

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY AGENDA

Thursday, February 17, 2005, 3:30 p.m.

Village Library
10307 N. Pennsylvania
The Village, OK 73120
(Telephone - 755-0710)

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

Hugh D. Rice, Chair

3:30 - 3:35 pm INTRODUCTIONS

- Document #57 - 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 - 3:55 pm CONSENT DOCKET (#58-60)

- Document #58 - Approval of Minutes of January 20, 2005 Meeting
- Document #59 - Acceptance of Review of Expenditures for January 2005
- Document #60 - Approval of Contract Awards and Purchases

Item: A Carpet and Floor Replacement at Midwest City Library
Item: B Interior Painting Project at Midwest City Library

3:55 - 4:10 pm NEW BUSINESS

- Document # 61 - Resolution of Appreciation ~ Mrs. Penny McCaleb
- Document # 62 - MLC 2005 Standing Committee Assignments
- Document # 63 - Request for use of Downtown Library public space

4:10 - 4:25 pm SPECIAL PRESENTATION

- Friends of the Metropolitan Library System's 2005 Book Sale

4:25 - 4:35 pm INFORMATION REPORTS

- Document #64 - Metropolitan Library System 2004 Annual Report
- Document #65 - Metropolitan Library System January 2005 Circulation Report
- Document #66 - Metropolitan Library System January 2005 Internet Usage Report
- Document #67 - Metropolitan Library System January 2005 System Reserve Report

4:35 - 4:45 pm EXECUTIVE DIRECTOR'S REPORT

- pm COMMENTS FROM COMMISSION MEMBERS

- 5:00 pm SUGGESTIONS FOR FUTURE AGENDA ITEMS

NEXT COMMISSION MEETING DATE AND PLACE:

****Thursday, March 24, 2005****

Choctaw Library
2525 Muzzy
Choctaw, OK 73020
Telephone - 390-8418

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have 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 February 2005:

<u>Employees</u>	<u>Years of Service</u>
Linda Jameson, Circulation Clerk, Del City Library	15
Wanda Scott, Graphic Designer, Marketing and Communications	15
Amy Young, Library Page, Edmond Library	5
Susan Beckett, Library Page, Warr Acres Library	5

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

DATE: January 20, 2005 TIME: 3:30 p.m.

MEETING PLACE: Warr Acres Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 22, 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 Warr Acres Library, 5901 NW 63, and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 14, 2005 in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine
Carolyn Cornelius
Millicent Gillogly
Deanna Hannah
Shirley Pritchett
Hugh Rice, Disbursing Agent
Marguerite Ross
Jim Roth, Chair, Board of County
Commissioners
Greg Womack
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Mick Cornett, Mayor of Oklahoma
City
Scott Duncan
David Greenwell, Vice-Chair
Jose Jimenez
Pamela Pung
Alyne Strube
Cynthia Trent
Peggy Winters

Estimate of general public and staff attending: 17

I. The meeting was called to order at 3:35 p.m. by Mrs. Penny McCaleb, Chair.

II. Due to the absence of a quorum, Mrs. McCaleb referred to the Information Reports:

Document # 54 – MLS December 2004 Circulation Report

Document # 55 – MLS December 2004 Internet Usage Report

Document # 56 – MLS December 2004 System Reserve Report

Questions and discussion followed.

III. Mrs. McCaleb introduced Mrs. Mary Patton, Warr Acres Library Manager.

Mrs. Patton welcomed the Commission and gave a brief explanation of the newest program offered at the Warr Acres Library. She stated that in order to provide an opportunity for young boys to find positive leadership and role models within the local community, the Library Staff enlisted the aid of local community leaders to participate in a series of programs where they will read to and visit with the young boys.

Mrs. McCaleb acknowledged Mrs. Karen Hackett with the Mayor's Committee on Disability Concerns and Ms. Karen Klinka with the Oklahoman.

Mrs. McCaleb introduced Mayor Marietta Tardibono, City of Warr Acres.

Mayor Tardibono commended the Commission and the Library System on its services, programs, and superior staff. She applauded the new program Mrs. Patton mentioned, stating that the Warr Acres Police and Fire Chiefs have been enlisted to participate. She closed by praising Commissioner Shirley Pritchett for her work on the Commission for the City of Warr Acres.

Mrs. McCaleb announced that County Commissioner Jim Roth has been elected as Chair of the Board of County Commissioners and will serve as the ex-officio member to the Commission.

Mrs. McCaleb introduced Mrs. Irma Elliott, President of the Library Endowment Trust and past Endowment President Mrs. Karleen Krywucki.

Mrs. Krywucki announced the Library Endowment Trust's 3rd Annual Literary Voices Dinner which will be held on March 31st, 2005 at the Oklahoma City Golf and Country Club where it will honor former Commission Chair Beth Tolbert and her husband Jim Tolbert with the Lee B. Brawner Lifetime Achievement Award. Mrs. Elliott added that this event has been sold out the last two years and seats should be reserved early.

Mrs. McCaleb called on Ms. Ernestine Clark, MLS Director of Development. Ms. Clark reminded the Commission that in 1986 the Endowment Trust was created by a small group of Commissioners and Friends of the Library members. This group has grown and is very dedicated to supporting this Library System; they are deeply appreciated. Much appreciated is Commissioner McCaleb who has been the Commission liaison to the Endowment and has also attended every meeting of the Literary Voices Event Committee; her dedication and help have been invaluable. Discussion followed.

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

Mrs. Morris referred to Mrs. McCaleb's announcement that Jim Roth is the newest ex-officio member of the Commission and that today will be his first Commission meeting.

The City of Oklahoma City is in the processing of forming a new tax-increment district and they have requested representation for a Review Committee to provide recommendations on the formation of this new tax-increment district. She has asked Mr. Hugh Rice, who has ably represented the Library System on two other tax-increment review committees, and Mr. Lloyd Lovely, Deputy Executive Director/ Finance & Support, to represent the Library System on this Review Committee. Questions and discussion followed.

The Executive Director's Report was tabled until after the establishment of a quorum and the conducting of the business portion of the agenda.

V. Mrs. McCaleb called for the roll and established a quorum at 4:00 pm.

Present: Caine, Cornelius, Gillogly, Hannah, Pritchett, Rice, Ross, Roth, Womack, McCaleb.

VI. Mrs. McCaleb welcomed Oklahoma County Board of County Commissioners, Chair Mr. Roth.

Mr. Roth stated that he has always been a huge fan of the work of the Metropolitan Library System and its Commission and he is happy to be involved with them.

VII. Mrs. McCaleb presented the Metropolitan Library Commission of Oklahoma County Service Certificate to Katrina Prince, Library Manager, Del City Library, for 20 years of service. Mrs. McCaleb acknowledged the recipients not in attendance.

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

IX. Mrs. McCaleb presented the Consent Docket (Document #51 – Approval of Minutes of December 9, 2004, Meeting; Document #52 – Acceptance of Review of Expenditures for December 2004, Document #53 – Approval of Contract Awards and Purchases.)

Ms. Marguerite Ross moved to accept the Consent Docket. Mrs. Carolyn Cornelius seconded. Mrs. McCaleb called for questions. No further discussion, motion passed unanimously.

Commissioner Shirley Pritchett highlighted page 17 of Document #52 of the expenditures for December 2004, noting the monies granted this year by the Friends of the Metropolitan Library System. Mrs. McCaleb mentioned that the Friends are in full swing preparing for their annual book sale. Mrs. Pritchett stated she would bring information to the next Commission meeting on the 2005 Friends book sale.

X. Mrs. McCaleb called for the Nominating Committee Report.

In the absence of Committee Chair Nancy Anthony, Mrs. Shirley Pritchett gave the report.

Mrs. Pritchett stated that the Nominating Committee was appointed by Chair Penny McCaleb and charged with providing a slate of officers for 2005 at the last Commission meeting. Mrs. McCaleb asked the Nominating Committee not to consider her for re-election, since she would like to step down from the Chair position. After conducting a series of telephone meetings and speaking with other Commission members the Nominating Committee recommends the following slate for 2005 Commission Officers:

- Chair, Hugh Rice
- Vice-Chair, Dr. Ann Caine
- Disbursing Agent, David Greenwell

The three individuals recommended have all agreed to serve for the coming year.

Mrs. Pritchett called for nominations from the Commission floor. There were none.

Mrs. Pritchett moved to accept Hugh Rice as Chair, Dr. Ann Caine as Vice-Chair and David Greenwell as Disbursing Agent of the Metropolitan Library Commission of Oklahoma County for 2005. A motion coming from committee requires no second. No further discussion, motion passed unanimously

Dr. Caine thanked Mrs. McCaleb.

Mrs. McCaleb thanked the Commission members for their dedication and support of the Library System. She stated what an honor and a privilege it has been to work with each and every member, a talented administrative team and an excellent executive director. She emphasized that she looks forward to continuing to serve with such dedicated members.

Mrs. Morris stated that Mrs. McCaleb will continue to serve the Commission not only as an informed member but in her capacity as liaison to the Library Endowment Trust, which Mrs. McCaleb has diligently served as liaison since 1990.

Mr. Rice expressed his appreciation for Mrs. McCaleb's work during the past 6 ½ to 7 years of major growth, including the opening of the new Downtown and Choctaw libraries, the passing of the bond issue for a new northwest library and overseeing major changes in library leadership. Under her leadership she has helped to get through some very difficult times and accentuate the good times. Mr. Rice thanked Mrs. McCaleb.

Mrs. Cornelius asked to add that Mrs. McCaleb has never lost her graciousness or her dignity, even under adverse circumstances, and has always maintained the integrity of the Commission.

XI. Mrs. McCaleb asked Mr. Rice if he would like to take over the meeting. Mr. Rice declined, requesting Mrs. McCaleb finish conducting the meeting.

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

Mrs. Morris stated that each year the Library System applies for E-rate funding through the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC).

This not-for-profit corporation was appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach students and communities across the country.

This year our discount percentage is 71%. The Library System received its funding commitment for FY 2004-05 on December 3. The Library System's funding commitment for this year is \$235,436. She referred questions to Ms. Anne Fischer, Director of Information Technology. Questions and discussion followed.

Mrs. Morris announced the 24th Annual WinterTales Storytelling Festival being held February 3 – 5. This event is hosted by with the Arts Council of Oklahoma City. This year the Downtown Library partnered with the Arts Council and will host workshops for WinterTales as well as the Stage Center.

Mrs. Morris stated that she and Debra Spindle are working with Oklahoma City's Assistant Manager Kathie Wrights to discuss the plans for having a bust of Ronald J. Norick placed in the Downtown Library. The funding for this project is being provided by BancFirst and the Rainboldt Family.

Mrs. Morris presented to the Commission, "hot-off-the-presses", the Metropolitan Library System 2004 Annual Report. She stated that this report will be documented and listed under next month's information report, but that since they had received 20 copies just today, she wanted the Commission to have them. Mrs. Morris asked for questions and discussion followed.

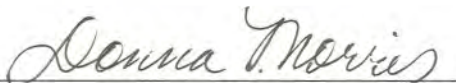
XIII. Mrs. McCaleb called for comments from Commission members.

Newly elected Commission Chair Hugh Rice requested Commission members to contact him with their MLC standing committee assignments preferences. He will announce the 2005 standing committee assignments at the February Commission meeting.

XIV. Mrs. McCaleb noted that the next Commission meeting will be held on February 17 at the Village Library at 3:30 p.m.

XV. Mrs. McCaleb called for future agenda items.

XVI. There being no further business the meeting was adjourned at 4:34 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2005

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2005

For comparison, 58.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2005.

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

January 31, 2005

ASSETS

CASH - Overnight Investment Account		\$ 6,404,900.96
INVESTMENTS (Schedule attached)		13,924,609.31
TAXES RECEIVABLE: 2004 Ad Valorem Tax	\$20,730,146.00	
Less: Reserve for Delinquent Tax	(1,884,559.00)	
Budgeted Tax Revenue	\$18,845,587.00	
Less: Tax Received	<u>(\$14,956,297.69)</u>	
		<u>\$3,889,289.31</u>
Total Assets		<u><u>\$24,218,799.58</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2003-04 Reserve for Appropriations	\$ 114,378.15	
2004-05 Purchase Orders Outstanding	315,139.39	
2003-04 Purchase Orders Outstanding	63,637.62	
2004-05 Checks Outstanding	188,456.73	
2003-04 Checks Outstanding	<u>35.02</u>	
Total Liabilities		681,646.91

DEFERRED REVENUE:

Current Year Ad Valorem Tax	\$3,889,289.31
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FUND BALANCE:

Beginning of the Year	15,791,287.28	
Add: Revenues		
Budgeted	15,181,297.69	
Other	<u>1,795,495.93</u>	16,976,793.62
Less: Expenditures	<u>(13,120,217.54)</u>	
Total Fund Balance		<u>19,647,863.36</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$24,218,799.58</u></u>

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

As of January 31, 2005

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	1/18/10	4.100%	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 - Kirkpatrick Bank, Edmond	7/18/04	8/18/05	2.180%	100,000.00
CD - Americrest Bank	7/18/04	5/18/05	2.040%	100,000.00
CD - BankFirst	7/28/04	7/28/09	3.090%	100,000.00
CD - Gold Bank	10/15/03	6/15/09	3.250%	100,000.00
CD - Fidelity Bank	10/19/04	10/19/09	4.000%	100,000.00
CD - IBC	11/29/04	11/29/08	3.600%	100,000.00
CD - Quail Creek Bank	12/7/04	12/7/06	3.050%	100,000.00
CD - Bank of Okla. (collateralized)	2/20/04	2/19/07	2.300%	1,000,000.00
CD - Citizen's Bank of Edmond	7/2/04	7/2/09	4.060%	100,000.00
FHLN Notes	1/28/05	10/24/05	2.840%	978,793.89
FHLN Notes	1/28/05	7/26/05	2.720%	986,490.56
FMCDN	1/31/05	10/24/05	2.886%	979,311.11
FNMA	1/31/05	7/27/05	2.785%	1,480,013.75
Total Investments				<u>\$ 13,924,609.31</u>

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

July 1, 2004 to June 30, 2005

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2004 Ad Valorem Tax	\$18,845,587.00	\$ 8,283,482.23	\$14,956,297.69	79.36%
State Aid	310,734.00	-	-	0.00%
Fines	<u>389,250.00</u>	<u>37,000.00</u>	<u>225,000.00</u>	57.80%
Total Budgeted Revenue	<u><u>\$ 19,545,571.00</u></u>	<u><u>\$ 8,320,482.23</u></u>	<u><u>\$15,181,297.69</u></u>	77.67%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 42,618.43	\$ 1,476,205.75	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		20,468.86	70,296.38	
Flexible Benefits Account Balance		6,592.94	6,592.94	
Sale of Surplus Equipment		0.00	12,702.05	
Miscellaneous		<u>6,177.64</u>	<u>229,698.81</u>	
Total Miscellaneous Revenue		<u><u>\$ 75,857.87</u></u>	<u><u>\$ 1,795,495.93</u></u>	
Total Revenue	<u><u>\$ 19,545,571.00</u></u>	<u><u>\$ 8,396,340.10</u></u>	<u><u>\$16,976,793.62</u></u>	86.86%

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

January 31, 2005

	BALANCE 1/1/05	RECEIPTS January	EXPEND. January	BALANCE 1/31/05
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 33,055.67	\$ 4,803.69	\$ 418.21	\$ 37,441.15
810 Prepaid Fees	(743.71)	0.00	126.94	(870.65)
815 Fines	37,391.74	41,030.37	37,000.00	41,422.11
820 Copy	21,879.37	3,934.55	276.48	25,537.44
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
Total Revolving Funds	\$ 94,289.41	\$ 49,768.61	\$ 37,821.63	\$ 106,236.39

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 1/31/05
<u>Special Grants</u>				
857 DN/LC Donations	27,436.75	82,966.79	59,368.27	23,598.52
858 Inasmuch/DN Building	130,000.00	130,000.00	100,620.32	29,379.68
859 OCCF/Invisible Man	25,000.00	26,721.81	25,014.44	1,707.37
870 05 Ralph Ellison Dinner	20,000.00	20,000.00	19,527.18	472.82
912 Midwest City /Large Print	3,000.00	3,000.00	2,986.11	13.89
939 YMCA/21st Century Grant	2,610.00	5,415.00	3,660.00	1,755.00
943 Junior League/MWC	750.00	750.00	573.93	176.07
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	0.00	4,500.00
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
950 WalMart Lifetime Readers	1,000.00	1,000.00	0.00	1,000.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	1,900.00	1,900.00	1,512.60	387.40
978 05 ALA Let's Talk About It	1,500.00	1,500.00	1,506.92	(6.92)
979 05 ODL Early Literacy	17,000.00	12,750.00	3,756.01	8,993.99
980 05 WalMart Children's	1,000.00	1,000.00	174.57	825.43
981 05 Downtown Club/Children's	1,000.00	1,000.00	441.13	558.87

<u>Grants - Friends of MLS</u>				
903 Wal-Mart /Village Literacy	1,000.00	1,000.00	940.58	59.42
916 Wal-Mart /Village Furniture	1,000.00	1,000.00	820.86	179.14
922 03 OUT- Teen Summer	1,700.00	1,700.00	1,699.85	0.15
933 03 Staff Recognition	4,550.00	4,622.00	4,485.78	136.22
934 03 Lee Brawner Scholarship	10,000.00	10,000.00	10,000.00	0.00
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
945 04 DN Grand Opening	50,000.00	50,000.00	49,576.16	423.84

<u>Grants - Friends of MLS</u>				
956 05 LIFE Come Read with Me	7,500.00	7,500.00	2,586.37	4,913.63

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 1/31/05
957	05 Lee Brawner Scholarship	10,000.00	10,740.00	3,756.07	6,983.93
958	05 Asian Influences	7,000.00	7,000.00	7,040.00	(40.00)
959	05 Books for Moms	2,000.00	2,000.00	394.45	1,605.55
960	05 OK Reads OK Celeb	1,361.00	1,361.00	395.78	965.22
961	05 Cultural Arts	2,600.00	2,600.00	0.00	2,600.00
962	05 Our World Series	13,600.00	13,600.00	5,700.00	7,900.00
964	05 Rebinding Local History	3,500.00	3,500.00	0.00	3,500.00
965	05 Materials	15,000.00	15,000.00	13,774.95	1,225.05
966	05 Staff Recognition	5,133.00	5,205.50	5,088.76	116.74
967	05 MLS Volunteer Rec.	2,000.00	2,000.00	610.13	1,389.87
969	05 Big Book Carts	536.00	536.00	523.50	12.50
970	05 Community Quilts	2,000.00	2,000.00	0.00	2,000.00
971	05 Read to Me Packets	10,000.00	10,000.00	0.00	10,000.00
972	05 Project Laughter	4,000.00	4,000.00	600.00	3,400.00
973	05 40th Anniversary	3,000.00	3,000.00	2,736.83	263.17
974	05 Teen Job Fair	500.00	500.00	74.00	426.00
982	05 Russian Reception	500.00	500.00	0.00	500.00
Total Grants					<u>\$135,608.75</u>
Total Special Funds					<u>\$ 241,845.14</u>

Metropolitan Library System
Statement of Encumbrances
Month of January 2005

FY-05

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	662,096.14	4,774,023.45	55.40	8,616,748.00	3,842,724.55
102	Wages - Part-time	82,931.67	670,253.13	48.33	1,386,768.00	716,514.87
103	Payroll Taxes	55,100.37	401,760.84	53.83	746,348.00	344,587.16
109	Workers Comp. Insurance	7,400.00	57,031.00	51.91	109,875.00	52,844.00
112	Group Insurance	112,597.19	766,990.61	55.56	1,380,571.00	613,580.39
113	Employees' Retirement	1,573,250.00	1,573,250.00	100.00	1,573,252.00	2.00
114	Unemployment Comp.	948.00	2,290.00	22.90	10,000.00	7,710.00
Total Personal Services		2,494,323.37	8,245,599.03	59.65	13,823,562.00	5,577,962.97

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Ins.	1,265.00	157,776.00	96.79	163,002.00	5,226.00
202	Liability/Bonding Insurance	.00	.00	.00	22,400.00	22,400.00
205	Rent of Library Buildings	400.00	3,200.00	66.67	4,800.00	1,600.00
206	Rent of Equipment	1,658.70	10,871.40	54.44	19,970.00	9,098.60
207	Janitorial Services	16,885.00	119,999.00	52.04	230,570.00	110,571.00
208	Maintenance of Facilities	17,243.45	84,385.62	29.85	282,679.00	198,293.38
211	Parking & Transportation	7,216.80	55,158.42	42.44	129,960.00	74,801.58
212	Travel Expenses	-744.13	4,936.39	12.16	40,592.00	35,655.61
213	Professional Services	3,047.50	113,979.71	42.38	268,955.00	154,975.29
214	Security Services	16,674.89	112,603.10	47.56	236,745.00	124,141.90
216	Telephone Services	-.35	86,833.94	29.25	296,902.00	210,068.06
217	Electrical Services	25,697.39	261,300.07	54.25	481,621.00	220,320.93
218	Gas Services	9,179.04	22,771.45	41.39	55,012.00	32,240.55
219	Water & Garbage Services	2,384.34	32,307.08	61.10	52,873.00	20,565.92
220	Trigen Energy Services	11,329.17	104,800.77	41.92	250,000.00	145,199.23
226	Membership	880.50	16,077.00	71.87	22,371.00	6,294.00
230	Other Library-Related Serv.	134,067.72	263,087.33	72.82	361,265.00	98,177.67
231	Automation Contractual	16,294.31	146,600.59	52.04	281,694.00	135,093.41
236	Network Catalog Services	.00	.00	.00	49,550.00	49,550.00
Total Contractual Services		263,479.33	1,596,687.87	49.11	3,250,961.00	1,654,273.13

Metropolitan Library System
Statement of Encumbrances
Month of January 2005

FY-05

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 and Printing Supplies	12,257.00	134,127.46	68.68	195,304.00	61,176.54
302	Postage	15,637.74	126,973.65	42.14	301,300.00	174,326.35
303	Supplies	10,119.65	141,438.32	57.45	246,191.00	104,752.68
310	Maintenance Supplies	2,134.91	38,277.62	60.76	63,000.00	24,722.38
312	Safety Supplies & Equipment	540.67	2,873.27	39.34	7,304.00	4,430.73
321	Gas and Oil	1,673.41	8,681.12	43.41	20,000.00	11,318.88
322	Vehicle Parts & Repairs	1,438.71	3,621.32	20.12	18,000.00	14,378.68
330	Programming Activities	12,178.48	83,893.91	40.51	207,114.00	123,220.09
331	Other Commodities	737.93	8,251.14	26.87	30,710.00	22,458.86
Total Commodities		56,718.50	548,137.81	50.34	1,088,923.00	540,785.19
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	238,988.67	1,468,630.33	49.52	2,965,515.00	1,496,884.67
404	Government Documents	2,000.00	2,000.00	34.48	5,800.00	3,800.00
405	Book Repairs & Bindings	1,986.90	1,986.90	39.74	5,000.00	3,013.10
407	Periodicals & Subscriptions	1,311.61	138,693.84	84.34	164,450.00	25,756.16
408	Furniture, Fixture & Equip.	5,060.71	45,679.03	27.12	168,443.00	122,763.97
409	Motor Vehicle	32,947.00	32,947.00	61.01	54,000.00	21,053.00
410	Automation System & Equip.	8,603.15	207,473.32	56.16	369,450.00	161,976.68
450	Capital projects	58,463.74	832,382.41	32.29	2,577,770.00	1,745,387.59
490	Capital Reserves - Current	.00	.00	.00	1,240,894.93	1,240,894.93
499	Reserve Carryover	.00	.00	.00	9,622,086.41	9,622,086.41
Total Capital Outlays		349,361.78	2,729,792.83	15.90	17,173,409.34	14,443,616.51
		=====	=====		=====	=====
Total Budget		3,163,882.98	13,120,217.54	37.13	35,336,855.34	22,216,637.80
		=====	=====		=====	=====

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02705	Artistic Tile & Marble	Construction	500.00	500.00
G-02706	City of Midwest City	Water & Garbage Service	224.40	224.40
G-02707	Unisource Worldwide Inc-OKCity	Supplies	1,680.40	1,680.40
G-02708	Brodart, Inc.	Furniture	3,362.88	3,362.88
G-02709	Borders Group, Inc.	Library Related Service	158.98	158.98
G-02710	Edward Terry	Mileage	20.25	20.25
G-02711	Gaylord Bros.	Furniture	906.11	
		Supplies	101.42	1,007.53
G-02712	Highsmith Co., Inc.	Supplies	153.00	
		Equipment	197.89	
		Furniture	21.80	372.69
G-02713	Journal Record Publishing	Materials	550.00	550.00
G-02714	KFC/TB #Y336004	Programming Activities	127.33	127.33
G-02715	Weston Woods Accts Receivable	Materials	196.20	196.20
G-02716	Donna Morris	Telephone Reimbursement	35.00	35.00
G-02717	FEDEX	Automation Contractual	8.77	8.77
G-02718	Recorded Books, LLC	Materials	254.10	254.10
G-02719	Instructional Video, Inc.	Materials	3,773.44	3,773.44
G-02720	Gale Group	Materials	289.96	289.96
G-02721	GPN / WNED - TV	Materials	1,128.51	1,128.51
G-02722	Northwest Chamber	Membership	240.00	240.00
G-02723	Ultimate Office	Supplies	264.74	264.74
G-02724	Anne G. Fischer	Mileage	41.63	41.63
G-02725	Staples Credit Plan	Printing Supplies	115.96	115.96
G-02726	Oklahoma Gazette	Library Related Services	527.85	527.85
G-02727	Zebra Technologies	Automation Contractual	787.50	787.50
G-02728	Random House, Inc	Materials	1,434.40	1,434.40
G-02729	Brilliance Corporation	Materials	2,156.71	2,156.71
G-02730	Ingram Library Services	Materials	2,729.94	2,729.94
G-02731	Walker Companies	Supplies	42.85	
		Supplies	24.25	67.10
G-02732	Audio Editions	Materials	63.80	63.80
G-02733	Rotary Foundation	Membership	243.00	243.00
G-02734	Society of Professional	Library Related Services	105.00	105.00
G-02735	Liberty Flags & Specialty Co.	Supplies	193.45	193.45
G-02736	J & B Graphics	Capital Project	550.00	550.00
G-02737	Scholastic, Inc.	Programming Activities	2,605.21	2,605.21
G-02738	Lisa Weissenbuehler	Mileage	60.19	60.19
G-02739	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02740	U.S. Postal Service	Postage	2,500.00	2,500.00
G-02741	U.S. Postmaster	Postage	36.00	36.00
G-02742	BBC Audiobooks America	Materials	89.54	89.54
G-02743	Books in Motion	Materials	40.97	40.97
G-02744	U.S. Postmaster	Postage	36.00	36.00
G-02745	Gregory Bennett	Mileage	42.94	42.94
G-02746	Roy Ballou	Mileage	24.75	24.75
G-02747	Baker & Taylor Entertainment	Materials	753.97	753.97
G-02748	Walmart Community	Supplies	52.09	
		Programming Activities	107.81	159.90
G-02749	John L. Hilbert	Mileage	9.38	9.38
G-02750	Pamela Buchanan	Mileage	18.00	18.00
G-02751	Sharon May	Mileage	5.63	5.63

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02752	MSC Technologies	Automation Contractural	3,475.00	3,475.00
G-02753	Kelley Hoffman	Mileage	14.06	14.06
G-02754	OKC Philharmonic Orchestra	Programming Activities	240.00	240.00
G-02755	Southwestern Bell	Telephone Services	63.27	63.27
G-02756	Corporate Express	Furniture	469.08	469.08
G-02757	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	3,960.38
G-02758	Baker & Taylor Books - #510486	Materials	326.99	
		Materials	1,605.69	
		Materials	1,328.72	
		Materials	2,371.02	
		Materials	3,968.19	
		Materials	5,077.59	
		Materials	5,290.17	19,968.37
G-02759	Baker & Taylor Books - #510486	Materials	1,994.22	
		Materials	1,924.93	3,919.15
G-02760	Baker & Taylor Books-#510486	Materials	16.42	16.42
G-02761	Metropolitan Library System	Employee Deductions	182.50	182.50
G-02762	Bank of Oklahoma	Payroll Transmittal-Chks	50,217.51	
		Payroll Transmittal-Chks	13,665.52	63,883.03
G-02763	Bank of Oklahoma	Federal Withholding Tax	34,757.60	
		Federal Withholding Tax	1,915.00	36,672.60
G-02764	Oklahoma Tax Commission	State Withholding Tax	16,452.60	
		State Withholding Tax	1,015.00	17,467.60
G-02765	Mun. Employees Credit Union	Employee Cr Union Deducts	10,096.74	
		Employee Cr Union Deducts	80.00	10,176.74
G-02766	United Way of Central Oklahoma	Employee Deductions	386.39	
		Employee Deductions	6.00	392.39
G-02767	Bank of America	Payroll Transmittal-DDep	160,276.72	
		Payroll Transmittal-DDep	19,524.05	179,800.77
G-02768	Nationwide Retirement Solution	Employee Deductions	8,453.51	8,453.51
G-02769	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-02770	Transamerica Worksite Mrktg.	Employee Deductions	716.47	716.47
G-02771	Metro Library Sys Pension Trst	Employee Retirement Conts	8,644.21	8,644.21
G-02772	Bank of Oklahoma	Employee Flexplan Deposit	16,994.31	
		Employer Flexplan Deposit	1,375.00	18,369.31
G-02773	Bank of Oklahoma	Employee Soc/Sec Deposits	19,582.15	
		Employee Soc/Sec Deposits	2,433.98	
		Employee Medicare Deposit	4,579.72	
		Employee Medicare Deposit	569.26	
		Employer Soc/Sec Deposits	22,016.01	
		Employer Medicare Deposit	5,148.86	54,329.98
G-02774	Love, Beal & Nixon, P.C.	Employee Deductions	228.72	228.72
G-02775	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	48.91	163.91
G-02776	Administrative Systems, Inc.	Employee Deductions	1,075.35	1,075.35
G-02777	Credit Bureau Services Assoc.	Employee Deductions	50.00	50.00
G-02778	UNUM Life Insurance	L-T Disab Ins Prm-JAN	6,215.56	6,215.56
G-02779	Mutual Assurance	Grp Life/Ad&d Ins Prm-JAN	25,933.82	25,933.82
G-02780	Vision Service Plan of	Grp Vision Ins Prm-Jan	2,274.03	2,274.03
G-02781	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-JAN	76,798.78	76,798.78
G-02782	Fuelman of Oklahoma	Gasoline	227.79	

** Continued **

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02782	Fuelman of Oklahoma	Gasoline	493.27	
		Gasoline	218.28	939.34
G-02783	Bradford Industrial Suppl Corp	Maintenance of Facilities	36.41	36.41
G-02784	Grainger Parts Operations	Maintenance of Facilities	133.59	133.59
G-02785	O G & E	Electrical Services	15,408.33	15,408.33
G-02786	Oklahoma Natural Gas Co.	Gas Services	3,258.36	3,258.36
G-02787	City of Oklahoma City	Water & Garbage Services	842.34	842.34
G-02788	City of the Village	Water & Garbage Services	70.13	70.13
G-02789	Unisource Worldwide Inc-OKCity	Maintenance of Facilities	138.77	
		Supplies	1,916.00	2,054.77
G-02790	Southwestern Stationery and	Printing	2,366.00	
		Printing	5,188.73	7,554.73
G-02791	Locke Supply Co.	Maintenance of Facilities	85.50	
		Maintenance of Facilities	15.85	101.35
G-02792	The Dagwell Dixie Co.	Maintenance of Facilities	86.75	86.75
G-02793	Tech-Lock	Maintenance Supplies	19.00	
		Maintenance Supplies	9.90	28.90
G-02794	Emsco Electric Supply	Maintenance Supplies	26.79	
		Maintenance Supplies	118.91	
		Maintenance Supplies	64.89	
		Maintenance Supplies	96.91	
		Maintenance Supplies	45.57	
		Maintenance Supplies	26.40	
		Maintenance Supplies	10.72	
		Maintenance Supplies	8.94	399.13
G-02795	Demco	Furniture	513.00	513.00
G-02796	Pipkin Cameras	Other Commodities	9.99	
		Other Commodities	14.48	24.47
G-02797	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02798	Gaylord Bros.	Supplies	73.65	73.65
G-02799	Synergy Datacom Supply Inc.	Maintenance Supplies	19.80	19.80
G-02800	United Linen	Maintenance of Facilities	36.40	36.40
G-02801	Forms+Surfaces	Furniture	167.72	167.72
G-02802	Oklahoma Historical Society	Materials	16.36	16.36
G-02803	Standard Printing Co., Inc.	Supplies	731.25	
		Supplies	442.50	
		Printing	90.00	
		Printing	264.95	1,528.70
G-02804	Metro News, LLC	Subscription	35.00	35.00
G-02805	C & H Distributors, LLC	Maintenance of Facilities	1,622.60	1,622.60
G-02806	Keystone Tape & Label, Inc.	Printing	121.30	121.30
G-02807	Recorded Books, LLC	Materials	2,364.29	2,364.29
G-02808	General Builders Supply Co.	Maintenance Supplies	5.04	5.04
G-02809	Marilyn E. Backus	Mileage	15.00	15.00
G-02810	Denyvetta Davis	Mileage	52.69	52.69
G-02811	Gale Group	Materials	1,196.56	1,196.56
G-02812	Production Services	Library Related Services	230.00	
		Library Related Services	975.00	1,205.00
G-02813	Hal Leonard Publishing	Materials	338.79	338.79
G-02814	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02815	Okla. City Community College	Service Agreement	650.00	650.00

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02816	Library Video Co.	Materials	524.15	524.15
G-02817	NVLSP	Materials	53.50	53.50
G-02818	Full Circle Book Store	Materials	91.88	91.88
G-02819	Executive Women International	Other Commodities	30.00	
		Membership	380.00	410.00
G-02820	BMI Systems	Lease Equipment	1,059.61	
		Lease of Equipment	360.59	1,420.20
G-02821	Library Pub. Relations Council	Membership	40.00	40.00
G-02822	Lowe's Companies, Inc.	Maintenance of Facilities	57.56	57.56
G-02823	Blackstone Audio Books	Materials	113.47	113.47
G-02824	FireCo of Oklahoma, Inc.	Maintenance of Facilities	590.05	590.05
G-02825	Oklahoma Gazette	Library Related Service	527.85	
		Library Related Service	527.85	1,055.70
G-02826	Random House, Inc	Materials	1,045.40	1,045.40
G-02827	Cingular Wireless	Telephone Services	73.78	73.78
G-02828	Ingram Library Services	Materials	499.83	499.83
G-02829	High-Tech Tronics, Inc.	Maintenance of Facilities	424.20	
		Maintenance of Facilities	314.55	738.75
G-02830	Summit Mailing Systems, Inc.	Maintenance of Facilities	375.37	
		Meter Rental	238.50	613.87
G-02831	Walker Companies	Printing	161.65	161.65
G-02832	Audio Editions	Materials	530.62	530.62
G-02833	United States Postal Service	Postage	1,000.00	1,000.00
G-02835	Reidprographics	Capital Project	14.40	14.40
G-02836	Sagebrush Corp.	Materials	367.92	367.92
G-02837	Voss Lighting	Maintenance Supplies	13.44	13.44
G-02838	Town of Luther	Water & Garbage Services	36.18	36.18
G-02839	SBC SMART Yellow Pages	Library Related Services	1,534.50	1,534.50
G-02840	American Elevator Co., Inc.	Maintenance of Facilities	726.00	726.00
G-02841	Digital River, Inc.	Software	5,420.99	5,420.99
G-02842	Jimmy Welch	Remote Access	50.00	50.00
G-02843	Pauline Boyer Rodriguez	Mileage	12.38	12.38
G-02844	Deborah Willis	Mileage	45.00	45.00
G-02845	Steve's Wholesale Distributors	Maintenance Supplies	32.47	32.47
G-02846	BMI Systems Corporation	Copier Maintenance	302.16	
		Copier Maintenance	141.84	
		Copier Usage	120.00	564.00
G-02847	Heidi Johnson	Mileage	7.50	7.50
G-02848	Contractors Supply Co.	Maintenance of Facilities	31.69	
		Maintenance Supplies	4.15	
		Maintenance Supplies	17.36	53.20
G-02849	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	22.42	
		Vehicle Parts & Repairs	29.47	51.89
G-02850	Ruby Soutiere	Mileage	15.00	15.00
G-02851	Steve Crawford	Programming Activities	150.00	150.00
G-02852	Metro Library Sys Pension Trst	Retirement Contributiion	1,573,250.00	1,573,250.00
G-02853	BBC Audiobooks America	Materials	16.00	16.00
G-02854	MWM, LLC	Maintenance of Facilities	155.00	
		Maintenance of Facilities	745.00	900.00
G-02855	Rosalind L. Reeder	Programming Activities	50.00	50.00
G-02856	City of Harrah	Water & Garbage Service	48.36	48.36
G-02857	John Wood	Mileage	9.94	9.94

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02858	City of Choctaw	Water & Garbage Services	22.43	22.43
G-02859	C.O.T.P.A.	Staff Parking	1,684.80	1,684.80
G-02860	C. L. Frates & Co.	Insurance	1,265.00	1,265.00
G-02861	Joshua Schell	Mileage	11.25	11.25
G-02862	Office Depot	Supplies	14.99	
		Supplies	45.78	
		Suppleis	14.34	75.11
G-02863	Todd Olberding	Telephone Reimbursement	45.92	45.92
G-02864	Baker & Taylor Books - #510486	Materials	1,012.55	1,012.55
G-02865	David Fitzgerald & Associates	Printing	275.00	275.00
G-02866	Commercial Card Solutions	Equipment	211.15	
		Equipment	397.50	
		Software	379.95	
		Promotional Material	2,108.00	
		Computer Equipment	270.00	
		Automation Contractual	112.46	
		Autotmaton Contractual	417.15	3,896.21
G-02867	Baker & Taylor Entertainment	Materials	231.17	231.17
G-02868	Daniel Fields	Programming Activities	95.88	95.88
G-02869	Pioneer Library System	Book	36.00	36.00
G-02870	Danny Gordon	Programming Activities	125.00	125.00
G-02871	All-American Waste Control	Garbage Services	461.75	
		Garbage Services	461.75	923.50
G-02872	Bryan Dahlvang	Programming Activities	500.00	500.00
G-02873	Star Lighting	Maintenance Supplies	52.80	52.80
G-02874	Khanh Minh Do	Mileage	46.50	46.50
G-02875	John Utley	Mileage	23.25	23.25
G-02876	Melissa Weathers	Programming Activities	126.93	126.93
G-02877	Rick George	Printing	30.00	
		Printing	100.00	
		Printing	100.00	230.00
G-02878	Standley Systems	Copier Usage	328.90	
		Copier Usage	168.38	497.28
G-02879	Sheila Fixel	Equipment	79.38	79.38
G-02880	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-02881	Veronica Bernal	Mileage	8.63	8.63
G-02882	Securitas Security USA, Inc.	Security Services	988.25	988.25
G-02883	Baker & Taylor Books - #510486	Materials	669.81	
		Materials	2,876.91	
		Materials	1,983.67	
		Materials	5,816.41	
		Materials	3,503.19	
		Materials	3,754.40	
		Materials	4,943.86	23,548.25
G-02884	Baker & Taylor Books - #510486	Materials	558.74	
		Materials	3,451.14	
		Materials	4,819.58	8,829.46
G-02885	Baker & Taylor Books-#510486	Materials	109.90	109.90
G-02886	McAlester News Capital	Subscription	138.00	138.00
G-02887	German Auto Service	Vehicle Parts & Repairs	176.60	176.60
G-02888	Maria Y. Bozarth	Programming Activities	25.00	25.00
G-02889	Angela Wall	Programming Activities	50.00	50.00

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02890	COTPA	Staff Parking	1,322.71	
		Staff Parking	136.00	1,458.71
G-02891	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,355.00	16,885.00
G-02892	John Sing's	Maintenance of Facilities	350.00	350.00
G-02893	Metropolitan Library System	Maintenance of Facilities	1.94	
		Professional Service	30.00	
		Postage	26.27	
		Supplies	85.51	
		Programming Activities	58.17	201.89
G-02894	Demco	Supplies	383.00	383.00
G-02895	Gale Research	Materials	29,057.93	29,057.93
G-02896	Highsmith Co., Inc.	Supplies	16.95	16.95
G-02897	Sams Technical Publishing	Materials	155.23	155.23
G-02898	City of Edmond	Electrical Services	3,607.25	3,607.25
G-02899	Ernestine Clark	Other Commodities	94.83	94.83
G-02900	Elizabeth A. Pressler	Mileage	9.75	9.75
G-02901	Baker & Taylor Books - #510486	Materials	15,630.82	15,630.82
G-02902	U.S. Postmaster	Postage	12,000.00	12,000.00
G-02903	Bill Warren Office Products	Supplies	7.91	7.91
G-02904	Barbara Beasley	Mileage	15.75	15.75
G-02905	Okla. Employment Security Comm	Unemployment Insurance	948.00	948.00
G-02906	Instructional Video, Inc.	Materials	679.40	679.40
G-02907	Gale Group	Materials	154.12	154.12
G-02908	Staples Business Advantage	Supplies	40.14	40.14
G-02909	Library Video Co.	Materials	2,650.02	2,650.02
G-02910	Full Circle Book Store	Programing Activities	25.52	
		Other Commodities	20.00	45.52
G-02911	Hoover's, Inc.	Materials	877.50	877.50
G-02912	Worldwide Directories	Materials	94.75	94.75
G-02913	Blackstone Audio Books	Materials	31.45	31.45
G-02914	Random House, Inc	Materials	2,348.80	2,348.80
G-02915	Brilliance Corporation	Materials	75.08	75.08
G-02916	Hobby Lobby	Other Commodities	15.31	15.31
G-02917	Ingram Library Services	Materials	516.27	516.27
G-02918	Audio Editions	Materials	168.90	168.90
G-02919	Kinko's, Inc.	Printing	66.53	66.53
G-02920	Oklahoma County Newspapers	Subscription	60.00	60.00
G-02921	Shirley A. Stallings	Programming Activities	35.00	35.00
G-02922	Sagebrush Corp.	Materials	135.74	135.74
G-02923	The Black Chronicle	Subscription	20.00	20.00
G-02924	Debbie Robertus	Supplies	21.52	21.52
G-02925	Southwestern Bell	Telephone Services	269.92	269.92
G-02926	Bank of America	Direct Deposit Fees	132.74	132.74
G-02927	Newsbank	Materials	13,775.00	13,775.00
G-02928	City of Edmond	Water & Garbage Service	196.80	196.80
G-02929	Info USA Marketing, Inc.	Materials	3,070.00	3,070.00
G-02930	Office Depot	Supplies	71.73	
		Supplies	139.90	
		Supplies	41.40	
		Supplies	21.58	274.61
G-02931	Baker & Taylor Entertainment	Materials	2,076.94	2,076.94

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02932	Prime Office Products	Supplies	18.28	
		Supplies	687.00	705.28
G-02933	FBD Consulting, Inc.	Benefit Calculation	1,720.00	1,720.00
G-02934	Prairie Gypsies, Inc.	Other Commodities	142.50	142.50
G-02935	A Chance to Change	Employee Assistance	1,002.50	1,002.50
G-02936	Donna Morris	Car Allowance	450.00	450.00
G-02937	Thomson Financial Publishing	Materials	2,032.00	2,032.00
G-02938	Lesli Jones	Library Related Service	70.00	70.00
G-02939	Corporate Express	Supplies	30.81	30.81
G-02940	Securitas Security USA, Inc.	Security Services	625.40	
		Security Services	2,076.80	2,702.20
G-02941	Baker & Taylor Books - #510486	Materials	1,189.29	
		Materials	1,071.89	
		Materials	1,804.24	
		Materials	2,945.51	
		Materials	4,213.95	
		Materials	8,810.25	
		Materials	5,936.64	25,971.77
G-02942	Baker & Taylor Books - #510486	Materials	3,359.47	
		Materials	2,450.04	5,809.51
G-02943	Baker & Taylor Books-#510486	Materials	136.53	136.53
G-02944	Willow Bend Books	Materials	78.35	78.35
G-02945	Branded Black Publishing	Materials	39.80	39.80
G-02946	Heartland Payphone Service	Telephone Service	68.50	68.50
G-02947	Single Source	Supplies	58.27	
		Supplies	49.87	108.14
G-02948	ALA Subscription Dept	Materials	168.50	168.50
G-02949	Metropolitan Library System	Employee Deductions	132.50	132.50
G-02950	Bank of Oklahoma	Payroll Transmittal-Chks	47,544.76	
		Payroll Transmittal-Chks	15,685.63	63,230.39
G-02951	Bank of Oklahoma	Federal Withholding Tax	35,257.60	
		Federal Withholding Tax	2,025.00	37,282.60
G-02952	Oklahoma Tax Commission	State Withholding Tax	16,925.10	
		State Withholding Tax	1,101.00	18,026.10
G-02953	Mun. Employees Credit Union	Employee Cr Union Deducts	10,206.74	
		Employee Cr Union Deducts	80.00	10,286.74
G-02954	United Way of Central Oklahoma	Employee Deductions	386.39	
		Employee Deductions	205.00	
		Employee Deductions	4.00	595.39
G-02955	Morgan & Associates, P.C.	Employee Deductions	27.21	27.21
G-02956	Bank of America	Payroll Transmittal-DDep	166,974.23	
		Payroll Transmittal-DDep	21,065.17	188,039.40
G-02957	Nationwide Retirement Solution	Employee Deductions	8,453.51	8,453.51
G-02958	MLS Endowment Trust	Employee Deductions	25.00	25.00
G-02959	Transamerica Worksite Mrktg.	Employee Deductions	707.07	707.07
G-02960	Metro Library Sys Pension Trst	Employee Retirement Conts	8,630.43	8,630.43
G-02961	Bank of Oklahoma	Employee Flexplan Deposit	7,764.20	7,764.20
G-02962	Bank of Oklahoma	Employee Soc/Sec Deposits	19,932.86	
		Employee Soc/Sec Deposits	2,697.91	
		Employee Medicare Deposit	4,661.76	
		Employee Medicare Deposit	630.99	
		Employer Soc/Sec Deposits	22,630.71	

** Continued **

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02962	Bank of Oklahoma	Employer Medicare Deposit	5,292.60	55,846.83
G-02963	Love, Beal & Nixon, P.C.	Employee Deductions	264.14	264.14
G-02964	Oklahoma Centralized Support	Employee Deductions	115.00	
		Employee Deductions	197.60	312.60
G-02965	Administrative Systems, Inc.	Employee Deductions	1,075.35	1,075.35
G-02966	City of Del City	Building Rental	400.00	400.00
G-02967	Bradford Industrial Suppl Corp	Maintenance of Facilities	77.75	
		Maintenance of Facilities	88.70	166.45
G-02968	Federal Corporation	Maintenance of Facilities	177.18	177.18
G-02969	Grainger Parts Operations	Maintenance of Facilities	50.22	50.22
G-02970	O G & E	Electrical Services	6,681.81	6,681.81
G-02971	Oklahoma Natural Gas Co.	Gas Services	2,511.95	
		Gas Services	3,408.73	5,920.68
G-02972	City of Bethany	Water & Garbage Services	104.80	104.80
G-02973	City of Oklahoma City	Water & Garbage Services	395.50	395.50
G-02974	Triangle/A & E	Capital Project	44.95	44.95
G-02975	The Dagwell Dixie Co.	Maintenance of Facilities	16.16	16.16
G-02976	Demco	Furniture	230.98	
		Supplies	5.74	236.72
G-02977	Pipkin Cameras	Other Commodities	9.99	
		Other Commodities	14.48	24.47
G-02978	Gaylord Bros.	Supplies	302.52	302.52
G-02979	Highsmith Co., Inc.	Programming Supplies	47.60	47.60
G-02980	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-02981	U.S. Govt. Printing Office	Government Documents	2,000.00	2,000.00
G-02982	City of Warr Acres	Garbage & Sewer Service	56.65	56.65
G-02983	SBC	Telephone Services	1,225.02	
		Telephone Services	961.80	
		Telephone Services	414.09	2,600.91
G-02984	Ernestine Clark	Mileage	3.38	3.38
G-02985	Alma L. Brown	Programming Activities	81.99	81.99
G-02986	Frank Ray	Mileage	19.68	19.68
G-02987	Bruce Caesar	Programming Activites	50.00	50.00
G-02988	Mary Patton	Other Commodities	99.91	99.91
G-02989	Weston Woods Accts Receivable	Materials	30.95	30.95
G-02990	Baker & Taylor Books - #510486	Materials	1,902.77	1,902.77
G-02991	Donna Morris	Travel Expense	914.09	
		Supplies	104.95	1,019.04
G-02992	Bonnie Smith	Programming Activities	25.00	25.00
G-02993	Bill Warren Office Products	Supplies	23.48	
		Supplies	33.12	
		Supplies	77.87	
		Supplies	85.96	
		Supplies	16.20	
		Supplies	59.15	295.78
G-02994	OfficeMax - A Boise Co.	Supplies	829.81	
		Supplies	111.80	941.61
G-02995	Recorded Books, LLC	Materials	2,436.00	2,436.00
G-02996	Carolyn Abernathy	Programming Activities	61.30	61.30
G-02997	The Penworthy Co.	Materials	2,457.68	2,457.68
G-02998	Instructional Video, Inc.	Materials	138.94	138.94

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-02999	Gale Group	Materials	12,353.26	12,353.26
G-03000	Del City Chamber of Commerce	Membership	185.50	185.50
G-03001	Live Oak Media	Materials	833.96	833.96
G-03002	Davis Design Group, LLC	Capital Project	3,795.00	3,795.00
G-03003	Staples Business Advantage	Printing	115.96	
		Supplies	71.96	
		Supplies	36.06	223.98
G-03004	CleanTex Products	Supplies	1,223.55	1,223.55
G-03005	Light Bulb Supply Co., Inc.	Maintenance of Facilities	224.10	224.10
G-03006	Copelin's Office Center	Supplies	39.98	
		Supplies	5.48	45.46
G-03007	Staples Credit Plan	Supplies	42.07	42.07
G-03008	Great Events Publishing	Programming Activities	57.25	57.25
G-03009	Full Circle Book Store	Programming Activities	231.04	231.04
G-03010	Janet Brooks	Mileage	15.00	15.00
G-03011	Board of County Commissioners	County Revaluation Cost	121,978.16	121,978.16
G-03012	Conney Safety Products	Safety Supplies	76.38	76.38
G-03013	Oklahoma Air Filter	Maintenance Supplies	139.20	139.20
G-03014	Lowe's Companies, Inc.	Maintenance Supplies	20.58	
		Maintenance of Facilities	33.84	54.42
G-03015	FireCo of Oklahoma, Inc.	Maintenance of Facilities	44.95	44.95
G-03016	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Service	527.85	1,055.70
G-03017	Random House, Inc	Materials	528.00	528.00
G-03018	Scott's Printing & Copying	Printing	125.89	125.89
G-03019	Stephen Fossler Company	Supplies	172.54	172.54
G-03020	Brilliance Corporation	Materials	282.43	282.43
G-03021	Lori Kane	Mileage	98.21	98.21
G-03022	Ingram Library Services	Materials	1,214.12	1,214.12
G-03023	Boardroom Publishing	Subscription	98.00	98.00
G-03024	Quality Book Binding Co.	Book Repairs & Bindings	1,569.30	
		Books Repairs & Bindings	417.60	1,986.90
G-03025	Audio Editions	Materials	415.11	415.11
G-03026	Kinko's, Inc.	Printing	89.00	
		Printing	534.50	
		Printing	120.00	
		Printing	44.50	788.00
G-03027	Republic Parking System	Parking	212.00	212.00
G-03028	Scovil & Sides Hardware Co.	Maintenance of Facilities	222.00	222.00
G-03029	Fuelman of Oklahoma	Gasoline	128.82	128.82
G-03030	DWe Williams	Programming Activities	100.00	100.00
G-03031	Chickasaw Telecom, Inc.	Automation Contractural	236.00	236.00
G-03032	Voss Lighting	Maintenance Supplies	16.74	16.74
G-03033	Frances V. Harbert	Mileage	20.40	20.40
G-03034	Barnes & Noble, Inc.	Library Related Services	19.96	
		Library Related Service	371.89	391.85
G-03035	Dorothy Dunlap	Mileage	171.00	171.00
G-03036	Dell	Automation Contractural	34.00	34.00
G-03037	Stephen Pallady	Programming Activities	500.00	500.00
G-03038	City of Oklahoma City	Professional Service	20.00	20.00
G-03039	Skillpath Seminars	Registration	398.00	398.00
G-03040	AT&T	Telephone Services	21.63	21.63

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-03041	Katrina Prince	Mileage	2.63	2.63
G-03042	Westrex International	Supplies	2,178.67	2,178.67
G-03043	Kelley Riha	Mileage	40.88	40.88
G-03044	Dowell Parking Center	Staff Parking	1,150.00	
		Staff Parking	1,100.00	2,250.00
G-03045	Books in Motion	Materials	105.60	105.60
G-03046	Rosalind L. Reeder	Programming Activities	50.00	50.00
G-03047	Bliss Electric, Inc	Maintenance of Facilities	99.38	99.38
G-03048	Ford Audio-Video	Capital Project	4,917.00	
		Equipment	1,770.20	
		Equipment	1,925.00	
		Equipment	3,734.00	12,346.20
G-03049	Demco Media Turtleback Books	Materials	629.25	629.25
G-03050	Office Depot	Fixture	599.90	599.90
G-03051	Todd Olberding	Mileage	13.13	13.13
G-03052	Baker & Taylor Books - #510486	Materials	3,911.70	3,911.70
G-03053	ABC School Supply, Inc.	Furniture	142.00	142.00
G-03054	Baker & Taylor Entertainment	Materials	4,661.35	4,661.35
G-03055	Prime Office Products	Supplies	73.40	73.40
G-03056	Linda E. Allen	Printing	400.00	400.00
G-03057	Metro Family Magazine	Library Related Service	467.50	467.50
G-03058	Commercial Card Solutions	Books	181.20	
		Books	162.42	
		Books	160.39	
		Books	191.78	
		Books	139.81	
		Books	160.50	
		Books	25.45	1,021.55
G-03059	Sizzlin' Brains	Library Related Service	335.00	335.00
G-03060	Imagination Promotional Group	Programming Activities	5,328.77	5,328.77
G-03061	Construction Industries Board	Professional Services	130.00	130.00
G-03062	O'Reilly Auto Parts	Vehicle Parts & Repairs	3.49	3.49
G-03063	Magic 104.1 KMGL	Library Related Service	1,250.00	1,250.00
G-03064	Star Lighting	Maintenance Supplies	569.46	569.46
G-03065	Rick George	Printing	150.00	150.00
G-03066	Lexis Nexis Business	Materials	1,547.03	1,547.03
G-03067	Karole Stout	Programming Activities	150.00	150.00
G-03068	Lesli Jones	Library Related Service	100.00	100.00
G-03069	Southwestern Bell	Telephone Services	63.44	63.44
G-03070	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-03071	Corporate Express	Supplies	5.60	
		Supplies	26.55	
		Supplies	15.99	
		Supplies	5.44	
		Supplies	27.89	
		Supplies	11.92	93.39
G-03072	Securitas Security USA, Inc.	Security Services	1,793.60	
		Security Service	746.35	
		Security Service	2,972.13	5,512.08
G-03073	Baker & Taylor Books - #510486	Materials	343.56	
		Materials	2,108.74	
		Materials	1,819.43	

** Continued **

General Fund F.Y. 04-05

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03073	Baker & Taylor Books - #510486	Materials	5,217.50	9,489.23
G-03074	Baker & Taylor Books - #510486	Materials	3,132.31	
		Materials	4,630.50	7,762.81
G-03075	Baker & Taylor Books-#510486	Materials	2,384.43	2,384.43
G-03076	Sabre Technologies	Computer Equipment	535.00	535.00
G-03077	Heartland Payphone Service	Telephone Service	201.85	201.85
G-03078	Maria Y. Bozarth	Programming Activities	25.00	
		Programming Activities	25.00	50.00
G-03079	Severn House Publishers	Materials	856.51	856.51
G-03080	Trigen	Energy Services	11,329.17	11,329.17
G-03081	Dane & Associates	Capital Project	432.00	432.00
G-03082	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
Total of FY 04-05 Warrants Issued				\$ 3,073,535.14

General Fund F.Y. 03-04

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
G-06119	Borders Group, Inc.	Library Related Services	78.27	78.27
		Total of FY 03-04 Warrants Issued		\$ 78.27

Special Funds

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
S-11049	Blair E. Cornish	Lost & Paid Book Returned	3.00	3.00
S-11050	Conchita A. Wilkerson	Lost & Paid Book Returned	3.00	3.00
S-11051	Baker & Taylor Entertainment	Materials	42.40	42.40
S-11052	Baker & Taylor Books - #510486	Materials	12.60	12.60
S-11053	Early Childhood Manufacturing	Furniture	573.93	573.93
S-11054	Baker & Taylor Books - #510486	Materials	47.96	47.96
S-11055	Baker & Taylor Books - #510486	Materials	110.78	110.78
S-11056	Brenda K. Bayazeed	Lost & Paid Book Returned	4.95	4.95
S-11057	Eun Wha Choi	Lost & Paid Book Returned	14.95	14.95
S-11058	Kevin R. Arnold	Lost & Paid Book Returned	17.09	17.09
S-11059	Nora L. Wills	Lost & Paid Book Returned	9.00	9.00
S-11060	Sandra A. Ruddell	Lost & Paid Book Returned	4.99	4.99
S-11061	Roger L. Seefeldt	Lost & Paid Book Returned	5.90	5.90
S-11062	Oklahoma Tax Commission	SALES TAX	8.70	8.70
S-11063	Valerie L. Bryant	Lost & Paid Book Returned	6.99	6.99
S-11064	Jerry E. Stephens	Lost & Paid Book Returned	24.95	24.95
S-11065	Bette J. Novak	Lost & Paid Book Returned	18.09	18.09
S-11066	Baker & Taylor Books - #510486	Materials	13.73	13.73
S-11067	Baker & Taylor Books-#510486	Materials	13.70	13.70
S-11068	Oklahoma Tax Commission	SALES TAX	276.48	276.48
S-11069	Darcus Smith	Lee Brawner Scholarship	300.00	300.00
S-11070	Elizabeth Kessler	Lee Brawner Scholarship	450.00	450.00
S-11071	Anita Roesler	Lee Brawner Scholarship	200.30	200.30
S-11072	Denyveta Davis	REIMBURSEMENT	25.00	25.00
S-11073	Heidi Daniel-Morgan	Lee Brawner Scholarship	600.00	600.00
S-11074	Anita Roesler	Lee Brawner Scholarship	24.70	24.70
S-11075	Linda Gens	Lee Brawner Scholarship	300.00	300.00
S-11076	Joshua Schell	Lee Brawner Scholarship	450.00	450.00
S-11077	Barnes & Noble, Inc.	Books for Moms	50.24	50.24
S-11078	Baker & Taylor Books - #510486	Materials	34.88	34.88
S-11079	Melissa Weathers	Postage	74.00	74.00
S-11080	Baker & Taylor Books - #510486	Materials	218.99	218.99
S-11081	Barnes & Noble, Inc.	Materials	10.36	10.36
S-11082	Nayeli Covarrubias	Lost & Paid Book Returned	13.95	13.95
S-11083	Dora A. Lomo	Lost & Paid Book Returned	3.00	3.00
S-11084	Diann D. Horton	Lost & Paid Book Returned	30.95	30.95
S-11085	Wei-Dong Ran	Lost & Paid Book Returned	3.00	3.00
S-11086	Alicia R. Canfield	Lost & Paid Book Returned	3.00	3.00
S-11087	Diane L. Mowles	Lost & Paid Book Returned	3.00	3.00
S-11088	Teresa A. Stotler	Lost & Paid Book Returned	3.00	3.00
S-11089	Baker & Taylor Books - #510486	Materials	64.21	64.21
S-11090	Metropolitan Library System	Transfer of Fines & Fees	37,000.00	37,000.00
S-11091	Lisa M. Wood	Lee Brawner Scholarship	300.00	300.00
S-11092	Baker & Taylor Books - #510486	Materials	310.13	310.13
S-11093	Bob Bovee	Programming	600.00	600.00
S-11094	Prairie Gypsies, Inc.	Catering	500.00	500.00
S-11095	Robert A Gwinn	Lost & Paid Book Returned	12.80	12.80
S-11096	Duong Van Dinh	Lost & Paid Book Returned	22.00	22.00
S-11097	Carolyn M. Odor	Lost & Paid Book Returned	8.95	8.95
S-11098	Debbie R. Hogue-Downing	Lost & Paid Book Returned	13.45	13.45
S-11099	Buck Kennedy	Lost & Paid Book Returned	21.20	21.20
S-11100	Ann A. Appleton	Lost & Paid Book Returned	5.50	5.50

Special Funds

Warrant Register

January 2005

Number	Vendor/Payee	Purpose		Amount
S-11101	Stacey L. Powell	Lost & Paid Book Returned	21.00	21.00
S-11102	Auri Auna Colbert	Lost & Paid Book Returned	3.00	3.00
S-11103	Priscilla A. Castillo	Lost & Paid Book Returned	3.00	3.00
S-11104	Margaret N. Knowlton	Lost & Paid Book Returned	3.95	3.95
S-11105	Rebekah L. Gschwandtner	Lost & Paid Book Returned	10.95	10.95
S-11106	Teresa A. Boyd	Lost & Paid Book Returned	3.00	3.00
S-11107	Baker & Taylor Books - #510486	Materials	8.21	8.21
S-11108	June Willis	Lost & Paid Book Returned	3.00	3.00
S-11109	Bill Veazey's Party Store	Equipment Rental	223.50	223.50
S-11110	Prairie Gypsies, Inc.	Catering Services	925.00	925.00
S-11111	Brian Gorrell	Programming	500.00	500.00
S-11112	Dis Guy's Costumes	Costume Rentals	115.00	115.00
Total of Special Funds Warrants Issued				\$ 44,689.41

CONTRACT AWARDS AND PURCHASES

The following recommendation for the Commission's approval is made in accordance with the Library System's purchasing policy. For additional information regarding this recommendation, please contact the Purchasing Officer at 606-3794.

ITEM A: CARPET AND FLOOR REPLACEMENT AT MIDWEST CITY LIBRARY

Provided for in the FY 2004-05 budget is the request for carpet and floor replacement at the Midwest City Library. The existing carpet and flooring was installed in 1987 and is in need of replacement.

Specifications were prepared and bids were let for 22 days. The project was advertised for two days in ***The Oklahoman*** on January 18 and 20, 2005. Bid Packets were provided to eight prospective contractors.

A mandatory pre-bid meeting was held at the Midwest City Library on Tuesday, January 25, 2005. Eight contractors attended.

Bids were received and publicly opened on Tuesday, February 8, 2005. Two contractors submitted proposals.

Contractor	Base Bid	Alternate 1	Proposed Contract Scope
Allen's Flooring	\$145,867	\$ 8,592	\$154,459
Bentley Flooring	\$119,760	\$21,770	\$141,867

A *Deduct* alternate was also requested but not accepted.

Both contractors are located in Oklahoma County and met the specifications.

Bentley's combined cost is \$3,470.00 below the amount budgeted for this work.

Additionally, this award would create a single source, which would be responsible for moving the furniture and adhering to a very tight work completion schedule.

RECOMMENDATION:

That the Commission award the contract for the Carpet and Flooring Replacement Project at the Midwest City Library to Bentley Flooring Inc, for \$141,867. Funding for this project has been provided for in the FY 2004-05 Midwest City budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: INTERIOR PAINTING PROJECT AT MIDWEST CITY LIBRARY

Provided for in the FY 2004-05 budget is the request to paint the interior of the Midwest City Library. The interior of the Midwest City Library has not been repainted since the building was completed in 1987.

Specifications were prepared and bids were let for 22 days. The project was advertised for two days in ***The Oklahoman*** on January 18 and 20, 2005. Bid Packets were provided to eight prospective contractor vendors.

A mandatory pre-bid meeting was held on Tuesday, January 25, 2005. Four contractors attended.

Bids were received and publicly opened on Tuesday, February 8, 2005. Three contractors submitted proposals.

CONTRACTOR	BASE BID
Breeden	\$22,600
Quality Interiors	\$34,000
Reiss Painting	\$34,800

All contractors are located in Oklahoma County and met the specifications.

RECOMMENDATION:

That the Commission award the contract for the Interior Painting Project at Midwest City Library to Breeden Painting Company, LLC, for \$22,600. Funding for this project has been provided for in FY 2004-05 Midwest City budget, account 450.

RESOLUTION OF APPRECIATION FOR LIBRARY COMMISSIONER

Mrs. Penny McCaleb

- WHEREAS,** MRS. PENNY MCCALED WAS APPOINTED TO THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY ON JUNE 17, 1982, BY MAYOR PATIENCE LATTING OF THE CITY OF OKLAHOMA CITY AND HAS CONTINUED TO SERVE AS A MEMBER FOR MORE THAN 22 YEARS; AND;
- WHEREAS,** SHE HAS GUIDED THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY AS ITS ELECTED CHAIR SINCE SEPTEMBER 17, 1998, AND;
- WHEREAS,** SHE HAS FILLED THIS ROLE WITH ENTHUSIASM, GOOD HUMOR, AND UNCOMMON COMMON SENSE, THROUGH THE RETIREMENT OF THE LONG-TIME METROPOLITAN LIBRARY SYSTEM EXECUTIVE DIRECTOR TO THE ESTABLISHMENT OF ITS CURRENT DIRECTORSHIP, AND;
- WHEREAS,** HER UNWAVERING BELIEF IN A PUBLIC LIBRARY SYSTEM AND ALL THAT IT OFFERS TO ITS COMMUNITY HAS REMAINED AT THE FOREFRONT OF HER LEADERSHIP AS THE LIBRARY SYSTEM HAS EXPERIENCED MAJOR GROWTH NOT ONLY WITH THE OPENING OF THREE NEW LIBRARIES BUT ALSO SETTING RECORDS THROUGHOUT THE LIBRARY SYSTEM IN USAGE, MATERIALS, PROGRAMS, AND SERVICES, AND;
- WHEREAS,** SHE HAS SPOKEN WITH CANDOR AND CLARITY, AND WITH WISDOM AND PRAGMATISM, AND HAS BROUGHT TO THE ROLE OF COMMISSION CHAIR AN APPROACHABLE, CAN-DO AND DOES-DO MODE, AND;
- WHEREAS,** HER TENURE IS MARKED BY AN EXEMPLARY SENSE OF FAIRNESS, DEDICATED EXAMINATION OF ALL POINTS OF VIEW IN A SPIRIT OF REASONED INVOLVEMENT WITH DIFFICULT ISSUES, AND;
- WHEREAS,** THROUGHOUT HER TIME AS CHAIR SHE HAS GIVEN HER BEST, HAS CONSISTENTLY MOVED BEYOND THE STATUS QUO, HAS CHALLENGED THE TRADITION OF WHAT WAS POSSIBLE, AND;
- WHEREAS,** PENNY'S LEADERSHIP WILL BE GREATLY MISSED, HER WARMTH, DIGNITY, AND SPIRIT WILL REMAIN WITH ALL THOSE SHE HAS TOUCHED FOREVER,

NOW, THEREFORE, BE IT RESOLVED THAT THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY EXTEND ITS GRATITUDE TO MRS. PENNY MCCALED FOR HER DISTINGUISHED SERVICE AS CHAIR OF THE COMMISSION AND HER CONTINUING DEDICATED SUPPORT OF LIBRARY SERVICES FOR ALL OF THE PEOPLE OF OKLAHOMA COUNTY.

Approved this 17th day of February 2005
by the Metropolitan Library Commission
of Oklahoma County

Hugh D. Rice, Chair
Metropolitan Library Commission
of Oklahoma County

Donna Morris
Executive Director
Metropolitan Library System

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES February 2005 ~ February 2006

STANDING COMMITTEE

TYPICAL AREAS OF RESPONSIBILITY

Administrative & Personnel Committee

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

- Personnel Classification/Compensation Schedules
- Personnel policies and benefits
- Insurance coverage: property, group medical, liability, vehicles
- Conducts Executive Director Evaluation

Finance Committee

David Greenwell, Chair (by virtue of office)
Nancy Anthony
Scott Duncan
Greg Womack

- Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission
- Review and propose any budget amendments to the Commission

Long-Range Planning Committee

Penny McCaleb, Chair
Millicent Gillogly
Deanna Hannah
Alyne Strube
Greg Womack

- Review and propose plans for library services and facilities that go beyond the current fiscal year
- Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services

Public Services Committee

Jose Jimenez, Chair
Pam Pung
Cynthia Trent
Peggy Winters

- Policies for joint services and programs with other community organizations
- Policies for loan of books and other materials
- Policies and fees for services, use of meeting rooms, etc.
- Library programming policies

NOTE: Appointments are made by the Chair of the Metropolitan Library Commission.

REQUEST FOR USE OF DOWNTOWN LIBRARY PUBLIC SPACE

Mrs. Dixie Gordon of the O~Keepa Book Club submitted a reservation request for the use of the Downtown Library Friends Event Room to host an after hours book review and dinner on Sunday, April 17, 2005.

Criteria for hosting a non-library related after hours event were met and approval was granted by the Executive Director. Upon approval of the after hours event the request to have wine/beer served by an Oklahoma ABLE Commission licensed caterer has been referred to the Commission for approval.

Mrs. Gordon as representative and contractor for the O~Keepa Book Club has been provided with copies of the Metropolitan Library System Policy and Procedures:

- Section II - Description of Services, Item A: Public Space Reservations and Use
- Item A: Attachment A – Public Space Fee Schedule
- Item A: Attachment B – Downtown Library Public Space Regulations & Use, additional Downtown Library Rules and Procedures
- Item A: Attachment D – Downtown Library Public Space Regulations & Use Agreement

Mrs. Gordon has completed a *Receipt of Rules and Regulations for Use of Public Space* and has agreed to abide by all rules and regulations as stipulated in the Metropolitan Library System Policy and Procedures, Section II - Description of Services, Item A: Public Space Reservations and Use, including Attachments A, B and D. She has supplied a copy of the Premier Catering ABLE Commission license. (Supporting documents are attached).

COMMISSION ACTION: To accept/approve the following recommendations

To approve the recommendation allowing the O~Keepa Book Club to hold an after library hours event at the Downtown Library and have wine/beer served by an Oklahoma ABLE licensed caterer.

METROPOLITAN LIBRARY SYSTEM

RECEIPT OF RULES AND REGULATIONS FOR USE OF PUBLIC SPACE

I have been provided with the Metropolitan Library System Policy and Procedures

- Section II - Description of Services, Item A: Public Space Reservations and Use
- Item A: Attachment A – Public Space Fee Schedule
- Item A: Attachment B – Downtown Library Public Space Regulations & Use, additional Downtown Library Rules and Procedures
- Item A: Attachment D – Downtown Library Public Space Regulations & Use Agreement

I hereby agree to abide by all rules and regulations as stipulated in the Metropolitan Library System Policy and Procedures, Section II - Description of Services, Item A: Public Space Reservations and Use including Attachments A, B and D.

Dixie Gordon
Signature

2-10-05
Date

Dixie Gordon
Printed Name

O-Keepa
Organization Name

Section II Description of Services

Item A - Public Space Reservations and Use

Revised: 1/93, 5/04, 7/04

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..

Section II - Description of Services

Item A Attachment A - Public Space Fee Schedule

Adopted: 5/04; Revised: 7/04

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

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

Second Floor Rooms

• 2102 - Jim Thorpe Conference Room	\$10.00 Hourly
• 2109 - Sequoyah Conference Room	\$10.00 Hourly
• 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)	\$100.00 Hourly
• 4130 - Friends of the Library Reception Room (Pre-function space)	\$50.00 Hourly
• 4119 - Wiley Post Room (Conference room)	\$10.00 Hourly
• 4120 - Indian Nations (Classroom A)	\$10.00 Hourly
• 4121 - Choctaw Nation (Classroom B)	\$10.00 Hourly
• 4122 - Chickasaw Nation (Classroom C)	\$10.00 Hourly
• 4123 - Cherokee Nation (Classroom D)	\$10.00 Hourly
• 4125 - Creek Nation (Classroom E)	\$10.00 Hourly
• 4126 - Seminole Nation (Classroom F)	\$10.00 Hourly

Equipment and Furniture

Kitchen facilities - CASH DEPOSIT FOR CLEANING COSTS	\$100.00
TV/VCR – per day	\$10.00 Hourly

Other Services

Custom room set up	\$10.00 Hourly
Technical Assistant	\$25.00 Hourly

***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; Revised: 7/04

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 D - Downtown Library Public Space Regulations & Use Agreement

Adopted: 5/04; Revised 7/04

- 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.

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

Organization Name

Date

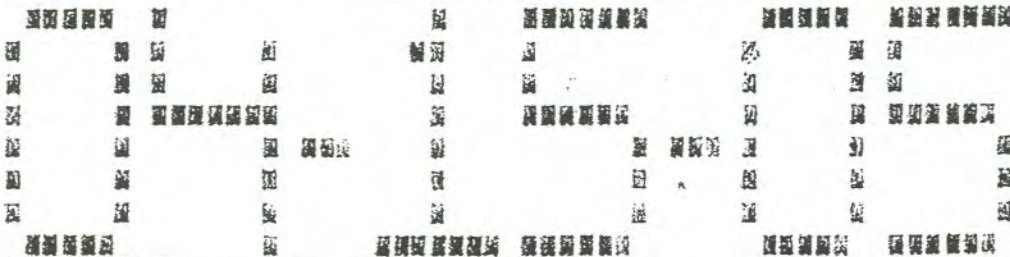
Name and signature of person authorized to sign contract

Title/position

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

EXPIRES



LICENSE NO. CAT 35141Z
EFFECTIVE 04/16/2004
LICENSE FEE \$805.00

STATE
OF
OKLAHOMA



ISSUED TO: PREMIER CATERING
PREMISE: 132 EAST MAIN
MOORE, OK 73160

MAILING: PO BOX 7125
MOORE, OK 73160

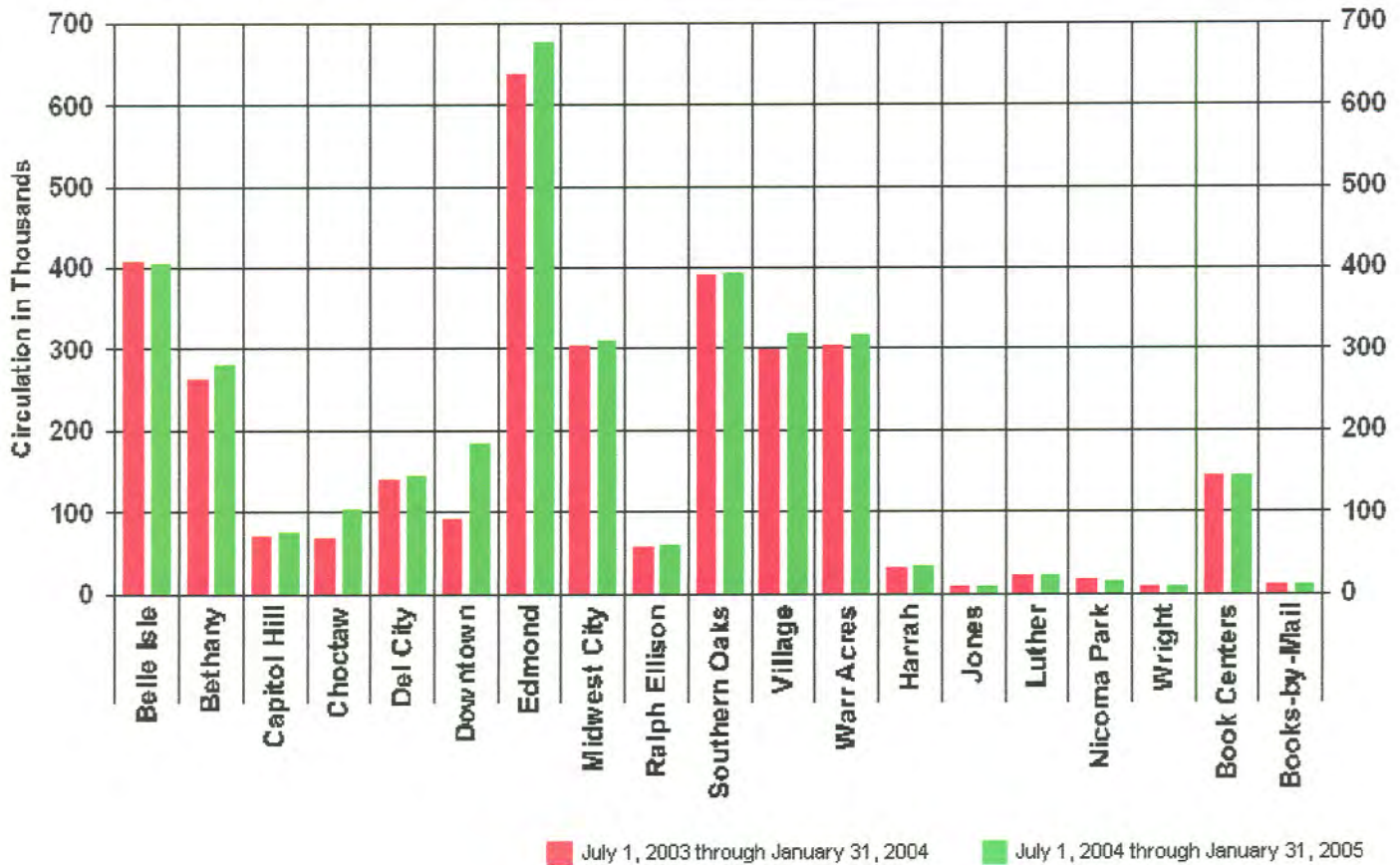
H. Keith Burt
DIRECTOR

PREMIER CO INC



Circulation Gains and Losses

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)



Circulation Gains and Losses

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

JANUARY 31, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	04	45905	305579	14612	100984	60517	406563	
	05	44611	309974	12898	93833	57509	403807	
		-1294	4395	-1714	-7151	-3008	-2756	-7
BETHANY	04	26949	179615	11307	83044	38256	262659	
	05	27480	197254	11269	84061	38749	281315	
		531	17639	-38	1017	493	18656	7.1
CAPITOL HILL	04	7807	49634	2945	20015	10752	69649	
	05	7790	54778	2171	20105	9961	74883	
		-17	5144	-774	90	-791	5234	7.5
CHOCTAW	04	4581	43093	2628	23907	7209	67000	
	05	9514	65055	5427	38071	14941	103126	
		4933	21962	2799	14164	7732	36126	53.9
DEL CITY	04	15222	96887	5570	43233	20792	140120	
	05	14865	102123	5303	41725	20168	143848	
		-357	5236	-267	-1508	-624	3728	2.7
DOWNTOWN	04	11272	77826	1789	13152	13061	90978	
	05	22638	140938	6446	42641	29084	183579	
		11366	63112	4657	29489	16023	92601	101.8
EDMOND	04	55684	368856	37111	268746	92795	637602	
	05	58158	394314	38171	283491	96329	677805	
		2474	25458	1060	14745	3534	40203	6.3
MIDWEST CITY	04	32626	214847	13058	88336	45684	303183	
	05	31950	228164	9951	83251	41901	311415	
		-676	13317	-3107	-5085	-3783	8232	2.7
RALPH ELLISON	04	6640	42880	1904	13474	8544	56354	
	05	5827	46184	1629	13282	7456	59466	
		-813	3304	-275	-192	-1088	3112	5.5
SOUTHERN OAKS	04	43136	288787	15377	101766	58513	390553	
	05	42387	295755	12969	98616	55356	394371	
		-749	6968	-2408	-3150	-3157	3818	1.0
VILLAGE	04	31307	205164	13032	93985	44339	299149	
	05	30963	220453	13116	97955	44079	318408	
		-344	15289	84	3970	-260	19259	6.4
WARR ACRES	04	30268	202103	13619	100613	43887	302716	
	05	30126	215238	13268	101074	43394	316312	
		-142	13135	-351	461	-493	13596	4.5

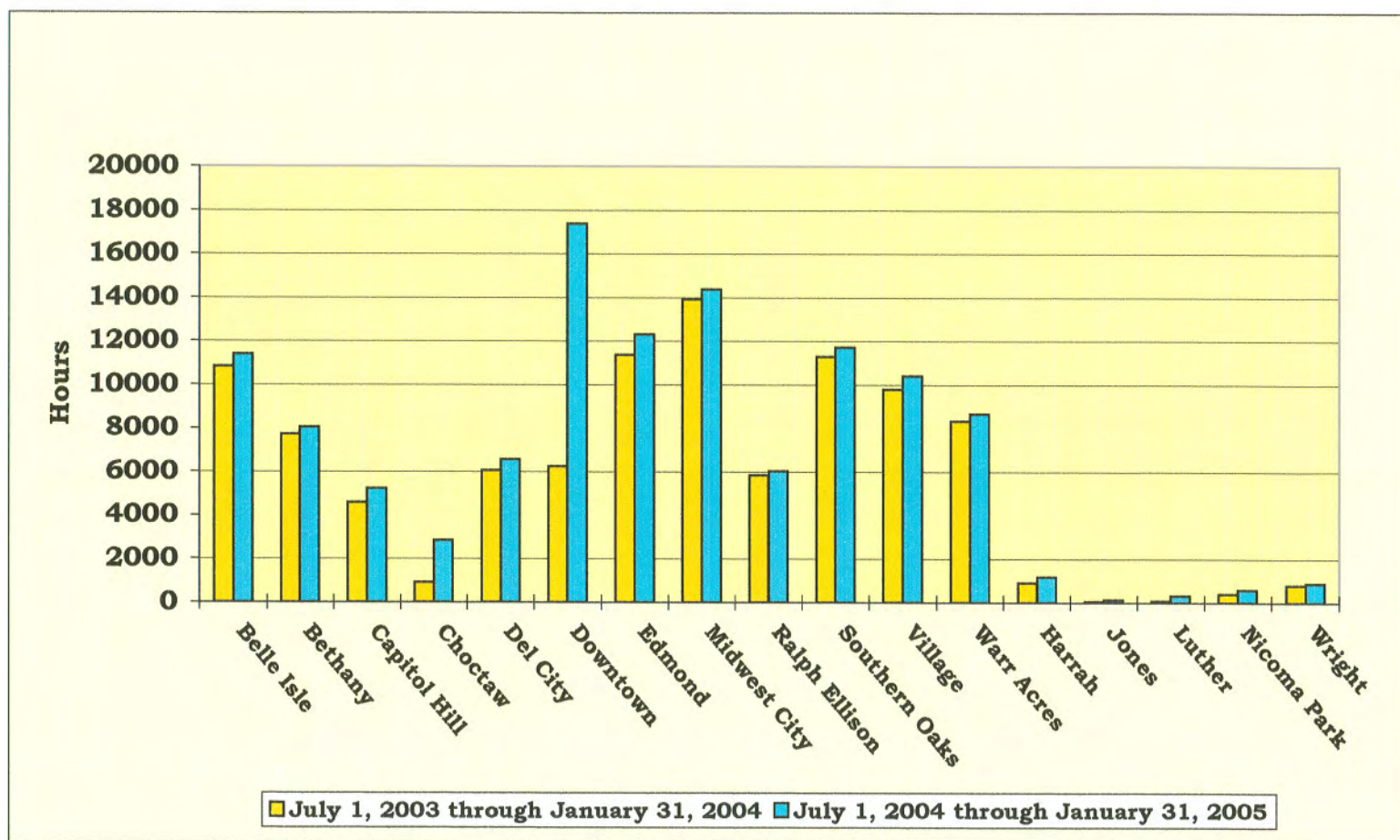
Circulation Gains and Losses

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

JANUARY 31, 2005		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	04	3536	21009	1749	10659	5285	31668	
	05	3397	24574	1207	9707	4604	34281	
		-139	3565	-542	-952	-681	2613	8.3
JONES	04	1042	6066	295	1526	1337	7592	
	05	940	6976	170	1843	1110	8819	
		-102	910	-125	317	-227	1227	16.2
LUTHER	04	2927	17637	506	5074	3433	22711	
	05	2196	16374	429	5637	2625	22011	
		-731	-1263	-77	563	-808	-700	-3.1
NICOMA PARK	04	1853	11715	750	4509	2603	16224	
	05	1742	12710	266	3375	2008	16085	
		-111	995	-484	-1134	-595	-139	-.9
WRIGHT	04	962	5882	127	1209	1089	7091	
	05	768	6444	182	1291	950	7735	
		-194	562	55	82	-139	644	9.1
<u>OTHER:</u>								
BOOK CENTERS	04	9523	66897	11356	78238	20879	145135	
	05	9016	64122	11450	80462	20466	144584	
		-507	-2775	94	2224	-413	-551	-.4
BOOKS-BY-MAIL	04	1840	10807	0	0	1840	10807	
	05	1901	11318	0	0	1901	11318	
		61	511	0	0	61	511	4.7
TOTALS	04	333080	2215284	147735	1052470	480815	3267754	
	05	346269	2412748	146322	1100420	492591	3513168	
		13189	197464	-1413	47950	11776	245414	7.5

Total Internet Hours Used by Library

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)



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Total Internet Usage

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	300		4,226		1,570.13		2,962		28,991		10,838.73	
	05	300		4,375		1,570.40		3,289		31,346		11,398.55	
			.0	149	3.5	.27	.0	327	11.0	2,355	8.1	559.82	5.2
BETHANY	04	202		2,590		1,086.34		1,857		18,753		7,727.12	
	05	199		2,498		1,068.13		1,997		18,957		8,029.92	
		-3	-1.5	-92	-3.6	-18.21	-1.7	140	7.5	204	1.1	302.80	3.9
CAPITOL HILL	04	166		1,929		694.39		1,405		12,326		4,572.53	
	05	129		1,820		721.76		1,651		13,746		5,218.94	
		-37	-22.3	-109	-5.7	27.37	3.9	246	17.5	1,420	11.5	646.41	14.1
CHOCTAW	04	37		388		122.21		363		2,777		898.54	
	05	77		1,194		443.36		894		7,718		2,831.01	
		40	108.1	806	207.7	321.15	262.8	531	146.3	4,941	177.9	1,932.47	215.1
DEL CITY	04	163		2,169		903.05		1,603		14,970		6,056.02	
	05	157		2,271		924.24		1,763		16,237		6,556.18	
		-6	-3.7	102	4.7	21.19	2.3	160	10.0	1,267	8.5	500.16	8.3
DOWNTOWN	04	111		1,953		881.08		1,137		14,915		6,253.45	
	05	383		8,007		3,071.56		3,228		45,224		17,387.17	
		272	245.0	6,054	310.0	2,190.48	248.6	2,091	183.9	30,309	203.2	11,133.72	178.0
EDMOND	04	345		4,567		1,678.33		3,317		30,820		11,367.29	
	05	325		4,992		1,682.72		3,668		34,910		12,310.08	
		-20	-5.8	425	9.3	4.39	.3	351	10.6	4,090	13.3	942.79	8.3
MIDWEST CITY	04	387		5,481		2,188.86		3,765		34,782		13,909.10	
	05	381		5,294		2,030.90		4,131		38,572		14,370.96	
		-6	-1.6	-187	-3.4	-157.96	-7.2	366	9.7	3,790	10.9	461.86	3.3
RALPH ELLISON	04	190		2,593		865.09		1,796		16,631		5,836.27	
	05	181		2,255		809.49		2,047		17,247		6,028.33	
		-9	-4.7	-338	-13.0	-55.60	-6.4	251	14.0	616	3.7	192.06	3.3

Total Internet Usage

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	364		4,238		1,723.95		3,443		27,911		11,279.04	
	05	388		4,001		1,580.66		3,905		29,819		11,727.03	
		24	6.6	-237	-5.6	-143.29	-8.3	462	13.4	1,908	6.8	447.99	4.0
VILLAGE	04	283		4,037		1,461.30		2,910		26,550		9,787.59	
	05	301		4,110		1,465.94		3,382		28,854		10,397.80	
		18	6.4	73	1.8	4.64	.3	472	16.2	2,304	8.7	610.21	6.2
WARR ACRES	04	232		3,240		1,147.67		2,441		22,727		8,334.88	
	05	263		3,177		1,161.11		2,684		24,015		8,659.95	
		31	13.4	-63	-1.9	13.44	1.2	243	10.0	1,288	5.7	325.07	3.9
HARRAH	04	25		336		160.91		239		2,052		901.76	
	05	25		403		177.65		314		2,703		1,160.50	
			.0	67	19.9	16.74	10.4	75	31.4	651	31.7	258.74	28.7
JONES	04	1		15		3.68		18		105		37.33	
	05	3		45		22.08		36		261		124.20	
		2	200.0	30	200.0	18.40	500.0	18	100.0	156	148.6	86.87	232.7
LUTHER	04	3		52		23.31		24		173		79.79	
	05	14		131		50.53		115		861		313.98	
		11	366.7	79	151.9	27.22	116.8	91	379.2	688	397.7	234.19	293.5
NICOMA PARK	04	12		211		107.59		89		824		395.76	
	05	8		141		85.38		83		1,030		590.05	
		-4	-33.3	-70	-33.2	-22.21	-20.6	-6	-6.7	206	25.0	194.29	49.1
WRIGHT	04	6		349		100.66		84		1,975		788.12	
	05	6		268		94.67		100		2,303		868.04	
			.0	-81	-23.2	-5.99	-6.0	16	19.0	328	16.6	79.92	10.1
TOTAL	04	2,827		38,374		14,718.55		27,453		257,282		99,063.32	
	05	3,140		44,982		16,960.58		33,287		313,803		117,972.69	
		313	11.1	6,608	17.2	2,242.03	15.2	5,834	21.3	56,521	22.0	18,909.37	19.1

Internet Usage by Adult Customers

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	239		3,488		1,352.48		2,440		24,887		9,698.79	
	05	236		3,616		1,347.51		2,667		26,559		9,874.69	
		-3	-1.3	128	3.7	-4.97	-.4	227	9.3	1,672	6.7	175.90	1.8
BETHANY	04	166		2,287		997.74		1,518		16,059		6,907.63	
	05	167		2,265		1,001.28		1,657		16,709		7,316.76	
		1	.6	-22	-1.0	3.54	.4	139	9.2	650	4.0	409.13	5.9
CAPITOL HILL	04	97		1,285		500.04		852		8,570		3,459.60	
	05	80		1,265		517.66		1,016		9,363		3,790.32	
		-17	-17.5	-20	-1.6	17.62	3.5	164	19.2	793	9.3	330.72	9.6
CHOCTAW	04	26		334		110.04		286		2,363		788.88	
	05	59		896		353.72		632		5,582		2,113.70	
		33	126.9	562	168.3	243.68	221.4	346	121.0	3,219	136.2	1,324.82	167.9
DEL CITY	04	125		1,829		807.13		1,264		12,724		5,374.89	
	05	122		1,864		798.23		1,354		13,672		5,752.49	
		-3	-2.4	35	1.9	-8.90	-1.1	90	7.1	948	7.5	377.60	7.0
DOWNTOWN	04	101		1,687		778.35		969		12,621		5,546.78	
	05	304		6,989		2,724.01		2,657		39,161		15,502.94	
		203	201.0	5,302	314.3	1,945.66	250.0	1,688	174.2	26,540	210.3	9,956.16	179.5
EDMOND	04	258		3,893		1,496.76		2,661		26,590		10,218.88	
	05	244		4,280		1,497.48		2,942		30,011		10,833.04	
		-14	-5.4	387	9.9	.72	.0	281	10.6	3,421	12.9	614.16	6.0
MIDWEST CITY	04	300		4,876		2,008.14		3,003		30,509		12,612.61	
	05	294		4,595		1,803.04		3,251		33,364		12,763.10	
		-6	-2.0	-281	-5.8	-205.10	-10.2	248	8.3	2,855	9.4	150.49	1.2
RALPH ELLISON	04	134		1,990		702.59		1,316		12,265		4,558.77	
	05	145		1,782		672.51		1,495		13,034		4,749.83	
		11	8.2	-208	-10.5	-30.08	-4.3	179	13.6	769	6.3	191.06	4.2

Internet Usage by Adult Customers

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	278		3,360		1,440.53		2,597		21,873		9,296.67	
	05	277		3,072		1,273.73		2,949		23,171		9,607.32	
		-1	-.4	-288	-8.6	-166.80	-11.6	352	13.6	1,298	5.9	310.65	3.3
VILLAGE	04	214		3,501		1,321.55		2,300		22,832		8,728.82	
	05	226		3,449		1,292.30		2,697		24,811		9,231.87	
		12	5.6	-52	-1.5	-29.25	-2.2	397	17.3	1,979	8.7	503.05	5.8
WARR ACRES	04	186		2,826		1,048.84		2,027		19,976		7,552.40	
	05	210		2,820		1,060.26		2,196		21,119		7,859.39	
		24	12.9	-6	-.2	11.42	1.1	169	8.3	1,143	5.7	306.99	4.1
HARRAH	04	20		272		131.01		177		1,597		732.86	
	05	17		318		148.41		226		1,933		891.72	
		-3	-15.0	46	16.9	17.40	13.3	49	27.7	336	21.0	158.86	21.7
JONES	04	1		15		3.68		18		105		37.33	
	05	2		37		19.45		24		193		101.47	
		1	100.0	22	146.7	15.77	428.5	6	33.3	88	83.8	64.14	171.8
LUTHER	04	2		25		16.18		13		115		63.31	
	05	10		81		30.67		61		551		215.88	
		8	400.0	56	224.0	14.49	89.6	48	369.2	436	379.1	152.57	241.0
NICOMA PARK	04	9		149		74.34		64		636		294.30	
	05	4		101		69.60		49		691		440.36	
		-5	-55.6	-48	-32.2	-4.74	-6.4	-15	-23.4	55	8.6	146.06	49.6
WRIGHT	04	5		327		93.16		61		1,708		658.05	
	05	5		250		83.05		77		2,052		734.35	
			.0	-77	-23.5	-10.11	-10.9	16	26.2	344	20.1	76.30	11.6
TOTAL	04	2,161		32,144		12,882.56		21,566		215,430		86,530.57	
	05	2,402		37,680		14,692.91		25,950		261,976		101,779.23	
		241	11.2	5,536	17.2	1,810.35	14.1	4,384	20.3	46,546	21.6	15,248.66	17.6

Internet Usage by Minor Customers

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	04	61		738		217.65		522		4,104		1,139.94	
	05	64		759		222.89		622		4,787		1,523.86	
		3	4.9	21	2.8	5.24	2.4	100	19.2	683	16.6	383.92	33.7
BETHANY	04	36		303		88.60		339		2,694		819.49	
	05	32		233		66.85		340		2,248		713.16	
		-4	-11.1	-70	-23.1	-21.75	-24.5	1	.3	-446	-16.6	-106.33	-13.0
CAPITOL HILL	04	69		644		194.35		553		3,756		1,112.93	
	05	49		555		204.10		635		4,383		1,428.62	
		-20	-29.0	-89	-13.8	9.75	5.0	82	14.8	627	16.7	315.69	28.4
CHOCTAW	04	11		54		12.17		77		414		109.66	
	05	18		298		89.64		262		2,136		717.31	
		7	63.6	244	451.9	77.47	636.6	185	240.3	1,722	415.9	607.65	554.1
DEL CITY	04	38		340		95.92		339		2,246		681.13	
	05	35		407		126.01		409		2,565		803.69	
		-3	-7.9	67	19.7	30.09	31.4	70	20.6	319	14.2	122.56	18.0
DOWNTOWN	04	10		266		102.73		168		2,294		706.67	
	05	79		1,018		347.55		571		6,063		1,884.23	
		69	690.0	752	282.7	244.82	238.3	403	239.9	3,769	164.3	1,177.56	166.6
EDMOND	04	87		674		181.57		656		4,230		1,148.41	
	05	81		712		185.24		726		4,899		1,477.04	
		-6	-6.9	38	5.6	3.67	2.0	70	10.7	669	15.8	328.63	28.6
MIDWEST CITY	04	87		605		180.72		762		4,273		1,296.49	
	05	87		699		227.86		880		5,208		1,607.86	
			.0	94	15.5	47.14	26.1	118	15.5	935	21.9	311.37	24.0
RALPH ELLISON	04	56		603		162.50		480		4,366		1,277.50	
	05	36		473		136.98		552		4,213		1,278.50	
		-20	-35.7	-130	-21.6	-25.52	-15.7	72	15.0	-153	-3.5	1.00	.1

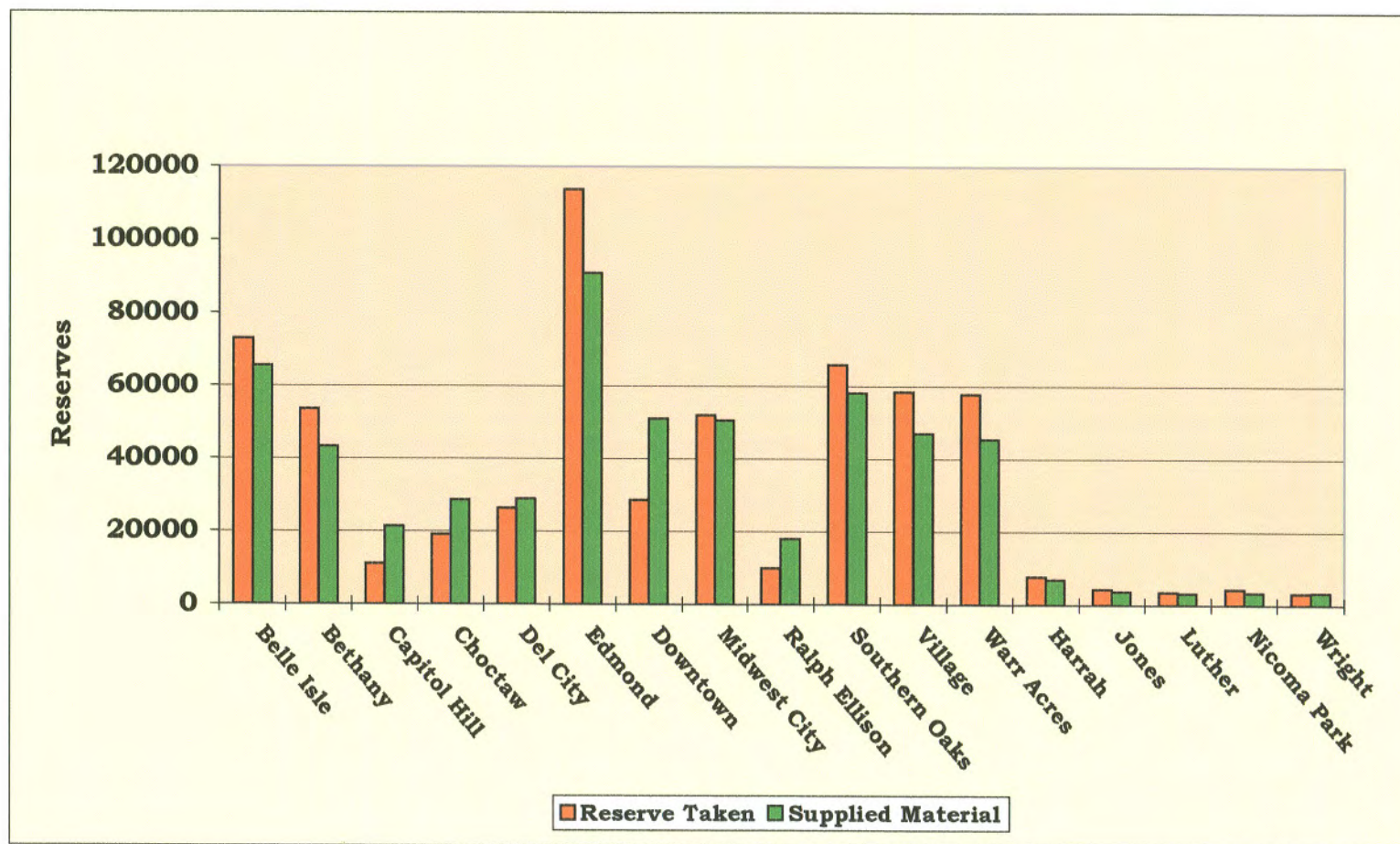
Internet Usage by Minor Customers

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	04	86		878		283.42		846		6,038		1,982.37	
	05	111		929		306.93		956		6,648		2,119.71	
		25	29.1	51	5.8	23.51	8.3	110	13.0	610	10.1	137.34	6.9
VILLAGE	04	69		536		139.75		610		3,718		1,058.77	
	05	75		661		173.64		685		4,043		1,165.93	
		6	8.7	125	23.3	33.89	24.3	75	12.3	325	8.7	107.16	10.1
WARR ACRES	04	46		414		98.83		414		2,751		782.48	
	05	53		357		100.85		488		2,896		800.56	
		7	15.2	-57	-13.8	2.02	2.0	74	17.9	145	5.3	18.08	2.3
HARRAH	04	5		64		29.90		62		455		168.90	
	05	8		85		29.24		88		770		268.78	
		3	60.0	21	32.8	-.66	-2.2	26	41.9	315	69.2	99.88	59.1
JONES	04					.00						.00	
	05	1		8		2.63		12		68		22.73	
		1		8		2.63		12		68		22.73	
LUTHER	04	1		27		7.13		11		58		16.48	
	05	4		50		19.86		54		310		98.10	
		3	300.0	23	85.2	12.73	178.5	43	390.9	252	434.5	81.62	495.3
NICOMA PARK	04	3		62		33.25		25		188		101.46	
	05	4		40		15.78		34		339		149.69	
		1	33.3	-22	-35.5	-17.47	-52.5	9	36.0	151	80.3	48.23	47.5
WRIGHT	04	1		22		7.50		23		267		130.07	
	05	1		18		11.62		23		251		133.69	
			.0	-4	-18.2	4.12	54.9		.0	-16	-6.0	3.62	2.8
TOTAL	04	666		6,230		1,835.99		5,887		41,852		12,532.75	
	05	738		7,302		2,267.67		7,337		51,827		16,193.46	
		72	10.8	1,072	17.2	431.68	23.5	1,450	24.6	9,975	23.8	3,660.71	29.2

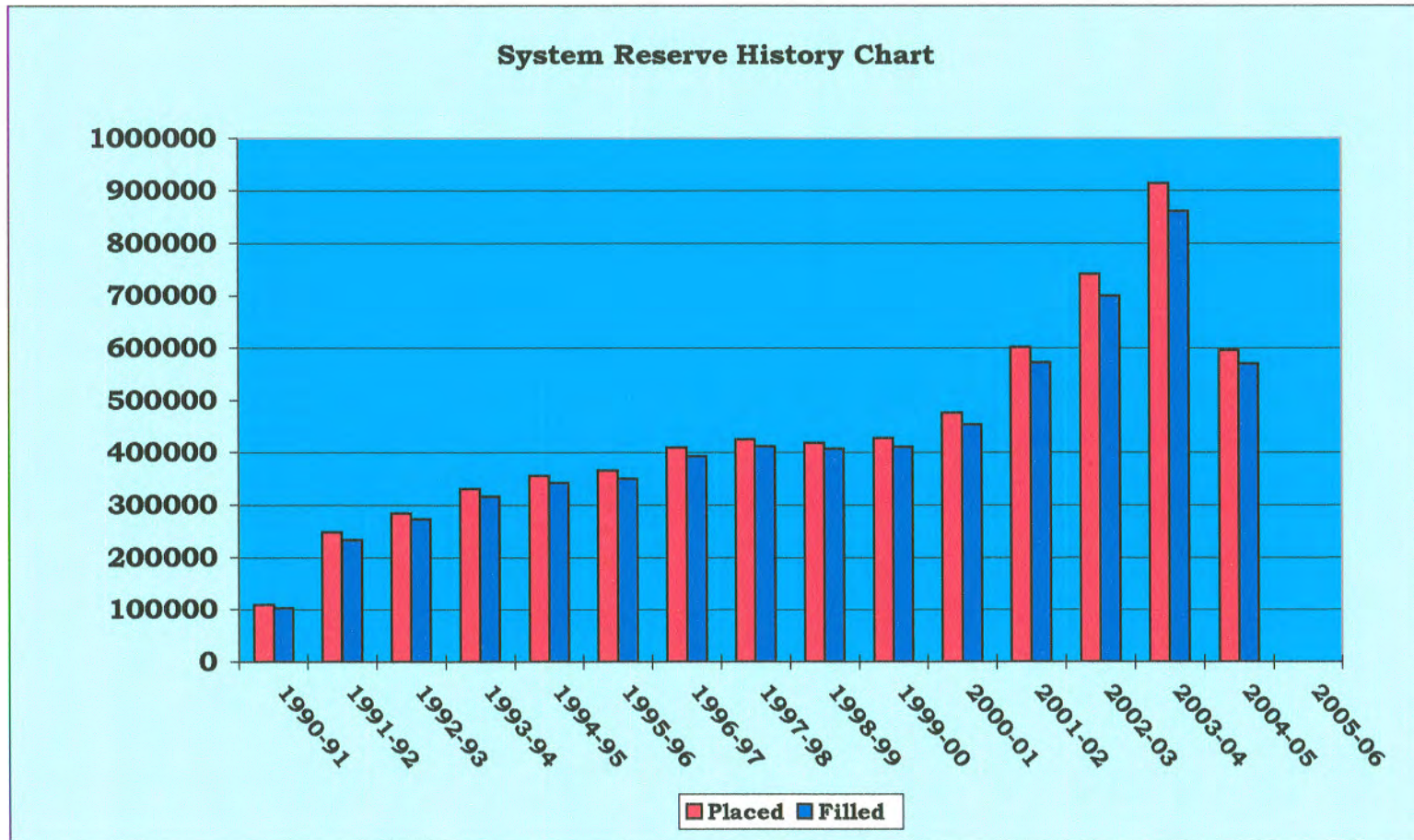
System Reserve Report

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)



System Reserve Report

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)



System Reserves Report

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	04	10,809	66,837		9,722	62,583	
	05	11,071	72,971		10,275	70,090	
		262	6,134	9.2	553	7,507	12.0
BETHANY	04	7,553	44,829		6,954	42,032	
	05	8,105	53,632		7,723	51,367	
		552	8,803	19.6	769	9,335	22.2
CAPITOL HILL	04	1,563	9,540		1,479	9,093	
	05	1,703	11,021		1,605	10,491	
		140	1,481	15.5	126	1,398	15.4
CHOCTAW	04	1,288	9,729		1,152	9,258	
	05	3,187	19,132		2,837	18,056	
		1,899	9,403	96.6	1,685	8,798	95.0
DEL CITY	04	4,429	25,477		3,899	23,751	
	05	3,950	26,340		3,644	25,458	
		-479	863	3.4	-255	1,707	7.2
EDMOND	04	15,938	98,343		14,537	93,210	
	05	18,365	113,816		16,878	109,228	
		2,427	15,473	15.7	2,341	16,018	17.2
DOWNTOWN	04	3,240	19,300		2,863	17,920	
	05	5,189	28,546		4,779	26,121	
		1,949	9,246	47.9	1,916	8,201	45.8
MIDWEST CITY	04	7,695	45,953		6,994	43,206	
	05	7,703	51,984		7,230	49,783	
		8	6,031	13.1	236	6,577	15.2
RALPH ELLISON	04	1,099	8,113		1,068	7,680	
	05	1,093	9,944		1,055	9,661	
		-6	1,831	22.6	-13	1,981	25.8
SOUTHERN OAKS	04	9,989	62,947		8,996	58,652	
	05	10,179	65,752		9,442	62,525	
		190	2,805	4.5	446	3,873	6.6
VILLAGE	04	8,812	52,236		8,174	49,034	
	05	8,748	58,464		8,121	56,064	
		-64	6,228	11.9	-53	7,030	14.3
WARR ACRES	04	8,799	49,280		8,061	46,422	
	05	8,767	57,685		8,046	55,256	
		-32	8,405	17.1	-15	8,834	19.0

System Reserves Report

July 1, 2004 through January 31, 2005 (58.33% of the 04-05 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	04	985	5,598		917	5,319	
	05	1,179	7,670		1,158	7,380	
		194	2,072	37.0	241	2,061	38.7
JONES	04	670	4,138		690	4,169	
	05	546	4,361		572	4,313	
		-124	223	5.4	-118	144	3.5
LUTHER	04	702	4,265		569	4,073	
	05	426	3,519		387	3,367	
		-276	-746	-17.5	-182	-706	-17.3
NICOMA PARK	04	814	4,120		733	3,828	
	05	596	4,245		611	4,228	
		-218	125	3.0	-122	400	10.4
WRIGHT	04	455	2,418		394	2,322	
	05	479	3,140		485	3,083	
		24	722	29.9	91	761	32.8
BOOKS-BY-MAIL	04	561	4,140		571	3,978	
	05	470	3,284		478	3,193	
		-91	-856	-20.7	-93	-785	-19.7
TOTAL	04	85,402	517,271		77,776	486,563	
	05	91,756	595,524		85,326	569,683	
		6,354	78,253	15.1	7,550	83,120	17.1

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2005

BETHANY CELEBRATES 40TH ANNIVERSARY

The Bethany Library celebrated its 40th anniversary with a celebratory open house on January 31, 2005. Bethany library commissioner, Deanna Hannah was in attendance as well as a number of Bethany city officials, state representatives, Friends of the Library board members and former and current Bethany Library staff members. It was a very festive and well attended event. Our thanks to the Friends of the Library for helping to fund this special occasion.

RONALD J. NORICK DOWNTOWN LIBRARY MAKES COVER OF FEIST TELEPHONE BOOK

We were pleased to see that the new Downtown Library is on the cover of the Feist Telephone Directory. Thanks to Scott Carter for his work in making that happen.

WEEK OF THE YOUNG CHILD SPECIAL EVENT

In your packet is a letter of invitation to participate in "Share a Book Day" on Monday, April 4, 2005. This is a nationwide celebration during the *Week of the Young Child* in which local leaders and celebrities are invited to read to groups of young children in their local library.

LaVetta Dent, Children Services Coordinator, would be thrilled if any commission members would like to participate by reading to children on this special day. Contact the director's office or LaVetta if you would like to participate.

UPDATED TABLE OF CONTENTS FOR MLS'S POLICY AND PROCEDURES MANUAL.

The Public Services Committee approved the concept of revising the format of the Policy and Procedure (P & P) manual at its meeting on April 29, 2004. At that time, staff asked for permission to revise the format without making changes to the content and the committee agreed. Attached to this report is the revised table of contents for the P & P manual. Pauline Rodriguez, Cataloging Manager, developed this new format and classification scheme.

AMERICAN LIBRARY ASSOCIATION HOLDS MIDWINTER CONFERENCE IN BOSTON

Donna Morris and Denyveta Davis braved the cold temperatures in Boston in order to attend ALA's Annual Midwinter Conference. Denyveta is active on a number of committees including the Black Caucus of the American Library Association. I represent the state of Oklahoma on the American Library Association Council. It was a productive and interesting conference and hopefully we brought back some new thoughts and ideas. And we missed the big snowstorm!

SCOTT CARTER, DIRECTOR OF MARKETING AND COMMUNICATION, ANNOUNCES RESIGNATION.

Scott Carter, MLS Director of Marketing and Communications has announced his resignation effective February 28, 2005. Scott has been instrumental in increasing the Library System's marketing efforts during his tenure. He has expanded community awareness about the system as a whole, redesigned many of its marketing pieces, and brought new energy and enthusiasm to library programs and events. We wish him well as he leaves to pursue other interests.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended Oklahoma Municipal League meeting
- Will be meeting with Edmond Mayor Saundra Naifeh and Commissioner Greg Womack
- Will be attending OLA Program Committee/Executive Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

AMERICAN BELLY DANCING, WITH THE BOHEMIAN DANCE TROUPE

March 5, 2-3 p.m., Ralph Ellison Library

Come experience two of the basic styles of belly dancing (Cabaret and Tribal) in this afternoon performance. Against a backdrop of drums and music, our visiting dance troupe will perform both the carefully choreographed belly dancing style known as Cabaret, as well as the Tribal style, which is a fusion of Middle Eastern, North African, and Indian Katak elements. Light refreshments.

MIDWEST CITY LIBRARY'S 50TH ANNIVERSARY CELEBRATION (ALL AGES)

March 6, 2-4 p.m., Midwest City Library

In 1955, the Midwest City Library opened through the generous donation of books and money by local residents. Its first home was in a remodeled city garage. Come see how much we've grown! We'll celebrate our 50th anniversary with giveaways and refreshments (and even a visit from the King himself (Elvis Presley)! Co-sponsor: The Library Endowment Trust

A Spring Fling: Crossroads by Antonio Rocha

March 15-19, various MLS libraries

For Spring Break 2005, Antonio Rocha brings his storytelling show of tales from around the world to town, recreating old favorites from Brazil, Africa, Asia, and the United States. Co-sponsors: Friends of the Metropolitan Library System & Oklahoma Arts Council.

Author Visit: Jim Trelease, author of the Read Aloud Handbook

March 21, 3:30-5 p.m. teachers; 7-8:30 p.m. parents, Downtown Library

Trelease will bring his winning ways to encourage reading in young children to teachers, parents, and interested persons in two special presentations at the Downtown Library. One of the most sought-after education speakers in America, Trelease will host a workshop for teachers from 3:30-5 p.m., followed by a program for parents and the general public at 7 p.m. Admission is free; refreshments will be served.

Fifties Sock Hop (Grades 4th-12th)

March 24, 7-8 p.m., Midwest City Library

Help us celebrate Midwest City Library's 50th Anniversary with a Fifties Sock Hop! We'll dance, play games, & sing Karaoke. There will also be food and prizes. You can come dressed in clothing fit for *Happy Days*, if you like. Pre-register. Co-sponsor: The Library Endowment Trust.

METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE RECLASSIFICATION

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AM 340 Organization of Collections

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AS 500 Meeting Rooms

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SH 100 Wages and Hours ▲

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