

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

AGENDA

Thursday, July 15, 2004, 3:30 p.m.
Bethany Library
3510 N. Mueller, Bethany OK 73008
(405) 789-8363

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

Mrs. Penny McCaleb, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document # 01 – 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 (#02-04#)

- Document # 02 – Approval of Minutes of June 15, 2004 Meeting
- Document # 03 – Acceptance of Review of Expenditures for June 2004
- Document # 04 – Approval of Contract Awards and Purchases

Item A: Additional Downtown Library Hardware

3:50 – 4:20 pm COMMITTEE REPORTS

- Document #100 - Amended Minutes of June 9, 2004 Finance Committee meeting presented at June 17, 2004 Commission meeting
- Document # 05 – Report & Recommendation from Public Services Committee ~ Jose Jimenez, Chair

4:20 – 4:40 pm INFORMATION REPORTS

- Document # 06 – MLS June 2004 Circulation Report
- Document # 07 – MLS June 2004 Internet Usage Report

4:40 – 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 August 26, 2004 3:30 p.m.
Belle Isle Library
5501 N. Villa, Oklahoma City OK 73112

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 July 2004:

<u>Employees</u>	<u>Years of Service</u>
Mary L. Daugherity, Circulation Clerk, Bethany Library	10
Patricia E. Whisenhunt, Circulation Clerk, Belle Isle Library	10
Paula A. Hannapel, Cataloging Technician	5
Whitney B. Roberts, Library Page, Del City Library	5

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

DATE: June 17, 2004

TIME: 3:30 p.m.

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 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 Southern Oaks Library, 6900 S. Walker, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on June 14, 2004, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Dr. Ann Caine
David Greenwell, Vice-Chair
Deanna Hannah
Jose Jimenez
Pamela Pung
Hugh Rice, Disbursing Agent
Marguerite Ross
Alyne Strube
Peggy Winters
Greg Womack
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma
City
Scott Duncan
Millicent Gillogly
Stan Inman, Chair, Board of County
Commissioners
Shirley Pritchett
Cynthia Trent

Estimate of general public and staff attending: 21

- I. The meeting was called to order at 3:34 p.m. by Mrs. Penny McCaleb, Chair. Roll was called to establish a quorum. Present: Anthony, Caine, Greenwell, Hannah, Jimenez, Pung, Rice, Ross, Strube, Winters, Womack, McCaleb.
- II. Mrs. McCaleb introduced Mr. Randy Wayland, Southern Oaks Library Manager. Mr. Wayland welcomed the Commission.
- III. Mrs. McCaleb acknowledged Ms. Karen Klinka, reporter for *The Oklahoman* and Mr. Derek Cash, MLS Staff Association President.
- IV. Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificates to Donna Morris, Executive Director, for 35 years of service; B.J. Williams, TV Programmer, for 30 years of service; and Kimberly Edwards, Librarian, Downtown Library, for 5 years of service. Mrs. McCaleb acknowledged Ann Aliotta, Assistant Library Manager, Edmond Library, for 20 years of service and Alan Siavashi, Receiving Technician, Technical Processing, for 10 years of service.
- V. Mrs. McCaleb called for comments from the general public. There were none.
- VI. Mrs. McCaleb presented the Consent Docket (Document #93 – Approval of Minutes of May 20, 2004, Meeting; Document #94 – Acceptance of Review of Expenditures for May 2004; Document #95 – Contract Awards and Purchases; Document # 96 – Approval of Transfer of Funds.)

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

- VII. Mrs. McCaleb called on Mr. David Greenwell to present Document #97 – Administrative & Personnel (A & P) Committee May 25, 2004 meeting minutes.

Mr. Greenwell stated that after the presentation by Mr. Ric Rea, Director Human Resources, A & P discussed the status of the Metropolitan Library System's minimum starting salary for a librarian, which is below the average for both in-state and mid-west region librarian employers. He noted this does not reflect the System's goal to be at least the leader among the four in-state librarian employers. The Committee decided to follow the Administration's recommendation of a merit increase of from 0% to 3%.

He also reported that the Committee discussed the market increase recommendation from Administration. After discussion on the inflationary economy and the goal to be a leader among in-state librarian employers, it was recommended that the Finance Committee consider a market increase of 2% or 3%. The Committee asked the Administration to provide the Finance Committee with the dollar amounts for either increase.

Mr. Greenwell continued, stating that after Mr. Rea presented the report on the self-insured medical/dental plan and made the recommendations for the plan rates for FY 2004-05, as well as the need to revise some definitions of the plan document, the Committee voted unanimously to make the approved recommendations to the Finance Committee.

Mr. Greenwell complimented the Human Resources and administrative staff for presenting a complete and comprehensive report. Questions and discussion followed.

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

Mr. Rice stated that in the absence of Mrs. Gillogly, Chair of the Long-Range Planning (L-RP) Committee, he would include the discussions from the L-RP Committee meeting of June 9, 2004 in his review.

Mr. Rice stated that the L-RP discussions began with the status of the Oklahoma City Bond projects and an update of available money. This discussion established the need for the Administration to prepare and present a proposal for architectural services.

Mr. Rice explained that some time has passed since the original bond package was written, which includes renovation of the restrooms and meeting room space for the Capitol Hill Library. Because many issues now facing the Capitol Hill Library were not foreseen by the original bond package such as plumbing, roofing, and overall space usage, by Committee consensus, it was decided to allow the Administration to seek out and prepare a proposal for an architectural study of the Capitol Hill Library to determine the best usage of the monies available for needed renovations. Mr. Rice asked for questions and discussion followed.

Mr. Rice stated the second topic of discussion at the L-RP meeting was the fact that the Library System will become financially strained without an increase in tax revenue, especially with the steadily increasing Library System usage and a new northwest facility. The focus was the need to seek a millage increase election by February 2005 and the basic timeline to achieve this goal.

Mrs. Morris commented on the importance of reviewing the spreadsheets prepared by the Finance Department, which include estimates with a millage increase and without a millage increase over the next 10 years. She stated updated/revised spreadsheets will be presented at the next L-RP and Finance Committee meetings.

Mr. Rice concluded by stating that the L-RP Committee requested the Administration present a proposal in October 2004 on the necessary steps and timeline to obtain the goal of a millage increase election. Mr. Rice asked for questions and discussion followed.

Mr. Rice continued with the Report and Recommendations from the Finance Committee meeting June 9, 2004, by briefly restating Mr. Greenwell's summarization of the A & P Committee recommendations. He then asked Mr. Rea to answer any questions on the salaries and benefits; discussion followed.

Mr. Rice stated that the Finance Committee amended the A & P recommendation to a merit increase of 3% and voted unanimously to approve all the recommendations from A & P.

Mr. Rice confirmed that the preliminary budget reflects the Finance Committee's recommendations. He commended Mr. Lloyd Lovely, Director of Finance, for the excellent work on the budget presentation; he then referred questions on the FY 2004-05 Preliminary Budget to Mr. Lovely.

Mr. Lovely reviewed the preliminary budget stating \$32,600,980 is the total revenue from the estimate of taxes and last year's reserve accounts. The proposed FY 2004-05 Operating Budget is \$21,700,388; Capitol Projects is \$1,176,112; and the Reserve Accounts are \$9,724,480. He stressed the importance of Section 3 - page 1 - the *Summary of Significant Account Changes* stating that these pages detail significant changes over last year's budget. He asked for questions and discussion followed.

Mr. Rice noted that this is the preliminary budget, and that the Finance Committee will meet again in August after which it will submit the Final Budget to the Commission at its August meeting.

Mrs. Morris highlighted the \$20,000 budgeted in the DIR account 330 - Programming Activities for an Author Dinner, stating that at the recent Finance Committee meeting Mrs. Nancy Anthony stressed the importance of understanding the position of the Library System if it chooses to help support an Author Dinner event. Mrs. Morris requested to have the Finance Committee Minutes of June 9, 2004 amended to reflect those comments.

Mr. Rice stated that the Administration presented two other recommendations. The first was the need to implement an inventory control policy, the current practice inventories items costing in excess of \$100 by bar coding, monitoring, tracking, and identifying in an annual physical inventory. After completing a study of other governmental and library system inventory policies, the Administration recommended the adoption of a policy with the inventory limit set in excess of \$250. After discussion, Mr. Scott Duncan suggested the limit be adjusted to "in excess of \$500". The Finance Committee voted unanimously to approve the adoption of the inventory control policy with the limit being "in excess of \$500." Questions and discussion followed.

Mr. Rice stated the Administration also compared the purchasing limits of the same governmental and library system agencies used to compare the inventory control policies. The Finance Committee voted unanimously to approve the recommendation to revise the MLS Purchasing Policy's requirements for quote/bid solicitations from \$2,500 for informal quotes and \$5,000 for formal bids to informal quotes for items costing between \$2,500 and \$10,000; and for formal bids for items costing in excess of \$10,000. Questions and discussion followed.

Mr. Rice moved to approve the four recommendations from Finance Committee:

- 1. Approval of revisions to the Medical/Dental Insurance Plan provisions.**
- 2. Approval of Metropolitan Library System Preliminary Budget FY 2004-05.**
- 3. 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. Approval of 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.

Mr. Greenwell seconded. Mrs. McCaleb called for discussion. After discussion, motion passed unanimously.

IX. Mrs. McCaleb referred to Document # 101 – MLS May 2004 Circulation Report and asked for comments. Discussion followed.

X. Mrs. McCaleb referred to Document # 102 – MLS May 2004 Internet Usage Report and asked for comments. Discussion followed.

XI. Mrs. McCaleb called on Mr. Scott Carter, Director of Marketing & Communications, to present Summer Reading promotions. He showed a video with two Summer Reading TV spots. Questions and discussion followed.

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

Mrs. Morris began by announcing the August 17, 2004 Grand Opening date for the Ronald J. Norick Downtown Library. She explained that this event will be the City's official Ribbon Cutting Ceremony, and invitations will be sent out from the City. She stated that the "book passing" will take place Friday, August 13th and encouraged members who would like to participate to sign up via the Library System's www.metrolibrary.org website. She stated the website would have updated information on all the Grand Opening events planned for the next few months.

She reminded the Commission that the "old" Downtown Library would be permanently closing its doors Saturday, July 17th, 2004.

Mrs. Morris announced the Rotary Club of Oklahoma City's dedication of the Rotary Centennial Fountain on Tuesday, June 22, 2004.

She mentioned that several staff will attend the American Library Association Conference June 25 – 30, 2004 in Orlando, Florida.

She remarked that the first week's number of participants in this year's summer reading programs are very high. Not only in the children's "Summer of Champions" program but also with the teen program.

Mrs. Morris reported that the Oklahoma City Community Foundation generously granted \$20,000 to be used for the Ronald J. Norick Downtown Library Grand Opening festivities.

She highlighted a few of the *Future Library Events of Special Note* then she called for questions and discussion followed.

XIII. Mrs. McCaleb called for comments from Commission members

Mrs. McCaleb noted that the next Commission meeting will be held on July 15, 2004 at the Bethany Library at 3:30 p.m.

XIV. Mrs. McCaleb called for future agenda items.

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



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2004

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

This is the last monthly report for FY 2003-04

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2004.

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION

Document # 03
MLC FY 2004-05
July 15, 2004

June 30, 2004

ASSETS

CASH - Overnight Investment Account	\$ 4,611,768.01
INVESTMENTS (Schedule attached)	12,485,680.66
ACCRUED INTEREST	-
Total Assets	<u>\$ 17,097,448.67</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2002-03 Reserve for Appropriations	\$ 267,721.55	
2003-04 Purchase Orders Outstanding	1,109,034.06	
2002-03 Purchase Orders Outstanding	344,657.38	
2003-04 Checks Outstanding	197,127.33	
2002-03 Checks Outstanding	<u>53.45</u>	
Total Liabilities		1,918,593.77

FUND BALANCE:

Beginning of the Year		15,596,178.98	
Add: Revenues			
Budgeted	18,988,361.76		
Other	<u>1,274,078.96</u>	20,262,440.72	
Less: Expenditures		<u>(20,679,764.80)</u>	
Total Fund Balance			<u>15,178,854.90</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$ 17,097,448.67</u>

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

As of June 30, 2004

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/02	3/24/11	3.800%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/02	10/31/07	3.200%	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	6/18/09	3.750%	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	3.080%	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
CD - Stillwater National Bank	4/23/03	5/23/09	4.250%	100,000.00
CD - National Bank of Commerce	6/21/03	12/21/05	2.250%	100,000.00
CD - Bank of Okla. (collateralized)	6/25/03	6/24/07	1.850%	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	6/15/09	3.250%	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

\$ 12,485,680.66

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

July 1, 2003 to June 30, 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	\$ 301,168.71	\$18,210,601.76	102.60%
State Aid	282,468.00	-	345,260.00	122.23%
Fines	<u>382,500.00</u>	<u>67,500.00</u>	<u>432,500.00</u>	113.07%
Total Budgeted Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 368,668.71</u>	<u>\$18,988,361.76</u>	103.12%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 5,399.05	\$ 943,326.78	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees		45,000.00	45,000.00	
Investment Income		23,362.29	140,966.45	
Flexible Benefits Account Balance			5,395.11	
Sale of Surplus Equipment		1,006.00	8,697.44	
Miscellaneous		<u>7,917.78</u>	<u>130,693.18</u>	
Total Miscellaneous Revenue		<u>\$ 82,685.12</u>	<u>\$ 1,274,078.96</u>	
Total Revenue	<u>\$ 18,414,096.43</u>	<u>\$ 451,353.83</u>	<u>\$20,262,440.72</u>	110.04%

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

June 30, 2004

	BALANCE 6/1/04	RECEIPTS June	EXPEND. June	BALANCE 6/30/04
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 48,950.21	\$ 4,763.61	\$ 45,631.42	\$ 8,082.40
810 Prepaid Fees	(64.19)		275.74	(339.93)
815 Fines	34,447.07	39,767.47	67,540.00	6,674.54
820 Copy	24,926.43	3,911.30	270.92	28,566.81
900 Special Event Fund	2,656.34			2,656.34
Total Revolving Funds	\$ 110,915.86	\$ 48,442.38	\$ 113,718.08	\$ 45,640.16

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/04
<u>Special Grants</u>				
857 DN/LC Donations	27,436.75	40,396.29	1,612.50	38,783.79
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
905 OAC/Juneteenth	0.00	0.00	113.60	(113.60)
909 ODL/Hispanic Collection	18,000.00	18,000.00	16,779.29	1,220.71
912 Midwest City /Large Print	3,000.00	3,000.00	2,677.88	322.12
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	3,660.00	3,510.00	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	10,100.00	(400.00)
943 Junior League/MWC	0.00	750.00	0.00	750.00
944 OAC/Project Laughter	0.00	0.00	500.00	(500.00)
946 Kirkpatrick/Come Read With Me	0.00	0.00	250.00	(250.00)
947 Endowment/ Choctaw Childrens	0.00	4,500.00	0.00	4,500.00
948 Endowment/DN Micro Equip	0.00	24,700.00	0.00	24,700.00
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	820.86	179.14

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 6/30/04
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	729.35	970.65
923 03 MWC Teen Space	350.00	350.00	281.92	68.08
924 03 VI - Kaleidoscope	6,000.00	6,000.00	5,932.70	67.30

Grants - Friends of MLS

925 03 OUT - Bookcases	3,500.00	3,500.00	2,900.00	600.00
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	3,999.20	0.80
931 03 Materials	10,000.00	10,000.00	9,583.24	416.76
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	7,999.70	2,000.30
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	9,760.00	15,240.00

Total Grants

\$332,069.24

Total Special Funds

\$ 377,709.40

Metropolitan Library System
Statement of Encumbrances
Month of June 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	621,159.89	7,878,234.14	96.77	8,141,139.00	262,904.86
102	Wages - Part-time	93,425.47	1,090,030.42	87.56	1,244,885.00	154,854.58
103	Payroll Taxes	52,967.47	664,481.51	94.31	704,579.00	40,097.49
109	Workers Comp. Insurance	10,566.00	92,065.00	83.69	110,007.00	17,942.00
112	Group Insurance	105,479.72	1,235,537.95	95.23	1,297,465.00	61,927.05
113	Employees' Retirement	.00	1,430,683.00	100.00	1,430,700.00	17.00
114	Unemployment Comp.	2,741.32	10,000.00	100.00	10,000.00	.00
Total Personal Services		886,339.87	12,401,032.02	95.84	12,938,775.00	537,742.98

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.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	1.00	18,058.78	93.06	19,405.00	1,346.22
206	Rent of Equipment	2,385.30	19,516.02	93.01	20,983.00	1,466.98
207	Janitorial Services	23,787.33	188,802.96	84.15	224,364.00	35,561.04
208	Maintenance of Facilities	27,799.56	180,812.86	61.28	295,055.00	114,242.14
211	Parking & Transportation	8,084.24	80,619.05	61.85	130,340.00	49,720.95
212	Travel Expenses	3,655.01	33,466.53	51.39	65,122.00	31,655.47
213	Professional Services	15,253.81	134,517.62	62.08	216,672.00	82,154.38
214	Security Services	30,489.73	167,799.71	75.58	222,025.00	54,225.29
216	Telephone Services	20,426.25	180,295.23	54.36	331,686.00	151,390.77
217	Electrical Services	41,077.61	342,818.60	82.46	415,748.00	72,929.40
218	Gas Services	1,128.86	43,166.33	78.82	54,765.00	11,598.67
219	Water & Garbage Services	5,926.50	44,170.64	97.24	45,423.00	1,252.36
220	Trigen Energy Services	34,813.64	37,073.82	39.03	95,000.00	57,926.18
226	Membership	1,581.50	19,111.00	82.93	23,045.00	3,934.00
230	Other Library-Related Serv.	56,858.37	324,991.75	95.17	341,488.00	16,496.25
231	Automation Contractual	23,320.81	295,145.78	97.34	303,212.00	8,066.22
236	Network Catalog Services	51,417.00	54,330.00	100.00	54,330.00	.00
Total Contractual Services		348,006.52	2,323,805.68	76.12	3,052,744.00	728,938.32

Metropolitan Library System
Statement of Encumbrances
Month of June 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	24,336.10	171,466.07	96.76	177,204.00	5,737.93
302	Postage	20,550.14	218,507.01	83.11	262,904.00	44,396.99
303	Supplies	33,752.70	233,265.33	86.48	269,742.00	36,476.67
310	Maintenance Supplies	2,675.24	47,744.89	77.63	61,500.00	13,755.11
312	Safety Supplies & Equipment	94.07	2,207.94	27.72	7,965.00	5,757.06
321	Gas & Oil	3,486.06	15,193.34	84.41	18,000.00	2,806.66
322	Vehicle Parts & Repairs	2,082.14	12,997.36	86.65	15,000.00	2,002.64
330	Programming Activities	42,406.47	176,151.68	83.31	211,440.00	35,288.32
331	Other Commodities	2,918.16	19,100.30	53.53	35,682.00	16,581.70
Total Commodities		132,301.08	896,633.92	84.63	1,059,437.00	162,803.08

Capital Outlays

401	Books & Materials	455,468.29	2,845,665.00	100.00	2,845,665.00	.00
404	Government Documents	2,900.00	5,800.00	100.00	5,800.00	.00
405	Book Repairs & Bindings	2,993.35	5,000.00	100.00	5,000.00	.00
407	Periodicals & Subscriptions	15,684.60	157,878.52	99.69	158,375.00	496.48
408	Furniture, Fixture, & Equip.	7,654.68	99,071.75	61.06	162,262.00	63,190.25
409	Motor Vehicle	.00	30,744.09	85.40	36,000.00	5,255.91
410	Automation System & Equip.	92,615.88	351,971.10	91.66	384,000.00	32,028.90
450	Capital Projects	155,012.59	1,562,162.72	50.23	3,109,869.00	1,547,706.28
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		732,329.39	5,058,293.18	29.83	16,959,319.41	11,901,026.23
Total Budget		2,098,976.86	20,679,764.80	60.80	34,010,275.41	13,330,510.61

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05012	City of Midwest City	Water & Garbage Service	458.36	458.36
G-05013	City of Del City	Building Rental	400.00	400.00
G-05014	Grainger Parts Operations	Maintenance of Facilities	9.32	9.32
G-05015	O G & E	Electrical Services	57.86	57.86
G-05016	Unisource Worldwide Inc-OKCity	Supplies	1,792.00	1,792.00
G-05017	Locke Supply Co.	Maintenance of Facilities	40.68	
		Maintenance of Facilities	11.11	51.79
G-05018	Edward Terry	Mileage	28.88	28.88
G-05019	Gaylord Bros.	Supplies	164.88	
		Supplies	57.65	222.53
G-05020	Journal Record Publishing	Subscription	140.00	140.00
G-05021	Oriental Trading Company, Inc.	Programming Supplies	238.92	238.92
G-05022	UNUM Life Insurance	Grp L-T Disab Ins Prm-Jun	5,944.05	5,944.05
G-05023	City of Warr Acres	Garbage & Sewer Service	57.85	57.85
G-05024	Synergy Datacom Supply Inc.	Automation Contractural	68.50	68.50
G-05025	Ernestine Clark	Mileage	40.13	40.13
G-05026	Evelyn K. Davis	Mileage	13.88	13.88
G-05027	Frank Ray	Mileage	16.50	16.50
G-05028	Christine Pryor	Programming Activities	75.00	75.00
G-05029	Standard Printing Co., Inc.	Supplies	95.00	95.00
G-05030	Oklahoma Library Association	Registration	60.00	60.00
G-05031	Susie Beasley	Travel Expense	194.35	194.35
G-05032	U.S. Postmaster	Postage	10,000.00	10,000.00
G-05033	Bill Warren Office Products	Supplies	8.90	
		Furniture	1,416.00	1,424.90
G-05034	CompSource Oklahoma	Workers' Comp Insurance	10,780.00	10,780.00
G-05035	United Refrigeration, Inc.	Maintenance of Facilities	96.27	96.27
G-05036	FEDEX	Postage	24.27	24.27
G-05037	Boise Cascade Office Products	Supplies	1,642.00	1,642.00
G-05038	Pure Service Corporation	Janitorial Services	10,592.33	
		Janitorial Services	4,900.00	15,492.33
G-05039	Marilyn E. Backus	Travel Expense	200.22	200.22
G-05040	Greater Oklahoma City	Membership	270.00	270.00
G-05041	Traci Jinkens	Mileage	22.95	22.95
G-05042	Mutual Assurance	Grp Life/Ad&d Ins Prm-Jun	24,387.94	24,387.94
G-05043	Anne G. Fischer	Mileage	139.88	139.88
G-05044	Spaces, Inc.	Equipment	1,176.07	1,176.07
G-05045	Staples	Supplies	109.98	109.98
G-05046	Okla. City Community College	Registration	1,000.00	1,000.00
G-05047	Restoration Station	Furniture	385.00	385.00
G-05048	Little River Zoo	Programming Activities	100.00	100.00
G-05049	High-Tech Tronics, Inc.	Maintenance of Facilities	455.00	455.00
G-05050	Love Box Factory Outlet	Moving Supplies	436.58	436.58
G-05051	Victoria E. Dixon	Registration	85.00	
		Travel Expense	180.72	265.72
G-05052	Fuelman of Oklahoma	Gasoline	512.57	512.57
G-05053	American Elevator Co., Inc.	Maintenance of Facilities	165.00	165.00
G-05054	Deborah Willis	Other Commodities	50.17	50.17
G-05055	Heidi A. Port	Mileage	26.63	26.63
G-05056	ProQuest Information & Learnin	Subscription	437.75	437.75
G-05057	Sharon A. Nolan	Programming Activities	35.26	35.26
G-05058	Richard Jenkins	Programming Activities	300.00	300.00

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05059	Westrex International	Automation Contractural	2,716.13	2,716.13
G-05060	Dowell Parking Center	Parking & Transportation	1,150.00	
		Parking & Transportation	1,300.00	2,450.00
G-05061	Dean Johnson	Programming Activities	150.00	150.00
G-05062	John Wood	Mileage	28.50	28.50
G-05063	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-June	71,720.67	71,720.67
G-05064	Construction Industries Board	License Renewal	200.00	200.00
G-05065	Pamela Buchanan	Mileage	7.13	7.13
G-05066	Maria Rodriguez	Programming Activites	120.00	120.00
G-05067	Donna Morris	Car Allowance	450.00	450.00
G-05068	Darrie Breathwitt	Travel Expense	176.22	176.22
G-05069	Barbara A. Johnson	Mileage	12.38	12.38
G-05070	Janice San Nicolas	Mileage	12.75	12.75
G-05071	Kelley Hoffman	Mileage	27.94	27.94
G-05072	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-05073	Southwestern Bell	Telephone Services	63.33	63.33
G-05074	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-05075	Cox Communications, Inc.	Telephone Services	7,171.18	7,171.18
G-05076	Zoomerang	Training Materials	350.00	350.00
G-05077	Krueger International	Furniture	4,024.10	
		Furniture	8,216.26	
		Furniture	1,110.82	
		Furniture	23,308.80	
		Furniture	7,396.65	44,056.63
G-05078	Lynna M Schneider	Programming Activities	50.00	50.00
G-05079	Mary L Strong	Programming Activities	31.77	31.77
G-05080	Susan Phariss	Programming Activities	285.00	285.00
G-05081	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-05082	Diane Sharp	Mileage	36.38	36.38
G-05083	Claudia Clark	Programming Activities	75.00	75.00
G-05084	Quik Print	Printing	1,010.30	1,010.30
G-05085	Christopher Carroll	Mileage	12.75	12.75
G-05086	COTPA	Parking	79.36	79.36
G-05087	Metropolitan Library System	Background Check	30.00	
		Postage	24.90	
		Supplies	62.65	
		Programming Activities	94.73	
		Other Commodities	113.40	325.68
G-05088	O G & E	Electrical Services	15,361.01	15,361.01
G-05089	Oklahoma Natural Gas Co.	Gas Services	416.80	416.80
G-05090	City of Oklahoma City	Water & Garbage Service	1,573.39	1,573.39
G-05091	Triangle/A & E	Supplies	88.00	
		Capital Project	8.00	96.00
G-05092	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,340.40	1,340.40
G-05093	Southwestern Stationery and	Supplies	26.49	
		Printing	4,960.21	4,986.70
G-05094	Borders Group, Inc.	Programming Activities	108.41	
		Programming Activities	115.02	223.43
G-05095	The Dagwell Dixie Co.	Maintenance of Facilities	45.15	45.15
G-05096	Tech-Lock	Maintenance of Facilities	34.00	
		Maintenance of Facilities	12.00	
		Maintenance of Facilities	18.95	64.95

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05097	Emsco Electric Supply	Maintenance of Facilities	18.70	18.70
G-05098	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-05099	Gale Research	Materials	8,720.66	8,720.66
G-05100	Highsmith Co., Inc.	Equipment	759.94	759.94
G-05101	Hewlett-Packard Company	Maintenance Agreement	9,792.00	9,792.00
G-05102	Oklahoma Historical Society	Materials	451.02	451.02
G-05103	Mary Patton	Supplies	68.09	68.09
G-05104	Standard Printing Co., Inc.	Supplies	448.50	
		Printing	80.00	
		Printing	200.00	
		Printing	225.00	
		Printing	975.00	1,928.50
G-05105	Weston Woods Accts Receivable	Materials	327.00	327.00
G-05106	Baker & Taylor Books - #510486	Materials	1,089.97	1,089.97
G-05107	Susie Beasley	Mileage	27.76	27.76
G-05108	Judith Walden	Mileage	49.50	49.50
G-05109	Value Line Publishing, Inc.	Materials	249.00	249.00
G-05110	Bill Warren Office Products	Supplies	6.77	6.77
G-05111	American Library Association	Membership	100.00	100.00
G-05112	Keystone Tape & Label, Inc.	Labels	504.80	504.80
G-05113	United Refrigeration, Inc.	Maintenance of Facilities	189.12	
		Maintenance of Facilities	183.79	372.91
G-05114	Boise Cascade Office Products	Supplies	261.64	
		Supplies	9.74	
		Supplies	6.76	278.14
G-05115	Sylvia Lawson	Mileage	24.75	24.75
G-05116	Marilyn E. Backus	Mileage	27.00	27.00
G-05117	Eureka Water Co.	Other Commodities	93.50	93.50
G-05118	Instructional Video, Inc.	Materials	4,851.46	4,851.46
G-05119	Denyvetta Davis	Mileage	136.88	136.88
G-05120	Gale Group	Materials	3,215.94	3,215.94
G-05121	Live Oak Media	Materials	163.58	163.58
G-05122	Anne G. Fischer	Telephone Reimbursement	150.23	
		Cabling	56.34	206.57
G-05123	Spaces, Inc.	Fixtures	564.00	564.00
G-05124	Library Video Company	Materials	165.24	165.24
G-05125	Geri Price	Programming Activities	287.80	
		Supplies	51.83	
		Other Commodities	52.29	391.92
G-05126	Janet Brooks	Mileage	127.88	127.88
G-05128	Karen Lehr	Travel Expense	235.34	235.34
G-05129	Southwestern Bell	Telephone Services	849.34	849.34
G-05130	Oklahoma Gazette	Advertisement	527.85	
		Advertisement	975.20	
		Advertisement	527.85	2,030.90
G-05131	Books on Tape, Inc.	Materials	11,966.10	11,966.10
G-05132	Cingular Wireless	Telephone Services	342.49	342.49
G-05133	Hobby Lobby	Programming Activities	24.33	24.33
G-05134	Ingram Library Services	Materials	1,720.71	
		Materials	184.96	1,905.67
G-05135	Julia Mock	Mileage	33.38	33.38
G-05136	Information Today, Inc.	Materials	1,220.20	1,220.20

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05137	Dana Morrow	Mileage	34.11	34.11
G-05138	Summit Mailing Systems, Inc.	Meter Rental	226.50	
		Maintenance of Facilities	142.18	368.68
G-05139	James E. Nimmo	Parking	120.00	120.00
G-05140	Audio Editions	Materials	408.86	408.86
G-05141	Debra O. Spindle	Travel Expense	316.71	316.71
G-05142	ACCU Weather, Inc.	Materials	9,265.00	9,265.00
G-05143	Fuelman of Oklahoma	Gasoline	403.98	403.98
G-05144	Chickasaw Telecom, Inc.	Automation Contractural	202.50	202.50
G-05145	Karen R. Bray	Mileage	49.88	49.88
G-05146	Bob Howard Downtown Ford	Vehicle Parts & Repairs	28.25	28.25
G-05147	Gimmel Computer &	Supplies	115.50	115.50
G-05148	Stone Computer & Copier	Supplies	573.22	573.22
G-05149	Sagebrush Corp.	Materials	443.20	443.20
G-05150	Barnes & Noble, Inc.	Programming Activities	300.10	300.10
G-05151	C & F Distributions	Maintenance of Facilities	60.52	60.52
G-05152	Jimmy Welch	Mileage	17.25	17.25
G-05153	Scholastic Library Publishing	Materials	838.00	838.00
G-05154	Big Kids Productions	Materials	169.50	169.50
G-05155	Lisa Weissenbuehler	Supplies	80.11	80.11
G-05156	Asset Redistribution	Automation Contractural	151.27	151.27
G-05157	David Titus	Programming Activities	305.00	305.00
G-05158	Childcraft Education Corp.	Supplies	91.95	91.95
G-05159	DPT Productions	Library Related Services	2,511.00	2,511.00
G-05160	AT&T	Telephone Services	21.51	21.51
G-05161	Ruby Soutiere	Mileage	32.63	32.63
G-05162	Omniplex	Programming Activities	125.00	125.00
G-05163	Rosalind L. Reeder	Programming Activities	100.00	100.00
G-05164	Lisa M. Wood	Travel Expense	217.96	
		Programming Activities	53.76	271.72
G-05165	Pearson Education	Materials	140.78	140.78
G-05166	City of Choctaw	Water & Garbage Service	30.00	30.00
G-05167	C.O.T.P.A.	Parking	1,314.00	1,314.00
G-05168	Abolghasem Siavashi	Mileage	9.00	9.00
G-05169	Demco Media Turtleback Books	Materials	3,128.66	3,128.66
G-05170	Joshua Schell	Mileage	4.50	4.50
G-05171	Office Depot	Programming Activities	34.30	34.30
G-05172	Todd Olberding	Telephone Reimbursement	45.92	
		Mileage	104.63	150.55
G-05173	Karen L. Bays	Travel Expense	287.33	287.33
G-05174	Baker & Taylor Books - #510486	Materials	1,007.76	1,007.76
G-05175	Cox Oklahoma Telecom, Inc.	Telephone Services	2,728.00	
		Telephone Services	1,444.15	
		Telephone Services	310.00	4,482.15
G-05176	David Fitzgerald & Associates	Library Related Services	275.00	275.00
G-05177	Cheryl Pernell	Mileage	51.34	51.34
G-05178	Baker & Taylor Entertainment	Materials	3,921.33	
		Materials	3,996.70	7,918.03
G-05179	Walmart Community Branch	Programming Activities	301.84	
		Supplies	9.86	311.70
G-05180	Marian J. LeCrone	Mileage	27.38	27.38
G-05181	Jean Engebretson	Mileage	11.63	11.63

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05182	EmTec Pest Control, Inc.	Maintenance of Facilities	65.00	65.00
G-05183	All-American Waste Control	Garbage Service	476.74	476.74
G-05184	Steve McNutt	Programming Activities	75.00	75.00
G-05185	Daystar Broadcasting Corp.	Programming Activities	150.00	150.00
G-05186	A Chance to Change	Employee Assistance	975.00	975.00
G-05187	Maria Rodriguez	Programming Activities	60.00	60.00
G-05188	Photo Factory	Prints	207.50	207.50
G-05189	Saisri V. McCormick	Mileage	20.26	20.26
G-05190	Khanh Minh Do	Mileage	100.50	100.50
G-05191	John Utley	Mileage	45.56	45.56
G-05192	Rick George	Printing	100.00	100.00
G-05193	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	75.00	325.00
G-05194	Karen K. Bailey	Programming Activities	100.00	100.00
G-05195	Pamela Barrymore	Programming Activities	100.00	100.00
G-05196	Daphene Keys	Mileage	5.63	5.63
G-05197	Coral Cashion	Programming Activities	150.00	150.00
G-05198	RDJ Specialities, Inc.	Programming Activities	462.89	462.89
G-05199	Corporate Express	Supplies	93.74	
		Supplies	15.08	108.82
G-05200	Securitas Security USA, Inc.	Security Services	1,059.05	
		Security Services	2,972.13	
		Security Services	2,972.13	7,003.31
G-05201	Northern Oklahoma Youth Serv.	Programming Activities	250.00	250.00
G-05202	Baker & Taylor Books - #510486	Materials	279.57	
		Materials	2,181.51	
		Materials	938.13	
		Materials	2,145.48	
		Materials	4,795.55	
		Materials	2,444.47	
		Materials	1,914.19	
		Materials	8,389.78	
		Materials	4.67	23,093.35
G-05203	Baker & Taylor Books - #510486	Materials	707.65	
		Materials	2,730.68	
		Materials	1,701.11	
		Materials	9,731.38	14,870.82
G-05204	Baker & Taylor Books-#510486	Materials	1,424.00	1,424.00
G-05205	Willow Bend Books	Materials	541.00	541.00
G-05206	Ken Waldman	Printing	450.00	450.00
G-05207	Office Interiors, Inc.	Capital Projects	382.00	382.00
G-05208	Mickey Sherman	Programming Activities	100.00	100.00
G-05209	African Imports USA	Materials	88.99	88.99
G-05210	Emily Williams	Mileage	13.50	13.50
G-05211	Lloyd Lovely	Mileage	21.00	21.00
G-05212	Margo Thein	Programming Activities	34.00	34.00
G-05213	Robert Ferguson	Programming Activities	33.00	33.00
G-05214	Josh Bowman	Programming Activities	50.00	
		Programming Activities	150.00	200.00
G-05215	Breeden Painting LLC	Construction Project	17,400.00	17,400.00
G-05216	Severn House	Materials	337.99	337.99
G-05217	Angela Wall	Programming Activities	50.00	50.00

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05218	Teacher Created Materials	Programming Supplies	60.87	60.87
G-05219	COTPA	Parking	624.23	624.23
G-05220	Lisa Bradley	Mileage	34.13	34.13
G-05221	MAGNA Talent Agency	Library Related Services	150.00	150.00
G-05222	Vanessa Moore	Programming Activities	50.00	50.00
G-05223	Scholastic Book Fairs	Programming Activities	573.13	573.13
G-05224	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-05225	Hand Dryer Dist.	Furniture	150.00	150.00
G-05226	Nathan Jones	Programming Activities	50.00	
		Programming Activities	150.00	200.00
G-05227	Jeff Hester	Programming Activities	100.00	
		Programmig Activities	100.00	200.00
G-05228	Executive Women International	Membership	430.00	430.00
G-05229	Carol Monsma	Mileage	12.75	12.75
G-05230	Teresa Matthews	Travel Expense	198.63	198.63
G-05231	Bank of Oklahoma	Payroll Transmittal-Chks	49,502.73	
		Payroll Transmittal-Chks	17,778.67	67,281.40
G-05232	Bank of Oklahoma	Federal Withholding Tax	31,960.60	
		Federal Withholding Tax	2,043.00	34,003.60
G-05233	Oklahoma Tax Commission	State Withholding Tax	15,297.60	
		State Withholding Tax	1,197.00	16,494.60
G-05234	Mun. Employees Credit Union	Employee Cr Union Deducts	10,448.11	
		Employee Cr Union Deducts	80.00	10,528.11
G-05235	United Way of Central Oklahoma	Employee Deductions	343.57	
		Employee Deductions	10.00	353.57
G-05236	John Hardeman, Trustee	Employee Deductions	138.46	138.46
G-05237	Morgan & Associates, P.C.	Employee Deductions	16.63	16.63
G-05238	Bank of America	Payroll Transmittal-DDep	146,847.89	
		Payroll Transmittal-DDep	20,075.14	166,923.03
G-05239	Nationwide Retirement Solution	Employee Deductions	6,896.97	6,896.97
G-05240	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-05241	Premium Accounting	Employee Deductions	775.76	775.76
G-05242	Metro Library Sys Pension Trst	Employee Retirement Conts	8,396.90	8,396.90
G-05243	Bank of Oklahoma	Employee Flexplan Deposit	15,281.32	
		Employer Flexplan Deposit	1,265.00	16,546.32
G-05244	Bank of Oklahoma	Employee Soc/Sec Deposits	18,252.62	
		Employee Soc/Sec Deposits	2,766.05	
		Employee Medicare Deposit	4,268.78	
		Employee Medicare Deposit	646.84	
		Employer Soc/Sec Deposits	21,018.76	
		Employer Medicare Deposit	4,915.72	51,868.77
G-05245	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-05246	American Student Assistance	Employee Deductions	57.46	57.46
G-05247	Administrative Systems, Inc.	Employee Deductions	1,070.79	1,070.79
G-05248	City of the Village	Garbage & Sewer Service	68.63	68.63
G-05249	Brodart, Inc.	Supplies	570.00	570.00
G-05250	Demco	Supplies	51.96	51.96
G-05251	Calvert's Plant Interior, Inc.	Maintenance of Facilities	391.26	391.26
G-05252	U.S. Govt. Printing Office	Government Documents	2,400.00	2,400.00
G-05253	City of Edmond	Electrical Service	3,329.82	3,329.82
G-05254	Library of Congress	Government Documents	500.00	500.00
G-05255	Karen Marriott	Mileage	28.88	28.88

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Number	Vendor/Payee	Purpose		Amount
G-05256	United Refrigeration, Inc.	Maintenance of Facilities	70.40	
		Maintenance of Facilities	1,419.30	1,489.70
G-05257	FEDEX	Postage	4.24	4.24
G-05258	Boise Cascade Office Products	Supplies	10.18	10.18
G-05259	Kapco Library Products	Supplies	161.47	161.47
G-05260	U.S. Postmaster	Postage	148.00	148.00
G-05261	Phillip Tolbert	Programming Activities	40.62	40.62
G-05262	CleanTex Products	Supplies	925.00	925.00
G-05263	Angie Paeltz	Supplies	72.99	72.99
G-05264	Geri Price	Mileage	58.80	58.80
G-05265	Rosemary Czarski	Programming Activities	80.39	80.39
G-05266	BMI Systems	Lease of Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-05267	Conney Safety Products	Safety Supplies	17.89	17.89
G-05268	Lowe's Companies, Inc.	Maintenance of Facilities	31.90	
		Maintenance of Facilities	21.08	
		Maintenance of Facilities	8.32	61.30
G-05269	Sherman Specialty Co., Inc.	Programming Supplies	61.50	61.50
G-05270	Summit Mailing Systems, Inc.	Meter Rental	238.50	
		Maintenance of Facilities	375.37	613.87
G-05271	Lakeshore Learning Materials	Supplies	571.43	571.43
G-05272	Voss Lighting	Maintenance of Facilities	21.60	21.60
G-05273	Town of Luther	Lease Agreement	1.00	1.00
G-05274	Anita Roesler	Mileage	36.53	36.53
G-05275	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	141.84	444.00
G-05276	Robert Howard Co.	Supplies	133.18	133.18
G-05277	Heidi Johnson	Mileage	11.63	
		Other Commodities	53.71	65.34
G-05278	Harrah Disposal Service	Water & Garbage Service	25.00	25.00
G-05279	Westrex International	Automation Contractural	2,146.42	2,146.42
G-05280	City of Edmond	Water & Garbage Service	407.10	407.10
G-05281	City of Harrah	Water & Garbage Service	18.90	18.90
G-05282	LaVetta Kinsey Dent	Programming Activities	53.41	
		Mileage	61.13	114.54
G-05283	Walmart Community Branch	Supplies	31.64	31.64
G-05284	Star Lighting	Maintenance of Facilities	16.60	
		Maintenance of Facilities	32.25	48.85
G-05285	Standley Systems	Copier Usage	380.96	
		Copier Usage	278.65	659.61
G-05286	Rondia K. Banks	Mileage	9.00	9.00
G-05287	Lee Mata	Mileage	13.50	13.50
G-05288	Worth Hydrochem of Oklahoma	Maintenance of Facilities	200.00	200.00
G-05289	Kelly Dalrymple	Mileage	18.75	18.75
G-05290	COTPA	Parking	79.36	79.36
G-05291	Single Source	Supplies	329.50	329.50
G-05292	Economy Janitorial, Inc.	Janitorial Services	3,295.00	3,295.00
G-05293	Tony Caesar's Flowers	Programming Activities	106.00	106.00
G-05294	Grainger Parts Operations	Maintenance of Facilities	373.95	373.95
G-05295	Southwestern Stationery and	Supplies	227.07	227.07
G-05296	Borders Group, Inc.	Materials	4.31	4.31
G-05297	Eales Electronics Corp.	Maintenance of Facilities	65.00	65.00

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Number	Vendor/Payee	Purpose		Amount
G-05298	Gale Research	Materials	385.67	385.67
G-05299	United Linen	Towel Service	24.40	24.40
G-05300	Oklahoma Historical Society	Materials	126.60	126.60
G-05301	Christine Pryor	Programming Activities	175.00	175.00
G-05302	Central Parking System	Parking	8.00	8.00
G-05303	Oklahoma Library Association	Membership	1,000.00	1,000.00
G-05304	Weston Woods Accts Receivable	Materials	89.85	89.85
G-05305	Baker & Taylor Books - #510486	Materials	476.49	476.49
G-05306	Nextel Communications	Telephone Services	205.51	205.51
G-05307	Facts On File, Inc.	Materials	1,652.51	1,652.51
G-05308	Boise Cascade Office Products	Supplies	145.89	145.89
G-05309	Recorded Books, LLC	Materials	1,499.71	1,499.71
G-05310	U.S. Postmaster	Postage	150.00	150.00
G-05311	John Pansze	Programming Activities	150.00	150.00
G-05312	Instructional Video, Inc.	Materials	19.98	19.98
G-05313	Live Oak Media	Materials	226.20	226.20
G-05314	Light Bulb Supply Co., Inc.	Maintenance of Facilities	123.79	
		Maintenance of Facilities	19.99	143.78
G-05315	Full Circle Book Store	Materials	464.92	464.92
G-05316	Karen Lehr	Programming Activities	67.81	67.81
G-05317	Little River Zoo	Programming Activities	100.00	100.00
G-05318	Brilliance Corporation	Materials	901.05	901.05
G-05319	Metro Buyer's Guide	Advertisement LU Trailer	65.67	65.67
G-05320	Ingram Library Services	Materials	3,247.98	3,247.98
G-05321	Julia Mock	Membership Reimbursement	35.00	35.00
G-05322	Beatriz Negrete	Programming Activities	62.50	62.50
G-05323	Walker Companies	Supplies	13.00	
		Supplies	28.40	41.40
G-05324	Audio Editions	Materials	207.90	207.90
G-05325	Preston Corp	Programming Activities	62.50	62.50
G-05326	Mai Thao Vu	Programming Activities	62.50	62.50
G-05327	DWe Williams	Programming Activities	350.00	350.00
G-05328	Chickasaw Telecom, Inc.	Automation Contractural	202.50	202.50
G-05329	Porch School Supply	Supplies	691.91	691.91
G-05330	Brett Heitzke	Programming Activities	300.00	300.00
G-05331	Town of Luther	Water & Garbage Services	39.80	39.80
G-05332	Liberty Flags & Specialty Co.	Supplies	152.45	152.45
G-05333	Scholastic Library Publishing	Materials	3,062.50	3,062.50
G-05334	Faculty House	Membership	16.50	16.50
G-05335	Atmosphere Balloon Company	Programming Activities	200.00	200.00
G-05336	City of Oklahoma City	Programming Activities	90.00	90.00
G-05337	Jerry D. Wallace	Programming Activities	1,300.00	1,300.00
G-05338	Omniplex	Programming Activities	150.00	150.00
G-05339	BBC Audiobooks America	Materials	146.80	146.80
G-05340	Senior Connection	Materials	42.00	42.00
G-05341	Books in Motion	Materials	86.52	86.52
G-05342	Direct Safety Company	Safety Supplies	39.39	39.39
G-05343	Info USA Marketing, Inc.	Materials	15,000.00	15,000.00
G-05344	Vision Service Plan of	Grp VisionCare Ins Prm-JN	2,162.06	2,162.06
G-05345	Baker & Taylor Books - #510486	Materials	1,798.00	1,798.00
G-05346	Baker & Taylor Entertainment	Materials	2,525.91	2,525.91
G-05347	Stephen Smith	Programming Activities	400.00	400.00

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Number	Vendor/Payee	Purpose		Amount
G-05348	John L. Hilbert	Programming Activities	84.94	84.94
G-05349	Sarah Hartsfield	Programming Activities	62.50	62.50
G-05350	Amy Stehr	Programming Activities	62.50	62.50
G-05351	Daystar Broadcasting Corp.	Programming Activities	150.00	150.00
G-05352	Bryan Dahlvang	Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	150.00	350.00
G-05353	Maria Rodriguez	Programming Activities	120.00	120.00
G-05354	Saisri V. McCormick	Parking	6.00	6.00
G-05355	Rondia K. Banks	Programming Activities	51.69	51.69
G-05356	OKC Philharmonic Orchestra	Programming Activities	560.00	560.00
G-05357	Miram Canales	Programming Activities	62.50	62.50
G-05358	Corporate Express	Supplies	9.96	
		Supplies	22.23	32.19
G-05359	Dennis R. Williams	Programming Activities	75.00	75.00
G-05360	CRM Learning	Training Materials	295.00	295.00
G-05361	Securitas Security USA, Inc.	Security Services	1,011.85	1,011.85
G-05362	Baker & Taylor Books - #510486	Materials	552.44	
		Materials	1,831.73	
		Materials	868.32	
		Materials	1,297.54	
		Materials	1,700.36	
		Materials	2,078.82	
		Materials	1,541.17	
		Materials	3,556.70	13,427.08
G-05363	Baker & Taylor Books - #510486	Materials	550.19	
		Materials	1,054.14	
		Materials	2,632.17	
		Materials	7,099.07	11,335.57
G-05364	Baker & Taylor Books-#510486	Materials	548.97	548.97
G-05365	Beatriz Meyer	Programming Activities	50.00	50.00
G-05366	Mickey Sherman	Programming Activities	100.00	100.00
G-05367	Toby Tobin	Programming Activities	200.00	200.00
G-05368	Skye Tek, Inc.	Automation Contractural	760.81	760.81
G-05369	Severn House	Materials	86.85	86.85
G-05370	DCI Communications	Construction Project	10,147.00	10,147.00
G-05371	Erika Diel	Maintenance of Facilities	120.00	120.00
G-05372	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-05373	Star Bright	Programming Activities	815.89	815.89
G-05374	Single Source	Moving Expense	319.00	319.00
G-05375	Victoria T Tsaras	Programming Activities	150.00	150.00
G-05376	Dora Obuobisa	Programming Activities	100.00	100.00
G-05377	Friends of the OHS Archives	Subscriptions	25.00	25.00
G-05378	John C. Hill	Maintenance of Facilities	368.00	
		Maintenance of Facilities	921.00	1,289.00
G-05379	Bobbie K Brewer	Programming Activities	77.51	77.51
G-05380	Chesley Stiggers	Programming Activities	62.50	62.50
G-05381	Ellis Heitzke Kirkdorffer	Programming Activities	62.50	62.50
G-05382	Game Time Inflatables	Programming Activities	1,100.00	1,100.00
G-05383	AD SPECIALTIES & MORE, LTD	Programming Activities	589.28	589.28
G-05384	Laura Schaller	Programming Activities	100.00	
		Programming Activities	100.00	200.00

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Number	Vendor/Payee	Purpose		Amount
G-05385	Moscow Nights	Programming Activities	100.00	100.00
G-05386	Grainger Parts Operations	Maintenance of Facilities	48.63	48.63
G-05387	O G & E	Electrical Services	11,186.78	11,186.78
G-05388	Unisource Worldwide Inc-OKCity	Maintenance Supplies	5,423.00	
		Maintenance Supplies	109.88	5,532.88
G-05389	Brodart, Inc.	Furniture	212.29	
		Supplies	465.00	677.29
G-05390	Southwestern Stationery and	Printing	622.61	622.61
G-05391	Borders Group, Inc.	Programming Activities	361.32	361.32
G-05392	The Dagwell Dixie Co.	Maintenance of Facilities	84.60	84.60
G-05393	Demco	Supplies	69.95	69.95
G-05394	Highsmith Co., Inc.	Programming Supplies	40.22	40.22
G-05395	Journal Record Publishing	Subscription	140.00	140.00
G-05396	SBC	Telephone Services	4,693.73	
		Telephone Services	2,032.43	
		Telephone Services	466.65	7,192.81
G-05397	Alma L. Brown	Programming Activities	140.22	
		Mileage	7.28	147.50
G-05398	Christine Pryor	Programming Activities	150.00	
		Programming Activities	600.00	750.00
G-05399	Mary Patton	Mileage	7.13	7.13
G-05400	Standard Printing Co., Inc.	Printing	850.00	850.00
G-05401	Susie Beasley	Programming Activities	165.18	
		Mileage	8.85	174.03
G-05402	Donna Morris	Telephone Reimbursement	70.00	70.00
G-05403	Susan Ryan	Mileage	29.25	29.25
G-05404	FEDEX	Postage	434.15	434.15
G-05405	Boise Cascade Office Products	Supplies	97.74	
		Supplies	181.66	279.40
G-05406	Johnstone Supply	Maintenance of Facilities	176.89	176.89
G-05407	The Edmond Evening Sun	Library Related Services	684.00	684.00
G-05408	Production Services	Library Related Services	3,620.00	
		Library Related Services	1,370.00	4,990.00
G-05409	Automatic Protection Systems	Maintenance of Facilities	300.00	300.00
G-05410	Anne G. Fischer	Books	115.57	
		Telephone Reimbursement	122.00	237.57
G-05411	Ava Bruner	Programming Activities	75.00	75.00
G-05412	Full Circle Book Store	Programming Activities	698.21	698.21
G-05413	Mary Strasner	Programming Activities	78.94	78.94
G-05414	Heidi Daniel-Morgan	Programming Activities	69.44	69.44
G-05415	Oklahoma Gazette	Advertisement	1,027.85	
		Advertisement	527.85	1,555.70
G-05416	Beatriz Negrete	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05417	Preston Corp	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05418	Mai Thao Vu	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05419	Kinko's, Inc.	Library Related Services	630.00	
		Printing	125.40	
		Printing	17.10	
		Library Related Services	360.00	1,132.50

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Number	Vendor/Payee	Purpose		Amount
G-05420	Fuelman of Oklahoma	Gasoline	383.13	383.13
G-05421	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	61.95	61.95
G-05422	Brett Heitzke	Programming Activities	600.00	600.00
G-05423	Frances V. Harbert	Mileage	23.21	23.21
G-05424	Learning Tree	Programming Activities	244.76	244.76
G-05425	The Black Chronicle	Subscription	19.60	19.60
G-05426	J & B Graphics	Capital Project	940.00	940.00
G-05427	Dorothy Dunlap	Mileage	89.63	89.63
G-05428	Southwestern Bell	Telephone Services	270.67	270.67
G-05429	Deborah Willis	Mileage	49.88	49.88
G-05430	The Daily & Sunday	Legal Notice Adv. Trailer	51.66	
		Advertisement Sealed Bid	107.94	159.60
G-05431	Kimberly Edwards	Mileage	7.16	7.16
G-05432	Bank of America	Payroll Direct Deposit	132.42	132.42
G-05433	Contractors Supply Co.	Maintenance of Facilities	21.42	21.42
G-05434	Katrina Prince	Mileage	8.25	8.25
G-05435	Party Galaxy M.G.	Programming Activities	52.52	
		Programming Activities	55.29	107.81
G-05436	Omniplex	Programming Activities	125.00	125.00
G-05437	Kelley Riha	Mileage	103.50	103.50
G-05438	Norman Begin	Programming Activities	800.00	800.00
G-05439	Rosalind L. Reeder	Programming Activities	100.00	100.00
G-05440	Shellie Zeigler-Hill	Mileage	9.90	9.90
G-05441	David Fitzgerald & Associates	Library Related Services	150.00	150.00
G-05442	Daniel Fields	Programming Activities	172.00	172.00
G-05443	Walmart Community Branch	Programming Activities	79.74	
		Supplies	56.12	135.86
G-05444	Francis Tuttle	Professional Services	550.00	550.00
G-05445	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	
		Vehicle Parts & Repairs	12.00	24.00
G-05446	Imagenation Promotional Group	Programming Material	14,265.00	
		Library Related Services	895.72	15,160.72
G-05447	Classic Paper Supply	Maintenance Supplies	991.20	991.20
G-05448	Sarah Hartsfield	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05449	Amy Stehr	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05450	Bryan Dahlvang	Programming Activities	100.00	100.00
G-05451	Diana Fitz Hughes	Programming Activities	61.04	61.04
G-05452	Magic 104.1 KMGL	Advertisement	5,030.00	5,030.00
G-05453	Maria Rodriguez	Programming Activities	120.00	120.00
G-05454	Donna Morris	Car Allowance	450.00	450.00
G-05455	Carol Hunter	Travel Expense	88.38	88.38
G-05456	Saisri V. McCormick	Mileage	10.13	10.13
G-05457	KOMA-FM Oklahoma City	Library Related Services	3,390.00	3,390.00
G-05458	Karen K. Bailey	Programming Activities	100.00	100.00
G-05459	Pamela Barrymore	Programming Activities	100.00	100.00
G-05460	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-05461	Miram Canales	Programming Activities	125.00	
		Programming Activities	62.50	187.50
G-05462	Securitas Security USA, Inc.	Security Services	1,212.45	
		Security Services	2,451.45	3,663.90

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Number	Vendor/Payee	Purpose		Amount
G-05463	Kalyani Chekuri	Programming Activities	55.85	55.85
G-05464	Mickey Sherman	Programming Activities	120.00	120.00
G-05465	Lena C. Loper	Mileage	21.38	21.38
G-05466	Josh Bowman	Programming Activities	100.00	100.00
G-05467	Cheryl Coleman	Mileage	28.88	28.88
G-05468	Eddie Lou Nachtrieb	Programming Activities	100.00	100.00
G-05469	Single Source	Supplies	39.90	39.90
G-05470	Nathan Jones	Programming Activities	100.00	100.00
G-05471	Jeff Hester	Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	100.00	300.00
G-05472	Dora Obuobisa	Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	100.00	300.00
G-05473	Darrin Casebeer	Programming Activities	50.00	50.00
G-05474	Chesley Stiggers	Programming Activities	125.00	
		Programming Activities	187.43	312.43
G-05475	Ellis Heitzke Kirkdorffer	Programming Activities	125.00	
		Programming Activities	184.80	309.80
G-05476	Digital Graphics	Printing	1,622.00	1,622.00
G-05477	Camille's Sidewalk Cafe	Library Related Service	900.00	900.00
G-05478	Phoenix Drainboards Inc.	Maintenance of Facilities	880.00	880.00
G-05479	Edwin A Howard	Programming Activities	125.00	125.00
G-05480	Holly S Roach	Programming Activities	75.00	75.00
G-05481	Security Lock Service, Inc.	Capital Projects	300.00	300.00
G-05482	Diego Rodriguez	Programming Activities	420.00	420.00
G-05483	McBride Clinic Inc	Pre-Employment Physical	3.00	3.00
G-05484	Metropolitan Library System	Background/Record Check	75.00	
		Automation Contractural	28.01	
		Postage	34.85	
		Supplies	123.29	
		Supplies	118.98	
		Programming Activities	110.05	
		Programming Activities	81.45	
		Programming Activities	95.85	
		Other Commodities	61.50	728.98
G-05485	Oklahoma Natural Gas Co.	Gas Services	343.40	343.40
G-05486	City of Bethany	Water & Garbage Service	124.09	124.09
G-05487	City of Oklahoma City	Water & Garbage Service	2,028.62	2,028.62
G-05488	Demco	Programming Supplies	69.43	69.43
G-05489	Gaylord Bros.	Supplies	57.65	57.65
G-05490	Gale Research	Materials	1,084.84	1,084.84
G-05491	Sams Technical Publishing	Materials	155.23	155.23
G-05492	Ernestine Clark	Supplies	59.59	59.59
G-05493	Mary Patton	Registration	105.00	
		Travel Expense	92.63	
		Other Commodities	106.24	303.87
G-05494	Weston Woods Accts Receivable	Materials	141.38	141.38
G-05495	Baker & Taylor Books - #510486	Materials	1,870.44	1,870.44
G-05496	Standard & Poor's	Materials	922.80	922.80
G-05497	Facts On File, Inc.	Materials	72.23	72.23
G-05498	Instructional Video, Inc.	Materials	667.05	667.05

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Number	Vendor/Payee	Purpose		Amount
G-05499	Spaces, Inc.	Fixtures	2,846.00	
		Fixtures	856.00	3,702.00
G-05500	Library Video Company	Materials	1,692.98	1,692.98
G-05501	Control Communications	Supplies	9,017.00	9,017.00
G-05502	Mel Bay	Materials	11.36	11.36
G-05503	Blackstone Audio Books	Materials	174.25	174.25
G-05504	Brilliance Corporation	Materials	866.68	866.68
G-05505	American Library Assoc.	Registration	35.00	35.00
G-05506	Ingram Library Services	Materials	2,843.70	2,843.70
G-05507	Walker Companies	Programming Activities	26.40	
		Supplies	38.85	65.25
G-05508	Audio Editions	Materials	198.62	198.62
G-05509	Fuelman of Oklahoma	Gasoline	285.35	285.35
G-05510	Sagebrush Corp.	Materials	77.64	77.64
G-05511	Schiffer Publishing	Materials	148.01	148.01
G-05512	C & F Distributors	Maintenance of Facilities	11.66	11.66
G-05513	Big Kids Productions	Materials	142.45	142.45
G-05514	Lisa Weissenbuehler	Registration	75.00	75.00
G-05515	ProQuest Information & Learnin	Materials	6,000.00	6,000.00
G-05516	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	29.89	29.89
G-05517	BBC Audiobooks America	Materials	6.50	6.50
G-05518	Libros Sin Fronteras	Materials	27.95	27.95
G-05519	The Battery Company	Supplies	15.99	15.99
G-05520	Demco Media Turtleback Books	Materials	527.65	527.65
G-05521	Baker & Taylor Books - #510486	Materials	1,296.75	1,296.75
G-05522	Commercial Card Solutions	Furniture	585.94	
		Programming Supplies	899.02	
		Safety Supplies	105.04	
		Maintenance of Facilities	92.00	
		Rental of Furniture	113.62	
		Moving Expense	28.93	
		Programming Supplies	43.35	
		Registration	85.00	
		Travel	340.00	
		Annual Fees	25.00	2,317.90
G-05523	ABC School Supply, Inc.	Programming Supplies	51.35	
		Programming Supplies	87.35	138.70
G-05524	Baker & Taylor Entertainment	Materials	496.75	496.75
G-05525	Walmart Community Branch	Supplies	46.89	46.89
G-05526	Commercial Card Solutions	Books	180.45	
		Books	198.65	
		Books	160.99	
		Books	115.95	
		Books	775.11	
		Books	433.96	
		Books	207.70	
		Books	290.12	
		Books	205.78	
		Books	169.05	
		Books	189.94	
		Books	287.98	
		Books	193.39	

** Continued **

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05526	Commercial Card Solutions	Books	59.39
G-05527	Karole Stout	Programming Activities	100.00
G-05528	Securitas Security USA, Inc.	Security Services	2,972.13
G-05529	Baker & Taylor Books - #510486	Materials	500.76
		Materials	1,220.93
		Materials	2,669.41
		Materials	3,568.09
		Materials	6,462.37
			14,421.56
G-05530	Baker & Taylor Books - #510486	Materials	1,367.88
		Materials	2,420.95
		Materials	904.53
G-05531	Baker & Taylor Books-#510486	Materials	635.32
G-05532	Severn House	Materials	83.97
G-05533	COTPA	Parking	158.72
G-05534	Trigen	Energy Services	16,813.64
G-05535	McBride Clinic Inc	Pre-Employment Physical	30.00
G-05536	Bank of Oklahoma	Payroll Transmittal-Chks	50,827.79
		Payroll Transmittal-Chks	20,098.07
G-05537	Bank of Oklahoma	Federal Withholding Tax	33,420.60
		Federal Withholding Tax	2,366.00
G-05538	Oklahoma Tax Commission	State Withholding Tax	15,958.60
		State Withholding Tax	1,358.00
G-05539	Mun. Employees Credit Union	Employee Cr Union Deducts	10,442.13
		Employee Cr Union Deducts	80.00
G-05540	United Way of Central Oklahoma	Employee Deductions	343.57
		Employee Deductions	8.00
G-05541	John Hardeman, Trustee	Employee Deductions	138.46
G-05542	Bank of America	Payroll Transmittal-DDep	152,793.70
		Payroll Transmittal-DDep	21,167.98
G-05543	Nationwide Retirement Solution	Employee Deductions	6,896.97
G-05544	MLS Endowment Trust	Employee Deductions	25.00
G-05545	Premium Accounting	Employee Deductions	775.76
G-05546	Metro Library Sys Pension Trst	Employee Retirement Conts	8,397.82
G-05547	Bank of Oklahoma	Employee Flexplan Deposit	6,922.86
G-05548	Bank of Oklahoma	Employee Soc/Sec Deposits	18,882.47
		Employee Soc/Sec Deposits	3,026.39
		Employee Medicare Deposit	4,416.00
		Employee Medicare Deposit	707.70
		Employer Soc/Sec Deposits	21,908.97
		Employer Medicare Deposit	5,124.02
			54,065.55
G-05549	Oklahoma Centralized Support	Employee Deductions	115.00
G-05550	American Student Assistance	Employee Deductions	52.81
G-05551	Administrative Systems, Inc.	Employee Deductions	1,070.79
G-05552	Metropolitan Library System	Parking	4.00
		Background/Record Check	15.00
		Supplies	104.62
		Supplies	39.40
		Programming Activities	136.36
		Programming Activities	125.30
		Other Commodities	72.85
G-05553	City of Midwest City	Water & Garbage Service	423.02

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05554	Bradford Industrial Suppl Corp	Maintenance of Facilities	80.00	80.00
G-05555	Oklahoma Natural Gas Co.	Gas Services	368.66	368.66
G-05556	Unisource Worldwide Inc-OKCity	Supplies	2,242.90	2,242.90
G-05557	Southwestern Stationery and	Printing	421.61	421.61
G-05558	Borders Group, Inc.	Programming Activities	55.47	
		Programming Activities	56.65	
		Programming Activities	1,292.58	
		Materials	170.63	1,575.33
G-05559	Demco	Supplies	65.73	
		Programming Activities	69.09	
		Supplies	81.72	
		Programming Supplies	129.07	345.61
G-05560	Gale Research	Materials	3,736.49	3,736.49
G-05561	Highsmith Co., Inc.	Programming Supplies	70.43	70.43
G-05562	Baker & Taylor Books - #510486	Materials	2,342.66	2,342.66
G-05563	Susie Beasley	Mileage	5.96	5.96
G-05564	U.S. Postmaster	Postage	16,000.00	16,000.00
G-05565	Quality Books	Book Repairs & Bindings	2,634.45	
		Book Repairs & Bindings	358.90	2,993.35
G-05566	Bill Warren Office Products	Supplies	26.48	26.48
G-05567	CompSource Oklahoma	Workers' Comp Insurance	7,186.00	7,186.00
G-05568	American Library Assoc.	Programming Supplies	64.00	
		Posters	669.60	733.60
G-05569	Keystone Tape & Label, Inc.	Printing	165.00	165.00
G-05570	Boise Cascade Office Products	Supplies	1,130.16	1,130.16
G-05571	Recorded Books, LLC	Materials	403.87	403.87
G-05572	U.S. Postmaster	Postage	74.00	74.00
G-05573	Pure Service Corporation	Janitorial Services	10,592.33	
		Janitorial Services	4,900.00	15,492.33
G-05574	Instructional Video, Inc.	Materials	315.97	315.97
G-05575	Journal Record Publishing	Publication Fee	19.36	19.36
G-05576	Films for the Humanities	Materials	107.95	107.95
G-05577	Denyvetta Davis	Supplies	109.31	
		Mileage	115.88	225.19
G-05578	Gale Group	Materials	1,960.38	1,960.38
G-05579	Ann Aliotta	Mileage	15.00	15.00
G-05580	Hunter's Battery Warehouse	Maintenance of Facilities	25.40	25.40
G-05581	GPN / WNED - TV	Materials	170.99	170.99
G-05582	LexisNexis Matthew Bender	Materials	252.15	252.15
G-05583	Anne G. Fischer	Automation Contractural	36.15	36.15
G-05585	Library Video Company	Materials	203.74	203.74
G-05586	Geri Price	Supplies	142.51	
		Supplies	64.33	
		Mileage	304.66	511.50
G-05587	Full Circle Book Store	Programming Activities	272.00	
		Programming Activities	72.60	
		Materials	99.71	444.31
G-05588	Rosemary Czarski	Registration	125.00	
		Travel Expense	219.97	344.97
G-05589	Oklahoma Air Filter	Maintenance of Facilities	22.20	
		Maintenance of Facilities	97.20	119.40
G-05590	Construction Building	Maintenance of Facilities	37.58	37.58

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05591	Karen Lehr	Mileage	10.13	10.13
G-05592	Oklahoma Gazette	Library Related Services	500.00	
		Library Related Services	527.85	
		Library Related Services	527.85	1,555.70
G-05593	Books on Tape, Inc.	Materials	1,590.80	1,590.80
G-05594	Brilliance Corporation	Materials	2,883.11	2,883.11
G-05595	Gateway Films/Vision Video	Materials	106.97	106.97
G-05597	Lori Kane	Other Commodities	67.46	
		Mileage	168.90	236.36
G-05598	Ingram Library Services	Materials	3,015.50	
		Materials	1,623.04	4,638.54
G-05599	Information Today, Inc.	Materials	203.05	203.05
G-05600	Dana Morrow	Other Commodities	79.46	
		Programming Activities	43.67	123.13
G-05601	Beatriz Negrete	Programming Activities	93.75	93.75
G-05602	Walker Companies	Supplies	24.15	24.15
G-05603	Lakeshore Learning Materials	Programming Activities	139.93	
		Programming Activities	33.38	173.31
G-05604	Preston Corp	Programming Activities	93.75	93.75
G-05605	American Petroleum Institute	Materials	1,150.00	1,150.00
G-05606	United States Postal Service	Postage	2,500.00	2,500.00
G-05607	Mai Thao Vu	Programming Activities	93.75	93.75
G-05608	Kinko's, Inc.	Printing	15.41	15.41
G-05609	JoNita White	Mileage	7.13	7.13
G-05610	Fuelman of Oklahoma	Gasoline	436.97	436.97
G-05611	Rotary Foundation	Other Commodities	104.00	104.00
G-05612	BMI Systems Corporation	Maintenance of Facilities	150.00	150.00
G-05613	Gimmel Computer &	Automation Contractural	1,071.95	1,071.95
G-05614	Sagebrush Corp.	Materials	15.54	15.54
G-05615	Frances V. Harbert	Programming Activities	104.87	104.87
G-05616	L. E. Acker Co.	Maintenance of Facilities	181.26	181.26
G-05617	Home Depot/GECE	Maintenance of Facilities	10.87	10.87
G-05618	Maverick Books	Materials	49.97	49.97
G-05619	Debbie Robertus	Mileage	11.63	11.63
G-05620	GovConnection, Inc.	Computer Equipment	1,791.47	1,791.47
G-05621	Deborah Willis	Travel Expense	141.62	
		Other Commodities	53.13	
		Mileage	41.25	236.00
G-05622	Barbara Geary	Programming Activities	500.00	500.00
G-05623	ProQuest Information & Learnin	Subscription	15,500.00	15,500.00
G-05624	Contractors Supply Co.	Maintenance of Facilities	11.70	
		Maintenance of Facilities	7.02	18.72
G-05625	DPT Productions	Video Production	1,000.00	1,000.00
G-05626	Sharon A. Nolan	Mileage	10.88	10.88
G-05627	Novalco, Inc.	Maintenance of Facilities	114.00	114.00
G-05628	Lisa M. Wood	Programming Activities	60.10	60.10
G-05629	Teresa Goggins	Training Materials	172.71	172.71
G-05630	Shannon Calderon	Programming Activities	200.00	200.00
G-05631	Kim Cobb	Mileage	5.63	5.63
G-05632	Office Depot	Supplies	52.80	
		Supplies	57.10	109.90
G-05633	Todd Olberding	Telephone Services	45.92	45.92

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05634	On Line Media, Inc.	Library Related Services	15,000.00	15,000.00
G-05635	Baker & Taylor Entertainment	Materials	885.43	885.43
G-05636	Daniel Fields	Mileage	22.88	22.88
G-05637	Walmart Community Branch	Supplies	72.78	
		Supplies	27.93	
		Supplies	39.32	
		Supplies	24.74	
		Supplies	12.64	
		Programming Activities	654.91	832.32
G-05638	Francis Tuttle	Professional Services	850.00	850.00
G-05639	Metro Tech	Programming Activities	300.00	300.00
G-05640	Reef Shop Warehouse	Maintenance of Facilities	105.99	105.99
G-05641	University of Oklahoma Press	Materials	164.04	164.04
G-05642	Jean Engebretson	Mileage	5.25	5.25
G-05643	All-American Waste Control	Garbage Service	476.74	476.74
G-05644	Sarah Hartsfield	Programming Activities	93.75	93.75
G-05645	Amy Stehr	Programming Activities	93.75	93.75
G-05646	Pamela Buchanan	Mileage	7.50	7.50
G-05647	Bryan Dahlvang	Programming Activities	100.00	100.00
G-05648	Kathy Marquis	Mileage	5.63	5.63
G-05649	Maria Rodriquez	Programming Activities	120.00	120.00
G-05650	Canyon Records	Materials	48.83	48.83
G-05651	Darrie Breathwitt	Programming Activities	100.35	100.35
G-05652	Star Lighting	Maintenance of Facilities	228.58	228.58
G-05653	Melissa Weathers	Programming Activities	60.00	60.00
G-05654	Rick George	Printing	100.00	100.00
G-05655	KOMA-FM Oklahoma City	Advertisment	1,695.00	1,695.00
G-05656	Karole Stout	Programming Activities	100.00	100.00
G-05657	Lesli Jones	Library Related Services	375.00	375.00
G-05658	Southwestern Bell	Telephone Services	63.78	63.78
G-05659	Miram Canales	Programming Activities	93.75	93.75
G-05660	Coral Cashion	Programming Activities	240.00	240.00
G-05661	Corporate Express	Supplies	22.47	22.47
G-05662	Deborah Montgomery	Parking	40.00	40.00
G-05663	Securitas Security USA, Inc.	Security Services	1,483.85	
		Security Services	2,972.13	4,455.98
G-05664	Baker & Taylor Books - #510486	Materials	828.25	
		Materials	887.24	
		Materials	1,961.01	
		Materials	2,078.43	
		Materials	3,767.53	
		Materials	4,952.37	14,474.83
G-05665	Baker & Taylor Books - #510486	Materials	1,248.12	
		Materials	3,847.59	
		Materials	5,523.87	10,619.58
G-05666	Baker & Taylor Books-#510486	Materials	2,090.37	2,090.37
G-05667	Willow Bend Books	Materials	7.30	7.30
G-05668	Media Partners	Training Materials	586.00	586.00
G-05669	Parking Partners LLC	Parking	80.00	80.00
G-05670	Maria Watkins	Mileage	12.56	12.56
G-05671	Josh Bowman	Programming Activities	50.00	50.00
G-05672	Severn House	Materials	137.87	137.87

General Fund F.Y. 03-04

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
G-05673	MAGNA Talent Agency	Library Related Services	50.00	50.00
G-05674	Claudia Clark	Programming Activities	75.00	75.00
G-05675	Nathan Jones	Programming Activities	50.00	50.00
G-05676	Chesley Stiggers	Programming Activities	93.75	93.75
G-05677	Ellis Heitzke Kirkdorffer	Programming Activities	93.75	93.75
G-05678	Cox Business Machines	Supplies	193.60	193.60
G-05679	MWAVE.COM	Automation Contractural	208.58	208.58
G-05680	Channing Cato	Programming Activities	200.00	200.00
G-05681	Midwest Lawn & Landscaping	Maintenance of Facilities	100.00	
		Maintenance of Facilities	100.00	200.00
G-05682	Stacy Schrank	Supplies	69.98	69.98
G-05683	Carpet Depot	Library Related Services	400.00	400.00
G-05684	James Craddock	Maintenance of Facilities	100.00	100.00
G-05685	Marcia K Brueggen	Programming Activities	365.00	365.00
G-05686	U.S. Postmaster	Postage	180.00	180.00
G-05687	Custom Cleaning	Maintenance of Facilities	125.00	125.00

Total of FY 03-04 Warrants Issued \$ 1,595,641.62

Special Funds

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
S-10398	Daniel E. Welch	Lost & Paid Book Returned	11.95	11.95
S-10399	Edith G McKinney	Lost & Paid Book Returned	9.00	9.00
S-10400	Barbara J. Almgren	Lost & Paid Book Returned	6.00	6.00
S-10401	Maria Lucero	Lost & Paid Book Returned	12.95	12.95
S-10402	Stephanie K. Harvey	Lost & Paid Book Returned	8.95	8.95
S-10403	Laura K. Winch	Lost & Paid Book Returned	3.99	3.99
S-10404	Cynthia M. Rogers	Lost & Paid Book Returned	9.98	9.98
S-10405	Emily D. Kreger	Lost & Paid Book Returned	5.20	5.20
S-10406	Crystal C. Williams	Lost & Paid Book Returned	3.95	3.95
S-10407	Timothy A. Thelin	Lost & Paid Book Returned	3.00	3.00
S-10408	Georgina Lopez	Lost & Paid Book Returned	9.19	9.19
S-10409	League of Volunteer Singles	Refund Meeting Room Fee	40.00	40.00
S-10411	Mickey Sherman	Programming	50.00	50.00
S-10412	Ingram Library Services	Materials	20.10	20.10
S-10413	Baker & Taylor Books - #510486	Materials	13.70	13.70
S-10414	Frances L. Daniels	Lost & Paid Book Returned	3.00	3.00
S-10415	Michelle J. Lees	Lost & Paid Book Returned	11.95	11.95
S-10416	Linda J. Holmberg	Lost & Paid Book Returned	35.64	35.64
S-10417	Austin B. Lockard	Lost & Paid Book Returned	21.95	21.95
S-10418	Sally A. Otley	Lost & Paid Book Returned	17.00	17.00
S-10419	Regina G. Banta	Lost & Paid Book Returned	6.75	6.75
S-10420	Carol A. Smith	Lost & Paid Book Returned	24.95	24.95
S-10421	Kerwin W. Brocksmit	Lost & Paid Book Returned	5.00	5.00
S-10422	Zachary A. Wilson	Lost & Paid Book Returned	6.00	6.00
S-10423	Donna R. Jackson	Lost & Paid Book Returned	16.98	16.98
S-10424	Robert Hunter	Lost & Paid Book Returned	7.00	7.00
S-10425	Dwight E. Black	Lost & Paid Book Returned	3.00	3.00
S-10426	Bilingual Publications Co.	Materials	177.32	177.32
S-10427	Kiona Wooten Millirons	Programming	375.00	375.00
S-10428	Mickey Sherman	Programming	100.00	100.00
S-10429	Elizabeth Kessler	Scholarship	450.00	450.00
S-10430	Transit Advertising, Inc.	Advertisement	800.00	800.00
S-10431	Oklahoma Tax Commission	SALES TAX	9.49	9.49
S-10432	Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-10433	Elizabeth G. Lyle	Lost & Paid Book Returned	4.95	4.95
S-10434	Brandy M. Hudson	Lost & Paid Book Returned	3.00	3.00
S-10435	Patricia D. Hawkins	Lost & Paid Book Returned	3.00	3.00
S-10436	Shaun K. Miller	Lost & Paid Book Returned	12.00	12.00
S-10437	Eileen A. Morgan-Voyce	Lost & Paid Book Returned	3.00	3.00
S-10438	Aspen S. Kerr	Lost & Paid Book Returned	3.00	3.00
S-10439	Raeann D. Kimbrough	Lost & Paid Book Returned	3.18	3.18
S-10440	Melody A. Brown	Lost & Paid Book Returned	7.89	7.89
S-10441	Leeana D. Doyel	Lost & Paid Book Returned	3.00	3.00
S-10442	Terese M. Hudson	Lost & Paid Book Returned	3.00	3.00
S-10443	Anastasia L. Twyman	Lost & Paid Book Returned	12.95	12.95
S-10444	Michele K. Lindley	Lost & Paid Book Returned	3.00	3.00
S-10445	Tracy E. Winkler	Lost & Paid Book Returned	24.95	24.95
S-10446	Heather N. Robertson	Lost & Paid Book Returned	12.95	12.95
S-10447	Oklahoma Tax Commission	SALES TAX	270.92	270.92
S-10448	Kiona Wooten Millirons	Programming	75.00	75.00
S-10449	Oklahoma Correctional	Bookcases	2,900.00	2,900.00
S-10450	Daniel E. Welch	Lost & Paid Book Returned	12.95	12.95

Special Funds

Warrant Register

Number	Vendor/Payee	Purpose		Amount
S-10451	Pauline T. Moore	Lost & Paid Book Returned	3.00	3.00
S-10452	Eastside Capitol Gateway	Programming	113.60	113.60
S-10453	Natasha L. McDaniel	Lost & Paid Book Returned	3.00	3.00
S-10454	Judy Z. Martin	Lost & Paid Book Returned	3.00	3.00
S-10455	Vanessa A. Kelley	Lost & Paid Book Returned	3.00	3.00
S-10456	Robyn A. Boswell	Lost & Paid Book Returned	14.95	14.95
S-10457	Georgette G. McEver	Lost & Paid Book Returned	7.00	7.00
S-10458	Margaret J. Brightwell	Lost & Paid Book Returned	3.00	3.00
S-10459	Harriet A. Brewer	Lost & Paid Book Returned	3.00	3.00
S-10460	Wednesday L. Kerr	Lost & Paid Book Returned	3.00	3.00
S-10461	Angela B. Krempf	Lost & Paid Book Returned	3.00	3.00
S-10462	Daimian D. Woznick	Lost & Paid Book Returned	3.00	3.00
S-10463	Yvette A. Allen	Lost & Paid Book Returned	21.00	21.00
S-10464	Borders Group, Inc.	Materials	181.00	181.00
S-10465	Lisa Weissenbuehler	Programming	112.49	112.49
S-10466	Kiona Wooten Millirons	Programming	75.00	75.00
S-10467	Barbara Geary	Programming	500.00	500.00
S-10468	U.S. Postmaster	Postage	1,110.00	1,110.00
S-10469	Baker & Taylor Books - #510486	Materials	57.47	57.47
S-10470	Metropolitan Library System	Transfer of Funds	45,000.00	45,000.00
S-10471	Gale Group	Materials	24.76	24.76
S-10472	Debbie L. Wardworth	Lost & Paid Book Returned	11.49	11.49
S-10473	Baker & Taylor Books - #510486	Materials	35.50	35.50
S-10474	Frances L. Daniels	Lost & Paid Book Returned	3.00	3.00
S-10475	Dunlaney-Browne Library	Lost Book Replacement	44.00	44.00
S-10476	Shmarra S. Mabry	Lost & Paid Book Returned	12.00	12.00
S-10477	Vickie D. Welborn	Lost & Paid Book Returned	3.00	3.00
S-10478	Haley K. Hughes	Lost & Paid Book Returned	8.00	8.00
S-10479	Rio Smith	Lost & Paid Book Returned	3.00	3.00
S-10480	Logan A. Ward	Lost & Paid Book Returned	4.99	4.99
S-10481	Esmeralda Gonzalez	Lost & Paid Book Returned	3.00	3.00
S-10482	Norma J. Fleming	Lost & Paid Book Returned	3.25	3.25
S-10483	Joyce F. Webb	Lost & Paid Book Returned	20.00	20.00
S-10484	Alexa J. Adair	Lost & Paid Book Returned	3.00	3.00
S-10485	Mark A. Shemayne	Lost & Paid Book Returned	11.89	11.89
S-10486	Mercil A. Wommack	Lost & Paid Book Returned	3.00	3.00
S-10487	Kelli S. Davis	Lost & Paid Book Returned	3.00	3.00
S-10488	Barnes & Noble, Inc.	Materials	443.81	443.81
S-10489	Paul S. Eddy III	Prepaid Acct Refund	53.94	53.94
S-10490	Metropolitan Library System	Transfer of Fines & Fees	67,500.00	67,500.00
S-10491	Demco	Supplies	123.97	123.97
S-10492	Quality Books	Bindery	2.35	2.35
S-10493	Metropolitan Library System	Salary Reimbursement	900.00	900.00
S-10494	Continental Hosp & Design	Reception Deposit	4,900.00	4,900.00
S-10495	Lori M. Dickinson	Grand Opening	3,750.00	3,750.00
S-10496	Beatriz Negrete	Programming	31.25	31.25
S-10497	Preston Corp	Programming	31.25	31.25
S-10498	Mai Thao Vu	Programming	31.25	31.25
S-10499	Sarah Hartsfield	Programming	31.25	31.25
S-10500	Amy Stehr	Programming	31.25	31.25
S-10501	Miram Canales	Programming	31.25	31.25
S-10502	Chesley Stiggers	Programming	31.25	31.25

Special Funds

Warrant Register

June 2004

Number	Vendor/Payee	Purpose		Amount
S-10503	Ellis Heitzke Kirkdorffer	Programming	31.25	31.25
S-10504	Adrain's Custom Furniture	Refinishing Furniture	1,612.50	1,612.50
Total of Special Funds Warrants Issued				\$ 132,593.69

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 606-3794.

ITEM A: ADDITIONAL DOWNTOWN LIBRARY HARDWARE

Provided for in the FY 2003-04 Budget is funding for construction and FFE for the new Downtown Library.

A sole source contract with Eales Electronics Corporation has been suggested for this work.

The reasons for this suggestion are:

- The work of this proposed contract includes the connection of hardware which has been provided under the Oklahoma City contract with Buckner & Moore, Incorporated (BMI).
- Oklahoma City (OKC) has contracted through Buckner Moore Incorporated (BMI), with Eales Electronic Corporation to complete hardware work within the Library.
- The work proposed in this contract is similar to work noted above.
- Eales has worked closely with the architect to confirm the configuration and requirements of the original contract.
- The hardware, which will be connected under this contract, has been furnished by OKC/BMI. Working with this contractor will minimize warranty issues
- The work by OKC/BMI/Eales is in progress and is to be completed by the Grand Opening, August 17, 2004. The work of this contract also needs to be completed by August 17, 2004

Recommendation:

That the Commission awards a contract to Eales Electronics Corporation for connection of existing hardware for a total cost of \$14,628.00. Funding for the purchase is provided for in the FY 2004-05 budget, account 450.

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. She commented on the proposed program funding of \$20,000 for the Library Endowment Trust Author Dinner, stating that should the Commission choose to partner/underwrite an author dinner it should be with the understanding that the event then becomes a Library partnership event and not a funding-raising event. Ms. Ernestine Clark explained that many library systems partner with their foundation or friends group on an event such as this until the foundation can support the event totally. She added that the Administration felt the positive publicity and the diverse group of people who attend have benefited both the Library System as well as the Endowment Trust. Discussion followed.

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)

REPORT AND RECOMMENDATIONS FROM THE PUBLIC SERVICES COMMITTEE

THE PUBLIC SERVICES COMMITTEE MET JULY 8, 2004 FOR:

- 1) Report and Recommendation from Administration:
Revision to Metropolitan Library System Policy & Procedure Manual
Section II ~ Description of Services
Item A: Public Space Reservations and Use, Attachments A ~ D

DURING ITS MEETING, THE COMMITTEE:

Reviewed and discussed all items.

The results of the discussions are as follows.

- ❖ The Public Services Committee voted unanimously to approve revisions to the Metropolitan Library System Policy & Procedure Manual: Section II Description of Services ~ Item A: Attachments A through E.

(minutes of July 8, 2004 Public Services Committee meeting are attached)

COMMISSION ACTION: To accept/approve the following recommendations

To approve the recommendations from the Public Services Committee on the Metropolitan Library System Policy & Procedure Manual revisions to: Section II ~ Item A: Attachments A through E, as presented.

Section II ~ Description of Services

Item A: Public Space Reservations and Use

Revised: 1/93, 5/04
DRAFT to MLC 07/15/04

Policy Statement

The Metropolitan Library System uses the Libraries' facilities to provide services that inform the public, facilitate interaction with others, and participate in public discourse about community issues. To support community partnerships and help achieve its goals and objectives, the Library System is pleased to make its facilities available for rent.

Regulations

Definitions and Examples:

- 1) The Library's public spaces are available for a variety of events. An event may be a class, conference, discussion, exhibit, meeting, program, seminar, staff function, workshop or, with Executive Director approval, a dinner or reception.
- 2) Events fall into one of three categories for purposes of prioritizing use and determining when to apply the fee schedule.
 - A) **Library:** Events *initiated*, authorized, planned, scheduled, promoted and produced by the Library System. The Library is the sponsoring group. These events are assigned first priority in reserving public space and incur no fee.
 1. *Examples of Library sponsored events:* staff meeting, Library Commission meeting, read-and-discuss group, film series, art exhibit, and children or adult programs.
 - B) **Library-related:** Events planned, scheduled, promoted and produced *in cooperation* with other community groups or agencies to help fulfill the Library's educational, informational and cultural goals. The Library is a co-sponsoring group. These events require, at least, minimal participation by Library staff in planning or production. Events in this category are assigned second priority in reserving public space and incur no fee.
 1. *Examples of Library-related events:* Friends of the Library, Mental Health Association, film-lecture-discussion series, or off-campus college courses.
 - C) **Non Library-related:** Events sponsored by a profit or non-profit organization or group. The Library is not a sponsoring or co-sponsoring group. Events in this category have last priority in reserving public space and incur fees according to the fee schedule (see Attachment A).
 1. *Examples of Non Library-related events:* profit organization meeting/event, soccer club, or study group.

Reservations and Fees

- 1) The program and meeting needs of the Library take precedence over use requests made by other community groups.
- 2) Upon adequate notice, the Library reserves the right to withdraw permission for the use of any space.
- 3) The Library assumes no responsibility for any materials or equipment not owned by the Library.

- 4) The Library reserves the right to change space assignments in order to facilitate coordination of usage.
- 5) Advance Reservations (For Downtown Library regulations see Item A, Attachment B)
 - A) No more than one year in advance for Library and Library-related events and groups.
 - B) No more than six months in advance for Non Library-related events and groups.
- 6) Frequency of Reservations
 - A) A group may use the spaces as often or as many times as they wish. However, the Library reserves the right to limit usage if a group does not follow Library policies.
- 7) Restricted Reservations
 - A) The library's public spaces are not available when that library is closed. Exception: Downtown Library, see Item A: Attachment B.
 - B) Groups must vacate the spaces 15 minutes before the regular closing time of the host library.
- 8) Fees
 - A) Both profit and non-profit organizations are subject to the usage fee.
 - B) Fees are per hour, per space. (For Downtown Library Fee Schedule Item A: Attachment A)
 1. The fee is for all or ANY portion of an hour.
 - (1) Example: If a group sets up at 9:45 a.m. for a 10:00 a.m. event and leaves at 11:00 a.m., the group owes \$20.00 for 2 hours. Or, if the group leaves a room at 7:30 p.m. when the space was booked from 5:00-7:00 p.m., that group owes \$30.00, because it used the space for part of a third hour.
 2. Some Library spaces have partitions to create separate rooms or sections. The fee schedule applies to each designated space.
 - (1) Example: An organization wishing to use more than one section at the same time, either with or without partitions dividing them, will be charged, according to the fee structure, for each of the rooms or sections.
 - C) Exemption from use fees
 1. Organizations or events may apply for exemption from fees if all of the following criteria are supported:
 - (1) Basic services of the Library System.
 - (2) Library System long-range goals and objectives.
 - (3) Known and demonstrated needs of an individual library's service area.
 2. Types of exemptions:
 - (1) Exempt Organization -- the Library Administration determines that the organization's mission meets the criteria outlined above.
Procedures:
 - (a) Library Manager sends a written request for exemption to the Deputy Director of MLS/Public Services for approval.
 - (b) Administration approves the organization for exempt status, which classifies their event as a Library-related event (except the Metropolitan Library Commission, which is a Library event).

- (2) Exempt Event – The Library Administration determines that an organization's event meets the criteria outlined above and agrees that the Library will co-sponsor the event.

Procedures:

- (a) Library staff participates, at least, minimally in the planning and production of the event.
(b) By definition, the event is then a library-related event.

- (3) Study rooms incur no fees.

- 9) Non Library-related groups may not use the public spaces for the following purposes:
- A) Selling any items or services, including sales or marketing presentations/promotions to prospective clients.
 - B) Fund raising.
- 10) Non Library-related groups must not charge admission fees. A group may charge a non-profit fee, with Administrative approval, to cover the cost of light refreshments, expenses for a speaker, film rentals, etc.
- 11) Non Library-related groups may not use public spaces for purely social functions, such as parties, showers, etc.
- 12) Groups using the Library's public spaces must not disturb regular Library functions.
- 13) Groups may cater food into the public spaces but must not cook. Groups may use available kitchen facilities to prepare light refreshments or luncheons, such as sandwiches, salads, etc., which require no cooking.
- 14) Alcoholic beverages, illegal substances and drugs are not permitted in the libraries or public spaces. (For Downtown Library regulations see Item A, Attachment B)
- 15) The sponsoring group is responsible for supervision and security. All groups using the space must be under adequate adult supervision, with an adult in attendance at all times.
- 16) Groups must obey occupancy limits.
- 17) By applying for use of the Library's public space, the sponsoring group acknowledges that the Metropolitan Library System does not sponsor the activity. Additionally, the group will explicitly identify itself as the sponsor and will not identify the Metropolitan Library System as associated with the group's activities in their literature or publicity.
- 18) Groups must return the space to its original condition after use.
- 19) Groups will not tip Library personnel

Indemnity and Insurance

- 1) All persons, groups, or organizations using Library facilities take the premises "as is" and assume all risks of injury, including death or property damage, to member of the group, organization, event participants, and event spectators which might arise out of activities or out of conditions present on the facilities and groups.
- 2) Every person, group, or organization using Library facilities shall indemnify, hold harmless and defend the Library and its employees from any and all liability or financial loss, costs, or expenses (including reasonable attorney's fees and legal costs) resulting from any suits, claims, losses, or actions brought against the Library and/or employees which results directly or indirectly from the wrongful or negligent actions include, but are not limited to, failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.

Reservations Procedures

When a representative of any group requests use of the Library's **public** space, the employee will do the following.

- 1) Obtain, from the group representative, the necessary information to make a decision as to the eligibility of the group to use the **space**, fee required, and etc.
- 2) Use the *MLS Room Manager and Program Statistics* and enter the necessary information to reserve the **space(s)** for the customer and accept a fee, when applicable.
- 3) Review the "**Public Space** Regulations for Use" with the customer (Item A: Attachment C).
- 4) When no fee is involved, the reservation is also the confirmation.
- 5) When a fee is involved:
 - A) Explain the fee schedule and provide the group a copy of "**Public Space** Regulations for Use" (Item A: Attachment C).
 - B) Inform the customer that s/he has five working days to pay the fee or the Library may cancel the reservation.
 - C) When accepting payment by check, write the customer's library card number or driver's license number on the check.
 - D) Accept and enter the fee payment into the *MLS Room Manager and Program Statistics*. Staff may print a receipt at that time.
 - E) When a state institution/college is the booking agency, accept a Purchase Order (P.O.) for payment.
 1. Inform the agency to mail or bring a copy of the P.O. to the hosting library within five working days of initial contact.
 2. When the employee receives the P.O., s/he will note acceptance of the P.O. in the *MLS Room Manager and Program Statistics* and send the P.O. to the Business Office.
 3. The Business Office will invoice the state agency/college, and request payment to the Business Office.
- 6) To receive a refund, Non Library-related groups must cancel their reservations at least 48 hours in advance of the scheduled event. *Exceptions* include unexpected hazardous weather or other emergencies.

Procedures:

- A) If the employee determines that there are sufficient monies in the cash drawer, s/he may refund the group's money from the cash drawer. Use the *MLS Room Manager and Program Statistics* for the refund transaction and provide the customer with the receipt.
 - B) If the employee determines that there are not sufficient monies to provide the refund from the cash drawer, inform the group's contact person that s/he will receive the refund in the mail. The employee must fill out a Request for Purchase form and send it to the Business Office for processing.
- 7) Groups must cancel their Library-related events as soon as it is clear that cancellation is necessary; the agency or employee responsible for scheduling the event is required to notify the affected library immediately.

Section II ~ Description of Services
Item A: Attachment A - Public Space Fee Schedule
Adopted: 5/04
DRAFT to MLC 07/15/04

1. Fee for all public space except when otherwise stated is:

- \$10.00 per hour per room. The fee is for all or ANY portion of an hour.

2. Fees for Downtown Library except when otherwise contracted*:

First Floor Rooms

• <u>1101 – Atrium/Lobby (after Library hours only)</u>	<u>\$500.00</u>	<u>Flat Fee</u>
• 1147 - Route 66 Computer Room (computer lab)	\$15.00	<u>Hourly</u>

Second Floor Rooms

• 2102 - Jim Thorpe Conference Room (W conference room)	\$10.00	<u>Hourly</u>
• 2111 - Woody Guthrie Study Room (Group study room A)	\$ 0.00	
• 2112 - Shannon Lucid Study Room (Group study room B)	\$ 0.00	
• 2113 - Gordon Cooper Study Room (Group study room C)	\$ 0.00	
• 2114 - Ralph Ellison Study Room (Group study room D)	\$ 0.00	
• 2115 - Angie Debo Study Room (Group study room E)	\$ 0.00	

Fourth Floor Rooms

• 4107 - 46 th Star Room (Auditorium/Forum)	<u>\$100.00</u>	<u>Hourly</u>
• 4130 - Friends of the Library Reception Room (Pre-function space)	<u>\$50.00</u>	<u>Hourly</u>
• 4119 - Wiley Post Room (Conference room)	\$10.00	<u>Hourly</u>
• 4120 - Indian Nations (Classroom A)	\$10.00	<u>Hourly</u>
• 4121 - Choctaw Nation (Classroom B)	\$10.00	<u>Hourly</u>
• 4122 - Chickasaw Nation (Classroom C)	\$10.00	<u>Hourly</u>
• 4123 - Cherokee Nation (Classroom D)	\$10.00	<u>Hourly</u>
• 4125 - Creek Nation (Classroom E)	\$10.00	<u>Hourly</u>
• 4126 - Seminole Nation (Classroom F)	\$10.00	<u>Hourly</u>

Equipment and Furniture

Kitchen facilities - CASH DEPOSIT FOR CLEANING COSTS	<u>\$100.00</u>	<u>Flat Fee</u>
TV/VCR – per day	\$10.00	<u>Hourly</u>

Other Services

Custom room set up	\$10.00	<u>Hourly</u>
Technical Assistant	\$25.00	<u>Hourly</u>

***Fees may vary for non-profit educational institutions that contract with the Metropolitan Library System for classroom space.**

Section II ~ Description of Services

Item A: Attachment B - Downtown Library Regulations for Public Space Use

Adopted: 5/04

DRAFT to MLC 07/15/04

Additional Downtown Library Rules and Procedures

General usage of the public spaces of the Downtown Library are subject to the Metropolitan Library System Public Space Reservations and Use policies. This Library has facilities and services not available at most of the other libraries.

1. As stated in the Public Space Reservations and Use policy, the Library public space is not available when the Library is closed, but the Executive Director may approve exceptional cases to hold after hours events.
 - Groups may only rent the Atrium for after library hours events.
2. Groups must not bring alcoholic beverages into the libraries, but wine or beer may be served in public spaces in exceptional after hours cases, with prior Commission approval. The Group must provide proof of all necessary permits, liability insurance, and must indemnify the Library for the event.
3. Auditorium and Atrium
 - The library accepts reservations no more than one (1) year in advance.
4. First and Second floor Conference Rooms
 - The library accepts reservations no more than three (3) months in advance.
5. Computer Labs
 - The library accepts reservations no more than three (3) months in advance.
6. Catering Kitchen
 - Groups must arrange for us at least forty-eight (48) hours in advance.
 - Kitchen must be cleaned after use (must be left in the condition it was found prior to use).

Section II ~ Description of Services

Item A: Attachment C - Public Space Regulations & Use Agreement

Adopted: 5/04

DRAFT to MLC 07/15/04

- 1) Non Library-related groups may not use the public space for the following purposes:
 - A) To sell any items or services, including sales or marketing presentations, promotions to prospective clients.
 - B) Fund raising.
- 2) Non Library-related groups must not charge admission fees. A group may charge a non-profit fee, with Library approval, to cover the cost of light refreshments, expenses for a speaker, film rentals, etc.
- 3) Non Library-related groups may not use Library space for purely social functions, such as parties, showers, etc.
- 4) Groups using the Library's public space must not disturb regular Library functions.
- 5) All groups accept responsibility for the repair or replacement of damaged facilities or equipment. Groups must not tape or tack display items to walls or moldings.
- 6) Use of electrical or other equipment must conform to normal fire and safety standards.
- 7) Alcoholic beverages, illegal substances and drugs are not permitted in the libraries or meeting rooms.
- 8) Groups may cater food into the public spaces but must not cook food. Groups may use available kitchen facilities to prepare light refreshments or light luncheons, such as sandwiches, salads, etc., which require no cooking. Groups using the kitchen facilities are required to clean the kitchen equipment used.
- 9) The sponsoring group is responsible for supervision and security. All groups using the public space must be under adequate adult supervision, with an adult in attendance at all times.
- 10) Groups agree to obey the occupancy limits.
- 11) By applying for use of the Library's public space, the sponsoring group acknowledges that the Metropolitan Library System does not sponsor the activity. Additionally, the group will explicitly identify itself as the sponsor and will not identify the Metropolitan Library System as associated with the group's activities in any of its literature or publicity.
- 12) Groups will not tip library personnel.
- 13) Groups must return the public space to its original condition after use.
- 14) The sponsoring group must vacate the library premises by 15 minutes before that library's regular closing time.

I have received a copy of this agreement and agree to abide by Metropolitan Library System rules and regulations attached hereto.

Organization Name

Date

Name and signature of person authorized to sign contract

Title/position

Section II ~ Description of Services

Item A: Attachment D - Downtown Library Public Space Regulations & Use Downtown Agreement

Adopted: 5/04

DRAFT to MLC 07/15/04

- 1) Non Library-related groups may not use the public space for the following purposes:
 - A) To sell any items or services, including sales or marketing presentations, promotions to prospective clients.
 - B) Fund raising.
- 2) Non Library-related groups must not charge admission fees. A group may charge a non-profit fee, with Library approval, to cover the cost of light refreshments, expenses for a speaker, film rentals, etc.
- 3) Non Library-related groups may not use Library space for purely social functions, such as parties, showers, etc.
- 4) Groups using the Library's public space must not disturb regular Library functions.
- 5) All groups accept responsibility for the repair or replacement of damaged facilities or equipment. Groups must not tape or tack display items to walls or moldings.
- 6) Use of electrical or other equipment must conform to normal fire and safety standards.
- 7) Groups must not bring alcoholic beverages into the libraries, but wine or beer may be served in public spaces in exceptional after hours cases, with prior Commission approval. Wine and beer may only be served by a caterer licensed with the Oklahoma ABLE Commission. The event must be a private event, not open to the public.
- 8) Groups may cater food into the public spaces but must not cook food. Groups may use available kitchen facilities to prepare light refreshments or light luncheons, such as sandwiches, salads, etc., which require no cooking. Groups using the kitchen facilities are required to clean the kitchen equipment used.
- 9) The sponsoring group is responsible for supervision and security. All groups using the public space must be under adequate adult supervision, with an adult in attendance at all times.
- 10) Groups agree to obey the occupancy limits.
- 11) By applying for use of the Library's public space, the sponsoring group acknowledges that the Metropolitan Library System does not sponsor the activity. Additionally, the group will explicitly identify itself as the sponsor and will not identify the Metropolitan Library System as associated with the group's activities in any of its literature or publicity.
- 12) Groups will not tip library personnel.
- 13) Groups must return the public space to its original condition after use.
- 14) The sponsoring group must vacate the library premises by 15 minutes before that library's regular closing time.

I have received a copy of this agreement and agree to abide by Metropolitan Library System rules and regulations attached hereto.

Organization Name

Date

Name and signature of person authorized to sign contract

Title/position

Section II ~ Description of Services

Item A: Attachment E - MLS List of Organizations Exempt from Public Space Fees

Adopted: 5/04

DRAFT to Public Services Committee 07/08/04

The Library Administration has evaluated the following organizations using the criteria established in the Public Space Reservations and Use policy. By definition, current organizational missions of the following organizations qualify for exemption:

- American Library Association
- Friends of the Metropolitan Library System (All)
- The Library Endowment Trust
- Literacy Coalition
- Literacy Council of Oklahoma City
- The Literacy Link
- Metropolitan Library Commission
- Metropolitan Library System Staff Association
- Oklahoma City Reading Council
- Oklahoma Department of Libraries
- Oklahoma Library Association

All exemptions are subject to periodic review by the Public Services Administrative Office.

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

MINUTES

Thursday July 8, 2004 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(405) 631-4468

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County June 16, 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 Southern Oaks Library, 6900 S. Walker, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on July 2, 2004, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Jose Jimenez, Chair
Pamela Pung
Cynthia Trent
Peggy Winters

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Penny McCaleb, Metropolitan Library Commission, Chair
Nancy Anthony, Metropolitan Library Commission, Member
Carolyn Cornelius, Metropolitan Library Commission, Member
Shirley Pritchett, Metropolitan Library Commission, Member
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 5

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

Roll was called to establish a quorum. Present: Pung, Winters, Jimenez. (arrived 3:37 Trent)

II. Mr. Jimenez referred to Mrs. Donna Morris, Executive Director to present the report and recommendation from Administration.

Mrs. Morris stated the Administration was directed to research and evaluate a facilities use policy. She stated the Administrative Committee reviewed other libraries' policies as well as the Oklahoma City Museum of Art's policy on facilities use and it determined that by making a few modifications to the existing meeting room policy, the Library System will have a policy that will both help cultivate community partnerships and more fully utilize the unique Downtown Library spaces.

She referenced the Draft Metropolitan Library System Policy and Procedure Manual, Section II ~ Description of Services, Item A: Public Space Reservations and Use with attachments noting the changes.

Mr. Jimenez asked the Committee if they wanted to address each item individually or the draft document as a whole. By Committee consensus the document was reviewed and edited as a whole. Questions and discussion followed.

The focus of discussion centered on the unique spaces of the Downtown Library and the opportunities afforded the Library System to allow special functions or events to be held in those spaces and on the serving of wine and/or beer at those functions.


By Committee consensus the following edits to the policy were made:

- With Executive Director approval, a dinner or reception made be held.
- With Commission approval, wine and/or beer may be served at a special function held only in the Downtown Library after hours.
- The insertion of language protecting the Library System from liability arising from the use of its public space for events.
- The cash deposit for cleaning costs of the Downtown Library's kitchen facilities will be \$100.00

The Committee requested that the edited policy be presented to the full Commission at its next meeting.

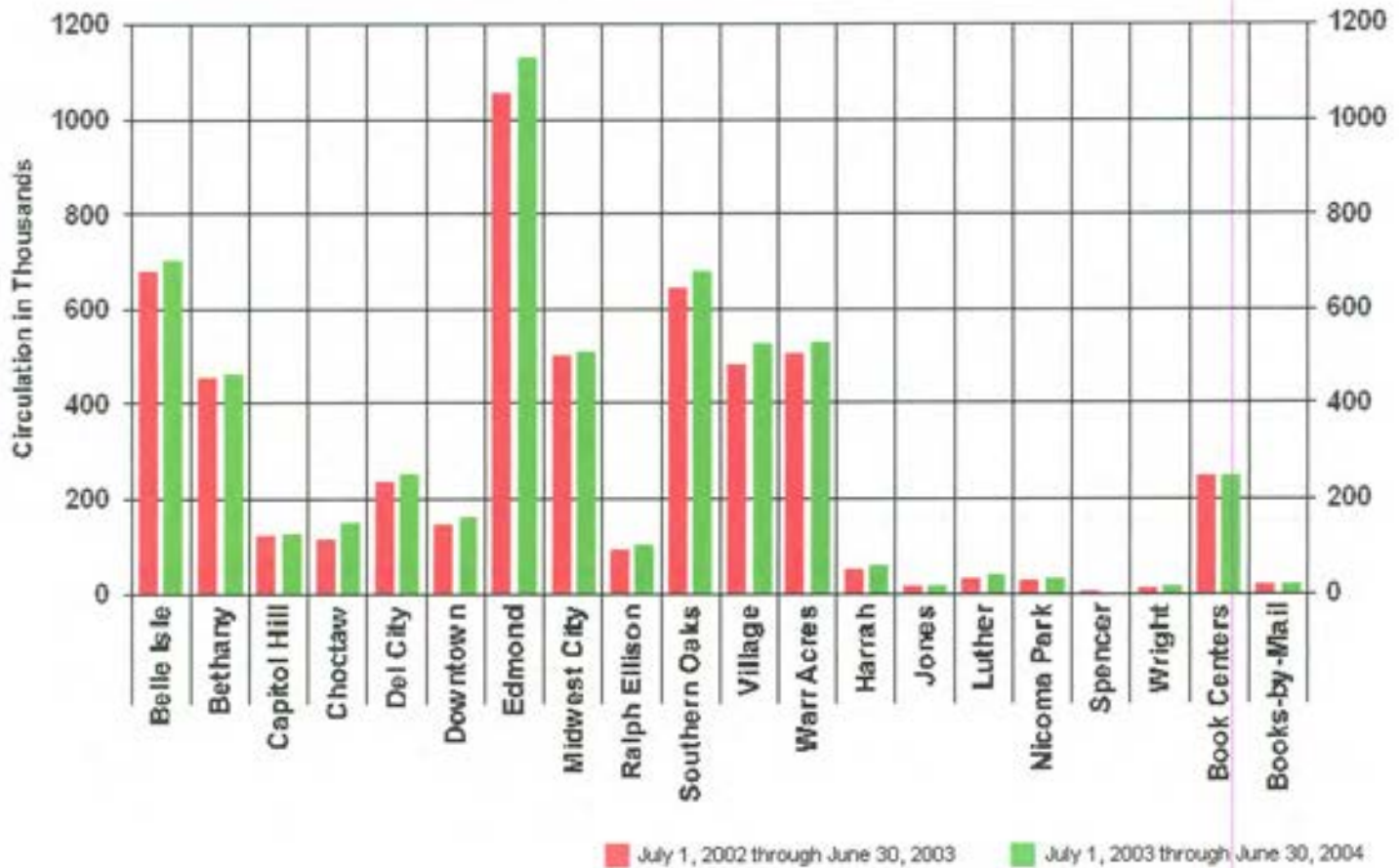
Mrs. Trent moved to approve the revisions to the Metropolitan Library System Policy & Procedure Manual: Section II ~ Item A: Attachments A - E, as stipulated by Committee, and recommend to the Commission approval of said revisions. Mrs. Winters seconded. No further discussion. Motion passed unanimously.

There being no further business, the meeting was adjourned at 4:45 p.m.


Donna Morris, Executive Director
(Secretary)

Circulation Gains and Losses

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)



Circulation Gains and Losses

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

JUNE 30, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	03	44086	499917	17623	179081	61709	678998	
	04	48568	528394	18043	173946	66611	702340	
		4482	28477	420	-5135	4902	23342	3.4
BETHANY	03	25731	298452	17267	156332	42998	454784	
	04	29819	314994	17815	146983	47634	461977	
		4088	16542	548	-9349	4636	7193	1.6
CAPITOL HILL	03	7221	84061	4702	36772	11923	120833	
	04	8441	87870	5165	37337	13606	125207	
		1220	3809	463	565	1683	4374	3.6
CHOCTAW	03	6750	71069	4366	41513	11116	112582	
	04	11773	92717	9272	55788	21045	148505	
		5023	21648	4906	14275	9929	35923	31.9
DEL CITY	03	14685	155073	9434	78645	24119	233718	
	04	16891	174405	10365	78439	27256	252844	
		2206	19332	931	-206	3137	19126	8.2
DOWNTOWN	03	11328	121688	2617	22214	13945	143902	
	04	12613	135557	2801	22814	15414	158371	
		1285	13869	184	600	1469	14469	10.1
EDMOND	03	54973	600492	49875	453268	104848	1053760	
	04	61709	649376	57533	478881	119242	1128257	
		6736	48884	7658	25613	14394	74497	7.1
MIDWEST CITY	03	31201	353054	17875	149105	49076	502159	
	04	36025	360153	19758	149709	55783	509862	
		4824	7099	1883	604	6707	7703	1.5
RALPH ELLISON	03	6775	67952	2598	21229	9373	89181	
	04	8564	76795	3360	23962	11924	100757	
		1789	8843	762	2733	2551	11576	13.0
SOUTHERN OAKS	03	40800	467702	17655	173359	58455	641061	
	04	45293	500513	18237	176395	63530	676908	
		4493	32811	582	3036	5075	35847	5.6
VILLAGE	03	30184	319944	18027	159449	48211	479393	
	04	33919	359908	20592	165248	54511	525156	
		3735	39964	2565	5799	6300	45763	9.5
WARR ACRES	03	29661	326598	19248	177103	48909	503701	
	04	33783	354958	20489	174274	54272	529232	
		4122	28360	1241	-2829	5363	25531	5.1

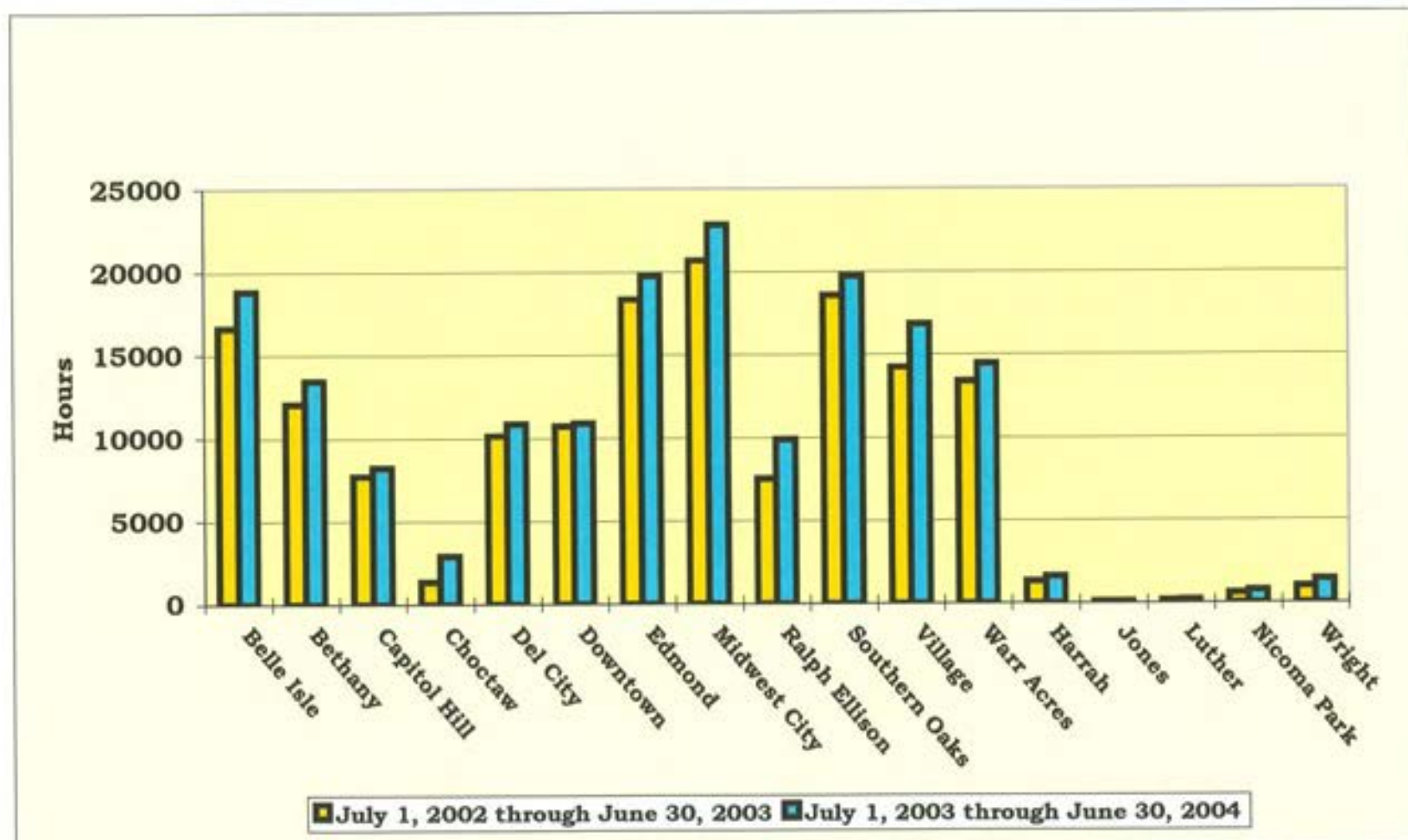
Circulation Gains and Losses

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

JUNE 30, 2004		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
<u>EXTENSION LIBRARIES:</u>								
DREXEL	03	0	9097	0	1623	0	10720	
	04	0	0	0	0	0	0	
		0	-9097	0	-1623	0	-10720	-100.0
HARRAH	03	2855	34182	1797	16442	4652	50624	
	04	3787	37878	2140	18287	5927	56165	
		932	3696	343	1845	1275	5541	10.9
JONES	03	846	10959	288	3315	1134	14274	
	04	1001	10950	507	3015	1508	13965	
		155	-9	219	-300	374	-309	-2.2
LUTHER	03	2140	22206	873	5948	3013	28154	
	04	2123	29660	1788	8962	3911	38622	
		-17	7454	915	3014	898	10468	37.2
NICOMA PARK	03	1621	17914	1221	8335	2842	26249	
	04	1899	20730	1005	7929	2904	28659	
		278	2816	-216	-406	62	2410	9.2
SPENCER	03	221	2011	17	184	238	2195	
	04	0	0	0	0	0	0	
		-221	-2011	-17	-184	-238	-2195	-100.0
WRIGHT	03	843	9392	245	2034	1088	11426	
	04	1229	11185	423	2314	1652	13499	
		386	1793	178	280	564	2073	18.1
<u>OTHER:</u>								
BOOK CENTERS	03	9537	116900	11364	131857	20901	248757	
	04	9188	113609	11568	135198	20756	248807	
		-349	-3291	204	3341	-145	50	.0
BOOKS-BY-MAIL	03	1321	16897	0	0	1321	16897	
	04	1434	17888	0	0	1434	17888	
		113	991	0	0	113	991	5.9
TOTALS	03	322779	3605560	197092	1817808	519871	5423368	
	04	368059	3877540	220861	1859481	588920	5737021	
		45280	271980	23769	41673	69049	313653	5.8

Total Internet Hours Used by Library

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)



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Total Internet Usage

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	232		4,302		1,635.41		3,664		43,290		16,644.41	
	04	307		4,533		1,673.36		4,355		50,733		18,856.36	
		75	32.3	231	5.4	37.95	2.3	691	18.9	7,443	17.2	2,211.95	13.3
BETHANY	03	163		2,841		1,143.25		2,378		28,798		12,069.46	
	04	161		2,991		1,200.70		2,687		32,494		13,446.82	
		-2	-1.2	150	5.3	57.45	5.0	309	13.0	3,696	12.8	1,377.36	11.4
CAPITOL HILL	03	109		1,827		662.81		1,852		20,469		7,719.19	
	04	142		2,128		763.29		2,126		22,331		8,234.40	
		33	30.3	301	16.5	100.48	15.2	274	14.8	1,862	9.1	515.21	6.7
CHOCTAW	03	28		328		98.71		443		3,858		1,354.94	
	04	107		1,316		489.05		837		8,219		2,905.67	
		79	282.1	988	301.2	390.34	395.4	394	88.9	4,361	113.0	1,550.73	114.5
DEL CITY	03	132		2,128		871.18		1,959		24,502		10,143.53	
	04	142		2,708		1,029.09		2,313		27,506		10,849.62	
		10	7.6	580	27.3	157.91	18.1	354	18.1	3,004	12.3	706.09	7.0
DOWNTOWN	03	96		2,199		981.79		1,566		24,523		10,728.00	
	04	101		2,432		1,008.35		1,577		25,167		10,901.51	
		5	5.2	233	10.6	26.56	2.7	11	.7	644	2.6	173.51	1.6
EDMOND	03	284		4,587		1,783.49		4,399		47,443		18,361.21	
	04	294		5,220		1,814.50		4,754		54,683		19,765.03	
		10	3.5	633	13.8	31.01	1.7	355	8.1	7,240	15.3	1,403.82	7.6
MIDWEST CITY	03	253		4,778		1,919.50		4,712		50,524		20,688.26	
	04	351		5,645		2,064.86		5,256		57,752		22,836.10	
		98	38.7	867	18.1	145.36	7.6	544	11.5	7,228	14.3	2,147.84	10.4
RALPH ELLISON	03	132		2,166		762.12		2,051		20,496		7,524.34	
	04	163		2,414		866.03		2,538		28,167		9,907.27	
		31	23.5	248	11.4	103.91	13.6	487	23.7	7,671	37.4	2,382.93	31.7

Total Internet Usage

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	288		4,059		1,665.55		4,518		44,989		18,567.56	
	04	322		4,343		1,751.40		5,112		49,158		19,754.15	
		34	11.8	284	7.0	85.85	5.2	594	13.1	4,169	9.3	1,186.59	6.4
VILLAGE	03	216		3,707		1,368.17		3,616		38,045		14,240.33	
	04	307		4,277		1,557.20		4,289		46,425		16,860.33	
		91	42.1	570	15.4	189.03	13.8	673	18.6	8,380	22.0	2,620.00	18.4
WARR ACRES	03	191		3,353		1,232.35		3,153		34,840		13,400.58	
	04	210		3,569		1,288.91		3,610		39,725		14,444.37	
		19	9.9	216	6.4	56.56	4.6	457	14.5	4,885	14.0	1,043.79	7.8
HARRAH	03	20		255		98.70		293		2,913		1,311.12	
	04	25		341		154.81		355		3,662		1,602.87	
		5	25.0	86	33.7	56.11	56.8	62	21.2	749	25.7	291.75	22.3
JONES	03			10		5.07		31		176		90.80	
	04	4		10		1.76		36		211		81.15	
		4			.0	-3.31	-65.3	5	16.1	35	19.9	-9.65	-10.6
LUTHER	03	3		41		23.28		28		261		155.86	
	04	9		108		42.10		46		438		176.34	
		6	200.0	67	163.4	18.82	80.8	18	64.3	177	67.8	20.48	13.1
NICOMA PARK	03	4		120		56.80		110		1,281		585.30	
	04	3		167		69.08		116		1,520		745.01	
		-1	-25.0	47	39.2	12.28	21.6	6	5.5	239	18.7	159.71	27.3
WRIGHT	03	1		186		70.07		89		1,910		985.06	
	04	11		387		154.27		128		3,543		1,408.43	
		10	1000.0	201	108.1	84.20	120.2	39	43.8	1,633	85.5	423.37	43.0
TOTAL	03	2,152		36,887		14,378.25		34,862		388,318		154,569.95	
	04	2,659		42,589		15,928.76		40,135		451,734		172,775.43	
		507	23.6	5,702	15.5	1,550.51	10.8	5,273	15.1	63,416	16.3	18,205.48	11.8

Internet Usage by Adult Customers

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	200		3,812		1,489.92		2,951		37,781		15,175.39	
	04	249		4,034		1,525.16		3,538		43,455		16,823.28	
		49	24.5	222	5.8	35.24	2.4	587	19.9	5,674	15.0	1,647.89	10.9
BETHANY	03	132		2,357		995.13		1,836		23,688		10,436.90	
	04	134		2,646		1,108.88		2,159		28,060		12,144.03	
		2	1.5	289	12.3	113.75	11.4	323	17.6	4,372	18.5	1,707.13	16.4
CAPITOL HILL	03	60		1,179		476.84		1,071		13,176		5,612.73	
	04	85		1,350		531.13		1,267		15,553		6,256.91	
		25	41.7	171	14.5	54.29	11.4	196	18.3	2,377	18.0	644.18	11.5
CHOCTAW	03	21		268		86.81		320		2,992		1,093.20	
	04	75		1,006		397.28		567		6,335		2,398.89	
		54	257.1	738	275.4	310.47	357.6	247	77.2	3,343	111.7	1,305.69	119.4
DEL CITY	03	103		1,811		777.70		1,454		20,215		8,857.94	
	04	112		2,262		893.96		1,797		23,338		9,637.46	
		9	8.7	451	24.9	116.26	14.9	343	23.6	3,123	15.4	779.52	8.8
DOWNTOWN	03	79		1,870		870.39		1,316		21,081		9,442.20	
	04	91		2,135		907.59		1,399		22,698		9,975.84	
		12	15.2	265	14.2	37.20	4.3	83	6.3	1,617	7.7	533.64	5.7
EDMOND	03	216		3,993		1,622.95		3,291		40,928		16,440.14	
	04	233		4,501		1,586.06		3,772		47,169		17,669.65	
		17	7.9	508	12.7	-36.89	-2.3	481	14.6	6,241	15.2	1,229.51	7.5
MIDWEST CITY	03	212		4,074		1,695.10		3,615		42,889		18,382.59	
	04	263		4,925		1,854.71		4,139		50,633		20,730.08	
		51	24.1	851	20.9	159.61	9.4	524	14.5	7,744	18.1	2,347.49	12.8
RALPH ELLISON	03	94		1,416		549.09		1,421		13,978		5,591.11	
	04	113		1,696		630.31		1,843		21,132		7,825.65	
		19	20.2	280	19.8	81.22	14.8	422	29.7	7,154	51.2	2,234.54	40.0

Internet Usage by Adult Customers

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	215		3,167		1,385.56		3,282		33,226		14,737.40	
	04	247		3,434		1,440.59		3,767		37,650		16,016.42	
		32	14.9	267	8.4	55.03	4.0	485	14.8	4,424	13.3	1,279.02	8.7
VILLAGE	03	156		3,168		1,195.45		2,751		31,904		12,466.99	
	04	229		3,659		1,392.07		3,326		39,639		14,963.99	
		73	46.8	491	15.5	196.62	16.4	575	20.9	7,735	24.2	2,497.00	20.0
WARR ACRES	03	154		2,914		1,085.96		2,550		30,464		12,093.38	
	04	177		3,087		1,158.07		2,942		34,658		13,046.04	
		23	14.9	173	5.9	72.11	6.6	392	15.4	4,194	13.8	952.66	7.9
HARRAH	03	12		184		73.33		189		2,276		1,109.40	
	04	19		234		107.94		249		2,835		1,297.72	
		7	58.3	50	27.2	34.61	47.2	60	31.7	559	24.6	188.32	17.0
JONES	03			10		5.07		24		156		84.00	
	04	2		7		1.44		27		187		71.43	
		2		-3	-30.0	-3.63	-71.6	3	12.5	31	19.9	-12.57	-15.0
LUTHER	03	1		31		20.01		16		225		146.58	
	04	6		56		24.24		22		247		121.06	
		5	500.0	25	80.6	4.23	21.1	6	37.5	22	9.8	-25.52	-17.4
NICOMA PARK	03	4		102		49.60		79		937		439.41	
	04	3		83		40.90		80		1,090		532.86	
		-1	-25.0	-19	-18.6	-8.70	-17.5	1	1.3	153	16.3	93.45	21.3
WRIGHT*	03	1		168		57.64		69		1,602		826.58	
	04	5		256		110.97		95		2,938		1,123.86	
		4	400.0	88	52.4	53.33	92.5	26	37.7	1,336	83.4	297.28	36.0
TOTAL	03	1,660		30,524		12,436.55		26,235		317,518		132,935.94	
	04	2,043		35,371		13,711.30		30,989		377,617		150,635.17	
		383	23.1	4,847	15.9	1,274.75	10.3	4,754	18.1	60,099	18.9	17,699.23	13.3

Internet Usage by Minor Customers

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	03	32		490		145.49		713		5,509		1,469.02	
	04	58		499		148.20		817		7,278		2,033.08	
		26	81.3	9	1.8	2.71	1.9	104	14.6	1,769	32.1	564.06	38.4
BETHANY	03	31		484		148.12		542		5,110		1,632.56	
	04	27		345		91.82		528		4,434		1,302.79	
		-4	-12.9	-139	-28.7	-56.30	-38.0	-14	-2.6	-676	-13.2	-329.77	-20.2
CAPITOL HILL	03	49		648		185.97		781		7,293		2,106.46	
	04	57		778		232.16		859		6,778		1,977.49	
		8	16.3	130	20.1	46.19	24.8	78	10.0	-515	-7.1	-128.97	-6.1
CHOCTAW	03	7		60		11.90		123		866		261.74	
	04	32		310		91.77		270		1,884		506.78	
		25	357.1	250	416.7	79.87	671.2	147	119.5	1,018	117.6	245.04	93.6
DEL CITY	03	29		317		93.48		505		4,287		1,285.59	
	04	30		446		135.13		516		4,168		1,212.16	
		1	3.4	129	40.7	41.65	44.6	11	2.2	-119	-2.8	-73.43	-5.7
DOWNTOWN	03	17		329		111.40		250		3,442		1,285.80	
	04	10		297		100.76		178		2,469		925.67	
		-7	-41.2	-32	-9.7	-10.64	-9.6	-72	-28.8	-973	-28.3	-360.13	-28.0
EDMOND	03	68		594		160.54		1,108		6,515		1,921.07	
	04	61		719		228.44		982		7,514		2,095.38	
		-7	-10.3	125	21.0	67.90	42.3	-126	-11.4	999	15.3	174.31	9.1
MIDWEST CITY	03	41		704		224.40		1,097		7,635		2,305.67	
	04	88		720		210.15		1,117		7,119		2,106.02	
		47	114.6	16	2.3	-14.25	-6.4	20	1.8	-516	-6.8	-199.65	-8.7
RALPH ELLISON	03	38		750		213.03		630		6,518		1,933.23	
	04	50		718		235.72		695		7,035		2,081.62	
		12	31.6	-32	-4.3	22.69	10.7	65	10.3	517	7.9	148.39	7.7

Internet Usage by Minor Customers

July 1, 2003 through June 30, 2004 (100.00% of the 03-04 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	03	73		892		279.99		1,236		11,763		3,830.16	
	04	75		909		310.81		1,345		11,508		3,737.73	
		2	2.7	17	1.9	30.82	11.0	109	8.8	-255	-2.2	-92.43	-2.4
VILLAGE	03	60		539		172.72		865		6,141		1,773.34	
	04	78		618		165.13		963		6,786		1,896.34	
		18	30.0	79	14.7	-7.59	-4.4	98	11.3	645	10.5	123.00	6.9
WARR ACRES	03	37		439		146.39		603		4,376		1,307.20	
	04	33		482		130.84		668		5,067		1,398.33	
		-4	-10.8	43	9.8	-15.55	-10.6	65	10.8	691	15.8	91.13	7.0
HARRAH	03	8		71		25.37		104		637		201.72	
	04	6		107		46.87		106		827		305.15	
		-2	-25.0	36	50.7	21.50	84.7	2	1.9	190	29.8	103.43	51.3
JONES	03					.00		7		20		6.80	
	04	2		3		.32		9		24		9.72	
		2		3		.32		2	28.6	4	20.0	2.92	42.9
LUTHER	03	2		10		3.27		12		36		9.28	
	04	3		52		17.86		24		191		55.28	
		1	50.0	42	420.0	14.59	446.2	12	100.0	155	430.6	46.00	495.7
NICOMA PARK	03			18		7.20		31		344		145.89	
	04			84		28.18		36		430		212.15	
				66	366.7	20.98	291.4	5	16.1	86	25.0	66.26	45.4
WRIGHT	03			18		12.43		20		308		158.48	
	04	6		131		43.30		33		605		284.57	
		6		113	627.8	30.87	248.4	13	65.0	297	96.4	126.09	79.6
TOTAL	03	492		6,363		1,941.70		8,627		70,800		21,634.01	
	04	616		7,218		2,217.46		9,146		74,117		22,140.26	
		124	25.2	855	13.4	275.76	14.2	519	6.0	3,317	4.7	506.25	2.3

EXECUTIVE DIRECTOR'S REPORT

JULY 2004

COMMISSION RE-APPOINTMENTS

We are pleased to announce that Shirley Pritchett has been re-appointed to the Metropolitan Library Commission by Warr Acres Mayor, Marietta Tardibono and Peggy Winters has been re-appointed by the City of The Village. We understand that the re-appointment of Oklahoma City Library Commission members (whose terms are set to expire on July 31) is on the July 20 agenda at the Oklahoma City Council meeting.

ROTARY FOUNTAIN DEDICATED

Several Library Commission members were able to join Ernestine Clark and me for the Rotary luncheon immediately preceding the dedication of the Rotary Fountain on Tuesday, June 22. Thanks to Penny McCaleb, Alyne Strube and husband Don, Ann Caine, Marguerite Ross, and Scott Duncan for attending this very nice event. The fountain is very unique and will bring a lot of pleasure to people of all ages. In fact, the dedication was highlighted by a very young child trying to catch the "leaping waters." Afterwards, we were joined by Penny's husband, John McCaleb, as we toured the new library.

UPDATE ON DOWNTOWN LIBRARY MOVE AND OPENING

Most of the administrative offices have completed their move into the new RJN Downtown Library. Outreach, Interlibrary Loan and the Downtown Public Service Staff will be moving in the next few weeks. We are all getting settled in and unpacked and enjoying the beautiful new building. The highlight, of course, will be when we are able to let the citizens of the community enjoy it as well. Invitations to the event on August 17 will be mailed soon by Oklahoma City.

PARKING ARRANGEMENTS FOR SEPTEMBER COMMISSION MEETING DOWNTOWN

I have enclosed a map with parking locations for Commission members for the September meeting at the new Downtown Library. There are 3 options for your parking that day. The Dowell Garage at 4th and Harvey, Central Parking lot at 4th between Robinson and Broadway and the Galleria lot at Sheridan and Hudson (immediately behind the new library). Parking Vouchers are included in this packet for the Dowell and Central parking locations; but if you park in the Galleria lot, you will need to pick up a coupon at the meeting. I might mention that the Galleria lot is often full early in the morning.

BOK "BOOK BY BOOK" EVENT BENEFITS LIBRARIES ACROSS THE STATE, INCLUDING MLS.

The Library System was pleased to participate in a statewide literacy initiative "Raising the Grade: Book by Book" sponsored by Bank of Oklahoma and Channel 9. Through this month long program approximately 15,000 children's books were dropped off at BOK locations across the state and then given to the local library. MLS received a number of books and a check for \$1,000 which was presented to us by Mark Funke, BOK president. Thanks to all who participated in this event.

AMERICAN LIBRARY ASSOCIATION (ALA) AWARDS "BEST OF SHOW" TO METRO LIBRARY MAGAZINE.

The public relations section of the Library and Administration Division of ALA recognized libraries PR efforts at their recent conference. Our Metro Library Magazine won Best of Show in the newsletter category. Good job to all of the staff in our Marketing and Communications Department.

DIRECTOR OUTREACH ACTIVITIES

- Visited the "Come Read With Me" Sites
- Attended Rotary 29 Club Meetings
- Will be attending the OLA Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

BOB WYATT MEMORIAL STUDENT PHOTO EXHIBIT

August 2-26, library hours, Midwest City Library, (405) 732-4828.

Exhibit features the best original work by students at Rose State College in 2003-2004.

PIONEER WOMEN: AN INTERGENERATIONAL PROGRAM FOR GIRLS & MOTHERS (OR GRANDMOTHERS)

August 6, 13, 20, 1:00-2:30 p.m., Village Library, (405) 755-0710.

Join Conservation Educator Luann Sewell Waters as we learn about the lives of pioneer women. We'll make a journal from leather, learn to cook in a Dutch oven, and create crafts, including a turkey feather ornament. Pre-register

"UNDERSTANDING MARS," WITH ASTRONOMER LARRY MADDOX

August 7, 2:00-3:35 p.m., Southern Oaks Library, (405) 631-4468.

Maddox will talk about the history of the red planet, then take questions.

JAM & JELLY MAKING WORKSHOP, WITH APRIL OF EARTH ELEMENTS FARM (A CERTIFIED OKLAHOMA ORGANIC FARM)

August 10, 6:00-8:30 p.m., Belle Isle Library, (405) 843-9601.

Come learn what equipment & ingredients are needed to make marvelous batches of tasty jam and jellies.

OKLAHOMA CITY WOODCARVER'S DEMO DAY @ THE LIBRARY

August 14, 9:00 a.m.-4:00 p.m., Midwest City Library, (405) 732-4828.

Earl Cox and members of the award-winning OKC Woodcarver's Association will demonstrate their craft for library-goers.

CLASSICAL ARGENTINE GUITAR, WITH MICHAEL ANTHONY NIGRO

August 21, 2:00-3:00 p.m., Belle Isle Library, (405) 843-9601.

A classical guitarist from southern California and a graduate of the Indiana University School of Music, Michael Nigro will perform a selection of Argentine classics. He has recently completed his first full length CD of all Argentine classical guitar music.

300 PARK AVENUE

[illegible]

- receive Parking Coupon AT meeting

- receive Voucher **PRIOR TO** meeting