American Red Cross | Safety Supplies | 19.00 | 19.00 |
| G-02084 | Baltimore Life Insurance Co. | Employee Deductions | 584.49 | 584.49 |
| G-02085 | Mary Strasner | Programming Activities | 61.47 | 61.47 |
| G-02086 | Laura Tallant | Parking & Transportation | 23.81 | 23.81 |
| G-02087 | Southwestern Bell | Automation Contractural | 430.45 | |
| | | Telephone Services | 276.25 | 706.70 |
| G-02088 | SIRS Mandarin | Materials | 14,535.00 | 14,535.00 |
| G-02089 | FireCo | Maintenance of Facilities | 45.00 | 45.00 |
| G-02090 | Follett Audiovisual Resources | Materials | 835.02 | 835.02 |
| G-02091 | Ingram Library Service | Materials | 739.89 | 739.89 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------------|---------------------------|------------|-------------------|
| G-02092 | Penton Overseas | Materials | 149.25 | 149.25 |
| G-02093 | James Dennis | Parking & Transportation | 66.24 | 66.24 |
| G-02094 | Walden Book Company, Inc. | Programming Activities | 344.86 | 344.86 |
| G-02095 | High-Tech Tronics, Inc. | Maintenance of Facilities | 550.00 | |
| | | Maintenance of Facilities | 550.00 | 1,100.00 |
| G-02096 | Otis Audio, Inc. | Materials | 137.76 | 137.76 |
| G-02097 | Audio Editions | Materials | 16.99 | 16.99 |
| G-02098 | Kinko's | Printing | 115.61 | 115.61 |
| G-02099 | Carla D. Wood | Programming Activities | 250.00 | 250.00 |
| G-02100 | Fuelman of Oklahoma | Gasoline | 65.49 | 65.49 |
| G-02101 | Midwest Trophy Manufacturing | Plaque | 105.75 | 105.75 |
| G-02102 | Aqualife Aquarium Systems | Maintenance of Facilities | 68.30 | 68.30 |
| G-02103 | American Millwork Company | Maintenance of Facilities | 1,306.00 | 1,306.00 |
| G-02104 | Oklahoma City Zoo Ed. Dept. | Programming Activities | 100.00 | 100.00 |
| G-02105 | Bank of America | Payroll Transmittal-DDep | 104,851.13 | |
| | | Payroll Transmittal-DDep | 8,356.00 | 113,207.13 |
| G-02106 | Day-Timers, Inc. | Supplies | 39.98 | 39.98 |
| G-02107 | Frances Virginia Harbert | Programming Activities | 72.77 | 72.77 |
| G-02108 | Works & Lentz, Inc. | Employee Deductions | 251.91 | 251.91 |
| G-02109 | Paula A. Hannapel | Membership | 22.00 | 22.00 |
| G-02110 | Jimmy Welch | Parking & Transportation | 20.36 | 20.36 |
| G-02111 | Douglas G. Bentin | Parking & Transportation | 48.65 | 48.65 |
| G-02112 | Grolier Educational | Materials | 1,618.40 | 1,618.40 |
| G-02113 | Dorothy Dunlap | Parking & Transportation | 98.67 | 98.67 |
| G-02114 | USCM/South Central | Employee Deductions | 6,602.33 | 6,602.33 |
| G-02115 | Hibdon Tire Centers | Vehicle Parts & Repairs | 493.96 | 493.96 |
| G-02116 | Faculty House | Membership | 15.00 | 15.00 |
| G-02117 | Home Depot Credit Services | Maintenance of Facilities | 29.90 | 29.90 |
| G-02118 | Scholastic Inc. | Programming Activities | 714.67 | 714.67 |
| G-02119 | Wheeler Publishing, Inc. | Materials | 1,847.84 | 1,847.84 |
| G-02120 | Heidi A. Port | Parking & Transportation | 18.84 | 18.84 |
| G-02121 | Sally C. Epp | Parking & Transportation | 82.11 | 82.11 |
| G-02122 | Quill, Corp. | Supplies | 89.98 | 89.98 |
| G-02123 | BMI | Copier Maintenance | 223.82 | |
| | | Copier Maintenance | 249.03 | 472.85 |
| G-02124 | Business Imaging Systems, Inc. | Equipment | 12,676.50 | 12,676.50 |
| G-02125 | The Daily Oklahoman | Classified Advertisement | 137.95 | 137.95 |
| G-02126 | Matthew S Carter | Parking & Transportation | 83.49 | 83.49 |
| G-02127 | Heidi Johnson | Parking & Transportation | 15.18 | 15.18 |
| G-02128 | Business Mail Entry | Postage | 125.00 | |
| | | Postage | 375.00 | 500.00 |
| G-02129 | Sharon A. Nolan | Programming Activities | 116.42 | 116.42 |
| G-02130 | Kristin J. Epperson | Parking & Transportation | 13.80 | 13.80 |
| G-02131 | Ruby J. Soutiere | Parking & Transportation | 33.12 | 33.12 |
| G-02132 | Premium Accounting | Employee Deductions | 834.60 | 834.60 |
| G-02133 | Metro Library Sys Pension Trst | Employee Retirement Conts | 7,418.20 | 7,418.20 |
| G-02134 | Bank of Oklahoma | Flexible Benefits Account | 46.00 | |
| | | Employee Flexplan Deposit | 20,721.16 | |
| | | Employer Flexplan Deposit | 8,878.00 | 29,645.16 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------------|---------------------------|-----------|-------------------|
| G-02135 | Bank of Oklahoma | Employee FICA Deposits | 15,567.24 | |
| | | Employee FICA Deposits | 1,945.03 | |
| | | Employee Medicare Deposit | 3,704.87 | |
| | | Employee Medicare Deposit | 454.92 | |
| | | Employer FICA Deposits | 17,512.19 | |
| | | Employer Medicare Deposit | 4,159.63 | 43,343.88 |
| G-02136 | Moonbeam Publications | Materials | 32.49 | 32.49 |
| G-02137 | Jan M. Reynolds | Parking & Transportation | 22.25 | 22.25 |
| G-02138 | National Association of | Membership | 200.00 | 200.00 |
| G-02139 | Choctaw Chamber of Commerce | Membership | 100.00 | 100.00 |
| G-02140 | Vance Hunt & Associates, Inc. | Fixtures | 550.00 | 550.00 |
| G-02141 | Oklahoma State Bureau of | OSBI Background Check | 375.00 | 375.00 |
| G-02142 | City of Edmond | Water & Garbage Services | 157.12 | 157.12 |
| G-02143 | Burns Int'l Security Services | Security Services | 1,878.82 | 1,878.82 |
| G-02144 | Clyde D. Herrod | Membership | 25.00 | 25.00 |
| G-02145 | Oklahoma Literacy Coalition | Membership | 32.00 | 32.00 |
| G-02146 | Dawn Hall | Parking & Transportation | 6.90 | 6.90 |
| G-02147 | John Wood | Parking & Transportation | 81.25 | 81.25 |
| G-02148 | Galen Kurth | Parking & Transportation | 9.66 | 9.66 |
| G-02149 | Jeff Clemons | Parking & Transportation | 121.96 | 121.96 |
| G-02150 | City of Choctaw | Water & Garbage Services | 22.10 | 22.10 |
| G-02151 | Greg A. Metzger | Employee Deductions | 52.68 | 52.68 |
| G-02152 | Vision Video | Materials | 88.95 | 88.95 |
| G-02153 | WriteDirections.Com | Materials | 64.75 | 64.75 |
| G-02154 | Office Depot | Supplies | 139.95 | 139.95 |
| G-02155 | Citadel Communications | Teen Summit | 300.00 | 300.00 |
| G-02156 | Todd S. Olberding | Parking & Transportation | 19.32 | 19.32 |
| G-02157 | Roy S. Ballou | Parking & Transportation | 22.77 | 22.77 |
| G-02158 | Automatic Fire Control, Inc. | Maintenance of Facilities | 156.00 | 156.00 |
| G-02159 | On_Line Media, Inc. | Advertising | 9,977.04 | 9,977.04 |
| G-02160 | James Mullings | Teen Summit | 200.00 | 200.00 |
| G-02161 | Oklahoman | Materials | 192.00 | 192.00 |
| G-02162 | Sculpture Foundation Office | Materials | 299.25 | 299.25 |
| G-02163 | Christy O'Brien | Parking & Transportation | 2.07 | 2.07 |
| G-02164 | Loretta Frantz | Parking & Transportation | 6.56 | 6.56 |
| G-02165 | R.B. BROYLES | Programming Activities | 50.00 | 50.00 |
| G-02166 | Bureau of Education & Research | Registration | 175.00 | 175.00 |
| G-02167 | Patty Youngblood | Volunteer Workshop | 100.00 | 100.00 |
| G-02168 | Baker & Taylor Entertainment | Materials | 3,671.80 | 3,671.80 |
| G-02169 | Metropolitan Library System | Group Med/Dental Insu. | 33.00 | 33.00 |
| G-02170 | Prairie Gypsies | Meal Function | 15.50 | 15.50 |
| G-02171 | J. Preston Bell | Parking | 108.00 | 108.00 |
| G-02172 | EmTec Pest Control, Inc. | Pest Control Services | 144.00 | |
| | | Pest Control Services | 119.00 | |
| | | Pest Control Services | 164.00 | |
| | | Pest Control Services | 134.00 | 561.00 |
| G-02173 | Pamela S. Buchanan | Parking & Transportation | 4.14 | 4.14 |
| G-02174 | Baker & Taylor | Materials | 1,040.30 | |
| | | Materials | 1,175.26 | |

** Continued **

| Warrant Number | Vendor/Payee | Purpose | Warrant Amount |
|-------------------|--------------------------------|---------------------------|-------------------|
| ** Continued ** | | | |
| G-02174 | Baker & Taylor | Materials | 5,221.94 |
| | | Materials | 4,856.84 |
| G-02175 | Baker & Taylor | Materials | 1,077.91 |
| | | Materials | 7,154.68 |
| G-02176 | Metropolitan Library System | Parking | 6.00 |
| | | OSBI Background Check | 75.00 |
| | | Reception | 16.72 |
| | | Lunch | 44.07 |
| | | Supplies | 45.78 |
| | | Programming Activities | 101.48 |
| | | Programming Activities | 96.47 |
| | | Staff Recognition | 30.00 |
| | | Copies | 2.14 |
| | | Meeting Expense | 56.80 |
| | | Meal Function | 44.95 |
| G-02177 | City of Del City | Building Rental | 400.00 |
| G-02178 | Bradford Industrial Suppl Corp | Maintenance of Facilities | 128.85 |
| G-02179 | O G & E | Electrical Services | 6,745.52 |
| G-02180 | City of Oklahoma City | Water & Garbage Service | 293.76 |
| G-02181 | City of the Village | Garbage & Sewer Service | 64.24 |
| G-02182 | Unisource Worldwide, Inc. | Supplies | 1,120.00 |
| G-02183 | Borders Books | Materials | 191.75 |
| G-02184 | DEMCO | Supplies | 72.62 |
| | | Supplies | 55.92 |
| | | Supplies | 58.27 |
| G-02185 | Pipkin Cameras | Other Contractural Serv | 23.86 |
| | | Prints | 78.22 |
| G-02186 | Gale Research | Materials | 5,112.69 |
| G-02187 | Highsmith Co., Inc. | Fixtures | 2,793.70 |
| | | Supplies | 48.96 |
| G-02188 | Journey House Travel, Inc. | Travel Expense | 296.00 |
| | | Travel Expense | 214.00 |
| | | Travel Expense | 252.00 |
| | | Travel Expense | 296.00 |
| G-02189 | Compaq | Automation Contractural | 11,765.00 |
| G-02190 | Howard W. Sams & Co. | Materials | 147.07 |
| G-02191 | Southwestern Bell Telephone | Telephone Services | 6,326.07 |
| | | Telephone Services | 1,393.78 |
| | | Telephone Services | 338.10 |
| G-02192 | Alma L. Brown | Parking & Transportation | 9.25 |
| G-02193 | Oklahoma Historical Society | Materials | 86.30 |
| G-02194 | Standard Printing Co., Inc. | Printing | 312.50 |
| G-02195 | Weston Woods Studios | Materials | 30.90 |
| G-02196 | Karen Marriott | Parking & Transportation | 20.01 |
| G-02197 | West Publishing Co. | Materials | 587.50 |
| G-02198 | American Library Association | Membership | 195.00 |
| G-02199 | Boise Cascade | Supplies | 7.58 |
| | | Supplies | 9.29 |
| | | Supplies | 14.55 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------------|---------------------------|----------|-------------------|
| G-02200 | Recorded Books, Inc. | Materials | 1,351.70 | 1,351.70 |
| G-02201 | Kapco Library Products | Supplies | 71.06 | |
| | | Supplies | 16.68 | 87.74 |
| G-02202 | PureService Corporation | Janitorial Services | 9,992.33 | |
| | | Janitorial Service | 4,059.00 | 14,051.33 |
| G-02203 | Production Services | Video Taping | 2,450.00 | 2,450.00 |
| G-02204 | Library Video Company | Materials | 106.04 | 106.04 |
| G-02205 | Michael's A Fine Florist | Flowers | 40.00 | 40.00 |
| G-02206 | Geri Price | Parking & Transportation | 198.65 | 198.65 |
| G-02207 | Priscilla Doss | Parking & Transportation | 4.49 | 4.49 |
| G-02208 | Full Circle Book Store | Materials | 100.00 | 100.00 |
| G-02209 | Executive Lawn Service | Maintenance of Lawns | 1,256.80 | 1,256.80 |
| G-02210 | Paper Showcase | Other Contractural Serv | 30.90 | 30.90 |
| G-02211 | Laura Tallant | Parking & Transportation | 10.00 | 10.00 |
| G-02212 | International Personnel | Memberships | 145.00 | 145.00 |
| G-02213 | Lorman Education Services | Registration | 395.00 | 395.00 |
| G-02214 | Southwestern Bell | Data Circuits | 1,167.71 | 1,167.71 |
| G-02215 | Blackstone Audio Books | Materials | 425.24 | 425.24 |
| G-02216 | Oklahoma Gazette | Other Contractural Serv. | 1,123.20 | |
| | | Display Advertising | 561.60 | 1,684.80 |
| G-02217 | Ursula A. Ward | Parking & Transportation | 4.14 | 4.14 |
| G-02218 | Follett Audiovisual Resources | Materials | 112.28 | 112.28 |
| G-02219 | Gateway Films | Materials | 168.93 | 168.93 |
| G-02220 | Ingram Library Service | Materials | 2,552.65 | 2,552.65 |
| G-02221 | Commerical Card Services | Meal Functions | 85.02 | |
| | | Meal Function | 88.39 | |
| | | Meal Function | 41.01 | 214.42 |
| G-02222 | Ibexa Press | Materials | 26.00 | 26.00 |
| G-02223 | Penton Overseas | Materials | 15.20 | 15.20 |
| G-02224 | Dana L. Morrow | Parking & Transportation | 49.16 | 49.16 |
| G-02225 | High-Tech Tronics, Inc. | Maintenance of Facilities | 550.00 | |
| | | Maintenance of Facilities | 720.00 | 1,270.00 |
| G-02226 | Summit Mailing Systems, Inc. | Postage | 129.25 | 129.25 |
| G-02227 | Donars Spanish Books | Materials | 70.28 | 70.28 |
| G-02228 | James E. Nimmo | Parking | 80.00 | 80.00 |
| G-02229 | Walker Stamp & Seal Company | Supplies | 19.70 | 19.70 |
| G-02230 | Designer Impressions | Supplies | 130.00 | |
| | | Printing | 3,202.00 | 3,332.00 |
| G-02231 | Oklahoma County Newspapers | Periodicals/Subscriptions | 24.00 | 24.00 |
| G-02232 | Fuelman of Oklahoma | Gasoline | 120.62 | 120.62 |
| G-02233 | Adirondack Direct | Chair | 218.00 | 218.00 |
| G-02234 | Jana Hausburg | Parking & Transportation | 6.56 | 6.56 |
| G-02235 | Oklahoma City Employment Guide | Other Contractural Serv | 120.00 | 120.00 |
| G-02236 | Sign Service | Maintenance of Facilities | 150.00 | 150.00 |
| G-02237 | Research Solutions of Oklahoma | Survey | 3,783.00 | 3,783.00 |
| G-02238 | Julie Lybrand | Programming Activities | 100.00 | 100.00 |
| G-02239 | C & F Distributions | Maintenance of Facilities | 355.41 | 355.41 |
| G-02240 | Choctaw Plaza Shopping Center | Building Rental | 1,726.44 | 1,726.44 |
| G-02241 | Home Depot Credit Services | Maintenance of Facilities | 34.77 | 34.77 |

| Warrant Number | Vendor/Payee | Purpose | Warrant Amount |
|-------------------|--------------------------------|-----------------------------------|-------------------|
| G-02242 | Pauline Boyer Rodriguez | Parking & Transportation 2.07 | 2.07 |
| G-02243 | Deborah J. Willis | Parking & Transportation 27.60 | 27.60 |
| G-02244 | Business Imaging Systems, Inc. | Equipment 25,353.00 | |
| | | Maintenance of Facilities 840.00 | 26,193.00 |
| G-02245 | OneNet | Ethernet 1,750.00 | 1,750.00 |
| G-02246 | Brawner Associates, L.L.C. | Consultant Fee 4,158.00 | 4,158.00 |
| G-02247 | Masune Safety Co. | Safety Supplies 987.00 | 987.00 |
| G-02248 | Graybar | Cable 162.86 | 162.86 |
| G-02249 | Proquest Information & Learnin | Materials 8,120.00 | 8,120.00 |
| G-02250 | Bank of America | Direct Payroll Deposit 118.84 | 118.84 |
| G-02251 | Disney Educational Products | Materials 497.70 | 497.70 |
| G-02252 | Bartlesville Examiner Ent. | Periodicals/Subscriptions 192.00 | 192.00 |
| G-02253 | Denzel R. Mitchell | Parking & Transportation 16.35 | 16.35 |
| G-02254 | U.S. Postal Service | Postage 2,000.00 | 2,000.00 |
| G-02255 | Dowell Parking Center | Parking 650.00 | |
| | | Parking & Transportation 1,250.00 | 1,900.00 |
| G-02256 | Novalco, Inc. | Maintenance of Facilities 209.50 | 209.50 |
| G-02257 | Waste Connections, Inc. of | Garbage Service 443.62 | 443.62 |
| G-02258 | Burns Int'l Security Services | Security Service 2,313.52 | 2,313.52 |
| G-02259 | Vickey Dooley | Parking & Transportation 83.56 | 83.56 |
| G-02260 | Gregory Bennett | Parking & Transportation 41.05 | 41.05 |
| G-02261 | Darlene S. Browers | Parking & Transportation 43.13 | 43.13 |
| G-02262 | African American Women on Tour | Materials 107.70 | 107.70 |
| G-02263 | David Stanley Chevrolet | Vehicle 20,000.00 | |
| | | Vehicle 2,396.00 | 22,396.00 |
| G-02264 | Greenwood Publishing Group | Materials 69.97 | 69.97 |
| G-02265 | Vision Service Plan | Grp Vision Care Ins Prem 2,069.23 | 2,069.23 |
| G-02266 | Marshall Environmental | Capital Projects 769.90 | 769.90 |
| G-02267 | Kim Cobb | Parking & Transportation 4.49 | 4.49 |
| G-02268 | Office Depot | Supplies 69.98 | |
| | | Supplies 79.99 | 149.97 |
| G-02269 | Shellie Zeigler-Hill | Parking & Transportation 16.22 | 16.22 |
| G-02270 | PLA 9th National Conference | Registration 160.00 | |
| | | Registration 240.00 | |
| | | Registration 160.00 | 560.00 |
| G-02271 | Cox Oklahoma Telecom Inc. | Data Circuits 2,728.00 | |
| | | Data Circuits 990.00 | 3,718.00 |
| G-02272 | Cheryl Pernel | Parking & Transportation 2.76 | 2.76 |
| G-02273 | Teacher's Video Company | Supplies 137.75 | 137.75 |
| G-02274 | Commercial Card Services | Programming Activities 30.45 | 30.45 |
| G-02275 | Bureau of Education & Research | Registration 175.00 | |
| | | Registration 175.00 | 350.00 |
| G-02276 | International School Services | Books 424.62 | 424.62 |
| G-02277 | Sharon Thompson | Parking & Transportation 10.01 | 10.01 |
| G-02278 | Pro Photo Lab, Inc. | Other Contractural Serv 27.00 | 27.00 |
| G-02279 | Susan Hardy Brooks | Other Contractural Serv 540.00 | 540.00 |
| G-02280 | Baker & Taylor Entertainment | Materials 618.05 | 618.05 |
| G-02281 | Commerical Card Services | Supplies 27.23 | 27.23 |
| G-02282 | Jodie Larsen Nida | Calendar/Magazine Essay 150.00 | 150.00 |

| Warrant Number | Vendor/Payee | Purpose | Warrant Amount |
|-------------------|--------------------------------|---------------------------|-------------------|
| G-02283 | Jamils Steakhouse | RAI Volunteers | 358.00 |
| G-02284 | Mary Catherine Reynolds | Programming Activities | 325.00 |
| G-02285 | Archer Office Products, Inc. | Supplies | 105.38 |
| G-02286 | Wal-mart | Supplies | 22.00 |
| G-02287 | Baker & Taylor | Materials | 1,349.75 |
| | | Materials | 1,946.65 |
| | | Materials | 5,416.89 |
| | | Materials | 6,057.43 |
| | | Materials | 7,506.26 |
| | | Materials | 8,050.61 |
| G-02288 | Baker & Taylor | Materials | 1,536.29 |
| | | Materials | 1,336.97 |
| G-02289 | Baker & Taylor | Materials | 547.54 |
| G-02290 | Bank of Oklahoma | Payroll Transmittal-Chks | 59,176.10 |
| | | Payroll Transmittal-Chks | 19,183.92 |
| G-02291 | Bank of Oklahoma | Federal Withholding Tax | 33,049.60 |
| | | Federal Withholding Tax | 1,757.10 |
| G-02292 | Oklahoma Tax Commission | State Withholding Tax | 12,667.00 |
| | | State Withholding Tax | 633.21 |
| G-02293 | Mun. Employees Credit Union | Employee Cr Union Deducts | 8,016.35 |
| | | Employee Cr Union Deducts | 60.00 |
| G-02294 | United Way of Metro OKC | Employee Deductions | 191.36 |
| | | Employee Deductions | 9.67 |
| G-02295 | Oklahoma Tax Commission | Employee Deductions | 50.00 |
| G-02296 | Baltimore Life Insurance Co. | Employee Deductions | 574.09 |
| G-02297 | Bank of America | Payroll Transmittal-DDep | 113,611.04 |
| | | Payroll Transmittal-DDep | 8,423.48 |
| G-02298 | USCM/South Central | Employee Deductions | 6,602.33 |
| G-02299 | Premium Accounting | Employee Deductions | 834.60 |
| G-02300 | Metro Library Sys Pension Trst | Employee Retirement Conts | 7,404.33 |
| G-02301 | Bank of Oklahoma | Employee Flexplan Deposit | 6,627.53 |
| G-02302 | Bank of Oklahoma | Employee FICA Deposits | 15,930.22 |
| | | Employee FICA Deposits | 2,018.56 |
| | | Employee Medicare Deposit | 3,797.62 |
| | | Employee Medicare Deposit | 472.14 |
| | | Employer FICA Deposits | 17,949.00 |
| | | Employer Medicare Deposit | 4,269.66 |
| G-02303 | Oklahoma Natural Gas | Gas Services | 786.86 |
| G-02304 | City of Bethany | Water & Garbage Service | 106.15 |
| G-02305 | Amigos Bibliographic Council | Training | 1,060.00 |
| G-02306 | Borders Books | Materials | 58.72 |
| G-02307 | DEMCO | Supplies | 178.36 |
| G-02308 | Pipkin Cameras | Color Prints | 23.86 |
| G-02309 | Gale Research | Materials | 8,619.03 |
| G-02310 | Irwin Business Machines | Computer Maintenance | 1,380.00 |
| | | Maintenance of Facilities | 118.00 |
| G-02311 | UNUM Life Insurance Company | Long-Term Disability | 5,114.12 |
| G-02312 | Scholastic Book Fairs | Programming Activities | 231.08 |
| | | Materials | 43.07 |

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------------|---------------------------|-----------|-------------------|
| G-02313 | Baker & Taylor | Materials | 1,456.90 | 1,456.90 |
| G-02314 | American Library Association | Membership | 50.00 | 50.00 |
| G-02315 | Metro Supply Co. | Supplies | 65.23 | |
| | | Supplies | 51.95 | 117.18 |
| G-02316 | Keystone Tape and Label, Inc. | Labels | 142.36 | 142.36 |
| G-02317 | United Refrigeration Inc. | Equipment | 973.12 | 973.12 |
| G-02318 | Boise Cascade | Supplies | 51.04 | |
| | | Supplies | 46.00 | 97.04 |
| G-02319 | U.S. Postmaster | Postage | 9,500.00 | 9,500.00 |
| G-02320 | Instructional Video, Inc. | Materials | 814.69 | 814.69 |
| G-02321 | Anne Hsieh | Parking & Transportation | 29.32 | 29.32 |
| G-02322 | Thorndike Press/Gale Group | Materials | 332.24 | 332.24 |
| G-02323 | PBS Video | Materials | 1,323.31 | 1,323.31 |
| G-02324 | The Edmond Evening Sun | Subscription | 120.00 | 120.00 |
| G-02325 | Perfection Learning | Materials | 428.61 | 428.61 |
| G-02326 | Perma-Bound | Materials | 7.68 | 7.68 |
| G-02327 | Full Circle Book Store | Materials | 72.71 | 72.71 |
| G-02328 | Thomson Financial Publishing | Materials | 1,052.00 | 1,052.00 |
| G-02329 | Hilti, Inc. | Maintenance of Facilities | 80.99 | 80.99 |
| G-02330 | Blackstone Audio Books | Materials | 106.42 | 106.42 |
| G-02331 | Books on Tape, Inc. | Materials | 322.52 | 322.52 |
| G-02332 | Follett Audiovisual Resources | Materials | 159.55 | 159.55 |
| G-02333 | Ingram Library Service | Materials | 1,182.58 | 1,182.58 |
| G-02334 | Bowker | Materials | 7,118.36 | 7,118.36 |
| G-02335 | Dana L. Morrow | Supplies | 59.64 | 59.64 |
| G-02336 | Summit Mailing Systems, Inc. | Maintenance of Facilities | 230.75 | 230.75 |
| G-02337 | United States Postal Service | Postage | 6,000.00 | 6,000.00 |
| G-02338 | Aqualife Aquarium Systems | Maintenance of Facilities | 65.56 | 65.56 |
| G-02339 | The Oklahoma Academy | Books | 450.00 | 450.00 |
| G-02340 | The Black Chronicle | Subscription | 19.60 | 19.60 |
| G-02341 | Barnes & Noble, Inc. | Materials | 377.91 | 377.91 |
| G-02342 | Oklahoma Petroleum Directory | Materials | 60.00 | 60.00 |
| G-02343 | N2H2 | Automation Contractural | 2,495.00 | 2,495.00 |
| G-02344 | Christine Dettlaff | Membership | 25.00 | 25.00 |
| G-02345 | Deborah J. Willis | Parking & Transportation | 25.19 | 25.19 |
| G-02346 | American Map Corp | Materials | 34.86 | 34.86 |
| G-02347 | Proquest Information & Learnin | Materials | 21,537.30 | 21,537.30 |
| G-02348 | Contractors Supply | Maintenance of Facilities | 8.69 | 8.69 |
| G-02349 | Small Farmers Journal | Materials | 408.96 | 408.96 |
| G-02350 | U.S. Postmaster | Postage | 32.00 | 32.00 |
| G-02351 | Books in Motion | Materials | 18.00 | 18.00 |
| G-02352 | U.S. Postmaster | Postage | 32.00 | 32.00 |
| G-02353 | Burns Int'l Security Services | Security Services | 2,313.52 | 2,313.52 |
| G-02354 | Eagle Communications | Materials | 8.77 | 8.77 |
| G-02355 | Gwen Dobbs | Parking & Transportation | 13.80 | 13.80 |
| G-02356 | Office Depot | Automation Contractural | 369.93 | 369.93 |
| G-02357 | PLA 9th National Conference | Registration | 345.00 | 345.00 |
| G-02358 | Fine Arts Engraving Co., Inc. | Printing | 895.00 | 895.00 |
| G-02359 | Baker & Taylor Entertainment | Materials | 5,197.02 | 5,197.02 |

GENERAL FUND F.Y. 01-02

WARRANT REGISTER

12/31/01

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|------------------------------|---------------------------|----------|-------------------|
| G-02360 | Daniel Fields | Membership | 25.00 | 25.00 |
| G-02361 | Archer Office Products, Inc. | Supplies | 671.70 | 671.70 |
| G-02362 | Cory's Audio-Visual Services | Maintenance of Facilities | 125.00 | 125.00 |
| G-02363 | Baker & Taylor | Materials | 747.26 | |
| | | Materials | 2,660.54 | |
| | | Materials | 5,779.92 | |
| | | Materials | 5,506.65 | |
| | | Materials | 2,361.09 | |
| | | Materials | 4,526.25 | 21,581.71 |
| G-02364 | Baker & Taylor | Materials | 297.90 | |
| | | Materials | 2,289.29 | |
| | | Materials | 3,171.38 | 5,758.57 |
| G-02365 | Baker & Taylor | Materials | 1,121.86 | 1,121.86 |

TOTAL OF FY 01-02 WARRANTS ISSUED \$ 1,317,979.15

SPECIAL FUNDS

WARRANT REGISTER

12/31/01

| Warrant Number | Vendor/Payee | Purpose | Warrant Amount |
|-------------------|---------------------------------|---------------------------|-------------------|
| S-08198 | Patricia J. Welch | Lost & Paid Book Returned | 3.00 |
| S-08199 | Jason J. Worman | Lost & Paid Book Returned | 3.00 |
| S-08200 | Stephen A. Mills | Lost & Paid Book Returned | 8.98 |
| S-08201 | Patricia G. Teter | Lost & Paid Book Returned | 5.00 |
| S-08202 | Daniel L. Porter | Lost & Paid Book Returned | 3.00 |
| S-08203 | Jordan B. Westcott | Lost & Paid Book Returned | 3.00 |
| S-08204 | Meghan M. Smith | Lost & Paid Book Returned | 3.00 |
| S-08205 | Karen M. Sharp | Lost & Paid Book Returned | 4.85 |
| S-08206 | Shelly L. Johnson | Lost & Paid Book Returned | 3.00 |
| S-08207 | Baker & Taylor | Materials | 35.65 |
| S-08208 | Xerox Corporation | Copier Rental | 2,324.07 |
| | | Copier Rental | 1,992.06 |
| S-08209 | Blackmon-Mooring Steamatic, Inc | Professional Services | 4,654.36 |
| S-08210 | Wal-mart | Supplies | 99.96 |
| S-08211 | Rebecca Avery | Programming Activities | 63.89 |
| S-08212 | Rosalind L Reeder | Programming Activities | 151.67 |
| S-08213 | Pipkin Cameras | Professional Services | 447.10 |
| | | Professional Services | 588.25 |
| S-08214 | Gale Research | Materials | 262.15 |
| S-08215 | Follett Audiovisual Resources | Materials | 89.84 |
| S-08216 | Baker & Taylor | Materials | 450.00 |
| S-08217 | Baker & Taylor | Materials | 149.00 |
| S-08218 | Metropolitan Library System | Supplies | 133.28 |
| S-08219 | La'Mere Cornelius | Miscellaneous | 250.00 |
| S-08220 | Phillip E. Tolbert | Supplies | 150.85 |
| S-08221 | Oklahoma Tax Commission | Sales Tax | 1.65 |
| S-08222 | Jerry E. Stephens | Lost & Paid Book Returned | 9.00 |
| S-08223 | Kathryn E.H. Reilly | Lost & Paid Book Returned | 18.95 |
| S-08224 | Tracy L. Cummins | Lost & Paid Book Returned | 3.00 |
| S-08225 | Caitlyn M. Todd | Lost & Paid Book Returned | 5.70 |
| S-08226 | Richard L. Freeman | Lost & Paid Book Returned | 3.00 |
| S-08227 | Karen K. Moore | Lost & Paid Book Returned | 3.00 |
| S-08228 | Louis M. Green | Lost & Paid Book Returned | 15.05 |
| S-08229 | Tammy L. Pearce | Lost & Paid Book Returned | 16.95 |
| S-08230 | Prairie Gypsies | Library Related Function | 40.00 |
| S-08231 | Metropolitan Library System | Transfer Funds | 40,000.00 |
| S-08232 | Oklahoma Tax Commission | Sales Tax | 287.45 |
| S-08233 | Rebecca Avery | Programming Activities | 63.89 |
| S-08234 | Rosalind L Reeder | Programming Activities | 151.67 |
| S-08235 | Gale Research | Materials | 1,036.43 |
| S-08236 | Follett Audiovisual Resources | Materials | 239.84 |
| S-08237 | Baker & Taylor | Materials | 197.28 |
| S-08238 | Midwest Trophy Manufacturing | Staff Recognition | 43.10 |
| S-08239 | Tracy Stone | Programming Activities | 66.06 |
| S-08240 | Commercial Card Services | Programming Activities | 133.94 |
| S-08241 | Metropolitan Library System | Staff Salary Related Cost | 718.16 |
| S-08242 | Metropolitan Library System | Staff Salary Related Cost | 116.44 |
| S-08243 | Geri Price | Programming Activities | 610.71 |
| S-08244 | Full Circle Book Store | Programming Activities | 256.71 |

SPECIAL FUNDS

WARRANT REGISTER

12/31/01

| Warrant Number | Vendor/Payee | Purpose | | Warrant Amount |
|-------------------|--------------------------|---------------------------|----------|-------------------|
| S-08245 | Scholastic Inc. | Programming Activities | 569.43 | 569.43 |
| S-08246 | Angela L. Moore | Lost & Paid Book Returned | 16.00 | 16.00 |
| S-08247 | Linda M. Ford-Milam | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08248 | Kathryne J. Miller | Lost & Paid Book Returned | 28.90 | 28.90 |
| S-08249 | Markethia C. Barber | Lost & Paid Book Returned | 9.95 | 9.95 |
| S-08250 | Carole B. Higgins | Lost & Paid Book Returned | 5.95 | 5.95 |
| S-08251 | Pete Brown | Lost & Paid Book Returned | 24.95 | 24.95 |
| S-08252 | Scholastic Book Fairs | Materials | 172.24 | 172.24 |
| S-08253 | Rebecca Avery | Programming Activities | 63.89 | 63.89 |
| S-08254 | Rosalind L Reeder | Programming Activities | 151.67 | 151.67 |
| S-08255 | Baker & Taylor | Materials | 410.84 | 410.84 |
| S-08256 | Baker & Taylor | Materials | 3,038.92 | 3,038.92 |
| S-08257 | Commercial Card Services | Furniture | 228.50 | 228.50 |
| S-08258 | Traci N Jinkens | L.B.B. Scholarship | 375.00 | 375.00 |
| S-08259 | Debra Jackson | L.B.B. Scholarship | 450.00 | 450.00 |
| S-08260 | Kimberly Rickey | L.B.B. Scholarship | 450.00 | 450.00 |
| S-08261 | Borders Books | Materials | 37.22 | |
| | | Materials | 76.68 | 113.90 |
| S-08262 | Kelly L Dewey | Lost & Paid Book Returned | 6.93 | 6.93 |
| S-08263 | Wanda I. Voss | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08264 | Tracy A. Satterwhite | Lost & Paid Book Returned | 6.00 | 6.00 |
| S-08265 | Kathryn E. Bunts | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08266 | Diana C. Kelly | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08267 | Sara J. Moon | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08268 | Carl E. Nessman | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08269 | Martha J. Lenington | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08270 | Brittany L. Wynn | Lost & Paid Book Returned | 8.35 | 8.35 |
| S-08271 | Mandi L. Zellner | Lost & Paid Book Returned | 4.70 | 4.70 |
| S-08272 | Jessica W. Zumwalt | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-08273 | Baker & Taylor | Materials | 30.14 | 30.14 |
| S-08274 | Baker & Taylor | Materials | 675.00 | 675.00 |
| S-08275 | Baker & Taylor | Materials | 687.50 | 687.50 |
| S-08276 | Deborah A. Kelley | L.B.B. Scholarship | 300.00 | 300.00 |

TOTAL OF SPECIAL FUNDS WARRANTS ISSUED \$ 63,769.70

CONTRACT AWARD AND PURCHASE

The following recommendation for the Commission's approval is made in accordance with the Library's purchasing policy. For additional information regarding this recommendation, please contact the Purchasing Officer at 231-8604.

Item A: ID Card System

The Metropolitan Library Commission approved the purchase and implementation of staff ID cards at the December 13, 2001 Commission meeting (Doc. #40). Based on this decision the Library solicited bids for a turnkey ID card system, which will include the computer, monitor, the two-sided card printer, software, digital camera, tripod, backdrop and a stock of basic expendable supplies.

Specifications were prepared and bids were let for 16 days and were advertised for two days, December 14 and 17, 2001, in the *Daily Oklahoman*. Bid packets were mailed to four prospective vendors. Bids were received and publicly opened on Thursday, December 27, 2001. Three vendors responded.

| Vendors | Addtronics | City Business Machines | Dee's Graphics |
|----------------|-------------|------------------------|----------------|
| ID Card System | \$12,030.00 | \$6,416.00 | \$10,230.45 |

| Maintenance of Printer (if requested) | | | |
|---------------------------------------|-------------|-----------|-----------|
| Annual Maintenance | \$ 1,100.00 | \$ 957.60 | \$ 500.00 |

| Additional Expendable Supplies | | | |
|--------------------------------|-----------|-----------|-----------|
| PVC Card Stock (1000) | \$ 108.00 | \$ 60.00 | \$ 78.60 |
| Slot Punch | \$ 65.00 | \$ 45.00 | \$ 369.00 |
| Bulldog Clips (1000) | \$ 200.00 | \$ 250.00 | \$ 81.60 |
| Round Lanyards (1000) | \$ 644.60 | \$ 590.00 | \$ 399.00 |
| Duplex Ribbons | \$ 48.29 | \$ 130.00 | \$ 59.95 |
| Cleaning Kit | \$ 19.10 | \$ 40.00 | \$ 24.95 |

All vendors are located in Oklahoma County and bid an ID card system that will meet specifications.

City Business Machines did not submit a signed "Affidavit for Filing with a Competitive Bid" with the bid packet as required in the bid proposal. This omission was noted at the public bid opening. Mike Robinson, the manager of City Business Machines, delivered a signed affidavit less than one hour after the bid opening.

Library policy permits the Commission to waive technicalities, omissions and irregularities of any bids if found to be in the best interest of the Library. Since a signed "Affidavit for Filing with a Competitive Bid" was delivered within an hour after the bids were opened, this was apparently just an oversight when enclosing the bid in the return envelope. The Business Office requests that the Commission, for the best interest of the Library, waive this omission.

The Library wishes to purchase the ID Card System from City Business Machines at the cost of \$6,416.00. An initial supply of basic expendable stock is to be provided with the ID card system. There is a one-year warranty on the printer provided by the manufacturer. Funding for this purchase is to come from savings recognized from the purchase of computers and related equipment, account 410.

Recommendation: That the Commission waive the technicality of the omission of submitting the Affidavit for Filing with a Competitive Bid with the bid proposal, as being to the best interest of the Library. The Library further recommends that the Commission approve the contract for a complete ID card system along with the basic supplies to be purchased from City Business Machines in the amount of \$6,416.00. Funding for this purchase is providing for from savings recognized in the FY 01-02 budget, account 410.

CONTRACT AWARD AND PURCHASE
(cont'd)

Item B: Authorization to Declare General Contractor Sole Source Vendor

The Commission approved the funding for change orders for the construction of the new Downtown Library and Learning Center at two commission meetings: April 19, 2001 (Doc.#59) and October 25, 2001 (Doc.#28). The change orders are pertaining to new construction to be completed by Buckner & Moore Inc., the General Contractors for the construction of the library.

The cumulative amount of all change orders requested and issued both by the City of Oklahoma City the Metropolitan Library System may exceed the amount allowed under the State of Oklahoma's Competitive Bidding Requirements for Construction without a new bidding process. The City of Oklahoma City has requested the Library to contract directly with Buckner & Moore Inc., for some of these change orders if necessary.

Buckner & Moore Inc., was awarded the contract as General Contractors for the new Downtown Library and Learning Center through competitive sealed bids with the City of Oklahoma City. Continuity of the quality of construction, supervision, timeliness, warranties and project closeout of the overall construction and administration and documentation of the contract is very important. To insure the continuity the administration requests that Buckner & Moore Inc., be declared the sole source contractor for any change orders which may be issued by the Library.

The City of Oklahoma City and the architect, Beck and Associates will still monitor and review the change order procedures between the Library and Buckner and Moore Inc.

Recommendation: That the Commission declare Buckner and Moore Inc., to be the sole source contractor for any construction change orders issued by the Library for the construction of the Downtown Library and Learning Center.

Request to Declare Furniture and Equipment Surplus

Throughout the year various pieces of furniture and equipment have become surplus to the Library's needs due to unserviceability and obsolescence. A summarized listing of the furniture and equipment that have become surplus to the Library is provided below. The detailed list is available for inspection in the Business Office. The furniture and equipment, which have become excessive and surplus to an agency, have been made available to the other agencies before they are declared as surplus to the system.

The Library wishes to dispose of the surplus equipment in accordance with the Commission policy. Money received from the sale will be placed in the general fund. Those items that are not sold in a reasonable time will be disposed of in the best interest of the Library. Notice of the sale will be published in the local papers and posted for public information at all library locations.

Recommendation: That the Commission declare the equipment listed below to be surplus to the Library's needs and authorize the sale of the equipment in accordance with the Commission Policy.

| Quantity | Description |
|----------|---|
| 2 | Air Compressor |
| 1 | Answering Machine |
| 3 | Book Truck, Metal |
| 2 | Book Truck, Wood |
| 2 | Bulletin/White/Wall Board |
| 1 | Cabinet, File, 2 Drawer |
| 2 | Cabinet, File, 4 Drawer & Over |
| 1 | Cabinet, File, Rollaway |
| 1 | Chair, Lounge |
| 1 | Chair, Straight, with Arms |
| 8 | Chair, Straight, without Arms |
| 11 | Chair, Swivel, without Arms |
| 1 | Chalkboard |
| 1 | Clock |
| 1 | Coffee Maker, Stainless |
| 3 | Computer Hardware, Communications, Codex |
| 8 | Computer Hardware, Communications X.25 Pad |
| 1 | Computer Hardware, Communications, 7 Bay CD Tower |
| 1 | Computer Hardware, Communications, Hub |
| 2 | Computer Hardware, Communications, Modem |
| 3 | Computer Hardware, Communications, Router |
| 5 | Computer Hardware, Communications, Vanguard 300 |
| 1 | Computer Hardware, Printer 4510 |
| 32 | Computer Hardware, Printer 5540 |

| Quantity | Description |
|----------|---|
| 2 | Computer Hardware, Printer 5550 |
| 16 | Computer Hardware, Printer B2100 |
| 1 | Computer Hardware, Printer M1824L |
| 1 | Computer Hardware, Printers IIIP |
| 1 | Computer Hardware, Terminal, LL500 Wand Box |
| 18 | Computer, Micro, Base Unit, Dell |
| 9 | Computer, Micro, Base Unit, Digital |
| 8 | Computer, Micro, Monitor, Dell |
| 3 | Computer, Micro, Monitor, Digital |
| 3 | Computer, Micro, Monitor, Gateway |
| 2 | Computer, Micro, Monitor, ViewSonic |
| 1 | Couch, Lounge Type |
| 1 | Credenza |
| 5 | Displayer, Cassette |
| 1 | Displayer, Cassette(VCR) |
| 1 | Displayer, CD |
| 3 | Displayer, Literature & Periodical |
| 10 | Displayer, Paperback |
| 3 | Doors, Glass, 83-1/4" Long, 34" Wide |
| 1 | Drill, Paper |
| 1 | Fan |
| 4 | Fax Machine |
| 1 | Icemaker |
| 1 | Keyboard Arm |
| 1 | Lectern |
| Various | Miscellaneous Steel Shelving |
| 1 | Monitor, Video |
| 1 | Projector, 16mm |
| 1 | Projector, Sound Filmstrip |
| 1 | Radio, Table or Console |
| 1 | Reader, Microfiche |
| 1 | Reader-Printer, Microfiche |
| 1 | Table, Com/Catalog |
| 2 | Table, Folding |
| 1 | Table, Index |
| 2 | Table, Round |
| 2 | Table, Work |
| 1 | Tape Player, Cassette |
| 1 | Tape Player/Recorder, Cassette |
| 1 | Tape Recorder, Cassette |
| 2 | Typewriter, Electronic AP110 |
| 1 | Typewriter, Electronic AP200-II |
| 1 | Video Cassette Displayers(Wall Unit) |
| 2 | Work Station |

INFORMATION REPORTS FROM THE EXECUTIVE DIRECTOR

1. The Invisible Man 50th Year Celebration

This project will continue throughout 2002. Scott Carter, Director, Public Relations office of MLS has developed a media kit featuring the official poster of The Year of Ralph Ellison celebration, a copy of *MetroLibrary* magazine with the Ellison cover and profile and a memo from the PR office about the celebration. With the help of many volunteers, the kit was sent to:

- All state media outlets (newspaper, radio, TV).
- Members of the MLS commission, Endowment Trust, Friends board.
- Various library officials on the local, regional and national level.
- The mayors and city council members of all communities in Oklahoma County.
- Black churches in Oklahoma County.
- All public/private schools in Oklahoma County.
- All libraries in Oklahoma – sent through the Oklahoma Department of Libraries.
- The Oklahoma Center for the Book.
- The Oklahoma Department of Libraries.
- The Oklahoma Library Association.

2. Friends of MLS Booksale

BOOKSALE 2002 will be held at the State fairgrounds in the Made in Oklahoma Building. It is open to the public Saturday and Sunday, February 23 and 24 from 9:30 a.m. until 5:30 p.m. Admission is free. The Pre-Sale Party, for members of The Friends of the Library, will be Friday, February 22 from 5:30 p.m. to 9:00 p.m.

3. Strategic Plan for MLS

On January 29th at 3:00 p.m. at the Belle Isle Library the Long-Range Planning Committee of MLS will meet to review the new Strategic Plan for MLS, to review library finances, to discuss construction and building concerns and to look at the issue of old bookmobiles used as extension libraries. The full commission will review the new strategic plan at its February 21st meeting.

4. Library Endowment Trust

The fall mailing for the Library Endowment Trust is doing well. There is a handout of the new Library Endowment Trust brochure and packet.

5. Health Care for MLS

Karyn Miller, Benefits Manager of MLS Human Resources, and a small committee of MLS staff have reviewed a comparison Karyn has done of MLS health care costs compared to some other Oklahoma organizations of similar size. MLS appears to be in the middle of the pack in her study.

This document is being finalized and will be reviewed with Hugh Rice, Commission Finance Committee chair, and then brought to the full commission.

6. Choctaw Library Plans

It appears the bid will be released by April 2002. The building design and layout is very exciting.

7. Downtown Library & Learning Center

This project appears to be moving forward as discussed over the last several months. The library hopes to be able to start moving into it in November 2002 and open for regular hours by January 2, 2003. The mild weather may be in our favor in terms of construction.

8. Extension Libraries

The age of several old bookmobile trailers and their design is prompting us to study MLS options with these sites. Currently we have three old bookmobile sites.

9. Library Promotion Partnership

The Metropolitan Library System has formed a partnership with the Weokie Credit Union. Scott Carter, Director of Public Relations will have met with Weokie Credit Union on January 18th to discuss the various library events and programs they would like to sponsor.

LIBRARY CONSTRUCTION PLANS

Oklahoma City General Obligation Bond Projects Long Range Facility and Maintenance Needs

In preparation for the upcoming strategic plan review by the Long Range Planning committee of the Metropolitan Library System, the Support Services Department is analyzing upcoming capitol building projects and long range facility and maintenance needs over the next 7-9 years.

Attached is the schedule of dates for the **Oklahoma City General Obligation Bond Projects** related to libraries. These dates might move slightly as the city sells bonds and completes projects. A start date for construction is shown. This is tied to the receipt of the funds, which is typically June 30. In general the programming and design phase of these projects must start 9 to 12 months in advance of this start date

Also included is listing of the **Long Range Facility and Maintenance Needs**. This list includes over 60 projects. Some of these deal with the continued protection of our infrastructure. Others are needed to support the Metropolitan Library System in the 21st century

This information is to be considered "**PRELIMINARY**". The analysis and review of these projects is ongoing.

LIBRARY CONSTRUCTION PLANS

Oklahoma City General Obligation Bond Projects

| ITEM | By Library | | Construction Start | Bond Amount |
|--------------|---------------|---|--------------------|--------------------|
| A | Capitol Hill | This project provides barrier free restrooms and a public meeting room. (Also see items 4, 19 and 20 below.) | 2003 | \$320,000 |
| B | Ralph Ellison | Add 4,000 SF meeting / programming room, remodel existing space. | 2006 | \$840,000 |
| C | Southern Oaks | This will add 8,000 SF to expand children's' area, add a children's programming room & technology center provide additional parking spaces. | 2006 | \$1,840,000 |
| D | Northwest | Construct a new library to serve Northwest Oklahoma City | 2007 | \$6,600,000 |
| Total | | | | \$9,600,000 |

Long Range Facility and Maintenance Needs

| ITEM | | | YEAR | ESTIMATE |
|---|--|---|------------|--------------|
| GENERAL ITEMS | | | | |
| 1 | Fire Alarm Work | The fire alarm systems need to be upgraded at Belle Isle, Bethany, Del City, Southern Oaks, Harrah and Wright. | 2002 | \$ 70,000 |
| 2 | Irrigation Water Meters | The cost of providing separate water meters for the irrigation at Ralph Ellison and Southern Oaks would pay for itself in 2 to 3 years. | 2002 | \$ 9,000 |
| 3 | Mechanical System Remote Monitoring | By providing remote monitoring of the mechanical system, early detection of mechanical malfunctions can be identified. | 2002 | In Budget |
| 4 | Combine Maintenance, Technical Processing, Cataloging, Outreach Reach & Friends Spaces | This project would renovate an existing building which would combine these operations under a single roof. The leasing or construction of a new facility will also be studied. This would result in increased productivity and free up the Capitol Hill Library's 2nd floor. This work would best be done in conjunction with the Capitol Hill project. | 2004 | \$ 2,925,000 |
| 5 | Parking Lot Work | The asphalt parking lots require sealing every 2 year to extend their life. Asphalt lots exist at Belle Isle, Bethany, Capitol Hill, Choctaw, Del City, Edmond, Ralph Ellison, Southern Oaks, The Village, Warr Acres, Nicoma Park and Harrah. | Every year | \$ 28,000 |
| 6 | Recover Bond Fees | The cost of issuing the bonds was subtracted from our request. The reserves budget does not include this cost. | Varies | \$ 210,000 |
| 7 | Inflation / Timing of Bond Dollars | The timing of the receipt of the bond money vs. the effect of inflation on the project estimates needs to be reviewed. | | Under study |
| BY LIBRARY | | | | |
| Belle Isle | | | | |
| 8 | Replace roof top condensing unit | This unit is 20 years old and requires frequent repair. | 2004 | \$ 25,000 |
| 9 | Replace ceilings | Belle Isle has a sprayed ceiling which is breaking down and which requires continued clearing. | 2005 | \$ 34,000 |
| 10 | Paint exterior | This was last painted in 1999. | 2005 | \$ 12,000 |
| 11 | Replace carpet | | 2008 | \$ 75,000 |
| Bethany | | | | |
| 12 | Replace windows | We have single glazed windows on the south and north elevations. This change would be paid for through savings in 5 years | 2002 | \$ 12,000 |
| 13 | Add ceiling insulation | This change would paid for through savings in 5 years | 2002 | \$ 7,000 |
| 14 | Seal & Caulk Exterior | | 2004 | \$ 5,000 |
| 15 | Additional space | Provide 5,000 SF for children's' programming & meeting rooms | 2005 | \$ 1,000,000 |
| 16 | Opening Day Collection | | 2005 | \$ 120,000 |
| 17 | Remodel Bathrooms | Remodeling of the bathroom would required adding 1200 SF. | 2005 | \$ 120,000 |
| 18 | Replace carpet | Replace carpet in the existing facility. | 2008 | \$ 38,000 |
| Downtown Library & Learning Center | | | | |
| | | | | NEW |

LIBRARY CONSTRUCTION PLANS

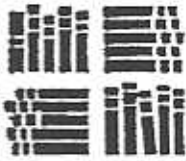
Long Range Facility and Maintenance Needs

| ITEM | | | YEAR | ESTIMATE |
|--------------------------|--|---|------|--------------|
| Capitol Hill | | | | |
| 19 | Major renovation | The existing mechanical and electrical systems have reached the end of their useful lives. Whether the building should be gutted or replaced needs future review. THIS REVIEW AND DECISION NEEDS TO BE MADE BY JUNE OF 2002 SO AS NOT TO IMPACT THE OKC CAPITAL FUNDS PROJECT. | ???? | \$ 2,200,000 |
| 20 | Remodeling Project | The OKC Capital Fund project estimate did not covered the added cost of considering the impact of item 19 above. | 2003 | \$ 200,000 |
| Choctaw | | | | |
| | | | | NEW |
| Del City | | | | |
| 21 | Interior Walls & Sealing of the Exterior walls | Over the past several years, due to condensation on the interior walls, the library has been forced to close for 21 days for cleaning. After a review of this condition, a recommendation has been secured. We are currently working with Del City and have asked that they bear the cost of this work. | 2002 | \$ 30,000 |
| 22 | Replace Roof Top Unit | | 2006 | \$ 13,000 |
| 23 | Seal & Caulk | | 2007 | \$ 5,000 |
| 24 | Addition of 5,000 SF, remodel 8,000 SF | This would add a children's area & meeting rooms | 2009 | \$ 1,500,000 |
| 25 | Opening Day Collection | | 2009 | \$ 170,000 |
| Edmond | | | | |
| 26 | Minor Adjustments | Move cabinets & adjust children's table, rework at store room | 2002 | \$ 7,000 |
| 27 | Seal & Caulk | | 2005 | \$ 20,000 |
| 28 | New Carpet | | 2008 | \$ 120,000 |
| Midwest City | | | | |
| 29 | Moisture Problem | In the process of preparing the bid documents for the replacement of the carpet, a significant moisture problem was uncovered. We are seeking the assistance and help of Midwest City to resolve this issue. | 2002 | \$ 100,000 |
| 30 | New Carpet | | 2002 | In Budget |
| 31 | Repair of Parking Lot | | 2004 | \$ 25,000 |
| 32 | Seal & Caulk | | 2006 | \$ 30,000 |
| 33 | Upgrade Furniture | The furniture will be 20 years old in 2007 | 2007 | \$ 300,000 |
| 34 | New Roof | The roof will be 20 years old in 2007. | 2007 | \$ 280,000 |
| Northwest Library | | | | |
| | | | | NEW |
| Ralph Ellison | | | | |
| 35 | Replace Underfloor Wire. | This material is worn out and needs to be replaced. | 2002 | \$ 10,000 |
| 36 | Seal & Caulk | | 2005 | \$ 25,000 |
| 37 | Remodel Upgrade | To upgrade items not included in the original plan | 2006 | \$ 380,000 |
| 38 | Bathroom Upgrade | To be done with remodeling project | 2006 | \$ 45,000 |
| 39 | Replace Irrigation system | | 2006 | \$ 19,000 |

LIBRARY CONSTRUCTION PLANS

Long Range Facility and Maintenance Needs

| ITEM | | | YEAR | ESTIMATE |
|-----------------------------|---|--|------|---------------|
| Southern Oaks | | | | |
| 40 | New Parking Lot Entry | Currently, there is only one entry to this facility. | 2003 | \$ 65,000 |
| 41 | Replace Sidewalks | The sidewalks have started to deteriorate and will need to be replaced. | 2004 | \$ 25,000 |
| 42 | Additional Parking | | 2005 | \$ 350,000 |
| 43 | Seal & Caulk Ext. | | 2005 | \$ 30,000 |
| 44 | Replace irrigation system | | 2006 | \$ 19,000 |
| The Village | | | | |
| 45 | Replace flat wire | Because of the moisture condition (see below), this material needs to be replaced now. | 2002 | \$ 10,000 |
| 46 | Seal Exterior | | 2003 | \$ 8,000 |
| 47 | New Carpet | | 2005 | \$ 65,000 |
| 48 | Moisture Problem | We have a similar moisture problem to that at Midwest City. | 2005 | \$ 65,000 |
| 49 | New Roof | | 2006 | \$ 180,000 |
| 50 | New A/C Equipment | Replace 8 total system roof top units. | 2006 | \$ 160,000 |
| Warr Acres | | | | |
| 51 | Paint Exterior | | 2002 | \$ 10,000 |
| 52 | Rework Restrooms | | 2002 | In budget |
| 53 | New HVAC System | The heating and air condition system consists of 10 residential units which are 20 years old. | 2002 | \$ 75,000 |
| 54 | Raise Sidewalks | The sidewalk has settled in several places and needs to be raised. | 2002 | \$ 6,000 |
| 55 | Paint Exterior | | 2007 | \$ 10,000 |
| 56 | New Carpet | | 2008 | \$ 47,000 |
| Maintenance Building | | | | |
| 57 | New roof | The metal roof is failing. | 2004 | \$ 30,000 |
| 58 | Seal Exterior | The exterior walls are leaking in several locations and need to be sealed. | 2004 | \$ 5,000 |
| EXTENSIONS | | | | |
| 59 | Drexel, Jones, Spencer & Nicoma Park | | | In Review |
| Harrah | | | | |
| 60 | Seal & Caulk | | 2003 | \$ 4,000 |
| 61 | New Roof | | 2004 | \$ 5,000 |
| 62 | New A/C | This residential size unit is close to 20 years old. | 2005 | \$ 5,000 |
| 63 | Replace Windows | | 2006 | \$ 4,000 |
| Luther | | | | |
| 64 | New Building | Construct a new library which would share space with the Luther Historical Society. Luther has secured \$40,000 in funding and MLS has committed \$30,000. | 2002 | In budget |
| Wright | | | | |
| 65 | Improve Parking | | 2003 | \$ 16,000 |
| 66 | New Roof | | 2004 | \$ 10,000 |
| 67 | Replace Windows, Caulk & Seal | | 2004 | \$ 6,000 |
| 68 | Remodel & Upgrade. | | 2009 | \$ 65,000 |
| Total | | | | \$ 11,444,000 |



FRIENDS OF THE METROPOLITAN LIBRARY SYSTEM
P.O. Box 1633 • Oklahoma City, OK 73101-1633

news release

CONTACT: Shirley Pritchett
789-8669
RELEASE: February 1, 2002

IT'S BAD! IT'S BACK!! IT'S BOOKSALE!!!

BOOKSALE 2002, the twenty-third annual sale sponsored by the Friends of the Metropolitan Library, is in the final stage of 'Getting' ready for business.' Every year we work harder to make our BOOKSALE the best in the country and we stack success on top of success. We add more space, more volunteers and more books. Each year we set new records in both sales and in the grants given back to the Metropolitan Library. In twenty-two years these grants have exceeded 1.4 million dollars, and are used for projects and programs not covered in the library's budget.

Folks love our prices, and why wouldn't they!!! In the General Area hardbacks are 80 cents, paperbacks are 40 cents and magazines twenty-five cents each or two dollars a bundle. Collector's Choice has a large selection of fine books, individually priced, most are less than five dollars. This year we'll have over 400,000 books for sale covering everything from Algebra to Zygoma.

BOOKSALE 2002 will be held at the State Fairgrounds in the Made in Oklahoma Building. It is open to the public Saturday and Sunday, February 23 and 24 from 9:30 AM until 5:30 PM. Admission is free to the public.

The Pre-Sale Party, a special event for members of The Friends Of The Library, will be held Friday, February 22 from 5:30 PM to 9:00 PM. Those not currently members who wish to attend this event may purchase memberships in the Made in Oklahoma Building on the day of the pre-sale party from Noon to 4:00 PM and again starting at 6:00 PM. Annual dues are as follows: Senior memberships (65 and older) are \$6.00; individual and family memberships are \$10.00; sponsoring memberships are \$25.00; Andrew Carnegie memberships are \$50.00, and Ben Franklin memberships are \$100.00.

Coordinators for this year's BOOKSALE are Lori Griffin, Joe McReynolds and Jerry Toland. All three are long time volunteers for the Friends. Both Joe and Jerry have served as past coordinators.

Metropolitan Library System

Budget Projections (January 24, 2002)

Historical Budget Information

Prior to FY 1993-94 the library system collected only 3.4 mills on property tax and operated under a very tight budget. Each year during the summer months the library system had to borrow funds to operate until taxes were received in January.

In February 1993, the mill levy was increased from 3.4 to 4 mills. This increase enabled the library system to start accumulating cash reserves for summer operations. By FY 1996-97, the library system stopped borrowing funds.

In February 1997, the mill levy was increased again from 4.14 to 5.2 mills. One of the major reasons for requesting the additional tax revenues this time was for operating the new Downtown Library/Learning Center (DN/LC) that was expected to open in late 1998. Since the construction of the DN/LC was delayed and the completion date was postponed to October 2002, the library system has been putting the annual savings in the reserves for future capital improvement projects and other needs. As of June 30, 2001 the total reserve reached \$9.6 million.

The Library Commission has committed most of the cash reserves to supplement the capital projects funded by either the MAPS or the City's bond issues. For example: 4.1 million for the new DN/LC and \$4.9 million for the four capital projects included in the Oklahoma City bond issues approved by voters in December 2000.

Future Budget Projections

The opening of the new DN/LC, the economic downturn, and the diminishing cash reserves have created a huge impact on the library system's budget. Attached is a worksheet listing the budget increases required for the next fiscal year. It can be summarized in the following three areas:

- An additional annual operating cost of \$950,137 is projected for the new DN/LC.
- A projected unusual large increase of \$260,000 for library's retirement contribution and insurance cost is included due to the economic downturn.

- Two major capital outlays for an estimated cost of \$600,000 are also included. The new mainframe computer is needed to meet the needs of the library's infrastructure and the new phone system is needed to replace the out-dated current phone system. Both purchases have been postponed from the past few years awaiting the completion of the new DN/LC.

After incorporating the expenditure increases mentioned above, we have compiled two budget projection worksheets as attached. One is projected with the current 5.2 mill tax levy revenues and the other with an increase of one additional mill in FY 2004-05. The projection with the current 5.2 mill levy indicates that the library's uncommitted cash reserve will become negative in FY 2005-06. Therefore, the administration is convinced at this time that a mill levy increase is necessary in year 2004.

A mill levy increase in year 2004 would be like a repeated history of the increase we had in 1997. The only difference is that the operating cost for the new Northwest Library would replace the DN/LC's. The library system still has the same needs to accumulate cash reserves for cash flow and building improvements because unlike other local government entities, we do not have legal authority to issue bonds for capital projects.

Since the administration has just started the budget process for FY 2002-03, as better information become available, the projections listed above may need to be changed. An updated projection will be presented at the budget approving time.

Estimated Additional Costs for FY 2002-03 & FY 2003-04 Budget
(above & beyond the estimated regular 6% increase)

1/15/02

| | <u>Annual Cost</u> | <u>Budget Year</u> | |
|--|--------------------------|--------------------------|--------------------------|
| | | <u>FY 2002-03</u> | <u>FY 2003-04</u> |
| I. For the new DN/LC operations: | | | |
| 1. Salaries and Benefits (worksheet attached) | \$ 526,418 | \$ 299,139 | \$ 227,279 |
| 2. Maintenance & Operations (200 accts) | | | |
| Custodian Services: | | | |
| 100% for size (64,750 vs. 113,000 sq.ft.) | 43,000 | | |
| 5% inflation consideration | 2,150 | | |
| Total | <u>45,150</u> | 33,863 | 11,288 |
| Ground Maintenance: | | | |
| Landscaping and Plant @ 600/mo | 7,200 | | |
| Fountain maintenance | 7,800 | | |
| Total | <u>15,000</u> | 11,250 | 3,750 |
| Parking*: | | | |
| 65 with additional \$10/mo | 7,800 | | |
| 39 additional employees @ \$65/mo | 30,420 | | |
| 25 with designated space @ \$35/mo | 10,500 | | |
| Total | <u>48,720</u> | 36,540 | 12,180 |
| Security services : | | | |
| 2 @ 12.51/hour | <u>52,042</u> | 26,021 | 26,021 |
| Communication: | | | |
| Approx. 30 add. lines @ \$50/mo. | <u>18,000</u> | 13,500 | 4,500 |
| Utilities (worksheet attached) | <u>144,807</u> | 108,605 | 36,202 |
| 3. Capital Outlays (400 Accts) | | | |
| Additional computers (one-time purchase) | <u>100,000</u> | 100,000 | |
| Total increase for DN/LC | <u>\$ 950,137</u> | <u>\$ 628,918</u> | <u>\$ 321,219</u> |
| II. System-wide increases | | | |
| Retirement : | \$ 210,000 | \$ 210,000 | |
| 20% of projected compensation per consultant | | | |
| Insurance: | 50,000 | 50,000 | |
| DN from 7 mil to 25 mil & CT 2mil - total 38 mil to 58 mil | | | |
| 56% incr. in values and 15% in rates (ave. 60%) | | | |
| Total System-wide increases | <u>\$ 260,000</u> | <u>\$ 260,000</u> | |
| III. Major Capital Outlays (One-time) | | | |
| Mainframe update | \$ 350,000 | \$ 350,000 | |
| New telephone system | <u>250,000</u> | <u>250,000</u> | |
| Total Capital Outlays | <u>\$ 600,000</u> | <u>\$ 600,000</u> | |

Estimated additional salaries and benefits for the new DN/LC:

| Position | FTE | Salary | Benefit (38%/10%) | Annual Total | Budget Year | |
|-------------------|------|---------------|----------------------|----------------------|---------------------|----------------------|
| | | | | | 2002-03* | 2003-04 |
| Librarian | 3.6 | \$ 119,808.00 | \$ 45,527.04 | \$ 165,335.04 | \$ 82,667.52 | \$ 82,667.52 |
| Library Assistant | 3.5 | 84,372.00 | 32,061.36 | 116,433.36 | 58,216.68 | 58,216.68 |
| Circulation Clerk | 1 | 18,242.00 | 6,931.96 | 25,173.96 | 12,586.98 | 12,586.98 |
| Mail Clerk | 1 | 10,535.00 | 4,003.30 | 14,538.30 | 7,269.15 | 7,269.15 |
| Receptionist | 1 | 14,934.00 | 5,674.92 | 20,608.92 | 10,304.46 | 10,304.46 |
| Maintenance | 2 | 36,484.00 | 13,863.92 | 50,347.92 | 25,173.96 | 25,173.96 |
| Computer Tech | 1 | 35,000.00 | 13,300.00 | 48,300.00 | 24,150.00 | 24,150.00 |
| Telephone Tech* | 1 | 24,128.00 | 9,168.64 | 33,296.64 | 33,296.64 | - |
| HUM Specialist* | 1 | 27,944.00 | 10,618.72 | 38,562.72 | 38,562.72 | - |
| Technical Assist. | 0.12 | 4,784.00 | 478.40 | 5,262.40 | 2,631.20 | 2,631.20 |
| Page hours (1118) | | 7,781.00 | 778.10 | 8,559.10 | 4,279.55 | 4,279.55 |
| Total | | | | <u>\$ 526,418.36</u> | <u>\$299,138.86</u> | <u>\$ 227,279.50</u> |

*Assume all positions will start 1/1/03 except the Telephone Tech & HUM Spec.will start- 7/1/02.

Budget/DNcost

Estimated Annual Additional Utilities Costs for DN Library/Learning Center:

I. Electric Services

| | |
|---|-------------------|
| 2000-01 total cost for Downtown | \$ 50,500 |
| 100% for size (64,750 vs. 113,000 sq.ft.) | 50,500 |
| 30% for additional hours | 30,300 |
| 10% for inflation consideration(2 years) | 13,130 |
| Estimated total electric cost | <u>\$ 144,430</u> |

II. Gas Services

| | |
|---|------------------|
| 2000-01 total cost for Downtown | \$ 4,000 |
| 100% for size (64,750 vs. 113,000 sq.ft.) | 4,000 |
| 30% for additional hours | 2,400 |
| 10% inflation consideration | 1,040 |
| Estimated total gas cost | <u>\$ 11,440</u> |

Total Gas & Electric

\$ 155,870

III. Water & Garbage Services

| | |
|------------------------------------|-----------------|
| 2000-01 cost for Downtown | \$ 1,600 |
| 50% for additional people & maint. | 800 |
| 10% inflation consideration | 240 |
| Estimated total water cost | <u>\$ 2,640</u> |
| Estimated additional water cost | <u>\$ 960</u> |

Electric and Gas services converted to Trigen cost:

| | | Budget Year | |
|---|-------------------|-------------------|------------------|
| | | 2002-03 | 2003-04 |
| Trigen's estimation In Sept. 1999 for 2002* | | | |
| Self-Generation | 86,580 | | |
| Purchased from Trigen | 111,737 | | |
| % of Trigen to self-gene. | 129% | | |
| Estimated self -gene. cost above | 155,870 | | |
| Covert to Trigen cost (addi. 29%) | 201,072 | | |
| Less: est. current cost | 57,225 | | |
| Additional Cost for Electric and Gas | 143,847 | | |
| Additional Cost for Water | 960 | | |
| Total Additional Cost | <u>\$ 144,807</u> | <u>\$ 108,605</u> | <u>\$ 36,202</u> |

*Trigen used only 3% inflation factor in its estimations. However, between FY 00-01 and 99-00 the DN experienced a combined 27% increase for electric and gas cost due to energy shortage.

| 1/15/02 | Metropolitan Library System | | | | | | | | | | Budget Projections With Additional 1 Mill in FY 2004-05 | | | | | | | |
|----------------------|-----------------------------|------------------|------------------|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---|--|--|--|--|--|--|--|
| | Budget Projections | | | | | | | | | | | | | | | | | |
| Revenues: | 1998-99 Final | 1999-00 Final | 2000-01 Final | 2001-02 Final | 2002-03 Projected | 2003-04 Projected | 2004-05 Projected | 2005-06 Projected | 2006-07 Projected | 2007-08 Projected | | | | | | | | |
| Current Year Tax | 12,942,684 | 13,872,678 | 14,828,943 | 15,957,629 | 16,835,299 | 17,677,064 | 22,113,331 | 23,218,997 | 24,379,947 | 25,598,944 | | | | | | | | |
| % of Increase | 4.2% | 7.2% | 6.9% | 7.6% | 6.5% | 5.0% | 25.1% | 5.0% | 5.0% | 5.0% | | | | | | | | |
| State Aid/Fines | 628,214 | 632,797 | 624,781 | 634,541 | 640,886 | 647,295 | 653,768 | 660,306 | 666,909 | 673,578 | | | | | | | | |
| | 1% | 1% | -1% | 2% | 1% | 1% | 1% | 1% | 1% | 1% | | | | | | | | |
| Tax carryover | 961,469 | 1,143,535 | 1,319,472 | 1,199,694 | 1,247,681 | 1,297,589 | 1,349,492 | 1,551,916 | 1,613,993 | 1,678,552 | | | | | | | | |
| | -1% | 19% | 15% | -9% | 4% | 4% | 4% | 15% | 4% | 4% | | | | | | | | |
| Investment Income | 200,031 | 303,229 | 500,997 | 727,128 | 550,000 | 220,000 | 209,000 | 219,450 | 263,340 | 289,674 | | | | | | | | |
| | | 52% | 65% | 45% | -24% | -60% | -6% | 5% | 20% | 10% | | | | | | | | |
| Other Income | 182,580 | 268,527 | 348,468 | 394,652 | 260,000 | 265,000 | 267,650 | 270,327 | 273,030 | 275,760 | | | | | | | | |
| | | 48% | 25% | 13% | -34% | 2% | 1% | 1% | 1% | 1% | | | | | | | | |
| Lapsed Fund | 1,357,453 | 1,290,371 | 2,993,198 | 1,821,145 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | | | | | | | | |
| | 38% | -5% | 132% | -39% | -46% | 0% | 0% | 0% | 0% | 0% | | | | | | | | |
| Available for Budget | 16,272,431 | 17,512,137 | 20,615,859 | 20,734,789 | 20,533,866 | 21,106,948 | 25,593,241 | 26,920,996 | 28,197,219 | 29,516,509 | | | | | | | | |
| % of Increase | 105.81% | 7.62% | 17.72% | 0.58% | -0.97% | 2.79% | 21.26% | 5.19% | 4.74% | 4.68% | | | | | | | | |
| Reserve carryover | 3,750,000 | 5,982,857 | 7,065,350 | 9,600,875 | 9,379,799 | 8,396,471 | 8,167,521 | 11,341,749 | 13,296,618 | 13,487,257 | | | | | | | | |
| Expenditures: | | | | | | | | | | | | | | | | | | |
| 100-S.W. & FB | 8,084,786 | 8,772,322 | 9,768,340 | 10,970,921 | 12,138,315 | 13,093,893 | 13,879,527 | 14,712,298 | 15,595,036 | 17,530,738 | | | | | | | | |
| % of Increase | 5.98% | 8.50% | 11.35% | 12.31% | 10.64% | 7.87% | 6.00% | 6.00% | 6.00% | 12.41% | | | | | | | | |
| 200-M&O Contract | 1,953,592 | 2,016,103 | 2,002,871 | 2,494,182 | 2,923,612 | 3,192,969 | 3,384,547 | 3,587,620 | 3,802,877 | 4,281,049 | | | | | | | | |
| | 6.95% | 3.20% | -0.66% | 24.53% | 17.22% | 9.21% | 6.00% | 6.00% | 6.00% | 12.57% | | | | | | | | |
| 300-M&O Commod. | 550,609 | 571,050 | 678,578 | 773,578 | 819,993 | 869,192 | 921,344 | 976,624 | 1,035,222 | 1,132,335 | | | | | | | | |
| | 4.08% | 3.71% | 18.83% | 14.00% | 6.00% | 6.00% | 6.00% | 6.00% | 6.00% | 9.36% | | | | | | | | |
| 400-Materials | 2,039,906 | 2,298,880 | 2,527,160 | 2,754,340 | 2,969,600 | 3,147,776 | 3,336,643 | 3,536,842 | 3,749,052 | 3,973,995 | | | | | | | | |
| | 6.41% | 12.70% | 9.93% | 8.99% | 7.82% | 6.00% | 6.00% | 6.00% | 6.00% | 6.00% | | | | | | | | |
| 400-OP Capital | 497,882 | 413,471 | 431,035 | 468,021 | 1,196,102 | 520,907 | 546,953 | 574,300 | 603,015 | 783,166 | | | | | | | | |
| | 1.16% | -18.95% | 4.25% | 8.58% | 165.57% | -56.45% | 6.00% | 5.00% | 5.00% | 29.87% | | | | | | | | |
| Total OP budget | 13,126,775 | 14,071,826 | 15,407,984 | 17,461,042 | 20,047,623 | 20,824,738 | 22,069,013 | 23,387,684 | 24,785,202 | 27,701,284 | | | | | | | | |
| | 5.92% | 7.20% | 9.50% | 13.32% | 14.81% | 3.88% | 5.97% | 5.98% | 5.98% | 11.77% | | | | | | | | |
| 450-Capital Proj. | 812,800 | 2,357,818 | 2,672,350 | 3,494,822 | 1,469,572 | 511,160 | 350,000 | 1,578,443 | 3,221,377 | 944,000 | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Total OP & CIP | 13,939,575 | 16,429,645 | 18,080,334 | 20,955,864 | 21,517,195 | 21,335,898 | 22,419,013 | 24,966,127 | 28,006,579 | 28,645,284 | | | | | | | | |
| 490-Capital Reser. | 2,332,856 | 1,082,492 | 2,535,525 | (221,075) | (983,328) | (228,950) | 3,174,228 | 1,954,868 | 190,639 | 871,225 | | | | | | | | |
| Total Budget | 16,272,431 | 17,512,137 | 20,615,859 | 20,734,789 | 20,533,867 | 21,106,948 | 25,593,241 | 26,920,996 | 28,197,219 | 29,516,509 | | | | | | | | |
| Reserves as of 6/30 | 6,082,856 | 7,065,350 | 9,600,875 | 9,379,800 | 8,396,471 | 8,167,521 | 11,341,749 | 13,296,618 | 13,487,257 | 14,358,482 | | | | | | | | |
| Designated Reser. | 4,812,400 | 5,039,400 | 5,267,750 | 8,543,302 | 7,137,476 | 7,186,938 | 7,368,040 | 6,333,817 | 3,670,698 | 3,511,300 | | | | | | | | |
| Undesignated Reser. | 1,270,456 | 2,025,950 | 4,333,125 | 836,498 | 1,258,995 | 980,583 | 3,973,709 | 6,962,801 | 9,816,559 | 10,847,182 | | | | | | | | |

[illegible]

C I R C U L A T I O N G A I N S A N D L O S S E S

| DECEMBER 2001 | | ADULT MONTH | ADULT YEAR | JUVENILE MONTH | JUVENILE YEAR | TOTAL MONTH | TOTAL YEAR | |
|---------------|--|----------------|---------------|-------------------|------------------|----------------|---------------|--|
|---------------|--|----------------|---------------|-------------------|------------------|----------------|---------------|--|

EXTENSION LIBRARIES:

| | | | | | | | | |
|-------------|----|------|-------|------|-------|------|-------|-------|
| DREXEL | 00 | 1274 | 8363 | 329 | 2387 | 1603 | 10750 | |
| DREXEL | 01 | 1371 | 7345 | 191 | 953 | 1562 | 8298 | |
| | | 97 | 1018- | 138- | 1434- | 41- | 2452- | 22.8- |
| HARRAH | 00 | 2015 | 14878 | 853 | 7076 | 2868 | 21954 | |
| HARRAH | 01 | 2692 | 16201 | 1063 | 5962 | 3755 | 22163 | |
| | | 677 | 1323 | 210 | 1114- | 887 | 209 | 1.0 |
| JONES | 00 | 583 | 4316 | 253 | 2411 | 836 | 6727 | |
| JONES | 01 | 661 | 4791 | 423 | 2422 | 1084 | 7213 | |
| | | 78 | 475 | 170 | 11 | 248 | 486 | 7.2 |
| LUTHER | 00 | 756 | 5278 | 352 | 2443 | 1108 | 7721 | |
| LUTHER | 01 | 686 | 5121 | 147 | 2072 | 833 | 7193 | |
| | | 70- | 157- | 205- | 371- | 275- | 528- | 6.8- |
| NICOMA PARK | 00 | 818 | 6050 | 360 | 3354 | 1178 | 9404 | |
| NICOMA PARK | 01 | 1243 | 8363 | 337 | 3896 | 1580 | 12259 | |
| | | 425 | 2313 | 23- | 542 | 402 | 2855 | 30.4 |
| SPENCER | 00 | 126 | 1252 | 5 | 321 | 131 | 1573 | |
| SPENCER | 01 | 157 | 910 | 50 | 350 | 207 | 1260 | |
| | | 31 | 342- | 45 | 29 | 76 | 313- | 19.9- |
| WRIGHT | 00 | 410 | 3030 | 79 | 826 | 489 | 3856 | |
| WRIGHT | 01 | 471 | 3330 | 34 | 728 | 505 | 4058 | |
| | | 61 | 300 | 45- | 98- | 16 | 202 | 5.2 |

OTHER:

| | | | | | | | | |
|---------------|----|--------|---------|--------|--------|--------|---------|------|
| BOOK CENTERS | 00 | 9619 | 57036 | 10520 | 62363 | 20139 | 119399 | |
| BOOK CENTERS | 01 | 9903 | 58596 | 10853 | 64150 | 20756 | 122746 | |
| | | 284 | 1560 | 333 | 1787 | 617 | 3347 | 2.8 |
| BOOKS-BY-MAIL | 00 | 778 | 5833 | 0 | 1 | 778 | 5834 | |
| BOOKS-BY-MAIL | 01 | 1017 | 6667 | 0 | 0 | 1017 | 6667 | |
| | | 239 | 834 | 0 | 1- | 239 | 833 | 14.3 |
| TOTALS | 00 | 184443 | 1363963 | 90638 | 784419 | 275081 | 2148382 | |
| TOTALS | 01 | 245043 | 1601868 | 111486 | 841714 | 356529 | 2443582 | |
| | | 60600 | 237905 | 20848 | 57295 | 81448 | 295200 | 13.7 |

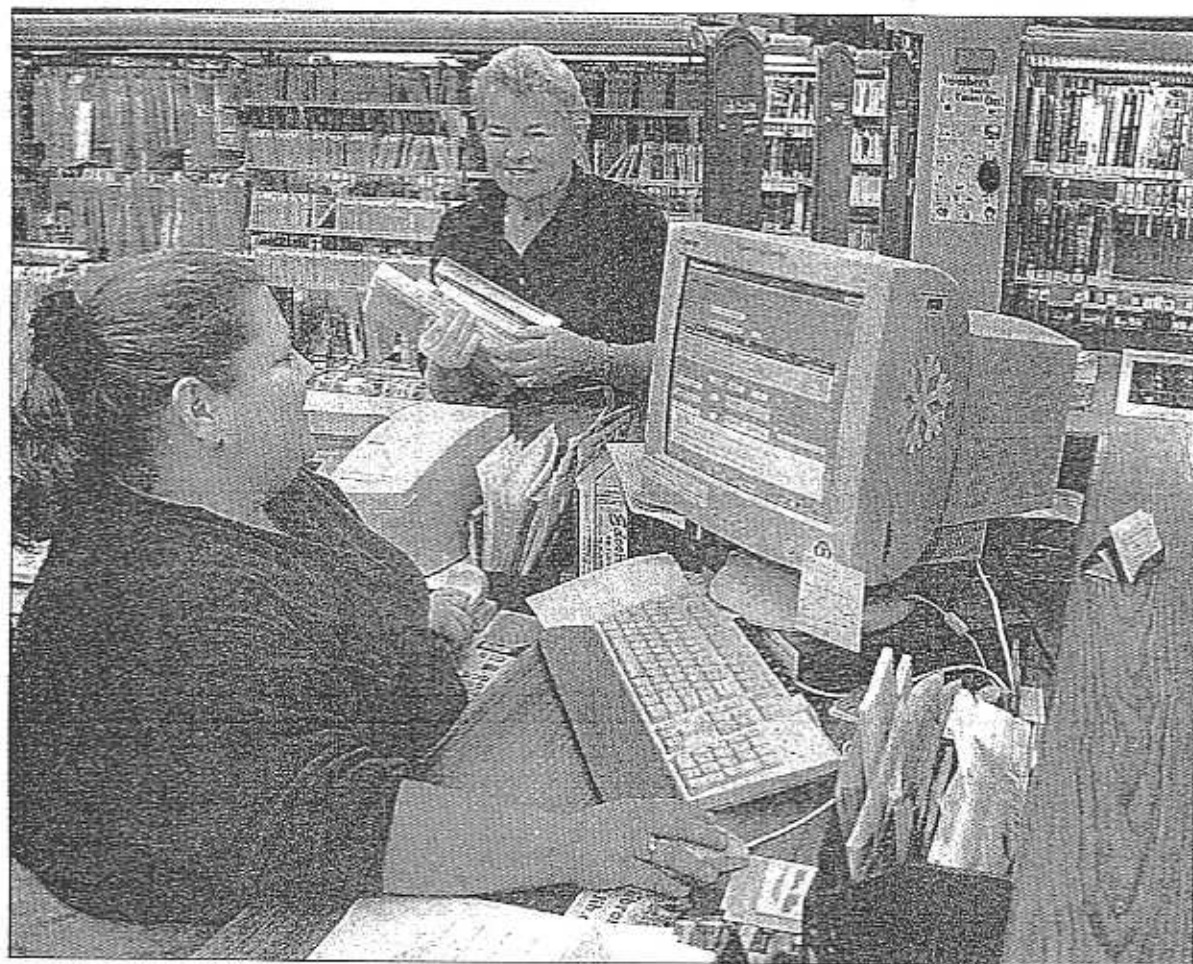
C I R C U L A T I O N G A I N S A N D L O S S E S

| DECEMBER 2001 | | ADULT MONTH | ADULT YEAR | JUVENILE MONTH | JUVENILE YEAR | TOTAL MONTH | TOTAL YEAR | |
|---------------|----|----------------|---------------|-------------------|------------------|----------------|---------------|-------|
| BELLE ISLE | 00 | 4626 | 158894 | 1274 | 62645 | 5900 | 221539 | |
| BELLE ISLE | 01 | 33433 | 216919 | 10719 | 83426 | 44152 | 300345 | |
| | | 28807 | 58025 | 9445 | 20781 | 38252 | 78806 | 35.6 |
| BETHANY | 00 | 19579 | 125883 | 8299 | 67462 | 27878 | 193345 | |
| BETHANY | 01 | 20467 | 133644 | 9043 | 70397 | 29510 | 204041 | |
| | | 888 | 7761 | 744 | 2935 | 1632 | 10696 | 5.5 |
| CAPITOL HILL | 00 | 5084 | 35775 | 1678 | 14305 | 6762 | 50080 | |
| CAPITOL HILL | 01 | 6363 | 39261 | 2264 | 15379 | 8627 | 54640 | |
| | | 1279 | 3486 | 586 | 1074 | 1865 | 4560 | 9.1 |
| CHOCTAW | 00 | 2419 | 12998 | 1489 | 8971 | 3908 | 21969 | |
| CHOCTAW | 01 | 4601 | 28806 | 2479 | 17739 | 7080 | 46545 | |
| | | 2182 | 15808 | 990 | 8768 | 3172 | 24576 | 111.9 |
| DEL CITY | 00 | 8998 | 59831 | 4078 | 33184 | 13076 | 93015 | |
| DEL CITY | 01 | 10247 | 68318 | 5062 | 35346 | 15309 | 103664 | |
| | | 1249 | 8487 | 984 | 2162 | 2233 | 10649 | 11.4 |
| DOWNTOWN | 00 | 7111 | 46674 | 1450 | 10200 | 8561 | 56874 | |
| DOWNTOWN | 01 | 8638 | 50572 | 1359 | 9371 | 9997 | 59943 | |
| | | 1527 | 3898 | 91- | 829- | 1436 | 3069 | 5.4 |
| EDMOND | 00 | 28954 | 205026 | 20762 | 190508 | 49716 | 395534 | |
| EDMOND | 01 | 39412 | 261099 | 26076 | 209644 | 65488 | 470743 | |
| | | 10458 | 56073 | 5314 | 19136 | 15772 | 75209 | 19.0 |
| MIDWEST CITY | 00 | 19635 | 146186 | 7980 | 72337 | 27615 | 218523 | |
| MIDWEST CITY | 01 | 24217 | 164699 | 9119 | 72780 | 33336 | 237479 | |
| | | 4582 | 18513 | 1139 | 443 | 5721 | 18956 | 8.7 |
| RALPH ELLISON | 00 | 3454 | 22552 | 1605 | 9901 | 5059 | 32453 | |
| RALPH ELLISON | 01 | 5446 | 35945 | 1464 | 11290 | 6910 | 47235 | |
| | | 1992 | 13393 | 141- | 1389 | 1851 | 14782 | 45.5 |
| SOUTHERN OAKS | 00 | 26710 | 186710 | 8659 | 73653 | 35369 | 260363 | |
| SOUTHERN OAKS | 01 | 32057 | 209315 | 10640 | 78695 | 42697 | 288010 | |
| | | 5347 | 22605 | 1981 | 5042 | 7328 | 27647 | 10.6 |
| VILLAGE | 00 | 20527 | 127870 | 9871 | 75873 | 30398 | 203743 | |
| VILLAGE | 01 | 20864 | 138119 | 9019 | 73456 | 29883 | 211575 | |
| | | 337 | 10249 | 852- | 2417- | 515- | 7832 | 3.8 |
| WARR ACRES | 00 | 20967 | 129528 | 10742 | 84198 | 31709 | 213726 | |
| WARR ACRES | 01 | 21097 | 143847 | 11144 | 83658 | 32241 | 227505 | |
| | | 130 | 14319 | 402 | 540- | 532 | 13779 | 6.4 |

WEDNESDAY,

JANUARY 16, 2002

Today



STAFF PHOTO BY PAUL HELLSTERN

Lisa Weissenbuehler helps Carol Moody at The Village Library. A survey commissioned by the Metropolitan Library System shows that more than 90 percent of Oklahoma County residents say they're getting their money's worth from the system.

Residents find libraries worth cost in tax dollars

By Gregory Potts
Staff Writer

Most Oklahoma County residents believe the public libraries are worth the tax dollars they cost, according to a survey just released by the Metropolitan Library System.

About 92 percent of survey's respondents said they were getting their money's worth from the system. The study, conducted by Research Solutions of Oklahoma, surveyed 383 residents of Oklahoma County in December. Fifty percent of the survey respondents said the library system provides services that "are worth far more than expenditures," while another 42 percent believe the system's value is "worth the expenditure."

The research firm says the survey has a confidence factor of 95 percent.

MLS Executive Director Norman Maas said he was pleased by the results.

"This shows us that overall, we're doing the right things," he said. "Most people in the county feel positive about their library system and how we are investing their tax dollars, but we still have work to do."

Maas said the library needs to promote itself better and to place more emphasis on customer service.

"We need to make sure our customers have a great experience when they visit a library," Maas said. "We want them to come back."

The survey showed that about half of the county's residents have library cards, a figure that disappointed Maas.

"I'd like to see that number go to 100 percent," Maas said. "I would like to put a library card in the hands of every resident in the county."

Survey respondents suggested several other areas for possible improvement, Maas said. They included expanding

hours at some facilities, increasing the selection of materials, adding more computers and developing new resources for families.

The library last commissioned a survey in 1998, and administrators used that survey to develop a long-range plan. Maas said the library is again embarking on a long-range plan and will take the new survey's findings into consideration.

Maas said 2002 will be a landmark year for the library system.

"This year, we plan to open our new Downtown Library and Learning Center, celebrate the 50th anniversary of a remarkable book — Ralph Ellison's 'Invisible Man' — and launch an innovative, system-wide program for Oklahoma families," Maas said.

Staff writer Gregory Potts can be reached by e-mail at gpotts@oklahoman.com or by phone at 475-3566.

Today

MONDAY, JANUARY 7, 2002



**CARLA
HINTON**

'Invisible Man' visible

Once you read a good book, there's nothing like sharing it.

Denyvella Davis and others who share a passion for the works of Oklahoma native, Ralph Ellison, hope to inspire readers, especially young people, to delve into the mysteries of Ellison's classic, "Invisible Man."

This year, the Metropolitan Library System will celebrate the 50th anniversary of the publication of the book.

The celebration will extend to a one-man play about Ellison's life by Oklahoma Arts Council artist-in-residence Morris McCorvey and an interactive CD about Ellison, said Davis, director of



branch services for the library system. She said John F. Callahan, Ellison's literary executor and friend, will present a lecture about the author and his works.

Davis' excitement for the upcoming year of special events is hardly surprising. She served as manager of the library named after Ellison for 17 years. The Ralph Ellison Library at 2000 NE 23, will be the site of many of the planned activities.

"We just think that Ralph Ellison, his work, is noteworthy and because he is an Oklahoman, we should honor that," she said.

A great pleasure will be introducing "Invisible Man" to young people, she said. A grant from the Oklahoma Community Foundation, Davis said, will enable the library system to present many high school juniors with their own copy of the book.

The book, a mixture of dark humor/dramatization and light satire, is as compelling as ever. Its take on the effects of racism and race relations in United States still speaks volumes.

"It has stood the test of time," Davis said. "What he wrote about is still relevant today."

The book's appeal to people of all races makes it even more noteworthy.

"One of the points he was trying to make is that at some point in all our lives, we have felt invisible," Davis said.

Metro Library, the library system's monthly magazine, will focus on Ellison's life and work throughout the year. Copies of the free magazine are available at Metropolitan Library branches throughout Oklahoma County and other sites.

Call me: 475-3322. Write me: P.O. Box 25125, Oklahoma City 73125. E-mail me: chinton@oklahoman.com. Fax me: 475-3183. Look for more columns, exclusive to the Web, at NewsOK.com.

INFORMATION HANDOUTS

PUBLIC LIST OF THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

| <u>NAME</u> | <u>HOME ADDRESS</u> | <u>BUSINESS ADDRESS</u> | <u>EXPIRATION OF TERM</u> |
|---------------------------------------|---|---|---------------------------|
| Mrs. Penny McCaleb * Chair | 1704 Pennington Way Oklahoma City, OK 73116 848-3002 | | July 31, 2002 |
| Mr. David Greenwell * Vice-Chair | | Greenwell and Co. P.O. Box 2360 Oklahoma City, OK 73101 234-5550 | July 31, 2004 |
| Mr. Hugh D. Rice* Disbursing Agent | | Rainey, Ross, Rice & Binns 735 First Nat'l Center West Oklahoma City, OK 73102 235-1356 | July 31, 2002 |
| Mrs. Nancy Anthony* Member | | Executive Director P.O. Box 54672 Oklahoma City, OK 73154 235-5603 | July 31, 2003 |
| Dr. Ann Caine* Member | | Principal Harvest Hills Elementary School 8201 N.W. 104 Oklahoma City, OK 73162 721-2013 | July 31, 2003 |
| Mrs. Carolyn Cornelius* Member | 10708 Woodridden Oklahoma City 73170 691-7707 | | July 31, 2004 |
| Mr. Scott R. Duncan* Member | | President Covenant Financial Services, Inc. 5009 N. Pennsylvania, #208 Oklahoma City 73112 848-6999 | July 31, 2004 |
| Mrs. Millicent Gillogly* Member | 3301 N. State Street Oklahoma City, OK 73122 947-3782 | | July 31, 2004 |
| Mrs. Deanna Hannah*** Member | 8133 N.W. 28 th Terrace Bethany, OK 73008 787-3123 | | July 31, 2002 |
| Mr. Jose Jimenez* Member | 1221 N.W. 34 Oklahoma City, OK 73118 521-1221 | | July 31, 2004 |

| <u>NAME</u> | <u>HOME ADDRESS</u> | <u>BUSINESS ADDRESS</u> | <u>EXPIRATION OF TERM</u> |
|--|---|---|----------------------------------|
| Mrs. Shirley Pritchett*** Member | 5805 NW 57 Warr Acres, OK 73122 789-8669 | | July 31, 2004 |
| Mrs. Pamela Pung*** Member | | P.O. Box 10889 Midwest City, OK 73140 741-6282 | July 31, 2003 |
| Ms. Marguerite Ross* Member | 11701 Shasta Lane Oklahoma City 73162-1604 | | July 31, 2002 |
| Mrs. Alyne Strube** Member | 13806 N.E. Eighth Street Choctaw, OK 73020 390-2661 | | July 31, 2003 |
| Mrs. Cynthia Trent*** Member | 3028 S.E. 21 Del City, OK 73115 672-1258 | | July 31, 2002 |
| Mrs. Peggy Winters*** Member | 2149 Gladstone Terrace The Village, OK 73120 751-7161 | | July 31, 2004 |
| Mr. Greg Womack*** Member | | Womack Investment Advisers, Inc. 2000 S.E. 15, Bldg. 100-B Edmond, OK 73013 340-1717 | July 31, 2003 |
| Mayor Kirk Humphreys Member Ex Officio Mayor of Oklahoma City | | 302 Municipal Building Oklahoma City, OK 73102 297-2424 | Term by virtue of office |
| Mr. Stewart Earnest, Sr. Member Ex Officio Chair, Board of County Commissioners | | 320 Robert S. Kerr Room 621 Oklahoma City, OK 73102 713-1503 | Term by virtue of office |
| Mr. Norman L. Maas Secretary (Non-Voting) | 301 Cricket Hollow Edmond, OK 73034 216-8231 | Metro. Library System 131 Dean A. McGee Ave. Oklahoma City, OK 73102 231-8635 | Term as Director of Libraries |

NOTE: Faxes may be sent to Library Commission members at the library system's administrative offices: 231-8638.

* Appointed by Mayor of Oklahoma City

** Appointed by Board of County Commissioners

*** Appointed by Mayors of Bethany, Del City, Edmond, Midwest City, The Village and Warr Acres

(Revised 1/02)