

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY AGENDA

Thursday, May 20, 2004, 3:30 p.m.

Belle Isle Library

5501 N. Villa, Oklahoma City, OK 73113

(Telephone - 843-9601)

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

Mrs. Penny McCaleb, Chair

3:30 - 3:35 pm INTRODUCTIONS

- Document #83 - 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 (#84-#87)

- Document #84 - Approval of Minutes of April 15, 2004 Meeting
- Document #85 - Acceptance of Review of Expenditures for April 2004
- Document #86 - Approval of Contract Awards and Purchases
 - Item: A Annual Contract for LaserJet and InkJet Toner Cartridges
 - Item: B Purchase of CPU Holders for the RJN Downtown Library
 - Item: C Overdue Statement Mailers
 - Item: D Downtown Library Grand Opening Events Planner
- Document #87 - Request to Declare Equipment Surplus

3:50 - 4:10 pm COMMITTEE REPORTS

- Document #88 - Report and Recommendations from Public Services Committee ~ Jose Jimenez, Chair

4:10 - 4:30 pm SPECIAL PRESENTATIONS

- *HIPAA Privacy Rules and You* ~ MLS's computer-based staff training program

4:30 - 4:45 pm INFORMATION REPORTS

- Document #89 - Metropolitan Library System 2003 Annual Report
- Document #90 - Metropolitan Library System April 2004 Circulation Report
- Document #91 - Metropolitan Library System April 2004 Internet Usage Report

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

COMMENTS FROM COMMISSION MEMBERS

- 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, June 17, 2004 at 3:30 p.m.

Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139 Telephone - 631-4468

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 in May 2004:

Employees

Years of Service

Frank C. Ray, Purchasing Officer

20

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

DATE: April 15, 2004

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 25, 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 Ralph Ellison Library, 2000 NE 23rd, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on April 13, 2004, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

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

EXCUSED:

Mayor Mick Cornett
Scott Duncan
David Greenwell, Vice-Chair
Stan Inman, Chair, Board of County
Commissioners
Greg Womack

Estimate of general public and staff attending: 34

I. The meeting was called to order at 3:31 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Anthony, Caine, Cornelius, Gillogly, Hannah, Jimenez, Pritchett, Pung, Rice, Ross, Strube, Trent, Winters, McCaleb. (Arrived ~Anthony – 3:35 p.m., Gillogly – 3:36 p.m.)

II. Mrs. McCaleb explained that Mrs. Daphene Keys, Manager of the Ralph Ellison Library was attending the Oklahoma Library Association's (OLA) annual conference in Tulsa; she introduced Ms. Sharon May, Librarian.

Ms. May welcomed the Commission and spoke briefly of the programs offered at the Ralph Ellison Library. She highlighted the upcoming Juneteenth events.

Mrs. McCaleb introduced Ms. Karleen Krywucki, President of the Library Endowment Trust.

Ms. Krywucki announced the 2nd Annual Literary Voices Dinner. The speaker for the evening is Beck Weathers, the author of *Left for Dead*. Also being honored at this event is Commissioner Nancy Anthony, who is to receive the Lee B. Brawner Award.

In addition, Ms. Krywucki asked permission to read a Proclamation from the Oklahoma City Mayor's Office in honor of Commissioner Anthony. (A copy of the proclamation is attached to the official April 15, 2004, meeting minutes.) Mrs. McCaleb invited Mrs. Anthony to speak.

Mrs. Anthony said it has been a wonderful opportunity and 27 years has been a long time. As she stated previously - and believes both objectively and passionately - the services the Metropolitan Library System provides are the best value for the tax dollar of anything citizens receive, be it federal, state, or local. And she believes that we provide opportunity for all people, adding that she wanted to thank the Library System staff for that kind of commitment as well as all the trustees that she has worked with over the years. She concluded by saying, "It has just been a pleasure."

Mrs. McCaleb acknowledged Ms. Karen Klinka, staff-writer for the Oklahoman.

III. Mrs. McCaleb presented Metropolitan Library Commission of Oklahoma County Service Certificates to LaVetta Dent, Children's Services Coordinator, for 25 years of service and Ms. Heidi Johnson, Technical Processing Manager, for 25 years of service.

IV. Mrs. McCaleb presented the Consent Docket (Document #75 – Approval of Minutes of March 18, 2004, Meeting; Document #76 – Acceptance of Review of Expenditures for March 2004; Document #77 – Contract Awards and Purchases.)

Mrs. Alyne Strube moved to accept the Consent Docket. Dr. Ann Caine seconded. Mrs. McCaleb called for questions. After discussion, motion passed unanimously.

V. Mrs. McCaleb called on Mrs. Donna Morris, Executive Director to present Document #78 – Report and Recommendation from Administration: Luther Library Lease.

Mrs. Morris stated that this is the same format used for the Choctaw Library Lease with an addition under section 4. *Maintenance* naming the City responsible for maintenance to all exterior landscaping. Attorneys for both the City and the Library System have reviewed and recommend this lease for approval. The lease was approved by the City of Luther at its town meeting on April 13, 2004.

Mrs. Morris noted the tentative dates of May 1, 2004, for the soft opening and May 8, 2004, for the grand opening. Mrs. Morris asked for questions. Discussion followed.

Mrs. Anthony moved to approve the Luther Library Lease between the City of Luther and the Metropolitan Library Commission of Oklahoma County. Mrs. Millicent Gillogly seconded. No further discussion. Motion passed unanimously.

VI. Mrs. McCaleb called on Mr. Ric Rea, Director Human Resources, to present Document #79 – Report and Recommendation from Administration: MLS Policy & Procedure Manual, Section VIII- Human Resources, Item M: Health Information Privacy Policy.

Mr. Rea explained that the Commission previously designated the Benefits Manager as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Compliance Officer and the Assistant Benefits Manager as the HIPAA Deputy Privacy Compliance Officer to comply with the new HIPAA regulations.

He stated that continuing to comply with the HIPAA regulations it is necessary to have HIPAA security officers to ensure that HIPAA protected information, in the form of electronic media or physical property, is securely maintained. To that end the Administration recommends that the Deputy Director of MLS for Information Technology be designated as the HIPAA Security Officer – Electronic Media and the Director of Human Resources as the HIPAA Security Officer – Physical Property. Mr. Rea concluded saying that this action should complete the compliance needed for the HIPAA regulations. Discussion followed.

Mr. Jose Jimenez asked Mr. Rea if the Commission members, as volunteers, are subject to the need for the same HIPAA training as MLS employees and volunteers. Mr. Rea stated he did not believe that the Commission, in its role, is considered the same as employees or system volunteers. He stated he would research the regulations for an answer to that question.

Mrs. Carolyn Cornelius moved to adopt under Section VIII – Human Resources, Item M: Health Information Privacy Policy and designate the Deputy Director of the MLS for Information Technology as the HIPAA Security Officer – Electronic Media and the Director of Human Resources as the HIPAA Security officer – Physical Property. Mrs. Shirley Pritchett seconded. No further discussion. Motion passed unanimously.

VII. Mrs. McCaleb called on Ms. Heidi Port, Volunteer Coordinator to present the Volunteer Recognition.

Ms. Port stated that April 18th through the 24th is National Volunteer Week. Today MLC honors two of its volunteers who have gone above and beyond the call of duty.

One volunteer has been assisting staff at the Southern Oaks Library since 1995. She is known by those who work with her as the "Friday Book Cover Lady." No matter how many books are on the shelf for her to cover, she has them all done before she leaves each Friday. Not only that, but all the Southern Oaks Staff agree that she is always cheerful and a delight to be around. We are pleased to recognize Marianna Dodson for 1,173 hours of volunteer service since 1995.

Mrs. McCaleb presented Mrs. Dodson with the "She's Got You Covered" Volunteer Award. Congratulations and applause followed.

Ms. Port continued by stating today's other honoree is difficult to keep up with. He volunteers at both the Warr Acres and Edmond Libraries helping the customers understand and navigate the library computers and the web. One of the Edmond Library staff said that several times she had seen regular customers who had never before smiled in the Library smile and laugh after being helped on the computers by Gerald McNally. He has volunteered 1,400 hours since 1998 and continues to make people smile while working with the library computers.

Mrs. McCaleb presented Mr. McNally with the "Keep em Smilin' " Volunteer Award. Congratulations and applause followed.

Ms. Port concluded by thanking each member of the Commission for their commitment to the Library System and for volunteering their time to keep the Library running smoothly.

VIII. Mrs. McCaleb called on Mrs. Heidi Daniel-Morgan, Young Adult Services Coordinator and Mrs. LaVetta Dent, Children's Services Coordinator to present the Summer Reading program.

Mrs. Daniel-Morgan, Mrs. Dent, and Ms. Port performed a short skit, which highlighted the various programs, and events offered to young adults during this summer's programming, such as "Urban Legends: What is truth or myth?" One of the art programs teaches young adults how to illustrate through storyboarding urban legends or creating a 3 dimensional view of those legends. There will be music programs, stunt biking demonstrations, prizes, and countless other programs and events to interest everyone. Mrs. Daniel-Morgan asked for questions; discussion followed.

After the skit, Mrs. Dent continued by presenting the *Summer of Champions* 2004 Summer at the Library brochure. This summer's children's program runs from June 1 ~ July 31. The program helps each child to set its own goals. There will be various programs of arts & crafts, reading entertainment, and live performances. When the child reaches their goal they are rewarded with prizes and hopefully a wonderful sense of accomplishment. Also listed on the back of the brochure is the Neighborhood Arts @ the Library schedule. There are several live performances offered in partnership with the Neighborhood Arts Council. Mrs. Dent asked for questions; discussion followed.

IX. Mrs. McCaleb referred to Document #80 – 2004 Annual Information Technology Report.

Mrs. McCaleb asked Ms. Anne Fischer, Director of Information Technology or Mr. Jim Welch, Deputy Director of MLS for Information Technology if they would like to highlight any of the presented information.

Ms. Fischer stated that upgrading the nonstop system was one of the greatest accomplishments completed this year, requiring extensive teamwork throughout the system. The technicians went to each and every computer in the system to complete the upgrade programming. The new system came on-line in October; and the transition was made with great success; of the approximately 550 computers in the System's network, only 10 required additional technical attention.

She remarked on the completion of the Choctaw Library and the setup and installing of routers and switches for the data communications. Over twenty-seven computers for staff and public use were installed.

She stated that the new telephone system has been received and is being configured; the technical staff is anxiously waiting to install this in the new library. Ms. Fischer asked for questions; discussion followed.

Mrs. Morris emphasized Jim Welch, Anne Fischer, and their staff do an enormous amount of work at such a high level of performance that this system would not run as smoothly without them.

X. Mrs. McCaleb referred to Document #81 - Metropolitan Library System March 2004 Circulation Report and asked for comments. Mrs. Morris noted that the large libraries' circulation is up significantly; circulation throughout the system continues to increase at an astounding rate. Discussion followed.

XI. Mrs. McCaleb referred to Document #82 - Metropolitan Library System March 2004 Internet Usage Report and asked for comments. Discussion followed.

XII. Mrs. McCaleb called for comments from the general public. There were none.

XIII. Mrs. McCaleb called on Mrs. Morris to present the Executive Director Report.

Mrs. Morris stated that requests to tour the new library are coming in everyday. Since the Library is no longer a "hard hat" area we have been trying to accommodate some of these requests, if possible. Mr. Jim Couch, Oklahoma City Manager, requested a tour for the Oklahoma City Leadership Fast Track class. While Mrs. Morris was unable to conduct the tour, Debra Spindle and Ernestine Clark filled the role of tour guides exceptionally well for the group. Mr. Couch was grateful for the informative tour.

She noted that the Teen Web Page was named as one of the "best of the best" in an article of *Young Adult Library Services Magazine*. She praised the hard work of Heidi Daniel-Morgan and Teresa Goggins, MLS Webmaster, and congratulated them on this recognition.

Mrs. Morris acknowledged the support of Commission members Millicent Gillogly, and Marguerite Ross who attended the unveiling of the permanent display of Shannon Lucid memorabilia at the Bethany Library. Dr. Lucid stated she was pleased and honored to receive the resolution naming the meeting room in her honor. Mrs. Morris congratulated the Bethany Library Staff and the Bethany Community for this successful event.

She continued by stating that she met briefly with the new Mayor of Oklahoma City and they discussed the opening of the new library, library funding sources, marketing promotions and other general area of interest to him regarding the Library System and its services.

Mrs. Morris informed the Commission that she will be attending the American Library Association National Legislative Day in Washington D.C. on May 3rd & 4th. Attending this event allows for discussion with the congressional delegations on how federal funds are used in Oklahoma libraries and creates a greater understanding of needs.

Mrs. Morris presented the new design for the MLS logo. She stated that the System has been working on a new logo for many years and after much discussion the staff have found that this logo most clearly represents the Library System.

Mrs. Morris noted the new telephone system's directory has been included for the Commission; however, these numbers are not in effect yet. As soon as the telephone system is in operation the Commission will be notified.

Mrs. Morris highlighted some of the upcoming events; May 1st at the Village Library from 9:00 am to 4:00, the Special Friends of The Village Library will be hosting *A Day in Provence*. Also on May 1st the Ralph Ellison Library will be celebrating African Dance & Culture, with a program of African poetry, song, and dance presented by OU students. Mrs. Morris asked for questions; discussion followed.

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

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

XVI. Mrs. Morris stated the next Commission meeting on Thursday, May 20, 2004, is scheduled to be held at the new Downtown Library. However at this time the meeting will probably be held at the backup location, Belle Isle Library. Advance notice of the next meeting location will be posted for the public and sent to all Commission members.

XVII. There being no further business the meeting was adjourned at 4:44 p.m.



Donna Morris, Executive Director
(Secretary)

The City of Oklahoma City

In Appreciation

WHEREAS, Nancy Anthony was appointed by Mayor Patience Latting to be a Library Commissioner for the Metropolitan Library System on January 20, 1977 and has given 27 consecutive years of diligent service; and

WHEREAS, during those years, Nancy Anthony demonstrated dedicated leadership of many different types, including being chair of the library commission for six terms; and

WHEREAS, during years of extreme financial difficulty when library funding was stringently reduced, Nancy Anthony raised awareness resulting in successful library elections and numerous other forms of support; and

WHEREAS, Nancy Anthony has shown a life-long passion for books, literacy, access to libraries, the right to read, and a desire to have not just adequate libraries but libraries of excellence for all our community; and

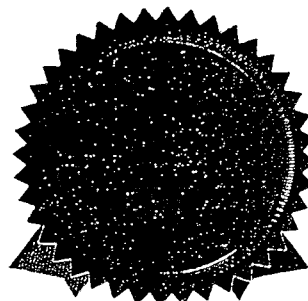
WHEREAS, the Library Endowment Trust will bestow its highest honor upon Nancy Anthony, The Lee B. Brawner Lifetime Achievement Award, at their 2004 *Literary Voices* Author Dinner.

NOW, THEREFORE, I, MICK CORNETT, Mayor of the City of Oklahoma City do hereby commend and heartily congratulate Nancy Anthony for her commitment to education and libraries, and affirm that she is for this City and State, a Library Volunteer Extraordinaire.

Signed this 5th day of April, 2004.



Mayor Mick Cornett



FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

April 30, 2004

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of April 2004.

For comparison, 83.33% of the fiscal year has lapsed.

COMMISSION ACTION

That the Commission acknowledge the financial report of April 2004.

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION

Document # 85
MLC FY 2003-04
May 20, 2004

April 30, 2004

ASSETS

CASH - Overnight Investment Account	\$ 5,248,458.23
INVESTMENTS (Schedule attached)	14,307,334.69
ACCRUED INTEREST	-
Total Assets	<u>\$19,555,792.92</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2002-03 Reserve for Appropriations	\$ 267,721.55	
2003-04 Purchase Orders Outstanding	788,806.25	
2002-03 Purchase Orders Outstanding	344,657.38	
2003-04 Checks Outstanding	250,311.74	
2002-03 Checks Outstanding	<u>53.45</u>	
Total Liabilities		1,651,550.37

FUND BALANCE:

Beginning of the Year	15,596,178.98	
Add: Revenues		
Budgeted	18,380,257.92	
Other	<u>1,174,878.89</u>	19,555,136.81
Less: Expenditures	<u>(17,247,073.24)</u>	
Total Fund Balance		<u>17,904,242.55</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$19,555,792.92</u>

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT

As of April 30, 2004

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/11	3.800%	\$ 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
CD - Bank of Okla. (collateralized)	12/18/02	12/18/07	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/03	6/18/04	2.150%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/03	1/6/08	3.190%	1,000,000.00
Weokie Credit Union	1/17/03	1/18/05	2.050%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/03	1/21/08	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/03	1/23/08	3.110%	600,000.00
CD - UMB Bank	2/12/03	2/12/05	1.500%	100,000.00
CD - Peoples National, Bethany	2/27/03	2/27/06	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/03	9/23/05	2.050%	100,000.00
Treasury Notes	4/22/03	5/31/04	1.180%	808,169.96
FHLB Notes	4/23/03	6/15/04	1.198%	404,319.51
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%	509,164.56
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
CD - Lincoln Bank	7/17/03	7/17/04	1.490%	100,000.00
CD - American Bank, Edmond	7/18/03	7/18/04	1.750%	100,000.00
CD - Americrest Bank	7/18/03	7/18/04	1.250%	100,000.00
CD - BankFirst	7/27/03	7/27/04	1.350%	100,000.00
CD - Gold Bank	10/15/03	6/15/04	2.000%	100,000.00
CD - Bridgeview Bank	10/19/03	10/19/04	1.500%	100,000.00
CD - Local Oklahoma Bank	11/29/03	11/29/04	1.750%	100,000.00
CD - Quail Creek Bank	12/7/03	12/7/04	1.300%	100,000.00
FHMC Notes	1/13/04	7/13/04	0.904%	995,540.83
FHMC Notes	1/13/04	8/12/04	0.922%	994,697.33
FHMC Notes	2/19/04	8/23/04	0.904%	995,442.50
CD - Bank of Okla. (collateralized)	2/20/04	2/19/07	2.300%	1,000,000.00

Total Investments

\$ 14,307,334.69

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

July 1, 2003 to April 30, 2004

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2003 Ad Valorem Tax	\$17,749,128.43	\$ 2,550,072.18	\$17,754,997.92	100.03%
State Aid	282,468.00	172,630.00	345,260.00	122.23%
Fines	382,500.00	-	280,000.00	73.20%
Total Budgeted Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 2,722,702.18</u>	<u>\$18,380,257.92</u>	99.82%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 32,766.78	\$ 934,877.59	
Homestead Exemption Reimb.				
Investment Income		7,050.85	113,368.04	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment		400.00	7,691.44	
Miscellaneous		10,131.28	113,546.71	
Total Miscellaneous Revenue		<u>\$ 50,348.91</u>	<u>\$ 1,174,878.89</u>	
Total Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 2,773,051.09</u>	<u>\$19,555,136.81</u>	106.20%

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

April 30, 2004

	BALANCE 4/1/04	RECEIPTS April	EXPEND. April	BALANCE 4/30/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 41,108.82	\$ 4,385.89	\$ 695.78	\$ 44,798.93
810 Prepaid Fees	(165.11)	75.32		(89.79)
815 Fines	47,854.54	38,606.79		86,461.33
820 Copy	39,016.97	5,012.56	22,578.97	21,450.56
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	<u>\$ 130,471.56</u>	<u>\$ 48,080.56</u>	<u>\$ 23,274.75</u>	<u>\$ 155,277.37</u>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 4/30/04
<u>Special Grants</u>				
857 DN/LC Donations	27,436.75	39,400.75	0.00	39,400.75
858 Inasmuch/DN Building	130,000.00	130,000.00	0.00	130,000.00
859 OCCF/Invisible Man	25,000.00	26,721.81	25,014.44	1,707.37
870 Inasmuch/Invisible Man	20,000.00	20,000.00	18,527.18	1,472.82
871 Kirkpatrick/Come Read With Me	0.00	4,000.00	0.00	4,000.00
873 Endowment/DN Okla. Images	40,000.00	40,000.00	2,300.00	37,700.00
909 ODL/Hispanic Collection	18,000.00	18,000.00	15,766.36	2,233.64
912 Midwest City /Large Print	3,000.00	3,000.00	2,496.88	503.12
915 OAC/Donna Cox	300.00	300.00	300.00	0.00
918 OAC/Kapoot Clown Theater	0.00	4,000.00	4,000.00	0.00
939 YMCA/21st Century Grant	2,610.00	2,760.00	2,610.00	150.00
940 OHC/Native American	346.20	326.20	326.20	0.00
941 Windsor Hill/Come Read W/ Me	720.00	720.00	720.00	0.00
942 Weokie CU/Bus Wrap	9,700.00	9,700.00	9,300.00	400.00
943 Junior League/MWC	0.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,399.00	501.00

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	9,150.00	0.00
866 01 Invisible Man	5,000.00	5,000.00	3,490.72	1,509.28
888 02 DN-Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	996.50	3.50
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	252.45	747.55
920 03 OUT-LIFE	5,000.00	5,000.00	5,000.00	0.00
922 03 OUT- Teen Summer	0.00	0.00	204.35	(204.35)
923 03 MWC Teen Space	350.00	350.00	145.00	205.00
924 03 VI - Kaleidoscope	6,000.00	6,000.00	5,262.70	737.30

GRANTS:	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 4/30/04</u>
<u>Grants - Friends of MLS</u>				
925 03 OUT - Bookcases	3,500.00	3,500.00	0.00	3,500.00
926 03 OUT - Our World	14,800.00	14,800.00	13,000.00	1,800.00
927 04 Shannon Lucid	1,500.00	1,500.00	1,428.12	71.88
928 03 Public Arts	0.00	2,000.00	0.00	2,000.00
929 03 DN - Oklahoma Image	20,000.00	20,000.00	0.00	20,000.00
930 03 DN - Rebinding Books	4,000.00	4,000.00	3,996.85	3.15
931 03 Materials	10,000.00	10,000.00	8,838.07	1,161.93
932 03 Volunteer Recognition	3,000.00	3,000.00	2,520.65	479.35
933 03 Staff Recognition	4,550.00	4,622.00	4,420.48	201.52
934 03 Lee Brawner Scholarship	10,000.00	10,000.00	5,149.70	4,850.30
936 03 MWC - Gallery Lighting	1,500.00	1,500.00	1,468.95	31.05
937 03 1.5 ton cab & chas.	35,000.00	35,000.00	30,686.09	4,313.91
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
Total Grants				<u>\$301,651.58</u>
Total Special Funds				<u>\$ 456,928.95</u>

Metropolitan Library System
Statement of Encumbrances
Month of April 2004

FY-04

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	924,978.68	6,640,683.66	81.57	8,141,139.00	1,500,455.34
102	Wages - Part-time	130,454.87	908,767.37	73.00	1,244,885.00	336,117.63
103	Payroll Taxes	79,045.29	559,329.45	79.38	704,579.00	145,249.55
109	Workers Comp. Insurance	7,400.00	74,386.00	67.62	110,007.00	35,621.00
112	Group Insurance	102,133.61	1,024,501.89	78.96	1,297,465.00	272,963.11
113	Employees' Retirement	.00	1,430,683.00	100.00	1,430,700.00	17.00
114	Unemployment Comp.	2,431.00	7,258.68	72.59	10,000.00	2,741.32
Total Personal Services		1,246,443.45	10,645,610.05	82.28	12,938,775.00	2,293,164.95

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	140,404.00	81.84	171,556.00	31,152.00
202	Liability/Bonding Insurance	.00	4,025.00	17.87	22,525.00	18,500.00
205	Rent of Library Buildings	400.00	17,657.78	91.00	19,405.00	1,747.22
206	Rent of Equipment	1,420.20	15,597.00	74.33	20,983.00	5,386.00
207	Janitorial Services	15,492.33	149,523.30	66.64	224,364.00	74,840.70
208	Maintenance of Facilities	11,342.18	144,035.98	48.82	295,055.00	151,019.02
211	Parking & Transportation	6,840.89	64,877.72	49.78	130,340.00	65,462.28
212	Travel Expenses	6,406.22	27,533.96	42.28	65,122.00	37,588.04
213	Professional Services	9,639.66	115,510.46	53.31	216,672.00	101,161.54
214	Security Services	12,170.24	122,461.14	55.16	222,025.00	99,563.86
216	Telephone Services	15,389.53	128,120.40	38.63	331,686.00	203,565.60
217	Electrical Services	20,174.26	276,743.21	66.57	415,748.00	139,004.79
218	Gas Services	-4,397.06	39,726.85	67.60	58,765.00	19,038.15
219	Water & Garbage Services	2,123.60	31,994.79	77.24	41,423.00	9,428.21
220	Trigen Energy Services	.00	.00	.00	95,000.00	95,000.00
226	Membership	636.50	17,161.00	74.47	23,045.00	5,884.00
230	Other Library-Related Serv.	8,434.26	261,183.92	76.48	341,488.00	80,304.08
231	Automation Contractual	71,952.22	256,482.14	84.59	303,212.00	46,729.86
236	Network Catalog Services	.00	2,913.00	5.36	54,330.00	51,417.00
Total Contractual Services		178,025.03	1,815,951.65	59.49	3,052,744.00	1,236,792.35

Metropolitan Library System
Statement of Encumbrances
Month of April 2004

FY-04

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	17,308.55	134,892.35	76.12	177,204.00	42,311.65
302	Postage	19,406.06	170,016.59	64.67	262,904.00	92,887.41
303	Supplies	32,005.09	173,977.16	64.50	269,742.00	95,764.84
310	Maintenance Supplies	1,440.52	36,973.57	60.12	61,500.00	24,526.43
312	Safety Supplies & Equipment	601.22	1,934.21	24.28	7,965.00	6,030.79
321	Gas & Oil	1,556.47	10,017.13	66.78	15,000.00	4,982.87
322	Vehicle Parts & Repairs	212.73	9,907.49	55.04	18,000.00	8,092.51
330	Programming Activities	29,819.01	128,258.69	60.66	211,440.00	83,181.31
331	Other Commodities	1,755.67	14,935.77	41.86	35,682.00	20,746.23
	Total Commodities	104,105.32	680,912.96	64.27	1,059,437.00	378,524.04

Capital Outlays

401	Books & Materials	194,495.20	2,190,443.66	76.97	2,845,665.00	655,221.34
404	Government Documents	.00	2,900.00	50.00	5,800.00	2,900.00
405	Book Repairs & Bindings	.00	2,006.65	40.13	5,000.00	2,993.35
407	Periodicals & Subscriptions	155.00	141,396.17	89.28	158,375.00	16,978.83
408	Furniture, Fixture, & Equip.	9,264.81	86,969.52	53.60	162,262.00	75,292.48
409	Motor Vehicle	.00	30,694.59	85.26	36,000.00	5,305.41
410	Automation System & Equip.	52,303.35	259,355.22	67.54	384,000.00	124,644.78
450	Capital Projects	47,724.84	1,390,832.77	44.72	3,109,869.00	1,719,036.23
490	Capital Reserves-Current	.00	.00	.00	1,037,577.45	1,037,577.45
499	Reserve Carryover	.00	.00	.00	9,214,770.96	9,214,770.96
	Total Capital Outlays	303,943.20	4,104,598.58	24.20	16,959,319.41	12,854,720.83
	Total Budget	1,832,517.00	17,247,073.24	50.71	34,010,275.41	16,763,202.17

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
G-04075	Bank of Oklahoma	Payroll Transmittal-Chks	47,470.85	
		Payroll Transmittal-Chks	16,845.64	64,316.49
G-04076	Bank of Oklahoma	Federal Withholding Tax	31,735.60	
		Federal Withholding Tax	1,886.00	33,621.60
G-04077	Oklahoma Tax Commission	State Withholding Tax	15,172.60	
		State Withholding Tax	1,085.00	16,257.60
G-04078	Mun. Employees Credit Union	Employee Cr Union Deducts	10,564.11	
		Employee Cr Union Deducts	80.00	10,644.11
G-04079	United Way of Central Oklahoma	Employee Deductions	346.57	
		Employee Deductions	9.00	355.57
G-04080	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04081	Administrative Systems, Inc.	Employee Deductions	1,091.55	1,091.55
G-04082	Bank of America	Payroll Transmittal-DDep	146,714.06	
		Payroll Transmittal-DDep	19,516.74	166,230.80
G-04083	Nationwide Retirement Solution	Employee Deductions	7,059.97	7,059.97
G-04084	Premium Accounting	Employee Deductions	776.52	776.52
G-04085	Metro Library Sys Pension Trst	Employee Retirement Conts	8,389.28	8,389.28
G-04086	Bank of Oklahoma	Employee Flexplan Deposit	15,348.99	
		Employer Flexplan Deposit	1,265.00	16,613.99
G-04087	Bank of Oklahoma	Employee Soc/Sec Deposits	18,115.25	
		Employee Soc/Sec Deposits	2,646.71	
		Employee Medicare Deposit	4,236.62	
		Employee Medicare Deposit	619.00	
		Employer Soc/Sec Deposits	20,762.00	
		Employer Medicare Deposit	4,855.63	51,235.21
G-04088	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04089	American Student Assistance	Employee Deductions	56.11	56.11
G-04090	Folasade Toyin Obasade	Employee Deductions	200.00	200.00
G-04091	Grainger Parts Operations	Maintenanace of Facilities	41.50	
		Maintenanace of Facilities	20.75	62.25
G-04092	O G & E	Electrical Services	10,462.23	10,462.23
G-04093	City of Oklahoma City	Water & Garbage Service	365.05	365.05
G-04094	Triangle/A & E	Supplies	55.50	
		Capital Project	12.00	
		Supplies	87.80	155.30
G-04095	Brodart, Inc.	Supplies	14.93	
		Supplies	15.21	30.14
G-04096	Locke Supply Co.	Maintenanace of Facilities	14.63	14.63
G-04097	Tech-Lock	Maintenanace of Facilities	33.90	33.90
G-04098	Emsco Electric Supply	Maintenanace of Facilities	39.64	
		Maintenancê Supplies	14.60	
		Maintenanace of Facilities	42.90	97.14
G-04099	Demco	Safety Supplies	81.58	
		Supplies	17.20	98.78
G-04100	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04101	Gaylord Bros.	Supplies	66.98	66.98
G-04102	Gale Research	Materials	1,720.74	1,720.74
G-04103	M. Scott Carter	Mileage	67.50	67.50
G-04104	UNUM Life Insurance	Grp L-T Disab Ins Prm-Apr	5,873.09	5,873.09
G-04105	Mary Patton	Registration	230.00	
		Travel Expense	786.95	1,016.95
G-04106	Standard Printing Co., Inc.	Printing	145.00	145.00

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose	Amount	
G-04107	Oklahoma Library Association	Registration	85.00	
		Registration	135.00	
		Registration	115.00	
		Registration	135.00	
		Registration	105.00	
		Registration	95.00	
		Registration	105.00	
		Registration	95.00	
		Registration	85.00	
		Registration	135.00	
		Registration	105.00	
		Registration	85.00	
		Registration	115.00	
		Registration	105.00	
		Registration	115.00	
		Registration	105.00	
		Registration	105.00	
		Registration	105.00	
		Registration	105.00	2,035.00
G-04108	Susie Beasley	Programming Activities	231.02	231.02
G-04109	Central Oklahoma Winnelson	Maintenance of Facilities	23.08	23.08
G-04110	Xerox Corporation	Maintenance of Facilities	223.00	223.00
G-04111	Bill Warren Office Products	Supplies	66.50	
		Supplies	24.57	91.07
G-04112	American Library Association	Membership	195.00	195.00
G-04113	Keystone Tape & Label, Inc.	Printing	154.00	154.00
G-04114	FEDEX	Automation Contractural	40.09	
		Postage	17.73	57.82
G-04115	Boise Cascade Office Products	Supplies	27.16	27.16
G-04116	Recorded Books, LLC	Materials	3,747.09	3,747.09
G-04117	Carolyn Abernathy	Programming Activities	67.38	67.38
G-04118	U.S. Postmaster	Postage	259.00	259.00
G-04119	Instructional Video, Inc.	Materials	472.25	472.25
G-04120	Denyveta Davis	Mileage	54.56	54.56
G-04121	Gale Group	Materials	2,188.74	2,188.74
G-04122	GPN / WNED - TV	Materials	1,069.14	1,069.14
G-04123	Mutual Assurance	Grp Life/Ad&d Ins Prm-Apr	23,744.97	23,744.97
G-04124	Anne G. Fischer	Telephone Reimbursement	73.13	73.13
G-04125	Spaces, Inc.	Capital Project	8,250.00	8,250.00
G-04126	Library Video Company	Materials	508.68	508.68
G-04127	Priscilla Doss	Mileage	3.00	3.00
G-04128	PC Learning Center, Inc.	Registration	240.00	240.00
G-04129	Full Circle Book Store	Materials	78.36	78.36
G-04130	Nancy Lytle	Mileage	16.31	16.31
G-04131	Genealogical Publishing Co, Inc	Materials	853.45	853.45
G-04132	Robert Hurst	Registration	150.00	150.00
G-04133	Oklahoma Air Filter	Maintenanace of Facilities	234.38	234.38
G-04134	Lowe's Companies, Inc.	Maintenance Supplies	108.34	
		Maintenanace of Facilities	14.28	
		Maintenanace of Facilities	16.34	
		Maintenanace of Facilities	6.96	145.92
G-04135	Oklahoma Automatic Door, Inc.	Maintenance of Facilities	51.00	51.00

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
G-04136	Blackstone Audio Books	Materials	266.27	266.27
G-04137	Oklahoma Gazette	Advertisement	677.85	677.85
G-04138	Books on Tape, Inc.	Materials	1,113.30	1,113.30
G-04139	Crystal Data/Business Products	Supplies	107.00	107.00
G-04140	Brilliance Corporation	Materials	692.86	692.86
G-04141	The Standard Register Co.	Supplies	2,633.48	2,633.48
G-04142	Associated Plastic Industries	Supplies	990.00	990.00
G-04143	Hobby Lobby	Other Commodities	179.47	179.47
G-04144	Ingram Library Services	Materials	1,442.20	1,442.20
G-04145	Julia Mock	Mileage	13.31	13.31
G-04146	High-Tech Tronics, Inc.	Maintenance of Facilities	598.95	
		Maintenance of Facilities	419.40	1,018.35
G-04147	Jane Carvajal	Programming Activities	65.00	65.00
G-04148	Walker Companies	Supplies	18.00	
		Printing	60.00	78.00
G-04149	Audio Editions	Materials	257.39	257.39
G-04150	United States Postal Service	Postage	6,000.00	6,000.00
G-04151	Kinko's, Inc.	Printing	356.00	356.00
G-04152	Air Compressor Supply, Inc.	Maintenance of Facilities	70.00	70.00
G-04153	Oklahoma County Newspapers	Subscription	15.00	15.00
G-04154	Fuelman of Oklahoma	Gasoline	331.40	331.40
G-04155	Midwest Trophy Mfg. Co., Inc.	Other Commodities	70.00	70.00
G-04156	Oklahoma Center for the Book	Other Commodities	50.00	50.00
G-04157	Stone Computer & Copier	Supplies	445.00	445.00
G-04158	Sagebrush Corp.	Materials	33.04	33.04
G-04159	Debbie Robertus	March 2004	10.88	10.88
G-04160	The Daily & Sunday	Legal Notice	41.58	
		Advertisement	351.55	393.13
G-04161	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-04162	Brawner Associates, L.L.C.	Consultant Fee	1,540.00	1,540.00
G-04163	Lisa Walker	Mileage	34.31	34.31
G-04164	Contractors Supply Co.	Maintenance of Facilities	15.59	15.59
G-04165	Ruby Soutiere	Mileage	7.50	7.50
G-04166	Dowell Parking Center	Parking	105.00	105.00
G-04167	BBC Audiobooks America	Materials	41.81	41.81
G-04168	Wanda Scott	Printing	99.95	99.95
G-04169	Clyde Herrod	Mileage	4.50	4.50
G-04170	City of Harrah	Water & Garbage Service	18.90	18.90
G-04171	Lawns By Murphy	Maintenance of Facilities	35.00	35.00
G-04172	Crowe & Dunlevy	Legal Services	282.66	282.66
G-04173	City of Choctaw	Water & Garbage Service	27.45	27.45
G-04174	Vision Service Plan of	Grp VisionCare Ins Prm-AP	2,195.92	2,195.92
G-04175	C.O.T.P.A.	Parking	1,387.00	1,387.00
G-04176	Office Depot	Supplies	52.38	52.38
G-04177	Karen L. Bays	Travel Expense	600.34	600.34
G-04178	Baker & Taylor Books - #510486	Materials	959.00	959.00
G-04179	Cox Oklahoma Telecom, Inc.	Telephone Services	2,728.00	
		Telephone Services	1,444.15	
		Telephone Services	310.00	4,482.15
G-04180	Baker & Taylor Entertainment	Materials	3,118.35	3,118.35
G-04181	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-Apr	69,054.63	69,054.63
G-04182	Marian J. LeCrone	Mileage	69.38	69.38

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
G-04183	Helen Chacon	Mileage	16.50	16.50
G-04184	Francis Tuttle	Registration	550.00	550.00
G-04185	Craig Co. Genealogical Society	Materials	164.00	164.00
G-04186	Community Playthings	Programming Supplies	970.00	970.00
G-04187	Budget Box and Bag	Printing	25.30	
		Other Commodities	101.20	126.50
G-04188		Copier Usage	425.18	425.18
G-04189	Susan H. Wood	Programming Activities	250.00	250.00
G-04190	Southwest Paper - OKC	Supplies	187.60	187.60
G-04191	Corporate Express	Supplies	56.50	
		Supplies	29.70	
		Supplies	19.48	105.68
G-04192	Kyle McClain	Maintenance of Facilities	80.00	
		Maintenance of Facilities	80.00	
		Maintenance of Facilities	80.00	240.00
G-04193	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04194	Baker & Taylor Books - #510486	Materials	783.58	
		Materials	2,265.05	
		Materials	1,481.38	
		Materials	2,077.34	
		Materials	3,898.11	
		Materials	4,138.98	14,644.44
G-04195	Baker & Taylor Books - #510486	Materials	1,903.32	
		Materials	5,449.52	
		Materials	6,171.41	13,524.25
G-04196	Baker & Taylor Books-#510486	Materials	659.57	659.57
G-04197	Safe Escape with Bob Stuber	Materials	239.40	239.40
G-04198	Lynna M Schneider	Programming Activities	150.00	150.00
G-04199	Custom Creative Plastics	Supplies	102.55	102.55
G-04200	Mercola.com	Books	260.60	260.60
G-04201	Josh Bowman	Programming Activities	25.00	25.00
G-04202	Brenda Hammons	Mileage	4.88	4.88
G-04203	Metropolitan Library System	Parking	6.00	
		Professional Services	60.00	
		Printing	57.45	
		Postage	111.65	
		Supplies	100.59	
		Vehicle Parts & Repairs	8.68	
		Programming Activities	85.02	
		Programming Activities	148.76	
		Other Commodities	55.12	633.27
G-04204	Oklahoma Natural Gas Co.	Gas Services	1,481.76	1,481.76
G-04205	City of the Village	Garbage & Sewer Service	68.63	68.63
G-04206	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,852.50	1,852.50
G-04207	Brodart, Inc.	Supplies	863.36	863.36
G-04208	Edward Terry	Mileage	37.50	37.50
G-04209	Demco	Programming Supplies	33.62	33.62
G-04210	Gaylord Bros.	Supplies	24.79	24.79
G-04211	Gale Research	Materials	1,343.96	1,343.96
G-04212	Highsmith Co., Inc.	Supplies	71.39	71.39
G-04213	Journal Record Publishing	Subscription	140.00	140.00
G-04214	Hewlett-Packard Company	Maintenance Agreement	43,944.00	43,944.00

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
G-04215	Synergy Datacom Supply Inc.	Maintenance Supplies	28.52	28.52
G-04216	City of Edmond	Electrical Service	2,506.17	2,506.17
G-04217	United Linen	Towel Service	24.40	24.40
G-04218	Alma L. Brown	Programming Activities	44.31	44.31
G-04219	Baker & Taylor Books - #510486	Materials	37.52	37.52
G-04220	Susie Beasley	Registration	45.00	
		Travel Expense	10.50	55.50
G-04221	Judith Walden	Mileage	46.88	46.88
G-04222	U.S. Postmaster	Postage	10,000.00	10,000.00
G-04223	Xerox Corporation	Copier Usage	162.00	162.00
G-04224	Value Line Publishing, Inc.	Materials	249.00	249.00
G-04225	Bill Warren Office Products	Supplies	68.90	
		Supplies	235.65	304.55
G-04226	Nextel Communications	Telephone Services	196.30	196.30
G-04227	Facts On File, Inc.	Materials	826.25	826.25
G-04228	Boise Cascade Office Products	Supplies	2,119.99	2,119.99
G-04229	Recorded Books, LLC	Materials	5,610.03	5,610.03
G-04230	Phillip Tolbert	Registration	160.00	
		Travel Expense	427.19	587.19
G-04231	Marilyn E. Backus	March 2004	8.63	8.63
G-04232	Instructional Video, Inc.	Materials	1,458.96	1,458.96
G-04233	Gale Group	Materials	268.36	268.36
G-04234	Hunter's Battery Warehouse	Maintenance of Facilities	55.60	55.60
G-04235	Spoken Arts, Inc.	Materials	56.95	56.95
G-04236	Library Video Company	Materials	640.56	640.56
G-04237	Full Circle Book Store	Programming Activities	15.96	
		Materials	71.09	87.05
G-04238	Janet Brooks	Mileage	113.63	113.63
G-04239	S & S Worldwide	Programming Supplies	130.93	130.93
G-04240	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-04241	Genealogical Publishing Co, Inc	Materials	878.10	878.10
G-04242	Catering By Finley, Inc.	Programming Activities	190.75	190.75
G-04243	Weiss Ratings, Inc.	Materials	392.95	392.95
G-04244	Southwestern Bell	Telephone Services	220.00	220.00
G-04245	Heidi Daniel-Morgan	Travel Expense	46.38	46.38
G-04246	Southwestern Bell	Telephone Services	849.34	849.34
G-04247	Cingular Wireless	Telephone Services	102.35	102.35
G-04248	Brilliance Corporation	Materials	106.57	106.57
G-04249	A. Rifkin Co.	Supplies	79.45	79.45
G-04250	Radio Spirits, Inc.	Materials	131.87	131.87
G-04251	Ingram Library Services	Materials	2,611.45	2,611.45
G-04252	Mergent Company, Inc.	Materials	3,245.00	3,245.00
G-04253	Summit Mailing Systems, Inc.	Supplies	270.00	270.00
G-04254	Audio Editions	Materials	111.09	111.09
G-04255	JoNita White	Mileage	9.75	9.75
G-04256	Fuelman of Oklahoma	Gasoline	358.45	358.45
G-04257	DWe Williams	Programming Activities	100.00	100.00
G-04258	Rotary Club of Oklahoma City	Membership	230.00	230.00
G-04259	Karen R. Bray	Mileage	10.13	10.13
G-04260	Evans Enterprises Inc-OKC	Maintenance of Facilities	264.75	264.75
G-04261	Frances V. Harbert	Mileage	11.85	

** Continued **

General Fund F.Y. 03-04

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04261	Frances V. Harbert	Programming Activities	126.96	138.81
G-04262	Barnes & Noble, Inc.	Materials	3,582.81	3,582.81
G-04263	Schiffer Publishing	Materials	32.11	32.11
G-04264	Anita Roesler	Mileage	61.35	61.35
G-04265	Jimmy Welch	Mileage	24.38	24.38
G-04266	Faculty House	Membership	16.50	16.50
G-04267	Pauline Boyer Rodriguez	Mileage	25.50	25.50
G-04268	CDW-G	Computer Equipment	3,697.65	3,697.65
G-04269	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	154.49	456.65
G-04270	Childcraft Education Corp.	Supplies	68.97	68.97
G-04271	Sharon A. Nolan	Programming Activities	251.55	
		Programming Activities	50.00	
		Programming Activities	52.50	354.05
G-04272	AT&T	Telephone Services	21.48	21.48
G-04273	Westrex International	Supplies	768.29	768.29
G-04274	BBC Audiobooks America	Materials	309.47	309.47
G-04275	City of Edmond	Water & Garbage Service	236.25	236.25
G-04276	Steve Littleman	Programming Activities	1,187.50	1,187.50
G-04277	John Wood	Mileage	33.56	33.56
G-04278	Linda Jameson	Mileage	10.50	10.50
G-04279	Shellie Zeigler-Hill	Mileage	25.31	25.31
G-04280	Todd Olberding	Telephone Reimbursement	45.92	45.92
G-04281	Baker & Taylor Books - #510486	Materials	1,339.50	1,339.50
G-04282	Baker & Taylor Entertainment	Materials	5,942.53	5,942.53
G-04283	Prime Office Products	Supplies	1,554.00	1,554.00
G-04284	LaVetta Kinsey Dent	Mileage	56.63	56.63
G-04285	McCurtain County	Materials	175.00	175.00
G-04286	Jean Engebritson	Mileage	29.25	29.25
G-04287	Imagination Promotional Group	Other Commodities	919.67	919.67
G-04288	All-American Waste Control	Garbage Service	476.74	476.74
G-04289	Pamela Buchanan	Mileage	7.50	7.50
G-04290	A Chance to Change	Employee Assistance	975.00	975.00
G-04291	John Utley	Mileage	19.88	19.88
G-04292	Melissa Weathers	Programming Activities	211.66	211.66
G-04293	Technology Unlimited	Computer Equipment	485.00	485.00
G-04294	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-04295	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04296	Baker & Taylor Books - #510486	Materials	878.81	
		Materials	593.25	
		Materials	1,262.51	
		Materials	1,401.13	
		Materials	3,500.44	
		Materials	2,031.08	
		Materials	5,232.78	14,900.00
G-04297	Baker & Taylor Books - #510486	Materials	2,004.54	
		Materials	2,569.13	
		Materials	1,184.18	5,757.85
G-04298	Baker & Taylor Books-#510486	Materials	1,241.20	1,241.20
G-04299	Willow Bend Books	Materials	337.85	337.85
G-04300	Beatriz Meyer	Programming Activities	50.00	50.00

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Number	Vendor/Payee	Purpose		Amount
G-04301	Lloyd Lovely	Mileage	19.13	19.13
G-04302	Richard I. Bong	Materials	9.77	9.77
G-04303	German Auto Service	Vehicle Parts & Repairs	25.03	25.03
G-04304	Branded Black Publishing	Materials	119.40	119.40
G-04305	AVA	Professional Services	50.00	50.00
G-04306	Bank of Oklahoma	Payroll Transmittal-Chks	48,931.78	
		Payroll Transmittal-Chks	18,323.41	67,255.19
G-04307	Bank of Oklahoma	Federal Withholding Tax	33,432.60	
		Federal Withholding Tax	1,960.00	35,392.60
G-04308	Oklahoma Tax Commission	State Withholding Tax	15,910.60	
		State Withholding Tax	1,093.00	17,003.60
G-04309	Mun. Employees Credit Union	Employee Cr Union Deducts	10,573.11	
		Employee Cr Union Deducts	80.00	10,653.11
G-04310	United Way of Central Oklahoma	Employee Deductions	346.57	
		Employee Deductions	10.00	356.57
G-04311	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04312	Administrative Systems, Inc.	Employee Deductions	1,085.14	1,085.14
G-04313	Bank of America	Payroll Transmittal-DDep	152,489.91	
		Payroll Transmittal-DDep	18,766.92	171,256.83
G-04314	Works & Lentz, Inc.	Employee Deductions	146.21	146.21
G-04315	Nationwide Retirement Solution	Employee Deductions	7,136.97	7,136.97
G-04316	Premium Accounting	Employee Deductions	776.52	776.52
G-04317	Metro Library Sys Pension Trst	Employee Retirement Conts	8,368.90	8,368.90
G-04318	Bank of Oklahoma	Employee Flexplan Deposit	6,761.79	6,761.79
G-04319	Bank of Oklahoma	Employee Soc/Sec Deposits	18,774.47	
		Employee Soc/Sec Deposits	2,701.16	
		Employee Medicare Deposit	4,390.74	
		Employee Medicare Deposit	631.68	
		Employer Soc/Sec Deposits	21,475.62	
		Employer Medicare Deposit	5,022.63	52,996.30
G-04320	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04321	American Student Assistance	Employee Deductions	55.91	55.91
G-04322	Folasade Toyin Obasade	Employee Deductions	142.00	142.00
G-04323	Brodart, Inc.	Supplies	12.35	
		Furniture	323.00	335.35
G-04324	Southwestern Stationery and	Printing	614.26	
		Printing	680.31	
		Printing	4,935.21	6,229.78
G-04325	Demco	Supplies	110.41	110.41
G-04326	Gaylord Bros.	Supplies	81.49	81.49
G-04327	City Glass-OKC, Inc.	Maintenanaçe of Facilities	471.46	471.46
G-04328	Ernestine F. Clark	Other Commodities	53.83	53.83
G-04329	Standard Printing Co., Inc.	Printing	60.00	
		Printing	195.00	
		Printing	245.00	
		Printing	500.00	1,000.00
G-04330	Donna Morris	Telephone Reimbursement	35.00	35.00
G-04331	Xerox Corporation	Copier Usage	1,121.06	
		Copier Usage	1,238.25	2,359.31
G-04332	Bill Warren Office Products	Safety Supplies and Equip	64.68	64.68
G-04333	Boise Cascade Office Products	Safety Supplies and Equip	265.23	265.23
G-04334	Eureka Water Co.	Other Commodities	61.50	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-04334	Eureka Water Co.	Other Commodities	44.00	
		Other Commodities	61.50	167.00
G-04335	Production Services	Library Related Services	2,200.00	2,200.00
G-04336	Central Oklahoma Volunteer	Membership	20.00	20.00
G-04337	Friday	Advertisement	346.50	346.50
G-04338	Geri Price	Supplies	86.14	86.14
G-04339	Oklahoma Gazette	Advertisement	527.85	
		Advertisement	527.85	
		Advertisement	1,177.85	2,233.55
G-04340	Walker Companies	Printing	58.45	58.45
G-04341	Voss Lighting	Maintenance of Facilities	21.60	
		Maintenance of Facilities	265.50	287.10
G-04342	Southwestern Bell	Telephone Services	269.68	269.68
G-04343	Advantage Laser Products, Inc.	Supplies	38.00	38.00
G-04344	The Daily & Sunday	Legal Bid Notice	42.42	42.42
G-04345	Bank of America	Payroll Direct Deposit	172.15	172.15
G-04346	Childcraft Education Corp.	Programming Supplies	987.38	987.38
G-04347	Lisa M. Wood	Programming Activities	90.67	
		Programming Activities	154.35	245.02
G-04348	Office Depot	Supplies	54.38	54.38
G-04349	David Fitzgerald & Associates	Printing	275.00	275.00
G-04350	City of Edmond	Other Commodities	30.00	30.00
G-04351	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	9.00	9.00
G-04352	Imagenation Promotional Group	Printing	299.59	
		Printing	40.00	339.59
G-04353	Photo Factory	Printing	206.41	206.41
G-04354	Corporate Express	Supplies	20.59	20.59
G-04355	Oklahoma Business Forms	Printing	2,159.75	2,159.75
G-04356	AchieveGlobal, Inc.	Training Materials	2,091.00	2,091.00
G-04357	Heartland Payphone Service	Capital Projects	150.00	150.00
G-04358	O G & E	Electrical Services	6,630.86	6,630.86
G-04359	Oklahoma Natural Gas Co.	Gas Services	864.90	
		Gas Services	1,406.28	2,271.18
G-04360	City of Bethany	Water & Garbage Service	137.86	137.86
G-04361	City of Oklahoma City	Water & Garbage Service	500.77	500.77
G-04362	Unisource Worldwide Inc-OKCity	Maintenance Supplies	3,200.00	
		Supplies	109.88	3,309.88
G-04363	Demco	Supplies	157.56	
		Supplies	127.63	285.19
G-04364	Gale Research	Materials	1,936.84	1,936.84
G-04365	Journey House Travel, Inc.	Travel Expense	336.40	
		Travel Expense	397.90	
		Travel Expense	389.40	1,123.70
G-04366	Sams Technical Publishing	Materials	155.23	155.23
G-04367	M. Scott Carter	Travel Expense	443.30	443.30
G-04368	City Glass-OKC, Inc.	Maintenance of Facilities	426.12	426.12
G-04369	Synergy Datacom Supply Inc.	Automation Contractual	126.73	126.73
G-04370	SBC	Telephone Services	5,368.28	
		Telephone Services	2,073.32	
		Telephone Services	463.45	7,905.05
G-04371	Ernestine F. Clark	Mileage	45.56	45.56

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Number	Vendor/Payee	Purpose		Amount
G-04372	Weston Woods Accts Receivable	Materials	409.44	409.44
G-04373	The H.W. Wilson Co.	Materials	157.50	157.50
G-04374	Value Line Publishing, Inc.	Materials	594.00	594.00
G-04375	Bill Warren Office Products	Supplies	22.19	
		Supplies	1,340.75	
		Supplies	139.37	1,502.31
G-04376	FEDEX	Postage	9.16	9.16
G-04377	Boise Cascade Office Products	Supplies	33.59	
		Supplies	13.17	
		Supplies	54.36	
		Furniture and Equipment	185.15	286.27
G-04378	Recorded Books, LLC	Materials	24.80	24.80
G-04379	Kapco Library Products	Supplies	189.50	189.50
G-04380	Okla. Employment Security Comm	Unemployment Insurance	2,431.00	2,431.00
G-04381	Scott Rice Company	Supplies	150.00	150.00
G-04382	Gale Group	Materials	627.60	627.60
G-04383	Live Oak Media	Materials	101.75	101.75
G-04384	Anne G. Fischer	Mileage	38.25	38.25
G-04385	Control Communications	Supplies	7,843.30	7,843.30
G-04386	Party Bazaar	Programming Activities	14.43	14.43
G-04387	Conney Safety Products	Safety Supplies	23.24	23.24
G-04388	Construction Building	Maintenance of Facilities	167.40	
		Maintenance of Facilities	25.00	192.40
G-04389	Downtown College Consortium	Registration	190.00	190.00
G-04390	Blackstone Audio Books	Materials	626.26	626.26
G-04391	Books on Tape, Inc.	Materials	1,856.00	1,856.00
G-04392	Brilliance Corporation	Materials	300.30	300.30
G-04393	Hobby Lobby	Programming Activities	53.58	53.58
G-04394	Lori Kane	Mileage	254.21	254.21
G-04395	Ingram Library Services	Materials	1,930.35	1,930.35
G-04396	Walker Companies	Supplies	25.15	25.15
G-04397	Audio Editions	Materials	79.92	79.92
G-04398	Lakeshore Learning Materials	Programming Activities	128.91	128.91
G-04399	Mary Ann Mahan	Programming Activities	102.02	102.02
G-04400	Fuelman of Oklahoma	Gasoline	354.54	354.54
G-04401	Bob Howard Downtown Ford	Vehicle Parts & Repairs	188.66	188.66
G-04402	Sagebrush Corp.	Materials	80.06	80.06
G-04403	Voss Lighting	Maintenance of Facilities	43.20	43.20
G-04404	L. E. Acker Co.	Maintenance of Facilities	11.76	11.76
G-04405	Dorothy Dunlap	Mileage	165.00	165.00
G-04406	Home Depot/GECE	Maintenance of Facilities	7.98	7.98
G-04407	Dell	Computer Equipment	1,888.89	1,888.89
G-04408	GovConnection, Inc.	Computer Equipment	89.48	89.48
G-04409	Deborah Willis	Mileage	108.19	108.19
G-04410	The Daily & Sunday	Advertisement	372.70	372.70
G-04411	Katrina Prince	Mileage	12.00	12.00
G-04412	U.S. Postal Service	Postage	2,500.00	2,500.00
G-04413	Norman Music Center	Programming Supplies	578.00	578.00
G-04414	Greenwood Publishing Group	Materials	200.11	200.11
G-04415	Demco Media Turtleback Books	Materials	521.61	521.61
G-04416	Office Depot	Equipment	129.95	129.95
G-04417	Commerical Card Solutions	Automation Contractual	241.39	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-04417	Commerical Card Solutions	Supplies	33.47	
		Computer Equipment	78.00	
		Computer Equipment	29.95	
		Computer Equipment	100.00	
		Registration	160.00	
		Supplies	79.45	722.26
G-04418	Baker & Taylor Entertainment	Materials	3,680.95	
		Materials	569.65	4,250.60
G-04419	Prime Office Products	Supplies	20.48	20.48
G-04420	Walmart Community Branch	Other Commodities	19.92	19.92
G-04421	Commerical Card Solutions	Registration	155.00	
		Books	161.89	
		Books	178.37	
		Books	397.09	
		Books	202.55	
		Books	342.13	
		Books	547.90	
		Books	191.88	
		Books	140.13	
		Books	207.13	
		Books	223.93	
		Books	18.05	2,766.05
G-04422	Dr. Max Price	Programming Activities	75.00	75.00
G-04423	Metro Tech	Programming Activities	300.00	300.00
G-04424	Sizzlin' Brains	Programming Activities	200.00	200.00
G-04425	Area Wide Aging Agency, Inc.	Registration	65.00	65.00
G-04426	Carol Hunter	Mileage	7.50	7.50
G-04427	Khanh Minh Do	Mileage	85.31	85.31
G-04428	CorVISION Media, Inc.	Training Materials	237.00	237.00
G-04429	Daphene Keys	Mileage	27.00	27.00
G-04430	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04431	Baker & Taylor Books - #510486	Materials	504.11	
		Materials	1,505.59	
		Materials	2,623.34	
		Materials	3,863.44	
		Materials	1,389.70	
		Materials	3,615.59	
		Materials	2,341.63	15,843.40
G-04432	Baker & Taylor Books - #510486	Materials	1,283.06	
		Materials	2,839.87	
		Materials	3,294.10	
		Materials	4,915.06	12,332.09
G-04433	Baker & Taylor Books-#510486	Materials	90.68	90.68
G-04434	Parking Partners LLC	Parking	80.00	80.00
G-04435	McLaren's Pantry	Programming Activities	116.00	116.00
G-04436	Beth Maye	Programming Activities	125.00	125.00
G-04437	LaDonna Atkins	Programming Activities	75.00	75.00
G-04438	International Gymnastics	Programming Activities	60.00	60.00
G-04439	Sabre Technologies	Automation Contractural	795.00	795.00
G-04440	Stephen Nasser	Materials	40.00	40.00
G-04441	Francine Ringold	Printing	150.00	150.00

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Number	Vendor/Payee	Purpose		Amount
G-04442	Ft. Worth Genealogical Society	Materials	6.12	6.12
G-04443	Mary L Strong	Programming Activities	62.44	62.44
G-04444	Jean Wilburn	Mileage	7.88	7.88
G-04445	Metropolitan Library System	Travel Expense	7.00	
		Printing	26.02	
		Postage	134.52	
		Supplies	75.74	
		Maintenance Supplies	3.24	
		Programming Activities	129.67	
		Programming Activities	119.21	
		Programming Activities	62.34	
		Programming Activities	27.86	
		Other Commodities	58.89	644.49
G-04446	City of Midwest City	Water & Garbage Service	259.10	259.10
G-04447	City of Del City	Building Rental	400.00	400.00
G-04448	Grainger Parts Operations	Maintenance of Facilities	180.12	180.12
G-04449	Unisource Worldwide Inc-OKCity	Supplies	672.00	672.00
G-04450	Brodart, Inc.	Supplies	33.01	
		Supplies	65.12	98.13
G-04451	Demco	Supplies	38.21	38.21
G-04452	Eales Electronics Corp.	Maintenance of Facilities	122.00	122.00
G-04453	Gale Research	Materials	4,309.65	
		Materials	6,297.00	10,606.65
G-04454	Highsmith Co., Inc.	Programming Supplies	21.70	21.70
G-04455	Kathryn Thurman	Programming Activities	200.00	200.00
G-04456	Alma L. Brown	Registration	105.00	105.00
G-04457	Standard Printing Co., Inc.	Printing	500.00	500.00
G-04458	Weston Woods Accts Receivable	Materials	82.62	82.62
G-04459	Baker & Taylor Books - #510486	Materials	1,531.98	1,531.98
G-04460	Donna Morris	Travel Expense	372.64	372.64
G-04461	The H.W. Wilson Co.	Materials	357.00	357.00
G-04462	Bill Warren Office Products	Equipment	185.00	185.00
G-04463	Barbara Beasley	Supplies	69.49	69.49
G-04464	United Refrigeration, Inc.	Maintenance of Facilities	12.00	
		Maintenance of Facilities	944.88	956.88
G-04465	Pure Service Corporation	Janitorial Services	10,592.33	
		Janitorial Services	4,900.00	15,492.33
G-04466	The Penworthy Co.	Materials	1,874.74	1,874.74
G-04467	Instructional Video, Inc.	Materials	2,117.21	2,117.21
G-04468	Gale Group	Materials	847.96	847.96
G-04469	Hunter's Battery Warehouse	Maintenance of Facilities	33.00	33.00
G-04470	Spoken Arts, Inc.	Materials	377.62	377.62
G-04471	Spaces, Inc.	Furniture	2,806.36	2,806.36
G-04472	Angie Paeltz	Mileage	48.00	48.00
G-04473	Library Video Company	Materials	721.53	721.53
G-04474	Clampitt Paper Co.	Supplies	100.00	100.00
G-04475	Full Circle Book Store	Programming Activities	95.80	
		Materials	79.08	174.88
G-04476	Janet Brooks	Travel Expense	222.18	222.18
G-04477	Conney Safety Products	Safety Supplies	43.29	43.29
G-04478	Jill Vessels	Travel Expense	87.63	87.63
G-04479	Books on Tape, Inc.	Materials	36.00	36.00

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Number	Vendor/Payee	Purpose		Amount
G-04480	Brilliance Corporation	Materials	808.39	808.39
G-04481	Ursula Ward	Travel Expense	89.00	89.00
G-04482	Gateway Films/Vision Video	Materials	46.97	46.97
G-04483	Ingram Library Services	Materials	3,045.35	3,045.35
G-04484	Julia Mock	Travel Expense	87.58	87.58
G-04485	Audio Editions	Materials	135.80	135.80
G-04486	OSCPA	Membership	175.00	175.00
G-04487	Mary Ann Mahan	Mileage	34.13	34.13
G-04488	Fuelman of Oklahoma	Gasoline	354.17	
		Gasoline	157.91	512.08
G-04489	Sagebrush Corp.	Materials	86.65	86.65
G-04490	Frances V. Harbert	Travel Expense	102.76	102.76
G-04491	Jana Hausburg	Travel Expense	100.50	100.50
G-04492	Barnes & Noble, Inc.	Books	14.00	14.00
G-04493	Schiffer Publishing	Materials	234.49	234.49
G-04494	Paula Hannapel	Travel Expense	92.50	92.50
G-04495	Jimmy Welch	Remote Services	25.00	25.00
G-04496	Pauline Boyer Rodriguez	Travel Expense	92.50	92.50
G-04497	Debbie Robertus	Travel Expense	85.00	85.00
G-04498	Crystal D. Giles	Travel Expense	187.25	187.25
G-04499	Graybar	Automation Contractural	60.91	60.91
G-04500	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	31.36	31.36
G-04501	Katrina Prince	Travel Expense	87.38	87.38
G-04502	OPHRA	Registration	144.00	144.00
G-04503	Kelley Riha	Mileage	149.63	149.63
G-04504	Dowell Parking Center	Parking & Transportation	1,000.00	
		Parking & Transportation	1,400.00	2,400.00
G-04505	BBC Audiobooks America	Materials	490.06	490.06
G-04506	Clyde Herrod	Travel Expense	98.50	98.50
G-04507	Derek Cash	Travel Expense	87.25	
		Registration	85.00	172.25
G-04508	C.O.T.P.A.	Parking	90.00	90.00
G-04509	Office Depot	Supplies	129.24	
		Supplies	110.37	
		Supplies	28.17	267.78
G-04510	Roy Ballou	Mileage	16.50	16.50
G-04511	Baker & Taylor Books - #510486	Materials	917.60	917.60
G-04512	Baker & Taylor Entertainment	Materials	1,138.59	1,138.59
G-04513	LaVetta Kinsey Dent	Programming Activities	96.72	96.72
G-04514	Walmart Community Branch	Programming Activities	83.14	
		Supplies	12.06	95.20
G-04515	Classic Paper Supply	Supplies	225.20	225.20
G-04516	Donna Morris	Car Allowance	450.00	450.00
G-04517	Rachel Mosman	Mileage	18.00	18.00
G-04518	Humphrey & Associates	Furniture	43.64	43.64
G-04519	Technology Unlimited	Automation Contractural	593.60	593.60
G-04520	Kory Twaddle	Programming Activities	50.00	50.00
G-04521	Faith Centered Resources	Materials	110.45	110.45
G-04522	Southwestern Bell	Telephone Services	63.33	63.33
G-04523	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-04524	Advertising Specialties & More	Programming Activities	2,772.00	2,772.00
G-04525	Corporate Express	Supplies	69.18	69.18

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Number	Vendor/Payee	Purpose		Amount
G-04526	Securitas Security USA, Inc.	Security Services	2,988.35	2,988.35
G-04527	Employee Benefits	Materials	332.00	332.00
G-04528	Baker & Taylor Books - #510486	Materials	700.42	
		Materials	1,590.06	
		Materials	2,105.10	
		Materials	3,188.82	
		Materials	1,783.22	
		Materials	2,093.36	
		Materials	4,505.66	15,966.64
G-04529	Baker & Taylor Books - #510486	Materials	1,678.84	
		Materials	1,379.03	
		Materials	1,308.41	
		Materials	2,419.24	6,785.52
G-04530	Baker & Taylor Books-#510486	Materials	1,066.86	1,066.86
G-04531	Willow Bend Books	Materials	79.60	79.60
G-04532	Kelly Dalrymple	Registration	75.00	
		Travel Expense	88.75	163.75
G-04533	Beth Maye	Programming Activities	125.00	125.00
G-04534	Patrick Williams	License	50.00	50.00
G-04535	Cheryl Cherry	Mileage	76.48	76.48
G-04536	Bank of Oklahoma	Payroll Transmittal-Chks	51,566.61	
		Payroll Transmittal-Chks	17,904.29	69,470.90
G-04537	Bank of Oklahoma	Federal Withholding Tax	34,241.60	
		Federal Withholding Tax	1,977.00	36,218.60
G-04538	Oklahoma Tax Commission	State Withholding Tax	16,225.60	
		State Withholding Tax	1,137.00	17,362.60
G-04539	Mun. Employees Credit Union	Employee Cr Union Deducts	10,423.11	
		Employee Cr Union Deducts	80.00	10,503.11
G-04540	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04541	Morgan & Associates, P.C.	Employee Deductions	10.65	10.65
G-04542	Bank of America	Payroll Transmittal-DDep	155,909.02	
		Payroll Transmittal-DDep	19,710.29	175,619.31
G-04543	Works & Lentz, Inc.	Employee Deductions	109.54	109.54
G-04544	Nationwide Retirement Solution	Employee Deductions	7,136.97	7,136.97
G-04545	Metro Library Sys Pension Trst	Employee Retirement Conts	8,342.25	8,342.25
G-04546	Bank of Oklahoma	Employee Flexplan Deposit	58.41	58.41
G-04547	Bank of Oklahoma	Employee Soc/Sec Deposits	19,084.60	
		Employee Soc/Sec Deposits	2,740.51	
		Employee Medicare Deposit	4,463.48	
		Employee Medicare Deposit	640.87	
		Employer Soc/Sec Deposits	21,825.22	
		Employer Medicare Deposit	5,104.19	53,858.87
G-04548	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04549	American Student Assistance	Employee Deductions	55.81	55.81
Total of FY 03-04 Warrants Issued				\$ 1,681,058.31

Special Funds

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
S-10272	Ruthie I. Phillips	Lost & Paid Book Returned	3.00	3.00
S-10273	Alex W. Wagner	Lost & Paid Book Returned	12.00	12.00
S-10274	Paulette L. Finnegan	Lost & Paid Book Returned	13.00	13.00
S-10275	Baker & Taylor Books - #510486	Materials	34.01	34.01
S-10276	Chiquita D. Haddox	Lost & Paid Book Returned	6.00	6.00
S-10277	Nikki L. Garland	Lost & Paid Book Returned	9.05	9.05
S-10278	Trudy E. Pope	Lost & Paid Book Returned	3.70	3.70
S-10279	Sabrina G. Pena	Lost & Paid Book Returned	25.00	25.00
S-10280	Amii R. Flanagan	Lost & Paid Book Returned	12.90	12.90
S-10281	Laura B. Travis	Lost & Paid Book Returned	22.95	22.95
S-10282	Joann Cornelius	Lost & Paid Book Returned	24.55	24.55
S-10283	Jamey S. Hodge	Lost & Paid Book Returned	13.95	13.95
S-10284	Sheryl L. Milton	Lost & Paid Book Returned	6.00	6.00
S-10285	Lisa D. Elder	Lost & Paid Book Returned	3.00	3.00
S-10286	Baker & Taylor Books - #510486	Materials	24.85	24.85
S-10287		Copier	7,395.00	7,395.00
S-10288	Baker & Taylor Books - #510486	Materials	14.19	14.19
S-10289	Warren E. Snyder	Lost & Paid Book Returned	3.00	3.00
S-10290	Janis L. Purcell	Lost & Paid Book Returned	21.55	21.55
S-10291	Theodore H. Gunter, Jr	Lost & Paid Book Returned	3.00	3.00
S-10292	Margaret A. Renfro	Lost & Paid Book Returned	3.00	3.00
S-10293	Donte L. Payton	Lost & Paid Book Returned	11.95	11.95
S-10294	Douglas W. Dowell	Lost & Paid Book Returned	16.40	16.40
S-10295	F. Walker McArthur	Lost & Paid Book Returned	9.00	9.00
S-10296	Debra B. Logan	Lost & Paid Book Returned	3.00	3.00
S-10297	Terri L. Cronin	Lost & Paid Book Returned	5.95	5.95
S-10298	Baker & Taylor Books - #510486	Materials	9.82	9.82
S-10299		Copier	7,395.00	7,395.00
S-10300	Budget Box and Bag	Programming	204.35	204.35
S-10301	J & B Graphics	Signage	145.00	145.00
S-10302	Full Circle Book Store	Books	55.92	55.92
S-10303	Steven E. Ferguson, Sr.	Lost & Paid Book Returned	3.00	3.00
S-10304	Oklahoma Tax Commission	SALES TAX	10.73	10.73
S-10305	Ingram Library Services	Materials	11.69	11.69
S-10306	Elizabeth A. Hildebrand	Lost & Paid Book Returned	32.95	32.95
S-10307	Baker & Taylor Books - #510486	Materials	29.98	29.98
S-10308	Susanne E. Laflin	Lost & Paid Book Returned	132.30	132.30
S-10309	Kayla M. Owens	Lost & Paid Book Returned	9.95	9.95
S-10310	Susan L. Wallace	Lost & Paid Book Returned	16.90	16.90
S-10311	Concesa A. Cockrell	Lost & Paid Book Returned	4.95	4.95
S-10312	Corrina A. Ferguson	Lost & Paid Book Returned	11.99	11.99
S-10313	Shellee L. Spencer	Lost & Paid Book Returned	7.99	7.99
S-10314	Kristy L. Johnston	Lost & Paid Book Returned	21.95	21.95
S-10315	Michele K. Nessman	Lost & Paid Book Returned	3.00	3.00
S-10316	Jay W. Hollopeter	Lost & Paid Book Returned	30.00	30.00
S-10317	Kathryn A. Clark	Lost & Paid Book Returned	20.95	20.95
S-10318	Lisa L. Moore	Lost & Paid Book Returned	12.50	12.50
S-10319	Lori A. Evans	Lost & Paid Book Returned	15.85	15.85
S-10320	Oklahoma Tax Commission	SALES TAX	393.97	393.97
S-10321		Copier	7,395.00	7,395.00
S-10322	Blackstone Audio Books	Materials	273.84	273.84
S-10323	Mediatriton	Books	323.40	323.40

Special Funds

Warrant Register

April 2004

Number	Vendor/Payee	Purpose		Amount
S-10324	Carl Albert High School	Volunteer Recognition	150.00	150.00
S-10325	Transit Advertising, Inc.	Advertising	800.00	800.00
S-10326	Patricee S. Davis	Lost & Paid Book Returned	3.00	3.00
S-10327	Molly E. Allen	Lost & Paid Book Returned	3.00	3.00
S-10328	Baker & Taylor Books - #510486	Materials	7.11	7.11
S-10329	Bonnie J. Brisby	Lost & Paid Book Returned	3.00	3.00
S-10330	Victor P. Hochla	Lost & Paid Book Returned	21.95	21.95
S-10331	Muriel L. Burton	Lost & Paid Book Returned	41.89	41.89
S-10332	Elizabeth A. Harkey	Lost & Paid Book Returned	3.00	3.00
S-10333	Jessica R. Knowles	Lost & Paid Book Returned	11.15	11.15
S-10334	Danita J. Dimick	Lost & Paid Book Returned	3.00	3.00
S-10335	Anita M. Parker	Lost & Paid Book Returned	3.00	3.00
S-10336	Barnes & Noble, Inc.	Books	3,931.58	
		Books	113.56	4,045.14
S-10337	Kevin Connywerdy	Programming	1,500.00	1,500.00
S-10338	Ingram Library Services	Materials	234.85	234.85
S-10339	McKenzie & Co.	T-Shirts	1,942.00	1,942.00
Total of Special Funds Warrants Issued				\$ 33,045.07

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: ANNUAL CONTRACT FOR LASERJET AND INKJET TONER CARTRIDGES

Provided for in the FY 2004-05 budget is the annual request for various toner cartridges for the many Hewlett Packard printers within the Library system. Both LaserJet and InkJet toner cartridges are used throughout the system.

Specifications were prepared and bids were let for 19 days and were advertised for two days (April 16 and 20, 2004) in *The Oklahoman*. Bids were sent to ten prospective vendors.

A pre-bid meeting was held Tuesday, April 27, 2004, at Business Office, Downtown Library. One vendor attended. Bids were received and publicly opened May 4, 2004. Four vendors responded.

a. LaserJet Toner Cartridges

Vendors	HP Printer 4L/4ML & 4P/4MP	HP Printer 5P/5MP & 6P/6MP	HP Printer 2100 Series	HP Printer 2300 Series	HP Printer 4000 Series	HP Printer 4100 Series	HP Printer 4200 Series
Sabre Technologies	\$56.00	\$66.00	\$70.00	\$96.00	\$87.00	\$101.00	\$122.00
Oklahoma Business	\$79.00	\$107.53	\$110.80	\$158.00	\$130.90	\$144.00	\$158.00
Stone Computer	\$56.70	\$69.25	\$73.25	\$99.45	\$90.68	\$105.40	\$125.85
Sunbelt Data Systems	\$82.00	\$72.00	\$74.50	\$106.00	\$92.50	\$112.75	\$135.50

b. InkJet Toner Cartridges

Vendors	HP Printer HPC4836A	HP Printer HPC4837A	HP Printer HPC48386A	HP Printer HPC4844A	HP Printer HPC4841A	HP Printer HPC4842A	HP Printer HPC4843A
Sabre Technologies	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00
Stone Computers	\$27.71	\$27.71	\$27.71	\$27.71	\$27.71	\$27.71	\$27.71
Sunbelt Data Systems	\$30.25	\$30.25	\$30.25	\$31.75	\$30.25	\$30.25	\$30.25
Oklahoma Business	\$38.99	\$27.71	\$27.71	\$27.71	\$27.71	\$27.71	\$27.71

All vendors meet specifications and are located in Oklahoma County. Sabre Technologies is the best and lowest bidder for both the LaserJet and InkJet toner cartridges.

RECOMMENDATION:

That the Commission award the annual contract for LaserJet and InkJet Toner Cartridges to Sabre Technologies in the amounts indicated above for the Fiscal Year 2004-05. Funding for these purchases is provided for the FY 2004-05 Budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: PURCHASE OF CPU HOLDERS FOR THE RJN DOWNTOWN LIBRARY

Provided for in the FY 2003-04 budget is the request for new office furniture and equipment for the Ronald J. Norick Downtown Library. A part of that equipment is CPU holders for the new furniture that is being installed at the Library for both the staff and public use.

The Automation Department staff has selected CPU holders, which are manufactured by Knap & Vogt. Knap & Vogt are listed in the General Services Administration (GSA) Contract for Office Products. GSA contracts have been competitively bid and publicly awarded. The Metropolitan Library Commission previously has authorized the purchase of furniture and equipment from GSA contracts.

The Automation Department wishes to purchase 150 CPU holders from the Knap & Vogt GSA contract #GS-14F-0015M

150 CPU-2 Holders @ \$64.29 each.

Total Cost: \$9,643.50

RECOMMENDATION:

That the Commission award the contract for 150 CPU holders to Knap & Vogt at the cost of \$9,643.50. Adequate funding is available in the FY 2004-05 budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C. OVERDUE STATEMENT MAILERS

Provided for in the FY 2003-04 budget is the annual 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 qualify for the automation rates. 150,000 overdue statement mailers were last purchased in June 2003.

Specifications were prepared and bids were let for 16 days and were advertised for two days (April 27 and 29, 2004) in ***The Oklahoman***. Bid packets were mailed to six prospective vendors.

A pre-bid conference was held on Tuesday, May 4, 2004. One vendor attended. Bids were received and publicly opened on Tuesday, May 11, 2004. Two vendors responded.

Vendors	Quantity	Cost per Thousand	Extended Cost
Moore Wallace	150,000	\$45.29	\$ 6,793.50
Southwestern Stationary	150,000	\$72.12	\$10,818.41

Both vendors are located in Oklahoma County and meet specifications. Moore Wallace is the best and lowest bidder. Moore Wallace has produced the Overdue Statement Mailers for the Library in the past.

RECOMMENDATION:

That the Commission award the Contract for 150,000 overdue statement mailers to Moore Wallace at the cost of \$6,793.50. Adequate funding is available in the FY 2003-04 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D. DOWNTOWN LIBRARY GRAND OPENING EVENTS PLANNER

The Administration requested and received a \$25,000.00 special grant from the Friends of the Metropolitan Library System for Grand Opening events of the new Downtown Library.

A committee was formed to work on grand opening events and determined early on that outside help was needed for this undertaking. The library sent out requests for information to several prospective "event planners" and two firms were interviewed.

Following the interviews and review of the proposals by the Committee, it was determined that STEAM had the best resources to provide the requested services within the desired time frame.

STEAM has provided the Library with a proposal of fees based on the scope of work developed by the Library. The cost of these services will be \$7,500.00

RECOMMENDATION:

That the Commission award the contract for an events planner to STEAM at a total cost of \$7500.00. One-half of this amount to be paid at the onset of the contract and the remaining half to be paid upon completion of the project. Funding for this professional service will be taken from the Grand Opening Grant provided by the Friends of the Library.

REQUEST TO DECLARE EQUIPMENT SURPLUS

The Commission on April 15, 2004 (Doc #78) approved the Luther Library lease agreement with the City of Luther. The new Luther Library located at 310 N.E. 3rd was opened and dedicated on May 8, 2004. The last day of service for the Luther Library Extension Bookmobile Trailer was on April 30, 2004. Therefore, the bookmobile trailer has become surplus to the Library.

The Administration wishes to dispose of the 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.

RECOMMENDATION:

The Commission declares the Luther bookmobile trailer to be surplus to the Library's needs and authorize the sale of the surplus in accordance with Commission policy by sealed bid sale.

REPORT AND RECOMMENDATIONS FROM THE PUBLIC SERVICES COMMITTEE

THE PUBLIC SERVICES COMMITTEE MET APRIL 29, 2004 FOR:

I. Overview of Metropolitan Library System Policy & Procedure Manual with Recommendations from Administration

Recommended Policy Revisions and Adoption

➤ Section II ~ Description of Services

Item A: Meeting Room Reservations and Use

Attachment A: Meeting Room Fee Schedule

Attachment B: Downtown Library Meeting Room Use

Attachment C: MLS Regulations Regarding Use of Meeting Room
Agreement Form

Attachment D: MLS List of Organizations Exempt from Meeting Room
Fees

➤ Section IV ~ Public Relations

Item B: Smoking Restrictions

➤ Section X ~ Miscellaneous Procedures

Item M: Sponsorships and Grants

Item N: Safety

DURING ITS MEETING, THE COMMITTEE:

Reviewed and discussed all items.

The results of the discussions are as follows.

- ❖ The Public Services Committee voted unanimously to approve the recommendations from Administration on the Metropolitan Library System Policy & Procedure Manual revisions to: Section II Description of Services ~ Item A: Attachments A through D, Section IV Public Relations ~ Item B, Section X ~ Item M, and the Adoption of Section X ~ Item N.
- ❖ It voted unanimously to have the Administration research and compile recommendations for a *Facilities Use Policy*.

*Minutes of April 29, 2004 meeting will be handed out at Commission meeting.
MLC Chair, Public Services Committee Chair and Members will be provided minutes prior to
Commission Meeting*

COMMISSION ACTION: To accept/approve the following recommendations

To approve the recommendations from the Public Services Committee on the Metropolitan Library System Policy & Procedure Manual revisions to: Section II ~ Item A: Attachments A through D, Section IV ~ Item B, Section X ~ Item M, and the Adoption of Section X ~ Item N.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
PUBLIC SERVICES COMMITTEE**

MINUTES

Thursday, April 29, 2004 2:30 p.m.
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 March 25, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on April 26, 2004, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Jose Jimenez, Chair
Cynthia Trent
Peggy Winters

COMMITTEE MEMBERS EXCUSED:

Pamela Pung

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Metropolitan Library Commission, Chair
Nancy Anthony, Metropolitan Library Commission, Member
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 7

I. The meeting was called to order at 2:30 p.m. by Mr. Jose Jimenez, Chair.

II. Due to a lack of a quorum, Mr. Jimenez requested Mrs. Donna Morris, Executive Director, begin with an overview of the Metropolitan Library System Policy & Procedure Manual (MLS P & P Manual).

Mrs. Morris began by stating that the Oklahoma Department of Libraries requires libraries to review all of their policies every four years to be eligible for state aid.

In the process of this review, the Administration noted that this manual has been in existence for over 35 years and has been written by a number of different people. Even though policies and procedures have been revised or adopted during this time period, it was noted that the manual's formatting had not been updated with the purpose of bringing it into a modern user-friendly tool. To that end the Administration's Policy & Procedure (P & P) Review Committee is researching and designing a new format for the manual. This new formatting will not change adopted policies or procedures; it is strictly to ensure the usability and understanding of this material.

The P & P Review Committee consists of Ms. Judy Walden, Deputy Director of Metropolitan Library System For Public Services; Mrs. Kay Bauman, Director of Planning; Mr. Scott Carter, Director of Marketing & Communications; and Mrs. Morris. During the ALA conference Ms. Walden attended a program on creating policies for results. They discussed the different types of problems that entities have with their policies, for example ... *policies are not*: a reflection of current practice, are not a reflection of the priorities, are not updated regularly, and commonly they do not address all issues. The P & P Review Committee agreed that the MLS P & P Manual in its current form does not meet the standard criteria for its needs.

The Administration would prefer to bring items only in need of revision, adoption, or deletion to the appropriate Committees or Commission for action and solely provide an information update on any formatting changes.

A new table of contents for current policies and procedures will be provided; as each section is placed and reformatted the Administration would like the Public Services Committee to be the reviewing committee for any major changes, unless a particular policy falls under the specific jurisdiction of one of the other Committees. It was also requested that the Public Services Committee be made aware, via an information report, of any minor "housekeeping" changes. This could include a title change, spelling change, current text usage change etc., where the meaning or intent of the policy is not changed, as opposed to taking every "housekeeping" change to the Commission for approval.

Mrs. Morris explained that one of the suggestions for developing a user-friendly policy manual is to state the policy in at least one paragraph followed by the regulations, which is how the formatting will appear in the revamped manual.

Mrs. Morris stated that in trying to keep with the proposal of major changes being presented to this Committee, the first item for revision is Section II ~ Description of Services, Item A: Meeting Room Reservations and Use.

She stated the changes to this policy are being presented in the old format, for now. The minor change is to the order of items in the policy, which were rearranged to be more coherent. She explained that this is a prime example of "housekeeping" changes, which could be relayed by an information report and require no action from the Committee or Commission.

The major change to this policy is the addition of Item A: Attachment A- Meeting Room Fee Schedule. The new Downtown Library has a number of new areas, many of different use and size that will be available for public use, and the old fee schedule did not address these new issues. The new fee schedule is the type of policy change that would be brought to Committee with an administrative recommendation for action.

In addition to the new fee schedule; Item A's Attachment B - Downtown Library Meeting Room has also been developed to answer the new set of issues that come with the new facility. Item A: Attachment C, is the meeting room agreement form, and does not have any major changes; it has been adjusted to match the policy. Finally, Item A: Attachment D has had no changes.

Mrs. Morris mentioned that in the past members have requested that a copy of the original policy change be provided with the changes highlighted. She stated that in trying to keep the inundation of paper to a minimum, that the "housekeeping" type of changes or rearranging of the same information might not need to be presented in that fashion. Mrs. Nancy Anthony stated that she agreed with that assessment, however, when a "major" change is indicated, providing the changed form or item highlighted would be useful to understanding the need or reason for the change.

III. At 2:56 p.m. with Mrs. Peggy Winters arrival, Mr. Jimenez requested roll be called to establish a quorum. Present: Trent, Winters, Jimenez.

IV. Mr. Jimenez reviewed the key points of information presented prior to the establishment of a quorum. He then asked for questions.

Mr. Jimenez asked if the renting of meeting rooms was restricted to Library cardholders only. Mrs. Morris stated that it was not restricted; however, there are guidelines set forth as to what type of events may be held in the Library System's meeting rooms.

Mrs. Winters asked why the Study Rooms were excluded from fees. Mrs. Morris replied that it was the decision of the Administration to not charge a fee for the Study Rooms at this time. Currently, Study Rooms are available at several of the libraries and these Study Rooms are used on a first come first served basis. They tend to be used by education study groups but the demand has been manageable. If the Administration sees the trend changing; this issue could be revisited in the future. Mrs. Morris asked for questions.

Mrs. Anthony asked to make a few comments. She stated that the Library System is going to be in a position that it has not been in before with the opening of the new Downtown Library; i.e., having an extremely nice building that others are going to want to use. The new Oklahoma City Art Museum is used a great deal for functions

and social events that take advantage of the surrounding artwork, with the added bonus of bringing people into the museum.

Mrs. Anthony stated that she and other Commission members have been approached by different people as to the availability of the new library facility for such types of events. She suggested that possibly a special committee be formed to research and review the possibilities of creating a Facilities Use Policy specifically concerned with this new state-of-the-art facility.

She stated that this System has an opportunity to get people into the library building, for reasons other than library services, but hopefully can capitalize on the fact that they will see the library facility and become more interested in not only the facility but also in the Library System and the library services. She stated she believes that this would not necessarily involve the meeting rooms but the public spaces of the Library and asked at what point in time the Library would be available for events such as an after library hours Library Endowment Trust reception.

She concluded by stating that this raises some questions that this Library System has not had to address before and feels there is a definite need to see what types of things could be done or are done elsewhere, and what would be beneficial to the Library. She stated that there are several public facilities now that have policies in place - the Art Museum and the Myriad Gardens - and their policies may be a starting point for a special committee to begin its research for a use of facilities policy.

Mrs. Morris suggested the possibility that the special committee could consist of a few Commission members, staff members, and community people to research, review, and perhaps create a specific Facilities Use Policy.

Mr. Jimenez asked if there were any questions on Section IV ~ Public Relations, Item B: Smoking Restrictions. He stated he had asked Mrs. Morris if this policy mirrored the OSHA requirements. She stated that it did. Mrs. Morris noted that the revisions to this policy conform to the changes in Oklahoma State Law. She added that the Policy Statement is first followed by the Regulations in the new draft format. Mr. Jimenez called for questions and discussion followed.

Mr. Jimenez asked for questions on Section X ~ Miscellaneous Procedures, Item M: Sponsorships and Grants. Mrs. Morris stated that this policy is written in the new format and is the combination of several similar policies. She explained that Items M and N are being temporarily placed under Miscellaneous Procedures and that when the new table of contents and subheadings are completed, part of the "housekeeping" will be placing policies in the appropriate categories.

Mrs. Morris stated that this implementation is the type of "housekeeping" that could be presented through an information report process. She emphasized that only formatting, and minor "housekeeping" changes would be handled in this matter. Any change in policy intent or purpose would be brought by Administrative recommendation to the Committee or Commission. Mr. Jimenez called for questions and discussion followed.

Mr. Jimenez asked for questions on Section X ~ Miscellaneous Procedures, Item N: Safety. Mrs. Morris stated that this is a new policy developed to stay with PEOSH and OSHA standards as well as the Library System's own Safety Training requirements and the Administration believes having a written policy is warranted. She said this policy is also formatted with the policy stated first and the regulations following. She asked for questions and discussion followed.

Mr. Jimenez called for a motion on the Administration's report and recommendations.

Mrs. Cynthia Trent moved to approved the recommendations from Administration on the Metropolitan Library System Policy & Procedure Manual revisions to: Section II ~ Item A: Attachments A - D, Section IV ~ Item B, Section X ~ Item M, and the adoption of Section X ~ Item N, and recommend said action to the Commission for revisions and adoption. Mrs. Winters seconded. No further discussion. Motion passed unanimously.

Mr. Jimenez called for a motion on Mrs. Anthony's recommendation that a Committee be formed to research, develop, and prepare a report on a Facilities Use Policy.

Mrs. Trent moved to have the Administration Team form a Committee to evaluate the facilities use possibilities. Mrs. Winters seconded. No further discussion. Motion passed unanimously.

Mr. Jimenez called for discussion on the suggestion that an information report process be used to report any minor changes during the reorganization to the MLS P & P Manual. Also that any major changes in intent or purpose continue to be presented to Committee or Commission through the Administration Report and Recommendation process. After discussion; the Committee, by consensus, approved the reorganization of the MLS P & P Manual information report process for minor changes.

V. Mr. Jimenez stated that this Committee would try to meet again in September.

VI. There being no further business, the meeting was adjourned at 3:30 p.m.



Donna Morris, Executive Director
(Secretary)

Document # 89
MLC FY 2003-04
May 20, 2004

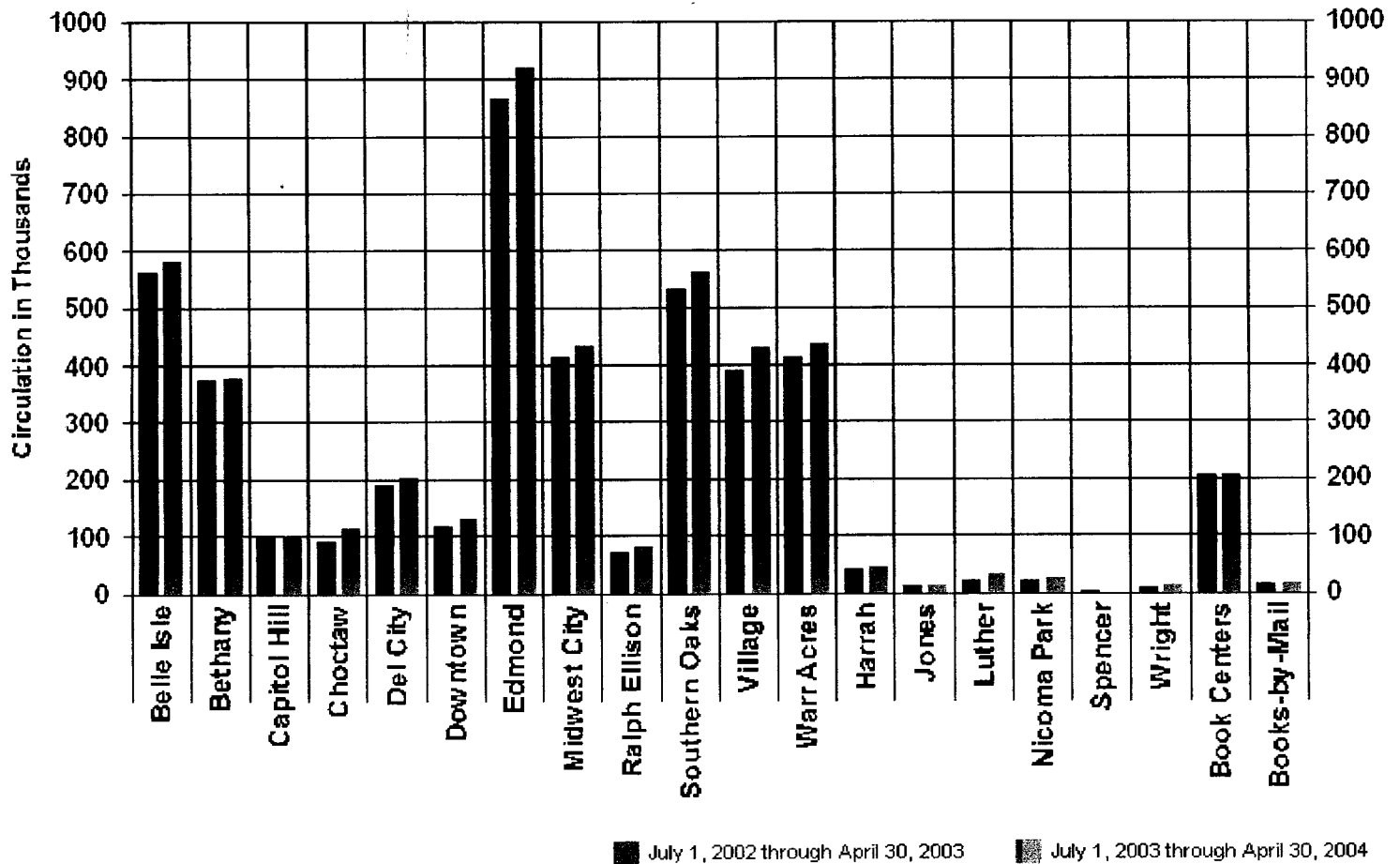


2003

METROPOLITAN LIBRARY SYSTEM / OKLAHOMA COUNTY

Circulation Gains and Losses

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)



Circulation Gains and Losses

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

APRIL 30, 2004		<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	03	39866	414768	13925	148749	53791	563517	
	04	42485	438952	13283	143644	55768	582596	
		2619	24184	-642	-5105	1977	19079	3.4
BETHANY	03	23799	248507	11871	127018	35670	375525	
	04	25934	259179	11666	117836	37600	377015	
		2135	10672	-205	-9182	1930	1490	.4
CAPITOL HILL	03	6920	70225	2966	29103	9886	99328	
	04	7537	72581	3123	29543	10660	102124	
		617	2356	157	440	774	2796	2.8
CHOCTAW	03	5758	58493	3402	33807	9160	92300	
	04	9418	71425	5277	41174	14695	112599	
		3660	12932	1875	7367	5535	20299	22.0
DEL CITY	03	12753	127727	6146	63002	18899	190729	
	04	14696	141879	5308	61233	20004	203112	
		1943	14152	-838	-1769	1105	12383	6.5
DOWNTOWN	03	10422	99070	1598	17775	12020	116845	
	04	11374	111763	1635	18459	13009	130222	
		952	12693	37	684	989	13377	11.4
EDMOND	03	46626	497355	33684	367526	80310	864881	
	04	54474	535896	36975	386029	91449	921925	
		7848	38541	3291	18503	11139	57044	6.6
MIDWEST CITY	03	27784	293812	10889	120435	38673	414247	
	04	30210	308294	11158	124656	41368	432950	
		2426	14482	269	4221	2695	18703	4.5
RALPH ELLISON	03	5863	53773	1647	16484	7510	70257	
	04	6039	61859	1636	18617	7675	80476	
		176	8086	-11	2133	165	10219	14.5
SOUTHERN OAKS	03	37496	389689	13131	142710	50627	532399	
	04	40614	414897	13453	145863	54067	560760	
		3118	25208	322	3153	3440	28361	5.3
VILLAGE	03	27895	261637	11953	128474	39848	390111	
	04	30313	296856	12367	132388	42680	429244	
		2418	35219	414	3914	2832	39133	10.0
WARR ACRES	03	26439	270416	13173	144613	39612	415029	
	04	30231	293718	12964	142023	43195	435741	
		3792	23302	-209	-2590	3583	20712	5.0

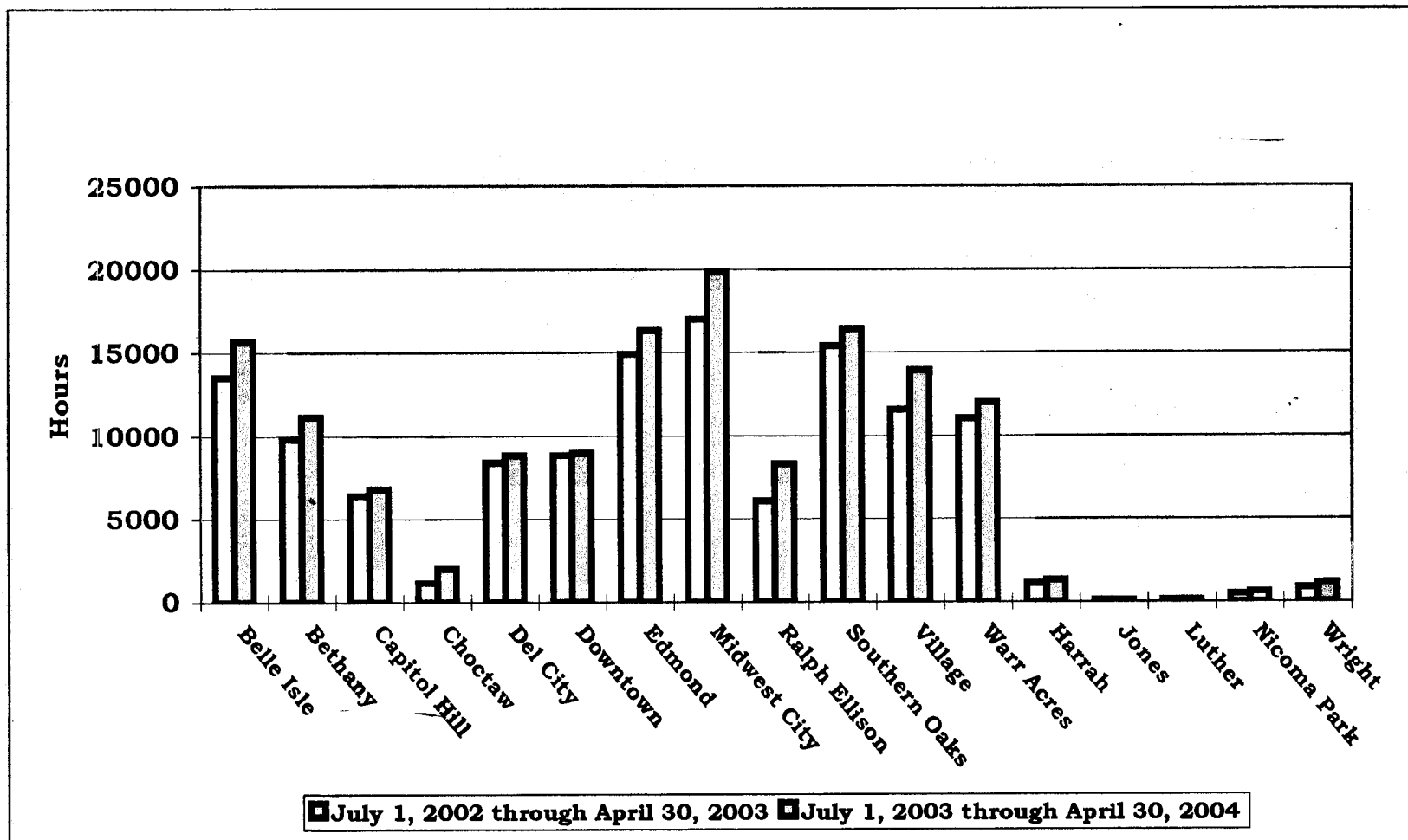
Circulation Gains and Losses

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

APRIL 30, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<u>EXTENSION LIBRARIES:</u>								
DREXEL	03	0	9097	0	1623	0	10720	
	04	0	0	0	0	0	0	
		0	-9097	0	-1623	0	-10720	-100.0
HARRAH	03	2742	28612	1420	13557	4162	42169	
	04	3101	31068	1360	15137	4461	46205	
		359	2456	-60	1580	299	4036	9.6
JONES	03	981	9216	201	2843	1182	12059	
	04	899	9130	200	2263	1099	11393	
		-82	-86	-1	-580	-83	-666	-5.5
LUTHER	03	2090	18495	372	4609	2462	23104	
	04	2451	26310	235	6734	2686	33044	
		361	7815	-137	2125	224	9940	43.0
NICOMA PARK	03	1513	14811	467	6477	1980	21288	
	04	1638	17057	453	6422	2091	23479	
		125	2246	-14	-55	111	2191	10.3
SPENCER	03	214	1641	20	145	234	1786	
	04	0	0	0	0	0	0	
		-214	-1641	-20	-145	-234	-1786	-100.0
WRIGHT	03	938	7658	193	1608	1131	9266	
	04	953	8767	173	1667	1126	10434	
		15	1109	-20	59	-5	1168	12.6
<u>OTHER:</u>								
BOOK CENTERS	03	9676	97651	11177	109261	20853	206912	
	04	9351	95095	11366	112261	20717	207356	
		-325	-2556	189	3000	-136	444	.2
BOOKS-BY-MAIL	03	1479	14252	0	0	1479	14252	
	04	1521	15118	0	0	1521	15118	
		42	866	0	0	42	866	6.1
TOTALS	03	291254	2986905	138235	1479819	429489	4466724	
	04	323239	3209844	142632	1505949	465871	4715793	
		31985	222939	4397	26130	36382	249069	5.6

Total Internet Hours Used by Library

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)



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Total Internet Usage

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	224		4,068		1,508.83		3,215		34,879		13,518.63	
	04	253		4,264		1,592.25		3,814		42,113		15,690.38	
		29	12.9	196	4.8	83.42	5.5	599	18.6	7,234	20.7	2,171.75	16.1
BETHANY	03	162		2,610		1,113.80		2,079		23,358		9,831.74	
	04	172		2,628		1,108.44		2,358		26,812		11,145.31	
		10	6.2	18	.7	-5.36	-.5	279	13.4	3,454	14.8	1,313.57	13.4
CAPITOL HILL	03	94		1,669		619.18		1,628		16,899		6,407.31	
	04	133		1,958		753.87		1,856		18,408		6,801.92	
		39	41.5	289	17.3	134.69	21.8	228	14.0	1,509	8.9	394.61	6.2
CHOCTAW	03	27		366		120.39		386		3,176		1,163.70	
	04	75		907		338.89		634		5,762		2,000.11	
		48	177.8	541	147.8	218.50	181.5	248	64.2	2,586	81.4	836.41	71.9
DEL CITY	03	114		2,147		875.48		1,718		20,230		8,391.87	
	04	114		2,240		878.36		2,027		22,122		8,840.53	
			.0	93	4.3	2.88	.3	309	18.0	1,892	9.4	448.66	5.3
DOWNTOWN	03	81		1,973		848.61		1,380		20,250		8,846.25	
	04	87		2,025		886.37		1,382		20,448		8,957.27	
		6	7.4	52	2.6	37.76	4.4	2	.1	198	1.0	111.02	1.3
EDMOND	03	231		4,070		1,560.49		3,881		38,512		14,930.95	
	04	260		4,456		1,581.05		4,183		44,949		16,357.03	
		29	12.6	386	9.5	20.56	1.3	302	7.8	6,437	16.7	1,426.08	9.6
MIDWEST CITY	03	273		4,590		1,833.13		4,201		41,274		17,012.68	
	04	280		4,811		1,905.05		4,768		49,747		19,872.42	
		7	2.6	221	4.8	71.92	3.9	567	13.5	8,473	20.5	2,859.74	16.8
RALPH ELLISON	03	122		1,970		735.27		1,781		16,228		6,058.98	
	04	132		2,211		813.37		2,249		23,617		8,302.27	
		10	8.2	241	12.2	78.10	10.6	468	26.3	7,389	45.5	2,243.29	37.0

Total Internet Usage

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	283		3,933		1,570.63		3,966		37,119		15,397.50	
	04	319		4,278		1,697.64		4,501		40,729		16,423.31	
		36	12.7	345	8.8	127.01	8.1	535	13.5	3,610	9.7	1,025.81	6.7
VILLAGE	03	238		3,303		1,206.62		3,193		30,903		11,561.98	
	04	279		3,909		1,388.39		3,751		38,190		13,927.74	
		41	17.2	606	18.3	181.77	15.1	558	17.5	7,287	23.6	2,365.76	20.5
WARR ACRES	03	217		3,023		1,158.61		2,791		28,378		11,017.66	
	04	233		3,436		1,243.61		3,209		32,885		12,004.95	
		16	7.4	413	13.7	85.00	7.3	418	15.0	4,507	15.9	987.29	9.0
HARRAH	03	19		340		154.87		261		2,366		1,105.15	
	04	23		267		108.27		303		3,011		1,306.30	
		4	21.1	-73	-21.5	-46.60	-30.1	42	16.1	645	27.3	201.15	18.2
JONES	03	1		5		1.07		31		155		80.93	
	04	2		25		10.36		31		183		71.09	
		1	100.0	20	400.0	9.29	868.2		.0	28	18.1	-9.84	-12.2
LUTHER	03			16		7.77		24		209		128.47	
	04	2		38		15.98		30		272		118.29	
		2		22	137.5	8.21	105.7	6	25.0	63	30.1	-10.18	-7.9
NICOMA PARK	03	4		103		38.49		97		1,064		487.85	
	04	5		111		49.14		105		1,240		614.93	
		1	25.0	8	7.8	10.65	27.7	8	8.2	176	16.5	127.08	26.0
WRIGHT	03	5		198		82.66		85		1,518		842.94	
	04	7		326		132.77		113		2,848		1,126.53	
		2	40.0	128	64.6	50.11	60.6	28	32.9	1,330	87.6	283.59	33.6
TOTAL	03	2,095		34,384		13,435.90		30,717		316,518		126,784.59	
	04	2,376		37,890		14,503.81		35,314		373,336		143,560.38	
		281	13.4	3,506	10.2	1,067.91	7.9	4,597	15.0	56,818	18.0	16,775.79	13.2

Internet Usage by Adult Customers

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	164		3,369		1,321.29		2,579		30,446		12,358.29	
	04	207		3,575		1,376.06		3,102		36,009		13,995.18	
		43	26.2	206	6.1	54.77	4.1	523	20.3	5,563	18.3	1,636.89	13.2
BETHANY	03	117		2,216		988.68		1,585		19,090		8,460.51	
	04	137		2,310		1,021.55		1,885		23,055		10,027.58	
		20	17.1	94	4.2	32.87	3.3	300	18.9	3,965	20.8	1,567.07	18.5
CAPITOL HILL	03	59		1,184		473.20		943		10,764		4,627.57	
	04	79		1,469		613.31		1,110		12,872		5,176.98	
		20	33.9	285	24.1	140.11	29.6	167	17.7	2,108	19.6	549.41	11.9
CHOCTAW	03	13		266		90.19		278		2,479		940.61	
	04	41		664		268.03		434		4,516		1,676.43	
		28	215.4	398	149.6	177.84	197.2	156	56.1	2,037	82.2	735.82	78.2
DEL CITY	03	81		1,828		778.57		1,256		16,539		7,284.29	
	04	81		1,899		778.94		1,557		18,699		7,835.21	
			.0	71	3.9	.37	.0	301	24.0	2,160	13.1	550.92	7.6
DOWNTOWN	03	71		1,696		737.71		1,160		17,213		7,693.06	
	04	78		1,836		819.06		1,216		18,187		8,071.34	
		7	9.9	140	8.3	81.35	11.0	56	4.8	974	5.7	378.28	4.9
EDMOND	03	179		3,532		1,412.71		2,878		33,064		13,309.50	
	04	211		3,896		1,422.86		3,313		38,754		14,679.95	
		32	17.9	364	10.3	10.15	.7	435	15.1	5,690	17.2	1,370.45	10.3
MIDWEST CITY	03	201		4,007		1,676.36		3,204		34,982		15,127.47	
	04	217		4,290		1,774.57		3,764		43,559		18,037.65	
		16	8.0	283	7.1	98.21	5.9	560	17.5	8,577	24.5	2,910.18	19.2
RALPH ELLISON	03	95		1,356		546.26		1,234		11,156		4,522.12	
	04	84		1,730		668.09		1,635		17,774		6,600.87	
		-11	-11.6	374	27.6	121.83	22.3	401	32.5	6,618	59.3	2,078.75	46.0

Internet Usage by Adult Customers

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	200		2,738		1,185.23		2,864		27,250		12,163.85	
	04	236		3,048		1,300.12		3,309		31,201		13,327.49	
		36	18.0	310	11.3	114.89	9.7	445	15.5	3,951	14.5	1,163.64	9.6
VILLAGE	03	173		2,713		1,044.69		2,442		25,809		10,123.42	
	04	232		3,462		1,262.53		2,925		32,724		12,367.34	
		59	34.1	749	27.6	217.84	20.9	483	19.8	6,915	26.8	2,243.92	22.2
WARR ACRES	03	182		2,592		1,010.66		2,259		24,899		9,991.04	
	04	187		3,065		1,149.87		2,626		28,798		10,878.69	
		5	2.7	473	18.2	139.21	13.8	367	16.2	3,899	15.7	887.65	8.9
HARRAH	03	12		226		109.33		168		1,869		946.23	
	04	14		217		89.87		217		2,378		1,077.72	
		2	16.7	-9	-4.0	-19.46	-17.8	49	29.2	509	27.2	131.49	13.9
JONES	03	1		5		1.07		24		137		75.42	
	04	1		16		6.62		24		164		63.80	
			.0	11	220.0	5.55	518.7		.0	27	19.7	-11.62	-15.4
LUTHER	03			13		7.40		14		173		119.24	
	04			18		9.94		14		156		85.16	
				5	38.5	2.54	34.3		.0	-17	-9.8	-34.08	-28.6
NICOMA PARK	03	4		85		32.78		68		757		355.48	
	04	2		81		38.02		73		944		456.20	
		-2	-50.0	-4	-4.7	5.24	16.0	5	7.4	187	24.7	100.72	28.3
WRIGHT	03	5		179		72.07		64		1,255		712.71	
	04	7		290		115.58		86		2,428		916.02	
		2	40.0	111	62.0	43.51	60.4	22	34.4	1,173	93.5	203.31	28.5
TOTAL	03	1,557		28,005		11,488.20		23,020		257,882		108,810.81	
	04	1,814		31,866		12,715.02		27,290		312,218		125,273.61	
		257	16.5	3,861	13.8	1,226.82	10.7	4,270	18.5	54,336	21.1	16,462.80	15.1

Internet Usage by Minor Customers

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month		Month		Month		Year		Year		Year	
		Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	03	60		699		187.54		636		4,433		1,160.34	
	04	46		689		216.19		712		6,104		1,695.20	
		-14	-23.3	-10	-1.4	28.65	15.3	76	11.9	1,671	37.7	534.86	46.1
BETHANY	03	45		394		125.12		494		4,268		1,371.23	
	04	35		318		86.89		473		3,757		1,117.73	
		-10	-22.2	-76	-19.3	-38.23	-30.6	-21	-4.3	-511	-12.0	-253.50	-18.5
CAPITOL HILL	03	35		485		145.98		685		6,135		1,779.74	
	04	54		489		140.56		746		5,536		1,624.94	
		19	54.3	4	.8	-5.42	-3.7	61	8.9	-599	-9.8	-154.80	-8.7
CHOCTAW	03	14		100		30.20		108		697		223.09	
	04	34		243		70.86		200		1,246		323.68	
		20	142.9	143	143.0	40.66	134.6	92	85.2	549	78.8	100.59	45.1
DEL CITY	03	33		319		96.91		462		3,691		1,107.58	
	04	33		341		99.42		470		3,423		1,005.32	
			.0	22	6.9	2.51	2.6	8	1.7	-268	-7.3	-102.26	-9.2
DOWNTOWN	03	10		277		110.90		220		3,037		1,153.19	
	04	9		189		67.31		166		2,261		885.93	
		-1	-10.0	-88	-31.8	-43.59	-39.3	-54	-24.5	-776	-25.6	-267.26	-23.2
EDMOND	03	52		538		147.78		1,003		5,448		1,621.45	
	04	49		560		158.19		870		6,195		1,677.08	
		-3	-5.8	22	4.1	10.41	7.0	-133	-13.3	747	13.7	55.63	3.4
MIDWEST CITY	03	72		583		156.77		997		6,292		1,885.21	
	04	63		521		130.48		1,004		6,188		1,834.77	
		-9	-12.5	-62	-10.6	-26.29	-16.8	7	.7	-104	-1.7	-50.44	-2.7
RALPH ELLISON	03	27		614		189.01		547		5,072		1,536.86	
	04	48		481		145.28		614		5,843		1,701.40	
		21	77.8	-133	-21.7	-43.73	-23.1	67	12.2	771	15.2	164.54	10.7

Internet Usage by Minor Customers

July 1, 2003 through April 30, 2004 (83.33% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	83		1,195		385.40		1,102		9,869		3,233.65	
	04	83		1,230		397.52		1,192		9,528		3,095.82	
			.0	35	2.9	12.12	3.1	90	8.2	-341	-3.5	-137.83	-4.3
VILLAGE	03	65		590		161.93		751		5,094		1,438.56	
	04	47		447		125.86		826		5,466		1,560.40	
		-18	-27.7	-143	-24.2	-36.07	-22.3	75	10.0	372	7.3	121.84	8.5
WARR ACRES	03	35		431		147.95		532		3,479		1,026.62	
	04	46		371		93.74		583		4,087		1,126.26	
		11	31.4	-60	-13.9	-54.21	-36.6	51	9.6	608	17.5	99.64	9.7
HARRAH	03	7		114		45.54		93		497		158.92	
	04	9		50		18.40		86		633		228.58	
		2	28.6	-64	-56.1	-27.14	-59.6	-7	-7.5	136	27.4	69.66	43.8
JONES	03					.00		7		18		5.51	
	04	1		9		3.74		7		19		7.29	
		1		9		3.74			.0	1	5.6	1.78	32.3
LUTHER	03			3		.37		10		36		9.23	
	04	2		20		6.04		16		116		33.13	
		2		17	566.7	5.67	1532.4	6	60.0	80	222.2	23.90	258.9
NICOMA PARK	03			18		5.71		29		307		132.37	
	04	3		30		11.12		32		296		158.73	
		3		12	66.7	5.41	94.7	3	10.3	-11	-3.6	26.36	19.9
WRIGHT	03			19		10.59		21		263		130.23	
	04			36		17.19		27		420		210.51	
				17	89.5	6.60	62.3	6	28.6	157	59.7	80.28	61.6
TOTAL	03	538		6,379		1,947.70		7,697		58,636		17,973.78	
	04	562		6,024		1,788.79		8,024		61,118		18,286.77	
		24	4.5	-355	-5.6	-158.91	-8.2	327	4.2	2,482	4.2	312.99	1.7

EXECUTIVE DIRECTOR'S REPORT

MAY 2004

LUTHER LIBRARY OPENS ON SATURDAY, MAY 8

The Luther Library opened for service on Saturday, May 8. A short slide show has been prepared to show you the activities that took place on Saturday as part of Luther's Alumni Day.

MIDWEST CITY LIBRARY CLOSED FOR REPAIRS

Midwest City Library will be closed from May 17 through May 31 for painting and re-wiring of the data network.

DOWNTOWN LIBRARY UPDATE

An email update was sent to each Commission member regarding the latest news concerning the library move to the downtown building. Things are going well and we are all getting very excited about the upcoming move. The IT staff are the "pioneers" in the new building and the rest of us expect them to work out all of the bugs before we move in. Jim Welch and Anne Fischer deserve a special thank you as they worked the entire weekend of May 1 and May 2, to move and re-configure our computer system in the new location.

Director Outreach Activities

- Participated in "Week of the Young Child", by reading to a group of about 25 children
- Attended National Library Legislative Day in Washington D.C.
- Attended the OLTN Advisory Committee Meeting
- Attended Rotary 29 Club Meetings
- Will be attending the OLA Leadership Meeting
- Will be attending the OLA Program/Executive Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

URBAN DRUMMING (TEENS)

June 3, 8, 10, 11, 23, 24, 29, various MLS Libraries.

An Oklahoma City University musician and a fellow drummer will show the music that can be made on the steel drum as well as garbage cans -- in the spirit of the drumming made famous by the production Stomp.

June 3, 3:00 p.m., Village Library, (405) 755-0710

June 8, 2:00 p.m., Del City Library, (405) 672-1377

June 10, 2:00 p.m., Midwest City Library, (405) 732-4828

June 11, 4:00 p.m., Ralph Ellison Library, (405) 424-1437

June 23, 4:00 p.m., Belle Isle Library, (405) 843-9601

June 24, 6:30 p.m., Warr Acres Library, (405) 721-2616

June 29, 3:00 p.m., Choctaw Library, (405) 390-8418

PUPPETS POR FAVOR (K-4TH GRADE)

June 5, 11:00-11:40 a.m., Edmond Library, (405) 341-9282.

Christine Pryor will present a program of storytelling & puppets with a Spanish flavor.

BLUEGRASS CONCERT WITH SET-N-PRETTY BLUEGRASS BAND

June 5, 1:00-1:45 p.m., Midwest City Library, (405) 732-4828.

Come listen to Eastern Oklahoma County's own Set-N-Pretty Bluegrass Band as members perform standards and original bluegrass tunes.

AN AFTERNOON WITH A REAL ROSIE THE RIVETER: KATE GRANT

June 5, 3:00-3:45 p.m., Midwest City Library, (405) 732-4828.

Mrs. Grant will share her experience as a real Rosie the Riveter, as well as her subsequent involvement with the Rosie the Riveter Association. Light refreshments.

OKLAHOMA SPORT FENCING DEMONSTRATION

June 7, 10:30-11:30 a.m., Village Library, (405) 755-0710.

The USA has qualified three teams for the 2004 Summer Olympics in Athens, wouldn't you like to know more about this sport of kings?

LEARNING THE HABITS OF ORCHIDS

June 12, 2:00-3:00 p.m., Bethany Library, (405) 789-9363.

Lowell McCabe of the Oklahoma Orchid Society will share the secrets of growing beautiful orchids. Light refreshments & an orchid plant will be given away as a door prize.

JUNETEENTH

June 19, 10:00 a.m.-4:00 p.m., Ralph Ellison Library, (405) 424-1437.

The grounds of the library will be transformed into a plethora of games, poetry readings, live music, & dance, as we celebrate Juneteenth.