

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
AGENDA**

Thursday June 17, 2004 3:30 p.m.
Southern Oaks Library
6900 S. Walker, Oklahoma City, OK 73110
(405) 631-4468

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

Mrs. Penny McCaleb, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #92 – 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 (#93-#96)

- Document #93 – Approval of Minutes of May 20, 2004 Meeting
- Document #94 – Acceptance of Review of Expenditures for May 2004
- Document #95 – Approval of Contract Awards and Purchases
 - Item: A Annual Renewal of Supply and Service Contracts
 - Item: B Annual Renewal of Lease/Purchase Agreements
 - Item: C Printing and Delivery of *Metro Library Magazine*
 - Item: D Copier Papers, Inkjet Paper and Tractor Feed Paper
 - Item: E Compact Shelving for Long-Term and Supply Storage
- Document #96 – Approval of Transfer of Funds

3:50 – 4:10 pm COMMITTEE REPORTS

- Document #97 – Minutes of May 25, 2004 Administrative & Personnel Committee ~ David Greenwell, Chair
- Document #98 – Minutes of June 9, 2004 Long-Range Planning Committee ~ Millicent Gillogly, Chair
- Document #100 – Report and Recommendations from Finance Committee ~ Hugh Rice, Chair (Meeting Minutes included)
- Document #99 – Metropolitan Library System Preliminary Budget FY 2004-2005

4:10 – 4:35 pm SPECIAL PRESENTATIONS

- Summer Promotional Presentation – Scott Carter, Director of Marketing & Communications

4:35 – 4:45 pm INFORMATION REPORTS

- Document #101 – MLS May 2004 Circulation Report
- Document #102 – MLS May 2004 Internet Usage Report

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

4:55 – pm COMMENTS FROM COMMISSION MEMBERS

– 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, July 15, 2004 at the Bethany Library
3510 N. Mueller, Bethany, OK, 73008 Telephone – (405) 789-8363

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in June 2004:

<u>Employees</u>	<u>Years of Service</u>
Donna Morris, Executive Director	35
B. J. Williams, TV Programmer	30
Ann G. Aliotta, Assistant Library Manager, Edmond Library	20
Alan Siavashi, Receiving Technician, Technical Processing	10
Kimberly Edwards, Librarian, Downtown Library	5

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

DATE: May 20, 2004

TIME: 3:30 p.m.

MEETING PLACE: Belle Isle Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Belle Isle Library, 5501 N. Villa Ave., and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on May 14, 2004, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Scott Duncan
David Greenwell, Vice-Chair
Deanna Hannah
Jose Jimenez
Shirley Pritchett
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Cynthia Trent
Peggy Winters
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Dr. Ann Caine
Carolyn Cornelius
Mayor Mick Cornett
Millicent Gillogly
Stan Inman, Chair, Board of County
Commissioners
Alyne Strube
Greg Womack

Estimate of general public and staff attending: 19

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

Roll was called to establish a quorum. Present: Anthony, Duncan, Greenwell, Hannah, Jimenez, Pritchett, Pung, Rice, Ross, Trent, Winters, McCaleb. (Arrived ~ Duncan- 3:34 p.m.)

II. Mrs. McCaleb introduced Ms. Priscilla Doss, Manager of the Belle Isle Library.

Ms. Doss welcomed the Commission.

Mrs. McCaleb introduced Mr. Rex Urice, Executive Director of the Robert S. and Eloise C. Bowers Foundation, who presented the Library System with a gift of \$25,000 sponsoring the naming of the Spiro Mounds Periodical Area in the new Downtown Library.

Mr. Urice stated he was proud to present the Library System with this gift on behalf of the Robert S. and Eloise C. Bowers Foundation and to be allowed to name the periodical area. He stated that as the father of two daughters he is thrilled to see this gift go to an area where he believes young people will congregate. He added he would love to see the library become as strong a part of their generation's culture as it has been for generations in the past.

III. Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Frank Ray, Purchasing Officer, for 20 years of service.

IV. Mrs. McCaleb presented the Consent Docket (Document #84 – Approval of Minutes of April 15, 2004, Meeting; Document #85 – Acceptance of Review of Expenditures for April 2004; Document #86 – Contract Awards and Purchases; Document # 87 – Request to Declare Equipment Surplus.)

Mrs. Cynthia Trent moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mrs. McCaleb called for questions. After discussion, motion passed unanimously.

V. Mrs. McCaleb called on Mr. Jose Jimenez to present Document #88 – Report and Recommendation from the Public Services Committee.

Mr. Jimenez summarized the April 29th Public Services Committee meeting by stating that the Administration presented several items from the Metropolitan Library System Policy & Procedures (MLS P & P) Manual that needed revision and one new policy for adoption. He explained that the Administration is in the process of updating the MLS P & P Manual and that the Committee agreed to have minor "housekeeping" changes be presented in the form of an information item without the need for Committee or Commission action.

The Committee then reviewed the items for revision and the new item for adoption. Discussion followed. Mr. Jimenez recognized Commissioner Nancy Anthony, who commented on the need to research a *Facility Use Policy* in conjunction with the new and unique opportunities afforded to the Library System with the new state-of-the-art Downtown Library. After Committee discussion the Committee unanimously voted to have the Administration research, evaluate, and present to the Committee a *Facility Use Policy*. Mr. Jimenez asked for questions and discussion followed.

Mr. Jimenez moved to approve the 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 to the MLS Policy & Procedure Manual and to direct the Administration to research and compile recommendations for a *Facility Use Policy*. A motion from Committee

requires no second. There was no further discussion, motion passed unanimously.

VI. Mrs. McCaleb called on Mr. Ric Rea, Director of Human Resources, to present *HIPAA Privacy Rules and You*.

Mr. Rea presented the same HIPAA training that all MLS staff and MLS volunteers are required to complete. After the powerpoint presentation Mr. Rea gave the Commission the HIPAA training compliance form, for their completion if they choose. He asked for questions and discussion followed.

VII. Mrs. McCaleb referred to Document # 89 – MLS 2003 Annual Report and asked for questions. Discussion followed.

VIII. Mrs. McCaleb referred to Document # 90 – MLS April 2004 Circulation Report and asked for comments. Discussion followed.

IX. Mrs. McCaleb referred to Document # 91 – MLS April 2004 Internet Usage Report and asked for comments. Discussion followed.

X. Mrs. McCaleb read a letter she had received from Ms. Susan McVey, Oklahoma State Librarian, praising Mrs. Morris for her continued support and attendance of National Library Legislative Day in Washington D.C. She then called on Mrs. Morris to present the Executive Director Report.

Mrs. Morris stated that the new Luther Library facility opened for service on Saturday, May 8, 2004. She presented a slide show of the new facility showing the beginning of the project to completion and stated that the Luther Community is very pleased with its new library. Mrs. Morris asked for questions and discussion followed.

Mrs. Morris continued her report by stating that the Midwest City Library will be closed for painting and re-wiring of the data network for the new telephone system.

She remarked that the Information Technology department has moved into the new Downtown Library. Other offices will begin moving as soon as a few minor issues are resolved. The Administration hopes to bring the security system contract award proposal to the July meeting for Commission action. Discussion followed.

Mrs. Morris noted that the MAPS Oversight Board met today and passed a resolution to disband; this resolution will be presented to the Oklahoma City Council for action.

Mrs. Morris noted that the Library System's *Summer Reading* program officially begins June 1st.

XI. Mrs. McCaleb called for comments from Commission members

XII. Mrs. McCaleb called for future agenda items. Mrs. Cynthia Trent asked to have an update from Mrs. Anita Roesler, Senior Services Coordinator, on the *Lifetime Readers Society*.

XIII. Mrs. McCaleb noted that the next Commission meeting will be held on June 17th, 2004 at the Southern Oaks Library at 3:30 p.m.

XIV. There being no further business the meeting was adjourned at 4:25 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2004

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

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

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2004.

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

Document # 94
MLC FY 2003-04
June 17, 2004

May 31, 2004

ASSETS

CASH - Overnight Investment Account	\$ 3,907,842.36
INVESTMENTS (Schedule attached)	14,307,334.69
ACCRUED INTEREST	-
Total Assets	<u>\$18,215,177.05</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2002-03 Reserve for Appropriations	\$ 267,721.55	
2003-04 Purchase Orders Outstanding	605,698.82	
2002-03 Purchase Orders Outstanding	344,657.38	
2003-04 Checks Outstanding	170,612.92	
2002-03 Checks Outstanding	<u>53.45</u>	
Total Liabilities		1,388,744.12

FUND BALANCE:

Beginning of the Year		15,596,178.98
Add: Revenues		
Budgeted	18,619,693.05	
Other	<u>1,191,393.84</u>	19,811,086.89
Less: Expenditures		<u>(18,580,832.94)</u>
Total Fund Balance		<u>16,826,432.93</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u>\$18,215,177.05</u>
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of May 31, 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	5/23/09	4.250%	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 May 31, 2004

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2003 Ad Valorem Tax	\$17,749,128.43	\$ 154,435.13	\$17,909,433.05	100.90%
State Aid	282,468.00	-	345,260.00	122.23%
Fines	<u>382,500.00</u>	<u>85,000.00</u>	<u>365,000.00</u>	95.42%
Total Budgeted Revenue	<u><u>\$ 18,414,096.43</u></u>	<u><u>\$ 239,435.13</u></u>	<u><u>\$18,619,693.05</u></u>	101.12%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ -	\$ 937,927.73	
Homestead Exemption Reimb.				
Investment Income		4,236.12	117,604.16	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment			7,691.44	
Miscellaneous		<u>9,228.69</u>	<u>122,775.40</u>	
Total Miscellaneous Revenue		<u><u>\$ 13,464.81</u></u>	<u><u>\$ 1,191,393.84</u></u>	
Total Revenue	<u><u>\$ 18,414,096.43</u></u>	<u><u>\$ 252,899.94</u></u>	<u><u>\$19,811,086.89</u></u>	107.59%

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

May 31, 2004

	BALANCE 5/1/04	RECEIPTS May	EXPEND. May	BALANCE 5/31/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 44,798.93	\$ 4,393.21	\$ 241.93	\$ 48,950.21
810 Prepaid Fees	(89.79)	25.60		(64.19)
815 Fines	86,461.33	33,281.84	85,296.10	34,447.07
820 Copy	21,450.56	3,836.88	361.01	24,926.43
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	\$ 155,277.37	\$ 41,537.53	\$ 85,899.04	\$ 110,915.86

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 5/31/04
<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	16,158.16	1,841.84
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	708.37	291.63
920 03 OUT-LIFE	5,000.00	5,000.00	5,000.00	0.00
922 03 OUT- Teen Summer	0.00	1,700.00	204.35	1,495.65
923 03 MWC Teen Space	350.00	350.00	157.95	192.05
924 03 VI - Kaleidoscope	6,000.00	6,000.00	5,782.70	217.30

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE 5/31/04</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	14,800.00	0.00
927 04 Shannon Lucid	1,500.00	1,500.00	1,428.12	71.88
928 03 Public Arts	0.00	2,000.00	2,000.00	0.00
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	9,525.77	474.23
932 03 Volunteer Recognition	3,000.00	3,000.00	2,570.65	429.35
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	7,549.70	2,450.30
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
945 04 DN Grand Opening	0.00	25,000.00	0.00	25,000.00
Total Grants				<u>\$320,033.21</u>
Total Special Funds				<u>\$ 430,949.07</u>

Metropolitan Library System
Statement of Encumbrances
Month of May 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	616,390.59	7,257,074.25	89.14	8,141,139.00	884,064.75
102	Wages - Part-time	87,837.58	996,604.95	80.06	1,244,885.00	248,280.05
103	Payroll Taxes	52,184.59	611,514.04	86.79	704,579.00	93,064.96
109	Workers Comp. Insurance	7,113.00	81,499.00	74.09	110,007.00	28,508.00
112	Group Insurance	105,556.34	1,130,058.23	87.10	1,297,465.00	167,406.77
113	Employees' Retirement	.00	1,430,683.00	100.00	1,430,700.00	17.00
114	Unemployment Comp.	.00	7,258.68	72.59	10,000.00	2,741.32
Total Personal Services		869,082.10	11,514,692.15	88.99	12,938,775.00	1,424,082.85

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	14,680.00	155,084.00	90.40	171,556.00	16,472.00
202	Liability/Bonding Insurance	.00	4,025.00	17.87	22,525.00	18,500.00
205	Rent of Library Buildings	400.00	18,057.78	93.06	19,405.00	1,347.22
206	Rent of Equipment	1,533.72	17,130.72	81.64	20,983.00	3,852.28
207	Janitorial Services	15,492.33	165,015.63	73.55	224,364.00	59,348.37
208	Maintenance of Facilities	9,020.04	153,086.02	51.88	295,055.00	141,968.98
211	Parking & Transportation	7,747.09	72,534.81	55.65	130,340.00	57,805.19
212	Travel Expenses	2,277.56	29,811.52	45.78	65,122.00	35,310.48
213	Professional Services	4,560.20	120,120.66	55.44	216,672.00	96,551.34
214	Security Services	13,836.99	136,298.13	61.39	222,025.00	85,726.87
216	Telephone Services	31,748.58	159,868.98	48.20	331,686.00	171,817.02
217	Electrical Services	24,997.78	301,740.99	72.58	415,748.00	114,007.01
218	Gas Services	2,310.62	42,037.47	71.53	58,765.00	16,727.53
219	Water & Garbage Services	6,249.35	38,244.14	92.33	41,423.00	3,178.86
220	Trigen Energy Services	2,260.18	2,260.18	2.38	95,000.00	92,739.82
226	Membership	368.50	17,529.50	76.07	23,045.00	5,515.50
230	Other Library-Related Serv.	4,392.23	264,952.93	77.59	341,488.00	76,535.07
231	Automation Contractual	15,342.83	271,824.97	89.65	303,212.00	31,387.03
236	Network Catalog Services	.00	2,913.00	5.36	54,330.00	51,417.00
Total Contractual Services		157,218.00	1,972,536.43	64.62	3,052,744.00	1,080,207.57

Metropolitan Library System
Statement of Encumbrances
Month of May 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	8,860.87	150,510.42	84.94	177,204.00	26,693.58
302	Postage	27,940.28	197,956.87	75.30	262,904.00	64,947.13
303	Supplies	23,675.91	198,249.29	73.50	269,742.00	71,492.71
310	Maintenance Supplies	8,096.08	45,069.65	73.28	61,500.00	16,430.35
312	Safety Supplies & Equipment	222.95	2,113.87	26.54	7,965.00	5,851.13
321	Gas & Oil	1,690.15	11,707.28	78.05	15,000.00	3,292.72
322	Vehicle Parts & Repairs	1,007.73	10,915.22	60.64	18,000.00	7,084.78
330	Programming Activities	13,480.06	135,008.55	63.85	211,440.00	76,431.45
331	Other Commodities	1,246.37	16,182.14	45.35	35,682.00	19,499.86
Total Commodities		86,220.40	767,713.29	72.46	1,059,437.00	291,723.71
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Capital Outlays

401	Books & Materials	199,753.05	2,390,196.71	83.99	2,845,665.00	455,468.29
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	797.75	142,193.92	89.78	158,375.00	16,181.08
408	Furniture, Fixture, & Equip.	4,497.05	91,466.57	56.37	162,262.00	70,795.43
409	Motor Vehicle	.00	30,694.59	85.26	36,000.00	5,305.41
410	Automation System & Equip.	.00	259,355.22	67.54	384,000.00	124,644.78
450	Capital Projects	16,324.64	1,407,077.41	45.25	3,109,869.00	1,702,791.59
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		221,372.49	4,325,891.07	25.51	16,959,319.41	12,633,428.34
		=====	=====		=====	=====
Total Budget		1,333,892.99	18,580,832.94	54.63	34,010,275.41	15,429,442.47
		=====	=====		=====	=====

General Fund F.Y. 03-04

Warrant Register

May 2004

Number	Vendor/Payee	Purpose		Amount
G-04550	O G & E	Electrical Services	11,594.55	11,594.55
G-04551	City of Oklahoma City	Water & Garbage Service	469.93	469.93
G-04552	Triangle/A & E	Supplies	194.90	
		Supplies	72.00	266.90
G-04553	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,344.00	1,344.00
G-04554	Southwestern Stationery and	Supplies	106.55	106.55
G-04555	Locke Supply Co.	Maintenance of Facilities	95.34	95.34
G-04556	Emsco Electric Supply	Maintenance of Facilities	15.01	
		Maintenance of Facilities	22.69	
		Maintenance of Facilities	26.88	64.58
G-04557	Demco	Supplies	99.04	
		Supplies	11.93	110.97
G-04558	Pipkin Cameras	Other Commodities	7.71	
		Other Commodities	13.56	21.27
G-04559	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-04560	Gaylord Bros.	Supplies	444.54	444.54
G-04561	Gale Research	Materials	2,472.10	2,472.10
G-04562	Highsmith Co., Inc.	Programming Activities	26.21	
		Supplies	33.96	
		Programming Supplies	68.34	
		Programming Supplies	245.25	373.76
G-04563	Amazon.com	Materials	52.98	52.98
G-04564	Calvert's Plant Interior, Inc.	Maintenance of Facilities	391.26	391.26
G-04565	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	5,956.95	5,956.95
G-04566	City of Warr Acres	Garbage & Sewer Service	57.85	57.85
G-04567	Evelyn K. Davis	Mileage	27.00	27.00
G-04568	Frank Ray	Mileage	22.88	22.88
G-04569	M.E. Sharpe, Inc.	Materials	675.00	675.00
G-04570	Christine Pryor	Programming Activities	75.00	75.00
G-04571	Standard Printing Co., Inc.	Printing	400.00	
		Printing	495.00	895.00
G-04572	Central Parking System	Parking	305.00	305.00
G-04573	Baker & Taylor Books - #510486	Materials	702.75	702.75
G-04574	Susie Beasley	Programming Activities	113.89	113.89
G-04575	U.S. Postmaster	Postage	10,000.00	10,000.00
G-04576	Bill Warren Office Products	Supplies	23.75	
		Supplies	790.30	814.05
G-04577	CompSource Oklahoma	Workers' Comp Insurance	7,113.00	7,113.00
G-04578	Keystone Tape & Label, Inc.	Printing	117.00	117.00
G-04579	Boise Cascade Office Products	Supplies	10.54	10.54
G-04580	Recorded Books, LLC	Materials	4,137.27	4,137.27
G-04581	Phillip Tolbert	Travel Expense	91.25	
		Staff Appreciation	77.00	
		Programming Activities	175.00	343.25
G-04582	Instructional Video, Inc.	Materials	507.58	507.58
G-04583	Gale Group	Materials	2,334.49	2,334.49
G-04584	Mutual Assurance	Grp Life/Ad&d Ins Prm-May	24,482.82	24,482.82
G-04585	Okla. City Community College	Registration	1,000.00	1,000.00
G-04586	Library Video Company	Materials	262.66	262.66
G-04587	Nancy Lytle	Mileage	16.13	16.13
G-04588	Construction Building	Maintenance of Facilities	83.70	83.70
G-04589	Lowe's Companies, Inc.	Maintenance Supplies	17.40	

** Continued **

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May 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04589	Lowe's Companies, Inc.	Maintenance Supplies	47.36	64.76
G-04590	Dick Blick Co.	Supplies	340.36	340.36
G-04591	Southwestern Bell	Telephone Services	240.00	240.00
G-04592	Blackstone Audio Books	Materials	150.56	150.56
G-04593	Oklahoma Gazette	Advertisement	527.85	
		Advertisement	527.85	1,055.70
G-04594	Books on Tape, Inc.	Materials	144.00	144.00
G-04595	Cingular Wireless	Telephone Services	168.69	168.69
G-04596	Brilliance Corporation	Materials	324.79	324.79
G-04597	Ingram Library Services	Materials	3,409.88	
		Materials	27.10	3,436.98
G-04598	High-Tech Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-04599	Otis Audio, Inc.	Materials	62.40	62.40
G-04600	Walker Companies	Supplies	21.45	
		Printing	3,567.95	3,589.40
G-04601	Audio Editions	Materials	536.73	536.73
G-04602	JoNita White	Mileage	12.00	12.00
G-04603	Karen R. Bray	Mileage	58.13	58.13
G-04604	Brett Heitzke	Programming Activities	300.00	300.00
G-04605	Anita Roesler	Mileage	110.74	110.74
G-04606	American Elevator Co., Inc.	Maintenance of Facilities	520.00	520.00
G-04607	Marianne's Rentals	Library Related Service	244.25	244.25
G-04608	Debbie Robertus	Mileage	12.75	12.75
G-04610	Heidi Johnson	Travel Expense	91.00	91.00
G-04611	Business Mail Entry	Postage	300.00	300.00
G-04612	Omniplex	Programming Activities	150.00	150.00
G-04613	Dowell Parking Center	Parking	80.00	80.00
G-04614	City of Harrah	Water & Garbage Service	18.90	18.90
G-04615	City of Choctaw	Water & Garbage Service	46.80	46.80
G-04616	C.O.T.P.A.	Parking	1,314.00	1,314.00
G-04617	Comstock Images	Printing	399.00	399.00
G-04618	Office Depot	Supplies	128.66	
		Telephone	81.29	209.95
G-04619	Todd Olberding	Mileage	52.88	
		Telephone Reimbursement	45.92	98.80
G-04620	Baker & Taylor Books - #510486	Materials	2,211.61	2,211.61
G-04621	Cox Oklahoma Telecom, Inc.	Telephone Services	2,728.00	
		Telephone Services	1,444.15	
		Telephone Services	310.00	4,482.15
G-04622	Kaplan - First 3 Years	Programming Supplies	176.68	176.68
G-04623	Baker & Taylor Entertainment	Materials	4,816.81	4,816.81
G-04624	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-May	71,599.88	71,599.88
G-04625	Library Video Network	Safety Supplies	130.00	130.00
G-04626	Business Communications	Materials	149.75	149.75
G-04627	Walmart Community Branch	Other Commodities	70.54	70.54
G-04628	John L. Hilbert	Travel Expense	166.50	166.50
G-04629	Francis Tuttle	Training	550.00	550.00
G-04630	EmTec Pest Control, Inc.	Pest Control Services	114.00	
		Pest Control Services	134.00	248.00
G-04631	Sharon G Bish	Travel Expense	164.12	164.12
G-04632	Barbara A. Johnson	Mileage	7.88	7.88

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Number	Vendor/Payee	Purpose		Amount
G-04633	Star Lighting	Maintenance of Facilities	37.96	37.96
G-04634	Melissa Weathers	Postage	74.00	74.00
G-04635	Rick George	Printing	100.00	
		Printing	100.00	200.00
G-04636	Rachel Mosman	Registration	65.00	
		Travel Expense	84.25	149.25
G-04637	Susan H. Wood	Programming Activities	250.00	250.00
G-04638	Karole Stout	Programming Activities	100.00	100.00
G-04639	Lesli Jones	Library Related Services	235.00	235.00
G-04640	Irish Arts Oklahoma Inc.	Programming Activities	125.00	125.00
G-04641	Managers of Their Homes	Books	9.00	9.00
G-04642	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-04643	Anita Sanders	Mileage	22.50	22.50
G-04644	Daphene Keys	Travel Expense	331.44	331.44
G-04645	Corporate Express	Supplies	177.04	177.04
G-04646	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04647	Baker & Taylor Books - #510486	Materials	744.76	
		Materials	1,650.85	
		Materials	1,835.53	
		Materials	2,919.86	
		Materials	1,810.43	
		Materials	10,273.67	
		Materials	3,542.47	22,777.57
G-04648	Baker & Taylor Books - #510486	Materials	858.15	
		Materials	4,395.02	
		Materials	1,223.99	
		Materials	1,202.20	7,679.36
G-04649	Baker & Taylor Books-#510486	Materials	568.54	568.54
G-04650	Willow Bend Books	Materials	344.35	344.35
G-04651	Mickey Sherman	Programming Activities	100.00	100.00
G-04652	National Book Network	Materials	44.29	44.29
G-04653	William F Comstock, P.C.	Legal Services	187.50	187.50
G-04654	Beth Maye	Programming Activities	125.00	125.00
G-04655	Getty Images USA, Inc.	Printing	275.00	275.00
G-04656	Gresly Printing, Inc.	Printing	6,757.20	6,757.20
G-04657	Oklahoma City Philharmonic	Programming Activities	560.00	560.00
G-04658	Heartland Payphone Service	Telephone Services	161.50	161.50
G-04659	Lamas Beauty International	Materials	110.08	110.08
G-04660	Jill Marie Copeland	Programming Activities	100.00	100.00
G-04661	Janey Crain	Programming Activities	76.00	76.00
G-04662	Kevin Mathey	Programming Activities	100.00	100.00
G-04663	Janall Photography	Printing	325.00	325.00
G-04664	Metropolitan Library System	Background/Record Check	45.00	
		Printing	12.88	
		Postage	28.45	
		Supplies	55.95	
		Programming Activities	22.61	
		Programming Activities	111.52	
		Other Commodities	100.38	376.79
G-04665	Bradford Industrial Suppl Corp	Maintenance of Facilities	21.44	21.44
G-04666	City of the Village	Garbage & Sewer Service	68.63	68.63
G-04667	Brodart, Inc.	Supplies	620.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04667	Brodart, Inc.	Supplies	717.60	1,337.60
G-04668	Southwestern Stationery and	Printing	411.00	
		Printing	933.04	1,344.04
G-04669	Edward Terry	Mileage	42.75	42.75
G-04670	Tech-Lock	Maintenance of Facilities	49.95	
		Maintenance of Facilities	21.00	70.95
G-04671	Demco	Programming Supplies	19.83	
		Supplies	193.36	213.19
G-04672	Pipkin Cameras	Other Commodities	6.89	6.89
G-04673	Oriental Trading Company, Inc.	Programming Supplies	54.70	54.70
G-04674	Hewlett-Packard Company	Maintenance Agreement	9,792.00	9,792.00
G-04675	United Linen	Towel Service	24.40	24.40
G-04676	Ernestine Clark	Mileage	104.25	104.25
G-04677	Alma L. Brown	Mileage	11.24	11.24
G-04678	Mary Patton	Mileage	33.37	33.37
G-04679	Standard Printing Co., Inc.	Printing	95.00	
		Printing	600.00	
		Printing	600.00	
		Printing	600.00	1,895.00
G-04680	Baker & Taylor Books - #510486	Materials	2,218.09	2,218.09
G-04681	Susan Ryan	Mileage	20.25	20.25
G-04682	Bill Warren Office Products	Supplies	127.80	127.80
G-04683	West Group Payment Center	Materials	273.00	273.00
G-04684	Keystone Tape & Label, Inc.	Printing	195.00	
		Printing	55.50	250.50
G-04685	United Refrigeration, Inc.	Maintenance of Facilities	466.58	466.58
G-04686	FEDEX	Postage	56.40	56.40
G-04687	Chester 'Jack' Kinzie, Jr.	Mileage	7.31	7.31
G-04688	U.S. Postmaster	Postage	5.00	5.00
G-04689	Eureka Water Co.	Other Commodities	44.00	
		Other Commodities	49.50	93.50
G-04690	Ann Aliotta	Travel Expense	178.97	178.97
G-04691	Public Broadcasting Service	Materials	26.98	26.98
G-04692	Salem Press Accounting Office	Materials	197.60	197.60
G-04693	Anne G. Fischer	Computer Supplies	68.60	68.60
G-04694	Priscilla Doss	Mileage	7.88	7.88
G-04695	Full Circle Book Store	Programming Activities	54.20	54.20
G-04696	Rosemary Czarski	Mileage	35.63	
		Postage	66.00	101.63
G-04697	Crippen & Landru Publishers	Materials	58.00	58.00
G-04698	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-04699	Weiss Ratings, Inc.	Materials	392.95	392.95
G-04700	Southwestern Bell	Telephone Services	849.34	849.34
G-04701	Oklahoma Gazette	Library Related Services	527.85	527.85
G-04702	Associated Plastic Industries	Supplies	990.00	990.00
G-04703	Ingram Library Services	Materials	1,109.88	1,109.88
G-04704	Mergent Company, Inc.	Materials	1,815.00	1,815.00
G-04705	Scovil & Sides Hardware Co.	Maintenance of Facilities	72.72	72.72
G-04706	Fuelman of Oklahoma	Gasoline	359.86	359.86
G-04707	California Language Labs.	Materials	932.80	932.80

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Number	Vendor/Payee	Purpose		Amount
G-04708	Jimmy Welch	Parking	714.00	714.00
G-04709	Maverick Books	Materials	240.87	240.87
G-04710	BMI Systems Corporation	Copier Maintenance	304.22	
		Copier Maintenance	142.54	446.76
G-04711	The Daily & Sunday	Legal Bid Notice	42.42	
		Legal Bid Notice	42.63	85.05
G-04712	Union Pen Company	Supplies	394.02	394.02
G-04713	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	29.89	29.89
G-04714	AT&T	Telephone Services	21.51	21.51
G-04715	Ruby Soutiere	Mileage	11.81	11.81
G-04716	Kelley Riha	Mileage	262.88	262.88
G-04717	BBC Audiobooks America	Materials	510.12	510.12
G-04718	Jan Reynolds	Mileage	26.10	26.10
G-04719	Novalco, Inc.	Maintenance of Facilities	144.00	
		Maintenance of Facilities	500.00	644.00
G-04720	Steve Littleman	Programming Activities	300.00	300.00
G-04721	C. L. Frates & Co.	Insurance	14,680.00	14,680.00
G-04722	Comstock Images	Printing	499.00	499.00
G-04723	Office Depot	Supplies	65.62	65.62
G-04724	Baker & Taylor Books - #510486	Materials	1,050.80	1,050.80
G-04725	David Fitzgerald & Associates	Printing	30.00	30.00
G-04726	Cheryl Pernell	Mileage	11.63	11.63
G-04727	Baker & Taylor Entertainment	Materials	869.60	869.60
G-04728	Walmart Community Branch	Library Related Service	1,127.98	1,127.98
G-04729	Jean Engebretson	Mileage	15.00	15.00
G-04730	Imagination Promotional Group	Printing	206.15	206.15
G-04731	All-American Waste Control	Garbage Service	476.74	476.74
G-04732	A Chance to Change	Employee Assistance	975.00	975.00
G-04733	HRD Press	Supplies	35.95	35.95
G-04734	Tim Allen	Library Related Services	200.00	200.00
G-04735	Standley Systems	Copier Usage	430.74	
		Copier Usage	172.56	603.30
G-04736	Rondia K. Banks	Membership	32.00	32.00
G-04737	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-04738	Kelley Hoffman	Mileage	11.70	11.70
G-04739	Cheryll Smith	Mileage	22.50	22.50
G-04740	Corporate Express	Supplies	10.50	10.50
G-04741	Securitas Security USA, Inc.	Security Services	3,060.63	3,060.63
G-04742	Baker & Taylor Books - #510486	Materials	339.32	
		Materials	569.00	
		Materials	2,703.49	
		Materials	3,478.21	
		Materials	3,830.31	
		Materials	4,905.28	15,825.61
G-04743	Baker & Taylor Books - #510486	Materials	1,106.86	
		Materials	1,494.96	
		Materials	775.07	3,376.89
G-04744	Baker & Taylor Books-#510486	Materials	1,061.38	1,061.38
G-04745	Beatriz Meyer	Programming Activities	50.00	50.00
G-04746	Lloyd Lovely	Mileage	10.13	10.13
G-04747	German Auto Service	Vehicle Parts & Repairs	644.34	644.34
G-04748	Midwest Single Source	Supplies	49.59	49.59

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Number	Vendor/Payee	Purpose		Amount
G-04749	Lisa Bradley	Mileage	25.88	25.88
G-04750	MAGNA Talent Agency	Library Related Services	500.00	500.00
G-04751	Scholastic Book Fairs	Programming Activities	276.56	276.56
G-04752	Erika Diel	Maintenance of Facilities	120.00	120.00
G-04753	Oklahoma Accountancy Board	Membership	50.00	50.00
G-04754	Cheryl Coleman	Mileage	27.56	27.56
G-04755	Bank of Oklahoma	Payroll Transmittal-Chks	49,240.62	
		Payroll Transmittal-Chks	18,014.17	67,254.79
G-04756	Bank of Oklahoma	Federal Withholding Tax	31,855.60	
		Federal Withholding Tax	2,010.00	33,865.60
G-04757	Oklahoma Tax Commission	State Withholding Tax	15,269.60	
		State Withholding Tax	1,146.00	16,415.60
G-04758	Mun. Employees Credit Union	Employee Cr Union Deducts	10,448.11	
		Employee Cr Union Deducts	80.00	10,528.11
G-04759	United Way of Central Oklahoma	Employee Deductions	338.57	
		Employee Deductions	10.00	348.57
G-04760	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-04761	Capitol Hill Main Street	Programming Activities	35.00	35.00
G-04762	Morgan & Associates, P.C.	Employee Deductions	10.65	10.65
G-04763	Bank of America	Payroll Transmittal-DDep	145,721.19	
		Payroll Transmittal-DDep	19,388.10	165,109.29
G-04764	Works & Lentz, Inc.	Employee Deductions	145.94	145.94
G-04765	Nationwide Retirement Solution	Employee Deductions	7,136.97	7,136.97
G-04766	Premium Accounting	Employee Deductions	761.35	761.35
G-04767	Metro Library Sys Pension Trst	Employee Retirement Conts	8,384.72	8,384.72
G-04768	Bank of Oklahoma	Employee Flexplan Deposit	15,316.10	
		Employer Flexplan Deposit	1,320.00	16,636.10
G-04769	Bank of Oklahoma	Employee Soc/Sec Deposits	18,172.00	
		Employee Soc/Sec Deposits	2,729.74	
		Employee Medicare Deposit	4,249.93	
		Employee Medicare Deposit	638.38	
		Employer Soc/Sec Deposits	20,901.72	
		Employer Medicare Deposit	4,888.31	51,580.08
G-04770	Vision Service Plan of	Grp VisionCare Ins Prm-MY	2,196.69	2,196.69
G-04771	Jeff Hames	Programming Activities	250.00	250.00
G-04772	Linda E Allen	Programming Activities	1,380.00	1,380.00
G-04773	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-04774	American Student Assistance	Employee Deductions	56.12	56.12
G-04775	Toby Tobin	Programming Activities	250.00	250.00
G-04776	Administrative Systems, Inc.	Employee Deductions	1,063.49	1,063.49
G-04777	Metropolitan Library System	Parking	4.00	
		Background/Record Check	15.00	
		Postage	27.66	
		Supplies	126.72	
		Programming Activities	87.83	
		Programming Activities	83.54	
		Programming Activities	181.90	
		Programming Activities	6.06	
		Other Commodities	60.62	593.33
G-04778	O G & E	Electrical Services	6,927.91	6,927.91
G-04779	Oklahoma Natural Gas Co.	Gas Services	393.33	
		Gas Services	807.40	1,200.73

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Number	Vendor/Payee	Purpose		Amount
G-04780	City of Oklahoma City	Water & Garbage Service	1,685.58	1,685.58
G-04781	Unisource Worldwide Inc-OKCity	Supplies	304.80	304.80
G-04782	Brodart, Inc.	Equipment	321.20	321.20
G-04783	The Dagwell Dixie Co.	Maintenance of Facilities	28.58	28.58
G-04784	Demco	Supplies	787.50	
		Supplies	936.00	
		Supplies	676.00	
		Supplies	1,098.75	
		Supplies	3,336.64	6,834.89
G-04785	Pipkin Cameras	Other Commodities	8.76	
		Other Commodities	6.89	15.65
G-04786	Gale Research	Materials	1,633.87	1,633.87
G-04787	Highsmith Co., Inc.	Programming Supplies	51.75	
		Supplies	21.90	73.65
G-04788	Journey House Travel, Inc.	Travel Expense	742.40	
		Travel Expense	312.00	1,054.40
G-04789	Oriental Trading Company, Inc.	Programming Supplies	47.58	47.58
G-04790	Sams Technical Publishing	Materials	155.23	155.23
G-04791	Synergy Datacom Supply Inc.	Automation Contractural	70.32	
		Automation Contractural	164.68	
		Automation Contractural	168.06	
		Automation Contractural	215.05	618.11
G-04792	SBC	Telephone Services	4,245.63	
		Telephone Services	2,082.07	
		Telephone Services	462.94	6,790.64
G-04793	City of Edmond	Electrical Service	2,717.46	2,717.46
G-04794	Ernestine Clark	Postage	148.00	148.00
G-04795	Barbara J. Williams	Travel Expense	842.92	842.92
G-04796	Standard Printing Co., Inc.	Supplies	125.00	
		Printing	420.00	
		Printing	475.00	1,020.00
G-04797	Weston Woods Accts Receivable	Materials	193.91	193.91
G-04798	Baker & Taylor Books - #510486	Materials	2,986.04	2,986.04
G-04799	Donna Morris	Travel Expense	585.76	585.76
G-04800	Central Oklahoma Winnelson	Maintenance of Facilities	173.60	173.60
G-04801	Judith Walden	Mileage	16.88	16.88
G-04802	Standard & Poor's	Materials	2,319.84	2,319.84
G-04803	Regina Wolfinger	Mileage	10.88	10.88
G-04804	Barbara Beasley	Other Commodities	104.06	104.06
G-04805	Nextel Communications	Telephone Services	198.77	198.77
G-04806	Keystone Tape & Label, Inc.	Printing	664.00	664.00
G-04807	Boise Cascade Office Products	Surge Protectors DN Bldg.	2,099.00	
		Supplies	40.88	
		Supplies	132.60	2,272.48
G-04808	Recorded Books, LLC	Materials	3,301.18	3,301.18
G-04809	Instructional Video, Inc.	Materials	1,517.67	1,517.67
G-04810	Denyvretta Davis	Mileage	190.50	190.50
G-04811	Live Oak Media	Materials	208.45	208.45
G-04812	Mutual Assurance	Professional Services	675.00	675.00
G-04813	Anne G. Fischer	Telephone Reimbursement	57.45	
		Mileage	79.13	136.58
G-04814	Janet Brooks	Mileage	99.45	

** Continued **

General Fund F.Y. 03-04

Warrant Register

May 2004

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04814	Janet Brooks	Other Commodities	70.00	169.45
G-04815	Conney Safety Products	Safety Supplies	151.65	151.65
G-04816	Kipp Brothers, Inc.	Programming Supplies	481.05	
		Programming Supplies	298.20	779.25
G-04817	Mary Strasner	Mileage	26.25	26.25
G-04818	Oklahoma Gazette	Advertisement	527.85	527.85
G-04819	American Library Assoc.	Registration	170.00	170.00
G-04820	Ingram Library Services	Materials	4,055.58	4,055.58
G-04821	Dialog Corporation	Materials	1,380.00	1,380.00
G-04822	Julia Mock	Mileage	30.19	30.19
G-04823	Walker Companies	Supplies	212.35	
		Printing	42.00	
		Printing	45.00	
		Supplies	114.75	414.10
G-04824	Audio Editions	Materials	64.90	64.90
G-04825	Lakeshore Learning Materials	Furniture	905.00	905.00
G-04826	United States Postal Service	Postage	1,500.00	1,500.00
G-04827	Debra O. Spindle	Books	25.00	25.00
G-04828	Oklahoma County Newspapers	Subscription	30.00	30.00
G-04829	Love Box Factory Outlet	Moving Supplies	456.50	456.50
G-04830	Mary Ann Mahan	Mileage	8.25	8.25
G-04831	Fuelman of Oklahoma	Gasoline	421.22	421.22
G-04832	Oklahoma Center for the Book	Library Related Services	150.00	150.00
G-04833	Chickasaw Telecom, Inc.	Automation Contractural	162.00	162.00
G-04834	Medley Material Handling	Equipment	2,616.46	2,616.46
G-04835	Voss Lighting	Maintenance of Facilities	25.92	25.92
G-04836	Frances V. Harbert	Mileage	24.19	24.19
G-04837	Schiffer Publishing	Materials	190.50	190.50
G-04838	Anita Roesler	Travel Expense	19.39	19.39
G-04839	Jimmy Welch	Mileage	28.88	28.88
G-04840	Dorothy Dunlap	April 2004	150.38	150.38
G-04841	Faculty House	Membership	16.50	16.50
G-04842	Home Depot/GECF	Maintenance of Facilities	14.24	14.24
G-04843	Pauline Boyer Rodriguez	Travel Expense	504.28	
		Mileage	4.50	508.78
G-04844	Marianne's Rentals	Supplies	237.50	237.50
G-04845	Dell	Computer Equipment	1,870.23	
		Computer Equipment	4,496.00	6,366.23
G-04846	Lisa Weissenbuehler	Mileage	37.13	37.13
G-04847	Southwestern Bell	Telephone Services	269.68	269.68
G-04848	Interiors for Business	Automation Contractural	150.00	150.00
G-04849	Asset Redistribution	Equipment	2,503.33	
		Automation Contractural	240.00	2,743.33
G-04850	Deborah Willis	Mileage	30.00	30.00
G-04851	Crystal D. Giles	Mileage	2.25	2.25
G-04852	Kevin Connywerdy	Programming Activities	137.50	137.50
G-04853	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-04854	Brawner Associates, L.L.C.	Consultant Fee	490.00	490.00
G-04855	Roth Publishing, Inc.	Materials	3,900.00	3,900.00
G-04856	Graybar	Automation Contractural	2,220.81	2,220.81
G-04857	Bank of America	Direct Deposit Fees	132.29	132.29

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Number	Vendor/Payee	Purpose		Amount
G-04858	Katrina Prince	Mileage	10.13	10.13
G-04859	Sound Room Publishers, Inc.	Materials	339.00	339.00
G-04860	Novalco, Inc.	Maintenance of Facilities	150.00	150.00
G-04861	Justin Systems, Inc.	Computer Equipment	4,900.00	4,900.00
G-04862	Rosalind L. Reeder	Programming Activities	200.00	
		Programming Activities	200.00	400.00
G-04863	Dean Johnson	Programming Activities	300.00	300.00
G-04864	City of Edmond	Water & Garbage Service	316.65	316.65
G-04865	Steve Littleman	Programming Activities	1,187.50	1,187.50
G-04866	Clyde Herrod	Mileage	4.50	4.50
G-04867	Darlene S. Browers	Registration	105.00	
		Travel Expense	229.88	334.88
G-04868	John Wood	Mileage	39.19	39.19
G-04869	Linda Jameson	Mileage	10.50	10.50
G-04870	Demco Media Turtleback Books	Materials	698.55	698.55
G-04871	Logis Tech	Materials	253.26	253.26
G-04872	Shellie Zeigler-Hill	Mileage	8.63	8.63
G-04873	David Fitzgerald & Associates	Printing	150.00	
		Printing	150.00	
		Printing	362.50	662.50
G-04874	Jeanne Devlin	Mileage	190.88	190.88
G-04875	Commercial Card Solutions	Printing Supplies	102.90	
		Furniture	1,606.00	
		Supplies	7.89	
		Automation Contractual	100.00	1,816.79
G-04876	Baker & Taylor Entertainment	Materials	2,445.50	2,445.50
G-04877	Prime Office Products	Supplies	49.94	49.94
G-04878	FBD Consulting, Inc.	Benefit Calculation	80.00	80.00
G-04879	Marian J. LeCrone	Mileage	35.63	35.63
G-04880	Commercial Card Solutions	Books	228.93	
		Books	218.59	
		Books	551.21	
		Books	254.95	
		Books	279.12	
		Books	385.74	
		Books	183.96	
		Books	171.19	
		Books	155.20	
		Books	188.10	
		Books	53.50	2,670.49
G-04881	O'Reilly Auto Parts	Gasoline	50.02	50.02
G-04882	Maria Rodriguez	Programming Activities	120.00	120.00
G-04883	Photo Researchers, Inc.	Printing	150.00	
		Printing	195.00	345.00
G-04884	Budget Box and Bag	Supplies	110.50	110.50
G-04885	Khanh Minh Do	Mileage	52.69	52.69
G-04886	John Utley	Mileage	41.81	41.81
G-04887	Melissa Weathers	Travel Expense	175.97	175.97
G-04888	CorVISION Media, Inc.	Training Materials	212.00	212.00
G-04889	Susan H. Wood	Programming Activities	300.00	300.00
G-04890	Rondia K. Banks	Registration	75.00	
		Travel Expense	87.25	162.25

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-04891	Karole Stout	Programming Activities	100.00	100.00
G-04892	Faith Centered Resources	Materials	110.30	110.30
G-04893	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	150.00
G-04894	Veronica Bernal	Mileage	2.25	2.25
G-04895	Corporate Express	supplies	20.93	
		Capital Projects	42.90	
		Supplies	12.27	
		Supplies	22.56	98.66
G-04896	Securitas Security USA, Inc.	Security Services	625.40	
		Security Services	1,241.95	
		Security Services	2,902.80	4,770.15
G-04897	Baker & Taylor Books - #510486	Materials	644.45	
		Materials	826.40	
		Materials	2,232.67	
		Materials	3,518.44	
		Materials	2,379.96	
		Materials	5,060.09	14,662.01
G-04898	Baker & Taylor Books - #510486	Materials	788.64	
		Materials	3,120.06	
		Materials	7,396.00	11,304.70
G-04899	Baker & Taylor Books-#510486	Materials	1,724.82	1,724.82
G-04900	Parking Partners LLC	Parking	80.00	80.00
G-04901	Office Interiors, Inc.	Furniture	382.00	382.00
G-04902	Mickey Sherman	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-04903	Studio Seven	Materials	45.00	45.00
G-04904	Spacesaver Storage Systems, Inc.	Capatl Project	179,868.48	179,868.48
G-04905	Shirley E Wilson	Programming Activities	200.00	200.00
G-04906	Trisha Marlow	Printing	1,000.00	1,000.00
G-04907	W.J. Coe & Co.	Automation Contractural	2,093.94	2,093.94
G-04908	German Auto Service	Vehicle Parts & Repairs	308.49	
		Vehicle Parts & Repairs	25.01	333.50
G-04909	Maria Y Bozarth	Programming Activities	240.00	240.00
G-04910	Mary L Strong	Mileage	27.00	27.00
G-04911	Severn House	Materials	440.42	440.42
G-04912	Rentacrate	Automation Contractural	2,033.50	2,033.50
G-04913	Smart Technologies	Automation Contractural	197.00	197.00
G-04914	Trigen	Energy Services	2,260.18	2,260.18
G-04915	Sharon Maine	Mileage	14.71	14.71
G-04916	COTPA	Parking	200.00	200.00
G-04917	Vicki Lynn	Programming Activities	100.00	100.00
G-04918	Metropolitan Library System	Background/Record Check	30.00	
		Automation Contractural	9.00	
		Printing	9.50	
		Postage	84.50	
		Supplies	108.22	
		Programming Activities	210.32	
		Other Commodities	19.50	471.04
G-04919	Oklahoma Natural Gas Co.	Gas Services	1,499.89	1,499.89
G-04920	City of Bethany	Water & Garbage Service	133.27	133.27

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Number	Vendor/Payee	Purpose		Amount
G-04921	Unisource Worldwide Inc-OKCity	Supplies	329.48	
		Maintenance Supplies	231.60	
		Maintenance of Facilities	134.08	695.16
G-04922	Demco	Supplies	529.90	
		supplies	116.08	645.98
G-04923	Gaylord Bros.	Supplies	22.00	
		Moving Supplies	143.50	165.50
G-04924	Gale Research	Materials	2,680.67	2,680.67
G-04925	Journal Record Publishing	Subscription	140.00	140.00
G-04926	M.E. Sharpe, Inc.	Materials	1,125.00	1,125.00
G-04927	Baker & Taylor Books - #510486	Materials	314.53	314.53
G-04928	Mitchell Repair Information Co	Materials	13,491.00	13,491.00
G-04929	Recorded Books, LLC	Materials	333.75	333.75
G-04930	Carolyn Abernathy	Mileage	10.50	10.50
G-04931	John Pansze	Programming Activities	250.00	250.00
G-04932	Instructional Video, Inc.	Materials	2,676.16	2,676.16
G-04933	Gale Group	Materials	4,418.56	4,418.56
G-04934	Ann Aliotta	Programming Activities	85.00	85.00
G-04935	Hunter's Battery Warehouse	Maintenance of Facilities	10.95	10.95
G-04936	Light Bulb Supply Co., Inc.	Maintenance of Facilities	82.90	82.90
G-04937	Friday	Subscription	50.00	50.00
G-04938	Karyn Miller	Mileage	30.00	30.00
G-04939	Spaces, Inc.	Storage	3,250.00	3,250.00
G-04940	Baudville	Supplies	119.95	119.95
G-04941	Angie Paeltz	Supplies	53.41	
		Mileage	54.00	107.41
G-04942	Okla. City Community College	Registration	1,200.00	1,200.00
G-04943	Library Video Company	Materials	2,762.89	2,762.89
G-04944	Full Circle Book Store	Programming Activities	40.00	
		Materials	31.84	71.84
G-04945	BMI Systems	Equipment	1,980.00	1,980.00
G-04946	Kipp Brothers, Inc.	Programming Supplies	115.00	
		Programming Supplies	87.20	202.20
G-04947	Southwestern Bell	Telephone Services	220.00	220.00
G-04948	Blackstone Audio Books	Materials	155.83	155.83
G-04949	Ingram Library Services	Materials	4,576.66	4,576.66
G-04950	Dana Morrow	Mileage	28.88	
		Mileage	37.13	66.01
G-04951	Audio Editions	Materials	1,145.23	1,145.23
G-04952	United States Postal Service	Postage	6,000.00	6,000.00
G-04953	Fuelman of Oklahoma	Gasoline	346.48	346.48
G-04954	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	52.95	52.95
G-04955	American Elevator Co., Inc.	Maintenance of Facilities	520.00	520.00
G-04956	Jimmy Welch	Remote Access	25.00	25.00
G-04957	Home Depot/GECE	Maintenance of Facilities	76.66	76.66
G-04958	Associated Appliance, Inc.	Maintenance of Facilities	20.84	20.84
G-04959	ASTD	Supplies	78.40	
		Training Materials	26.85	105.25
G-04960	Medco Supply, Inc.	Safety Supply	57.30	57.30
G-04961	Contractors Supply Co.	Maintenance of Facilities	63.89	63.89
G-04962	Sharon A. Nolan	Mileage	12.19	12.19
G-04963	Party Galaxy M.G.	Programming Activities	54.36	54.36

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Number	Vendor/Payee	Purpose		Amount
G-04964	BBC Audiobooks America	Materials	37.00	37.00
G-04965	Books in Motion	Materials	6.00	6.00
G-04966	Linda Gens	Mileage	24.38	24.38
G-04967	Office Depot	Programming Activities	27.43	
		Supplies	15.18	
		Supplies	62.03	104.64
G-04968	Todd Olberding	Mileage	42.75	42.75
G-04969	Baker & Taylor Entertainment	Materials	1,023.57	1,023.57
G-04970	LaVetta Kinsey Dent	Mileage	89.81	89.81
G-04971	Walmart Community Branch	Programming Activities	46.25	46.25
G-04972	Classic Paper Supply	Supplies	220.12	220.12
G-04973	EmTec Pest Control, Inc.	Pest Control Services	129.00	
		Pest Control Services	134.00	263.00
G-04974	McDonald & Fredrickson, P.C.	Legal Services	550.00	550.00
G-04975	Maria Rodriguez	Programming Activities	120.00	120.00
G-04976	C & D Publishing	Materials	800.00	800.00
G-04977	Lesli Jones	Library Related Services	140.00	
		Library Related Service	215.00	355.00
G-04978	Daphene Keys	Mileage	11.25	11.25
G-04979	Corporate Express	Equipment	856.44	856.44
G-04980	Securitas Security USA, Inc.	Security Services	2,945.58	
		Security Services	1,011.85	3,957.43
G-04981	Baker & Taylor Books - #510486	Materials	729.25	
		Materials	867.62	
		Materials	1,268.84	
		Materials	2,476.48	
		Materials	1,445.00	
		Materials	4,297.03	
		Materials	6,133.21	17,217.43
G-04982	Baker & Taylor Books - #510486	Materials	1,774.37	
		Materials	1,226.20	
		Materials	2,620.94	5,621.51
G-04983	Baker & Taylor Books-#510486	Materials	237.98	237.98
G-04984	Kalyani Chekuri	Mileage	9.08	9.08
G-04985	Mickey Sherman	Programming Activities	100.00	100.00
G-04986	Discount School Supply	Programming Supplies	43.70	43.70
G-04987	Sabre Technologies	Computer Equipment	13,580.00	
		Computer Equipment	17,820.00	
		Computer Equipment	6,790.00	
		Computer Equipment	4,965.00	
		Computer Equipment	2,848.00	46,003.00
G-04988	Osborne Electric Co.	Automation Contractural	1,790.00	1,790.00
G-04989	Dane & Associates	Capital Projects	1,190.00	1,190.00
G-04990	INFOLINK	Other Commodities	56.00	56.00
G-04991	Tonda Kelly	Mileage	20.25	20.25
G-04992	Diane Sharp	Mileage	10.13	10.13
G-04993	Claudia Clark	Programming Activities	75.00	75.00
G-04994	Cox Systems Technology	Alarm Monitoring	55.00	55.00
G-04995	Bee Removal Inc.	Maintenance of Facilities	100.00	100.00
G-04996	Bank of Oklahoma	Payroll Transmittal-Chks	49,409.57	
		Payroll Transmittal-Chks	18,178.66	67,588.23
G-04997	Bank of Oklahoma	Federal Withholding Tax	33,367.60	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04997	Bank of Oklahoma	Federal Withholding Tax	2,002.00	35,369.60
G-04998	Oklahoma Tax Commission	State Withholding Tax	15,787.60	
		State Withholding Tax	1,129.00	16,916.60
G-04999	Mun. Employees Credit Union	Employee Cr Union Deducts	10,448.11	
		Employee Cr Union Deducts	80.00	10,528.11
G-05000	United Way of Central Oklahoma	Employee Deductions	338.57	
		Employee Deductions	9.00	347.57
G-05001	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-05002	Bank of America	Payroll Transmittal-DDep	151,062.08	
		Payroll Transmittal-DDep	19,060.36	170,122.44
G-05003	Works & Lentz, Inc.	Employee Deductions	131.49	131.49
G-05004	Nationwide Retirement Solution	Employee Deductions	7,136.97	7,136.97
G-05005	Premium Accounting	Employee Deductions	761.35	761.35
G-05006	Metro Library Sys Pension Trst	Employee Retirement Conts	8,359.64	8,359.64
G-05007	Bank of Oklahoma	Employee Flexplan Deposit	6,761.79	6,761.79
G-05008	Bank of Oklahoma	Employee Soc/Sec Deposits	18,675.27	
		Employee Soc/Sec Deposits	2,716.32	
		Employee Medicare Deposit	4,367.56	
		Employee Medicare Deposit	635.20	
		Employer Soc/Sec Deposits	21,391.58	
		Employer Medicare Deposit	5,002.98	52,788.91
G-05009	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-05010	American Student Assistance	Employee Deductions	52.08	52.08
G-05011	Administrative Systems, Inc.	Employee Deductions	1,063.68	1,063.68
		Total of FY 03-04 Warrants Issued		\$ 1,517,000.42

Special Funds

Warrant Register

May 2004

Number	Vendor/Payee	Purpose		Amount
S-10340	Baker & Taylor Books - #510486	Materials	7.11	7.11
S-10342	McKenzie K. Kalsu	Lost & Paid Book Returned	8.99	8.99
S-10343	Susan M. Brakefield	Lost & Paid Book Returned	3.00	3.00
S-10344	Gabrielle A. Santiago	Lost & Paid Book Returned	15.48	15.48
S-10345	Jake P. Gibbons	Lost & Paid Book Returned	9.00	9.00
S-10346	State Historical Society	ILL Fees	7.00	7.00
S-10347	American Philatelic Research L	ILL Fees	12.00	12.00
S-10348	Mickey Sherman	Programming	100.00	100.00
S-10349	Steve Littleman	Programming	1,187.50	1,187.50
S-10350	Books on Tape, Inc.	Materials	172.80	172.80
S-10351	Big Kids Productions	Materials	245.20	245.20
S-10352	Baker & Taylor Books-#510486	Materials	175.44	175.44
S-10353	Central Parking System	Parking	15.00	15.00
S-10354	Dowell Parking Center	Parking	35.00	35.00
S-10355	Oklahoma Tax Commission	SALES TAX	7.91	7.91
S-10356	Linda Birchett	Lost & Paid Book Returned	14.00	14.00
S-10357	Thomas K. Williams	Lost & Paid Book Returned	23.93	23.93
S-10358	Joanne E. Van Cor	Lost & Paid Book Returned	21.95	21.95
S-10359	Mendy Bergin	Lost & Paid Book Returned	7.95	7.95
S-10360	Susan A. Jamison	Lost & Paid Book Returned	11.65	11.65
S-10361	Danielle R. Payne	Lost & Paid Book Returned	5.99	5.99
S-10362	Anh T. M. Nguyen	Lost & Paid Book Returned	6.99	6.99
S-10363	Oklahoma Tax Commission	SALES TAX	361.01	361.01
S-10364	Mickey Sherman	Programming	100.00	100.00
S-10365	Ingram Library Services	Materials	55.90	55.90
S-10366	Full Circle Book Store	Books	55.92	55.92
S-10367	Percy Armstrong	Lost & Paid Book Returned	20.45	20.45
S-10368	Parvanch Eskandari	Lost & Paid Book Returned	15.95	15.95
S-10369	Dennis J. Goodwin	Lost & Paid Book Returned	6.00	6.00
S-10370	Martha A. Barrios	Lost & Paid Book Returned	3.00	3.00
S-10371	Darla J. Gragert	Lost & Paid Book Returned	3.00	3.00
S-10372	Brandy M. Hudson	Lost & Paid Book Returned	1.40	1.40
S-10373	Gary W. King	Lost & Paid Book Returned	2.25	2.25
S-10374	Barnes & Noble, Inc.	Materials	391.80	391.80
S-10375	Metropolitan Library System	Transfer of Funds	85,000.00	85,000.00
S-10376	Learning Tree	Furniture	400.00	400.00
S-10377	Metropolitan Library System	Stamps	12.95	12.95
S-10378	Maria Rodriquez	Programming	120.00	120.00
S-10379	Mickey Sherman	Programming	100.00	100.00
S-10380	Kevin Connywerdy	Programming	612.50	612.50
S-10381	Commercial Card Solutions	Public Artwork	2,000.00	2,000.00
S-10382	Vicki L. Binion	Lost & Paid Book Returned	6.00	6.00
S-10383	Allie L. Wallace	Lost & Paid Book Returned	13.95	13.95
S-10384	Bridgett D. Hodge	Lost & Paid Book Returned	29.95	29.95
S-10385	David J. Walker	Lost & Paid Book Returned	14.00	14.00
S-10386	Jessica E. Jorgensen	Lost & Paid Book Returned	14.95	14.95
S-10387	Latricia M. Williams	Lost & Paid Book Returned	19.98	19.98
S-10388	Sheilah D. VanMeter	Lost & Paid Book Returned	3.00	3.00
S-10389	Edie M. Parmeter	Lost & Paid Book Returned	3.00	3.00
S-10390	King County Library System	Lost Book	12.95	12.95
S-10391	Mickey Sherman	Programming	100.00	100.00
S-10392	Baker & Taylor Books - #510486	Materials	38.36	38.36

Special Funds

Warrant Register

May 2004

Number	Vendor/Payee	Purpose		Amount
S-10393	Traci Jinkens	Scholarship Reimbursement	450.00	450.00
S-10394	Darcus Smith	Scholarship Reimbursement	300.00	300.00
S-10395	Jill Vessels	Scholarship Reimbursement	450.00	450.00
S-10396	Heidi Daniel-Morgan	Scholarship Reimbursement	600.00	600.00
S-10397	Crystal D. Giles	Scholarship Reimbursment	600.00	600.00
Total of Special Funds Warrants Issued				\$ 94,012.16

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 RENEWAL OF SUPPLY AND SERVICE CONTRACTS

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

Contractors	Supply or Service	Award Date	Estimated Cost	Account #
All-American Waste	Refuse Collection	5/15/03 Doc.#83	\$5,375 Annual Cost	219
Associated Plastics	Video Cassette Cases	6/20/02 Doc.#83	\$7,450 Annual Cost	303
Business Imaging	Maintenance of 7 Canon Coin-Op Reader/Printers	10/18/01 Doc.#26	\$6,315 Annual Cost	208
BMI	Maintenance of 3 Canon 660 Staff Copiers	3/16/00 Doc.#53	\$7,600 Annual Cost	208
Chickasaw	Cisco Telephone Equipment Maintenance	7/29/03 Doc.#3	\$18,000 Annual Cost	231
Demco	Durafold Book Jacket Covers	6/19/03 Doc.#91	\$14,450 Annual Cost	303
City of Edmond	Lawn Maintenance	3/75	\$3,750 Annual Cost	208
<i>Oklahoma Gazette</i>	Publication of Display Advertisement	3/18/04 Doc.#69	\$527.85 per Ad	230
Hewlett Packard	Computer Mainframe Maintenance	10/95 (Sole Source)	\$48,000 Annual Cost	231
High-Tech Tronics	Security Monitoring of 15 Locations	4/12/00 Doc. #60	\$5,454 Annual Cost	208
J & B Graphics	Fabrication & Installation of Library Signage	8/21/01 Doc.#10	\$100,000 Annual Cost	450
City of Midwest City	Lawn Maintenance	6/98	\$4,500 Annual Cost	208
Myers Landscaping	Lawn Maintenance of 7 Locations	5/15/03 Doc.#83	\$17,100 Annual Cost	208
Securitas Security USA	Security Service for 5 Library Locations	7/29/03 Doc.#3	\$235,045 Annual Cost	214
Spaces	Knoll Office Furniture	1/16/03 Doc.#47	GSA Pricing	408
Standley System	Maintenance of Savin Coin-Op Copiers	1/16/03 Doc.#47	\$5,800 Annual Cost	208
Unisource	Georgia Pacific Paper Products	5/16/02 Doc.#74	\$28,500 Annual Cost	310
City of The Village	Lawn Maintenance	7/92	\$4,300 Annual Cost	208

RECOMMENDATION:

That the Commission approves the renewal of the above listed contracts for the FY 2004-05. Funding for these contracts will be provided for in the FY 2004-05 budget.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: ANNUAL RENEWAL OF LEASE/PURCHASE AGREEMENT

The Library has one lease/purchase agreement for the three (3) Canon 660 copiers used by the staff offices at the Downtown Library.

Vendor	Agreement	Date of Lease	Annual Cost	Account
BMI	3 Canon 660 Digital Copiers (Staff Use)	3/12/2000 Doc. #53	\$17,052	260

RECOMMENDATION:

That the Commission approves the continuation of the lease/purchase agreement with BMI for three (3) Canon 660 copiers. Funding for the agreement will be provided for in the FY 2004-05 budget, account 206.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM C: PRINTING AND DELIVERY OF METRO LIBRARY MAGAZINE

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

Specifications were prepared and bids were let for 14 days and were advertised for two days (June 3 & 4, 2004) the ***Oklahoman***. Bids were also sent to six prospective vendors.

A mandatory pre-bid meeting was held Tuesday, June 8, 2004, six vendors attended. Bids were received and publicly opened on Thursday, June 10, 2004. Five vendors responded. All responding vendors attended the pre-bid conference.

Vendors	5,000 Magazines 32 pages	5,000 Magazines with Additional 8-Page Increments	10,000 Magazines 32 pages	10,000 Magazines with Additional 8-Page Increments	1,000 Additional Magazines 32 Pages	1,000 Additional Magazines with Additional 8-Page Increments
Heritage Press	\$4,481.10	\$1,401.00	\$6,384.60	\$1,952.00	\$475.00	\$ 71.00
Digital Graphics	\$4,520.00	\$1,092.00	\$6,626.00	\$1,611.00	\$422.00	\$104.00
Southwestern Stationary	\$4,597.90	\$1,149.48	\$6,893.63	\$1,723.41	\$367.83	\$120.45
Semco Color Press	\$4,780.00	\$1,360.00	\$6,780.00	\$1,890.00	\$390.00	\$100.00
Hoffman Graphics	\$5,175.53	\$1,144.87	\$7,278.28	\$1,583.76	\$532.00	\$ 32.00

Heritage Press is located in El Reno, Oklahoma. The other four vendors are located in Oklahoma County.

The bid submitted by Digital Graphics does not meet specifications. Digital Graphics requires the artwork and layout to be submitted in a PDS format. The Library does not use a PDS format. All other vendors bid the artwork and layout on CD, digital format as specified.

With the consideration of the local preference option, Southwestern Stationary is the best and lowest bidder meeting specifications. More than half of the monthly issues of the *Metro Library Magazine* will be for 5,000 magazines with 32-pages per magazine.

RECOMMENDATION:

That the Commission awards the contract for the printing of the *Metro Library Magazine* to Southwestern Stationary at the bid prices stated above. Funding for this printing project will be provided for in the FY 2004-05 budget, account 301.

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

ITEM D: COPIER PAPER, INKJET PAPER AND TRACTOR FEED PAPER

Provided for in the annual budget is the continuous requirement for various types of papers. The total purchase of these items exceeds the maximum open market amount allowed by purchasing policy.

The Library's purchasing policy requires that supply contracts be reviewed annually by the Administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractors listed below have provided the papers in an accurate and timely manner. These prices are competitive with those on the open market.

The Metropolitan Library Commission awarded the following contracts on June 20, 2002 (Doc #83) the copier paper to Unisource, the tractor feed paper and inkjet paper to Southwest Paper. This will be the third and last fiscal year for renewal of the contract.

Unisource is requesting a 7% increase on the 8-1/2 x 11 copier paper and a 1.5% increase on the 8-1/2 x 14 copier paper. Southwest paper is requesting a 4% increase on the 8-1/2 x 11 inkjet paper and no increase on the 9-1/2 x 11 tractor feed paper.

COPIER PAPER

VENDOR	8-1/2" x 11" COPIER PAPER 5,000 PER CASE	8-1/2" x 14 "COPIER PAPER 5,000 PER CASE
UNISOURCE	\$23.95/case	\$30.45/case

TRACTOR FEED AND INKJET PAPER

VENDOR	9-1/2" x 11", 20LB, BLANK, ONE PART, WHITE TRACTOR FEED PAPER	8-1/2" x 11" INKJET PAPER, 24LB, 90 BRITENESS 5,000 PER CASE
SOUTHWEST PAPER	\$18.76/case (2,700/cs)	\$55.20/case

RECOMMENDATION:

That the Commission approves the renewal of the contracts for copier paper with Unisource, tractor feed and inkjet paper with Southwest Paper. Funding for the paper supply will be provided for in the FY 2004-05 budget, account 303.

CONTRACT AWARDS AND PURCHASES (cont'd)

ITEM E: COMPACT SHELVING FOR LONG-TERM AND SUPPLY STORAGE

Provided for in the FY 2003-04 Budget is funding for the purchase of Furniture, Fixtures & Equipment for the new Downtown Library. Two items that are needed are to provide long-term storage for the Business (BO) & Human Resources (HR) offices and to provide storage for the BO Supply Room.

These needs have been reviewed & defined during meetings with the respective offices over the past several months. The following issues were identified.

- The space available is limited.
- The amount of material that must be retained has grown since these spaces were designed.
- The new HIPAA regulation requires that protected materials be isolated from the balance of the materials, both in HR & BO offices.
- A compact shelving solution would allow the best utilization of the spaces provided.
- The Metropolitan Library System (MLS) has contracted for the purchasing of furniture and fixtures by utilizing the GSA pricing mechanism.
- By purchasing through a GSA contract, the supplier can provide consulting and the design of the system based upon a review of the needs, at discounted prices.
- MLS is currently working with Systematic Solutions Incorporated (SSI), the local representative for Spacesaver, under a GSA purchase agreement.

Based upon the above, MLS elected to contact SSI to review possible solutions. Upon contacting SSI, it was learned that they had access to numerous "used" systems. Based upon a review of our needs, the following was proposed:

- To remove, transport and install used material purchased from Hertz and new material as needed under a GSA pricing structure for long-term storage in the amount of \$43,275
- To remove, transport and install used material purchased from Jackson County Memorial Hospital and new material as needed under a GSA pricing structure for the office supply room in the amount of \$19,885

The FY 2003-04 budgeted DN 450 account includes a contingency line item of \$150,000, added to that, as of June 11, 2004, is a realized savings of \$47,381, from other DN 450 expenditures.

The Administration recommends the purchase of compact shelving under a GSA.

RECOMMENDATION:

That the Commission awards a contract to SSI for the purchase and installation of compact shelving for the long-term and supply storage areas under a GSA pricing agreement for a total cost of \$63,160. Funding for the purchase is provided for in the FY 2003-04 budget, account 450.

METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS

ADDITIONAL APPROPRIATIONS

		<u>Amount Needed</u>	<u>Account's New Total</u>
Account 219	Water & Garbage Services	\$4,000	\$45,423

Expansion of library services has caused an unanticipated rise in the water & garbage utility costs.

CANCELED APPROPRIATIONS

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 218	Gas Services	\$4,000	\$54,765

There is a projected excess fund balance in this account.

ADDITIONAL APPROPRIATIONS

		<u>Amount Needed</u>	<u>Account's New Total</u>
Account 321	Gas & Oil	\$3,000	\$18,000

The rapid rise in gasoline prices has greatly impacted the projected needs.

CANCELED APPROPRIATIONS

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 322	Vehicle Parts & Repairs	\$3,000	\$15,000

There is a projected excess fund balance in this account.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Tuesday, May 25, 2004 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, May 14, 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 May 21, 2004, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Metropolitan Library Commission of Oklahoma County, Chair
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 11

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

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

II. Mr. Greenwell called on Mr. Ric Rea, Director of Human Resources, to present the Annual Review of Human Resources.

Mr. Rea reviewed the report, summarizing that the Metropolitan Library System's (MLS) starting salary for a librarian is 8.29% **below** the average starting salary for the "mid-west" region librarian employers. And that when compared with the in-state big four librarian employers' (Oklahoma Department of Libraries {ODL}, Pioneer Library System {PMC}, Tulsa City-County Library System {TCCL}, and Metropolitan Library System) starting salaries; it shows that MLS's minimum starting salary for a librarian is above the average by 3.81%, but below PMC.

Since the A & P Committee meeting of May 5, 1994, the Library System has stated, as a goal, that it was desirable to be the leader in-state among the four major public library employers. For the last three years, this goal has not been met and MLS is actually falling farther behind. Mr. Rea asked for questions, discussion followed.

Mr. Rea continued his summary, stating that according to the most recent figures from the U.S. Chamber of Commerce, typical benefit costs represent 42% of salaries for 2002. The Library System's cost of benefits for the average employee in December 2003 was \$16,119.30. Mr. Greenwell asked what the percentage of benefits is for an average MLS employee salary. Mr. Rea stated he did not have those figures but would include this information in the presentation for the Finance Committee.

He continued by stating that after receiving quotes on the self-funded medical/dental plan from nine different carriers on the stop-loss coverage and from two third-party administrators on the service fee, the increase to the Library System's budget is 5.11% over last year's contribution.

Included in the quoted rate are minor plan changes in the drug treatment lifetime maximum and the mental health care lifetime maximum, but neither plan change has affected the rate increase.

The Life and Accidental Death and Dismemberment Insurance, Vision Insurance, and Employee Assistance Program rates will not increase for FY 2004-05.

The Long-Term Disability Insurance annual plan year begins September 1, 2004 and a 5% contingency is included in the FY 2004-05 preliminary budget to cover the possibility of a rate increase. Mr. Rea called for questions; discussion followed.

Mr. Rea continued by stating that the insurance premium rates remain split between the Library System and the employee on a 90/10 ratio for employees and 70/30 for dependents.

The recommended monthly premiums for FY 2004-05 are:

	Library's Share	Employee's Share	Total
Employee only	\$428.37	\$ 47.60	\$475.97
Dependents	\$276.70	118.59	\$395.29
Both	\$705.07	\$166.19	\$871.26

Mr. Rea noted that there is a need to amend the Plan Document and Summary Plan Description to redefine "eligible dependents". He stated that recently a problem developed because of the residency requirement listed under the definition of eligible dependents; to avoid such problems in the future the definition should meet Cobra's "qualifying event" requirement. To that end, Mr. Rea asked to make an additional Administrative recommendation: that the definition of "eligible dependents" be redefined and that the residency requirement in the current definition be deleted.

Mr. Rea restated the recommendations and called for questions. Discussion followed.

Mr. Greenwell called for a motion.

Ms. Marguerite Ross moved to accept the Administration's recommendations and recommend that the Finance Committee incorporate the funds for the Administration's recommendations into the FY 2004-05 Budget. Dr. Ann Caine seconded. Mr. Greenwell called for discussion.

Mr. Greenwell recommended that a comparison of benefit costs in relation to percentage of salary among the "big four" library employers would be valuable information to include with this report.

Mr. Greenwell stated that with the economy heading into an inflationary period, it would be reasonable to offer the Finance Committee a choice of from 2% to 3% for the market adjustment increase. He asked Mr. Rea to prepare the actual dollar amounts of the ranges for presentation to the Finance Committee. Discussion continued.

After the discussion, Ms. Ross moved to amend the original motion to:

- 1. a merit increase schedule, from 0% to 3%, effective July 1, 2004**
- 2. a market adjustment increase from 2% to 3% for all employees, effective with the beginning of the pay period in December 2004 that includes January 1, 2005**
- 3. acceptance of the rate increase for the self-funded medical/dental plan of 5.11%**

4. **acceptance of a rate increase in the Long-Term Disability Insurance up to 5% upon the renewal date of September 1, 2004**
5. **amending the medical/dental plan in the areas of the lifetime maximum for drug and alcohol treatment from \$5,000 to \$15,000 and the separation of this provision from the mental health maximum lifetime benefit;**
 - **and for the lifetime maximum for mental health care from \$20,000 to \$25,000;**
 - **and to revise the definition of eligible dependent to read "Eligible Dependent shall not be interpreted to mean a mother, father, legally separated or divorced former spouse of the Employee, grandchild or any other person claimed as a dependent for income tax purposes unless such person is a spouse or child as defined above or a child who is eligible for coverage in accordance with QMCSO, a divorce decree, a court order or other applicable law.";**
 - **and to read "The Plan Participant's legal spouse who has met all requirements of a valid marriage contract in the state of marriage and such contract is consistent with the laws of the State of Oklahoma."**

Mrs. Shirley Pritchett seconded. No further discussion; motion passed unanimously.

Mr. Greenwell called for the vote on the original motion with the approved amendments. Motion passed unanimously.

III. Mr. Greenwell called for a motion to adjourn. Ms. Ross moved for adjournment, Mrs. Pritchett seconded. By Committee consensus meeting adjourned at 4:35p.m.



Donna Morris, Executive Director
(Secretary)

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

LONG-RANGE PLANNING COMMITTEE

MINUTES

Wednesday, June 9, 2004 2:00 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 15, 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 June 7, 2004, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Millicent Gillogly, Chair
Deanna Hannah
Hugh D. Rice
Alyne Strube

COMMITTEE MEMBERS EXCUSED:

Jose Jimenez

COMMISSION MEMBERS PRESENT:

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

ESTIMATE OF OTHERS PRESENT: 14

I. The meeting was called to order at 2:03 p.m. by Mrs. Millicent Gillogly, Chair.

Roll was called to establish a quorum. Present: Hannah, Rice, Gillogly. (Arrived 2:09 p.m. – Strube)

II. Mrs. Gillogly called on Mrs. Donna Morris, Executive Director, to present the Update of Oklahoma City Bond Projects.

Mrs. Morris stated that she spoke with City representatives about the availability of funds for the Capitol Hill and Ralph Ellison Library bond projects. They informed her that \$2.7 million in bonds has been sold, the bulk of which is earmarked for the new Pioneer Library System's southwest library.

The City has funds in place for the Ralph Ellison Library project. The Administration requested that the funds for the Capitol Hill and Ralph Ellison Library projects be available in the same year since both projects are relatively small. To date the City has not responded to this request.

Mrs. Morris continued by stating that the Library System funds, which have been held in the capital reserves account, for the two projects are included in the FY 2004-05 budget. This makes it possible for the Library System to begin the process of architect selection and design development for the projects.

The original bond package includes renovating the restrooms and meeting room space of the Capitol Hill Library. Due to issues that were not considered in the original bond package, such as out-of-date plumbing, electrical wiring, roof concerns, and more effective working space, the Administration believes that an architectural study of these and other issues for the Capitol Hill Library is warranted.

A contract for this service is an additional expense that has not been included in the preliminary budget. However, if revenues allow and with Committee approval, the funds for this professional service can be added to the final budget. Discussion followed.

By Committee consensus the Administration will prepare and present a proposal for architectural services for the Finance Committee to review and consider adding to the final FY 2004-05 budget.

III. Mrs. Gillogly asked Mrs. Morris to present the information regarding a mill levy increase.

Mrs. Morris presented a chart illustrating that the Library System will become financially strained without an increase in tax revenue. The data is based on an extremely conservative estimate of 6% circulation growth. Additionally, the cost to maintain the current level of services with no growth is rising at least 3% per year.

She gave a brief history of the property tax revenue and stated that if the Library System wished to be on the February 2005 election ballot to seek a mill levy increase it would need to:

1. Have Commission approval by October 2004
2. Have a request to the County Commission for authorization of a special election by November 2004
3. The resolution to the County Election Board must be submitted by December 2004.

Discussion followed.

By Committee consensus the Administration will prepare and present a proposal to be presented in early October to the Committee. Mrs. Gillogly asked for a volunteer from the Committee members to sit as Vice-Chair to conduct the meeting if necessary. Mr. Hugh Rice volunteered; all members concurred.

IV. Mrs. Gillogly asked if there were any questions or comments. There were none. By Committee consensus the meeting adjourned at 2:45 p.m.



Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met June 9, 2004, for:

(Please reference the A & P, Long-Range Planning, and Finance Committees' packets for the detailed reports.)

- I. Long-Range Planning Committee discussion update
- II. Report and Recommendations from A & P Committee meeting May 25, 2004
- III. Report and Recommendations from Administration
 - ❖ MLC FY 2004-05 Preliminary Budget
 - ❖ Adoption of Section VII – Fiscal Budgeting and Purchasing; Item F: Inventory Control
 - ❖ Revision to Section VII – Fiscal Budgeting and Purchasing; Item B: Purchasing

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMISSION ACTION:

To approve the following recommendations from the Finance Committee:

1. Approve the revisions to the Medical/Dental Insurance Plan provisions.
2. Approve the Metropolitan Library System Preliminary Budget FY 2004-05.
3. Approve the adoption of Section VII ~ Fiscal Budgeting and Purchasing, Item F: Inventory Control Policy for the monitoring and annual verification of all furniture and equipment with value in excess of \$500.
4. Approve the revision to Section VII ~ Fiscal Budgeting and Purchasing, Item B: Purchasing to increase the dollar amount for purchases requiring a formal bidding process from \$5,000 to \$10,000. And that informal quotes be required for purchases costing between \$2,500 and \$10,000.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Wednesday, June 9, 2004 TIME: 3:00 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, March 15, 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 June 7, 2004, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Hugh Rice, Chair
Nancy Anthony
Scott Duncan
Greg Womack

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Metropolitan Library Commission of Oklahoma County, Chair
Millicent Gillogly, Metropolitan Library Commission of Oklahoma County, Member
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 15

I. The meeting was called to order at 3:05 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Duncan, Womack, Rice.

II. Mr. Rice called on Mrs. Millicent Gillogly, Long-Range Planning (L-RP) Committee Chair, to give an update on today's L-RP Committee meeting.

Mrs. Gillogly summarized the Committee meeting by stating that the Administration had reviewed the library bond project information and realized that the allotted monies could be better utilized if an architectural study of the Capitol Hill Library is completed. It would address issues that were not considered under the original bond package. To that end the Committee requested the Administration prepare and present a proposal for architectural services for the Finance Committee to review and consider adding to the final FY 2004-05 budget. Questions and discussion followed.

Mrs. Gillogly stated that the Administration submitted data that substantiates the need to review the possibility of seeking a mill levy increase in February 2005. The Committee requested the Administration prepare and present a proposal for Committee review in early October 2004. She asked for questions and discussion followed.

III. Mr. Rice called on Mr. Lloyd Lovely, Director of Finance, to present an overview of the preliminary budget.

Mr. Lovely stated that this preliminary budget has been kept to its previous format and that details of each account are provided as well as a summary of significant account changes. He highlighted the budget stating that the FY 2004-05 Preliminary Budget is 4.14% lower than last year's budget. He stated the projected tax revenue for FY 2004-05 budget is 3% higher than last year at \$18,270,237. He asked for questions and discussion followed.

Mrs. Nancy Anthony requested that future budgets include the actual expenses compared to the budget.

IV. Mr. Rice called on Mr. Ric Rea, Director of Human Resources, to give a brief review of the items from the Administrative & Personnel (A & P) Committee recommendations.

Mr. Rea stated the Metropolitan Library System's (MLS) starting salary for a librarian is below the average starting salary for the "mid-west" region librarian employers. The MLS's minimum starting salary for a librarian is above the in-state librarian employers average by 3.81%. However, MLS's rate remains below the Pioneer Library System's starting salary for a librarian.

The Library System has stated, as a goal, that it was desirable to be the leader in-state among the four major public library employers. For the last three years, this goal has not been met and MLS is actually falling farther behind.

The A & P Committee, after discussion, decided to stay with the Administration's recommended merit increase of from 0 to 3% and to offer the Finance Committee the ability to increase the possible market adjustment from 2% to 3%. Mr. Rea explained the supporting document, which shows the different dollar amounts, effect on the budget. Questions and discussion followed.

Mr. Rea continued his summary by reviewing the Benefits Plan supporting document; he stated that the recommended monthly premiums for FY 2004-05 are:

	Library's Share	Employee's Share	Total
Employee only	\$428.37	\$ 47.60	\$475.97
Dependents	\$276.70	118.59	\$395.29
Both	\$705.07	\$166.19	\$871.26

The shared costs of the monthly premiums remains at 90/10 for employees and 70/30 for employee dependents. He commented that the proposed plan provision changes shown in the supporting document do not effect the quoted rates. Discussion followed.

At the request of the A & P Committee, a benefit comparison is presented that shows MLS's benefits are comparable with the in-state library employers and the U.S. Chamber of Commerce. Mr. Rea asked for questions and discussion followed.

Mr. Rice called for a motion on the A & P Committee recommendations.

Mr. Greg Womack moved to accept the A & P Committee's recommendations to include in the FY 2004-05 Preliminary Budget:

- **The recommended merit increase of from 0 to 3%**
- **The recommended market adjustment of 3%, to be effective the last pay period of December 2004 that includes January 1, 2005**
- **The recommended Medical/Dental Insurance Plan Premiums**
- **The recommended Medical /Dental Insurance Plan provision changes**

Mr. Scott Duncan seconded. No further discussion. Motion passed unanimously.

V. Mr. Rice called for a motion on the FY 2004-05 Preliminary Budget.

Mrs. Anthony moved to approve the MLS FY 2004-05 Preliminary Budget as presented and to recommend Commission approval. Mr. Duncan seconded. No further discussion. Motion passed unanimously.

VI. Mr. Rice called on Mr. Lovely to present Agenda Item IV – Revision to Section VII ~ Fiscal Budgeting and Purchasing, Item F: Inventory Control.

Mr. Lovely explained that the establishment of a formal inventory control policy is warranted; currently the practice is to track equipment in excess of \$100. Raising this limit would streamline this process. Questions and discussion followed.

Mr. Duncan pointed out that the suggested \$250 amount is too low and suggested raising it to \$500. Discussion Followed.

Mrs. Anthony moved to approve the adoption of Section VII ~ Fiscal Budgeting and Purchasing, Item F: Inventory Control, and recommend the Commission adopt the policy for the monitoring and annual verification of all furniture and equipment with values in excess of \$500. Mr. Duncan seconded. No further discussion. Motion passed unanimously.

Mr. Rice asked Mr. Lovely to continue Agenda Item IV – Revision to Section VII ~ Fiscal Budgeting and Purchasing, Item B: Purchasing

Mr. Lovely stated in comparison to other local government policies, MLS's \$5,000 requirement for formal bids and \$2,500 for informal bids is low and that in keeping with the new Oklahoma laws raising the counties' bid requirements to \$10,000, an adjustment would generate a cost savings in both dollars and staff time. Questions and discussion followed.

Mrs. Anthony moved to approve the revisions to Section VII ~ Fiscal Budgeting and Purchasing, Item B: Purchasing, and recommend the Commission approve the revisions of an increase in the dollar amount for purchases requiring a formal bidding process from \$5,000 to \$10,000. And that informal quotes be required for purchases costing between \$2,500 and \$10,000. Mr. Womack seconded. No further discussion. Motion passed unanimously.

VII. Mr. Rice adjourned the meeting at 4:23 p.m.



Donna Morris, Executive Director
(Secretary)

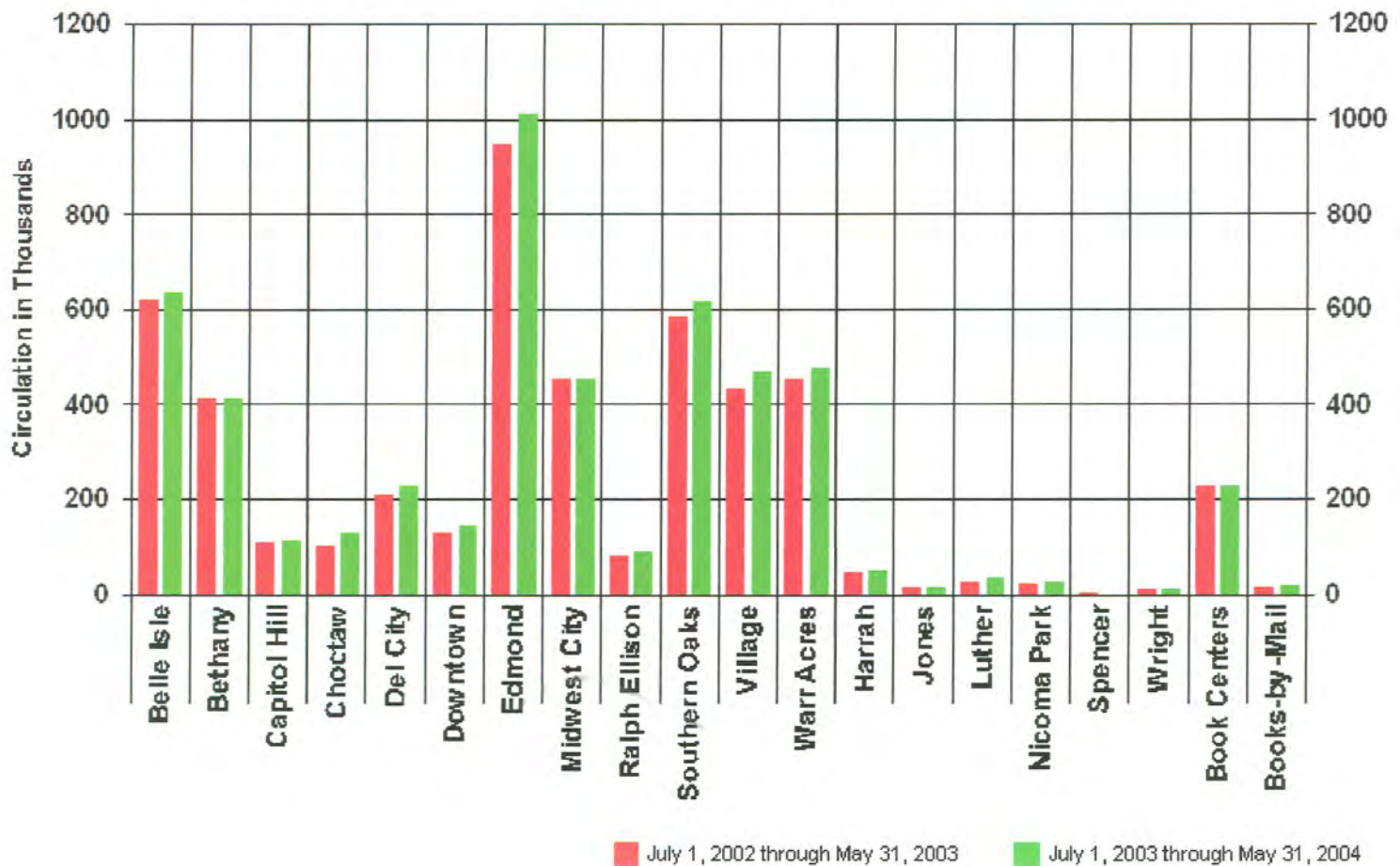
**METROPOLITAN LIBRARY SYSTEM
PRELIMINARY BUDGET FY 2004 - 2005
(July 1, 2004 ~ June 30, 2005)**

PLEASE REMEMBER

TO BRING *DOCUMENT # 99*
THE BLUE BINDER
TO THE *JUNE 17, 2004*
METROPOLITAN LIBRARY COMMISSION MEETING
AT THE SOUTHERN OAKS LIBRARY

Circulation Gains and Losses

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)



Circulation Gains and Losses

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

MAY 31, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	03	41063	455831	12709	161458	53772	617289	
	04	40874	479826	12259	155903	53133	635729	
		-189	23995	-450	-5555	-639	18440	3.0
BETHANY	03	24214	272721	12047	139065	36261	411786	
	04	25996	285175	11332	129168	37328	414343	
		1782	12454	-715	-9897	1067	2557	.6
CAPITOL HILL	03	6615	76840	2967	32070	9582	108910	
	04	6848	79429	2629	32172	9477	111601	
		233	2589	-338	102	-105	2691	2.5
CHOCTAW	03	5826	64319	3340	37147	9166	101466	
	04	9519	80944	5342	46516	14861	127460	
		3693	16625	2002	9369	5695	25994	25.6
DEL CITY	03	12661	140388	6209	69211	18870	209599	
	04	15635	157514	6841	68074	22476	225588	
		2974	17126	632	-1137	3606	15989	7.6
DOWNTOWN	03	11290	110360	1822	19597	13112	129957	
	04	11181	122944	1554	20013	12735	142957	
		-109	12584	-268	416	-377	13000	10.0
EDMOND	03	48164	545519	35867	403393	84031	948912	
	04	51771	587667	35319	421348	87090	1009015	
		3607	42148	-548	17955	3059	60103	6.3
MIDWEST CITY	03	28041	321853	10795	131230	38836	453083	
	04	15834	324128	5295	129951	21129	454079	
		-12207	2275	-5500	-1279	-17707	996	.2
RALPH ELLISON	03	7404	61177	2147	18631	9551	79808	
	04	6372	68231	1985	20602	8357	88833	
		-1032	7054	-162	1971	-1194	9025	11.3
SOUTHERN OAKS	03	37213	426902	12994	155704	50207	582606	
	04	40323	455220	12295	158158	52618	613378	
		3110	28318	-699	2454	2411	30772	5.3
VILLAGE	03	28123	289760	12948	141422	41071	431182	
	04	29133	325989	12268	144656	41401	470645	
		1010	36229	-680	3234	330	39463	9.2
WARR ACRES	03	26521	296937	13242	157855	39763	454792	
	04	27457	321175	11762	153785	39219	474960	
		936	24238	-1480	-4070	-544	20168	4.4

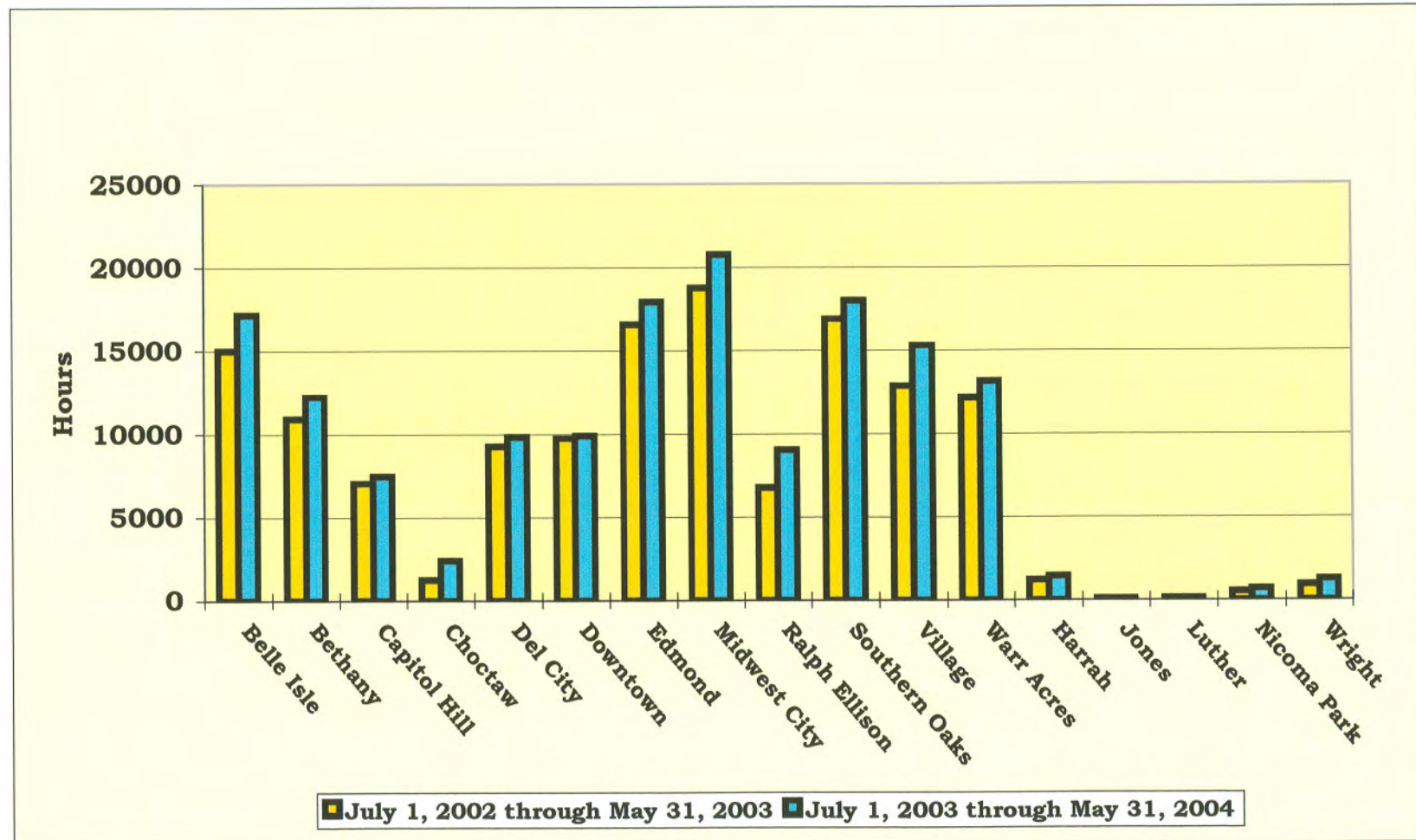
Circulation Gains and Losses

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

MAY 31, 2004		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
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	2715	31327	1088	14645	3803	45972	
	04	3023	34091	1010	16147	4033	50238	
		308	2764	-78	1502	230	4266	9.3
JONES	03	897	10113	184	3027	1081	13140	
	04	819	9949	245	2508	1064	12457	
		-78	-164	61	-519	-17	-683	-5.2
LUTHER	03	1571	20066	466	5075	2037	25141	
	04	1227	27537	440	7174	1667	34711	
		-344	7471	-26	2099	-370	9570	38.1
NICOMA PARK	03	1482	16293	637	7114	2119	23407	
	04	1774	18831	502	6924	2276	25755	
		292	2538	-135	-190	157	2348	10.0
SPENCER	03	149	1790	22	167	171	1957	
	04	0	0	0	0	0	0	
		-149	-1790	-22	-167	-171	-1957	-100.0
WRIGHT	03	891	8549	181	1789	1072	10338	
	04	1189	9956	224	1891	1413	11847	
		298	1407	43	102	341	1509	14.6
<u>OTHER:</u>								
BOOK CENTERS	03	9712	107363	11232	120493	20944	227856	
	04	9326	104421	11369	123630	20695	228051	
		-386	-2942	137	3137	-249	195	.1
BOOKS-BY-MAIL	03	1324	15576	0	0	1324	15576	
	04	1336	16454	0	0	1336	16454	
		12	878	0	0	12	878	5.6
TOTALS	03	295876	3282781	140897	1620716	436773	4903497	
	04	299637	3509481	132671	1638620	432308	5148101	
		3761	226700	-8226	17904	-4465	244604	5.0

Total Internet Hours Used by Library

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)



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Total Internet Usage

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	221		4,109		1,490.37		3,436		38,988		15,009.00	
	04	243		4,087		1,492.62		4,057		46,200		17,183.00	
		22	10.0	-22	-5	2.25	.2	621	18.1	7,212	18.5	2,174.00	14.5
BETHANY	03	139		2,599		1,094.47		2,217		25,957		10,926.21	
	04	172		2,691		1,100.81		2,529		29,503		12,246.12	
		33	23.7	92	3.5	6.34	.6	312	14.1	3,546	13.7	1,319.91	12.1
CAPITOL HILL	03	115		1,743		649.07		1,743		18,642		7,056.38	
	04	131		1,795		669.19		1,984		20,203		7,471.11	
		16	13.9	52	3.0	20.12	3.1	241	13.8	1,561	8.4	414.73	5.9
CHOCTAW	03	29		354		92.53		415		3,530		1,256.23	
	04	98		1,141		416.51		732		6,903		2,416.62	
		69	237.9	787	222.3	323.98	350.1	317	76.4	3,373	95.6	1,160.39	92.4
DEL CITY	03	110		2,144		880.48		1,827		22,374		9,272.35	
	04	145		2,676		980.00		2,171		24,798		9,820.53	
		35	31.8	532	24.8	99.52	11.3	344	18.8	2,424	10.8	548.18	5.9
DOWNTOWN	03	90		2,074		899.96		1,470		22,324		9,746.21	
	04	94		2,287		935.89		1,476		22,735		9,893.16	
		4	4.4	213	10.3	35.93	4.0	6	.4	411	1.8	146.95	1.5
EDMOND	03	237		4,344		1,646.77		4,116		42,856		16,577.72	
	04	281		4,514		1,593.50		4,460		49,463		17,950.53	
		44	18.6	170	3.9	-53.27	-3.2	344	8.4	6,607	15.4	1,372.81	8.3
MIDWEST CITY	03	260		4,472		1,756.08		4,460		45,746		18,768.76	
	04	141		2,360		898.82		4,908		52,107		20,771.24	
		-119	-45.8	-2,112	-47.2	-857.26	-48.8	448	10.0	6,361	13.9	2,002.48	10.7
RALPH ELLISON	03	139		2,102		703.24		1,920		18,330		6,762.22	
	04	129		2,136		738.97		2,378		25,753		9,041.24	
		-10	-7.2	34	1.6	35.73	5.1	458	23.9	7,423	40.5	2,279.02	33.7

Total Internet Usage

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	266		3,811		1,504.51		4,231		40,930		16,902.01	
	04	292		4,086		1,579.44		4,792		44,815		18,002.75	
		26	9.8	275	7.2	74.93	5.0	561	13.3	3,885	9.5	1,100.74	6.5
VILLAGE	03	209		3,435		1,310.18		3,402		34,338		12,872.16	
	04	235		3,958		1,375.39		3,985		42,148		15,303.13	
		26	12.4	523	15.2	65.21	5.0	583	17.1	7,810	22.7	2,430.97	18.9
WARR ACRES	03	172		3,109		1,150.57		2,962		31,487		12,168.23	
	04	195		3,271		1,150.51		3,402		36,156		13,155.46	
		23	13.4	162	5.2	-0.06	.0	440	14.9	4,669	14.8	987.23	8.1
HARRAH	03	12		292		107.27		273		2,658		1,212.42	
	04	27		310		141.76		330		3,321		1,448.06	
		15	125.0	18	6.2	34.49	32.2	57	20.9	663	24.9	235.64	19.4
JONES	03			11		4.80		31		166		85.73	
	04	1		18		8.30		32		201		79.39	
		1		7	63.6	3.50	72.9	1	3.2	35	21.1	-6.34	-7.4
LUTHER	03	1		11		4.11		25		220		132.58	
	04	7		58		15.95		37		330		134.24	
		6	600.0	47	427.3	11.84	288.1	12	48.0	110	50.0	1.66	1.3
NICOMA PARK	03	9		97		40.65		106		1,161		528.50	
	04	8		113		61.00		113		1,353		675.93	
		-1	-11.1	16	16.5	20.35	50.1	7	6.6	192	16.5	147.43	27.9
WRIGHT	03	3		206		72.05		88		1,724		914.99	
	04	4		308		127.63		117		3,156		1,254.16	
		1	33.3	102	49.5	55.58	77.1	29	33.0	1,432	83.1	339.17	37.1
TOTAL	03	2,012		34,913		13,407.11		32,722		351,431		140,191.70	
	04	2,203		35,809		13,286.29		37,503		409,145		156,846.67	
		191	9.5	896	2.6	-120.82	-.9	4,781	14.6	57,714	16.4	16,654.97	11.9

Internet Usage by Adult Customers

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	174		3,555		1,334.61		2,753		34,005		13,693.86	
	04	192		3,459		1,316.37		3,293		39,467		15,311.23	
		18	10.3	-96	-2.7	-18.24	-1.4	540	19.6	5,462	16.1	1,617.37	11.8
BETHANY	03	116		2,219		973.37		1,701		21,259		9,414.00	
	04	140		2,364		1,010.06		2,026		25,378		11,021.46	
		24	20.7	145	6.5	36.69	3.8	325	19.1	4,119	19.4	1,607.46	17.1
CAPITOL HILL	03	66		1,163		484.39		1,010		11,967		5,129.20	
	04	68		1,275		525.07		1,180		14,192		5,719.10	
		2	3.0	112	9.6	40.68	8.4	170	16.8	2,225	18.6	589.90	11.5
CHOCTAW	03	21		244		65.28		299		2,724		1,006.39	
	04	58		813		325.30		492		5,329		2,001.73	
		37	176.2	569	233.2	260.02	398.3	193	64.5	2,605	95.6	995.34	98.9
DEL CITY	03	89		1,832		788.26		1,349		18,402		8,080.24	
	04	123		2,323		882.02		1,685		21,044		8,726.55	
		34	38.2	491	26.8	93.76	11.9	336	24.9	2,642	14.4	646.31	8.0
DOWNTOWN	03	73		1,763		787.60		1,234		19,021		8,497.49	
	04	88		2,076		852.21		1,307		20,357		8,961.62	
		15	20.5	313	17.8	64.61	8.2	73	5.9	1,336	7.0	464.13	5.5
EDMOND	03	192		3,859		1,505.83		3,074		36,938		14,817.41	
	04	221		3,905		1,400.77		3,538		42,591		16,060.90	
		29	15.1	46	1.2	-105.06	-7.0	464	15.1	5,653	15.3	1,243.49	8.4
MIDWEST CITY	03	196		3,825		1,558.75		3,404		38,816		16,687.76	
	04	108		2,106		817.66		3,873		45,663		18,851.02	
		-88	-44.9	-1,719	-44.9	-741.09	-47.5	469	13.8	6,847	17.6	2,163.26	13.0
RALPH ELLISON	03	88		1,379		508.12		1,324		12,554		5,037.88	
	04	97		1,711		612.80		1,732		19,485		7,213.67	
		9	10.2	332	24.1	104.68	20.6	408	30.8	6,931	55.2	2,175.79	43.2

Internet Usage by Adult Customers

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	197		2,788		1,184.07		3,064		30,047		13,349.52	
	04	208		2,965		1,228.47		3,519		34,163		14,555.32	
		11	5.6	177	6.3	44.40	3.7	455	14.8	4,116	13.7	1,205.80	9.0
VILLAGE	03	154		2,929		1,148.74		2,596		28,738		11,272.16	
	04	180		3,440		1,235.26		3,096		35,931		13,546.27	
		26	16.9	511	17.4	86.52	7.5	500	19.3	7,193	25.0	2,274.11	20.2
WARR ACRES	03	138		2,652		1,017.27		2,397		27,551		11,007.88	
	04	141		2,814		1,027.53		2,768		31,588		11,895.36	
		3	2.2	162	6.1	10.26	1.0	371	15.5	4,037	14.7	887.48	8.1
HARRAH	03	8		222		88.31		177		2,092		1,036.07	
	04	14		224		112.24		230		2,601		1,189.78	
		6	75.0	2	.9	23.93	27.1	53	29.9	509	24.3	153.71	14.8
JONES	03			9		3.51		24		146		78.93	
	04	1		16		6.19		25		180		69.99	
		1		7	77.8	2.68	76.4	1	4.2	34	23.3	-8.94	-11.3
LUTHER	03			5		3.10		14		178		122.34	
	04	2		35		11.66		16		191		96.82	
		2		30	600.0	8.56	276.1	2	14.3	13	7.3	-25.52	-20.9
NICOMA PARK	03	6		70		28.90		74		827		384.38	
	04	3		60		33.60		76		1,004		489.80	
		-3	-50.0	-10	-14.3	4.70	16.3	2	2.7	177	21.4	105.42	27.4
WRIGHT	03	3		177		55.85		68		1,434		768.94	
	04	4		254		96.87		90		2,682		1,012.89	
		1	33.3	77	43.5	41.02	73.4	22	32.4	1,248	87.0	243.95	31.7
TOTAL	03	1,521		28,691		11,535.96		24,562		286,699		120,384.45	
	04	1,648		29,840		11,494.08		28,946		341,846		136,723.51	
		127	8.3	1,149	4.0	-41.88	-.4	4,384	17.8	55,147	19.2	16,339.06	13.6

Internet Usage by Minor Customers

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	47		554		155.76		683		4,983		1,315.14	
	04	51		628		176.25		764		6,733		1,871.77	
		4	8.5	74	13.4	20.49	13.2	81	11.9	1,750	35.1	556.63	42.3
BETHANY	03	23		380		121.10		516		4,698		1,512.21	
	04	32		327		90.75		503		4,125		1,224.66	
		9	39.1	-53	-13.9	-30.35	-25.1	-13	-2.5	-573	-12.2	-287.55	-19.0
CAPITOL HILL	03	49		580		164.68		733		6,675		1,927.18	
	04	63		520		144.12		804		6,011		1,752.01	
		14	28.6	-60	-10.3	-20.56	-12.5	71	9.7	-664	-9.9	-175.17	-9.1
CHOCTAW	03	8		110		27.25		116		806		249.84	
	04	40		328		91.21		240		1,574		414.89	
		32	400.0	218	198.2	63.96	234.7	124	106.9	768	95.3	165.05	66.1
DEL CITY	03	21		312		92.22		478		3,972		1,192.11	
	04	22		353		97.98		486		3,754		1,093.98	
		1	4.8	41	13.1	5.76	6.2	8	1.7	-218	-5.5	-98.13	-8.2
DOWNTOWN	03	17		311		112.36		236		3,303		1,248.72	
	04	6		211		83.68		169		2,378		931.54	
		-11	-64.7	-100	-32.2	-28.68	-25.5	-67	-28.4	-925	-28.0	-317.18	-25.4
EDMOND	03	45		485		140.94		1,042		5,918		1,760.31	
	04	60		609		192.73		922		6,872		1,889.63	
		15	33.3	124	25.6	51.79	36.7	-120	-11.5	954	16.1	129.32	7.3
MIDWEST CITY	03	64		647		197.33		1,056		6,930		2,081.00	
	04	33		254		81.16		1,035		6,444		1,920.22	
		-31	-48.4	-393	-60.7	-116.17	-58.9	-21	-2.0	-486	-7.0	-160.78	-7.7
RALPH ELLISON	03	51		723		195.12		596		5,776		1,724.34	
	04	32		425		126.17		646		6,268		1,827.57	
		-19	-37.3	-298	-41.2	-68.95	-35.3	50	8.4	492	8.5	103.23	6.0

Internet Usage by Minor Customers

July 1, 2003 through May 31, 2004 (91.67% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	69		1,023		320.44		1,167		10,883		3,552.49	
	04	84		1,121		350.97		1,273		10,652		3,447.43	
		15	21.7	98	9.6	30.53	9.5	106	9.1	-231	-2.1	-105.06	-3.0
VILLAGE	03	55		506		161.44		806		5,600		1,600.00	
	04	55		518		140.13		889		6,217		1,756.86	
			.0	12	2.4	-21.31	-13.2	83	10.3	617	11.0	156.86	9.8
WARR ACRES	03	34		457		133.30		565		3,936		1,160.35	
	04	54		457		122.98		634		4,568		1,260.10	
		20	58.8		.0	-10.32	-7.7	69	12.2	632	16.1	99.75	8.6
HARRAH	03	4		70		18.96		96		566		176.35	
	04	13		86		29.52		100		720		258.28	
		9	225.0	16	22.9	10.56	55.7	4	4.2	154	27.2	81.93	46.5
JONES	03			2		1.29		7		20		6.80	
	04			2		2.11		7		21		9.40	
					.0	.82	63.6		.0	1	5.0	2.60	38.2
LUTHER	03	1		6		1.01		11		42		10.24	
	04	5		23		4.29		21		139		37.42	
		4	400.0	17	283.3	3.28	324.8	10	90.9	97	231.0	27.18	265.4
NICOMA PARK	03	3		27		11.75		32		334		144.12	
	04	5		53		27.40		37		349		186.13	
		2	66.7	26	96.3	15.65	133.2	5	15.6	15	4.5	42.01	29.1
WRIGHT	03			29		16.20		20		290		146.05	
	04			54		30.76		27		474		241.27	
				25	86.2	14.56	89.9	7	35.0	184	63.4	95.22	65.2
TOTAL	03	491		6,222		1,871.15		8,160		64,732		19,807.25	
	04	555		5,969		1,792.21		8,557		67,299		20,123.16	
		64	13.0	-253	-4.1	-78.94	-4.2	397	4.9	2,567	4.0	315.91	1.6

EXECUTIVE DIRECTOR'S REPORT

JUNE 2004

DOWNTOWN LIBRARY GRAND OPENING DATE

The Grand Opening for the new Ronald J. Norick Downtown Library will be held on Tuesday, August 17, 2004 at 11:00 am. Library staff and staff from Oklahoma City are working together on the official ribbon cutting festivities. Invitations will be mailed in July. The ribbon cutting will be preceded by the "book passing" event on Friday, August 13. This event will feature a human chain of volunteers who will be symbolically passing books from the old library to the new facility. The ribbon cutting will kick off grand opening events that will last through the fall.

"OLD DOWNTOWN LIBRARY CLOSING"

The old Downtown Library will close at the end of the day on Saturday July 17, 2004 in preparation for the move to the new library. Library staff are in the midst of planning the move of over 100,000 materials to the new building.

DEDICATION OF THE ROTARY CENTENNIAL FOUNTAIN

The Rotary Club of Oklahoma City announced the dedication of the Rotary Centennial Fountain at the Ronald J. Norick Downtown Library on Tuesday, June 22, 2004.

LIBRARY STAFF ATTEND AMERICAN LIBRARY ASSOCIATION CONFERENCE

Denyveta Davis, Director of Branch Services; Pauline Rodriguez, Cataloging Manager; Karen Marriott, Director of Materials Services; and Donna Morris, Executive Director, will be attending the annual American Library Association Conference in Orlando, FL from June 25- June 30. The library publication "Metro Library" will be receiving an award during the conference.

SUMMER READING PROGRAM OFF TO A GREAT START

1st week numbers for children enrolling in "Summer of Champions" are very high as kids and teens are streaming into system libraries to participate in these summer reading programs and activities. The teen numbers are especially encouraging as area teens flock to the library to read and earn prizes. Kudos to library staff system-wide for their efforts in managing this great program.

OKLAHOMA CITY COMMUNITY FOUNDATION AWARDS MLS GRAND OPENING GRANT

We were pleased to be awarded a grant of \$20,000 from the Oklahoma City Community Foundation to help with the grand opening festivities for the Ronald J. Norick Downtown Library. Funds will be used for the "book passing" and for an Oklahoma Author Celebration. Thank you Community Foundation.

Director Outreach Activities

- Attended PLDC Meeting
- Attended Rotary 29 Club Meetings
- Attended the Library Endowment Trust Meeting
- Will be speaking at the MLS Annual Staff Association Meeting
- Will be meeting with the Friends President
- Will be attending the Rotary reception for incoming officers and committee chairs.
- Will be attending the ALA Annual Conference in Orlando, FL.

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

TUNES, TALES, & TOMFOOLERY

July 1, 3:00-3:45 p.m., Village Library, (405) 755-0710.

Return to a simpler time before Gameboys, cell phones, or DVDs, as the Fiddlin' Fool performs on fiddle, banjo, mandolin, and a host of homemade instruments. This Okie-centric program includes sing-a-longs, painful puns, tall tales, and homespun stories.

THE CHOCTAW STORYTELLER PRESENTS... "STORIES FROM OKLAHOMA INDIAN NATIONS"

July 12, 10:00-10:45 a.m., Ralph Ellison Library, (405) 424-1437.

Choctaw Storyteller Tim Tingle has gathered stories from a host of Oklahoma tribes, and he will perform them for us complete with Native American music. These stories are designed to entertain as well as teach memorable character lessons.

GROSSOLOGY

July 15, 3:00-3:45 p.m., Choctaw Library, (405) 390-8418.

One of the most popular exhibits to ever grace the Omniplex, Grossology: The (Impolite) Science of the Human Body is based on the best-selling book Grossology. Come learn why your body produces mushy, oozy, crusty, scaly, and stinky gunk!

SALSA DANCE (AGES 11 & OLDER)

July 15, 6:30-7:30 p.m., Warr Acres Library, (405) 721-2616.

Dance studio owners Shannon Calderon will teach the salsa. Beginners to experienced dancers welcome.

WOODY GUTHRIE: A LIVING LEGEND FROM OKLAHOMA (AGES 4 & OLDER)

July 19, 1:30-2:15 p.m., Warr Acres Library, (405) 721-2616.

In this interactive historical interpretation of the life and times of Woody Guthrie, Kevin Mathey will sing Woody's songs as he tells the story of the folk singer's life.

IT'S REALLY HAPPENING!

WE'VE MOVED TO THE NEW LIBRARY!

AS OF JUNE 7th , OUR NEW PHONE NUMBERS ARE:

ADMINISTRATION

Donna Morris, Executive Director	606-3726
Lori Kane, Executive Assistant	606-3726

HUMAN RESOURCES

Ric Rea, Director	606-3741
Karyn Miller, Benefits Manager	606-3742
Roy Ballou, Employment Manager	606-3746
Kelley Hoffman, Assistant Benefits Manager	606-3743
Denise Courts, Human Resources Specialist	606-3739

MARKETING & COMMUNICATIONS

Scott Carter, Director	606-3750
Jeanne Devlin, Assistant Director	606-3754

PLANNING

Kay Bauman, Director	606-3819
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INFORMATION TECHNOLOGY

Jim Welch, Deputy Director	606-3777
Anne Fischer, Director	606-3789

PUBLIC SERVICES

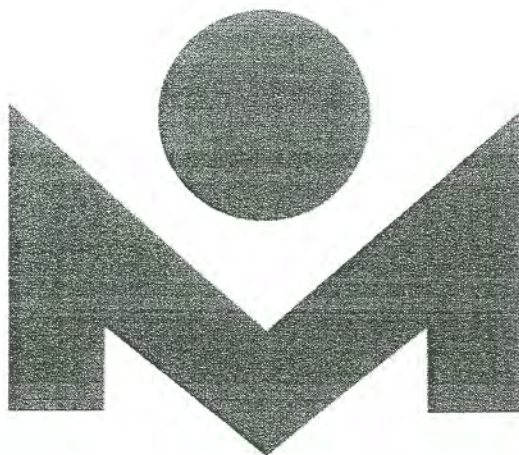
Judy Walden, Director	606-3728
Denyveta Davis, Director of Branch Services	606-3729
Todd Olberding, Director of Construction Mgmt.	606-3730
Francie Pendleton, Administrative Specialist	606-3727



BY ROGER KLOCK, THE OKLAHOMAN

Reading room

Members of the MAPS Citizens Oversight Board tour the Ronald J. Norick Downtown Library during their final meeting Thursday. Most of the furniture has been delivered, and transfer of the current downtown library's collection will begin within 60 days. About 50,000 items will be added when the library opens in July.



Metropolitan
LIBRARY SYSTEM

Library system unveils new logo

The redesigned image reflects the many changes it has made in recent years, the director says.

From Staff Reports

After more than a year of development, the Metropolitan Library System of Oklahoma County has unveiled a new logo, just in time for the opening of its downtown library later this summer.

Scott Carter, the system's director of marketing and communications, said the logo is a "minimalist take on a person reading a book."

The design was created by Tricia Marlowe, the award-winning graphic designer at the Moore-Norman Technology Center, said Carter, who initiated and oversaw the logo's redesign.

"We believe our new logo supports our mission," Carter said. "Right now, the Metropolitan Library System is undergoing a great deal of change. We've opened two new libraries in Choctaw and in Luther, and are moving quickly to open the new Ronald J. Norick Downtown Library."

"With all that, it was time to retire our old logo, which had served us well for more than 20 years."

The process of designing the logo included gathering ideas from staff and customers about what they thought a logo should say about the system, Carter said.

"In the course of the project, it became clear the library staff perceived the system as a technology-minded institution that is also welcoming, friendly and family oriented," Marlowe said. "I wanted to design an icon that would be easily recognizable and that captured all of these elements."

Carter said the new logo will be incorporated into new printed material, and already can be seen as part of the library system's new television commercials encouraging parents to involve their children in the 2004 Summer at the Library program.

The Metropolitan Library System of Oklahoma County is composed of 12 libraries and five extension libraries.

Branch libraries are Belle Isle, Capitol Hill, Downtown, Ralph Ellison and Southern Oaks, all in Oklahoma City, as well as Bethany, Choctaw, Del City, Edmond, Midwest City, The Village and Warr Acres libraries.

Extensions are in Harrah, Jones, Luther and Nicoma Park and the Wright Library in Oklahoma City.