

**METROPOLITAN LIBRARY SYSTEM  
OF OKLAHOMA COUNTY**

**LONG-RANGE PLANNING COMMITTEE**

Members: Millicent Gillogly, Chair  
Deanna Hannah  
Jose Jimenez  
Hugh Rice  
Alyne Strube

Tuesday, January 29, 2002

3:00 p.m.

Belle Isle Library  
2201 N. Villa  
Oklahoma City  
843-9601

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I. Call to Order and Establishment of Quorum – Millicent Gillogly, Chair
- II. Review the new draft of the MLS Strategic Plan for July 1, 2002 through June 30, 2007 – Kay Bauman, Director of Planning
- III. Review library finances as they pertain to future library financial needs and library millage – Anne Hsieh, Director of Finance
- IV. Review the three existing extension libraries housed in former bookmobiles – Doug Benton, Extension Services Manager
- V. Review update on MLS building plans – Donna Morris, Deputy Director of Support Services
- VI. Other

Cc: Metropolitan Library Commission  
Administrative Team  
Darlene Browers, President, Staff Association  
Managers and Supervisors

## **Metropolitan Library System**

### **Budget Projections (January 24, 2002)**

#### **Historical Budget Information**

Prior to FY 1993-94 the library system collected only 3.4 mills on property tax and operated under a very tight budget. Each year during the summer months the library system had to borrow funds to operate until taxes were received in January.

In February 1993, the mill levy was increased from 3.4 to 4 mills. This increase enabled the library system to start accumulating cash reserves for summer operations. By FY 1996-97, the library system stopped borrowing funds.

In February 1997, the mill levy was increased again from 4.14 to 5.2 mills. One of the major reasons for requesting the additional tax revenues this time was for operating the new Downtown Library/Learning Center (DN/LC) that was expected to open in late 1998. Since the construction of the DN/LC was delayed and the completion date was postponed to October 2002, the library system has been putting the annual savings in the reserves for future capital improvement projects and other needs. As of June 30, 2001 the total reserve reached \$9.6 million.

The Library Commission has committed most of the cash reserves to supplement the capital projects funded by either the MAPS or the City's bond issues. For example: 4.1 million for the new DN/LC and \$4.9 million for the four capital projects included in the Oklahoma City bond issues approved by voters in December 2000.

#### **Future Budget Projections**

The opening of the new DN/LC, the economic downturn, and the diminishing cash reserves have created a huge impact on the library system's budget. Attached is a worksheet listing the budget increases required for the next fiscal year. It can be summarized in the following three areas:

- An additional annual operating cost of \$950,137 is projected for the new DN/LC.
- A projected unusual large increase of \$260,000 for library's retirement contribution and insurance cost is included due to the economic downturn.

- Two major capital outlays for an estimated cost of \$600,000 are also included. The new mainframe computer is needed to meet the needs of the library's infrastructure and the new phone system is needed to replace the out-dated current phone system. Both purchases have been postponed from the past few years awaiting the completion of the new DN/LC.

After incorporating the expenditure increases mentioned above, we have compiled two budget projection worksheets as attached. One is projected with the current 5.2 mill tax levy revenues and the other with an increase of one additional mill in FY 2004-05. The projection with the current 5.2 mill levy indicates that the library's uncommitted cash reserve will become negative in FY 2005-06. Therefore, the administration is convinced at this time that a mill levy increase is necessary in year 2004.

A mill levy increase in year 2004 would be like a repeated history of the increase we had in 1997. The only difference is that the operating cost for the new Northwest Library would replace the DN/LC's. The library system still has the same needs to accumulate cash reserves for cash flow and building improvements because unlike other local government entities, we do not have legal authority to issue bonds for capital projects.

Since the administration has just started the budget process for FY 2002-03, as better information become available, the projections listed above may need to be changed. An updated projection will be presented at the budget approving time.

**Estimated Additional Costs for FY 2002-03 & FY 2003-04 Budget**  
(above & beyond the estimated regular 6% increase)

1/15/02

	<u>Annual Cost</u>	<u>Budget Year</u>	
		<u>FY 2002-03</u>	<u>FY 2003-04</u>
<b>I. For the new DN/LC operations:</b>			
1. Salaries and Benefits (worksheet attached)	\$ 526,418	\$ 299,139	\$ 227,279
2. Maintenance & Operations (200 accts)			
Custodian Services:			
100% for size (64,750 vs. 113,000 sq.ft.)	43,000		
5% inflation consideration	2,150		
Total	<u>45,150</u>	33,863	11,288
Ground Maintenance:			
Landscaping and Plant @ 600/mo	7,200		
Fountain maintenance	7,800		
Total	<u>15,000</u>	11,250	3,750
Parking*:			
65 with additional \$10/mo	7,800		
39 additional employees @ \$65/mo	30,420		
25 with designated space @ \$35/mo	10,500		
Total	<u>48,720</u>	36,540	12,180
Security services :			
2 @ 12.51/hour	<u>52,042</u>	26,021	26,021
Communication:			
Approx. 30 add. lines @ \$50/mo.	<u>18,000</u>	13,500	4,500
Utilities (worksheet attached )	<u>144,807</u>	108,605	36,202
3. Capital Outlays (400 Accts)			
Additional computers (one-time purchase)	<u>100,000</u>	100,000	
<b>Total increase for DN/LC</b>	<b><u>\$ 950,137</u></b>	<b><u>\$ 628,918</u></b>	<b><u>\$ 321,219</u></b>
<b>II. System-wide increases</b>			
Retirement :	\$ 210,000	\$ 210,000	
20% of projected compensation per consultant			
Insurance:	50,000	50,000	
DN from 7 mil to 25 mil & CT 2mil - total 38 mil to 58 mil			
56% incr. in values and 15% in rates (ave. 60%)			
<b>Total System-wide increases</b>	<b><u>\$ 260,000</u></b>	<b><u>\$ 260,000</u></b>	
<b>III. Major Capital Outlays (One-time)</b>			
Mainframe update	\$ 350,000	\$ 350,000	
New telephone system	<u>250,000</u>	<u>250,000</u>	
<b>Total Capital Outlays</b>	<b><u>\$ 600,000</u></b>	<b><u>\$ 600,000</u></b>	

Estimated additional salaries and benefits for the new DN/LC:

Position	FTE	Salary	Benefit (38%/10%)	Annual Total	Budget Year	
					2002-03*	2003-04
Librarian	3.6	\$ 119,808.00	\$ 45,527.04	\$ 165,335.04	\$ 82,667.52	\$ 82,667.52
Library Assistant	3.5	84,372.00	32,061.36	116,433.36	58,216.68	58,216.68
Circulation Clerk	1	18,242.00	6,931.96	25,173.96	12,586.98	12,586.98
Mail Clerk	1	10,535.00	4,003.30	14,538.30	7,269.15	7,269.15
Receptionist	1	14,934.00	5,674.92	20,608.92	10,304.46	10,304.46
Maintenance	2	36,484.00	13,863.92	50,347.92	25,173.96	25,173.96
Computer Tech	1	35,000.00	13,300.00	48,300.00	24,150.00	24,150.00
Telephone Tech*	1	24,128.00	9,168.64	33,296.64	33,296.64	-
HUM Specialist*	1	27,944.00	10,618.72	38,562.72	38,562.72	-
Technical Assist.	0.12	4,784.00	478.40	5,262.40	2,631.20	2,631.20
Page hours (1118)		7,781.00	778.10	8,559.10	4,279.55	4,279.55
Total				<u>\$ 526,418.36</u>	<u>\$299,138.86</u>	<u>\$ 227,279.50</u>

\*Assume all positions will start 1/1/03 except the Telephone Tech & HUM Spec.will start- 7/1/02.

Budget/DNcost

**Estimated Annual Additional Utilities Costs for DN Library/Learning Center:**

**I. Electric Services**

2000-01 total cost for Downtown	\$ 50,500
100% for size (64,750 vs. 113,000 sq.ft.)	50,500
30% for additional hours	30,300
10% for inflation consideration(2 years)	13,130
Estimated total electric cost	<u>\$ 144,430</u>

**II. Gas Services**

2000-01 total cost for Downtown	\$ 4,000
100% for size (64,750 vs. 113,000 sq.ft.)	4,000
30% for additional hours	2,400
10% inflation consideration	1,040
Estimated total gas cost	<u>\$ 11,440</u>

<b>Total Gas &amp; Electric</b>	<b><u>\$ 155,870</u></b>
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**III. Water & Garbage Services**

2000-01 cost for Downtown	\$ 1,600
50% for additional people & maint.	800
10% inflation consideration	240
Estimated total water cost	<u>\$ 2,640</u>
Estimated additional water cost	<u>\$ 960</u>

**Electric and Gas services converted to Trigen cost:**

		Budget Year	
		2002-03	2003-04
Trigen's estimation In Sept. 1999 for 2002*			
Self-Generation	86,580		
Purchased from Trigen	111,737		
% of Trigen to self-gene.	129%		
Estimated self-gene. cost above	155,870		
Covert to Trigen cost (addi. 29%)	201,072		
Less: est. current cost	<u>57,225</u>		
Additional Cost for Electric and Gas	143,847		
Additional Cost for Water	<u>960</u>		
Total Additional Cost	<u>\$ 144,807</u>	<u>\$ 108,605</u>	<u>\$ 36,202</u>

\*Trigen used only 3% inflation factor in its estimations. However, between FY 00-01 and 99-00 the DN experienced a combined 27% increase for electric and gas cost due to energy shortage.





[illegible]



1/15/02	Metropolitan Library System									
	Budget Projections With Additional 1 Mill in FY 2004-05									
	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Revenues:	Final	Final	Final	Final	Projected	Projected	Projected	Projected	Projected	Projected
Current Year Tax	12,942,684	13,872,678	14,828,943	15,957,629	16,835,299	17,677,064	22,113,331	23,218,997	24,379,947	25,598,944
% of increase	4.2%	7.2%	6.9%	7.5%	5.5%	5.0%	25.1%	5.0%	5.0%	5.0%
State Aid/Fines	628,214	632,797	624,781	634,541	640,886	647,295	653,768	660,306	666,909	673,578
	1%	1%	-1%	2%	1%	1%	1%	1%	1%	1%
Tax carryover	961,459	1,143,535	1,319,472	1,199,694	1,247,681	1,297,589	1,349,492	1,551,916	1,613,993	1,678,552
	-1%	19%	15%	-9%	4%	-4%	4%	15%	4%	4%
Investment Income	200,031	303,229	500,997	727,128	550,000	220,000	209,000	219,450	263,340	289,674
		52%	65%	45%	-24%	-60%	-5%	5%	20%	10%
Other Income	182,580	269,527	348,468	394,652	260,000	265,000	267,650	270,327	273,030	275,760
		48%	29%	13%	-34%	2%	1%	1%	1%	1%
Lapsed Fund	1,357,453	1,290,371	2,993,198	1,821,145	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
	36%	-5%	132%	-39%	-45%	0%	0%	0%	0%	0%
Available for Budget	16,272,431	17,512,137	20,615,859	20,734,789	20,533,866	21,106,948	25,593,241	26,920,996	28,197,219	29,516,509
% of increase	105.81%	7.62%	17.72%	0.58%	-0.97%	2.79%	21.26%	5.19%	4.74%	4.68%
Reserve carryover	3,750,000	5,982,857	7,065,350	9,600,875	9,379,799	8,396,471	8,167,521	11,341,749	13,296,618	13,487,257
Expenditures:										
100-S.W. & FB	8,084,786	8,772,322	9,768,340	10,970,921	12,138,315	13,093,893	13,879,527	14,712,298	15,595,036	17,530,738
% of increase	5.98%	8.50%	11.35%	12.31%	10.64%	7.87%	6.00%	6.00%	6.00%	12.41%
200-M&O Contract	1,953,592	2,016,103	2,002,871	2,494,182	2,923,612	3,192,969	3,384,547	3,587,620	3,802,877	4,281,049
	6.95%	3.20%	-0.66%	24.53%	17.22%	9.21%	6.00%	6.00%	6.00%	12.57%
300-M&O Commod.	550,609	571,050	678,578	773,578	819,993	869,192	921,344	976,624	1,035,222	1,132,335
	4.08%	3.71%	18.83%	14.00%	6.00%	6.00%	6.00%	6.00%	6.00%	9.38%
400-Materials	2,039,906	2,298,880	2,527,160	2,754,340	2,969,600	3,147,776	3,336,643	3,536,842	3,749,052	3,973,995
	6.41%	12.70%	9.93%	8.99%	7.82%	6.00%	6.00%	6.00%	6.00%	6.00%
400-OP Capital	497,882	413,471	431,035	468,021	1,196,102	520,907	546,953	574,300	603,015	783,166
	1.16%	-16.95%	4.25%	8.58%	166.67%	-56.45%	5.00%	5.00%	5.00%	29.87%
Total OP budget	13,126,775	14,071,826	15,407,984	17,461,042	20,047,623	20,824,738	22,069,013	23,387,684	24,785,202	27,701,284
	5.92%	7.20%	9.50%	13.32%	14.81%	3.88%	5.97%	5.98%	5.98%	11.77%
450-Capital Proj.	812,800	2,357,818	2,672,350	3,494,822	1,469,572	511,160	350,000	1,578,443	3,221,377	944,000
Total OP & CIP	13,939,575	16,429,645	18,080,334	20,955,864	21,517,195	21,335,898	22,419,013	24,966,127	28,006,579	28,645,284
490-Capital Reser.	2,332,856	1,082,492	2,535,525	(221,075)	(983,328)	(228,950)	3,174,228	1,954,868	190,639	871,225
Total Budget	16,272,431	17,512,137	20,615,859	20,734,789	20,533,867	21,106,948	25,593,241	26,920,996	28,197,219	29,516,509
Reserves as of 6/30	6,082,856	7,065,350	9,600,875	9,379,800	8,396,471	8,167,521	11,341,749	13,296,618	13,487,257	14,358,482
Designated Reser.	4,812,400	5,039,400	5,267,750	8,543,302	7,137,476	7,186,938	7,368,040	6,333,817	3,670,698	3,511,300
Undesignated Reser.	1,270,456	2,025,950	4,333,125	836,498	1,258,995	980,583	3,973,709	6,962,801	9,816,559	10,847,182

## **Review of the Three Existing Extension Libraries Housed in Former Bookmobiles**

### ***Purpose of this report:***

Among our seven Extension Libraries, three are currently being housed in units that were purchased as long as 35 years ago as moveable bookmobiles. These units were hooked to the back of trucks and hauled to as many as 44 stops each month.

At a time when much of the city and county did not have access to full-service libraries or permanent structures, these bookmobiles helped fill in the gaps. Now, these aging units are no longer as necessary as they were once deemed to be. They do not meet the requirements of the Americans with Disabilities Act, and they do not provide the level of safety for staff and customers that is afforded by permanent structures.

This report will examine the history and philosophy of bookmobile service as a prelude to recommendations re the future of these units that will be brought to the Library Commission within the next sixty days.

### ***HISTORY:***

Bookmobile service began in Oklahoma Co. in February, 1960, when the Oklahoma City Public Library put two new all aluminum bookmobile trailers into a rotation of 26 monthly stops. Two new trailers were added in March, 1963, and these four units made 23 monthly stops. The fleet was increased to six units in 1966, and made 40 stops each month.

The peak year for bookmobile stops was 1968, when the traveling libraries serviced 44 monthly locations. By 1970, seven bookmobiles were making 40 stops.

By 1972, monthly bookmobile sites had been reduced to 25. In 1976, there were ten stops, including ones that developed into the permanent bookmobile locations we still have today. (The stop at NW 16<sup>th</sup>. and Indiana was re-located to NW 16<sup>th</sup>. and Drexel in 1979.) By 1979, we were down to five bookmobile locations, all of them permanent. These were at SE 44<sup>th</sup>. and Bryant, Spencer, Drexel, Harrah, and the Windsor Hill Shopping Center.

In 1974, Library Executive Lee Brawner created the "paperback bookmobile project," making the traveling units depositories of larger collections in paperback format.

The Metropolitan Library Act created new circumstances which would re-direct the service mission of the bookmobiles.

After the MLS was created in 1965, due to the construction of new branch libraries or the acquisition of existing city libraries that were incorporated into the MLS, the bookmobiles became more involved in service to the remote, less populous small towns in the eastern part of the county as well as to under-serviced urban areas.

All of the bookmobile locations were in the suburbs and in some urban, more densely populated areas where there were no full service libraries. The Bookmobile Mission Statement of 1973 read in part: "Bookmobiles serve to bridge the gap between areas with a permanent facility and those without one. They may institute and test innovative services to attract and serve non-users in urban areas, in institutions and rural regions of the county.

"Bookmobile services are expected to extend services to institutions, poverty areas, and rural areas; should not be used in areas served with permanent facilities and clientele is capable of utilizing such facilities; should not be used as a substitute for school libraries that ought to be provided by school districts, but may be used in urban areas where gaps appear in the service pattern of branch libraries or where a special category of non-users is being motivated to utilize library services."

Bookmobiles traveled on a daily schedule and combined circulation totaled more than any single permanent location.

When these trailers, and the truck(s) that hauled them from stop to stop, began to wear out, it was decided to phase out movable bookmobiles. Among the many established stops, those with the greatest circulation and/or community support were chosen as permanent bookmobile locations. (A site like Spencer, which seems now like a questionable location, was at that time more heavily used since Midwest City was operating out of a 3000 sq. foot facility located in the Pro Shop of a golf course.) Consideration was also given to communities that offered us land on which a bookmobile could be located.

Books by Mail and Book Centers were also developed at this time.

All the current Extension Library sites evolved from bookmobile stops and have a history that dates back 42 years.

Unfortunately, in the 21<sup>st</sup>. Century, these old portable bookmobile trailers, three of which remain in service as the permanent library stops Drexel, Luther, and Spencer, are no longer adequate. They don't have space for programming, they are illegal (see comments on the ADA below) and unsafe for staff or customers. The trailer at Spencer is so small, we were

unable to accommodate the free computers offered to us by the Gates Foundation.

The new MLS Strategic Plan will re-evaluate all buildings as to safety, comfort, and general viability for standard library usage.

### ***Chronology of MLS Bookmobile Service:***

1960: Bookmobile service begins with two trailers

1963: Fleet increased to four units

1965: MLS formed

1965: Two self-contained bookmobiles added

1968: Peak number of monthly stops reached at 44

1970: One self-contained unit returned to ODL; one trailer added to fleet

1978: Spencer location established when former stop becomes permanent

1979: Five permanent sites for bookmobiles established

1979: Drexel location established

1986: Luther location established when trailer parked in Harrah as permanent library is moved when Harrah gets building

### ***RATIONALE:***

1. Communities that wanted an Ext. Library and donated land for one were considered as possible locations.
2. MLS philosophy at the time was that no one should have to drive more than three miles for at least minimal library service.
3. Final decisions re locations for Extensions were based on: a) where demand was greatest, b) circulation figures when site was a bookmobile stop, c) willingness of community to devote land, and d) driving time to an established permanent location.



4. Since all residents of OK County pay property tax, which is the source of MLS income, all residents are entitled to some access to library service.

#### ***AMERICANS WITH DISABILITIES ACT:***

This is a consideration when re-evaluating the fate of current permanent bookmobile sites. The provisions of the act were interpreted by MLS in this way: as long as the MLS provides some libraries that meet all ADA requirements, it is permissible for some library sites to NOT meet them all. If we provide ADA access at some locations, it is not necessary for us to provide ADA access at them all.

Recent re-interpretations of the ADA suggest that this original concept is no longer valid, and that all library facilities must be handicapped accessible in order to comply fully with the law.

#### ***Current Status of Bookmobile Library Sites:***

- **Drexel:** Located on the corner of NW 16<sup>th</sup>. and Drexel, the bookmobile is located on the parking lot of one of the Homeland grocery stores that was recently sold. The store will remain a grocery but the identity of the new owner is unknown. Change of name is expected sometime between late January and late February, 2002. All indications are that we will be invited by the new owners to stay at this location.

Drexel Library is located five (5) miles from the Downtown Library, five miles from Bethany, and three (3) miles from Belle Isle.

- **Spencer:** Located on the NE corner of the Spencer Fire Station parking lot, NE 36<sup>th</sup>. and Spencer Road. Four years ago the city of Spencer had hopes of building a 900 sq. foot structure to house the library, but plans fell through with the hiring of a new city manager and realization that city funds had to be dedicated to repairing the water treatment plant. We were told at that time that the city of Spencer would donate land for a site if the MLS would underwrite the total cost of constructing a permanent structure.

Spencer Library is located four (4) miles from Choctaw Library, two (2) miles from Midwest City, and two miles from Nicoma Park.

- **Luther:** Movement is being made toward the construction of a permanent structure on the site of the current bookmobile.

*History of the Luther Library Construction Project:*

Library service to the city of Luther began in 1986 when the bookmobile that had been parked in Harrah was moved to Luther and the Harrah Library moved into its present, permanent location.

In 1989, the Luther Civic Club considered constructing a Senior Citizen Center and asked MLS if we would like to move the library into this building at a rent of \$100 per month. Donna Morris responded to their lawyer by informing him that direct and indirect costs to the MLS for operation of the Luther Library were around \$26,000. She also wrote that traditionally the cities in which MLS situates libraries provide space for a nominal fee, usually \$1.00 a year, and that renting from a Civic Club at \$1200 a year would be too great a strain on Luther's operating budget. In February 1991, MLS informed the city of Luther that library service would remain in the bookmobile.

By 1996, the Luther Historical Society had purchased an old, wood frame building (once the Home Economics classroom for Luther High School) and relocated it to a main street lot in downtown Luther. Its owners had dedicated the lot to library usage, and the old building was moved to a space directly behind the Luther bookmobile.

The hope at that time was for the building to be renovated into a structure that would provide a site both the Luther Library and the Luther Historical Society, with separate access for both entities, plus a kitchen area. In February 1996, Slater and Associates LLC, Contractors, submitted a bid for \$35,515.70 to perform this renovation. The bid was good for fifteen days. Donna Morris and Doug Bentin, Extension Libraries Manager, met with the Luther City Council. MLS was informed at that time that the City of Luther did not have enough money for this project.

In January 1999, Donna Morris wrote to the City of Luther to inform the mayor that the MLS had \$20,000 in its budget dedicated to co-financing with the City a renovation project. Donna informed the mayor that direct costs to the MLS for operation of the Luther Library were around \$29,000 annually.

By 2001, the MLS had dedicated \$30,000 in its annual budget either for renovation or construction of a modular building for a Luther Library. Precedent for this had been set in Jones, where a modular building had been purchased by the MLS and a successful library was in operation.

But by early 2001, it was determined that age and weathering had taken its toll on the old wooden building and that renovating it would not be cost-effective. Since that time, Lee Brawner has been working with the City of Luther to design a modular building. \$30,000 remains in our budget for the construction of this building to be used as a library for the City of Luther, with an additional \$15,000 budgeted for furnishings.

On November 26, 2001, Luther City Clerk Joe Burkett informed the MLS Extension Libraries Manager that Luther has approximately \$30,000 to dedicate to this project.

As of January 16, 2002, the old wood frame building has been demolished and removed from the site. Luther City Clerk Joe Burkett is working diligently to prepare plans for a new library to be constructed on the site of the current bookmobile and hopes for the project to be completed by September 1, 2002.

### *Current Data Relating to Usage of DX, LU, and SP*

We examined the statistics for a recent quarter (September-November, 2001) for the three bookmobile/Extension Library locations.

Drexel: The Drexel Library is open 35 hours a week, from 9:00 to 5:00, Tuesday through Saturday.

Number of customers using facility in Sept.:	235
"	" in Oct.: 278
"	" in Nov.: 268
Number of items checked out in September:	1215
"	" October: 1324
"	" November: 1359

Total customers: 781	Ave. #: 260
Total circulation: 3888	Ave.: 1296

Luther: The Luther Library is open 26 hours a week, from 10:00 to 6:00 on Monday and Wednesday, 10:00 to 5:00 on Friday, and 9:00 to 1:00 on Saturday.

Number of customers using facility in Sept.:	169
"	" Oct.: 175
"	" Nov.: 143
Number of items checked out in September:	1248
"	" October: 1195
"	" November: 990

Total customers: 487	Ave.#: 163
Total circulations: 3433	Ave.: 1144

Spencer: The Spencer Library is open 19 hours a week, from 10:00 to 6:00 on Tuesday and Thursday, and from 1:00 to 5:00 on Saturday.

Number of customers using facility in Sept.:	22
" " Oct.:	43
" " Nov.:	33

Number of items checked out in September:	126
" " October:	241
" " November:	154

Total Customers:	98	Ave. #:	33
Total Circulations:	521	Ave.:	174



## LIBRARY CONSTRUCTION PLANS

### **Oklahoma City General Obligation Bond Projects Long Range Facility and Maintenance Needs**

In preparation for the upcoming strategic plan review by the Long Range Planning committee of the Metropolitan Library System, the Support Services Department is analyzing upcoming capitol building projects and long range facility and maintenance needs over the next 7-9 years.

Attached is the schedule of dates for the **Oklahoma City General Obligation Bond Projects** related to libraries. These dates might move slightly as the city sells bonds and completes projects. A start date for construction is shown. This is tied to the receipt of the funds, which is typically June 30. In general the programming and design phase of these projects must start 9 to 12 months in advance of this start date

Also included is listing of the **Long Range Facility and Maintenance Needs**. This list includes over 60 projects. Some of these deal with the continued protection of our infrastructure. Others are needed to support the Metropolitan Library System in the 21<sup>st</sup> century

This information is to be considered "**PRELIMINARY**". The analysis and review of these projects is ongoing.

**PRELIMINARY**  
**LONG RANGE FACILITY MAINTENANCE NEEDS**  
**Oklahoma City General Obligation Bond Projects**

ITEM	By Library	Construction Start July of	Amount of Funds in MLS Reserves	Bond Amount
A	Capitol Hill	2003	\$ 205,332	\$ 320,000
This project provides barrier free restrooms and a public meeting room. (Also see items 4, 19 and 20 below.)				
B	Ralph Ellison	2005	\$ 424,930	\$ 840,000
Add 4,000 SF meeting / programming room, remodel existing space.				
C	Southern Oaks	2005	\$ 717,363	\$ 1,840,000
This will add 8,000 SF to expand children's area, add a children's programming room & technology center provide additional parking spaces.				
D	Northwest	2007	\$ 3,551,527	\$ 5,600,000
Construct a new library to serve Northwest Oklahoma City				
<b>Total</b>			<b>\$ 4,899,152</b>	<b>\$ 9,600,000</b>

**Long Range Facility and Maintenance Needs**

ITEM		YEAR	QUESTIONS	ESTIMATE	SUB-TOTAL
<b>GENERAL ITEMS</b>					
1	Fire Alarm Work	2002-03		\$ 70,000	
The fire alarm systems need to be upgraded at Belle Isle, Bethany, Del City, Southern Oaks, Harrah and Wright.					
2	Irrigation Water Meters	2002-03		\$ 9,000	
The cost of providing separate water meters for the irrigation at Ralph Ellison and Southern Oaks would pay for itself in 2 to 3 years.					
3	Mechanical System Remote Monitoring	2002-03		In Budget	
By providing remote monitoring of the mechanical system, early detection of mechanical malfunctions can be identified.					
4	Combine Maintenance, Technical Processing, Cataloging, Outreach & Friends Spaces	2004-05		\$ 2,925,000	
This project would renovate an existing building which would combine these operations, under a single roof. The leasing or construction of a new facility will also be studied. This would result in increased productivity and free up the Capitol Hill Library's 2nd floor. This work would best be done in conjunction with the Capitol Hill project.					
5	Parking Lot Work	Every year		\$ 25,000	
The asphalt parking lots require sealing every 2 years to extend their life. Asphalt lots exist at Belle Isle, Bethany, Capitol Hill, Choctaw, Del City, Edmond, Ralph Ellison, Southern Oaks, The Village, Warr Acres, Nicoma Park and Harrah.					
6	Recover Bond Fees	Varies		\$ 210,000	
The cost of issuing the bonds was subtracted from our request. The reserve budget does not include this cost.					
7	Inflation / Timing of Bond Dollars			Under study	
The timing of the receipt of the bond money vs. the effect of inflation on the project estimates needs to be reviewed.					
				<b>Subtotal</b>	<b>\$ 3,242,000</b>

**PRELIMINARY  
LONG RANGE FACILITY MAINTENANCE NEEDS**

**Long Range Facility and Maintenance Needs**

ITEM		YEAR	QUESTIONS	ESTIMATE	SUB-TOTAL
<b>BY LIBRARY</b>					
<b>Belle Isle</b>					
8	Replace roof top condensing unit Replace A/C Condensers Rework Boiler System	2004-05	This unit is 20 years old and requires frequent repair.	\$ 25,000	
		2004-05		\$ 20,000	
		2004-05	The heating plant at Belle Isle need to be updated to meet current codes.	\$ 75,000	
9	Replace ceilings	2005-06	Belle Isle has a sprayed ceiling which is breaking down and requires continued cleaning.	\$ 34,000	
10	Paint exterior	2005-06	This was last painted in 1999.	\$ 12,000	
11	Replace carpet	2008-09		\$ 75,000	
				<b>Subtotal \$</b>	<b>241,000</b>
<b>Bethany</b>					
12	Replace windows	2002-03	We have single glazed windows on the south and north elevations. This change would paid for through savings in 5 years	\$ 12,000	
13	Add ceiling insulation	2002-03	This change would paid for through savings in 5 years	\$ 7,000	
14	Seal & Caulk Exterior	2004-05		\$ 5,000	
15	Additional space	2005-08	Provide 5,000 SF for children's programming & meeting rooms	\$ 1,000,000	
16	Opening Day Collection	2005-08		\$ 120,000	
17	Remodel Bathrooms	2005-08	Remodeling of the bathroom would require adding 1200 SF.	\$ 120,000	
	Replace roof	2007-08		\$ 30,000	
18	Replace carpet	2008-09	Replace carpet in the existing facility.	\$ 38,000	
				<b>Subtotal \$</b>	<b>1,332,000</b>
<b>Downtown Library &amp; Learning Center</b>					
				NEW	
<b>Capitol Hill</b>					
19	Major renovation	7777	The existing mechanical and electrical systems have reached the end of their useful lives. Whether the building should be gutted or replaced needs future review. <b>THIS REVIEW AND DECISION NEEDS TO BE MADE BY JUNE OF 2002 SO AS NOT TO IMPACT THE OKC CAPITAL FUNDS PROJECT.</b>	\$ 2,200,000	
20	Remodeling Project	2003-04	The OKC Capital Fund project estimate did not cover the added cost of considering the impact of Item19 above.	\$ 200,000	
				<b>Subtotal \$</b>	<b>2,400,000</b>
<b>Choctaw</b>					
				NEW	

**PRELIMINARY  
LONG RANGE FACILITY MAINTENANCE NEEDS**

**Long Range Facility and Maintenance Needs**

ITEM		YEAR	QUESTIONS	ESTIMATE	SUB-TOTAL
<b>Del City</b>					
21	Interior Walls & Sealing of the Exterior walls	2002-03	Over the past several years, due to condensation on the interior walls, the library has been forced to close for 21 days for cleaning. After a review of this condition, a recommendation has been secured. We are currently working with the Del City and have asked that they bear the cost of this work.	\$ 30,000	
<b>Remold Restrooms</b>					
22	Replace Roof Top Unit	2004 -05		\$ 25,000	
23	Seal & Caulk	2006-07		\$ 13,000	
24	Addition of 5,000 SF, remodel 8,000 SF	2007-08		\$ 5,000	
		2009-10	This would add a children's area & meeting room.	\$ 1,500,000	
25	Opening Day Collection	2009-10		\$ 170,000	
<b>Edmond</b>					
				<b>Subtotal \$</b>	<b>1,743,000</b>
26	Minor Adjustments	2002-03	Move cabinets & adjust children's table, rework store room.	\$ 7,000	
27	Seal & Caulk	2005-06		\$ 20,000	
28	New Carpet	2006-09		\$ 120,000	
				<b>Subtotal</b>	<b>\$147,000</b>
<b>Midwest City</b>					
29	Moisture Problem	2002-03	In the process of preparing the bid documents for the replacement of the carpet, a significant moisture problem was uncovered. We are seeking the assistance and help of Midwest City to resolve this issue.	\$ 100,000	
30	New Carpet	2002-03		In Budget	
31	Repair of Parking Lot	2004-05		\$ 25,000	
32	Seal & Caulk	2006-07		\$ 30,000	
33	Upgrade Furniture	2007-08	The furniture will be 20 years old in 2007	\$ 300,000	
34	New Roof	2007-08	The roof will be 20 years old in 2007.	\$ 280,000	
				<b>Subtotal \$</b>	<b>735,000</b>
<b>Northwest Library</b>					
				NEW	

**PRELIMINARY  
LONG RANGE FACILITY MAINTENANCE NEEDS**

**Long Range Facility and Maintenance Needs**

ITEM		YEAR	QUESTIONS	ESTIMATE	SUB-TOTAL
<b>Ralph Ellison</b>					
35	Replace Underfloor Wire.	2002-03	This material is worn out and needs to be replaced.	\$ 10,000	
36	Seal & Caulk	2005-06		\$ 25,000	
37	Remodel Upgrade	2006-07	To upgrade items not included in the original plan	\$ 380,000	
38	Bathroom Upgrade	2009-07	To be done with remodeling project	\$ 45,000	
39	Replace irrigation system	2006-07		\$ 19,000	
				<b>Subtotal</b>	<b>\$ 479,000</b>
<b>Southern Oaks</b>					
40	New Parking Lot Entry	2003-04	Currently, there is only one entry to this facility.	\$ 65,000	
41	Replace Sidewalks	2004-05	The sidewalks have started to deteriorate and will need to be replaced.	\$ 25,000	
42	Additional Parking	2005-06		\$ 350,000	
43	Seal & Caulk Ext.	2005-06		\$ 30,000	
44	Replace irrigation system	2006-07		\$ 19,000	
				<b>Subtotal</b>	<b>\$ 489,000</b>
<b>The Village</b>					
45	Replace flat wire	2002-03	Because of the moisture condition (see below), this material needs to be replaced now.	\$ 10,000	
46	Seal Exterior	2003-04		\$ 8,000	
47	New Carpet	2005-06		\$ 65,000	
48	Moisture Problem	2005-06	We have a similar moisture problem to that at Midwest City.	\$ 65,000	
49	New Roof	2006-07		\$ 180,000	
50	New A/C Equipment	2006-07	Replace 8 packaged units which are located on the roof.	\$ 160,000	
				<b>Subtotal</b>	<b>\$ 488,000</b>
<b>Warr Acres</b>					
51	Paint Exterior	2002-03		\$ 10,000	
52	Rework Restrooms	2002-03		In budget	
53	New HVAC System	2002-03	The heating and air conditioning system consists of 10 residential units which are 20 years old.	\$ 100,000	
54	Raise Sidewalks	2002-03	The sidewalk has settled in several places and need to be raised.	\$ 6,000	
55	Paint Exterior	2007-08		\$ 10,000	
56	New Carpet	2008-09		\$ 47,000	
				<b>Subtotal</b>	<b>\$ 173,000</b>



**PRELIMINARY  
LONG RANGE FACILITY MAINTENANCE NEEDS**

**Long Range Facility and Maintenance Needs**

ITEM		YEAR	QUESTIONS	ESTIMATE	SUB-TOTAL
<b>Maintenance Building</b>					
57	New roof	2004-05		\$ 30,000	
58	Seal Exterior	2004-05		\$ 5,000	
				<b>Subtotal</b>	<b>\$ 35,000</b>
<b>EXTENSIONS</b>					
59	Drexel, Jones, Spencer & Nicoma Park			Under Review	
60	Harrah				
	Seal & Caulk	2003-04		\$ 4,000	
61	New Roof	2004-05		\$ 5,000	
62	New A/C	2005-06		\$ 5,000	
63	Replace Windows	2006-07		\$ 4,000	
				<b>Subtotal</b>	<b>\$ 18,000</b>
<b>Luther</b>					
64	New Building	2002-03		In budget	
	Construct a new library which would share space with the Luther Historical Society. Luther has secure \$40,000 in funding and MLS has committed \$30,000.				
<b>Wright</b>					
65	Improve Parking	2003-04		\$ 16,000	
66	New Roof	2004-05		\$ 10,000	
67	Replace Windows, Caulk & Seal	2004-05		\$ 6,000	
	Replace Ceiling	2004-05		\$ 6,000	
68	Remodel & Upgrade.	2009-10		\$ 65,000	
				<b>Subtotal</b>	<b>\$ 103,000</b>
<b>Totals</b>					<b>\$ 11,625,000</b>