

**SPECIAL MEETING
OF THE
METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

AGENDA

Tuesday July 29, 2003 3:00 p.m.
Belle Isle Library
5501 N. Villa, Oklahoma City, OK 73008
(405) 789-8363

3:00 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM
Mrs. Penny McCaleb, Chair

3:00 – 3:05 pm INTRODUCTIONS

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.)

3:05 – 3:30 pm CONSENT DOCKET (#01 - #03)

- Document # 01 – Approval of Minutes of June 19, 2003 Meeting
- Document # 02 – Acceptance of Review of Expenditures for June 2003
- Document # 03 – Approval of Contract Awards and Purchases

Item A: Purchase of Laser Fax Machines
Item B: Purchase of System-Wide Telephone System
Item C: Purchase of Tandem NonStop Server
Item D: Armed, Security Guards
Item E: Purchase of Knoll Furniture for Choctaw Library
Item F: Authority to Purchase Thonet, Berco, Peter Pepper, Fixtures, LUI and Landscape Forms Furniture from the General Services Administration (GSA) Contract Price Lists for the Choctaw Library
Item G: Authority to Purchase MJ Steel Shelving and Worden Furniture from the General Services Administration (GSA) Contract Price Lists for the Choctaw Library

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday August 28, 2003 3:30 p.m.
Belle Isle Library
5501 N. Villa, Oklahoma City OK 73112

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

DATE: June 19, 2003 TIME: 3:30 p.m.

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Southern Oaks Library, 6900 S. Walker, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on June 16, 2003, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Carolyn Cornelius
Scott Duncan
David Greenwell, Vice-Chair
Stan Inman, Chair, Board of County
Commissioners
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Alyne Strube
Cynthia Trent
Greg Womack
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Dr. Ann Caine
Millicent Gillogly
Mayor Kirk Humphreys
Deanna Hannah
Jose Jimenez
Peggy Winters

Estimate of general public and staff attending: 24

I. In the absence of a quorum, Mrs. Penny McCaleb called on Mrs. Donna Morris, Executive Director, to present the Executive Director's Report.

Mrs. Morris congratulated Commission member Mrs. Pam Pung for having been officially re-appointed by the City of Midwest City to serve a new three-year term on this Commission.

She recognized Bob and Nancy Anthony and family for their support of the summer *Play in the Park* program activities. Due to recent city budget cuts this program has suffered some cutbacks. Thanks to donations such as this, the program will be able to help children continue to learn and read during the summer.

Mrs. Morris thanked the Library System's two new corporate sponsors for this year's **Summer @ The Library** programs: Borden Inc. and Oklahoma City's McDonald's Restaurants.

The Library System's Human Resources department is hosting its *Annual Staff Benefits Fair*. This event provides employees with an opportunity to learn more about the medical, dental, and prescription plans, short-term and long term-disability, supplemental life insurance, PPO Oklahoma, and Comp Choice, from the benefit providers. In addition, some basic medical checkups will be provided -- blood pressure checks, glucose, cholesterol, vision, and hearing screenings.

Bill Comstock, the Library System's attorney, is working diligently with Oklahoma City's attorneys to clarify lease issues and warranty concerns for the new Downtown Library & Learning Center. Hopefully these issues will be resolved before the Library System takes occupancy of the building.

The Administration is working with the Library System's attorney and the City Council of Choctaw in an attempt to see if the land west of the new library can be set aside as a park.

Mrs. McCaleb asked for questions; discussion followed.

II. Mrs. McCaleb, Chair, called roll to establish a quorum at 3:34 p.m.

Present: Anthony, Cornelius, Duncan, Greenwell, Inman, Pritchett, Pung, Rice, Ross, Strube, Womack, McCaleb. (Arrived ~ Trent 3:40 p.m.)

III. Mrs. McCaleb introduced Mr. Jack Kinzie, Assistant Manager of the Southern Oaks Library.

Mr. Kinzie welcomed the Commission. He provided a copy of the monthly *Southern Oaks Library Newsletter*, which details events occurring at this library.

IV. Mrs. McCaleb presented Metropolitan Library Commission Service Certificates to Mrs. Cheryl Mann, Circulation Control Technician, Information Technology Department, for 30 years of service and Ms. Sheila Fixel, Circulation Clerk, Del City Library, for 20 years of service. Also honored were Mr. Conrad J. Doty, Custodian, Bethany Library, for 35 years of service; Mr. Joshua Wells, Library Page, Bethany Library, for 5 years of service; Ms. Linda Winn, Library Page, for 5 years of service.

Mrs. McCaleb asked for comments from the general public. Mr. Paul Tate, representing Globe Color Press asked to address the Commission on an item in the consent docket. Mrs. McCaleb elected to allow Mr. Tate the opportunity to speak during the consent docket concerning the specific item. (Sign-in sheet attached.) There were no other members of the general public who wished to address the Commission.

Mrs. McCaleb presented the Consent Docket (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; Document # 92 - Transfer of Funds; Document #93 - Request to Declare Surplus.)

Mrs. McCaleb pulled Item A: Printing and Delivery of the *METRO LIBRARY MAGAZINE* from document #91 Contract Awards and Purchases of the Consent Docket to be addressed separately.

Mrs. McCaleb called on Mr. Tate to speak on Item A: Printing and Delivery of the *METRO LIBRARY MAGAZINE* contract award.

Mr. Tate, President of Globe Color Press, stated that he was not there to contest the authority of the Commission or the people who are doing their jobs for the library. He stated that Globe was asked to submit a price quote on the printing of the *METRO LIBRARY MAGAZINE*, the prices he quoted are from his local company and in his opinion, on better paper for a lessor price then the other listed quote. Mr. Tate stated that he was distressed to learn the reason that his quote was not being awarded was due to a missed delivery date and a finished product that did not match a final proof. Neither of these two stated problems was ever brought to his attention, and, therefore, he never had the opportunity to correct any problem or reprint any mistake.

Mr. Tate stated he feels so strongly about his company's ability to do quality work with quality products in the specified time that he offered the following warranty: If the first printing of the 2003 August *METRO LIBRARY MAGAZINE* fails to meet specifications, as set forth in the bid, and /or reflect the final approved proof, the August 2003 issue will be printed and delivered at no cost to the Library System, and the contract will become null and void.

Mr. Scott Carter, Director of Public Relations, verified that Globe Color Press had not been given the opportunity to reprint the project that did not match the final

approved proof, nor was it notified of the late delivery of the two mentioned projects. Mrs. McCaleb asked for questions; discussion followed.

Mr. Hugh Rice moved to award the Consent Docket Item A: Printing and Delivery of the *METRO LIBRARY MAGAZINE* contract to Globe Color Press for the comparative prices it quoted by phone on the specified 60# Sabre Matte text paper and with the added guarantee/warranty that Mr. Tate offered: If the first printing of the 2003 August *METRO LIBRARY MAGAZINE* fails to meet specifications, as set forth in the bid, and /or reflect the final approved proof, the August 2003 issue will be printed and delivered at no cost to the Library System, and this contract will become null and void. Mrs. Nancy Anthony seconded. Mrs. McCaleb called for discussion. After discussion, 12 yeas, 1 no (Inman – abstained); motion passed.

Mrs. McCaleb called for discussion and a vote on the motion to accept the rest of the Consent Docket.

Mr. Stan Inman moved to accept the Consent Docket with Item A of Document #91 Contract Awards and Purchases excluded. Mrs. Anthony seconded. No further discussion, motion passed unanimously.

V. Mrs. McCaleb called on Mr. David Greenwell to present the Report and Recommendations from the Administrative & Personnel (A & P) Committee.

Mr. Greenwell stated that the A & P Committee met on May 20, 2003 to review several items and to prepare the recommendations to the Finance Committee on compensation, market adjustments, raises, and fringe benefits for the new fiscal year budget. The other item for review was the need to become compliant with the federal privacy regulations of the Health Insurance Portability and Accountability Act (HIPPA).

Mr. Greenwell moved to 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. A motion from Committee requires no second. There was no further discussion, motion passed unanimously.

Mr. Greenwell continued, stating that the minutes of the A & P meeting accurately reflects the basis of information for the recommendations made to the Finance Committee. He referred to Mr. Ric Rea, Director Human Resources, for further questions. Discussion followed.

VI. Mrs. McCaleb called on Mr. Rice to present the Report and Recommendations from the Finance Committee.

Mr. Rice stated that the Finance Committee met on June 10, 2003, to review the Report and Recommendations from the A & P Committee and from the Administration concerning the Metropolitan Library System's FY 2003-2004 Preliminary Budget.

Mr. Rice continued, stating the A & P Committee's recommendations on the performance awards, market adjustments, and Medical/Dental Insurance Plan Premiums, are a substantial part of the preliminary budget. As these budget numbers were being compiled, an important issue that was considered is that the Library System tries to stay generally in-line with governmental/quasi-governmental entities, relative to these benefits. The Finance Committee has found that the System is accomplishing that and should endeavor to maintain this goal.

Mr. Rice continued, stating this is the preliminary budget and as presented there is nothing unusual in it. The final budget will be brought to the Commission in August for approval. He asked Mrs. Anne Hsieh, Director of Finance, to offer highlights of the preliminary budget and answer questions.

Mrs. Hsieh stated the Administration has kept the operating level costs close to that of last year's budget. This was the general working goal for the compilation of this preliminary budget, and with few exceptions has been met. Items such as benefits, health insurance, retirement contributions, and property insurance have all required additional monies from last year's figures to meet the industry's standard raises.

She continued, stating that the substantial increased usage of the library system has required some increases in other areas as well, such as consumable supplies, materials for circulation, furniture to hold the new materials, etc., and these added costs are needed to meet the demand of customer usage.

The Administration has restricted the hiring of new full-time staff as just one of the cost saving efforts.

Keeping the budget operating costs as low as possible will help when the energy costs for the new Choctaw Library and the new Downtown Library & Learning Center begin to be incurred, as both libraries will open during this budget year. Mrs. Hsieh asked for questions; discussion followed.

Mr. Rice moved to approve the Metropolitan Library System Preliminary Budget FY 2003-04. A motion from Committee requires no second. There was no further discussion, motion passed unanimously.

Mr. Rice stated that with prudent fiscal judgement and constraint this Library System would be able to grow. The System will obtain an idea of where it is now in relation to the Ad Valorem Tax revenues and how it may benefit when the TIF Districts expires in 10 years. Mr. Rice thanked the Administration for its dedication and hard work on this budget.

VII. Mrs. McCaleb called on Mr. Scott Carter, Director of Public Relations, for the summer promotional presentation.

Mr. Carter stated that the summer reading program is in full swing. He previewed two 30-second TV commercials, showcasing the summer reading program theme **Dig It @ The Library**, written and produced internally, using library system staff-related talent. This increased visibility of the Metropolitan Library System's programs has helped to cause a noticeable increase in participation in programs and circulation of materials throughout the system. Mr. Carter displayed the 2003 Summer Reading Medallion that is given to participants who complete their summer reading goals. He asked for questions or comments. Discussion followed.

VIII. Mrs. McCaleb referred to Document #97- Metropolitan Library System May 2003 Monthly Circulation Report and asked for comments. Discussion followed.

IX. Mrs. McCaleb referred to Document #98 - Metropolitan Library System May 2003 Monthly Internet Usage Report and asked for comments. Discussion followed.

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

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

XII. Mrs. McCaleb stated the next Commission meeting would be held Thursday, July 17, 2003, at the Bethany Library.

XIII. There being no further business; meeting adjourned at 4:48 p.m.



Donna Morris, Executive Director
(Secretary)

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NEXT COMMISSION MEETING DATE AND PLACE:

Thursday August 28, 2003 3:30 p.m.
Belle Isle Library
5501 N. Villa, Oklahoma City OK 73112

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2003

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

This is the last monthly report for Fiscal Year 2002-03.

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2003.

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

Document # 02
MLC FY 2003-04
~~July 17, 2003~~
Special Meeting - July 29, 2003

June 30, 2003

ASSETS

CASH - Overnight Investment Account	\$ 917,095.80
INVESTMENTS (Schedule attached)	17,280,834.81
ACCRUED INTEREST	-
	<hr/>
Total Assets	<u><u>\$18,197,930.61</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2001-02 Reserve for Appropriations	\$ 67,128.81	
2002-03 Purchase Orders Outstanding	2,314,068.68	
2002-03 Checks Outstanding	287,682.95	
	<hr/>	
Total Liabilities		\$ 2,668,880.44

FUND BALANCE:

Beginning of the Year		\$15,490,463.18	
Add: Revenues			
Budgeted	\$ 17,971,580.13		
Other	<u>1,173,255.01</u>	19,144,835.14	
Less: Expenditures		<u>(19,106,248.15)</u>	
Total Fund Balance			<u>15,529,050.17</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u><u>\$18,197,930.61</u></u>

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

As of June 30, 2003

Type	Purchase Date	Maturity Date	Interest Rate	Cost
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 - Ameriquest 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
Weekee 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%	816,429.71
FHLB Notes	4/23/03	6/15/04	1.198%	408,639.02
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%	518,481.01
CD - First Enterprise Bank	6/21/03	6/21/04	1.850%	100,000.00
CD - National Bank of Commerce.	6/21/03	6/21/04	1.960%	100,000.00
CD - Bank of Okla. (collateralized)	6/25/03	6/24/07	1.880%	500,000.00

Total Investments

\$ 17,280,834.81

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

July 1, 2002 to June 30, 2003

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
BUDGETED:				
2002 Ad Valorem Tax	\$ 16,744,551.18	\$ 332,234.56	\$17,232,726.13	102.92%
State Aid	298,245.60	156,927.00	313,854.00	105.23%
Fines	<u>364,500.00</u>	<u>35,000.00</u>	<u>425,000.00</u>	116.60%
Total Budgeted Revenue	<u><u>\$ 17,407,296.78</u></u>	<u><u>\$ 524,161.56</u></u>	<u><u>\$17,971,580.13</u></u>	103.24%
NOT BUDGETED:				
Prior Years Taxes		\$ 15,288.94	\$ 672,699.33	
Homestead Exemption Reimb.			46,093.94	
Gifts and Book Lost Fees		45,000.00	45,000.00	
Investment Income		22,571.25	270,124.59	
Flexible Benefits Account Balance			3,726.02	
Sale of Surplus Equipment			4,053.43	
Miscellaneous		<u>8,450.82</u>	<u>131,557.70</u>	
Total Miscellaneous Revenue		<u><u>\$ 91,311.01</u></u>	<u><u>\$ 1,173,255.01</u></u>	
Total Revenue	<u><u>\$ 17,407,296.78</u></u>	<u><u>\$ 615,472.57</u></u>	<u><u>\$19,144,835.14</u></u>	109.98%

Special Meeting - July 29, 2003

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

June 30, 2003

REVOLVING FUNDS:

	BALANCE 6/1/03	RECEIPTS June	EXPEND. June	BALANCE 6/30/03
805 Gifts/Lost Books	\$46,867.36	\$ 4,858.94	\$ 45,447.19	\$ 6,279.11
810 Prepaid Fees	679.45	51.84		731.29
815 Fines	3,815.51	38,861.78	35,000.00	7,677.29
820 Copy	20,860.31	3,902.10	281.04	24,481.37
900 Special Event Fund	2,656.34			2,656.34
825 Insurance Reimbursement	0.00			0.00
Total Revolving Funds	\$74,878.97	\$ 47,674.66	\$ 80,728.23	\$ 41,825.40

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/03
Special Grants				
857 DN/LC Donations	16,565.00	16,565.00	0.00	16,565.00
859 OCCF/Invisible Man	25,000.00	26,721.81	24,114.44	2,607.37
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	2,440.84	59.16
873 Endowment/DN Okla. Images	40,000.00	40,000.00	1,980.00	38,020.00
901 Wal-Mart/ ED Literacy Grant	1,000.00	1,000.00	937.70	62.30
902 Hillcrest/ Come Read With Me	1,225.00	1,225.00	1,093.05	131.95
905 OAC/Juneteenth	500.00		500.00	(500.00)
907 PLA-ALSC/Emergent Literacy	1,200.00	1,200.00	45.41	1,154.59
909 ODL/Hispanic Collection	18,000.00	18,000.00	8,863.83	9,136.17
910 Come Read With Me - Grants	100.00	100.00	0.00	100.00
911 OAC/Project Laughter	500.00		500.00	(500.00)
912 Midwest City /Large Print	3,000.00	3,000.00	0.00	3,000.00
913 OAC/Shannon Calder	1,000.00		500.00	(500.00)
914 OCCF/Summer in the Park	250.00	250.00	0.00	250.00
917 Weekee CU/Tee Summer	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,550.00	1,550.00	850.80	699.20

Grants - Friends of MLS

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	8,055.30	1,094.70
866 01 Invisible Man	5,000.00	5,000.00	1,774.72	3,225.28
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	1,575.00	1,775.00
881 02 VI-Cultures	7,000.00	7,000.00	6,873.59	126.41

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 6/30/03</u>
<u>Grants - Friends of MLS</u>				
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	1,642.66	1,357.34
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	143.44	856.56
916 Wal-Mart /Village Furniture	1,000.00	1,000.00		1,000.00
Total Grants				<u><u>\$122,236.36</u></u>
Total Special Funds				<u><u>\$ 164,061.76</u></u>

Metropolitan Library System
Statement of Encumbrances
Month of June 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	590,090.72	7,480,132.12	95.72	7,814,873.00	334,740.88
102	Oages - Part-time	84,144.35	965,865.16	87.15	1,108,249.00	142,383.84
103	Payroll Taxes	50,079.23	624,886.10	93.08	671,307.00	46,420.90
109	Workers Comp. Insurance	6,536.00	78,284.00	100.00	78,284.00	.00
112	Group Insurance	88,806.73	1,041,659.32	92.42	1,127,048.00	85,388.68
113	Employees' Retirement	.00	950,772.00	100.00	950,800.00	28.00
114	Unemployment Compen.	4,000.00	8,138.50	81.39	10,000.00	1,861.50
Total Personal Services		823,657.03	11,149,737.20	94.81	11,760,561.00	610,823.80

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	.00	27,663.15	98.10	28,200.00	536.85
206	Rent of Equipment	1,976.20	18,966.40	90.40	20,981.00	2,014.60
207	Janitorial Services	14,892.33	178,136.96	86.21	206,625.00	28,488.04
208	Maintenance of Facilities	25,088.10	214,471.88	86.75	247,232.00	32,760.12
211	Parking & Transportation	7,086.47	72,553.10	58.02	125,042.00	52,488.90
212	Travel Expenses	-317.10	22,888.34	41.46	55,205.00	32,316.66
213	Professional Services	41,284.49	353,322.79	75.70	466,759.00	113,436.21
216	Telephone Services	20,359.32	157,756.20	48.62	324,437.00	166,680.80
217	Electrical Services	34,164.49	304,366.96	75.56	402,791.00	98,424.04
218	Gas Services	-1,756.13	40,857.92	72.16	56,618.00	15,760.08
219	Water & Garbage Services	4,666.91	34,022.45	84.39	40,317.00	6,294.55
220	Trigen Energy Services	.00	.00	.00	65,000.00	65,000.00
226	Membership	451.50	18,529.70	75.65	24,494.00	5,964.30
230	Other Library-Related Services	26,283.50	335,351.28	92.34	363,172.00	27,820.72
231	Automation Contractual	24,918.00	193,669.78	67.48	287,022.00	93,352.22
236	Network Catalog Services	.00	55,250.00	100.00	55,250.00	.00
Total Contractual Services		199,098.08	2,159,011.91	73.53	2,936,040.00	777,028.09

Metropolitan Library System
Statement of Encumbrances
Month of June 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	37,216.16	169,560.12	89.20	190,100.00	20,539.88
302	Postage	11,851.63	209,150.23	95.60	218,773.00	9,622.77
303	Supplies	42,712.64	219,739.67	89.79	244,728.00	24,988.33
310	Maintenance Supplies	6,319.74	43,349.18	74.10	58,500.00	15,150.82
312	Safety Supplies & Equipment	2,496.68	6,574.83	84.29	7,800.00	1,225.17
321	Gasoline & Oil	1,463.02	10,253.30	68.36	15,000.00	4,746.70
322	Vehicle Parts & Repairs	1,245.54	16,491.52	99.95	16,500.00	8.48
330	Programming Activities	35,807.60	187,736.58	92.67	202,594.00	14,857.42
331	Other Commodities	2,701.45	24,546.41	70.72	34,710.00	10,163.59
Total Commodities		<u>141,814.46</u>	<u>887,401.84</u>	89.75	<u>988,705.00</u>	<u>101,303.16</u>

Capital Outlays

401	Books & Materials	442,004.00	2,738,840.00	100.00	2,738,840.00	.00
404	Government Documents	3,800.00	7,800.00	100.00	7,800.00	.00
405	Book Repairs & Binders	2,710.05	4,962.10	99.24	5,000.00	37.90
407	Periodicals & Subscriptions	8,864.55	143,645.40	97.61	147,160.00	3,514.60
408	Furniture Fixture & Equip.	2,604.11	68,961.63	60.58	113,829.00	44,867.37
409	Motor Vehicles	.00	.00	.00	.00	.00
410	Automation System & Equipment	9,237.50	74,567.79	19.92	374,330.00	299,762.21
450	Capital Projects	9,857.26	1,871,320.28	40.59	4,610,724.00	2,739,403.72
499	Reserve Carryover	.00	.00	.00	9,214,770.96	9,214,770.96
Total Capital Outlays		<u>479,077.47</u>	<u>4,910,097.20</u>	28.53	<u>17,212,453.96</u>	<u>12,302,356.76</u>
Total Budget		<u>1,643,647.04</u>	<u>19,106,248.15</u>	58.08	<u>32,897,759.96</u>	<u>13,791,511.81</u>

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-04842	Metropolitan Library System	Maintenance of Facilities	33.99	
		Parking	16.00	
		Travel Expense	8.00	
		Postage	145.72	
		Supplies	154.62	
		Programming Activities	86.50	
		Programming Activities	111.73	
		Other Commodities	153.01	709.57
G-04843	Grainger Parts Operations	Maintenance of Facilities	197.65	197.65
G-04844	City of Oklahoma City	Water & Garbage Service	731.56	731.56
G-04845	Brodart, Inc.	Furniture	712.75	
		Supplies	28.72	
		Supplies	64.75	806.22
G-04846	Locke Supply Company	Maintenance Supplies	386.00	
		Maintenance Supplies	579.00	
		Maintenance of Facilities	157.88	1,122.88
G-04847	Emsco Electric Supply	Maintenance Supplies	122.79	
		Maintenance Supplies	31.25	154.04
G-04848	Demco	Supplies	52.28	52.28
G-04849	Gale Research	Materials	3,863.71	3,863.71
G-04850	Amazon.com	Materials	230.30	230.30
G-04851	Calvert's Plant Interior, Inc.	Maintenance of Facilities	391.26	391.26
G-04852	M. Scott Carter	Library Related Services	62.58	
		Mileage	111.24	173.82
G-04853	UNUM Life Insurance	L-T Disab Ins Prm-June	5,734.60	5,734.60
G-04854	Ernestine F. Clark	Mileage	73.80	73.80
G-04855	Evelyn K. Davis	Mileage	73.80	73.80
G-04856	Richard E. Rea	Mileage	95.94	95.94
G-04857	Frank C. Ray	Mileage	12.24	12.24
G-04858	Oklahoma Library Association	Registration	10.00	10.00
G-04859	Baker & Taylor	Materials	1,361.29	1,361.29
G-04860	Central Oklahoma Winnelson	Maintenance of Facilities	35.80	35.80
G-04861	Karen Marriott	Mileage	33.12	33.12
G-04862	Xerox Corporation	Copier Usage	630.89	
		Copier Usage	868.09	1,498.98
G-04863	Bill Warren Office Products	Supplies	4.12	
		Supplies	51.84	
		Supplies	23.02	78.98
G-04864	CompSource Oklahoma	Workers' Comp Insurance	6,701.00	6,701.00
G-04865	Barbara Beasley	Mileage	13.32	13.32
G-04866	Kapco Library Products	Supplies	189.50	189.50
G-04867	Carolyn Abernathy	Mileage	14.40	14.40
G-04868	U.S. Postmaster	Postage	9,500.00	9,500.00
G-04869	Marilyn E. Backus	Books	64.62	64.62
G-04870	Instructional Video, Inc.	Materials	2,644.13	2,644.13
G-04871	Films for the Humanities	Materials	97.95	97.95
G-04872	Gale Group	Materials	4,205.72	4,205.72
G-04873	Hunter's Battery Warehouse	Maintenance of Facilities	64.95	64.95
G-04874	Live Oak Media	Materials	73.80	73.80
G-04875	Davis Design Group, LLC	Capital Project	600.00	600.00
G-04876	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jun	20,503.36	20,503.36
G-04877	Karyn Miller	Mileage	29.95	29.95

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-04878	Elizabeth Kessler	Scholarship Reimbursement	342.94	342.94
G-04879	Library Video Company	Materials	517.02	517.02
G-04880	Geri Price	Supplies	60.50	
		Supplies	50.16	
		Supplies	140.07	250.73
G-04881	Priscilla Doss	Mileage	2.88	2.88
G-04882	Control Communications	Supplies	4,439.90	4,439.90
G-04883	Full Circle Book Store	Programming Activities	1,091.58	
		Materials	792.08	1,883.66
G-04884	Janet Brooks	Mileage	123.53	123.53
G-04885	Office Planning Group	Maintenance of Facilities	104.20	104.20
G-04886	National Film Board of Canada	Materials	288.00	288.00
G-04887	Heidi Daniel-Morgan	Scholarship Reimbursement	300.00	300.00
G-04888	Karen Lehr	Mileage	14.40	14.40
G-04889	Marcia J. Findeiss	Mileage	17.64	17.64
G-04890	Books on Tape, Inc.	Materials	2,239.20	2,239.20
G-04891	Little River Zoo	Programming Activities	100.00	100.00
G-04892	Brilliance Corporation	Materials	1,927.35	1,927.35
G-04893	Reliable	Equipment	80.36	80.36
G-04894	Hobby Lobby	Other Commodities	32.99	
		Programming Activities	20.91	53.90
G-04895	Ingram Library Services	Materials	684.55	684.55
G-04896	Shanna Shadoan	Programming Activities	62.50	62.50
G-04897	Walker Companies	Supplies	5.60	5.60
G-04898	Lakeshore Learning Materials	Supplies	629.98	629.98
G-04899	Mai Thao Vu	Programming Activities	125.00	125.00
G-04900	Penny McCaleb	Mileage	5.40	5.40
G-04901	Debra O. Spindle	Books	179.02	179.02
G-04902	American Air, Inc.	Maintenance of Facilities	1,113.00	1,113.00
G-04903	Fuelman of Mid-America	Gasoline	284.97	284.97
G-04904	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	48.95	48.95
G-04905	Bob Howard Dowlton Ford	Maintenance of Facilities	28.25	28.25
G-04906	Evans Enterprises Inc-OKC	Maintenance of Facilities	597.00	597.00
G-04907	Brett Heitzke	Programming Activities	600.00	600.00
G-04908	Nick Alexander	Programming Activities	125.00	125.00
G-04909	Voss Lighting	Maintenance of Facilities	67.00	67.00
G-04910	Frances Virginia Harbert	Mileage	46.19	46.19
G-04911	Big Kids Productions	Materials	179.40	179.40
G-04912	Debbie E. Robertus	Mileage	8.78	8.78
G-04913	Deborah J. Willis	Mileage	60.12	60.12
G-04914	Heidi A. Port	Mileage	16.74	16.74
G-04915	The Daily and Sunday	Library Related Services	43.47	
		Library Related Services	236.75	280.22
G-04916	Barbara Geary	Programming	500.00	500.00
G-04917	Medco Supply, Inc.	First Aid Supplies	68.85	68.85
G-04918	Center for Nonprofit Managemt	Registration	90.00	90.00
G-04919	Kelley Riha	Mileage	278.28	278.28
G-04920	Rosalind L Reeder	Programming Activities	100.00	100.00
G-04921	Dean Johnson	Programming Activities	150.00	150.00
G-04922	Burns Int'l Security Services	Security Services	3,230.71	3,230.71
G-04923	Linda Jameson	Mileage	10.08	10.08
G-04924	C.O.T.P.A.	Parking	1,188.00	1,188.00

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Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-04925	Shellie Zeigler-Hill	Mileage	4.68	4.68
G-04926	Ann Meeks	Mileage	4.39	4.39
G-04927	A & E Home Video	Materials	60.90	60.90
G-04928	Baker & Taylor Entertainment	Materials	1,514.96	1,514.96
G-04929	Metropolitan Library System	Grp Med/Dtl Ins Prem-June	50,922.03	50,922.03
G-04930	Prime Office Products	Supplies	24.13	
		Supplies	71.56	
		Supplies	19.15	
		Supplies	10.78	125.62
G-04931	Walmart Community Branch	Programming Activities	49.92	49.92
G-04932	Barnum's Sewer, Drain and	Maintenance of Facilities	69.50	69.50
G-04933	Marian J. LeCrone	Mileage	6.84	6.84
G-04934	Helen L. Chacon	Mileage	88.92	88.92
G-04935	New Horizons	Registration	225.00	225.00
G-04936	Emtec, Inc.	Pest Control Services	159.00	
		Pest Control Services	134.00	293.00
G-04937	Amy Stehr	Programming Activities	62.50	62.50
G-04938	Brian Dahlvang	Programming Activities	200.00	200.00
G-04939	City Treasurer's Office	Capital Project	2,171.16	2,171.16
G-04940	Indian House	Materials	64.00	64.00
G-04941	ACME BRICK COMPANY	Maintenance of Facilities	44.52	44.52
G-04942	Star Lighting	Maintenance of Facilities	59.82	59.82
G-04943	University of Oklahoma	Programming Activities	247.32	247.32
G-04944	Susan H Wood	Programming Activities	150.00	150.00
G-04945	George & George Safety	First Aid Supplies	279.32	279.32
G-04946	Sheila Fixel	Mileage	11.70	11.70
G-04947	L.A.Theatre Works	Materials	133.75	133.75
G-04948	Kory Twaddle	Programming Activities	100.00	100.00
G-04949	Kelley Hoffman	Mileage	33.12	33.12
G-04950	Cheryll Smith	Programming Activities	149.02	
		Mileage	21.60	170.62
G-04951	Best Orthopedic Products	First Aid Supplies	232.17	232.17
G-04952	Jared Kamphaus	Programming Activities	50.00	50.00
G-04953	Rob Vollmar	Programming Activities	100.00	100.00
G-04954	Tracie Willford	Programming Activities	30.00	30.00
G-04955	Miram Canales	Programming Activities	31.25	31.25
G-04956	Baker & Taylor	Materials	330.40	
		Materials	1,544.34	
		Materials	1,047.01	
		Materials	3,524.29	
		Materials	2,212.77	
		Materials	382.15	9,040.96
G-04957	Baker & Taylor	Materials	1,556.71	
		Materials	6,766.23	8,322.94
G-04958	Metropolitan Library System	Maintenance of Facilities	2.10	
		Professional Services	10.00	
		OSBI Background Check	30.00	
		Postage	44.28	
		Supplies	22.20	
		Programming Activities	143.40	
		Programming Activities	51.59	
		Other Commodities	50.46	354.03

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-04959	O G & E	Electrical Services	10,848.99	10,848.99
G-04960	Oklahoma Natural Gas Company	Gas Services	576.25	
		Gas Services	191.65	767.90
G-04961	Triangle/A & E	Capital Project	5.00	
		Capital Project	7.20	12.20
G-04962	Unisource Worldwide Inc-OKCity	Supplies	2,688.00	2,688.00
G-04963	Borders Group Inc.	Programming Activities	261.07	261.07
G-04964	Edward N. Terry	Mileage	42.12	42.12
G-04965	Tech-Lock	Maintenance of Facilities	81.85	
		Maintenance of Facilities	13.50	95.35
G-04966	Demco	Supplies	57.93	
		Supplies	48.11	
		Supplies	866.40	
		Supplies	696.00	
		Supplies	110.57	
		Supplies	56.02	
		Supplies	137.16	
		Supplies	144.80	
		Supplies	56.50	
		Supplies	31.95	
		Supplies	37.22	2,242.66
G-04967	Pipkin Cameras	Other Commodities	33.78	
		Other Commodities	11.26	45.04
G-04968	Gale Research	Materials	1,948.54	1,948.54
G-04969	Highsmith Co., Inc.	Programming Supplies	76.50	
		Supplies	67.79	144.29
G-04970	Hewlett-Packard Company	Maintenance Agreement	11,469.00	11,469.00
G-04971	U.S. Govt. Printing Office	Government Documents	3,800.00	3,800.00
G-04972	Synergy Datacom Supply Inc.	Maintenance of Facilities	13.95	13.95
G-04973	City of Edmond	Electrical Services	3,672.37	3,672.37
G-04974	United Linen	Towel Service	24.40	24.40
G-04975	Standard Printing Co., Inc.	Printing	245.00	
		Printing	625.00	
		Printing	125.00	
		Printing	525.00	
		Printing	475.00	
		Printing	995.00	2,990.00
G-04976	Oklahoma Library Association	Registration	40.00	
		Registration	40.00	80.00
G-04977	Weston Woods Accts Receivable	Materials	642.00	642.00
G-04978	Baker & Taylor	Materials	222.49	222.49
G-04979	Donna Morris	Telephone Reimbursement	35.00	35.00
G-04980	Central Oklahoma Winnelson	Maintenance of Facilities	29.40	29.40
G-04981	Judith Walden	Other Commodities	57.00	57.00
G-04982	Bank of Oklahoma	Payroll Transmittal-Chks	54,002.58	
		Payroll Transmittal-Chks	20,561.99	74,564.57
G-04983	Bank of Oklahoma	Federal Withholding Tax	30,250.60	
		Federal Withholding Tax	1,672.10	31,922.70
G-04984	Oklahoma Tax Commission	State Withholding Tax	14,784.00	
		State Withholding Tax	954.00	15,738.00
G-04985	Mun. Employees Credit Union	Employee Cr Union Deducts	9,641.75	
		Employee Cr Union Deducts	80.00	9,721.75

Special Meeting - July 29, 2003

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-04986	United Way of Metro OKC	Employee Deductions	253.29	
		Employee Deductions	22.50	275.79
G-04987	Xerox Corporation	Copier Usage	239.54	239.54
G-04988	Susan E. Ryan	Mileage	32.40	32.40
G-04989	Mitchell Repair Information Co	Materials	72.80	72.80
G-04990	Value Line Publishing, Inc.	Materials	249.00	249.00
G-04991	Bill Warren Office Products	Supplies	6.63	
		Supplies	9.83	16.46
G-04992	Nextel Communications	Telephone Services	277.20	277.20
G-04993	Recorded Books, LLC	Materials	2,091.10	2,091.10
G-04994	Pure Service Corporation	Maintenance of Facilities	1,025.00	1,025.00
G-04995	Instructional Video, Inc.	Materials	79.90	79.90
G-04996	Denyveta Davis	Mileage	100.98	100.98
G-04997	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04998	Gale Group	Materials	1,614.40	1,614.40
G-04999	Live Oak Media	Materials	90.75	90.75
G-05000	City of Nicoma Park	Electrical Services	132.30	
		Gas Services	49.31	181.61
G-05001	Anne G. Fischer	Telephone Services	44.71	
		May 2003	52.92	97.63
G-05002	Staples	Supplies	105.59	105.59
G-05003	Geri Price	Mileage	129.28	129.28
G-05004	Nancy J. Lytle	Mileage	7.56	7.56
G-05005	BMI Systems	Lease of Equipment	946.71	
		Lease of Equipment	473.49	1,420.20
G-05006	Kipp Brothers, Inc.	Supplies	59.40	
		Supplies	60.60	120.00
G-05007	Lowe's Companies, Inc.	Maintenance Supplies	14.94	
		Maintenance Supplies	42.89	
		Maintenance Supplies	146.00	
		Maintenance Supplies	47.42	
		Maintenance of Facilities	11.04	
		Maintenance of Facilities	16.68	
		Maintenance Supplies	18.75	
		Maintenance of Facilities	25.47	
		Maintenance of Facilities	7.95	
		Maintenance Supplies	34.83	365.97
G-05008	Administrative Systems, Inc.	Employee Deductions	917.15	917.15
G-05009	Heidi Daniel-Morgan	Mileage	76.68	76.68
G-05010	Southwestern Bell	Telephone Services	851.36	851.36
G-05011	FireCo	Maintenance of Facilities	45.00	45.00
G-05012	Oklahoma Gazette	Library Related Services	475.20	475.20
G-05013	Cingular Wireless	Telephone Services	94.76	94.76
G-05014	Brilliance Corporation	Materials	1,293.18	1,293.18
G-05015	The Standard Register Co.	Supplies	2,631.37	2,631.37
G-05016	Hobby Lobby	Programming Activities	11.81	11.81
G-05017	Ingram Library Services	Materials	185.67	185.67
G-05018	Julia A. Mock	Mileage	31.68	31.68
G-05019	Charles D. O'Brien	Programming Activities	100.00	100.00
G-05020	Dana L. Morrow	Mileage	60.30	
		Mileage	53.82	114.12
G-05021	Quality Book Binding Company	Book Repairs & Binders	1,669.05	
	** Continued **			

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05021	Quality Book Binding Company	Book Repairs & Binders	430.95	2,100.00
G-05022	James E. Nimmo	Parking/Transportation	112.00	112.00
G-05023	Walker Companies	Supplies	60.00	
		Printing	465.00	525.00
G-05024	Audio Editions	Materials	1,355.88	1,355.88
G-05025	Larry G. Johnson	Books	32.46	32.46
G-05026	Mai Thao Vu	Programming Activities	125.00	125.00
G-05027	Kinko's Customer	Printing	2.97	
		Printing	7.74	
		Printing	139.98	
		Printing	69.99	220.68
G-05028	Fuelman of Mid-America	Gasoline	160.26	160.26
G-05029	Midwest Trophy Mfg. Co., Inc.	Programming Activities	48.50	48.50
G-05030	Oklahoma Center for the Book	Printing	1,180.03	1,180.03
G-05031	Reginald Smith	Programming Activities	220.00	220.00
G-05032	Morgan & Associates, P.C.	Employee Deductions	2.53	2.53
G-05033	Porch School Supply	Programming Activities	112.15	112.15
G-05034	Karen R. Bray	Mileage	111.24	111.24
G-05035	Bob Howard Downtown Ford	Vehicle Parts & Repairs	74.95	74.95
G-05036	Brett Heitzke	Programming Activities	300.00	
		Programming Activities	150.00	450.00
G-05037	Stone Computer & Copier	Supplies	48.99	48.99
G-05038	Bank of America	Payroll Transmittal-DDep	126,593.76	
		Payroll Transmittal-DDep	14,063.87	140,657.63
G-05039	Nick Alexander	Programming Activities	125.00	125.00
G-05040	Voss Lighting	Maintenance Supplies	132.38	132.38
G-05041	Barnes & Noble, Inc.	Programming Activities	113.76	
		Materials	22.36	136.12
G-05042	Glenna McBride	Programming Activities	322.00	322.00
G-05043	Anita F. Roesler	Mileage	99.65	99.65
G-05044	Jimmy Welch	Mileage	11.88	11.88
G-05045	Dorothy Dunlap	Mileage	71.28	71.28
G-05046	USCM/South Central	Employee Deductions	6,920.99	6,920.99
G-05047	Faculty House	Membership	16.50	16.50
G-05048	Home Depot/GECE	Maintenance of Facilities	20.49	20.49
G-05049	Marianne's Rentals	Programming Activities	144.16	144.16
G-05050	Scholastic, Inc.	Programming Activities	4,038.87	
		Programming Activities	235.39	4,274.26
G-05051	Debra Jackson	Mileage	14.76	14.76
G-05052	Southwestern Bell	Telephone Services	883.40	883.40
G-05053	Michael Corley	Programming Activities	95.00	
		Programming Activities	95.00	
		Programming Activities	95.00	285.00
G-05054	BMI Systems Corporation	Copier Maintenance	323.01	
		Copier Maintenance	205.18	528.19
G-05055	The Daily and Sunday	Library Related Services	85.68	85.68
G-05056	Jerry D. Wallace	Programming Activities	1,300.00	1,300.00
G-05057	Heidi Johnson	Mileage	12.24	12.24
G-05058	Harrah Disposal Service	Water & Garbage Services	25.00	25.00
G-05059	Medco Supply, Inc.	Programming Activities	37.85	37.85
G-05060	Contractors Supply Company	Maintenance Supplies	109.12	109.12

Special Meeting ~ July 29, 2003

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose	Amount	Amount
G-05061	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	310.14	310.14
G-05062	DPT Productions	Library Related Services	5,159.65	5,159.65
G-05063	AT&T	Telephone Services	19.07	19.07
G-05064	Premium Accounting	Employee Deductions	796.20	796.20
G-05065	Metro Library Sys Pension Trst	Employee Retirement Conts	8,173.90	8,173.90
G-05066	D.C. and Selby Minner	Programming Activities	500.00	500.00
G-05067	Bank of Oklahoma	Employee Flexplan Deposit	21,630.38	
		Employer Flexplan Deposit	9,384.00	31,014.38
G-05068	Bank of Oklahoma	Employee FICA Deposits	17,532.58	
		Employee FICA Deposits	2,509.73	
		Employee Medicare Deposit	4,100.39	
		Employee Medicare Deposit	586.98	
		Employer FICA Deposits	20,042.31	
		Employer Medicare Deposit	4,687.26	49,459.25
G-05069	4 Imprint	Safety Supplies	518.80	518.80
G-05070	Waste Connections of Oklahoma	Garbage Service	446.73	446.73
G-05071	City of Edmond	Water & Garbage Services	245.77	245.77
G-05072	Burns Int'l Security Services	Security Services	3,230.71	
		Security Services	2,661.51	5,892.22
G-05073	City of Harrah	Water & Garbage Services	14.90	14.90
G-05074	Lisa M. Wood	Programming Activities	104.50	104.50
G-05075	John Wood	Mileage	18.00	18.00
G-05076	City of Choctaw	Water & Garbage Services	25.00	25.00
G-05077	Greg A. Metzger	Employee Deductions	26.13	26.13
G-05078	Vision Service Plan of	Vision Care Prem-June	2,262.74	2,262.74
G-05079	William Bernhardt	Printing	125.00	125.00
G-05080	Office Depot	Supplies	92.98	
		Automation Contractural	212.19	
		Supplies	24.63	329.80
G-05081	Todd S. Olberding	Mileage	121.68	121.68
G-05082	Karen L. Bays	Programming Activities	257.60	257.60
G-05083	Baker & Taylor	Materials	1,198.80	1,198.80
G-05084	David Fitzgerald & Associates	Library Related Services	375.00	375.00
G-05085	Jeanne M. Devlin	Mileage	186.48	186.48
G-05086	Baker & Taylor Entertainment	Materials	2,909.48	2,909.48
G-05087	Horning, Grove, Hulett	Legal Services	93.75	93.75
G-05088	Daniel Fields	Mileage	23.29	23.29
G-05089	Heritage Press	Printing	903.95	903.95
G-05090	Prime Office Products	Supplies	55.64	
		Supplies	128.70	184.34
G-05091	FBD Consulting, Inc.	Consulting Services	125.00	125.00
G-05092	LaVetta Kinsey Dent	Mileage	187.02	187.02
G-05093	Walmart Community Branch	Supplies	5.68	
		Supplies	33.64	39.32
G-05094	Linda E Allen	Printing	100.00	100.00
G-05095	U.S. Department of Education	Employee Deductions	132.17	132.17
G-05096	Mediatriton	Books	180.10	180.10
G-05097	Barnum's Sewer, Drain and	Maintenance of Facilities	181.25	
		Maintenance of Facilities	69.50	250.75
G-05098	Robinson & Hoover	Employee Deductions	311.40	311.40
G-05099	Dr. Max Price	Programming Activities	75.00	75.00
G-05100	J. Preston Bell	Parking	72.00	72.00

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-05101	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	694.44	694.44
G-05102	Betty Wyrick	Mileage	10.96	10.96
G-05103	Cory's Audio-Visual Services	Maintenance of Facilities	40.00	40.00
G-05104	Imagination Promotional Group	Other Commodities	991.00	
		Library Related Services	2,640.56	
		Library Related Services	4,882.45	8,514.01
G-05105	Brian Dahlvang	Programming Activities	100.00	100.00
G-05106	A Chance to Change	Employee Assistance	967.50	967.50
G-05107	Ivy Video	Materials	66.00	66.00
G-05108	National Cinema Network	Library Related Services	842.40	842.40
G-05109	Ingram Library Services	Materials	106.02	106.02
G-05110	Barbara A. Johnson	Mileage	30.42	30.42
G-05111	Graphic Arts Center	Supplies	130.10	130.10
G-05112	K. Minh Do	Mileage	109.62	109.62
G-05113	John Utley	Mileage	104.40	104.40
G-05114	Rick George	Printing	100.00	100.00
G-05115	Poteau Valley Genealogical Soc	Books	460.00	460.00
G-05116	Standley Systems	Copier Usage	98.35	98.35
G-05117	Susan H Wood	Programming Activities	75.00	75.00
G-05118	Rondia K Banks	Mileage	11.91	11.91
G-05119	Cynthia Daniel Wolf	Programming Activities	180.00	
		Programming Activities	155.00	335.00
G-05120	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-05121	Kory Twaddle	Programming Activities	200.00	200.00
G-05122	AliMed	Supplies	49.94	49.94
G-05123	Anita Sanders	Mileage	9.36	9.36
G-05124	Nasco	Programming Supplies	120.85	
		Programming Supplies	76.63	197.48
G-05125	Daphene H. Keys	Other Commodities	57.33	57.33
G-05126	Erica Burton	Mileage	2.16	2.16
G-05127	City Arts Center	Programming Activities	400.00	
		Programming Activities	200.00	600.00
G-05128	Rob Vollmar	Printing	200.00	200.00
G-05129	Tracie Willford	Programming Activities	30.00	30.00
G-05130	Coral Cashion	Programming Activities	150.00	150.00
G-05131	Target Department Store	Programming Activities	200.00	200.00
G-05132	Kristina Kay	Printing	100.00	100.00
G-05133	Copy Fast	Professional Services	275.00	275.00
G-05134	Jhane Myers	Printing	240.00	240.00
G-05135	Mid-Del Technology Center	Registration	60.00	60.00
G-05136	RDJ Specialities Inc.	Programming Activities	260.82	260.82
G-05137	Spacejump of Oklahoma, Inc.	Programming Activities	755.00	755.00
G-05138	Dennis R Williams	Programming Activities	75.00	75.00
G-05139	American Multi Cinema	Library Related Services	1,702.50	1,702.50
G-05140	Baker & Taylor	Materials	660.57	
		Materials	952.51	
		Materials	2,908.77	
G-05141	Baker & Taylor	Materials	1,089.73	5,611.58
		Materials	982.02	
G-05142	Baker & Taylor	Materials	5,975.70	6,957.72
G-05143	Metropolitan Library System	Materials	27.40	27.40
		Professional Services	15.00	
	** Continued **			

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June 2003

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05143	Metropolitan Library System	Automtion Contractural	21.03
		Postage	37.00
		Supplies	112.83
		Supplies	11.49
		Programming Activities	165.20
		Programming Activities	195.14
		Programming Activities	37.57
		Other Commodities	89.97
			685.23
G-05144	Bradford Industrial Suppl Corp	Maintenance Supplies	20.85
G-05145	O G & E	Electrical Services	10,835.83
G-05146	Oklahoma Natural Gas Company	Gas Services	371.66
G-05147	Triangle/A & E	Capital Project	41.76
G-05148	Borders Group Inc.	Materials	335.89
		Programming Activities	358.80
G-05149	Demco	Supplies	150.58
		Supplies	89.61
G-05150	Gale Research	Materials	1,895.93
G-05151	Southwestern Bell	Telephone Services	1,370.37
		Telephone Services	1,178.51
		Telephone Services	256.71
G-05152	Alma L. Brown	Programming Activities	77.25
		Programming Supplies	51.45
G-05153	Oklahoma Historical Society	Materials	89.62
G-05154	Baker & Taylor	Materials	1,136.92
G-05155	Susie Beasley	Programming Activities	69.57
		Mileage	8.71
G-05156	Standard & Poor's	Materials	871.66
G-05157	Bill Warren Office Products	Supplies	10.38
G-05158	C & H Distributors, LLC	First Aid Supplies	187.78
G-05159	American Library Association	Programming Supplies	31.00
G-05160	Recorded Books, LLC	Materials	81.40
G-05161	Instructional Video, Inc.	Materials	2,187.44
G-05162	Films for the Humanities	Materials	194.29
G-05163	Public Broadcasting Service	Materials	257.42
G-05164	California Newsreel	Materials	89.95
G-05165	Okla. City Community College	Registration	1,000.00
G-05166	Library Video Company	Materials	226.45
G-05167	Geri Price	Supplies	51.96
G-05168	Control Communications	Supplies	1,293.75
G-05169	Full Circle Book Store	Materials	571.67
G-05170	Morningstar	Materials	1,590.00
G-05171	Marilyn Hudson	Programming Activities	80.00
G-05172	Jill Vessels	Scholarship Reimbursement	375.00
G-05173	ABS Enterprises, Inc.	Maintenance of Facilities	51.35
G-05174	Blackstone Audio Books	Materials	81.36
G-05175	FireCo	Maintenance of Facilities	45.00
G-05176	Ingram Library Services	Materials	2,960.12
G-05177	Information Today Inc.	Materials	203.05
G-05178	Beatriz Negrete	Programming Activities	125.00
G-05179	Shanna Shadoan	Programming Activities	125.00
G-05180	Summit Mailing Systems, Inc.	Maintenance of Facilities	129.25
	** Continued **		

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Warrant Register

June 2003

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05180	Summit Mailing Systems, Inc.	Meter Rental	212.25
		Rental of Equipment	243.75
		Maintenance of Facilities	341.25
			926.50
G-05181	Audio Editions	Materials	710.92
			710.92
G-05182	Caddo Chemical Can Company	Maintenance of Facilities	230.00
			230.00
G-05183	SmileMakers, Inc.	Programming Supplies	53.25
			53.25
G-05184	Preston Corp	Programming Activities	125.00
			125.00
G-05185	Mai Thao Vu	Programming Activities	125.00
			125.00
G-05186	ACCU Weather Inc.	Materials	8,600.00
			8,600.00
G-05187	Oklahoma County Newspapers	Subscription	30.00
			30.00
G-05188	Fuelman of Mid-America	Gasoline	179.85
			179.85
G-05189	Karen R. Bray	Mileage	50.76
			50.76
G-05190	Nick Alexander	Programming Activities	125.00
			125.00
G-05191	Grey House Publishing	Materials	261.45
			261.45
G-05192	Frances Virginia Harbert	Programming Activities	110.15
			110.15
G-05193	Mae Dean Erb	Programming Activities	156.70
			156.70
G-05194	Robin Hocker	Programming Activities	150.00
			150.00
G-05195	N2H2	Computer Equipment	3,307.50
			3,307.50
G-05196	Home Depot/GECCF	Maintenance of Facilities	39.63
			39.63
G-05197	Pauline Boyer Rodriguez	Mileage	30.24
			30.24
G-05198	Scholastic, Inc.	Programming Activities	167.16
		Programming Activities	113.61
		Programming Activities	1,139.05
			1,419.82
G-05199	Michael Corley	Program Activities	95.00
			95.00
G-05200	Bank of America	Direct Deposit Fees	113.96
			113.96
G-05201	Ruby J. Soutiere	Mileage	31.32
			31.32
G-05202	Party Galaxy M.G.	Programming Activities	92.52
			92.52
G-05203	U.S. Postmaster	Postage	24.00
			24.00
G-05204	Omniplex Outreach Program	Programming Activities	150.00
			150.00
G-05205	Kelley Riha	Mileage	102.24
			102.24
G-05206	Dowell Parking Center	Parking	50.00
			50.00
G-05207	Frank's Vacuum Cleaner Sales	Maintenance of Facilities	129.99
			129.99
G-05208	Jan M. Reynolds	Supplies	55.64
			55.64
G-05209	Novalco, Inc.	Maintenance of Facilities	90.00
			90.00
G-05210	Justin Systems, Inc.	Computer Equipment	1,311.00
			1,311.00
G-05211	Burns Int'l Security Services	Security Services	2,986.85
			2,986.85
G-05212	Learning Express	Materials	7,065.00
			7,065.00
G-05213	Lisa M. Wood	Programming Activities	59.72
		Programming Activities	61.97
		Programming Activities	40.00
			161.69
G-05214	Roy S. Ballou	Mileage	7.92
			7.92
G-05215	A & E Home Video	Materials	144.70
			144.70
G-05216	Cox Oklahoma Telecom, Inc.	Telephone Services	2,560.00
		Telephone Services	1,280.00
			3,840.00
G-05217	Commercial Card Services	Supplies	65.00
		Supplies	90.00
		Computer Supplies	127.05
		First Aid Supplies	114.75
		Supplies	54.95
		Supplies	25.00
		Programming Supplies	107.55
	** Continued **		

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-05217	Commercial Card Services	Supplies	99.42
		Supplies	15.15
		Supplies	66.45
		Annual Credit Card Fee	35.08
		Equipment Equipment	74.94
			875.34
G-05218	Baker & Taylor Entertainment	Materials	2,488.26
		Materials	3,327.88
			5,816.14
G-05219	Daniel Fields	Programming Activities	89.89
			89.89
G-05220	Prime Office Products	Supplies	11.92
			11.92
G-05221	Walmart Community Branch	Supplies	11.74
			11.74
G-05222	Barnum's Sewer, Drain and	Maintenance of Facilities	69.50
			69.50
G-05223	Commerical Card Services	Books	162.25
		Books	204.83
		Books	147.77
		Books	152.00
		Books	195.46
		Books	179.28
			1,041.59
G-05224	Metro Tech	Books	60.00
			60.00
G-05225	Jean Engebretson	Mileage	18.36
			18.36
G-05226	Sarah Hartsfield	Programming Activities	125.00
			125.00
G-05227	Amy Stehr	Programming Activities	125.00
			125.00
G-05228	Daystar Broadcasting Corp	Programming Activities	125.00
			125.00
G-05229	Sharon G Bish	Travel Expense	961.51
			961.51
G-05230	Ingram Library Services	Materials	208.48
			208.48
G-05231	Susan H Wood	Programming Activities	300.00
			300.00
G-05232	Oklahoma Sound Corp	Supplies	95.61
			95.61
G-05233	Schatz & Associates	Materials	94.40
			94.40
G-05234	Rob Vollmar	Programming Activities	100.00
			100.00
G-05235	Tracie Willford	Programming Activities	30.00
			30.00
G-05236	Miram Canales	Programming Activities	125.00
			125.00
G-05237	Robbin Davis	Programming Activities	100.00
			100.00
G-05238	Atomik Pop	Programming Activities	191.28
			191.28
G-05239	Jeffery Sykes	Programming Activities	150.00
			150.00
G-05240	Gregg Kennedy	Programming Activities	100.00
			100.00
G-05241	Baker & Taylor	Materials	358.42
		Materials	785.26
		Materials	1,221.35
		Materials	6,569.25
		Materials	3,858.99
		Materials	1,644.81
		Materials	5,621.05
		Materials	3,696.25
		Materials	2,993.59
			10,962.11
G-05242	Baker & Taylor	Water Garbage Service	117.90
			117.90
G-05243	City of Bethany	Water & Garbage Service	1,073.24
			1,073.24
G-05244	City of Oklahoma City	Garbage & Sewer Service	65.45
			65.45
G-05245	City of the Village	Library Related Service	200.00
			200.00
G-05246	Best of Books	Programming Activities	700.00
			700.00
G-05247	DWe Williams	Programming Activities	11,250.00
			11,250.00
G-05248	Midwest Trophy Mfg. Co., Inc.	Programming Activities	150.00
			150.00
G-05249	Brett Heitzke	Water & Garbage Service	446.36
			446.36
G-05250	City of Midwest City		
G-05252			

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Number	Vendor/Payee	Purpose		Amount
G-05253	Bradford Industrial Suppl Corp	Maintenance of Facilities	150.75	150.75
G-05254	Unisource Worldwide Inc-OKCity	Supplies	351.00	351.00
G-05255	School Specialty, Inc.	Supplies	17.28	
		Supplies	14.05	
		Supplies	19.06	50.39
G-05256	Borders Group Inc.	Materials	2,217.89	2,217.89
G-05257	Demco	Supplies	2,044.05	
		Supplies	41.37	
		Programming Supplies	45.82	
		Programming Supplies	40.68	
		Supplies	72.22	2,244.14
G-05258	Pipkin Cameras	Other Commodities	41.92	41.92
G-05259	Eales Electronics Corp.	Maintenance of Facilities	440.00	440.00
G-05260	Gaylord Bros.	Supplies	26.19	26.19
G-05261	Gale Research	Materials	15,085.53	15,085.53
G-05262	M. Scott Carter	Library Related Service	83.75	83.75
G-05263	Oklahoma Historical Society	Subscription	8,790.00	8,790.00
G-05264	Standard Printing Co., Inc.	Printing	575.00	
		Printing	595.00	
		Printing	600.00	
		Printing	70.00	
		Printing	275.00	
		Printing	425.00	
		Printing	575.00	
		Printing	425.00	3,540.00
G-05265	Baker & Taylor	Materials	2,143.07	2,143.07
G-05266	Susie Beasley	Travel Expense	26.40	26.40
G-05267	Bank of Oklahoma	Payroll Transmittal-Chks	55,511.08	
		Payroll Transmittal-Chks	21,831.68	77,342.76
G-05268	Bank of Oklahoma	Federal Withholding Tax	31,392.60	
		Federal Withholding Tax	1,928.10	33,320.70
G-05269	Oklahoma Tax Commission	State Withholding Tax	15,138.00	
		State Withholding Tax	1,067.00	16,205.00
G-05270	Mun. Employees Credit Union	Employee Cr Union Deducts	9,446.75	
		Employee Cr Union Deducts	80.00	9,526.75
G-05271	United Way of Metro OKC	Employee Deductions	253.29	
		Employee Deductions	15.50	268.79
G-05272	Bill Warren Office Products	Supplies	22.74	
		Supplies	13.91	
		Supplies	348.00	
		Supplies	17.12	401.77
G-05273	TDS Telecom	Telephone Services	488.14	488.14
G-05274	Susan E. Hall	Mileage	4.68	4.68
G-05275	Barbara Beasley	Supplies	64.53	64.53
G-05276	Keystone Tape and Label, Inc.	Printing	127.50	127.50
G-05277	FEDEX	Postage	135.80	135.80
G-05278	Boise Cascade Office Products	Supplies	929.84	
		Supplies	1,822.12	
		Supplies	162.75	
		Supplies	86.02	3,000.73
G-05279	Recorded Books, LLC	Materials	91.30	91.30
G-05280	U.S. Postmaster	Postage	5.00	
	** Continued **			

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Warrant Register

June 2003

Number	Vendor/Payee	Purpose	Amount	Amount
** Continued **				
G-05280	U.S. Postmaster	Postage	9,500.00	9,505.00
G-05281	Phillip E. Tolbert	Registration	65.00	
		Travel Expense	270.75	
		Programming Activities	50.73	
		Programming Activities	75.82	
		Programming Activities	59.82	
		Programming Activities	44.85	
		Programming Activities	16.24	
		Programming Activities	40.00	
		Other Commodities	62.04	
		Other Commodities	25.45	
		Registration	99.00	
		Travel Expense	147.24	
		Travel Expense	124.28	
		Registration	40.00	1,121.22
G-05282	Jim and Jerry's Garage	Vehicle Parts & Repairs	290.20	290.20
G-05283	Pure Service Corporation	Janitorial Services	9,992.33	
		Janitorial Services	4,900.00	14,892.33
G-05284	Eureka Water Company	Other Commodities	44.00	
		Other Commodities	11.00	
		Other Commodities	33.00	
		Other Commodities	11.00	99.00
G-05285	Instructional Video, Inc.	Materials	809.34	809.34
G-05286	Denyvella Davis	Mileage	55.26	55.26
G-05287	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-05288	Gale Group	Materials	24.76	24.76
G-05289	Live Oak Media	Materials	137.54	137.54
G-05290	Darcus D. Smith	Mileage	10.08	10.08
G-05291	Production Services	Library Related Services	200.00	
		Library Related Services	200.00	
		Library Related Services	200.00	
		Library Related Services	350.00	950.00
G-05292	Automatic Protection Systems	Automation Contractural	225.00	225.00
G-05293	Center for Economic	Materials	375.00	375.00
G-05294	Friday	Library Related Services	305.00	305.00
G-05295	Hal Leonard Publishing	Materials	84.06	84.06
G-05296	Okla. City Community College	Registration	1,250.00	
		Registration	1,000.00	2,250.00
G-05297	Highsmith Inc	Programming Supplies	44.38	44.38
G-05298	Library Video Company	Materials	264.85	264.85
G-05299	Geri Price	Supplies	53.44	53.44
G-05300	Full Circle Book Store	Programming Activities	1,400.00	1,400.00
G-05301	Amigos Library Services	Materials	6,024.80	6,024.80
G-05302	Conney Safety Products	First Aid Supplies	313.62	
		First Aid Supplies	101.22	414.84
G-05303	Administrative Systems, Inc.	Employee Deductions	917.15	917.15
G-05304	Karen Lehr	Registration	40.00	
		Travel Expense	81.12	121.12
G-05305	Oklahoma Gazette	Library Related Services	475.20	
		Library Related Services	475.20	
		Library Related Services	475.20	

**** Continued ****

Special Meeting - July 29, 2003

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Warrant Register

June 2003

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-05305	Oklahoma Gazette	Library Related Service	975.20	
		Library Related Service	475.20	2,876.00
G-05306	Associated Plastic Industries	Supplies	990.00	990.00
G-05307	Ingram Library Services	Materials	1,515.83	1,515.83
G-05308	Globe Color Press	Printing	4,608.00	
		Printing	912.75	5,520.75
G-05309	OMA	Programming Activities	80.00	80.00
G-05310	Dana L. Morrow	Mileage	55.08	55.08
G-05311	Beatriz Negrete	Programming Activities	125.00	125.00
G-05312	Shanna Shadoan	Programming Activities	125.00	125.00
G-05313	Audio Editions	Materials	145.50	145.50
G-05314	Preston Corp	Programming Activities	125.00	125.00
G-05315	Mai Thao Vu	Programming Activities	125.00	125.00
G-05316	Kinko's Customer	Programming Activities	82.80	82.80
G-05317	Fuelman of Mid-America	Gasoline	253.27	
		Gasoline	219.64	472.91
G-05318	Chickasaw Telecom, Inc.	Automation Equipment	648.00	
		Automation Equipment	552.96	1,200.96
G-05319	Morgan & Associates, P.C.	Employee Deductions	16.53	16.53
G-05320	Gimmel Computer &	Supplies	134.95	134.95
G-05321	Brett Heitzke	Programming Activities	600.00	600.00
G-05322	Bank of America	Payroll Transmittal-DDep	136,120.42	
		Payroll Transmittal-DDep	15,322.58	151,443.00
G-05323	Nick Alexander	Programming Activities	125.00	125.00
G-05324	Don Estes	Programming Activities	2,000.00	2,000.00
G-05325	Grey House Publishing	Materials	741.50	741.50
G-05326	Voss Lighting	Maintenance Supplies	360.98	
		Maintenance Supplies	90.00	
		Maintenance of Facilities	177.00	627.98
G-05327	Frances Virginia Harbert	Mileage	7.31	7.31
G-05328	The Black Chronicle	Subscription	19.60	19.60
G-05329	Barnes & Noble, Inc.	Materials	861.93	861.93
G-05330	Action Safety	Programming Activities	123.20	123.20
G-05331	Helen J Shelton	Programming Activities	48.45	48.45
G-05332	American Elevator Company, Inc	Maintenance of Facilities	380.00	380.00
G-05333	Jimmy Welch	Automation Contractural	39.50	39.50
G-05334	USCM/South Central	Employee Deductions	6,920.99	6,920.99
G-05335	Atlas Business Solutions, Inc.	Automation Contractural	808.95	808.95
G-05336	Pauline Boyer Rodriguez	Mileage	5.76	5.76
G-05337	GovConnection, Inc.	Automation Contractural	2,689.52	2,689.52
G-05338	Deborah J. Willis	Travel Expense	122.50	122.50
G-05339	Southwest Compressor, Inc.	Maintenance of Facilities	730.00	730.00
G-05340	Brawner Associates, L.L.C.	Consultant Fee	752.50	752.50
G-05341	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	26.95	26.95
G-05342	Sharon A. Nolan	Programming Activities	252.78	
		Mileage	20.88	273.66
G-05343	Katrina B. Prince	Other Commodities	55.21	55.21
G-05344	Premium Accounting	Employee Deductions	796.20	796.20
G-05345	Party Galaxy M.G.	Benefits Fair	96.49	96.49
G-05346	Metro Library Sys Pension Trst	Employee Retirement Conts	8,132.31	8,132.31
G-05347	Bank of Oklahoma	Employee Flexplan Deposit	6,209.20	6,209.20

Special Meeting - July 29, 2003

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-05348	BBC Audiobooks America	Materials	8.00	8.00
G-05349	Bank of Oklahoma	Employee FICA Deposits	17,837.51	
		Employee FICA Deposits	2,704.60	
		Employee Medicare Deposit	4,171.65	
		Employee Medicare Deposit	632.45	
		Employer FICA Deposits	20,542.15	
		Employer Medicare Deposit	4,804.32	50,692.68
G-05350	Novalco, Inc.	Maintenance of Facilities	427.50	427.50
G-05351	Burns Int'l Security Services	Security Services	3,474.66	3,474.66
G-05352	Info USA Marketing, Inc.	Materials	7,000.00	7,000.00
G-05353	Garman Audio Video	Library Related Services	70.00	70.00
G-05354	Greg A. Metzger	Employee Deductions	24.32	24.32
G-05355	William Bernhardt	Printing	125.00	125.00
G-05356	Demco Media Turtleback Books	Materials	9.99	9.99
G-05357	Office Depot	Supplies	103.85	
		Supplies	59.98	
		Programming Activities	23.52	187.35
G-05358	Shellie Zeigler-Hill	Mileage	9.90	9.90
G-05359	Karen L. Bays	Registration	40.00	
		Travel Expense	66.15	106.15
G-05360	Baker & Taylor	Materials	3,654.64	3,654.64
G-05361	David Fitzgerald & Associates	Printing	333.30	333.30
G-05362	ABC School Supply, Inc.	Programming Supplies	127.59	
		Programming Supplies	66.65	
		Programming Supplies	183.93	378.17
G-05363	Baker & Taylor Entertainment	Materials	2,076.56	
		Materials	394.06	2,470.62
G-05364	AccuZip, Inc.	Postage	801.00	801.00
G-05365	Heritage Press	Printing	4,790.00	4,790.00
G-05366	Prime Office Products	Supplies	42.20	
		Supplies	20.89	63.09
G-05367	Written Heritage	Materials	45.85	45.85
G-05368	Walmart Community Branch	Supplies	44.50	44.50
G-05369	Linda E Allen	Printing	100.00	
		Programming Activities	1,363.20	1,463.20
G-05370	U.S. Department of Education	Employee Deductions	130.32	130.32
G-05371	Metro Family	Library Related Services	400.00	400.00
G-05372	MicroWarehouse	Automation Contractural	1,500.00	
		Computer Equipment	2,009.30	3,509.30
G-05373	Code Micro, Inc.	Automation Contractural	1,886.00	1,886.00
G-05374	Robinson & Hoover	Employee Deductions	308.01	308.01
G-05375	John L. Hilbert	Programming Activities	78.44	78.44
G-05376	Helen L. Chacon	Travel Expense	272.32	272.32
G-05377	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	9.00	9.00
G-05378	Imagination Promotional Group	Printing	997.50	997.50
G-05379	Metro Supply Co., Inc.	Maintenance Supplies	264.40	264.40
G-05380	Sarah Hartsfield	Programming Activities	125.00	125.00
G-05381	Amy Stehr	Programming Activities	125.00	125.00
G-05382	Daystar Broadcasting Corp	Programming Activities	300.00	300.00
G-05383	Earthlink Inc.	Telephone Services	262.80	262.80
G-05384	Transit Advertising, Inc.	Advertising	100.00	100.00
G-05385	Veritas Press	Materials	174.90	174.90

Special Meeting ~ July 29, 2003

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-05386	Carol S Hunter	Mileage	9.72	9.72
G-05387	Rick George	Printing	100.00	100.00
G-05388	Choctaw Lock-Up	Maintenance of Facilities	44.00	44.00
G-05389	Standley Systems	Copier Usage	248.07	248.07
G-05390	Susan H Wood	Programming Activities	75.00	75.00
G-05391	George & George Safety	First Aid Supplies	86.70	
		First Aid Supplies	254.17	340.87
G-05392	Sheila Fixel	Mileage	2.34	2.34
G-05393	Lesli Jones	Library Related Service	360.00	360.00
G-05394	Kory Twaddle	Programming Activities	100.00	100.00
G-05395	Today's Training	Programming Activities	80.00	80.00
G-05396	Faith Centered Resources	Materials	109.72	109.72
G-05397	Southwestern Bell	Telephone Services	63.43	63.43
G-05398	Daphene H. Keys	Mileage	19.44	19.44
G-05399	Myers Landscape Managem't, Inc	Maintenance of Lawns	1,425.00	1,425.00
G-05400	Cox Communications Inc.	Cable Modem	229.90	
		Cable Modem	389.90	619.80
G-05401	Concrete Raising Corp	Maintenance of Facilities	2,100.60	
		Maintenance of Facilities	1,296.00	3,396.60
G-05402	Samuel Magrill	Materials	90.00	90.00
G-05403	Tracie Willford	Programming Activities	30.00	30.00
G-05404	Miram Canales	Programming Activities	125.00	125.00
G-05405	Stephanie Morgan McGathey	Programming Activities	125.00	125.00
G-05406	Robbin Davis	Programming Activities	100.00	100.00
G-05407	Corporate Express	Computer Equipment	405.90	405.90
G-05408	Christian Book Distributors	Books	12.49	12.49
G-05409	Vision Forum	Books	87.64	
		Books	37.56	125.20
G-05410	Lester Taylor	Programming Activities	600.00	600.00
G-05411	Darla's Delights	Benefits Fair	710.00	710.00
G-05412	Benefactor Funding Corp.	Printing	225.00	225.00
G-05413	Cecil L. Peaden	Mileage	18.72	18.72
G-05414	MarketTools, Inc.	Membership	350.00	350.00
G-05415	WWLS/KKWD Radio	Library Related Service	1,600.00	
		Library Related Service	4,150.00	5,750.00
G-05416	Capitol Hill Main Street	Membership	100.00	100.00
G-05417	Greater Oklahoma City	Membership	125.00	125.00
G-05418	KP Supply	Maintenance Supplies	85.02	85.02
G-05419	Native American	Membership	60.00	60.00
G-05420	Don Updegrove	Other Commodities	85.93	85.93
G-05421	Baker & Taylor	Materials	362.22	
		Materials	498.15	
		Materials	2,091.77	
		Materials	2,295.33	
		Materials	5,652.62	10,900.09
G-05422	Baker & Taylor	Materials	5,105.23	
		Materials	4,388.60	
		Materials	700.69	10,194.52
G-05423	Baker & Taylor	Materials	1,782.10	1,782.10
G-05424	Metropolitan Library System	Employee Deductions	487.18	487.18
G-05425	Bank of Oklahoma	Payroll Transmittal-Chks	38.56	38.56
G-05426	U.S. Postmaster	Postage	5.00	5.00

Special Meeting - July 29, 2003

General Fund F.Y. 02-03

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
G-05427	Anne Hsieh	Mileage	25.20	25.20
G-05428	Bank of Oklahoma	Employee FICA Deposits	2.59	
		Employee Medicare Deposit	.61	
		Employer FICA Deposits	2.59	
		Employer Medicare Deposit	.60	6.39
G-05429	Donna Morris	Car Allowance	450.00	450.00
Total of FY 02-03 Warrants Issued				\$ 1,313,925.24

Special Funds

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
S-09557	Vicki C. Sides	Lost & Paid Book Returned	4.30	4.30
S-09558	Christina L. Todd	Lost & Paid Book Returned	30.00	30.00
S-09559	Teresa A. Boyd	Lost & Paid Book Returned	28.05	28.05
S-09560	Caitlyn M. Todd	Lost & Paid Book Returned	20.00	20.00
S-09561	Lyndi L. Thomas	Lost & Paid Book Returned	3.00	3.00
S-09562	Doris L. Volway	Lost & Paid Book Returned	7.50	7.50
S-09563	Wilfredo Santos-Rivera	Lost & Paid Book Returned	13.95	13.95
S-09564	Jared L. Coady	Lost & Paid Book Returned	11.99	11.99
S-09565	Baker & Taylor	Materials	1,102.70	1,102.70
S-09566	Barbara Geary	Programming	500.00	500.00
S-09567	Beatriz Negrete	Programming	62.50	62.50
S-09568	Preston Corp	Programming	62.50	62.50
S-09569	Mai Thao Vu	Programming	62.50	62.50
S-09570	Nick Alexander	Programming	62.50	62.50
S-09571	Sarah Hartsfield	Programming	62.50	62.50
S-09572	Maria Rodriguez	Programming	120.00	120.00
S-09573	Cane & Basket Supply Company	Programming Supplies	157.00	157.00
S-09574	Library Video Company	Materials	16.96	16.96
S-09575	Metropolitan Library System	Grant	1,093.05	1,093.05
S-09576	Full Circle Book Store	Books	47.92	47.92
S-09577	Debbie A. Welch	Lost & Paid Book Returned	3.00	3.00
S-09578	Marilyn K Schrameck	Lost & Paid Book Returned	23.00	23.00
S-09579	Oklahoma Tax Commission	SALES TAX	7.70	7.70
S-09580	D.C. and Selby Minner	Programming	500.00	500.00
S-09581	Carolyn F. Fashik	Lost & Paid Book Returned	3.00	3.00
S-09582	Beverly Carter	Lost & Paid Book Returned	3.00	3.00
S-09583	Mimi Dh. Mai-Do	Lost & Paid Book Returned	3.00	3.00
S-09584	Caitlin L. Dempsey	Lost & Paid Book Returned	10.00	10.00
S-09585	John S. Conrad	Lost & Paid Book Returned	11.95	11.95
S-09586	James N. Young	Lost & Paid Book Returned	25.95	25.95
S-09587	Cody D. Spence	Lost & Paid Book Returned	9.95	9.95
S-09588	Jana V. Jones	Lost & Paid Book Returned	9.95	9.95
S-09589	Linda M. Ezell	Lost & Paid Book Returned	9.95	9.95
S-09591	Jessica R. Nowakowski	Lost & Paid Book Returned	32.00	32.00
S-09592	Mercedes Alvarado	Lost & Paid Book Returned	6.00	6.00
S-09593	Terrie L. Rodgers	Lost & Paid Book Returned	3.35	3.35
S-09594	Logan M. Bryant	Lost & Paid Book Returned	6.00	6.00
S-09595	Baker & Taylor	Materials	11.46	11.46
S-09596	Baker & Taylor	Materials	323.64	323.64
S-09597	Oklahoma Tax Commission	SALES TAX	281.04	281.04
S-09598	Metropolitan Library System	Transfer	200.00	200.00
S-09599	Brian Dahlvang	Programming	100.00	100.00
S-09600	Kory Twaddle	Programming	100.00	100.00
S-09601	Imagination Promotional Group	Staff Awards	469.63	469.63
S-09602	Baker & Taylor Entertainment	Materials	21.58	21.58
S-09603	Cheryl N. Onwuchuruba	Lost & Paid Book Returned	3.00	3.00
S-09604	Lyndsey Greff	Lost & Paid Book Returned	5.69	5.69
S-09605	William H. Walker	Lost & Paid Book Returned	14.95	14.95
S-09606	Christopher S. Powell	Lost & Paid Book Returned	11.95	11.95
S-09607	Burns Hargis	Lost & Paid Book Returned	20.95	20.95
S-09608	K. Renee Preston	Lost & Paid Book Returned	14.85	14.85
S-09609	Joyce Youngblood-Edwards	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

June 2003

Number	Vendor/Payee	Purpose		Amount
S-09610	Lori L. Williams	Lost & Paid Book Returned	3.00	3.00
S-09611	Metropolitan Library System	Supplies	45.41	45.41
S-09612	Bilingual Publications Company	Materials	197.24	197.24
S-09613	Baker & Taylor	Materials	1,475.99	1,475.99
S-09614	Shannon Calderon	Programming	350.00	350.00
S-09615	Borders Group Inc.	Books	779.73	779.73
S-09616	Scholastic, Inc.	Books	1,800.29	1,800.29
S-09617	Brian Dahlvang	Programming	100.00	100.00
S-09618	Maria Rodriquez	Programming	120.00	120.00
S-09619	Daystar Broadcasting Corp	Programming	175.00	175.00
S-09620	Carrie A. Barnett	Lost & Paid Book Returned	10.20	10.20
S-09621	Kelli D. Harris	Lost & Paid Book Returned	12.00	12.00
S-09622	Dequantae Taylor	Lost & Paid Book Returned	8.00	8.00
S-09623	Stephanie R. Armer	Lost & Paid Book Returned	3.00	3.00
S-09624	Michael Greathouse	Lost & Paid Book Returned	21.80	21.80
S-09625	David S. Hatherley	Lost & Paid Book Returned	3.00	3.00
S-09626	Jill L. Spangler	Lost & Paid Book Returned	7.05	7.05
S-09627	Marilyn L. Aaron	Lost & Paid Book Returned	12.00	12.00
S-09628	Deborah T. Montgomery	Lost & Paid Book Returned	11.70	11.70
S-09629	Bilingual Publications Company	Materials	709.40	709.40
S-09630	Baker & Taylor	Materials	1,790.89	1,790.89
S-09631	Shannon Calderon	Programming	150.00	150.00
S-09632	GovConnection, Inc.	Computer Equipment	1,344.76	1,344.76
S-09633	Transit Advertising, Inc.	Display	700.00	700.00
S-09634	Shannon Calderon	Programming	200.00	200.00
S-09635	Jared Kamphaus	Programming	150.00	150.00
S-09636	Rob Vollmar	Programming	100.00	
		Programming	100.00	200.00
S-09637	Metropolitan Library System	Transfer	45,000.00	45,000.00
S-09638	Peggy V. Looper	Lost & Paid Book Returned	3.00	3.00
S-09639	Metropolitan Library System	Transfer	35,000.00	35,000.00
Total of Special Funds Warrants Issued				\$ 96,101.92

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: PURCHASE OF LASER FAX MACHINES

Provided for in the FY 2003-2004 budget, are the requests for thirteen (13) new laser fax machines for library locations. The laser fax machines will replace the old and inefficient inkjet fax machines. The laser fax machine is a higher volume use fax machine than the inkjet fax machine.

The Library's purchasing policy allows the Library to purchase off state contracts. Canon brand fax machine is listed on the state contract SW016.

The staff has selected the Canon LC2060P laser fax machine as the best fax to meet the Library's needs. The state contracted vendor for the Canon LC2060P fax machine is R.K. Black, Inc., located in Oklahoma City.

Vendor	Laser Fax Machine	Unit Cost	Cost for 13 Fax Machines
R.K. Black	Canon LC2060P	\$796	\$10,348.00

RECOMMENDATION:

That the Commission approve the purchase of thirteen (13) Canon LC2060P Laser Fax Machines from R.K. Black in the amount of \$10,348.00. Adequate funding in the amount of \$10,725.00 is provided for in the FY 2003-04 budget, account 408.

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

ITEM B: PURCHASE OF SYSTEM-WIDE TELEPHONE SYSTEM

As part of the plans for the new Downtown Library & Learning Center, the library system has planned to purchase a new system-wide telephone system. The current phone systems are obsolete and any time repair is needed, it becomes very expensive due to the limited availability of parts.

Funds in the FY02 and FY03 budget were designated to hire a telecommunications consultant to assist the library with choosing a new telephone system. CHR Solutions has met with library staff at all agencies as well as departments and offices to determine phone needs for the library. Their recommendation is for the library to purchase a Voice Over IP (VoIP) telephone system from Cisco that will work with the library's data network.

All Cisco network/telephone equipment is available through a state contract at a 36% discount. There are several vendors in the Oklahoma City area that are authorized/certified resellers of Cisco equipment. We currently have Cisco routers at 12 library buildings for connectivity of our data network that have been purchased through Chickasaw Telecom, Inc.

Chickasaw has two local field engineers that are CCIE certified. They have completed multiple VoIP installations in the Oklahoma City metropolitan area and will have staff in Oklahoma City to assist after installation if problems arise. Chickasaw is also a local partner with N2H2, the company that provides our Internet filtering services and can assist with issues related to our filtering equipment. We have an excellent working relationship with the staff at Chickasaw and trust their experience as they have assisted us with the setup of our current data network. Any time we have experienced network problems, they have been available on very short notice to assist with troubleshooting and correction of problems.

Chickasaw's sister company has a state contract for installation and since the pricing was approved by their parent company, Chickasaw Holding Co., Chickasaw is allowed to provide installation services from this same state contract, Contract #C01119, in the amount of \$55.13/hr which is almost a 50% discount from their normal \$108/hr rate. They have given us an estimate of 560 hours to complete the total installation, which will also be the maximum charged to the library.

The Library System would like to follow CHR's recommendation to purchase the Cisco VoIP telephone system and related equipment. This equipment is on state contract C20013. The Library's purchasing policy allows the Library to purchase off of state contracts. Because the equipment is listed on the state contract, there is no rush to purchase all of the equipment at one time. We would like the authorization to purchase the equipment on an "as needed" basis throughout FY04 until all installations are complete. The total estimated cost for hardware and installation is \$371,276.38.

RECOMMENDATION:

That the Commission authorize library staff to purchase Cisco equipment and related installation services from Chickasaw Telecom, Inc., through State Contract #C20013 and State Contract #C01119 on an "as needed" basis until all libraries have been converted to the new phone system. There is \$300,000 budgeted for the phone system in Account 450 with an additional \$80,000 budgeted for data network equipment for the Downtown Library & Learning Center also in account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: PURCHASE OF TANDEM NONSTOP SERVER

The Tandem NonStop system currently being used by the Metropolitan Library System to support library computer functions was last upgraded in 1996. We have always tried to upgrade the system every 4-5 years to allow us to keep up with growth and new technologies, as they become available.

With the pending move of the Information Technology department to the new Downtown Library, we have postponed this upgrade, as our plans were to install the new system in the new building. It has now been seven years since the last upgrade and we no longer feel that we can postpone any longer. Even though the move seems to be imminent, we have decided that it would be better to upgrade at the Capitol Hill location then move the system to the new building. This will allow for better planning since we will already have gone through the software testing process and be on the new system.

Tandem Computers is now part of the Hewlett-Packard Corporation and the system is now called a NonStop Server. Our contact is the same person we had with Tandem and our service representatives remain the same.

We have received a quote for the purchase of the hardware and installation of the system as well as professional services to assist with planning and migration to the new system. The hardware costs are \$304,885, installation is \$4000 and the professional services are \$48,000 for a total of \$356,885.

RECOMMENDATION:

That the Commission authorize library staff to purchase the NonStop server hardware and related installation services from Hewlett-Packard Corporation in the amount of \$356,885. Funding for the purchase is provided for in the FY2003-04 budget, account 450 in the amount of \$375,000.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: ARMED, SECURITY GUARDS

Provided for in the FY 2003-04 budget is the annual requirement for armed, security guards at four library locations: Capitol Hill; Ralph Ellison; Southern Oaks, and Wright Libraries.

Specifications were prepared and bids were let for 14 days and was advertised for two days (June 24 and 28, 2003) in the ***Daily Oklahoman***. Bid packets were sent to three prospective vendors. Bids were received and publicly opened on Wednesday, July 9, 2003. Two vendors responded.

Vendors	Hourly Rate
Securitas Security Services	\$11.80
Wackenhut Corporation	\$12.17

Both vendors are located in Oklahoma County and meet specifications.

Securitas Security Services is the best and lowest bidder.

Additional security services maybe required after the opening of the Downtown Library Learning Center. The additional hours for security services will also be contracted with Securitas Security Services.

Burns Security is currently providing armed security service to the Library. Burns Security has been purchased by Securitas Security Services. There will be no change in security personnel as a result of this contract award. The vendor's name has been changed.

RECOMMENDATION:

That the Commission award the contract for armed, security service to Securitas Security Service at the hourly rate of \$11.80. Adequate funding for security services, in the amount of \$222,025.00 is provided for the FY 2003-2004 budget, account 214.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM E: PURCHASE OF KNOLL OFFICE FURNITURE FOR THE CHOCTAW LIBRARY

Provided for the in FY 2003-2004 budget is the request for new office and library furniture for the Choctaw Library. Rand Elliott, the architect for the Choctaw Library, has selected Knoll brand furniture for use in the offices and public areas of the Choctaw Library.

The Metropolitan Library Commission renewed the Knoll office furniture contract with Spaces Inc., at the June 19, 2003, Commission meeting, Document # 91E. Spaces Inc., will provide Knoll office furniture at the Federal General Services Administration (GSA) Contract pricing. The Knoll furniture proposed for the Choctaw Library is the same as listed in the annual contract.

Knoll Furniture	List Price	GSA Pricing
Knoll Bulldog Chairs (6)	\$ 7,500.00	\$ 3,600.00
Knoll Calibre Files (2)	\$ 3,544.00	\$ 1,701.12
Knoll Reff Open Office Furniture	\$68,689.00	\$31,947.96
Knoll Soho Chairs (21)	\$12,012.00	\$ 5,765.76
Knoll Studio Chairs (3)	\$ 6,699.00	\$ 3,751.44
Knoll Womb Chair (1)	\$ 2,878.00	\$ 1,611.68
Total Cost for Knoll		<u>\$48,377.96</u>

RECOMMENDATION:

That the Commission award the contract for Knoll furniture for the Choctaw Library, to Spaces Inc., at the cost of \$48,377.96. Adequate funding is available in the FY 2003-2004 budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM F: AUTHORITY TO PURCHASE THONET, BERCO, PETER PEPPER, FIXTURES, LUI, AND LANDSCAPE FORMS FURNITURE FROM THE GENERAL SERVICES ADMINISTRATION (GSA) CONTRACT PRICE LISTS FOR THE CHOCTAW LIBRARY

Provided for in the FY 2003-2004 budget is the request for new furniture and fixtures for the Choctaw Library.

The manufacturers requested in the listing for the Choctaw Library are: Berco for stationary and folding tables; Thonet for stacking chairs; Landscape Forms for backless benches; Peter Pepper for TV/VCR Cart; Fixtures for library tables and LUI for coffee tables.

Rand Elliott, the architect for the Choctaw Library, has recommended the furniture, proposed by Spaces Inc., for installation in the Choctaw Library.

Spaces Inc., has offered the above manufacturers of furniture and fixtures at Federal General Services Administration (GSA) contract pricing. GSA contracts have been competitively bid and publicly awarded. The Metropolitan Library Commission authorized the purchase of furniture and fixtures for the Downtown Library Learning Center from GSA contracts at the October 24, 2002, Commission meeting.

19	Berco Voyager Table	\$13,392.92
61	Thonet Zoe Stacking Chairs	\$10,491.23
2	Landscape Form Arcata Benches	\$ 2,467.20
2	Peter Pepper TV/VCR Cart	\$ 2,076.64
5	Fixtures Tables with Reveal Bases	\$ 1,667.14
2	LUI Coffee Table	\$ 1,079.68

Total Cost of GSA Furniture \$31,174.81

RECOMMENDATION:

That the Commission award the contract for furniture and fixtures for the Choctaw Library to Spaces Inc., in the amount of \$31,174.81. Adequate funding is available in the FY 2003-2004 budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM G: AUTHORITY TO PURCHASE MJ STEEL SHELVING AND WORDEN FURNITURE FROM THE GENERAL SERVICES ADMINISTRATION (GSA) CONTRACT PRICE LIST FOR THE CHOCTAW LIBRARY

Provided for in the FY 2003-2004 budget is the request for new furniture and fixtures for the Choctaw Library.

The manufacturers requested in the listing for the Choctaw Library are: MJ Industries for steel shelving and Worden Furniture for end panels and canopy tops.

Rand Elliott, the architect for the Choctaw Library, has recommended the shelving and fixtures, proposed by Cultural Surroundings, for installation in the Choctaw Library.

Cultural Surroundings has offered the above manufacturers of furniture and fixtures at Federal General Services Administration (GSA) contract pricing. GSA contracts have been competitively bid and publicly awarded. The Metropolitan Library Commission authorized the purchase of furniture and fixtures for the Downtown Library Learning Center from GSA contracts at the October 24, 2002, Commission meeting.

60	Worden Custom End Panels	\$19,660.00
6	Worden Custom Canopy Tops	\$ 3,985.34
1	Worden Custom Display Case	\$ 3,340.00
1	Estimated Freight & Installation	\$ 4,439.00

Total Cost for Worden Furniture **\$31,424.34**

42	MJ Steel Shelving, Double Face 90" High	\$11,748.17
3	MJ Steel Shelving, Hinged Periodical 90" High	\$ 2,897.97
3	MJ Steel Shelving, Double Face 78" High	\$ 585.42
6	MJ Steel Video Cassette Shelving 78" High	\$ 2,406.96
4	MJ Steel Computer Disk Shelving 78" High	\$ 3,982.68
2	MJ Steel Audio Cassette Shelving 78" High	\$ 484.04
20	MJ Steel Shelving, Double Face 66" High	\$ 3,673.12
2	MJ Steel Audio Cassette Shelving 66" High	\$ 411.88
1	MJ Steel Computer Disk Shelving 66" High	\$ 685.92
1	MJ Steel Hinged Periodical Shelving 66" High	\$ 655.16
4	MJ Steel Video Cassette Shelving 66" High	\$ 1,380.68
23	MJ Steel Shelving, Double Face 45" High	\$ 3,892.86
8	MJ Steel Shelving, Single Face 90" High	\$ 1,115.76
11	MJ Steel Four Post Storage Shelving 84" High	\$ 2,873.71
28	MJ Steel Canopy Tops, Double Face	\$ 1,080.24
29	MJ Steel Canopy Top Brackets	\$ 171.39
1	Estimated Freight & Installation	\$ 8,390.00

Total Cost for MJ Steel Shelving **\$46,435.96**

RECOMMENDATION:

That the Commission award the contract for steel shelving and fixtures for the Choctaw Library to Cultural Surroundings, in the amount of \$77,860.30. Adequate funding is available in the FY 2003-2004 budget, account 450.