

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
AGENDA**

Thursday June 19, 2003 3:30 p.m.
Southern Oaks Library
6900 S. Walker, Oklahoma City, OK 73110
(405) 631-4468

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

Mrs. Penny McCaleb, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #88 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.)

3:35 – 3:50 pm CONSENT DOCKET (#89-#93)

- Document #89 – Approval of Minutes of May 15, 2003 Meeting
- Document #90 – Acceptance of Review of Expenditures for May 2003
- Document #91 – Approval of Contract Awards and Purchases
 - Item: A Printing & Delivery of Metro Library Magazine
 - Item: B Overdue Statement Mailers
 - Item: C Book Jacket Covers
 - Item: D Renewal of Lease/Purchase Agreements
 - Item: E Renewal of Supply & Service Contracts
 - Item: F Renewal of Janitorial Services
 - Item: G Approval of Change Order – Installation of Telecommunication Distribution System
 - Item: H Copier Paper, Inkjet Paper, Tractor Feed Paper, & Toner Cartridges
- Document #92 – Transfer of Funds
- Document #93 – Request to Declare Surplus

3:50 – 4:10 pm COMMITTEE REPORTS

- Document #94 – Report and Recommendations from the Administrative & Personnel Committee – David Greenwell, Chair
- Document #95 – Report and Recommendations from the Finance Committee – Hugh Rice, Chair
- Document #96 – Metropolitan Library System Preliminary Budget FY 2003-2004

4:10 – 4:35 pm SPECIAL PRESENTATIONS

- Summer Promotional Presentation – Scott Carter, Director of Public Relations

4:35 – 4:45 pm INFORMATION REPORTS

- Document #97 – Metropolitan Library System May 2003 Monthly Circulation Report
- Document #98 – Metropolitan Library System May 2003 Monthly Internet Usage Report

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

4:55 – pm COMMENTS FROM COMMISSION MEMBERS

– 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, July 17, 2003 at the Bethany Library
3510 N. Mueller, Bethany, OK, 73008 Telephone – (405) 789-8363

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who has been employed by the library system for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The library system staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to library system staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library system staff receiving certificates of service at the June 19, 2003 meeting:

<u>Employees</u>	<u>Years of Service</u>
Conrad J. Doty, Custodian, Bethany Library	35
Cheryl A. Mann, Circulation Control Technician	30
Sheila D. Fixel, Circulation Clerk, Del City Library	20
Joshua H. Wells, Library Page, Bethany Library	5
Linda S. Winn, Library Page, Edmond Library	5

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

DATE: May 15, 2003

TIME: 3:30 p.m.

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 20, 2002. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library, 2000 NE 23rd, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on May 9, 2003, in conformity with the Oklahoma Open Meeting Act §311.

COMMISSION MEMBERS

PRESENT:

Dr. Ann Caine
Carolyn Cornelius
Millicent Gillogly
Deanna Hannah
Jose Jimenez
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Alyne Strube
Peggy Winters
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Scott Duncan
David Greenwell, Vice-Chair
Mayor Kirk Humphreys
Stan Inman, Chair, Board of County
Commissioners
Cynthia Trent
Greg Womack

Estimate of general public and staff attending: 22

I. The meeting was called to order at 3:35 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Caine, Gillogly, Hannah, Jimenez, Pritchett, Pung, Rice, Ross, Strube, Winters, McCaleb. (Arrived ~ Cornelius 3:40 p.m.)

II. Mrs. McCaleb introduced Mrs. Daphene Keys, Manager of the Ralph Ellison Library.

Mrs. Keys welcomed the Commission. She invited the Commission to join in the Juneteenth Celebration on Saturday, June 14th; the Ralph Ellison Library will celebrate this annual holiday with a barbecue cook-off, food & information booths, poetry, dance, games, and live music.

III. Mrs. McCaleb read the names of the Metropolitan Library Commission Service Certificate recipients for May 2003: Mary Anderson, Librarian, Southern Oaks Library, for 20 years of service; Gene Chappell, Technical Processor, for 5 years of service.

IV. Mrs. McCaleb asked for comments from the general public. There were none.

V. Mrs. McCaleb presented the Consent Docket (Document # 81 – Approval of Minutes of April 17, 2003, Meeting; Document # 82 - Acceptance of Review of Expenditures for April 2003; Document #83 – Approval of Contract Awards and Purchases; Document # 84 – Transfer of Funds.)

Ms. Marguerite Ross moved to accept the Consent Docket as presented. Mrs. Millicent Gillogly seconded. Mrs. McCaleb called for discussion. After discussion, motion passed unanimously.

VI. Mrs. McCaleb called on Ms. B. J. Williams, TV Programming Coordinator.

Ms. Williams stated that the Metropolitan Library System **Read About It** TV show's current formatting was developed in 1992, but the Library System has actually been airing its programs since 1951.

The half-hour show features an interview with an author (publisher, illustrators, book designers, literary agents, editors, book store owners, writer's organizations); book reviews of adult and children's books, videos, and other materials conducted by MLS Staff, Ms. Williams, and Doug Bentin, Public Relations Communication Specialist; *Community Reads* segment features the community talking about their favorite books.

Ms. Williams introduced Ms. M. J. Van Deventer, director of publications for the National Cowboy & Western Heritage Museum, who graciously hosts the *Community Reads* segment.

Since Ms. Van Deventer has become host she has greatly increased the range of guests on the show. The Governor, the First Lady, the Lieutenant Governor, the State Attorney General, the Mayor of Oklahoma City, the directors of the Oklahoma Arts Institute, the State Arts Council, the Oklahoma Historical Society, the City Arts Center, and Leadership Oklahoma City, both editor and publisher of "Oklahoma Today", a KTVY channel 4 news anchor, the vice president of KWTW channel 9, the chairman of the UCO Journalism Department, are just a few who have appeared. Ms. Williams presented Ms. Van Deventer with a card of thanks from the Commission and staff of the Metropolitan Library System.

Ms. Williams stated that twice a year *Community Reads* focuses on teens. This year, with the help of Ms. Heidi Port, Volunteer Coordinator, and Mrs. Heidi Daniel-Morgan, Young Adult Services Coordinator; 10 teens from Edmond North High School talked about their favorite books. These interviews will air on **Read About It** beginning in May. Ms. Williams played a videotape featuring excerpts from the interviews. After the video, Ms. Williams asked for questions; discussion followed.

VII. Mrs. McCaleb called on Mrs. LaVetta Dent, Children's Services Coordinator.

Mrs. Dent began with the five components of the Metropolitan Library System's **Summer @ the Library** formerly known as the *summer reading program*.

Summer @ the Library consists of the following programs:

- ♦ Young Readers Program
- ♦ Read-To-Me Program
- ♦ Teen *Culture Shock* Program
- ♦ Teen *Culture Shock* Volunteer Program
- ♦ Neighborhood Arts Program

Today's spotlight is on the Young Readers program, the Read-To-Me program, and the Neighborhood Arts program.

The Library System, in conjunction with the Oklahoma Department of Libraries (ODL), is using the ODL theme **Dig it @ The Library** for its Young Readers and Read-To-Me programs.

The programs run for 10 weeks; at sign-up each child is enrolled in the appropriate program and is given a book sack, a reading log, bookmark, and stickers. The young readers are encouraged to read 35-75 pages a week and the Read-To-Me participants are encouraged to be read to for an hour a week. However, each child sets his or her own goals.

When they have reached their summer reading goals, Young Readers can receive awards of an MLS **Dig it @ The Library** medallion, tickets to Library Night At The Ballpark, and a pass to an Oklahoma Children's Theatre production. When Read-To-Me participants attain their goals they are awarded a book for their home library.

The sponsors for 2003 **Summer @ the Library** are:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| ♦ Oklahoma Redhawks | ♦ Oklahoma Arts Council | ♦ Arts Council of Oklahoma City |
| ♦ Sonic Corporation | ♦ WEOKIE Credit Union | ♦ Oklahoma Children's Theatre |
| ♦ KMGL Radio Magic 104 | ♦ The Daily Oklahoman | ♦ McDonald's |
| ♦ Oklahoman.com | ♦ Cox Communications | ♦ Oklahoma Department of Libraries |
| ♦ Citadel Communications | ♦ Pioneer Library System | ♦ Metropolitan Library System |
- (WILD 97.9 FM, The Spy 105.3 FM)

And grants made possible by Friends of the Metropolitan Library System

Mrs. Dent continued, informing the Commission that the Neighborhood Arts program, starting in May, features eight different performers, each premiering for one full week at various libraries and show times. This year's performances:

Date	Artists	Performance
May 27-30	Lucky Penny Players	<i>Hansel & Gretel</i>
June 2 - 6	Lucky Penny Players	<i>The Elves and the Shoemaker</i>
June 9 - 13	Rhythmically Speaking	<i>After the Asteroids</i>
June 16 - 20	2x4 Productions	<i>Dinosaurs Don't Dance</i>
June 23 - 27	Monty Harper	<i>Wacky, Witty, Way Out Songs</i>
June 30 - July 3	Al Bostick	<i>Somebody told somebody.....</i>
July 7 - 11	Safari Guy	<i>Totally WILD!</i>
July 14 - 18	Tim Tingle	<i>Native American Stories.....</i>
July 21 - 25	Marilyn Hudson	<i>Raiders of the Lost Tales</i>

Mrs. Dent asked for questions; discussion followed.

VIII. Mrs. McCaleb referred to Document #85 - Metropolitan Library System Annual Furniture & Equipment Inventory Report FY 2002-2003 and asked for comments. Discussion followed.

IX. Mrs. McCaleb referred to Document #86- Metropolitan Library System April 2003 Monthly Circulation Report and asked for comments. Discussion followed.

X. Mrs. McCaleb referred to Document #87 - Metropolitan Library System April 2003 Monthly Internet Usage Report and asked for comments. Discussion followed.

XI. Mrs. McCaleb called on Mrs. Donna Morris, Executive Director, to present the Executive Director's Report.

Mrs. Morris said that Commission member Mrs. Shirley Pritchett was recently a guest on **Read About It**, reviewing her newly published book *Money, Marbles, & Chalk*.

Mrs. Morris stated that she and Scott Carter, Director of Public Relations are attending the Friends of the Library in Oklahoma (FOLIO) annual retreat. She will be speaking at this event as part of a three-person panel on library advocacy, promoting National Advocacy, such as Library Legislative Day in Washington D.C.

A special congratulations to Ms. Dana Morrow, Director of Outreach Services, who was honored at the UNICARE State Sponsored Community Service Awards Dinner. Ms. Morrow was one of seven community leaders to receive a UNICARE Community Service Award. The award honors leaders in community services and programs.

Mrs. Anne Hsieh, Director of Finance, is attending the Governmental Accounting and Auditing Conference in Oklahoma City. She will be receiving updates on the Government Accounting Standards Board statement 34 and other applicable laws and regulations.

The Human Resources staff has recently attended workshops on recent developments and issues in labor and employment law.

Mrs. Morris stated that the Oklahoma Department of Libraries has provided an updated issue of the Open Meetings and Open Records Act. A copy is available for each Commission member. She asked for questions; discussion followed.

XII. Mrs. McCaleb called for comments from Commission members.

Mr. Rice presented an announcement from the community affairs department of *The New York Times*, asking, "Has a public librarian made a difference in your life?" The

announcement has a nomination application for The New York Times Librarian Awards; "This award was created to honor librarians who provide **exceptional service.**" Mr. Rice stated he thought the Library System has many librarians who would fit this criterion and just wanted to make the application available.

XIII. Mrs. McCaleb called for future agenda items. There were none.

XIV. Mrs. McCaleb stated the next Commission meeting would be held Thursday, June 19, 2003, at the Southern Oaks Library.

XV. There being no further business; meeting adjourned at 4:19 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2003

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May, 2003

For comparison, 91.66% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2003.

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

Document # 90
MLC FY 2002-03
June 19, 2003

May 31, 2003

ASSETS

CASH - Overnight Investment Account	\$ 838,572.43
INVESTMENTS (Schedule attached)	18,003,257.73
ACCRUED INTEREST	24,976.10
	<hr/>
Total Assets	<u><u>\$ 18,866,806.26</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2001-02 Reserve for Appropriations	\$ 67,128.81	
2002-03 Purchase Orders Outstanding	1,984,346.88	
2002-03 Checks Outstanding	258,207.65	
2001-02 Checks Outstanding	25.09	
	<hr/>	
Total Liabilities		\$ 2,309,708.43

FUND BALANCE:

Beginning of the Year		\$ 15,490,463.18	
Add: Revenues			
Budgeted	\$ 17,447,418.57		
Other	1,081,944.00	18,529,362.57	
	<hr/>		
Less: Expenditures		(17,462,727.92)	
		<hr/>	
Total Fund Balance			16,557,097.83
Total Liabilities, Deferred Revenue and Fund Balance			<u><u>\$ 18,866,806.26</u></u>

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

As of April 30, 2003

Type	Purchase Date	Maturity Date	Interest Rate	Cost
Treasury Notes	5/20/02	5/31/03	2.203%	406,478.61
Treasury Notes	5/30/02	5/31/03	2.100%	303,170.08
Treasury Notes	6/17/02	6/30/03	2.000%	508,253.53
CD - First Enterprise Bank	6/21/02	6/21/03	3.150%	100,000.00
CD - National Bank of Commerce.	6/21/02	6/21/03	2.600%	100,000.00
CD - Lincoln Bank	7/17/02	7/17/03	2.720%	100,000.00
CD - American Bank, Edmond	7/18/02	7/18/03	2.900%	100,000.00
CD - Americrest Bank	7/18/02	7/18/03	2.500%	100,000.00
CD - BankFirst	7/27/02	7/27/03	2.270%	100,000.00
Treasury Notes	8/26/02	8/15/03	1.570%	510,254.38
FHLMC Discount Notes	9/11/02	7/17/03	1.700%	799,459.60
CD - MidFirst Bank	9/24/02	3/24/04	2.500%	100,000.00
CD - Gold Bank	10/15/02	10/15/03	2.300%	100,000.00
CD - Bridgeview Bank	10/19/02	10/19/03	2.400%	100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.240%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/02	11/17/07	3.240%	800,000.00
Treasury Notes	11/29/02	7/31/03	1.223%	709,181.30
CD - Local Oklahoma Bank	11/29/02	11/29/03	1.500%	100,000.00
CD - Quail Creek Bank	12/7/02	12/7/03	2.150%	100,000.00
CD - Bank of Okla. (collateralized)	12/18/02	12/18/07	3.240%	500,000.00
CD - Municipal Emp. Credit Union	12/18/02	6/18/03	2.470%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/03	1/6/08	3.190%	1,000,000.00
Treasury Notes*	1/17/03	8/15/03	1.150%	511,411.58
Treasury Notes*	1/17/03	8/31/03	1.150%	1,518,501.84
Treasury Notes*	1/17/03	9/30/03	1.120%	806,492.04
Weokie Credit Union	1/17/03	1/17/04	2.530%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/03	1/21/08	3.090%	3,000,000.00
FNMA Discount Notes	1/22/03	10/17/03	1.153%	495,808.89
CD - Bank of Okla. (collateralized)	1/24/03	1/23/08	3.110%	600,000.00
FHLMC Discount Notes	2/12/03	10/20/03	1.132%	793,848.33
CD - UMB Bank	2/12/03	2/12/04	1.250%	100,000.00
CD - Peoples National, Bethany	2/27/03	2/27/04	1.760%	100,000.00
CD - First Commercial, Edmond	3/23/03	3/23/04	2.090%	100,000.00
FHLMC Discount Notes	3/31/03	2/26/04	1.062%	792,327.11
Treasury Notes	4/22/03	5/31/04	1.180%	818,180.42
FHLB Notes	4/23/03	6/15/04	1.198%	409,890.02
CD - Stillwater National Bank	4/23/03	5/23/04	2.050%	100,000.00
FHLB Notes	5/29/03	6/28/04	1.055%	520,000.00

Total Investments

\$ 18,003,257.73

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
July 1, 2002 to April 30, 2003**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2002 Ad Valorem Tax	\$ 16,744,551.18	\$ 253,055.07	\$16,900,491.57	100.93%
State Aid	298,245.60		156,927.00	52.62%
Fines	<u>364,500.00</u>	<u>40,000.00</u>	<u>390,000.00</u>	107.00%
Total Budgeted Revenue	<u><u>\$ 17,407,296.78</u></u>	<u><u>\$ 293,055.07</u></u>	<u><u>\$17,447,418.57</u></u>	100.23%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 31,513.43	\$ 657,410.39	
Homestead Exemption Reimb.			46,093.94	
Investment Income		11,115.52	247,553.34	
Flexible Benefits Account Balance			3,726.02	
Sale of Surplus Equipment			4,053.43	
Miscellaneous		<u>3,757.71</u>	<u>123,106.88</u>	
Total Miscellaneous Revenue		<u><u>\$ 46,386.66</u></u>	<u><u>\$ 1,081,944.00</u></u>	
Total Revenue	<u><u>\$ 17,407,296.78</u></u>	<u><u>\$ 339,441.73</u></u>	<u><u>\$18,529,362.57</u></u>	106.45%

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

May 31, 2003

	<u>BALANCE</u> <u>5/1/03</u>	<u>RECEIPTS</u> <u>May</u>	<u>EXPEND.</u> <u>May</u>	<u>BALANCE</u> <u>5/31/03</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 42,646.86	\$ 4,390.56	\$ 170.06	\$ 46,867.36
810 Prepaid Fees	(454.44)	1,133.89		679.45
815 Fines	9,886.48	34,009.03	40,080.00	3,815.51
820 Copy	18,094.63	3,906.54	1,140.86	20,860.31
900 Special Event Fund	2,656.34			2,656.34
825 Insurance Reimbursement	0.00	3,638.70	3,638.70	0.00
Total Revolving Funds	<u>\$ 72,829.87</u>	<u>\$ 47,078.72</u>	<u>\$ 45,029.62</u>	<u>\$ 74,878.97</u>
GRANTS:				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>5/31/03</u>
<u>Special Grants</u>				
857 DN/LC Donations	16,440.00	16,440.00	0.00	16,440.00
859 OCCF/Invisible Man	25,000.00	25,052.72	24,114.44	938.28
863 ODL/Training Grant	5,000.00	5,000.00	4,800.00	200.00
868 Weokie CU/Bus Wrap	9,500.00	9,500.00	8,800.00	700.00
870 Inasmuch/Invisible Man	20,000.00	20,000.00	18,127.18	1,872.82
871 Kirkpatrick/Come Read W/ Me	2,500.00	2,500.00	2,128.34	371.66
873 Endowment/DN Okla. Images	20,000.00	20,000.00	1,980.00	18,020.00
901 Wal-Mart/ ED Literacy Grant	1,000.00	1,000.00	899.16	100.84
902 Hillcrest/ Come Read With Me	1,225.00	1,225.00	0.00	1,225.00
907 PLA-ALSC/Emergent Literacy	1,200.00	1,200.00	0.00	1,200.00
909 ODL/Hispanic Collection	18,000.00	18,000.00	3,263.97	14,736.03
910 Come Read With Me - Grants	100.00	100.00	0.00	100.00
912 Midwest City /Large Print	3,000.00	3,000.00		3,000.00
963 RE Friends/Programming Grant	1,550.00	1,550.00	850.80	699.20
<u>Grants - Friends of MLS</u>				
845 01 DN Oklahoma Images	20,000.00	20,000.00	3,578.49	16,421.51
847 01 PC Learning Lab	9,150.00	9,150.00	6,710.54	2,439.46
866 01 Invisible Man	5,000.00	5,000.00	1,774.72	3,225.28
874 02 OUT-LIFE	5,000.00	5,000.00	4,220.27	779.73
875 02 OUT-BOOKS	2,100.00	2,100.00	299.71	1,800.29
876 02 OUT-Storytime Kits	570.00	570.00	0.00	570.00
878 02 OUT-Teen Summit	700.00	700.00	668.58	31.42
879 02 OUT-YA Reading	3,350.00	3,350.00	725.00	2,625.00
881 02 VI-Cultures	7,000.00	7,000.00	6,476.59	523.41

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 5/31/03</u>
<u>Grants - Friends of MLS</u>				
882 02 OUT-Project Laughter	2,000.00	2,000.00	1,825.00	175.00
887 02 Public Arts	2,000.00	2,000.00	0.00	2,000.00
888 02 DN-Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
889 02 RE-Special Art	1,300.00	1,300.00	881.10	418.90
890 02 Volunteer Recognition	3,000.00	3,000.00	1,173.03	1,826.97
891 02 Staff Recognition	4,700.00	4,808.00	4,357.32	450.68
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	95.52	904.48
Total Grants				<u>\$ 113,795.96</u>
Total Special Funds				<u><u>\$ 188,674.93</u></u>

Metropolitan Library System
Statement of Encumbrances
Month of May 2003

FY-03

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	883,878.10	6,890,041.40	88.17	7,814,873.00	924,831.60
102	Wages - Part-time	113,440.48	881,720.81	79.56	1,108,249.00	226,528.19
103	Payroll Taxes	74,812.22	574,806.87	85.63	671,307.00	96,500.13
109	Workers Comp. Insurance	10,100.00	71,748.00	117.07	61,284.00	-10,464.00
112	Group Insurance	85,479.43	952,852.59	83.29	1,144,048.00	191,195.41
113	Employees' Retirement	.00	950,772.00	100.00	950,800.00	28.00
114	Unemployment Compen.	.00	4,138.50	41.39	10,000.00	5,861.50
Total Personal Services		1,167,710.23	10,326,080.17	87.80	11,760,561.00	1,434,480.83

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Insu.	.00	111,095.00	75.69	146,770.00	35,675.00
202	Liability/Bonding Insurance	.00	20,110.00	99.93	20,125.00	15.00
205	Rent of Library Buildings	2,280.56	27,663.15	98.10	28,200.00	536.85
206	Rent of Equipment	1,420.20	16,990.20	80.98	20,981.00	3,990.80
207	Janitorial Services	14,892.33	163,244.63	79.01	206,625.00	43,380.37
208	Maintenance of Facilities	17,441.12	189,625.72	76.70	247,232.00	57,606.28
211	Parking & Transportation	6,560.69	65,468.82	52.36	125,042.00	59,573.18
212	Travel Expenses	1,889.07	23,205.44	42.04	55,205.00	31,999.56
213	Professional Services	22,489.39	311,688.30	66.78	466,759.00	155,070.70
216	Telephone Services	10,532.28	137,396.88	42.35	324,437.00	187,040.12
217	Electrical Services	27,014.42	270,202.47	67.08	402,791.00	132,588.53
218	Gas Services	3,073.71	42,614.05	75.27	56,618.00	14,003.95
219	Water & Garbage Services	2,082.24	29,355.54	72.81	40,317.00	10,961.46
220	Trigen Energy Services	.00	.00	.00	65,000.00	65,000.00
226	Membership	16.50	18,138.20	74.05	24,494.00	6,355.80
230	Other Library-Related Services	30,109.33	312,102.97	85.94	363,172.00	51,069.03
231	Automation Contractual	11,645.62	168,751.78	58.79	287,022.00	118,270.22
236	Network Catalog Services	50,350.00	55,250.00	100.00	55,250.00	.00
Total Contractual Services		201,797.46	1,962,903.15	66.86	2,936,040.00	973,136.85

Metropolitan Library System
Statement of Encumbrances
Month of May 2003

FY-03

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	8,463.42	129,658.77	68.21	190,100.00	60,441.23
302	Postage	28,901.35	197,298.60	90.18	218,773.00	21,474.40
303	Supplies	24,168.54	177,545.83	72.55	244,728.00	67,182.17
310	Maintenance Supplies	2,269.48	36,787.50	60.31	61,000.00	24,212.50
312	Safety Supplies & Equipment	1,122.38	3,559.35	45.63	7,800.00	4,240.65
321	Gasoline & Oil	1,114.66	8,790.28	58.60	15,000.00	6,209.72
322	Vehicle Parts & Repairs	2,882.91	15,245.98	108.90	14,000.00	-1,245.98
330	Programming Activities	28,365.80	151,928.98	74.99	202,594.00	50,665.02
331	Other Commodities	2,487.81	21,844.96	62.94	34,710.00	12,865.04
	Total Commodities	99,776.35	742,660.25	75.11	988,705.00	246,044.75

Capital Outlays

401	Books & Materials	224,287.15	2,296,900.62	83.86	2,738,840.00	441,939.38
404	Government Documents	.00	4,000.00	51.28	7,800.00	3,800.00
405	Book Repairs & Binders	.00	2,252.05	45.04	5,000.00	2,747.95
407	Periodicals & Subscriptions	495.00	134,780.85	91.59	147,160.00	12,379.15
408	Furniture Fixture & Equip.	5,766.64	66,357.52	58.30	113,829.00	47,471.48
409	Motor Vehicles	.00	.00	.00	.00	.00
410	Automation Sytem & Equipment	-554.53	65,330.29	17.45	374,330.00	308,999.71
450	Capital Projects	2,885.48	1,861,463.02	40.16	4,634,724.00	2,773,260.98
499	Reserve Carryover	.00	.00	.00	9,190,770.96	9,190,770.96
	Total Capital Outlays	232,879.74	4,431,084.35	25.74	17,212,453.96	12,781,369.61
	Total Budget	1,702,163.78	17,462,727.92	53.08	32,897,759.96	15,435,032.04

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04365	O G & E	Electrical Services	11,286.29	11,286.29
G-04366	Oklahoma Natural Gas Company	Gas Services	1,469.41	1,469.41
G-04367	City of Oklahoma City	Water & Garbage Service	376.24	376.24
G-04368	Triangle/A & E	Capital Project	8.58	8.58
G-04369	Unisource Worldwide Inc-OKCity	Maintenance Supplies	661.00	661.00
G-04370	Locke Supply Company	Maintenance of Facilities	22.27	
		Maintenance of Facilities	7.50	
		Maintenance of Facilities	57.37	
		Maintenance of Facilities	17.76	104.90
G-04371	Tech-Lock	Maintenance of Facilities	9.49	9.49
G-04372	Emsco Electric Supply	Maintenance of Facilities	194.04	
		Maintenance of Facilities	59.59	
		Maintenance of Facilities	88.50	
		Maintenance of Facilities	89.24	
		Maintenance of Facilities	69.66	501.03
G-04373	Demco	Supplies	146.27	146.27
G-04374	Gaylord Bros.	Supplies	196.67	196.67
G-04375	Gale Research	Materials	3,636.76	3,636.76
G-04376	Highsmith Co., Inc.	Programming Activities	21.41	21.41
G-04377	Journey House Travel, Inc.	Travel Expense	444.00	444.00
G-04378	Oklahoma Heritage Book Center	Materials	31.06	31.06
G-04379	Amazon.com	Materials	5.97	5.97
G-04380	UNUM Life Insurance	L-T Disab Ins Prm-May	5,667.98	5,667.98
G-04381	City of Warr Acres	Garbage & Sewer Service	72.25	72.25
G-04382	United Linen	Towel Service	24.40	24.40
G-04383	Ernestine F. Clark	Other Commodities	50.00	50.00
G-04384	Evelyn K. Davis	Mileage	59.76	59.76
G-04385	Frank C. Ray	Mileage	28.26	28.26
G-04386	Weston Woods Accts Receivable	Materials	99.90	99.90
G-04387	Baker & Taylor	Materials	1,099.53	1,099.53
G-04388	Bill Warren Office Products	Supplies	71.58	71.58
G-04389	West Group Payment Center	Materials	163.00	163.00
G-04390	Barbara Beasley	Mileage	18.00	18.00
G-04391	Joyce Helms	Supplies	50.00	50.00
G-04392	Boise Cascade Office Products	Supplies	704.02	704.02
G-04393	Recorded Books, LLC	Materials	3,890.10	3,890.10
G-04394	Carolyn Abernathy	Mileage	20.52	20.52
G-04395	U.S. Postmaster	Postage	37.00	37.00
G-04396	Jim and Jerry's Garage	Vehicle Parts & Repairs	258.95	258.95
G-04397	Anne Hsieh	Mileage	30.96	30.96
G-04398	Denyveta Davis	Mileage	62.28	62.28
G-04399	Gale Group	Materials	222.76	222.76
G-04400	Oxford University Press	Materials	246.58	246.58
G-04401	Public Broadcasting Service	Materials	431.68	431.68
G-04402	Traci N. Jinkens	Mileage	24.48	24.48
G-04403	Mutual Assurance	Grp Life/Ad&d Ins Prm-May	20,048.98	20,048.98
G-04404	Anne G. Fischer	Mileage	75.24	75.24
G-04405	CleanTex Products	Supplies	746.75	746.75
G-04406	Midwest City Chamber	Library Related Service	50.00	50.00
G-04407	Angie Paeltz	Mileage	9.36	9.36
G-04408	Priscilla Doss	Mileage	12.60	12.60
G-04409	Nancy J. Lytle	Mileage	14.04	14.04

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04410	BMI Systems	Lease of Equipment	946.80	
		Lease of Equipment	473.40	1,420.20
G-04411	Conney Safety Products	First Aid Supplies	24.63	24.63
G-04412	Audio Forum	Materials	399.40	399.40
G-04413	Lowe's Companies, Inc.	Maintenance of Facilities	128.37	
		Maintenance of Facilities	38.18	
		Maintenance of Facilities	11.12	
		Maintenance of Facilities	15.83	
		Maintenance Supplies	51.66	
		Maintenance of Facilities	326.36	
		Maintenance of Facilities	17.90	
		Maintenance Supplies	29.53	
		Maintenance of Facilities	14.48	
		Equipment	667.00	1,300.43
G-04414	Weiss Ratings, Inc.	Materials	392.95	392.95
G-04415	Associated Plastic Industries	Supplies	990.00	990.00
G-04416	Ingram Library Services	Materials	28.57	28.57
G-04417	Mergent Company, Inc.	Materials	3,040.00	3,040.00
G-04418	Audio Editions	Materials	254.60	254.60
G-04419	Fuelman of Mid-America	Gasoline	215.33	215.33
G-04420	Midwest Trophy Mfg. Co., Inc.	Programming Activities	50.40	50.40
G-04421	Karen R. Bray	Mileage	111.60	111.60
G-04422	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	60.95	60.95
G-04423	Medley Material Handling	Maintenance of Facilities	274.37	274.37
G-04424	Econo-Clad Books	Materials	10.65	10.65
G-04425	Voss Lighting	Maintenance Supplies	200.58	200.58
G-04426	Frances Virginia Harbert	Other Commodities	37.91	37.91
G-04427	Julie Lybrand	Programming Activities	100.00	100.00
G-04428	Schiffer Publishing	Materials	53.40	53.40
G-04429	Anita F. Roesler	Mileage	49.97	49.97
G-04430	Scholastic Library Publishing	Materials	3,734.78	3,734.78
G-04431	Home Depot/GECE	Maintenance of Facilities	51.57	
		Maintenance of Facilities	46.89	98.46
G-04432	Debbie E. Robertus	Mileage	31.00	31.00
G-04433	Deborah J. Willis	Mileage	30.24	30.24
G-04434	Heidi A. Port	Mileage	21.24	21.24
G-04435	Jean Barnes Gift & Book, Inc.	Materials	719.00	719.00
G-04436	BMI Systems Corporation	Copier Maintenance	270.66	
		Copier Maintenance	191.63	462.29
G-04437	Robert Howard Company	Supplies	158.67	158.67
G-04438	Harrah Disposal Service	Water & Garbage Services	25.00	25.00
G-04439	Roth Publishing, Inc.	Materials	3,900.00	3,900.00
G-04440	Lisa Walker	Mileage	15.08	15.08
G-04441	Sharon A. Nolan	Programming Activities	66.88	
		Programming Activities	44.85	111.73
G-04442	AT&T	Telephone Services	19.07	19.07
G-04443	BBC Audiobooks America	Materials	388.50	388.50
G-04444	Jan M. Reynolds	Mileage	15.48	15.48
G-04445	Burns Int'l Security Services	Security Services	3,230.71	3,230.71
G-04446	City of Harrah	Water & Garbage Service	16.68	16.68
G-04447	City of Choctaw	Water & Garbage Services	25.00	25.00
G-04448	Vision Service Plan of	Vision Care Prem-May	2,058.96	2,058.96

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04449	Vision Video	Materials	258.94	258.94
G-04450	C.O.T.P.A.	Parking	1,188.00	1,188.00
G-04451	Office Depot	Supplies	82.62	82.62
G-04452	Todd S. Olberding	Mileage	80.82	80.82
G-04453	Child's World, Inc.	Materials	249.90	249.90
G-04454	Roy S. Ballou	Mileage	15.84	15.84
G-04455	A & E Home Video	Materials	32.90	32.90
G-04456	Cheryl Pernel	Mileage	2.88	2.88
G-04457	ABC School Supply, Inc.	Programming Supplies	189.92	
		Programming Supplies	382.63	572.55
G-04458	Baker & Taylor Entertainment	Materials	1,819.70	1,819.70
G-04459	Metropolitan Library System	Grp Med/Dtl Ins Prem-May	48,503.51	48,503.51
G-04460	Business Communications	Materials	119.80	119.80
G-04461	Philip Reid	Programming Activities	200.00	200.00
G-04462	Marian J. LeCrone	Mileage	18.36	18.36
G-04463	Helen L Chacon	Mileage	108.00	108.00
G-04464	John L. Hilbert	Mileage	15.84	15.84
G-04465	Francis Tuttle	Registration	110.00	110.00
G-04466	Danny Gordon	Programming Activities	100.00	100.00
G-04467	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	12.00
G-04468	Jean Engebritson	Other Commodities	41.11	41.11
G-04469	Ingram Library Services	Materials	495.10	495.10
G-04470	McCormick Tribune Foundation	Other Commodities	96.00	96.00
G-04471	OLA-LTAIO	Programming Activities	75.00	75.00
G-04472	Ron Moore & Associates, Inc.	Registration	510.30	510.30
G-04473	Susan H Wood	Programming Activities	150.00	150.00
G-04474	Worth Hydrochem of Oklahoma	Maintenance of Facility	2,345.67	2,345.67
G-04475	Cheryll Smith	Mileage	61.56	61.56
G-04476	Vide-O-Go, Inc.	Materials	56.47	56.47
G-04477	UCO School of Music	Programming Activities	100.00	100.00
G-04478	FOI Oklahoma Inc.	Membership	30.00	30.00
G-04479	Kathleen Rager	Professional Services	250.00	250.00
G-04480	Daphene H. Keys	Mileage	7.38	7.38
G-04481	John Varner	Maintenance of Facilities	1,140.00	1,140.00
G-04482	Erica Burton	Mileage	4.32	4.32
G-04483	U.S. Postmaster	Postage	9,500.00	9,500.00
G-04484	Baker & Taylor	Materials	1,447.81	
		Materials	2,953.64	
		Materials	1,616.21	
		Materials	3,861.09	
		Materials	2,295.99	
		Materials	6,229.77	18,404.51
G-04485	Baker & Taylor	Materials	2,544.46	
		Materials	2,395.13	
		Materials	2,572.15	7,511.74
G-04486	Baker & Taylor	Materials	657.57	657.57
G-04487	Metropolitan Library System	Maintenance of Facilities	45.61	
		Background Check	75.00	
		Automation Contractural	21.54	
		Postage	31.10	
		Supplies	112.05	
		Programming Activities	77.78	

** Continued **

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose	Amount
** Continued **			
G-04487	Metropolitan Library System	Programming Activities	109.86
		Other Commodities	42.25
			515.19
G-04488	Grainger Parts Operations	Maintenance of Facilities	25.84
G-04489	Oklahoma Natural Gas Company	Gas Services	864.84
G-04490	City of the Village	Garbage & Sewer Service	65.45
G-04491	Triangle/A & E	Supplies	25.50
G-04492	Unisource Worldwide Inc-OKCity	Maintenance Supplies	8,544.60
		Printing Supplies	292.17
			8,836.77
G-04493	Edward N. Terry	Mileage	41.76
G-04494	Demco	Supplies	1,449.00
		Supplies	1,173.75
		Supplies	964.50
			3,587.25
G-04495	Pipkin Cameras	Other Commodities	63.42
G-04496	Gale Research	Materials	13,162.13
G-04497	Highsmith Co., Inc.	Supplies	43.90
		Supplies	15.20
			59.10
G-04498	Hewlett-Packard Company	Maintenance Agreement	11,499.00
G-04499	Synergy Datacom Supply Inc.	Maintenance of Facilities	15.95
G-04500	Ernestine F. Clark	Mileage	115.92
G-04501	Oklahoma Historical Society	Materials	121.30
G-04502	Christine Pryor	Programming Activities	150.00
G-04503	Standard Printing Co., Inc.	Printing	899.25
		Printing	419.65
			1,318.90
G-04504	Weston Woods Accts Receivable	Materials	622.75
G-04505	Baker & Taylor	Materials	9,096.97
G-04506	Central Oklahoma Winnelson	Maintenance of Facilities	145.64
G-04507	Susan E. Ryan	Mileage	29.16
G-04508	Bill Warren Office Products	Supplies	25.21
G-04509	American Library Association	Programming Supplies	19.00
		Programming Supplies	83.00
			102.00
G-04510	FEDEX	Postage	15.56
		Postage	8.97
			24.53
G-04511	Ronna C. Davis	Programming Activities	60.00
G-04512	Recorded Books, LLC	Materials	12.90
G-04513	Sylvia A. Lawson	Mileage	17.28
G-04514	Eureka Water Company	Bottled Water Service	28.50
		Other Commodities	77.00
		Other Commodities	16.50
		Other Commodities	17.50
		Other Commodities	33.00
			172.50
G-04515	Instructional Video, Inc.	Materials	1,696.83
G-04516	Gale Group	Materials	1,639.16
G-04517	Public Broadcasting Service	Materials	619.46
G-04518	Perfection Learning	Materials	12.95
G-04519	Production Services	Library Related Services	575.00
		Library Related Services	500.00
		Library Related Services	960.00
		Library Related Services	500.00
		Library Related Services	500.00
		Library Related Services	125.00
		Library Related Services	700.00

**** Continued ****

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04519	Production Services	Library Related Services	200.00	
		Library Related Services	200.00	
		Library Related Services	200.00	4,460.00
G-04520	Anne G. Fischer	Other Commodities	65.00	
		Telephone Services	38.98	103.98
G-04521	Library Media Service	Materials	31.79	31.79
G-04522	Friday	Subscription	20.00	20.00
G-04523	7 Mile Fishcamp Enterprise	Fixtures	1,925.00	1,925.00
G-04524	Library Video Company	Materials	2,004.85	2,004.85
G-04525	Geri Price	Mileage	70.24	70.24
G-04526	Formula One by AES	Maintenance of Facility	1,443.00	1,443.00
G-04527	Neal-Schuman Publishers, Inc.	Materials	186.84	186.84
G-04528	Janet Brooks	Mileage	110.09	110.09
G-04529	Kipp Brothers, Inc.	Programming Supplies	31.70	31.70
G-04530	Southwestern Bell	Telephone Services	820.15	820.15
G-04531	Oklahoma Gazette	Library Related Services	475.20	
		Library Related Services	475.20	950.40
G-04532	Cingular Wireless	Telephone Services	51.76	51.76
G-04533	Gateway FilmS/Vision Video	Materials	388.80	388.80
G-04534	Ingram Library Services	Materials	1,375.13	1,375.13
G-04535	Mergent Company, Inc.	Materials	1,730.00	1,730.00
G-04536	Summit Mailing Systems, Inc.	Supplies	99.45	99.45
G-04537	Walker Companies	Supplies	60.00	60.00
G-04538	Audio Editions	Materials	76.75	76.75
G-04539	SmileMakers, Inc.	Programming Supplies	129.45	129.45
G-04540	Fuelman of Mid-America	Gasoline	205.95	205.95
G-04541	DWe Williams	Programming Activities	700.00	700.00
G-04542	Bob Howard Downtown Ford	Vehicle Parts & Repairs	87.29	87.29
G-04543	Gimmel Computer &	Supplies	114.85	114.85
G-04544	North Star Publishing Company	Materials	520.08	520.08
G-04545	Love Box Factory Outlet	Supplies	68.80	68.80
G-04546	Barnes & Noble, Inc.	Books	119.97	119.97
G-04547	Jimmy Welch	Mileage	16.92	16.92
G-04548	Faculty House	Membership	16.50	16.50
G-04549	Home Depot/GECF	First Aid Supplies	89.46	89.46
G-04550	Pauline Boyer Rodriguez	Travel Expense	493.26	493.26
G-04551	Community Action/TRIAD	Programming Activities	35.00	35.00
G-04552	Quantem Laboratories	Maintenance of Facilities	70.00	70.00
G-04553	Heidi Johnson	Mileage	8.64	8.64
G-04554	Brawner Associates, L.L.C.	Consultant Fee	927.50	927.50
G-04555	Medco Supply, Inc.	First Aid Supplies	78.25	78.25
G-04556	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	115.76	115.76
G-04557	Sharon A. Nolan	Programming Activities	58.50	58.50
G-04558	Ruby J. Soutiere	Mileage	14.94	14.94
G-04559	Party Galaxy M.G.	Programming Activities	34.05	34.05
G-04560	Pirates Alley	Supplies	224.60	224.60
G-04561	Novalco, Inc.	Maintenance of Facilities	107.30	107.30
G-04562	Waste Connections of Oklahoma	Garbage Service	445.09	445.09
G-04563	Burns Int'l Security Services	Security Services	3,155.65	3,155.65
G-04564	Ford Audio-Video	Maintenance of Facilities	90.00	90.00
G-04565	Oklahoma Press Service	Supplies	450.00	450.00

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04566	John Wood	Mileage	55.80	55.80
G-04567	Demco Media Turtleback Books	Materials	25.65	25.65
G-04568	Comstock Images	Printing	298.00	
		Printing	209.00	
		Printing	358.00	865.00
G-04569	Office Depot	Supplies	47.15	
		Supplies	39.43	86.58
G-04570	Baker & Taylor	Materials	2,237.35	2,237.35
G-04571	Cox Oklahoma Telecom, Inc.	Telephone Services	2,360.00	
		Telephone Services	1,280.00	
		Telephone Services	2,560.00	
		Telephone Services	1,280.00	
		Telephone Services	2,560.00	
		Telephone Services	1,280.00	11,320.00
G-04572	David Fitzgerald & Associates	Printing	375.00	375.00
G-04573	Baker & Taylor Entertainment	Materials	975.23	975.23
G-04574	Library Video Network	Safety Supplies	136.00	136.00
G-04575	Prime Office Products	Supplies	8.17	
		Supplies	39.51	
		Supplies	19.44	67.12
G-04576	Cherokee Color Corp.	Printing	40.00	40.00
G-04577	Imagination Promotional Group	Printing	434.00	434.00
G-04578	McDonald & Fredrickson, P.C.	Professional Services	325.00	325.00
G-04579	A Chance to Change	Employee Assistance	952.50	952.50
G-04580	NODA Audio-Visual	Materials	32.01	32.01
G-04581	National Cinema Network	Library Related Services	882.40	882.40
G-04582	Ingram Library Services	Materials	93.39	93.39
G-04583	K. Minh Do	Mileage	39.78	39.78
G-04584	John Utley	Mileage	65.52	65.52
G-04585	Melissa Weathers	Programming Activities	55.08	55.08
G-04586	Standley Systems	Copier Usage	209.08	209.08
G-04587	George & George Safety	First Aid Supplies	558.92	558.92
G-04588	Lesli Jones	Library Related Services	240.00	240.00
G-04589	Patricia D Smith	Materials	329.00	329.00
G-04590	Karen K. Bailey	Programming Activities	100.00	100.00
G-04591	Pam Barrymore	Programming Activities	100.00	100.00
G-04592	Worth Hydrochem of Oklahoma	Maintenance of Facilities	100.00	100.00
G-04593	Kelley Hoffman	Mileage	11.88	11.88
G-04594	Denise Courts	Parking	10.00	10.00
G-04595	Casady Parents Organization	Materials	35.93	35.93
G-04596	Linda Cowan	Programming Activities	175.00	175.00
G-04597	Arcadia Publishers	Prof. Svcs-Benefits Fair	355.82	355.82
G-04598	Nancy Carson	Materials	48.35	48.35
G-04599	LockWorks	Maintenance of Facilities	45.00	45.00
G-04600	Sharkeys Foundation	Professional Services	50.00	50.00
G-04601	Karen Kay	Programming Activities	100.00	100.00
G-04602	Pam Barrymore	Programming Activities	100.00	100.00
G-04603	Farris Construction	Maintenance of Facilities	650.00	650.00
G-04604	The Costume Funhouse	Programming Activities	35.00	35.00
G-04605	Baker & Taylor	Materials	437.06	
		Materials	573.42	
		Materials	2,275.42	

** Continued **

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-04605	Baker & Taylor	Materials	6,213.10
		Materials	4,485.89
		Materials	3,989.35
G-04606	Baker & Taylor	Materials	1,378.53
		Materials	6,539.51
		Materials	3,080.01
G-04607	Baker & Taylor	Materials	1,203.29
G-04608	Bank of Oklahoma	Payroll Transmittal-Chks	61,017.48
		Payroll Transmittal-Chks	18,125.15
G-04609	Bank of Oklahoma	Federal Withholding Tax	33,540.60
		Federal Withholding Tax	1,522.10
G-04610	Oklahoma Tax Commission	State Withholding Tax	15,167.00
		State Withholding Tax	819.00
G-04611	Mun. Employees Credit Union	Employee Cr Union Deducts	9,880.06
		Employee Cr Union Deducts	80.00
G-04612	United Way of Metro OKC	Employee Deductions	253.29
		Employee Deductions	22.50
G-04613	Administrative Systems, Inc.	Employee Deductions	886.00
G-04614	Bank of America	Payroll Transmittal-DDep	129,500.24
		Payroll Transmittal-DDep	14,195.16
G-04615	USCM/South Central	Employee Deductions	6,910.99
G-04616	Premium Accounting	Employee Deductions	796.20
G-04617	Metro Library Sys Pension Trst	Employee Retirement Conts	8,159.86
G-04618	Bank of Oklahoma	Employee Flexplan Deposit	6,154.16
G-04619	Bank of Oklahoma	Employee FICA Deposits	17,894.05
		Employee FICA Deposits	2,333.97
		Employee Medicare Deposit	4,184.88
		Employee Medicare Deposit	545.79
		Employer FICA Deposits	20,228.07
		Employer Medicare Deposit	4,730.84
G-04620	Greg A. Metzger	Employee Deductions	1.03
G-04621	Roman Lysanyuk	Employee Deductions	293.64
G-04622	Linda Layman Agency	Programming Activities	201.25
G-04623	U.S. Department of Education	Employee Deductions	129.82
G-04624	Bradford Industrial Suppl Corp	Maintenance Supplies	52.95
		Maintenance of Facilities	42.35
G-04625	Oklahoma Natural Gas Company	Gas Services	739.46
G-04626	City of Bethany	Water Garbage Service	117.90
G-04627	City of Oklahoma City	Water & Garbage Service	432.98
G-04628	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,000.00
G-04629	Demco	Supplies	32.96
		Supplies	66.94
G-04630	Gaylord Bros.	Supplies	27.53
G-04631	Gale Research	Materials	2,054.96
G-04632	Highsmith Co., Inc.	Programming Supplies	37.97
		Supplies	9.16
G-04633	Doc Savage Supply Company	Maintenance of Facilities	177.82
		Maintenance of Facilities	61.34
G-04634	M. Scott Carter	Mileage	64.44
		Library Related Services	64.01
G-04635	Southwestern Bell	Telephone Services	2,809.79
	** Continued **		

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04635	Southwestern Bell	Telephone Services	1,180.51	
		Telephone Services	202.20	4,192.50
G-04636	City of Edmond	Electrical Services	3,032.59	3,032.59
G-04637	Barbara J. Williams	Mileage	45.00	45.00
G-04638	Oklahoma Historical Society	Subscription	33.00	33.00
G-04639	Metro News, LLC	Subscription	20.00	20.00
G-04640	Oklahoma Library Association	Registration	40.00	40.00
G-04641	Weston Woods Accts Receivable	Materials	577.80	577.80
G-04642	Baker & Taylor	Materials	574.25	574.25
G-04643	Susie Beasley	Programming Activities	117.33	117.33
G-04644	Standard & Poor's	Materials	2,189.84	2,189.84
G-04645	Bill Warren Office Products	Supplies	234.90	
		Supplies	35.12	
		Supplies	33.65	
		Supplies	22.91	
		Supplies	5.99	332.57
G-04646	Cheryl Mann	Mileage	6.48	6.48
G-04647	Nextel Communications	Telephone Services	277.23	277.23
G-04648	United Refrigeration, Inc.	Maintenance Supplies	94.47	94.47
G-04649	Recorded Books, LLC	Materials	1,181.05	1,181.05
G-04650	Phillip E. Tolbert	Programming Activities	30.00	30.00
G-04651	Marilyn E. Backus	Mileage	16.92	16.92
G-04652	Instructional Video, Inc.	Materials	1,179.16	1,179.16
G-04653	Southwest Trailers & Equipment	Vehicle Parts & Repairs	117.00	
		Vehicle Parts & Repairs	192.02	309.02
G-04654	Gale Group	Materials	215.64	215.64
G-04655	Traci N. Jinkens	Scholarship Reimbursement	450.00	450.00
G-04656	Logicube	Automation Contractural	166.95	
		Automation Contractural	4,881.00	5,047.95
G-04657	Battery Press	Materials	34.95	34.95
G-04658	Okla. City Community College	Professional Services	185.00	185.00
G-04659	U.S. Toy Company	Programming Activities	88.67	88.67
G-04660	Library Video Company	Materials	169.83	169.83
G-04661	Geri Price	Programming Activities	79.25	
		Mileage	106.38	185.63
G-04662	Full Circle Book Store	Programming Activities	20.00	
		Materials	189.47	209.47
G-04663	Audio Forum	Materials	26.90	26.90
G-04664	Oklahoma Air Filter	Maintenance Supplies	97.20	97.20
G-04665	Kipp Brothers, Inc.	Programming Supplies	34.10	34.10
G-04666	Jill Vessels	Mileage	6.12	6.12
G-04667	Oklahoma Dept. of Libraries	Registration	280.00	280.00
G-04668	Hobby Lobby	Programming Activities	24.02	24.02
G-04669	Ingram Library Services	Materials	985.44	985.44
G-04670	Dialog Corporation	Materials	1,272.00	1,272.00
G-04671	Julia A. Mock	Mileage	16.92	16.92
G-04672	Whole Heart Ministries	Materials	20.95	20.95
G-04673	Dana L. Morrow	Travel Expense	404.76	404.76
G-04674	Walker Companies	Supplies	27.95	27.95
G-04675	Audio Editions	Materials	1,226.82	1,226.82
G-04676	Lakeshore Learning Materials	Programming Supplies	338.00	338.00

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04677	United States Postal Service	Postage	1,200.00	1,200.00
G-04678	Kinko's Customer	Supplies	426.00	426.00
G-04679	JoNita White	Mileage	11.52	11.52
G-04680	Fuelman of Mid-America	Gasoline	230.20	230.20
G-04681	Econo-Clad Books	Materials	21.41	21.41
G-04682	L & L Paving	Maintenance of Facilities	780.00	780.00
G-04683	Schiffer Publishing	Materials	69.40	69.40
G-04684	C & F Distributions	Maintenance of Facilities	167.89	167.89
G-04685	Dorothy Dunlap	Mileage	122.76	122.76
G-04686	Pauline Boyer Rodriguez	Mileage	57.24	57.24
G-04687	Big Kids Productions	Materials	433.15	433.15
G-04688	Jim Austin Sales	Maintenance of Facilities	46.00	46.00
G-04689	Southwestern Bell	Telephone Services	884.03	884.03
G-04690	Bank of America	Direct Deposit Fees	143.43	143.43
G-04691	Sharon A. Nolan	Mileage	13.68	13.68
G-04692	U.S. Postal Service	Postage	2,500.00	2,500.00
G-04693	Dowell Parking Center	Parking	80.00	80.00
G-04694	BBC Audiobooks America	Materials	1,504.40	1,504.40
G-04695	Books in Motion	Materials	6.00	6.00
G-04696	City of Edmond	Water & Garbage Services	224.12	224.12
G-04697	Burns Int'l Security Services	Security Services	3,230.71	
		Professional Services	3,230.71	6,461.42
G-04698	Clyde D. Herrod	Mileage	6.12	6.12
G-04699	Kimberly Rickey	Scholarship Reimbursement	131.13	131.13
G-04700	Darlene S. Browsers	Mileage	21.60	21.60
G-04701	Office Depot	Supplies	58.80	58.80
G-04702	Child's World, Inc.	Materials	1,999.20	1,999.20
G-04703	Environmental Solutions	Maintenance of Facilities	675.00	675.00
G-04704	Baker & Taylor	Materials	1,124.80	1,124.80
G-04705	Commercial Card Services	Computer Software	88.96	
		Programming Supplies	62.80	
		Computer Equipment	197.38	
		Automation Contractural	156.00	
		Supplies	45.00	550.14
G-04706	Baker & Taylor Entertainment	Materials	2,832.35	
		Materials	818.71	3,651.06
G-04707	Daniel Fields	Mileage	20.52	20.52
G-04708	Arts Council of Oklahoma City	Programming Activities	7,454.00	7,454.00
G-04709	Prime Office Products	Supplies	29.30	29.30
G-04710	Walmart Community Branch	Programming Activities	50.20	50.20
G-04711	MicroWarehouse	Automation Equipment	1,351.20	1,351.20
G-04712	Commercal Card Services	Books	151.00	
		Books	180.25	
		Books	210.14	
		Books	158.40	
		Books	166.05	
		Books	742.50	
		Books	146.18	
		Books	126.40	1,880.92
G-04713	Francis Tuttle	Registration	140.00	140.00
G-04714	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00	15.00
G-04715	Jean Engebritson	Mileage	23.76	23.76

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04716	Imagination Promotional Group	Other Commodities	1,786.83	1,786.83
G-04717	Earthlink Inc.	Telephone Services	43.80	43.80
G-04718	Veneza Angel Publico	Programming Activities	192.82	192.82
G-04719	Star Pub Co	Books	231.66	231.66
G-04720	Adair County Historical	Materials	45.00	45.00
G-04721	Bilingual Publications Company	Programming Activities	500.00	500.00
G-04722	Dawn Chamness	Maintenance of Facilities	100.00	100.00
G-04723	Focus on the Family	Materials	64.68	64.68
G-04724	Beyond Play	Programming Supplies	143.58	143.58
G-04725	Arthritis Foundation	Safety Supplies	34.75	34.75
G-04726	Brad Richter	Materials	60.00	60.00
G-04727	Budget Flags & Banners	Equipment	90.00	90.00
G-04728	Anita Sanders	Mileage	21.60	21.60
G-04729	Daphene H. Keys	Mileage	5.76	5.76
G-04730	Veronica Bernal	Mileage	4.32	4.32
G-04731	Southern Aluminum Manufacturing	Furniture	18.20	18.20
G-04732	Concrete Raising Corp	Maintenance of Facilities	1,555.50	1,555.50
G-04733	A&A Upholstery	Vehicle Parts & Repairs	185.00	185.00
G-04734	Baker & Taylor	Materials	288.39	
		Materials	2,150.01	
		Materials	5,024.45	
		Materials	5,300.52	
		Materials	3,351.27	
		Materials	1,500.61	17,615.25
G-04735	Baker & Taylor	Materials	1,422.03	
		Materials	3,826.34	
		Materials	2,034.96	7,283.33
		Materials	16.44	16.44
G-04736	Baker & Taylor	Water & Garbage Service	279.68	279.68
G-04737	City of Midwest City	Building Rental	400.00	400.00
G-04738	City of Del City	Maintenance of Facilities	135.95	135.95
G-04739	Bradford Industrial Suppl Corp	Electrical Services	7,345.54	7,345.54
G-04740	O G & E	Capital Projects	31.98	
G-04741	Triangle/A & E	Capital Projects	23.76	55.74
G-04742	Unisource Worldwide Inc-OKCity	Supplies	195.00	
		Supplies	1,120.00	1,315.00
G-04743	Demco	Supplies	67.07	67.07
G-04744	Pipkin Cameras	Other Commodities	7.44	
		Other Commodities	11.43	18.87
G-04745	Gaylord Bros.	Supplies	199.00	199.00
G-04746	Gale Research	Materials	356.10	356.10
G-04747	Journey House Travel, Inc.	Travel Expense	299.50	299.50
G-04748	Journal Record Publishing	Subscription	140.00	140.00
G-04749	Sams Technical Publishing	Materials	155.13	155.13
G-04750	City of Warr Acres	Garbage & Sewer Service	51.85	51.85
G-04751	Barbara J. Williams	Travel Expense	932.00	932.00
G-04752	Mary J. Patton	Mileage	46.80	46.80
G-04753	Standard Printing Co., Inc.	Printing	75.00	
		Printing	195.00	270.00
G-04754	Oklahoma Library Association	Registration	80.00	80.00
G-04755	Donna Morris	Telephone Service	35.00	35.00
G-04756	Bank of Oklahoma	Payroll Transmittal-Chks	61,194.07	

** Continued **

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04756	Bank of Oklahoma	Payroll Transmittal-Chks	19,310.81	80,504.88
G-04757	Bank of Oklahoma	Federal Withholding Tax	35,003.60	
		Federal Withholding Tax	1,662.10	36,665.70
G-04758	Oklahoma Tax Commission	State Withholding Tax	15,660.00	
		State Withholding Tax	865.00	16,525.00
G-04759	Mun. Employees Credit Union	Employee Cr Union Deducts	9,894.64	
		Employee Cr Union Deducts	80.00	9,974.64
G-04760	Mitchell Repair Information Co	Materials	14,240.50	14,240.50
G-04761	TDS Telecom	Telephone Services	485.40	485.40
G-04762	United Refrigeration, Inc.	Maintenance Supplies	328.19	328.19
G-04763	Sellers' Catering - Metro Tech	Professional Services	372.00	372.00
G-04764	Recorded Books, LLC	Materials	449.80	449.80
G-04765	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	14,892.33
G-04766	Instructional Video, Inc.	Materials	4,831.92	4,831.92
G-04767	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04768	Gale Group	Materials	554.20	554.20
G-04769	The Edmond Evening Sun	Subscription	120.00	120.00
G-04770	GPN/WNED-TV	Materials	192.28	192.28
G-04771	Production Services	Library Related Services	2,795.00	2,795.00
G-04772	Norman Transcript	Subscription	132.00	132.00
G-04773	Okla. City Community College	Professional Services	1,250.00	1,250.00
G-04774	Full Circle Book Store	Programming Activities	19.96	19.96
G-04775	Rosemary Czarski	Travel Expense	10.00	
		Other Commodities	65.00	
		Mileage	56.52	131.52
G-04776	Executive Lawn Care	Maintenance of Lawns	1,320.89	1,320.89
G-04777	Conney Safety Products	First Aid Supplies	20.90	20.90
G-04778	Blackstone Audio Books	Materials	413.75	413.75
G-04779	Oklahoma Gazette	Library Related Services	475.20	
		Library Related Services	975.20	1,450.40
G-04780	Little River Zoo	Programming Activities	100.00	100.00
G-04781	Ingram Library Services	Materials	403.07	403.07
G-04782	Barbara M. Namminga	Mileage	22.32	22.32
G-04783	Charles D O'Brien	Programmig Activities	150.00	150.00
G-04784	Dana L. Morrow	Other Commodities	74.07	74.07
G-04785	Walker Companies	Supplies	174.50	
		Supplies	18.95	
		Printing	627.75	821.20
G-04786	United States Postal Service	Postage	6,000.00	6,000.00
G-04787	Oklahoma County Newspapers	Subscription	30.00	30.00
G-04788	Fuelman of Mid-America	Gasoline	178.21	178.21
G-04789	Midwest Trophy Mfg. Co., Inc.	Programming Activities	90.15	90.15
G-04790	Chickasaw Telecom, Inc.	Computer Equipment	2,364.80	2,364.80
G-04791	Positive Promotions	Supplies	157.02	
		Promotional Items	88.26	245.28
G-04792	Bob Howard Downtown Ford	Vehicle Parts & Repairs	1,194.47	1,194.47
G-04793	Brett Heitzke	Programming Activities	300.00	300.00
G-04794	Bank of America	Payroll Transmittal-DDep	134,926.07	
		Payroll Transmittal-DDep	13,658.24	148,584.31
G-04795	Econo-Clad Books	Materials	44.58	44.58

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04796	Barnes & Noble, Inc.	Programming Activities	249.31	249.31
G-04797	Choctaw Plaza Shopping Center	Building Rental	1,880.56	1,880.56
G-04798	USCM/South Central	Employee Deductions	6,910.99	6,910.99
G-04799	Home Depot/GECE	Maintenance of Facilities	23.96	
		Maintenance of Facilities	48.94	72.90
G-04800	Big Kids Productions	Materials	89.70	89.70
G-04801	Marianne's Rentals	Supplies	34.00	34.00
G-04802	Medco Supply, Inc.	Safety Supplies	17.45	17.45
G-04803	Contractors Supply Co.	Maintenance Supplies	14.96	14.96
G-04804	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	235.63	235.63
G-04805	Childcraft Education Corp.	Programming Supplies	126.19	
		Programming Supplies	52.93	179.12
G-04806	Metro Library Sys Pension Trst	Employee Retirement Conts	8,181.69	8,181.69
G-04807	Dowell Parking Center	Parking & Transportation	900.00	
		Parking	1,350.00	2,250.00
G-04808	Bank of Oklahoma	Employee FICA Deposits	18,297.08	
		Employee FICA Deposits	2,390.03	
		Employee Medicare Deposit	4,279.12	
		Employee Medicare Deposit	558.93	
		Employer FICA Deposits	20,687.22	
		Employer Medicare Deposit	4,838.20	51,050.58
G-04809	Garman Audio Video	Library Related Services	40.00	40.00
G-04810	Greg A. Metzger	Employee Deductions	24.32	24.32
G-04811	Comstock Images	Library Related Services	298.00	298.00
G-04812	Roy S. Ballou	Travel Expense	261.30	261.30
G-04813	Environmental Solutions	Maintenance of Facilities	576.00	576.00
G-04814	A & E Home Video	Materials	24.90	24.90
G-04815	Roman Lysanyuk	Employee Deductions	199.15	199.15
G-04816	Cheryl Pernell	Mileage	23.61	23.61
G-04817	Baker & Taylor Entertainment	Materials	1,997.04	
		Materials	5,264.76	7,261.80
G-04818	Heritage Press	Library Related Services	2,685.19	
		Printing	4,939.46	7,624.65
G-04819	Stephen Smith	Programming Activities	400.00	400.00
G-04820	Prime Office Products	Supplies	55.86	55.86
G-04821	U.S. Department of Education	Employee Deductions	129.18	129.18
G-04822	Robinson & Hoover	Employee Deductions	300.46	300.46
G-04823	John L. Hilbert	Programming Activities	74.76	74.76
G-04824	Philip Reid	Materials	120.00	120.00
G-04825	Glenn Webb	Professional Services	300.00	300.00
G-04826	Donna Morris	Car Allowance	450.00	450.00
G-04827	Lesli Jones	Library Related Services	150.00	150.00
G-04828	Intnl Arts & Entertainment	Materials	43.00	43.00
G-04829	Faith Centered Resources	Materials	190.81	190.81
G-04830	Southwestern Bell	Telephone Services	63.43	63.43
G-04831	Arcadia Publishers	Prof. Svcs.-Benefits Fair	72.47	72.47
G-04832	OKDHS Aging Services Division	Registration	135.00	135.00
G-04833	Vielka McCulloh	Programming Activities	160.00	160.00
G-04834	Dharma Trading Co.	Programming Supplies	95.34	
		Programming Supplies	78.60	173.94
G-04835	Advertising specialties & More	Library Related Services	847.03	847.03
G-04836	Dis Guy's Costumes	Library Related Services	60.00	60.00

General Fund F.Y. 02-03

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
G-04837	Ergonomic Sciences Corporation	Safety Supplies	57.00	57.00
G-04838	Jim Glover Dodge	Vehicle Parts & Repairs	28.45	28.45
G-04839	Baker & Taylor	Materials	472.54	
		Materials	612.09	
		Materials	2,142.55	
		Materials	3,065.06	
		Materials	6,802.66	
		Materials	5,732.23	18,827.13
G-04840	Baker & Taylor	Materials	1,503.45	
		Materials	3,968.38	
		Materials	2,832.27	8,304.10
G-04841	Baker & Taylor	Materials	27.98	27.98
Total of FY 02-03 Warrants Issued				\$ 1,235,536.61

Special Funds

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
S-09498	Henry D. Dumas	Lost & Paid Book Returned	14.95	14.95
S-09499	Christopher L. Bristow	Lost & Paid Book Returned	27.00	27.00
S-09500	Karen M. Mack	Lost & Paid Book Returned	3.00	3.00
S-09501	Sierra L. Freeman	Lost & Paid Book Returned	12.45	12.45
S-09502	Karla S. Mahan	Lost & Paid Book Returned	21.35	21.35
S-09503	Carmon M. Fogle	Lost & Paid Book Returned	3.00	3.00
S-09504	Ingram Library Services	Materials	58.32	58.32
S-09505	Baker & Taylor	Materials	247.81	247.81
S-09506	Xerox Corporation	Copier Rental	332.01	332.01
S-09507	Barnes & Noble, Inc.	Books	406.38	406.38
S-09508	Maria Rodriquez	Programming	120.00	120.00
S-09509	Suzanne & Jim, Inc	Programming	400.00	400.00
S-09510	Oklahoma Tax Commission	SALES TAX	7.72	7.72
S-09511	Bruce W. Walker	Lost & Paid Book Returned	6.25	6.25
S-09512	Stella E. Grimsley	Lost & Paid Book Returned	3.00	3.00
S-09513	Ginger K. Sutterfield	Lost & Paid Book Returned	3.95	3.95
S-09514	Sharon G. Wyrick	Lost & Paid Book Returned	3.00	3.00
S-09515	Obi C. Muonelo	Lost & Paid Book Returned	3.00	3.00
S-09516	Audrey L. Neal	Lost & Paid Book Returned	7.90	7.90
S-09517	Thelma J. Smith	Lost & Paid Book Returned	3.00	3.00
S-09518	Mary A. Funk	Lost & Paid Book Returned	6.95	6.95
S-09519	Baker & Taylor	Materials	1,090.01	1,090.01
S-09520	Metropolitan Library System	Transfer of Fines	40,000.00	40,000.00
S-09521	Oklahoma Tax Commission	SALES TAX	358.85	358.85
S-09522	Barnes & Noble, Inc.	Programming	425.00	425.00
S-09523	Maria Rodriquez	Programming	120.00	120.00
S-09524	Mark S. Klakulak	Lost & Paid Book Returned	11.95	11.95
S-09525	Jillian S. Colley	Lost & Paid Book Returned	6.95	6.95
S-09526	Kathleen L. Wilcoxson	Lost & Paid Book Returned	5.85	5.85
S-09527	Dawn R. Payne	Lost & Paid Book Returned	3.00	3.00
S-09528	Christy D. Linn	Lost & Paid Book Returned	3.00	3.00
S-09529	Crystal J. Nowosielski	Lost & Paid Book Returned	3.00	3.00
S-09530	Mary C. Williams	Lost & Paid Book Returned	3.00	3.00
S-09531	Baker & Taylor	Materials	9.81	9.81
S-09532	Baker & Taylor	Materials	507.73	507.73
S-09533	Community Action Agency	Reimbursement	80.00	80.00
S-09534	Xerox Corporation	Copier Purchase	450.00	450.00
S-09535	Scholastic Inc.	Books	328.13	328.13
S-09536	Scholastic Inc.	Books	299.71	299.71
S-09537	Commercial Card Services	Material	368.51	368.51
S-09538	Maria Rodriquez	Programming	120.00	120.00
S-09539	Daystar Broadcasting Corp	Programming	400.00	400.00
S-09540	Kimberly Rickey	Scholarship	318.87	318.87
S-09541	Alicia R. Canfield	Lost & Paid Book Returned	6.00	6.00
S-09542	Baker & Taylor Entertainment	Materials	31.45	31.45
S-09543	Roberta C. White	Lost & Paid Book Returned	3.00	3.00
S-09544	Rosemarie Bullers	Lost & Paid Book Returned	3.00	3.00
S-09545	Shari D. Luna	Lost & Paid Book Returned	17.00	17.00
S-09546	Crystal J. Nowosielski	Lost & Paid Book Returned	3.00	3.00
S-09547	Jenese E. Glover	Lost & Paid Book Returned	10.00	10.00
S-09548	Scott Heiserman	Lost & Paid Book Returned	5.99	5.99
S-09549	Nicole A. Adkisson	Lost & Paid Book Returned	14.95	14.95

Special Funds

Warrant Register

May 2003

Number	Vendor/Payee	Purpose		Amount
S-09550	Robyn L. Fountain	Lost & Paid Book Returned	6.00	6.00
S-09551	Clarence E. Garder	Lost & Paid Book Returned	3.00	3.00
S-09552	Judith S. Rycroft	Lost & Paid Book Returned	19.65	19.65
S-09553	Baker & Taylor	Materials	1,082.85	1,082.85
S-09554	Bob Howard Downtown Ford	Insurance Reimbursement	3,638.70	3,638.70
S-09555	Donna Cox	Programming	150.00	150.00
S-09556	Transit Advertising, Inc.	Display	800.00	800.00
Total of Special Funds Warrants Issued				\$ 52,399.00

CONTRACT AWARDS AND PURCHASES

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

ITEM A: PRINTING AND DELIVERY OF METRO LIBRARY MAGAZINE

Provided for in the annual budget is the annual request for the printing of the monthly library magazine. This is a 32 page, 4-color magazine which includes the monthly calendar of library events.

Specifications were prepared and bids were let for 16 days and were advertised for two days (May 5 and 8, 2003) in the **Daily Oklahoman**. Bid packets were sent to six prospective vendors. Bids were received and publicly opened on Tuesday, May 20, 2003. Two vendors responded.

<i>Metro Library Magazine</i>	Heritage Press	Globe Color Press
5,000 Magazines 4-Colors, 32 Pages	\$5,400.00	\$5,034.27
5,000 Magazines, 8-Page Increments	\$1,514.00	\$1,295.00
1,000 Additional Magazines, 32 Pages	\$ 400.00	\$ 335.00
1,000 Additional 8-Page Increments	\$ 110.00	\$ 85.00

Globe Color Press is located in Oklahoma County. Heritage Pressed located in Canadian County.

Globe Color Press has not been awarded a major printing project from the library in some time. Recently Globe Color Press was given two minor printing jobs as test projects. On both printing projects the promised delivery date was missed. On one of the projects, the finished form was not what was signed off, on the final proof.

The *Metro Library Magazine* is one of the most impressive printing projects we do at the Library, and it is a very demanding printing project. It has a very intricate 4-color printing job and the turn-around time is very tight, 7 to 9 days.

Heritage Press has provided excellent printing to the Library on the *Metro Library Magazine* during the past year. All turn-around times have been met and the 4-color printing has been superb. For these reasons Heritage Press is considered the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for printing the *Metro Library Magazine* to Heritage Press at a range from \$5,400 to \$7,424 per issue. Funding for this printing project will be provided for in the FY 2003-2004 budget, account 301.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: OVERDUE STATEMENT MAILERS

Provided for in the annual budget is the request for overdue statement mailers. The mailers are designed to meet the U.S. Postal Code, Section C810 that deals with the thickness of the mailer necessary to quality for the automation rates. 150,000 overdue statement mailers were last purchased in June 2002.

Specifications were prepared and bids were let for 18 days and were advertised for two days (May 12 and 15, 2003) in the ***Daily Oklahoman***. Bid packets were sent to nine prospective vendors. Bids were received and publicly opened on Thursday, May 29, 2003. Six vendors responded.

Vendors	Unit Cost per Thousand	150,000 Overdue Statement Mailers
Oklahoma Business Forms	\$31.33	\$4,699.50
Arro Business Products	\$33.00	\$4,950.00
Moore North America	\$41.96	\$6,294.00
Moore Wallace	\$50.23	\$7,534.50
Standard Register - Oklahoma	\$51.77	\$7,765.50
Standard Register - Ohio	\$56.00	\$8,400.00

Standard Register - Oklahoma is located in Norman, Oklahoma. Standard Register - Ohio is located out of state. The other four vendors are located in Oklahoma County.

All vendors meet specifications. Oklahoma Business Forms is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for 150,000 Overdue Statement Mailers to Oklahoma Business Forms in the amount of \$4,699.50. Adequate funding in the amount of \$7,100 for this project is provided for in the FY 02-03 budget account 303.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM C: BOOK JACKET COVERS

Provided for in the annual budget is the request for the purchase of various sizes of book jacket covers for Technical Processing. Book jacket covers are purchased repetitively throughout the year as part of the Technical Processing's book in-processing supplies. Five sizes of book jacket covers are purchased for the book in-processing procedures.

Specifications were prepared and bids were let for 18 days and were advertised for two days (May 12 and 15, 2003) in the *Daily Oklahoman*. Bid packets were sent to seven prospective vendors. Bids were received and publicly opened on Thursday, May 29, 2003. Five vendors responded.

Book Jacket Covers	Estimated Quantity	Brodart	Demco	Gaylord	Highsmith	Library Store
10" High	425 Boxes	\$ 9.04 per 100	\$ 5.25 per 50	\$ 6.57 per 50	No Bid	\$ 7.16 per 50
12" High	675 Boxes	\$ 9.97 per 100	\$ 6.24 per 50	\$ 7.47 per 50	No Bid	\$ 8.61 per 50
14" High	225 Boxes	\$12.31 per 100	\$13.52 per 50	\$11.98 per 50	No Bid	\$12.51 per 50
16" High	75 Boxes	\$14.09 per 100	\$14.65 per 50	\$13.58 per 50	No Bid	\$14.18 per 50
12" Ex-Long	125 Boxes	\$11.34 per 100	\$13.52 per 50	\$12.26 per 50	No Bid	\$12.51 per 50

All vendors are located out of state.

The Library Store did not submit samples of the book jacket covers they proposed to furnish with their bid. The Library Store's bid is rejected as incomplete. The book jacket covers bid by Brodart and Gaylord are not the best product bid.

The book jacket covers bid by Brodart are not clear but have a matte finish. The covers are difficult to remove from the dispenser boxes. The covers have 3 adhesive tabs which makes placing the covers on the books take longer. The time required of the Technical Processing staff to place the Brodart book jacket covers on a book for in-processing, outweigh the savings recognized by the lower cost of the book jacket covers. The book jacket covers do not have the size printed on them. Once the covers are out of the box, you must measure them to find out which size cover they are.

The book jacket covers bid by Gaylord do not have any adhesive tabs which makes placing the covers on the books very difficult to position correctly. The covers are a thicker size than specified. The thicker size makes it very difficult to crease the cover once the excess has been folded over the top of the dust jacket. The covers generate a lot of static while handling them. The covers are made of softer plastic and are easier to tear. The book jacket covers bid by Gaylord likewise do not have the size printed on them.

Demco, bidding the Durafold book jacket covers, is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for Book Jacket Covers to Demco at the prices indicated above. Funding for the annual purchase of book jacket covers will be provided in the FY 03-04 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: RENEWAL OF LEASE/PURCHASE AGREEMENTS

The Library has one lease/purchase agreement for the three copiers used by the staff offices at the Downtown Library.

Vendor	Agreement	Date of Lease	Annual Cost	Account
BMI	3 canon 600 Digital Copiers (Staff Use)	3/12/2000 Doc. #53	\$17,052	206

RECOMMENDATION:

That the Commission approve the continuation of the one lease/purchase agreements. Funding for the agreement will be provided for in the FY 03-04 budget, account 206.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM E: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS

The Library's purchasing policy requires that the service contracts be reviewed annually by the administration. The Contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms stated below.

Contractors	Services	Award Date	Estimated Cost	Account
American Elevator*	Monthly Maintenance of 4 Elevators	5/18/00 Doc.#67B	\$520 Monthly Rate	208
Associated Plastics	Video Cassette Cases	6/20/02 Doc.#83	\$7,450 Annual Cost	303
BMI	Maintenance of 3 Staff Copiers	3/16/00 Doc.#53	\$6,900 Annual Cost	208
Choctaw Plaza Limited	Rental	7/12/00 Doc.#73	\$1,880.56 Monthly Rate	205
Compaq Computers	Computer Mainframe Maintenance	10/95 (Sole Source)	\$144,000 Annual Cost	231
City of Edmond	Lawn Maintenance	3/75	\$3,750 Annual Cost	208
City of Midwest City	Lawn Maintenance	6/98	\$4,500 Annual Cost	208
City of The Village	Lawn Maintenance	7/92	\$4,095 Annual Cost	208
High-Tech Tronics	Security Monitoring of 15 Locations	4/12/00 Doc.#60F	\$5,454 Annual Cost	208
Spaces	Knoll Office Furniture	1/16/03 Doc.#47A	GSA Pricing	408
Standley Systems	Maintenance of Savin Coin-Op Copiers	1/16/2003 Doc. #47B	\$5,500 Annual Cost	208
Xerox Corp.	Maintenance of Coin-Op Copiers	4/17/97 Doc.#47B	\$8,500 Annual Cost	208

*American Elevator has agreed to renew its contract for elevator maintenance for another year at the same price. The elevators in the new Downtown Library Learning Center will have a one-year warranty. New specifications will be prepared after the warranty on the elevators expires.

RECOMMENDATION:

That the Commission approve the renewals for the above service contracts. Funding for the contracts shall be provided in the FY 03-04 budget.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM F: RENEWAL OF JANITORIAL SERVICES

The Metropolitan Library Commission renewed the contract for janitorial services for fourteen (14) library locations to Pureservice at the January 16, 2003 Commission meeting, Doc.#47C. This renewal was for the remainder of FY 02-03. The contract will expire on June 30, 2003.

The Administration is going to prepare specifications and let bids that will include janitorial service for the new Downtown Library and Learning Center. With the delay of the construction of the new Downtown Library and Learning Center the Administration wishes to extend the janitorial contract up until the new Downtown Library and Learning Center is completed. The new specifications will also include the janitorial service at the new Choctaw Library.

Pureservice has agreed to renew the janitorial services **at the same rate**, terms and conditions.

Library Location	Monthly Rate	Library Location	Monthly Rate
Downtown Library	\$3,587.00	Ralph Ellison Library	\$ 903.00
Belle Isle Library	\$ 923.33	Southern Oaks Library	\$ 967.00
Capitol Hill Library	\$ 777.00	Village Library	\$ 800.00
Choctaw Library	\$ 400.00	Warr Acres Library	\$ 759.00
Del City Library	\$ 841.00	Harrah Library	\$ 350.00
Edmond Library	\$1,789.67	Wright Library	\$ 280.00
Midwest City Library	\$2,065.33	Maintenance Center	\$ 450.00

RECOMMENDATION:

That the Commission approve the renewal of the janitorial service contract at the fourteen library locations to Pureservice at the monthly rates stated above. Funding for the janitorial service will be provided in the FY 03-04 budget, account 207.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM G: APPROVAL OF CHANGE ORDER TO INSTALLATION OF
TELECOMMUNICATION DISTRIBUTION SYSTEM

The Commission approved the contract to Southwestern Bell Company for the Installation of Telecommunication Distribution System at the Downtown Library & Learning Center on December 12, 2002, Doc. #41A, in the amount of \$105,073.69.

At the time the data/telecommunications wiring was bid and awarded, the telephone consultant had not fully designed the telephone system to be used in the building. The new telephone system is now fully designed and it has been determined by the consultant that additional fiber is needed between the equipment closets to provide the best functionality. The original specifications and bids provided for 12 strands of fiber. It has been determined that 24 strands of fiber will now be needed.

Southwestern Bell Company will provide and install the 24 strands of fiber for an additional \$6,278.30. (5.9% of original contract.)

The cost of this change order will be provided from the FY 2002-2003 budget, account 450.

RECOMMENDATION:

That the Commission approve the change order in the amount of \$6,278.30 to Southwestern Bell Company. Funding for this change order is provided for in the FY 02-03 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM H: COPIER PAPERS, INKJET PAPER, TRACTOR FEED PAPER AND TONER CARTRIDGES

Provided for in the annual budget is the continuous requirement for various types of papers and toner cartridges. The total purchase of these items exceeds the maximum open market amount allowed by purchasing policy. For additional information regarding this recommendation, please contact the Purchasing Specialist at 231-8602.

The Metropolitan Library Commission awarded the following contracts for the copier paper to Unisource, the tractor feed paper and inkjet paper to Southwest Paper and toner/inkjet cartridges to Control Communications (Doc #83) on June 20, 2002. The first fiscal year of all (3) contracts was from July 1, 2002 through June 30, 2003.

COPIER PAPER

VENDOR	8-1/2" x 11" COPIER PAPER 5,000 PER CASE	8-1/2" x 14" COPIER PAPER 5,000 PER CASE
UNISOURCE	\$22.40/case	\$30.00/case

TRACTOR FEED AND INKJET PAPER

VENDOR	9-1/2" x 11", 20LB, BLANK, ONE PART, WHITE TRACTOR FEED PAPER	8-1/2" x 11" INKJET PAPER, 24LB, 90 BRITENESS 5,000 PER CASE
SOUTHWEST PAPER	\$18.76/case (2,700/cs)	\$53.00/case

LASER PRINTER TONER CARTRIDGES AND INKJET TONER CARTRIDGES

VENDOR	CONTROL COMMUNICATIONS	
PRINTER MODELS	UNIT PRICES	INKJET CARTRIDGES
4L/4ML,4P/4MP	\$51.50	UNIT PRICE HPC4836A, HPC4837A HPC4838A, HPC4844A \$27.37
4/4M,4+/4M+5/5M/5N	\$66.50	
5P/5MP,6P/6MP	\$65.65	
4000 SERIES	\$83.80	
2100 SERIES	\$82.10	
4100 SERIES	\$100.46	

The Library's purchasing policy requires that supply contracts be reviewed annually by the administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional two years, at one year intervals. The contractors listed above have provided the papers and toners in an accurate and timely manner. They have agreed to keep the **original prices** for the next fiscal year. These prices are competitive with those on the open market.

This is a one-year open-end supply contract. The contract may be renewed for one additional fiscal year, if the prices are competitive and agreeable to the Library.

RECOMMENDATION:

That the Commission approves the renewal of the contracts for copier papers with Unisource, tractor feed and inkjet paper with Southwest Paper and toner cartridges with Control Communications. Funding for the paper and toner supply will be provided for in the FY 2003-2004 budget, account 303.

METROPOLITAN LIBRARY SYSTEM TRANSFER OF FUNDS

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

ADDITIONAL APPROPRIATIONS

	<u>Additional Needed</u>	<u>Account's New Total</u>
Account 322 Vehicle Parts and Repairs	\$2,500.00	\$16,500.00

The maintenance cost for library's aging vehicles has been higher than expected.

CANCELED APPROPRIATIONS

	<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 310 Maintenance Supplies	\$2,500.00	\$58,500.00

There is projected fund balance in this account.

COMMISSION ACTION

That the Library Commission approve the transfer of funds as requested above.

REQUEST TO DECLARE EQUIPMENT SURPLUS

Throughout the year various pieces of equipment have become surplus. Some are now obsolete and others are no longer maintainable.

The Commission on April 17, 2003 (Doc #76) approved closing the Spencer Extension Library. The last day of service for the Spencer Extension Library has been set for June 28, 2003. Therefore, the bookmobile trailer will become surplus to the Administration after that date.

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

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

If the item is not sold in a reasonable time it will be disposed of in the best interest of the Library System.

RECOMMENDATION:

The Commission declares the Spencer bookmobile trailer to be surplus to the Library's needs after June 28, 2003 and authorize the sale of the surplus in accordance with Commission policy by sealed bid sale.

REPORT AND RECOMMENDATIONS
FROM THE ADMINISTRATIVE & PERSONNEL COMMITTEE

The Administrative & Personnel Committee met May 20, 2003 for:

(Please reference the A & P Committee Packet mailed to entire Commission on May 14, 2003 for the detailed reports)

- I. Annual Review of Human Resources – Salaries and Benefits
- II. Reports and Recommendations from Administration:
 - A. Compensation
 - B. Benefit Plans
 - C. Designation of HIPAA Privacy Compliance Officer

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent three recommendations to the Finance Committee meeting June 10, 2003. And has only one recommendation for Commission action, as stated below.

Minutes of the May 20, 2003, A & P Committee meeting are included

COMMISSION ACTION: To accept or approve the following recommendations from the Administrative & Personnel Committee:

Approve the designation of the Benefits Manager as the Metropolitan Library System Privacy Compliance Officer and the Assistant Benefits Manager as the Metropolitan Library System Deputy Privacy Compliance Officer.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Tuesday, May 20, 2003 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, April 14, 2003. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on May 15, 2003, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 14

I. The meeting was called to order at 3:30 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Caine, Cornelius, Pritchett, Ross, Greenwell.

II. Mr. Greenwell called on Mr. Ric Rea, Director of Human Resources, to present the agenda items. Mr. Rea introduced Mrs. Kelley Hoffman, Assistant Benefits Manager, and Mrs. Karyn Miller, Benefits Manager.

Mr. Rea began with agenda item #II – Annual Review of Human Resources – Salaries and Benefits. He reviewed the report in detail then summarized the report by stating that the average salary within the Metropolitan Library System rose 2.67% and that the overall cost of benefits rose .53% in 2002.

He further stated that the Metropolitan Library System's starting salary for a librarian is 7.95% **below** the average starting salary for the "mid-west" region librarian employers.

When comparing the Metropolitan Library System's starting salary for a librarian with the in-state big four (Oklahoma Department of Libraries, Pioneer Library System, Tulsa City-County Library System, and Metropolitan Library System) librarian employers' starting salaries, it shows that in 2000 the MLS minimum starting salary for a librarian was 7.03% above the average. In 2001, it was 3.44% above the average. In 2002, it is now only 3.02% above the average. MLS has dropped .42% during the last twelve months.

Comparing the MLS minimum salary with the Pioneer Library System's minimum, in 2001, MLS was 3.43% below Pioneer. In 2002, MLS is 3.92% below Pioneer. Besides not being the lead library in the state, MLS has dropped farther behind the current leader. In short, our position is losing ground.

The employees' Direct Cost Benefits total averages, as a percent of salary, is 39.12% or a value of \$12,530 annually. The employees' Indirect Cost Benefits total averages, as a percent of salary, is 13.67% or a value of \$4,378 annually.

Direct Cost Benefits include:	Indirect Cost Benefits include:
<ul style="list-style-type: none">• Salary• Retirement• Social Security• Medicare• Medical/Dental Insurance• Life and AD&D Insurance• Long-term Disability Insurance• Workers' Compensation Insurance• Unemployment Insurance• Vision Insurance• EAP	<ul style="list-style-type: none">• Annual Leave• Sick Leave• Doctor/Dental Leave• Holidays• Miscellaneous

Mr. Rea asked for questions; discussion followed.

III. Mr. Rea continued with agenda item #III - Reports and Recommendations from Administration: A - Compensation.

Mr. Rea reviewed the report in detail, stating that the Administrative & Personnel Committee's approved goal is to be the highest among the in-state big four librarian employers and to be 4 to 5% above the average of the "mid-west" region of the Allen County Survey, librarian employers.

Based on this goal and all the data provided, the Administration makes the following recommendations: That a performance award ranging from 0% to 3% for both full-time and part-time employees (including pages) be approved for FY 2003-04. The estimated cost for FY 2003-04 is approximately \$109,079. Funds have been included in the Preliminary FY 2003-04 Budget to allow for this.

That a market adjustment of 2% be approved effective December 22, 2003 for all positions not currently above the maximum for their salary grade. The date of December 22 is proposed since it is the beginning of the biweekly pay period that includes January 1, 2004. The estimated cost for FY 2003-04 is approximately \$72,716. Funds have been included in the Preliminary FY 2003-04 Budget to allow for this.

Mr. Rea called for questions; discussion followed.

Mrs. Carolyn Cornelius moved to accept the Administration's recommendations and to recommend to the Finance Committee incorporation into the FY 2003-04 Annual Budget the recommended performance awards model of 0% to 3% for the upcoming fiscal year, and the market adjustment of 2% effective December 22, 2003. Mrs. Shirley Pritchett seconded. No further discussion; motion passed unanimously.

IV. Mr. Rea continued with agenda item #III: B - Benefit Plans.

He stated that at the time the report was created and sent, pertinent information was unavailable. In the interim the data was received, and as a result there are two addenda to this report, Mr. Rea reviewed the report and each addendum in detail.

The Medical/Dental Insurance premium cost rate was estimated to increase 20% for FY 2003-04. The actual quoted rate increase is 18.09%. By using the formula listed in the *Definition of Medical Funding Account* approved by the Commission, \$148,165 will be available from the Medical Funding Account to buy down the cost of insurance. When the contribution from the Medical Funding Account and the premium-sharing ratio are applied, the rate increase to the library is lessened to 16.3%.

The rates remain split between the library system and the employee on a 90/10 for employees and 70/30 for dependents ratio.

Mr. Rea stated the recommended changes to the Medical/Dental Insurance Plan provisions are to:

- ♦ Increase the annual cap on dental to \$2000 (from \$1000)
- ♦ Increase the annual cap on chiropractic and physical therapy to \$2500 (from \$1800) and pay claims on the same basis as most other medical claims (80% in network, 70% out of network)
- ♦ Increase the co-payment on retail prescriptions to 25% (from 20%) and eliminate the maximum out-of-pocket cap (now \$50)
- ♦ Set the ninety-day supply of a maintenance prescription by mail order at \$15 for the generic (no change) and \$30 for brand name (from \$40)

The recommended monthly premiums for FY 2003-04 are:

	Library's Share	Employee's Share	Total
Employee only	\$398.25	\$ 44.25	\$442.50
Dependents	\$272.57	\$116.82	\$389.39
Both	\$670.82	\$161.07	\$831.89

Mr. Rea called for questions; discussion followed.

Dr. Ann Caine moved to accept the Administration's recommendations and to recommend to the Finance Committee incorporation into the FY 2003-04 Annual Budget the recommended Medical/Dental Insurance Plan premiums and to accept the recommended changes to the Medical/Dental Insurance Plan provisions. Mrs. Marguerite Ross seconded. No further discussion; motion passed unanimously.

V. Mr. Rea continued with the final section of the Benefits Plan report.

The library system currently contributes \$46 per month into a flexible spending account (IRC Section 125 account) for each library employee. When an employee does opt-out it saves the library system a minimum of \$331.65 per month. Since 1989 or longer the amount the library system contributes to the flexible spending account has not increased, whereas the insurance premiums for the other employees have increased yearly. A 20% increase of \$9 is suggested (from \$46 to \$55) at this time.

Mr. Rea noted that by Commission adoption if an employee chooses to opt-out of the library system's insurance plan they must provide proof of coverage elsewhere. Currently, twenty-one individuals opt-out of the library's insurance coverage. Mr. Rea called for questions; discussion followed.

Dr. Ann Caine moved to accept the Administration's recommendations and to recommend to the Finance Committee incorporation into the FY 2003-04 Annual Budget the recommended increase of the library system's contribution to the Flexible Spending account to \$55 effective July 1, 2003.

Mrs. Marguerite Ross seconded. No further discussion; motion passed unanimously

VI. Mr. Rea continued with the final agenda item #III: C – Designation of HIPAA Privacy Compliance Officer.

Mr. Rea stated that for the library system to be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) it must designate an individual who will act as Privacy Compliance Officer. The Compliance Officer trains other staff in privacy regulations, and receives and responds to complaints and inquiries about the library's privacy practices. It is the Administration's recommendation that the Library Commission designate an individual by job title, as Privacy Compliance Officer and also designate another individual by job title, as Deputy Privacy Compliance Officer.

Individuals who have access to protected personnel health information must be, if at all possible, individuals other than someone who has an active role in the employment, promotion, demotion or termination of employment process. This prevents the knowledge of health conditions from influencing employment decisions.

For this reason, the Director of Human Resources should not serve in the capacity of the Privacy Compliance Officer. The library system's Benefits Manager, however, is the logical individual to serve as privacy officer and the Assistant Benefits Manager is the logical deputy. Mr. Rea called for questions; discussion followed.

Mrs. Ross moved to accept the Administration's recommendations and to recommend to the Metropolitan Library Commission the designation of the Benefits Manager as the Metropolitan Library System Privacy Compliance Officer and the Assistant Benefits Manager as the Metropolitan Library System Deputy Privacy Compliance Officer. Mrs. Cornelius seconded. No further discussion; motion passed unanimously.

Mr. Greenwell thanked Mr. Rea and all staff for the complete and comprehensive reports.

VII. Meeting adjourned at 4:36 p.m.



Donna Morris, Executive Director
(Secretary)

**METROPOLITAN LIBRARY COMMISSION
SERVING OKLAHOMA COUNTY**

FINANCE COMMITTEE

MINUTES

MEETING PLACE: Belle Isle Library
DATE: June 10, 2003 TIME: 3:30 p.m.

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County April 15, 2003. Notice of the time, date, place and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on June 3, 2003, in conformity with the Oklahoma Open Meeting Act.

MEMBERS PRESENT:

Hugh Rice, Chair
Scott Duncan
Greg Womack

MEMBERS EXCUSED:

Nancy Anthony

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Metropolitan Library Commission, Chair
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 14

REPORT AND RECOMMENDATION FROM FINANCE COMMITTEE

The Finance Committee met on June 10, 2003 for:

- I. Report and Recommendations from the Administrative & Personnel Committee meeting May 20, 2003
- II. Report and Recommendations from Administration
 - MLC FY 2003-2004 Preliminary Budget

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Finance Committee makes the following recommendation:

FINANCE COMMITTEE RECOMMENDATION AND COMMISSION ACTION:

To approve the Metropolitan Library System Preliminary Budget FY 2003-04.

I. The meeting was called to order at 3:35 p.m. by Mr. Hugh Rice, Chair.

Roll was called. Present: Duncan, Rice. A quorum was established at 3:55 p.m. with the arrival of Commissioner Womack.

II. Mr. Rice asked Mr. Ric Rea, Director Human Resources, to present the Report and Recommendations from the Administrative & Personnel Committee meeting of May 20, 2003.

Mr. Rea stated that the Administrative & Personnel Committee (A&P) met May 20, 2003. At this meeting, the Committee did its annual review of Human Resources – salaries and benefits, as well as reviewing the report and recommendations from Administration on the compensation and benefits plan. As a result of this review the A&P committee sent the following recommendations to the Finance Committee:

- Approve incorporation into the FY 2003-04 Annual Budget the recommended performance awards model of 0% to 3% for the 2003-04 fiscal year, and of the market adjustment of 2% effective December 22, 2003.
- Approve incorporation into the FY 2003-04 Annual Budget of the recommended Medical/Dental Insurance Plan premiums and acceptance of the recommended changes to the Medical/Dental Insurance Plan provisions
- Approve incorporation into the FY 2003-04 Annual Budget of the recommended increase of the Library System's contribution to the Flexible Spending Account (IRS Code section 125 account) to \$55 effective July 1, 2003.

Funds have been included in the Preliminary FY 2003-04 Budget.

Mr. Rea gave a brief review of the information presented at the A&P meeting. He added that the library system's salary for a librarian is falling farther behind the Pioneer Library System and that the gap between the average of the four major in-state libraries and the Metropolitan Library System salary is getting smaller. This makes the goal set by the Commission to be the leader among the library systems in salary scale, farther from reach.

He also noted that Human Resources staff aggressively negotiated down the cost increase for the medical insurance from an increase of 27% to an increase of 18.09%, with the plan provision changes.

During discussion of the final recommendation, Mr. Rice asked for an explanation of "opts out." Mr. Rea stated that in the mid 1980's the Commission adopted a "cafeteria plan", this allowed the employees to choose not to use the library insurance as long as they had proof of insurance elsewhere. As an incentive not to carry double coverage the cafeteria plan provided an amount of \$46 dollars to be contributed to the flexible benefit account and used to offset eligible medical or dependent care costs for the employee. If the account has dollars in it at the end of the fiscal year all monies revert back to the Library System.

Since the inception of the plan the amount contributed to the flexible benefit account has remained at \$46, while insurance premiums and the system's contribution for insured employees have steadily increased. The proposed \$9

increase, is a 20% increase on an amount that has not been increased since its inception. Mr. Rice asked approximately how many employees opt-out at this time? Mr. Rea stated approximately 22 employees participate in the opt-out option.

Mr. Rea asked for questions; discussion followed.

III. Mr. Rice asked Mrs. Anne Hsieh, Director of Finance, to present the Metropolitan Library System Preliminary Budget FY 2003-2004.

Mrs. Hsieh handed out two additional sheets of information: An explanation of the estimated savings and carryover funds from FY 2002-03 budget, and a spreadsheet with budget projections to FY 2007-08.

She began with the Comparative Schedule of Budget Revenue Sources, page 1-4 of the Preliminary Budget FY 2003-2004.

Mrs. Hsieh stated she used a conservative projected 4.5% increase of Ad Valorem Tax revenue, due to tax protests by several large entities. Mr. Rice asked their identities. Mrs. Hsieh responded that SBC is protesting 50% of its assessed valuation, as well as, several other energy and telecommunication companies. This effects the library system because the protested amounts are held until the protest is resolved.

She added that due to economic downturn and low interest rates the carryover funds are 4.2% less than last year's budget.

The proposed FY 2003-2004 budget totals \$33,228,874.96. The budget consists of:

- ♦ \$20,420,750 for the general operating budget
- ♦ \$ 3,090,869 for capital projects
- ♦ \$ 9,717,255 for reserves

The operating budget has an increase of \$1,348,485 or 7.07% over last year.

Mrs. Hsieh continued with some highlights of the proposed budget.

In the operating budget the construction delay of the new Downtown Library & Learning Center has caused many of the budget items that are related to the new library operations, such as additional staff, extra maintenance costs, new computer equipment, and other construction related costs, that were included in last year's budget to be adjusted and reentered into this proposed budget.

Because of uncertainties in the future revenue growth and additional costs for operating the two new library locations, the Administration has kept the proposed budget near the same level as last year's. The following items show a higher than average increase:

- ♦ Employee benefits including retirement contributions and insurance cost, due to plan requirements.
- ♦ Property and liability insurance costs, due to prevalent industry conditions.

- Higher costs of postage and supplies; higher demand of additional library furniture and equipment, due to the rapid increase in the use of the libraries and increased material circulation.

Mrs. Hsieh referenced the document showing the estimated savings and carryover of funds from the FY 2002-03 budget, due to the delay in the opening of the Downtown Library & Learning Center.

On-going savings of expenditures from the FY 2002-03 budget total:	\$ 385,875.48
One-time costs not saved but delayed; will be carried over from FY 2002-03 budget total:	295,075.00
Capital cost directly related to Downtown Library & Learning Center and Choctaw Library; will be carried over from FY 2002-03 budget total:	2,427,969.00
Other capital projects that have also been delayed; will be carried over from FY 2002-03 budget total:	286,000.00
Total estimated savings and carryover from the FY 2002-2003 Budget	<u>\$ 3,394,919.48</u>

Mrs. Hsieh continued with the review of budget projections. She used a conservative estimate of 4.0% - for the estimated percentage of increase in tax revenues over the next four years. However, even at 4.0% the Library System will need to look at the possibility of increasing the millage amount to the cap by 2005, due to additional demands on the library system's budget created by the plan to open a new northwest library.


Mrs. Hsieh asked for questions; discussion followed.

By Committee consensus, the recommendations from the Administrative & Personnel Committee are accepted by virtue of approval of the preliminary budget.

Mr. Scott Duncan moved to approve the MLS Preliminary Budget FY 2003-2004 as presented and to recommend to the Commission approval of the MLS Preliminary Budget for FY 2003-2004. Mr. Greg Womack seconded. No further discussion. Motion passed unanimously.

Mrs. Morris thanked Mr. Rea, Mrs. Hsieh, and commended their staff for doing a complete and thorough presentation.

IV. Mr. Rice thanked everyone for attending and adjourned the meeting at 4:30 p.m.


Donna Morris, Executive Director
(Secretary)

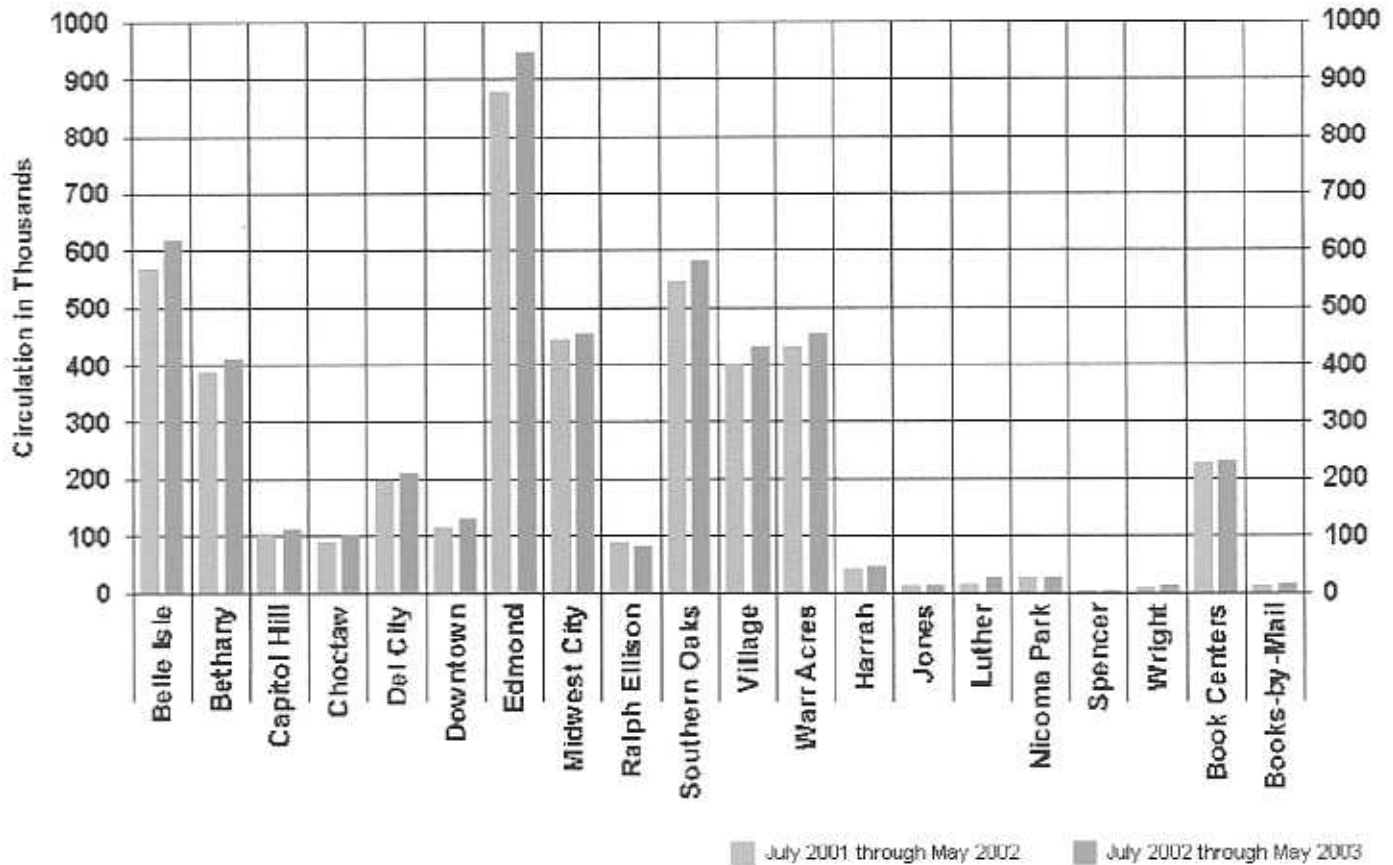
Preliminary Budget
FY 2003 – 2004
(July 1, 2003 to June 20, 2004)

Shipped Fed Express
To Commission Members
June 3, 2003

Please remember to bring your
FY 2003-04 Preliminary Budget Binder
to Commission meeting June 19, 2003

Circulation Gains and Losses

July 2002 through May 2003 (91.67% of the 02-03 Fiscal Year)



Circulation Gains and Losses

July 2002 through May 2003 (91.67% of the 02-03 Fiscal Year)

MAY 2003		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	02	39086	413879	13257	155704	52343	569583	
	03	41063	455831	12709	161458	53772	617289	
		1977	41952	-548	5754	1429	47706	8.4
BETHANY	02	24640	256333	12364	131257	37004	387590	
	03	24214	272721	12047	139065	36261	411786	
		-426	16388	-317	7808	-743	24196	6.2
CAPITOL HILL	02	6413	73569	2408	29078	8821	102647	
	03	6615	76840	2967	32070	9582	108910	
		202	3271	559	2992	761	6263	6.1
CHOCTAW	02	5171	55468	2752	32141	7923	87609	
	03	5826	64319	3340	37147	9166	101466	
		655	8851	588	5006	1243	13857	15.8
DEL CITY	02	12080	130334	5832	66465	17912	196799	
	03	12661	140388	6209	69211	18870	209599	
		581	10054	377	2746	958	12800	6.5
DOWNTOWN	02	9277	96426	1725	17977	11002	114403	
	03	11290	110360	1822	19597	13112	129957	
		2013	13934	97	1620	2110	15554	13.6
EDMOND	02	46536	495561	32761	382415	79297	877976	
	03	48164	545519	35867	403393	84031	948912	
		1628	49958	3106	20978	4734	70936	8.1
MIDWEST CITY	02	28657	312324	10739	129963	39396	442287	
	03	28041	321853	10795	131230	38836	453083	
		-616	9529	56	1267	-560	10796	2.4
RALPH ELLISON	02	6512	66356	2088	20212	8600	86568	
	03	7404	61177	2147	18631	9551	79808	
		892	-5179	59	-1581	951	-6760	-7.8
SOUTHERN OAKS	02	36839	397531	12876	147722	49715	545253	
	03	37213	426902	12994	155704	50207	582606	
		374	29371	118	7982	492	37353	6.9
VILLAGE	02	24183	262812	11935	136691	36118	399503	
	03	28123	289760	12948	141422	41071	431182	
		3940	26948	1013	4731	4953	31679	7.9
WARR ACRES	02	25582	275175	13637	154588	39219	429763	
	03	26521	296937	13242	157855	39763	454792	
		939	21762	-395	3267	544	25029	5.8

Circulation Gains and Losses

July 2002 through May 2003 (91.67% of the 02-03 Fiscal Year)

MAY 2003		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
DREXEL	02	1530	14370	297	1854	1827	16224	
	03	0	9097	0	1623	0	10720	
		-1530	-5273	-297	-231	-1827	-5504	-33.9
HARRAH	02	2674	30513	941	12068	3615	42581	
	03	2715	31327	1088	14645	3803	45972	
		41	814	147	2577	188	3391	8.0
JONES	02	821	9189	107	4091	928	13280	
	03	897	10113	184	3027	1081	13140	
		76	924	77	-1064	153	-140	-1.1
LUTHER	02	1371	10522	256	3256	1627	13778	
	03	1571	20066	466	5075	2037	25141	
		200	9544	210	1819	410	11363	82.5
NICOMA PARK	02	1650	15681	956	8045	2606	23726	
	03	1482	16293	637	7114	2119	23407	
		-168	612	-319	-931	-487	-319	-1.3
SPENCER	02	156	1851	48	568	204	2419	
	03	149	1790	22	167	171	1957	
		-7	-61	-26	-401	-33	-462	-19.1
WRIGHT	02	555	6098	79	1104	634	7202	
	03	891	8549	181	1789	1072	10338	
		336	2451	102	685	438	3136	43.5
<u>OTHER:</u>								
BOOK CENTERS	02	9924	107810	10766	118375	20690	226185	
	03	9712	107363	11232	120493	20944	227856	
		-212	-447	466	2118	254	1671	.7
BOOKS-BY-MAIL	02	1220	12271	0	0	1220	12271	
	03	1324	15576	0	0	1324	15576	
		104	3305	0	0	104	3305	26.9
TOTALS	02	284877	3044073	135824	1553574	420701	4597647	
	03	295876	3282781	140897	1620716	436773	4903497	
		10999	238708	5073	67142	16072	305850	6.7

CUSTOMER INTERNET USAGE

LIBRARY	May 2002 Hours Used	May 2003 Hours Used	Percent Change
BELLE ISLE	1181.52	1490.62	26.2%
BETHANY	841.86	1094.39	30.0%
CAPITOL HILL	607.61	649.31	6.9%
DEL CITY	681.93	880.36	29.1%
DOWNTOWN	816.21	898.25	10.1%
EDMOND	1289.53	1643.16	27.4%
MIDWEST CITY	1535.2	1756.39	14.4%
RALPH ELLISON	557.94	703.11	26.0%
SOUTHERN OAKS	1463	1502.91	2.7%
VILLAGE	961.56	1310.03	36.2%
WARR ACRES	1015.84	1150.35	13.2%
CHOCTAW	130.05	92.52	-28.9%
DREXEL	108.36	0	-100.0%
HARRAH	79.35	107.24	35.1%
LUTHER	2.5	4.11	64.4%
JONES	9.62	4.79	-50.2%
NICOMA PARK	70.36	40.64	-42.2%
WRIGHT	59.19	72.03	21.7%
TOTALS	11411.71	13400.3	17.4%

Fiscal Year -- July 2002 through May 2003 91.7% of FY02-03

LIBRARY	YTD 2002 Hours Used	YTD 2003 Hours Used	Percent Change
BELLE ISLE	12318.49	15011.29	21.9%
BETHANY	8424.01	10927.66	29.7%
CAPITOL HILL	7053.49	7059.46	0.1%
DEL CITY	7946.47	9272.5	16.7%
DOWNTOWN	8999.59	9744.54	8.3%
EDMOND	13894.62	16576.03	19.3%
MIDWEST CITY	16192.28	18770.6	15.9%
RALPH ELLISON	6262.93	6762.49	8.0%
SOUTHERN OAKS	15279.19	16905.23	10.6%
VILLAGE	10015.13	12873.13	28.5%
WARR ACRES	10320.44	12169.8	17.9%
CHOCTAW	1281.52	1256.02	-2.0%
DREXEL	792.07	655.38	-17.3%
HARRAH	701.72	1212.17	72.7%
LUTHER	82.19	132.56	61.3%
JONES	122.23	85.7	-29.9%
NICOMA PARK	345.25	530.82	53.7%
WRIGHT	573.33	914.87	59.6%
TOTALS	120605.05	140860.33	16.8%

EXECUTIVE DIRECTOR'S REPORT

JUNE 2003

MIDWEST CITY RE-APPOINTS COMMISSIONER PAM PUNG

We were pleased to be informed that the City of Midwest City re-appointed Pam Pung to a new 3-year term as Midwest City's representative on the Metropolitan Library Commission of Oklahoma County.

***Play in the Park* RECEIVES DONATION FROM THE BOB & NANCY ANTHONY FAMILY FUND**

Our sincere thanks to Nancy and Bob Anthony for their recent donation of \$250.00 to support the summer *Play in the Park* program activities, sponsored by the Metropolitan Library System. It is through the efforts of generous donors such as Nancy and Bob that programs such as this can thrive and flourish in our community. These funds help economically disadvantaged children continue to learn and read during the summer.

NEW Summer @ The Library SPONSORS

Metropolitan Library System has two new corporate sponsors for our **Summer @ The Library** programs. Borden, Inc., will provide milk for the ***Dig It!*** program every Thursday and Oklahoma City McDonald's Restaurants donated 2,000 food coupons to the ***Culture Shock*** teen summer reading program. We would like to thank both of these sponsors for their interest in the library system and its programs. Thanks also to Scott Carter who worked on securing these sponsors.

UP COMING BENEFITS FAIR

Metropolitan Library System Human Resources department will be hosting the *Annual Staff Benefits Fair* on June 26, 2003. This daylong event provides a come and go setting for library staff to visit with representatives from our benefit providers. Employees will have an opportunity to learn more about medical, dental and prescription plans, short and long term disability, supplemental life insurance, PPO Oklahoma and Comp Choice. In addition they will be given opportunities for blood pressure checks, glucose, cholesterol, vision and hearing screenings. Representatives from TLC Laser Eye Center, Municipal Employees Credit Union, A Chance to Change, Social Security, and MidFirst Bank will be available to answer questions for employees.

DOWNTOWN LIBRARY & LEARNING CENTER

The June 11, 2003 Daily Oklahoman carried a front-page story about the settlement reached between Oklahoma City and the Downtown Library & Learning Center contractors regarding the exterior panels at the library. Terms of the settlement are not being disclosed except for the \$600,000, which will be paid to the contractors from the city's fund that covers lawsuit judgements. Bill Comstock, the library system's attorney, has been contacted and has been in communication with OKC attorney's regarding the settlement and the long term issues that might affect the library in regards to the panels. We will keep you informed about these issues as Bill works with the city.

CHOCTAW UPDATE

The sale of city owned lots located to the west of the new library have been an issue discussed by the Choctaw City Council in the last month. Residents would like to see the land dedicated as a city park with a stipulation that it would always remain a park and not be sold

to a commercial business. Because of legal issues related to the conveyance of property from the city to the Choctaw Library Guild/and or the Metropolitan Library System, the city attorney for Choctaw has been in communication with Bill Comstock, the library's attorney, in regards to these legal issues.

UP COMING MEETINGS

Library Retirement Pension Board will be meeting on Tuesday, July 29, 2003, 3:30 p.m. at Asset Services Company.

DIRECTOR OUTREACH ACTIVITIES

- Guest speaker and attendee at FOLIO Retreat, Ardmore, OK
- Attended Grand Opening of the Hardesty Regional Library, Tulsa, OK
- Guest speaker at the 2003 Oklahoma City Youth Council Seminar
- Attended Library Endowment Trust meeting
- Attended Choctaw City Council meeting
- Attended OLA Leadership Retreat, Stillwater OK
- Guest speaker MLS Staff Association Annual meeting
- Attended Choctaw Library Guild meeting
- Attended Friends of the Metropolitan Library System meeting
- Interviewed on [Read About It](#)

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Oklahoma City Storyteller, Al Bostick Presents

June 30th, 10:00 – 10:40 am, Ralph Ellison Library; 1:00 – 1:40 pm, Midwest City Library

July 1st – 3rd, Three performances daily at various library locations. Check your *Metro Library* magazine for details of time and locations.

Oklahoma Storyteller, Al Bostick, will perform stories that have been passed down in his family form generation to generation. This is part of [Summer @ The Library](#); its Neighborhood Arts Programming.

Storyteller Tim Tingle Presents "Native American Stories, Yesterday, & Today"

July 14th – 18th, Three performances daily at various library locations. Check your *Metro Library* magazine for details of time and locations.

Choctaw Storyteller, Tim Tingle, will perform stories from his most recent book, *Walking the Choctaw Road*, as well as trickster tales & historical stories that include Native flute and drum music.

Sonic Junior Balloonist Workshop

July 19th, Saturday, 2:00 pm, Bethany Library

July 21st, 10:00 am, Luther Library; 2:00 pm, Edmond Library

July 22nd, 10:00 am, Midwest City, Library; 2:00 pm, Jones Library; 6:00 pm, Village Library

July 23rd, 2:00 pm, Southern Oaks Library

July 24th, 2:00 pm, Capitol Hill Library; 6:00 pm, Del City Library

July 26th, Saturday, 10:00 am, Belle Isle Library; 2:00 p.m., Ralph Ellison Library

July 28th, 2:00 pm, Warr Acres Library

July 29th, 2:00 pm, Downtown Library

July 30th, 2:00 pm, Wright Library

July 31st, 2:00 pm, Choctaw Community Center, 2500 N. Choctaw Road (behind City Hall)

For ages 10-14. Come learn the science behind hot-air ballooning! We will make and fly a four-foot-tall tissue-paper hot-air balloon. For more details check your *Metro Library* magazine

Hispanic patrons get staff help at library

By Ann DeFrango
Staff Writer

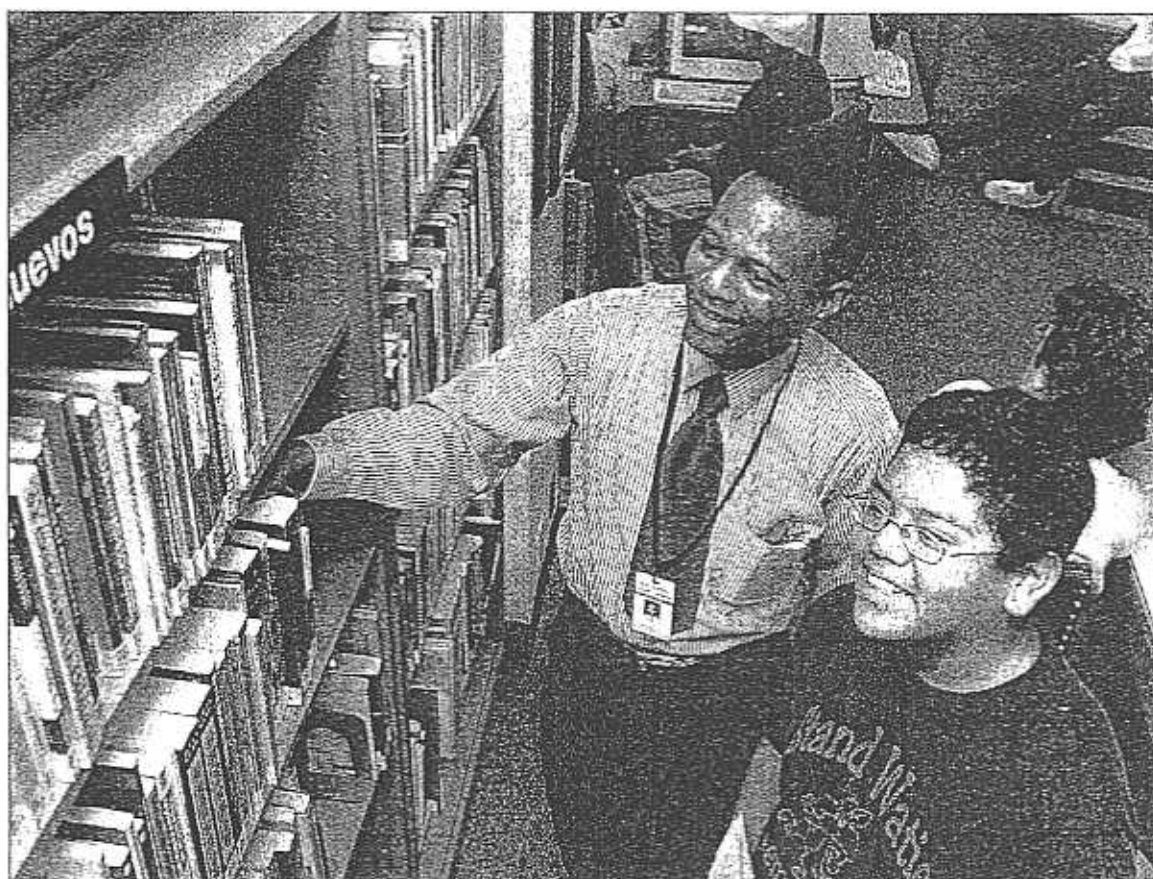
Phil Tolbert was a high school student in the early 1970s when Oklahoma City put the Finger Plan for school integration into effect. He was among the black students bused from his northeast neighborhood school to Capitol Hill High School.

As the school population changed, many established residents of Capitol Hill moved out, Tolbert said. Hispanics moved in and have become, by this time, the predominant demographic group of the area.

Tolbert "didn't know there was a public library on this corner" when he came to school nearby every day, but he is now the manager of the Capitol Hill Library, a branch of the Metropolitan Library System of Oklahoma. He is directing the library's efforts to adapt to a heavily Hispanic clientele who have come to rely on *la biblioteca publica* (public library.)

The Capitol Hill Branch will be the county system's major recipient of a federal grant to buy Spanish-language and Hispanic-interest materials.

Through the Federal Library Services and Technology Act, Oklahoma libraries received \$173,750; the metropolitan system's portion was \$18,000, said Pat Williams of the state Libraries Department. Since it will be allocated proportionately according to Hispanic population percentages, Capitol Hill and Downtown branches are benefiting most.



STAFF PHOTO BY PAUL HELLSTERN

New books in Spanish are on the shelves at Capitol Hill Library. Library manager Phil Tolbert shows the Spanish-language collection to Sergio Duenez, 11.

The materials bought for those libraries will be available for loan to the other branches.

With a mandate to go shopping to fill the library shelves, Tolbert circulated a questionnaire at a meeting of Los Amigos, a south Oklahoma City community networking group, "to find out what residents in the community would like to see more of at the library."

The answers, and the staff's daily contacts with their clients, helped them compose their shopping list.

They requested self-help books, Tolbert said, ranging from parenting and child-raising to auto repair, household plumbing, gardening and home decorating.

They asked for books for children to read and for adults to

read to children, children's librarian Joan Shelton said. Bilingual books are especially helpful in teaching children to speak and read English, and, Tolbert said, new arrivals here are "eager to learn the skills it takes to blend into this country."

They've already selected "Pio Peep!" — a book of traditional Spanish nursery rhymes; "Una Introduccion a la Biblia," an introduction to the Bible; "How to Become a United States Citizen/Como Hacerse Ciudadano de Los Estados Unidos," as well as videos, compact discs and audio books. Shelton said Latin American fiction is popular, as well as translations of novels by Mary Higgins Clark, Belva Plain and Danielle Steel.

In its role of keeper of cul-

tural traditions, the library celebrates Mexican holidays with programs and craft workshops, but in its role of good citizen, said Tolbert said, the staff tries to be a visible factor in the community, attending local Hispanic arts festivals, school programs and other events, and inviting residents to visit the library.

Staff writer Ann DeFrango can be reached by e-mail at adefrango@oklahoman.com or by phone at 475-3207.

**GRANDPA
GREENTH**

6121 NW 50th

BUY 10 GET 1

Piece de résistance

The new downtown library will be the crown jewel of the MAPS projects. If it ever gets finished.

BY MELISSA BEGGS

OKLAHOMA GAZETTE May 29, 2003

Four floors of state-of-the-art resources for all the citizens of Oklahoma County.

That's been the promise of the last of the MAPS projects, the new metropolitan library, as far back as 1996, when optimistic city officials predicted a 1998 opening.

But five years later, you don't need a library card to enter the new downtown library.

You need a hard hat.

Funding shortfalls in MAPS set back that start date; the library's design was not even complete by 1998.

Once construction began in 2000, it would hit another snag.

The project was delayed again last year when the panels ordered for the exterior didn't meet the specifications the city outlined; the supplier, Benchmark Architectural Systems, said they did. The panels went into storage and the parties went to court.

Oklahoma City lost and issued the contractor Bruckner and Moore a check for more than \$900,000 to finish the job.

An appeal is pending in the 10th U.S. Circuit Court of Appeals and damages incurred by the city and the contractor for the delay are yet to be determined, said MaryLu Gordon, an attorney with the city's Municipal Counselor's office. She wouldn't say what the city estimated its losses to be.

"That's up to the courts," she said.

On May 22, members of the MAPS Oversight board toured the unfinished library with a mix of hopefulness and underlying bitterness.

Stray sighs echoed in the skeleton walls and half-constructed stairwells, but no one kvetched directly about the missed deadline for the \$19 million project.

The once-questionable panels are going up and should be complete by August, said Sandra Johnson, project manager for the library.

"Once those are installed, we can finish the exterior walls, and there's still a lot of interior work to go," she said, surveying the exposed beams and concrete floors. "We're working toward finishing by the end of the year."

above Allen Morgan, construction contract administrator of Beck Associates, leads a tour of the Oklahoma City Library/Learning Center May 23 for the MAPS Oversight Board.

Once complete, the library will offer much more space than the cramped, Fifties-era library, and much more ambiance.

Visitors will pass through a dramatic atrium that occupies one corner of the building. A large children's reading area also will take up a big portion of the ground floor.

Beck Associates interior designer Angie Bailey gets downright dreamy explaining the plans to MAPS board members.

"These will be clouds, and this will be made into a tree with seating around it," she said, pointing to unpainted forms protruding from the ceiling and a plain gray column in the middle of the floor. "There will be workstations, and a castle that the children will walk through for story time."

Bailey said she "can't wait" to get started. "I'm incredibly excited by the impact this space will have on children," she said. "It's an interesting, dynamic place where they can get excited about reading."

Allen Morgan, tour leader and construction contract administrator for Beck Associates, told the group his favorite part of the library was on the second floor. The wall facing Hudson Avenue, which overlooks City Hall and the art museum, is made entirely of glass and will be the library's "quiet reading area," he said.

The third floor will house library offices; the fourth floor will feature conference rooms and the library's learning center.

The current library building at 131 Dean A. McGee will be sold once the new library is complete.

"We're just anxious to get moved in," said Todd Olberding, director of construction management support services for the metropolitan library system. **OKC**