

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **REVISED AGENDA**

Thursday August 25, 2005 3:30 p.m.  
Belle Isle Library  
5501 N. Villa, Oklahoma City OK 73112  
(405) 843-9601

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

Hugh Rice, Chair

### **3:30 - 3:35 pm INTRODUCTIONS**

- Document #08 - 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 to 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.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

### **3:35 - 3:50 pm CONSENT DOCKET (#09 - #11)**

- Document #09 - Approval of Minutes of July 21, 2005 Meeting
- Document #10 - Acceptance of Review of Expenditures for July 2005
- Document #11 - Approval of Contract Awards and Purchases
  - Item A: Purchase of Digital Mail Machine
  - Item B: Property and Casualty Insurance

### **3:50 - 4:35 pm COMMITTEE REPORTS**

- Document #12 - Discussion, Consideration and Possible Action: Report and Recommendation from Finance Committee, David Greenwell, Chair
- Document #13 - Discussion, Consideration and Possible Action: Metropolitan Library System Fiscal Year 2005 - 2006 Final Budget

### **3:50 - 4:35 pm OLD BUSINESS**

- Document #14 - Discussion, Consideration and Possible Action: Report and Recommendation from Administration - MLS Policy & Procedure Manual, Access to Materials, AM 300 Library Collections
- Document #15 - Discussion, Consideration and Possible Action: Report and Recommendation from Administration - Downtown College Consortium Agreement

### **3:50 - 4:35 pm SPECIAL PRESENTATIONS**

- Summer Reading update - LaVetta Dent, Children's Services Coordinator, and Heidi Daniel-Morgan, Young Adult Services Coordinator for Outreach Services

### **4:35 - 4:45 pm INFORMATION REPORTS**

- Document #16 - MLS July 2005 Circulation Report
- Document #17 - MLS July 2005 Internet Usage Report
- Document #18 - MLS July 2005 System Reserve Report

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

### **4:55 - 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

#### **NEXT COMMISSION MEETING DATE AND PLACE:**

Thursday, September 15, 2005  
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

## **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 August 2005:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Stephanie D. Gerling, Library Page, Edmond Library	5
Mary K. Harrison, Library Page, Choctaw Library	5
Saisri McCormick, Circulation Clerk, Edmond Library	5

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

DATE: July 21, 2005

TIME: 3:30 p.m.

MEETING PLACE: Bethany 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 Bethany Library, 3510 N. Mueller, and the Downtown Library, 300 Park Avenue, Oklahoma City, on July 19, 2005, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Dr. Ann Caine, Vice-Chair  
Carolyn Cornelius  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Jose Jimenez  
Penny McCaleb  
Shirley Pritchett  
Jim Roth, Chair, Board of County  
Commissioners  
Alyne Strube  
Cynthia Trent  
Peggy Winters  
Hugh Rice, Chair  
Donna Morris, Executive Director  
(Secretary)

EXCUSED:

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma  
City  
Scott Duncan  
Millicent Gillogly  
Pamela Pung  
Marguerite Ross  
Greg Womack

Estimate of general public and staff attending: 38



I. The meeting was called to order at 3:32 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called at 3:34 p.m. to establish a quorum. Present: Caine, Cornelius, Greenwell, Hannah, Jimenez, McCaleb, Pritchett, Strube, Trent, Winters, Rice. (Arrived: Ross ~ 3:37 p.m.)

II. Mr. Rice introduced Mrs. Barbara Beasley, Manager of the Bethany Library.

Mrs. Beasley welcomed the Commission. She highlighted attendance in the Summer Reading program, where more than half of the participants have completed their goals and the more than 1200 children who have joined in for the Wednesday morning programming. Questions and discussion followed.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for June 2005: Janet Brooks, Materials Selection Manager, for 30 years of service; Fran Harbert, Librarian, Del City Library, 20 years of service; and Anita Roesler, Senior Services Coordinator, Outreach Services, 20 years of service.

IV. Mr. Rice called for public comments. (Two *Citizens Request to Speak* forms are attached.) Each speaker was allotted 3 minutes to address the Commission.

V. Mr. Rice presented the Consent Docket (Document #02 – Approval of Minutes of June 16, 2005, Meeting; Document #03 – Acceptance of Review of Expenditures for June 2005)

**Mr. Jim Roth moved to accept the Consent Docket. Mrs. Cynthia Trent seconded. Mr. Rice called for questions. Questions and discussion followed. Motion passed unanimously.**

VI. Mr. Rice called on Mrs. Cynthia Trent for her update on attending the American Library Association's Annual Conference.

Mrs. Trent highlighted a few of the workshops she attended. She provided the Administration with a "Trustee Facts File" created by the Illinois Library Association and the Illinois State Library, stating that it has many useful tools for trustee members that may be helpful to this Commission. Questions and discussion followed.

VII. Mr. Rice called on Ms. Kim Terry, Marketing & Communications Manager.

Ms. Terry explained that the Marketing & Communication department will focus the coming year on marketing all the individual libraries. She announced the *Metro Magazine* will be coming out again quarterly starting with Summer 2005. Questions and discussion followed.

VIII. Mr. Rice called on Ms. Geri Price, Project Coordinator, Outreach Services.

Ms. Price explained that over summer vacation the learned skills lost most by students are reading and math. Student lose more than 2 months of reading skills and that each summer that loss is cumulative. She emphasized the success of the Come Read with Me program helping to stop that loss. Questions and discussion followed.

**IX.** Mr. Rice referred to the Information Reports.

Document #04 – MLS Annual Furniture & Equipment Inventory Report

Document #05 – MLS June 2005 Circulation Report

Document #06 – MLS June 2005 Internet Usage Report

Document #07 – MLS June 2005 System Reserve Report

**X.** Mr. Rice called on Mrs. Morris for the Executive Director Report.

Mrs. Morris reviewed the report. She highlighted Mrs. Deanna Hannah's reappointment by the Bethany City Council to serve another 3-year term on the Commission.

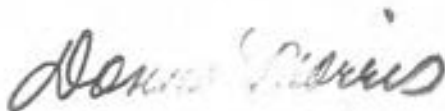
She announced that the Library System has for the first time in its history circulated more than 6,000,000 items in one fiscal year.

Mrs. Morris called for questions and discussion followed.

**XI.** Mr. Rice called for comments from Commission members.

The next Commission meeting will be held at the Belle Isle Library, August 25, 2005.

**XII.** There being no further business the meeting was adjourned at 4:43 p.m.



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Donna Morris, Executive Director  
(Secretary)

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## CITIZENS REQUEST TO SPEAK

### THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY PRIOR  
TO START OF MEETING

DATE: 7-21-05

Please complete this form if you are interested in addressing the Library Commission

Stephanie West  
PRINT NAME

8 S. Creek Side Dr  
RESIDENCE: ADDRESS/ZIP

OK  
COUNTY OF RESIDENCE

Stephanie West  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

844-0141 westfam3@msn.com  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: \_\_\_\_\_

SELF: \_\_\_\_\_

I ask to speak on the following Agenda Item(s) \_\_\_\_\_

I ask to speak on the topic or issue(s) of Homosexual agenda books. When will this issue be on the agenda? Will the website post any press releases?

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.



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**CITIZENS REQUEST TO SPEAK**  
**THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\***

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**  
TO START OF MEETING

**DATE:** 7-21-05

Please complete this form if you are interested in addressing the Library Commission

MARC CLEMENTS  
**PRINT NAME**

8819 S COUNTRY CLUB DR 73159  
**RESIDENCE: ADDRESS/ZIP**

OKLAHOMA  
**COUNTY OF RESIDENCE**

Marc Clements  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

6855465  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** ☒ \_\_\_\_\_

I ask to speak on the following ~~Agenda Item~~(s) CELL Phone

USACE IN LIBRARIES

I ask to speak on the topic or issue(s) of \_\_\_\_\_

\*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

## **FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES**

July 31, 2005

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

This is the first monthly report for FY 2005-06. The revenue budget and expenditure appropriations are based on the Preliminary Budget approved by the Commission on June 16, 2005.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of July 2005.



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

Document # 10  
MLC FY 2005-06  
August 25, 2005

July 31, 2005

**ASSETS**

CASH - Overnight Investment Account		\$ 2,528,690.92
INVESTMENTS (Schedule attached)		13,554,421.94
TAXES RECEIVABLE: 2005-06 Ad Valorem Tax	22,161,962.00	
Less: Reserve for Delinquent Tax	(2,014,724.00)	
Budgeted Tax Revenue	20,147,238.00	
Less: Tax Received	0.00	
		20,147,238.00
<b>Total Assets</b>		<b><u>\$36,230,350.86</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2004-05 Reserve for Appropriations	\$ 763,186.25	
2005-06 Purchase Orders Outstanding	174,910.23	
2004-05 Purchase Orders Outstanding	298,729.81	
2005-06 Checks Outstanding	108,181.18	
2004-05 Checks Outstanding	122,135.44	
<b>Total Liabilities</b>		<b>1,467,142.91</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	20,147,238.00
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**FUND BALANCE:**

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	45,000.00	
Other	141,989.05	186,989.05
Less: Expenditures	(1,333,336.45)	
<b>Total Fund Balance</b>		<b>14,615,969.95</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$36,230,350.86</u></b>

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

**As of July 31, 2005**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	3/24/2011	3.800%	\$ 100,000.00
CD - Bank of Okla. (collateralized)	10/31/2002	10/31/2007	3.200%	500,000.00
CD - Bank of Okla. (collateralized)	11/18/2002	11/17/2007	3.240%	800,000.00
CD - Bank of Okla. (collateralized)	12/18/2002	12/18/2007	3.240%	500,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Bank of Okla. (collateralized)	1/7/2003	1/6/2008	3.190%	1,000,000.00
Weekie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - Bank of Okla. (collateralized)	1/21/2003	1/21/2008	3.090%	3,000,000.00
CD - Bank of Okla. (collateralized)	1/24/2003	1/23/2008	3.080%	600,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
CD - Peoples National, Bethany	2/27/2003	2/27/2006	2.050%	100,000.00
CD - First Commercial, Edmond	3/23/2003	9/23/2005	2.050%	100,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/21/2005	2.250%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	8/18/2005	2.180%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2006	3.400%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.900%	100,000.00
CD - Rose Rock Bank	10/15/2003	6/15/2009	3.250%	100,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - IBC	11/29/2004	11/29/2005	2.000%	100,000.00
CD - Quail Creek Bank	12/7/2004	12/7/2006	3.050%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
FHLN Notes	1/28/2005	10/24/2005	2.840%	978,793.89
FMCDN	1/31/2005	10/24/2005	2.886%	979,311.11
FHLB notes	2/10/2005	2/10/2006	3.100%	1,000,015.00
FHLB notes	2/15/2005	2/15/2007	3.570%	1,000,025.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	9/3/2005	3.030%	100,000.00
Fed Natl Mort Disc Notes	3/2/2005	9/19/2005	2.676%	496,251.94
Total Investments				<u>\$ 13,554,421.94</u>



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

July 1, 2005 to July 31, 2005

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2005 Ad Valorem Tax	\$18,845,587.00	\$ -	\$ -	0.00%
State Aid	286,309.00	-	-	0.00%
Fines	<u>387,000.00</u>	<u>45,000.00</u>	<u>45,000.00</u>	11.63%
<b>Total Budgeted Revenue</b>	<b><u>\$ 19,518,896.00</u></b>	<b><u>\$ 45,000.00</u></b>	<b><u>\$ 45,000.00</u></b>	0.23%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 87,854.10	\$ 87,854.10	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		40,797.80	40,797.80	
Flexible Benefits Account Balance				
Sale of Surplus Equipment				
Miscellaneous		<u>13,337.15</u>	<u>13,337.15</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 141,989.05</u></b>	<b><u>\$ 141,989.05</u></b>	
<b>Total Revenue</b>	<b><u>\$ 19,518,896.00</u></b>	<b><u>\$ 186,989.05</u></b>	<b><u>\$ 186,989.05</u></b>	0.96%

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

July 31, 2005

	BALANCE 7/1/2005	RECEIPTS July	EXPEND. July	BALANCE 7/31/2005
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 2,243.76	\$ 5,003.28	\$ 525.96	\$ 6,721.08
810 Prepaid Fees	0.00	0.00	223.85	(223.85)
815 Fines	45,103.14	38,557.54	45,836.50	37,824.18
820 Copy	41,827.94	3,808.98	298.04	45,338.88
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 91,881.18</b>	<b>\$ 47,369.80</b>	<b>\$ 46,884.35</b>	<b>\$ 92,366.63</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 7/31/2005
<u><b>Special Grants</b></u>				
857 DN/LC Donations	100,000.00	85,366.79	60,109.98	25,256.81
858 Inasmuch/DN Building	130,000.00	130,000.00	105,448.94	24,551.06
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
939 YMCA/21st Century Grant	5,415.00	5,415.00	3,660.00	1,755.00
943 Junior League/MWC	750.00	750.00	692.97	57.03
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	742.33	3,757.67
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	975.00	25.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,250.00	2,250.00	2,013.00	237.00
979 05 ODL Early Literacy	17,000.00	17,000.00	14,565.74	2,434.26
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 05 Downtown Club/Children's	1,300.00	1,300.00	985.25	314.75
983 05 Endowment/MWC Anniversary	2,500.00	2,500.00	2,293.90	206.10
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	3,916.02	1,083.98
986 05 Endowment/Returned Funds	32,519.51	32,519.51	2,454.84	30,064.67
987 05 ODL/Oklahoma Reads Oklahom	2,000.00	2,000.00	2,000.00	0.00
991 06 Inasmuch	60,000.00	60,000.00	0.00	60,000.00
<u><b>Grants - Friends of MLS</b></u>				
938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 7/31/2005
<u>Grants - Friends of MLS</u>					
956	05 LIFE Come Read with Me	7,500.00	7,500.00	4,409.05	3,090.95
957	05 Lee Brawner Scholarship	10,740.00	10,740.00	7,056.07	3,683.93
959	05 Books for Moms	2,000.00	2,000.00	894.45	1,105.55
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	1,720.72	879.28
962	05 Our World Series	13,600.00	13,600.00	13,400.00	200.00
964	05 Rebinding Local History	3,500.00	3,500.00	1,861.80	1,638.20
966	05 Staff Recognition	5,341.72	5,341.72	5,088.76	252.96
967	05 MLS Volunteer Rec.	2,000.00	2,000.00	1,511.66	488.34
969	05 Big Book Carts	536.00	536.00	523.50	12.50
970	05 Community Quilts	2,000.00	2,000.00	1,772.81	227.19
971	05 Read to Me Packets	12,500.00	12,500.00	0.00	12,500.00
972	05 Project Laughter	4,000.00	4,000.00	3,600.00	400.00
973	05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
974	05 Teen Job Fair	500.00	500.00	447.11	52.89
975	05 Oklahoma Ready Poetry	379.00	379.00	0.00	379.00
976	05 Public Art in Libraries	2,000.00	2,000.00	1,950.00	50.00
<b>Total Grants</b>					<u>\$192,145.79</u>
<b>Total Special Funds</b>					<u>\$ 284,512.42</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of July 2005

FY-06

**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	654,946.32	654,946.32	7.28	8,996,136.00	8,341,189.68
102	Wages - Part-time	107,660.09	107,660.09	7.19	1,496,874.00	1,389,213.91
103	Payroll Taxes	56,509.83	56,509.83	7.34	769,991.00	713,481.17
109	Workers' Comp Insurance	7,800.00	7,800.00	6.84	114,090.00	106,290.00
112	Group Insurance	108,635.76	108,635.76	7.85	1,383,232.00	1,274,596.24
113	Employees' Retirement	.00	.00	.00	1,200,000.00	1,200,000.00
114	Unemployment Compensation	.00	.00	.00	10,000.00	10,000.00
Total Personal Services		935,552.00	935,552.00	6.70	13,970,323.00	13,034,771.00

**Maintenance & Operations - Contractual Services**

201	Building, Property, & Auto Ins	.00	.00	.00	169,609.00	169,609.00
202	Liability/Bonding Insurance	60.00	60.00	.28	21,200.00	21,140.00
205	Rent of Library Buildings	800.00	800.00	16.67	4,800.00	4,000.00
206	Rent of Equipment	.00	.00	.00	2,880.00	2,880.00
207	Janitorial Services	16,705.00	16,705.00	8.09	206,458.00	189,753.00
208	Maintenance of Facilities	19,821.99	19,821.99	6.51	304,648.00	284,826.01
211	Parking & Transportation	9,725.03	9,725.03	7.64	127,350.00	117,624.97
212	Travel Expenses	113.65	113.65	.17	66,882.00	66,768.35
213	Professional Services	4,255.43	4,255.43	1.83	233,120.00	228,864.57
214	Security Services	6,797.63	6,797.63	2.93	231,873.00	225,075.37
216	Telephone Services	17,993.08	17,993.08	6.53	275,610.00	257,616.92
217	Electrical Services	43,227.66	43,227.66	8.59	503,186.00	459,958.34
218	Gas Services	595.00	595.00	1.11	53,806.00	53,211.00
219	Water & Garbage Services	6,216.00	6,216.00	11.81	52,640.00	46,424.00
220	Trigen Energy Services	22,500.00	22,500.00	11.54	194,998.00	172,498.00
226	Membership	1,238.50	1,238.50	5.40	22,949.00	21,710.50
230	Other Library-Related Services	5,319.50	5,319.50	1.58	337,351.00	332,031.50
231	Automation Contractual	12,845.95	12,845.95	3.74	343,831.00	330,985.05
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		168,214.42	168,214.42	5.33	3,155,541.00	2,987,326.58

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of July 2005

FY-06

**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	1,194.43	1,194.43	.61	196,210.00	195,015.57
302	Postage	3,384.90	3,384.90	1.18	285,800.00	282,415.10
303	Supplies	30,998.54	30,998.54	12.70	244,112.00	213,113.46
310	Maintenance Supplies	1,163.40	1,163.40	1.64	71,000.00	69,836.60
312	Safety Supplies & Equipment	60.66	60.66	.78	7,800.00	7,739.34
321	Gas and Oil	754.66	754.66	3.14	24,000.00	23,245.34
322	Vehicle Parts & Repairs	.00	.00	.00	18,000.00	18,000.00
330	Programming Activities	24,633.16	24,633.16	11.55	213,267.00	188,633.84
331	Other Commodities	1,824.56	1,824.56	5.42	33,694.00	31,869.44
Total Commodities		64,014.31	64,014.31	5.85	1,093,883.00	1,029,868.69

**Capital Outlays**

401	Books & Materials	157,048.13	157,048.13	5.02	3,127,050.00	2,970,001.87
404	Government Documents	.00	.00	.00	5,800.00	5,800.00
405	Book Repairs & Bindings	.00	.00	.00	5,250.00	5,250.00
407	Periodicals & Subscriptions	2,125.95	2,125.95	1.24	171,450.00	169,324.05
408	Furniture, Fixtures, & Equipmt	.00	.00	.00	185,216.00	185,216.00
409	Motor Vehicle	.00	.00	.00	.00	.00
410	Automation System & Equipment	.00	.00	.00	293,150.00	293,150.00
450	Capital Projects	6,381.64	6,381.64	.28	2,263,156.00	2,256,774.36
490	Capital Reserves - Current	.00	.00	.00	219,885.35	219,885.35
499	Reserve Carryover	.00	.00	.00	10,862,981.34	10,862,981.34
Total Capital Outlays		165,555.72	165,555.72	.97	17,133,938.69	16,968,382.97
Total Budget		1,333,336.45	1,333,336.45	3.77	35,353,685.69	34,020,349.24

General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-00001	City of Del City	Building Rental	400.00	400.00
G-00002	Gale Research	Materials	3,415.44	3,415.44
G-00003	UNUM Life Insurance	Grp Disab Ins Prem-July	6,125.18	6,125.18
G-00004	Baker & Taylor Books - #510486	Materials	2,468.07	2,468.07
G-00005	American Library Association	Membership	205.00	205.00
G-00006	Robin McKeown	Programming Activities	125.00	125.00
G-00007	Oklahoma Opry, LLC	Programming Activities	150.00	150.00
G-00008	Facts On File, Inc.	Materials	1,059.30	1,059.30
G-00009	KKWD FM	Library Related Services	2,502.00	2,502.00
G-00010	Larry Kluger	Programming Activities	400.00	400.00
G-00011	Angela Lloyd	Programming Activities	400.00	400.00
G-00012	Traci Jinkens	Parking	73.00	73.00
G-00013	LexisNexis Matthew Bender	Materials	278.11	278.11
G-00014	Mutual Assurance	Grp Life/AD&D Ins Prm-JLY	24,752.17	24,752.17
G-00015	Elizabeth Kessler	Parking	73.00	73.00
G-00016	Geri Price	Parking	73.00	73.00
G-00017	Phyllis Davidson	Parking	73.00	73.00
G-00018	Guy Smith	Programming Activities	150.00	150.00
G-00019	Deborah Kelley	Parking	73.00	73.00
G-00020	Jeannine Pasini-Beekman	Programming Activities	200.00	200.00
G-00021	U.S. Postal Service	Postage	150.00	150.00
G-00022	Ruby Soutiere	Parking	73.00	73.00
G-00023	Dowell Parking Center	Staff Parking	1,200.00	
		Staff Parking	1,200.00	2,400.00
G-00024	Rosalind L. Reeder	Programming Activities	150.00	150.00
G-00025	The State Chamber	Membership	319.00	319.00
G-00026	Ryan O'Brien Music	Programming Activities	119.00	119.00
G-00027	Metropolitan Library System	Grp Med/Dtl Ins Prem-July	74,057.99	74,057.99
G-00028	Harmony Farm Foundation	Programming Activities	390.00	390.00
G-00029	Angela Wall	Programming Activities	50.00	50.00
G-00030	COTPA	Staff Parking	1,542.53	1,542.53
G-00031	Stacy Schrank	Parking	73.00	73.00
G-00032	Tyrone Wilkerson	Programming Activities	1,530.00	1,530.00
G-00033	Metropolitan Library System	Employee Deductions	100.00	100.00
G-00034	Bank of Oklahoma	Payroll Transmittal-Chks	49,677.22	
		Payroll Transmittal-Chks	19,775.93	69,453.15
G-00035	Bank of Oklahoma	Federal Withholding Tax	34,168.10	
		Federal Withholding Tax	2,889.00	37,057.10
G-00036	Oklahoma Tax Commission	State Withholding Tax	16,375.00	
		State Withholding Tax	1,527.00	17,902.00
G-00037	Mun. Employees Credit Union	Employee Cr Union Deducts	10,231.74	
		Employee Cr Union Deducts	90.00	10,321.74
G-00038	United Way of Central Oklahoma	Employee Deductions	355.39	
		Employee Deductions	6.00	361.39
G-00039	Bank of America	Payroll Transmittal-DDep	158,892.81	
		Payroll Transmittal-DDep	25,317.41	184,210.22
G-00040	Nationwide Retirement Solution	Employee Deductions	8,260.97	8,260.97
G-00041	Transamerica Worksite Mrktg.	Employee Deductions	702.54	702.54
G-00042	Metro Library Sys Pension Trst	Employee Retirement Conts	8,658.01	8,658.01
G-00043	Bank of Oklahoma	Employee Flexplan Deposit	16,419.56	
		Employer Flexplan Deposit	1,540.00	17,959.56
G-00044	Bank of Oklahoma	Employee Soc/Sec Deposits	19,375.14	

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General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-00044	Bank of Oklahoma	Employee Soc/Sec Deposits	3,330.31	
		Employee Medicare Deposit	4,531.21	
		Employee Medicare Deposit	778.83	
		Employer Soc/Sec Deposits	22,705.42	
		Employer Medicare Deposit	5,310.25	56,031.16
G-00045	Love, Beal & Nixon, P.C.	Employee Deductions	4.16	4.16
G-00046	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00047	Administrative Systems, Inc.	Employee Deductions	1,004.38	1,004.38
G-00048	City of Midwest City	Water & Garbage Services	259.20	259.20
G-00049	Bradford Industrial Suppl Corp	Maintenance of Facilities	47.94	47.94
G-00050	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-00051	Hewlett-Packard Co.	Automation Contractural	11,986.00	11,986.00
G-00052	Oklahoma Historical Society	Subscription	33.00	33.00
G-00053	Baker & Taylor Books - #510486	Materials	992.51	992.51
G-00054	Ray Wyssmann	Programming Activities	50.00	50.00
G-00055	Lanny Fiegenschuh	Programming Activities	50.00	50.00
G-00056	Standard & Poor's	Materials	977.80	977.80
G-00057	Mid-west Landscape, LLC	Maintenance of Facilities	1,200.00	1,200.00
G-00058	Value Line Publishing, Inc.	Materials	2,280.00	
		Materials	2,280.00	
		Materials	345.00	4,905.00
G-00059	Facts On File, Inc.	Materials	4,000.00	4,000.00
G-00060	U.S. Postmaster	Postage	150.00	150.00
G-00061	Gale Group	Materials	345.98	345.98
G-00062	Walter Wayne McEvilly	Programming Activities	175.00	
		Programming Activities	200.00	375.00
G-00063	Geri Price	Supplies	96.94	96.94
G-00064	Morningstar	Materials	6,360.00	6,360.00
G-00065	Executive Women International	Other Commodities	30.00	30.00
G-00066	Amigos Library Services	Materials	7,179.80	7,179.80
G-00067	Mergent Co., Inc.	Materials	7,305.00	7,305.00
G-00068	High-Tech Tronics, Inc.	Maintenance of Facilities	434.25	
		Maintenance of Facilities	479.25	913.50
G-00069	Oklahoma County Newspapers	Subscription	36.00	36.00
G-00070	Rotary Foundation	Membership	54.50	
		Other Commodities	188.50	243.00
G-00071	Secretary of State	Library Related Services	10.00	
		Library Related Services	10.00	20.00
G-00072	Baker & Taylor Ebis	Materials	4,455.00	4,455.00
G-00073	Mae Dean Erb	Programming Activities	250.00	250.00
G-00074	Newsbank	Materials	13,775.00	13,775.00
G-00075	Omniplex	Programming Activities	150.00	150.00
G-00076	Rosalind L. Reeder	Programming Activities	125.00	125.00
G-00077	Lisa M. Wood	Programming Activities	86.66	86.66
G-00078	City of Choctaw	Water & Garbage Services	111.99	111.99
G-00079	Vision Service Plan of	Group Vision Ins Prem-JL	2,160.42	2,160.42
G-00080	C. L. Frates & Co.	Bonding Insurance	30.00	
		Bonding Insurance	30.00	60.00
G-00081	Walmart Community	Supplies	92.88	92.88
G-00082	Leadership Oklahoma City	Registration	1,400.00	1,400.00
G-00083	Coral Cashion	Programming Activities	150.00	150.00

General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-00084	Tim Tingle	Programming Activities	500.00	500.00
G-00085	Trane Co.	Maintenance of Facilities	32.30	32.30
G-00086	Kevin Mathey	Programming Activities	200.00	200.00
G-00087	Kiona Wooten Millirons	Programming Activities	100.00	
		Programming Activities	600.00	700.00
G-00088	Metropolitan Library System	Parking	3.00	
		Professional Services	45.00	
		Postage	14.80	
		Supplies	100.58	
		Supplies	27.73	
		Programming Activities	36.13	227.24
G-00089	Bradford Industrial Suppl Corp	Maintenance of Facilities	30.02	30.02
G-00090	Grainger Parts Operations	Maintenance of Facilities	145.13	145.13
G-00091	City of the Village	Water & Garbage Services	81.96	81.96
G-00092	Sams Technical Publishing	Materials	155.35	155.35
G-00093	City of Edmond	Electrical Services	3,952.66	3,952.66
G-00094	Ernestine Clark	Supplies	6.88	6.88
G-00095	Oklahoma Library Association	Registration	50.00	50.00
G-00096	South OKC Chamber of Commerce	Membership	285.00	285.00
G-00097	Baker & Taylor Books - #510486	Materials	3,756.99	3,756.99
G-00098	Central Oklahoma Winnelson	Maintenance of Facilities	16.09	16.09
G-00099	Dun & Bradstreet	Materials	28,928.00	28,928.00
G-00100	Facts On File, Inc.	Materials	105.93	105.93
G-00101	Skeeter Hall	Programming Activities	450.00	450.00
G-00102	Alumni Association	Membership	95.00	95.00
G-00103	David French	Mileage	5.67	5.67
G-00104	Carol Provine	Mileage	5.67	5.67
G-00105	Rand McNally	Materials	1,806.42	1,806.42
G-00106	Full Circle Bookstore	Programming Activities	127.41	
		Materials	29.48	156.89
G-00107	Morningstar	Materials	795.00	795.00
G-00108	Ingram Library Service	Materials	1,574.36	1,574.36
G-00109	Information Today, Inc.	Materials	203.05	203.05
G-00110	Republic Parking System	Parking	273.00	273.00
G-00111	DWe Williams	Programming Activities	450.00	450.00
G-00112	Ingram Library Service	Materials	16.58	16.58
G-00113	David Swanson	Programming Activities	50.00	50.00
G-00114	The Black Chronicle	Subscription	20.00	20.00
G-00115	J & B Graphics	Capital Projects	195.00	195.00
G-00116	Chris Morrison	Programming Activities	125.00	125.00
G-00117	Skillpath Seminars	Professional Services	40.00	40.00
G-00118	ProQuest	Materials	27,175.00	27,175.00
G-00119	Contractors Supply Co.	Maintenance of Facilities	11.77	11.77
G-00120	OU Improv Group	Programming Activities	200.00	
		Programming Activities	400.00	600.00
G-00121	Richard Jenkins	Programming Activities	600.00	600.00
G-00122	MWM, LLC	Maintenance of Facilities	300.00	300.00
G-00123	Rosalind L. Reeder	Programming Activities	125.00	125.00
G-00124	City of Edmond	Water & Garbage Services	671.10	671.10
G-00125	Office Depot	Supplies	35.62	35.62
G-00126	Ceridian HR Comply	Subscription	307.00	307.00
G-00127	Mark SeyFried	Programming Activities	100.00	100.00



General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-00128	Commercial Card Solutions	Professional Services	20.00	
		Registrations	225.00	245.00
G-00129	Arts Council of Oklahoma City	Membership	100.00	100.00
G-00130	Tulsa City/County Library	Registration	126.00	126.00
G-00131	Walmart Community	Other Commodities	31.86	31.86
G-00132	Reef Shop Warehouse	Programming Activities	39.99	39.99
G-00133	A Chance to Change	Employee Assistance	1,105.50	1,105.50
G-00134	Sharon May	Mileage	8.10	8.10
G-00135	Lexis Nexis Business	Materials	3,470.21	3,470.21
G-00136	Susan H. Wood	Programming Activities	85.00	85.00
G-00137	Cynthia Daniel Wolf	Programming Activities	300.00	300.00
G-00138	Worth Hydrochem of Oklahoma	Maintenance of Facilities	206.00	206.00
G-00139	Rob Vollmar	Programming Activities	200.00	200.00
G-00140	Sue Clancy	Programming Activities	100.00	100.00
G-00141	Baker & Taylor Books - #510486	Materials	3.77	3.77
G-00142	Baker & Taylor Books-#510486	Materials	1,584.86	1,584.86
G-00143	Kone Inc	Maintenance of Facilities	964.75	964.75
G-00144	Erika Diel	Maintenance of Facilities	120.00	120.00
G-00145	Kiona Wooten Millirons	Programming Activities	100.00	100.00
G-00146	Stacy Schrank	Professional Services	93.93	93.93
G-00147	Metropolitan Library System	Employee Deductions	100.00	100.00
G-00148	Bank of Oklahoma	Payroll Transmittal-Chks	48,506.88	
		Payroll Transmittal-Chks	18,818.78	67,325.66
G-00149	Bank of Oklahoma	Federal Withholding Tax	35,637.10	
		Federal Withholding Tax	2,840.00	38,477.10
G-00150	Oklahoma Tax Commission	State Withholding Tax	16,841.00	
		State Withholding Tax	1,485.00	18,326.00
G-00151	Mun. Employees Credit Union	Employee Cr Union Deducts	10,273.74	
		Employee Cr Union Deducts	90.00	10,363.74
G-00152	United Way of Central Oklahoma	Employee Deductions	352.39	
		Employee Deductions	6.00	358.39
G-00153	Bank of America	Payroll Transmittal-DDep	164,009.04	
		Payroll Transmittal-DDep	26,579.00	190,588.04
G-00154	Nationwide Retirement Solution	Employee Deductions	8,060.97	8,060.97
G-00155	Transamerica Worksite Mrktg.	Employee Deductions	691.70	691.70
G-00156	Metro Library Sys Pension Trst	Employee Retirement Conts	8,572.48	8,572.48
G-00157	Bank of Oklahoma	Employee Flexplan Deposit	7,550.00	7,550.00
G-00158	Bank of Oklahoma	Employee Soc/Sec Deposits	19,748.46	
		Employee Soc/Sec Deposits	3,344.65	
		Employee Medicare Deposit	4,618.57	
		Employee Medicare Deposit	782.18	
		Employer Soc/Sec Deposits	23,093.26	
		Employer Medicare Deposit	5,400.90	56,988.02
G-00159	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-00160	Administrative Systems, Inc.	Employee Deductions	997.76	997.76
G-00161	Donna Morris	Car Allowance	450.00	450.00
G-00162	City of Del City	Building Rental	400.00	400.00
G-00163	City of Bethany	Water & Garbage Servives	111.42	111.42
G-00164	Unisource Worldwide Inc-OKCity	Supplies	99.90	99.90
G-00165	Eales Electronics Corp.	Maintenance of Facilities	165.00	165.00
G-00166	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-00167	SBC	Telephone Services	919.04	

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General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-00167	SBC	Telephone Services	1,312.68	
		Telephone Services	324.48	2,556.20
G-00168	Frank Ray	Mileage	17.42	17.42
G-00169	Baker & Taylor Books - #510486	Materials	4,850.17	4,850.17
G-00170	Susan Ryan	Mileage	4.86	4.86
G-00171	Value Line Publishing, Inc.	Materials	6,384.00	
		Materials	2,394.00	8,778.00
G-00172	Chester 'Jack' Kinzie, Jr.	Mileage	5.27	5.27
G-00173	Molly Lou Lemmons	Programming Activities	75.00	75.00
G-00174	Recorded Books, LLC	Materials	98.77	98.77
G-00175	Mobil 1 Lube/AFMS	Gas and Oil	33.86	
		Gas and Oil	110.37	
		Gas and Oil	35.17	179.40
G-00176	The Penworthy Co.	Materials	3,015.73	3,015.73
G-00177	Gale Group	Materials	1,691.03	1,691.03
G-00178	Traci Jinkens	Parking	73.00	73.00
G-00179	The American	Subscription	24.95	24.95
G-00180	Friday	Subscription	25.00	25.00
G-00181	Sydna Yellowfish	Programming Activities	150.00	150.00
G-00182	Michael King	Programming Activities	75.00	75.00
G-00183	Conney Safety Products	Safety Supplies	60.66	60.66
G-00184	Oklahoma Air Filter	Maintenance of Facilities	99.84	99.84
G-00185	Francie Pendleton	Mileage	3.04	3.04
G-00186	Ingram Library Service	Materials	1,758.36	1,758.36
G-00187	Walker Companies	Supplies	5.60	
		Supplies	60.00	65.60
G-00188	Audio Editions	Materials	1,105.42	1,105.42
G-00189	Lakeshore Learning Materials	Programming Supplies	194.52	194.52
G-00190	Ingram Library Service	Materials	279.30	279.30
G-00192	Jimmy Welch	Remote Access	25.00	25.00
G-00193	Home Depot Credit Services	Maintenance of Facilities	60.88	60.88
G-00194	Debbie Robertus	Mileage	20.66	20.66
G-00195	Rhonda Bryant	Programming Activities	50.00	50.00
G-00196	Southwest Paper - OKC	Supplies	1,472.40	1,472.40
G-00197	U.S. Postal Service	Postage	625.00	625.00
G-00198	OSDAR Treasurer	Books	29.00	29.00
G-00199	Rene' Mateo	Programming Activities	45.00	45.00
G-00200	Dowell Parking Center	Staff Parking	1,200.00	
		Staff Parking	1,250.00	2,450.00
G-00201	Finder Binder	Materials	100.00	100.00
G-00202	Rosalind L. Reeder	Programming Activities	125.00	125.00
G-00203	Ryan O'Brien Music	Programming Activities	1,151.00	
		Programming Activities	1,049.00	2,200.00
G-00204	Lisa M. Wood	Programming Activities	52.29	52.29
G-00205	Baker & Taylor Books - #510486	Materials	1,027.50	1,027.50
G-00206	Cheryl Pernell	Mileage	5.91	5.91
G-00207	Baker & Taylor Entertainment	Materials	477.54	477.54
G-00208	Arts Council of Oklahoma City	Programming Activities	8,975.00	8,975.00
G-00209	City of Edmond	Maintenance of Facilities	3,750.00	3,750.00
G-00210	LaWana D. Morgan	Mileage	12.56	12.56
G-00211	Jerry Baker	Books	10.00	10.00

General Fund F.Y. 05-06

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-00212	EmTec Pest Control, Inc.	Maintenance of Facilities	40.00	40.00
G-00213	The Chaucer Studio	Materials	110.80	110.80
G-00214	Star Lighting	Maintenance of Facilities	29.00	29.00
G-00215	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-00216	Corporate Express	Supplies	91.32	91.32
G-00217	Sue Clancy	Programming Activities	100.00	100.00
G-00218	Securitas Security USA, Inc.	Security Services	2,598.96	2,598.96
G-00219	Employee Benefits	Materials	297.00	297.00
G-00220	Baker & Taylor Books - #510486	Materials	169.44	169.44
G-00221	Baker & Taylor Books - #510486	Materials	1,269.15	1,269.15
G-00222	Baker & Taylor Books-#510486	Materials	4,680.03	4,680.03
G-00223	Trane Co.	Maintenance of Facilities	13.65	13.65
G-00224	Severn House Publishers	Materials	178.88	178.88
G-00225	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-00226	Single Source	Supplies	40.90	
		Supplies	19.56	60.46
Total of FY 05-06 Warrants Issued				\$ 1,158,426.22

General Fund F.Y. 04-05

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-05566	Bradford Industrial Suppl Corp	Maintenance of Facilities	22.28	
		Maintenance of Facilities	224.25	246.53
G-05567	Grainger Parts Operations	Maintenance of Facilities	143.10	143.10
G-05568	Brodart, Inc.	Furniture	396.00	396.00
G-05569	Southwestern Stationery and	Library Related Services	3,980.00	3,980.00
G-05570	Borders Group, Inc.	Maintenance of Facilities	1,038.42	1,038.42
G-05571	Locke Supply Co.	Maintenance of Facilities	29.26	29.26
G-05572	Edward Terry	Mileage	37.26	37.26
G-05573	Emsco Electric Supply	Maintenance of Facilities	49.09	49.09
G-05574	Synergy Datacom Supply, Inc.	Maintenance of Facilities	24.49	
		Automation Contractural	293.14	317.63
G-05575	Ernestine Clark	Travel Expense	1,500.24	
		Supplies	94.09	1,594.33
G-05576	Alma L. Brown	Programming Activities	69.01	
		Programming Activities	194.17	263.18
G-05577	Richard Rea	Mileage	26.73	26.73
G-05578	Laurie F. Mack-Clark	Mileage	17.82	17.82
G-05579	Showtime Displays & Graphics	Library Related Services	2,956.73	2,956.73
G-05580	Mary Patton	Mileage	70.27	70.27
G-05581	Standard Printing Co., Inc.	Library Related Services	570.00	
		Library Related Services	855.00	1,425.00
G-05582	Weston Woods Accts Receivable	Materials	1,370.19	1,370.19
G-05583	Spence & Associates, Inc	Library Related Services	1,425.00	1,425.00
G-05584	Mid-west Landscape, LLC	Maintenance of Facilities	1,200.00	
		Maintenance of Facilities	450.00	1,650.00
G-05585	Blackbaud	Registration	8,250.00	8,250.00
G-05586	United Refrigeration, Inc.	Maintenance of Facilities	14.30	14.30
G-05587	NEWS NOW 53	Library Related Services	175.00	175.00
G-05588	Larry Fowler	Programming Activities	150.00	150.00
G-05589	Game Time Inflatables	Programming Activities	1,100.00	1,100.00
G-05590	Lyndon Wilcoxsin	Programming Activities	210.45	210.45
G-05591	KKWD FM	Library Related Services	2,480.00	2,480.00
G-05592	KTUZ TV	Library Related Services	1,000.00	1,000.00
G-05593	Recorded Books, LLC	Materials	89.55	89.55
G-05594	Marilyn E. Backus	Mileage	19.04	19.04
G-05595	Instructional Video, Inc.	Materials	1,162.46	1,162.46
G-05596	Denyveta Davis	Travel Expense	932.15	932.15
G-05597	Gale Group	Materials	103.80	103.80
G-05598	Staples Business Advantage	Supplies	95.85	
		Supplies	29.99	125.84
G-05599	Darcus Smith	Mileage	5.67	5.67
G-05600	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	
		Library Related Services	460.00	920.00
G-05601	The American	Subscription	132.00	132.00
G-05602	Mutual Assurance	Professional Services	263.00	263.00
G-05603	Anne G. Fischer	Mileage	58.93	58.93
G-05604	CleanTex Products	Supplies	1,115.04	1,115.04
G-05605	Copelin's Office Center	Programming Activities	3.58	3.58
G-05606	Library Video Co.	Materials	50.87	50.87
G-05607	Geri Price	Mileage	102.91	
		Programming Activities	61.77	164.68



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Number	Vendor/Payee	Purpose		Amount
G-05608	Priscilla Doss	Mileage	8.51	8.51
G-05609	Full Circle Bookstore	Materials	95.88	95.88
G-05610	Crosslands A&A Rental-All	Maintenance of Facilities	95.00	95.00
G-05611	Janet Brooks	Other Commodities	80.00	
		Mileage	130.63	210.63
G-05612	Joan Kendall	Mileage	10.94	10.94
G-05613	Lowe's Credit Services	Maintenance of Facilities	26.12	26.12
G-05614	Mary Strasner	Programming Activities	135.09	135.09
G-05615	Heidi Daniel-Morgan	Mileage	133.04	
		Mileage	29.36	162.40
G-05616	Blackstone Audio Books	Materials	89.92	89.92
G-05617	Random House, Inc	Materials	760.40	760.40
G-05618	Crystal Data/Business Products	Supplies	115.00	115.00
G-05619	Brilliance Corporation	Materials	557.70	557.70
G-05620	Ingram Library Service	Materials	910.19	910.19
G-05621	Julia Mock	Mileage	12.96	12.96
G-05622	Quality Book Binding Co.	Book Repair & Bindings	2,243.70	
		Book Repairs & Binderys	404.20	2,647.90
G-05623	Audio Editions	Materials	98.80	98.80
G-05624	United States Postal Service	Postage	6,000.00	6,000.00
G-05625	Mary Ann Mahan	Programming Activities	112.82	112.82
G-05626	Fuelman of Oklahoma	Gasoline	741.38	
		Gasoline	340.87	1,082.25
G-05627	Chickasaw Telecom, Inc.	Computer Equipment	3,048.08	
		Automation Contractural	216.32	3,264.40
G-05628	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	123.90	123.90
G-05629	Shirley A. Stallings	Programming Activities	15.00	15.00
G-05630	Ingram Library Service	Materials	690.83	690.83
G-05631	Sagebrush Corp.	Materials	178.50	178.50
G-05632	Barnes & Noble, Inc.	Library Related Services	7.96	
		Materials	47.88	55.84
G-05633	Anita Roesler	Mileage	23.81	23.81
G-05634	J & B Graphics	Library Related Services	1,203.80	1,203.80
G-05635	Dorothy Dunlap	Mileage	98.82	98.82
G-05636	Cox Media Oklahoma City	Library Related Services	5,505.00	5,505.00
G-05637	Dell	Computer Equipment	9,491.79	9,491.79
G-05638	Smith Fire Suppression	Maintenance of Facilities	903.98	903.98
G-05639	Heidi A. Port	Mileage	36.45	36.45
G-05640	Jean Johnson	Travel Expense	52.49	
		Registration	125.00	177.49
G-05641	Southwest Compressor, Inc.	Maintenance of Facilities	2,054.00	2,054.00
G-05642	Heidi Johnson	Other Commodities	61.78	61.78
G-05643	Medco Supply Lockbox	Safety Supplies	39.85	39.85
G-05644	Hewlett-Packard Co.	Computer Equipment	1,663.00	1,663.00
G-05645	Ruby Soutiere	Mileage	19.04	19.04
G-05646	Metro Window Cleaning	Maintenance of Facilities	325.00	
		Maintenance of Facilities	205.00	
		Maintenance of Facilities	130.00	
		Maintenance of Facilities	65.00	
		Maintenance of Facilities	225.00	
		Maintenance of Facilities	150.00	1,100.00
G-05647	U.S. Postal Service	Postage	2,500.00	2,500.00

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Number	Vendor/Payee	Purpose		Amount
G-05648	Garcia S Tarver Jr	Programming Activities	450.00	450.00
G-05649	MWM, LLC	Maintenance of Facilities	2,080.00	2,080.00
G-05650	Crowe & Dunlevy	Legal Services	9,200.00	
		Legal Services	980.50	10,180.50
G-05651	Office Depot	Other Commodities	88.00	
		Automation Contractural	113.14	201.14
G-05652	Todd Olberding	Telephone Services	45.98	45.98
G-05653	Baker & Taylor Books - #510486	Materials	816.88	816.88
G-05654	Cheryl Pernell	Mileage	5.91	5.91
G-05655	Jeanne Devlin	Mileage	195.94	195.94
G-05656	Baker & Taylor Entertainment	Materials	18,687.96	18,687.96
G-05657	Manpower, Inc.	Temporary Services	470.53	470.53
G-05658	Rosina Lansdale	Insurance	2.08	2.08
G-05659	Prime Office Products	Supplies	137.00	137.00
G-05660	Pioneer Library System	Books	18.00	18.00
G-05661	LaVetta Kinsey Dent	Mileage	126.36	126.36
G-05662	Walmart Community	Programming Activities	123.67	
		Supplies	77.49	
		Supplies	34.12	235.28
G-05663	Metro Tech	Programming Activities	300.00	300.00
G-05664	Matheny Wrecker Service	Maintenance of Facilities	40.00	40.00
G-05665	Imagination Promotional Group	Library Related Services	999.54	999.54
G-05666	Carrier North	Maintenance of Facilities	243.66	243.66
G-05667	Pamela Buchanan	Mileage	6.48	6.48
G-05668	O'Reilly Auto Parts	Fluid	16.92	16.92
G-05669	Star Lighting	Maintenance of Facilities	111.30	111.30
G-05670	John Utley	Mileage	105.91	105.91
G-05671	Rondia K. Banks	Programming Activities	240.55	240.55
G-05672	Myers Landscape Managem't, Inc	Maintenance of facilities	1,425.00	1,425.00
G-05673	Corporate Express	Supplies	71.10	71.10
G-05674	Dennis R. Williams	Programming Activities	75.00	75.00
G-05675	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	3,273.03	4,261.28
G-05676	Baker & Taylor Books - #510486	Materials	1,731.67	
		Materials	2,547.01	
		Materials	2,327.74	
		Materials	4,516.64	
		Materials	2,382.13	
		Materials	10,196.59	
		Materials	459.17	24,160.95
G-05677	Baker & Taylor Books - #510486	Materials	1,759.42	
		Materials	4,536.95	
		Materials	4,685.75	
		Materials	3,067.18	
		Materials	3,034.78	17,084.08
G-05678	Baker & Taylor Books-#510486	Materials	3,188.59	3,188.59
G-05679	Media Partners	Professional Services	715.50	715.50
G-05680	Reading Tree Productions	Programming Activities	966.51	966.51
G-05681	Kone Inc	Maintenance of Facilities	91.59	
		Maintenance of Facilities	342.33	
		Maintenance of Facilities	964.75	1,398.67
G-05682	G and S Automotive	Vehicle Parts & Repairs	428.57	428.57



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Number	Vendor/Payee	Purpose		Amount
G-05683	Patrick Williams	Other Commodities	63.64	63.64
G-05684	Sharon Maine	Mileage	17.82	17.82
G-05685	Single Source	Safety Supplies	198.00	
		Supplies	333.45	531.45
G-05686	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	16,705.00
G-05687	Custom Cleaning	Maintenance of Facilities	1,000.00	
		Maintenance of Facilities	2,400.00	
		Maintenance of Facilities	1,200.00	4,600.00
G-05688	John Sing's	Maintenance of Facilities	600.00	600.00
G-05689	Metropolitan Library System	Professional Services	30.00	
		Postage	21.00	
		Supplies	109.27	
		Programming Activities	128.99	
		Programming Activities	16.99	
		Other Commodities	98.38	404.63
G-05690	O G & E	Electrical Services	24,504.28	24,504.28
G-05691	Oklahoma Natural Gas Co.	Gas Services	172.29	
		Gas Services	172.71	345.00
G-05692	City of Oklahoma City	Water & Garbage Services	1,260.84	1,260.84
G-05693	Triangle/A & E	Printing	6.61	6.61
G-05694	Unisource Worldwide Inc-OKCity	Maintenance Supplies	6,585.00	6,585.00
G-05695	Brodart, Inc.	Supplies	864.88	864.88
G-05696	Tech-Lock	Maintenance Supplies	63.80	
		Maintenance of Facilities	24.95	
		Maintenance of Facilities	23.80	
		Maintenance of Facilities	295.30	
		Capital Project	295.00	702.85
G-05697	Demco	Furniture	250.21	
		Supplies	750.00	
		Programming Supplies	70.45	
		Programming Supplies	26.01	
		Supplies	91.63	1,188.30
G-05698	Gaylord Bros.	Supplies	23.91	
		Supplies	606.00	629.91
G-05699	City of Warr Acres	Garbage & Sewer Service	61.00	61.00
G-05700	United Linen	Maintenance of Facilities	24.00	24.00
G-05701	Ernestine Clark	Mileage	23.49	23.49
G-05702	Donna Morris	Travel Expense	1,069.13	1,069.13
G-05703	Karen Marriott	Travel Expense	1,164.34	1,164.34
G-05704	Xerox Corp.	Copier Usage	168.00	168.00
G-05705	Mid-west Landscape, LLC	Maintenance of Facilities	240.00	
		Maintenance of Facilities	485.00	725.00
G-05706	Bill Warren Office Products	Supplies	33.31	33.31
G-05707	American Library Assoc.	Programming Supplies	34.00	
		Programming Supplies	67.20	101.20
G-05708	Oklahoma Opry, LLC	Programming Activities	150.00	150.00
G-05709	United Refrigeration, Inc.	Maintenance of Facilities	941.84	
		Maintenance of Facilities	923.40	
		Maintenance of Facilities	620.00	2,485.24
G-05710	FEDEX	Automation Contractural	55.35	55.35
G-05711	Chester 'Jack' Kinzie, Jr.	Mileage	7.90	7.90



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Number	Vendor/Payee	Purpose		Amount
G-05712	Recorded Books, LLC	Materials	1,527.52	1,527.52
G-05713	Instructional Video, Inc.	Materials	887.24	887.24
G-05714	Journal Record Publishing	Legal Notice	19.37	19.37
G-05715	Gale Group	Materials	1,093.33	1,093.33
G-05716	Randy Wayland	Mileage	35.03	35.03
G-05717	Staples Business Advantage	Supplies	47.21	
		Supplies	26.97	
		Supplies	54.99	
		Equipment	280.53	
		Supplies	137.63	547.33
G-05718	Spaces, Inc.	Furniture	2,635.52	2,635.52
G-05719	Hal Leonard Publishing	Materials	41.62	41.62
G-05720	Rosemary Czarski	Other Commodities	76.00	76.00
G-05721	S & S Worldwide	Programming Supplies	53.72	53.72
G-05722	Lowe's Credit Services	Maintenance of Facilities	37.73	37.73
G-05723	Jill Vessels	Mileage	2.03	2.03
G-05724	FireCo of Oklahoma, Inc.	Maintenance of Facilities	300.00	300.00
G-05725	Random House, Inc	Materials	1,876.80	1,876.80
G-05726	Cingular Wireless	Telephone Services	133.29	133.29
G-05727	Brilliance Corporation	Materials	285.18	285.18
G-05728	Ingram Library Service	Materials	2,216.42	2,216.42
G-05729	Shoptet.Com	Supplies	226.02	226.02
G-05730	Dana Morrow	Mileage	34.22	
		Travel Expense	967.70	1,001.92
G-05731	Lakeshore Learning Materials	Programming Activities	219.33	
		Programming Activities	217.58	436.91
G-05732	Chickasaw Telecom, Inc.	Automation Contractural	473.60	
		Automation Contractural	1,888.00	2,361.60
G-05733	August House, Inc.	Materials	17.46	17.46
G-05734	Positive Promotions	Programming Supplies	80.81	80.81
G-05735	Ingram Library Service	Materials	1,699.38	1,699.38
G-05736	Kay L. Bauman	Travel Expense	1,006.97	1,006.97
G-05737	Jimmy Welch	Mileage	8.10	8.10
G-05738	Secure Computing Corp.	Computer Equipment	2,805.00	2,805.00
G-05739	Pauline Boyer Rodriguez	Travel Expense	855.88	855.88
G-05740	Maverick Books	Materials	441.76	441.76
G-05741	Dell	Computer Equipment	1,584.86	1,584.86
G-05742	MR Roof Inc.	Maintenance of Facilities	3,900.00	3,900.00
G-05743	Franklin Covey Co.	Supplies	42.94	42.94
G-05744	AT&T	Telephone Services	48.25	48.25
G-05745	Party Galaxy M.G.	Programming Activities	104.37	104.37
G-05746	Westrex International	Supplies	1,784.52	
		Automation Contractural	3,716.01	5,500.53
G-05747	Metro Window Cleaning	Maintenance of Facilities	175.00	
		Maintenance of Facilities	150.00	
		Maintenance of Facilities	195.00	520.00
G-05748	Omniplex	Programming Activities	300.00	300.00
G-05749	BBC Audiobooks America	Materials	32.00	32.00
G-05750	Ann Arbor Plastics	Supplies	165.42	165.42
G-05751	City of Harrah	Water & Garbage Service	48.06	48.06
G-05752	John Wood	Mileage	18.02	18.02
G-05753	Demco Media Turtleback Books	Materials	71.93	71.93

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Number	Vendor/Payee	Purpose		Amount
G-05754	Joshua Schell	Mileage	8.10	8.10
G-05755	Todd Olberding	Mileage	49.82	49.82
G-05756	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	2,262.00	
		Internet Data Circuit	1,740.00	
		Internet Data Circuit	368.28	4,370.28
G-05757	Kaplan - First 3 Years	Programming Supplies	160.88	160.88
G-05758	Baker & Taylor Entertainment	Materials	8,852.86	
		Materials	2,279.24	11,132.10
G-05759	Manpower, Inc.	Temporary Services	127.60	127.60
G-05760	FBD Consulting, Inc.	Benefit Calculation	80.00	80.00
G-05761	Marian J. LeCrone	Mileage	14.18	14.18
G-05762	Laqueta Lewis	Mileage	2.03	2.03
G-05763	Jean Engebritson	Mileage	16.20	16.20
G-05764	Khanh Minh Do	Mileage	67.64	67.64
G-05765	Melissa Weathers	Programming Activities	443.72	443.72
G-05766	Kelley Hoffman	Mileage	8.30	8.30
G-05767	Cheryll Smith	Programming Activities	115.00	
		Mileage	7.70	122.70
G-05768	Anita Sanders	Mileage	16.20	16.20
G-05769	Veronica Bernal	Mileage	4.05	4.05
G-05770	Coral Cashion	Programming Activities	150.00	150.00
G-05771	Corporate Express	Supplies	84.24	
		Supplies	172.27	
		Supplies	24.64	
		Supplies	56.26	337.41
G-05772	Baker & Taylor Books - #510486	Materials	1,117.71	
		Materials	11,315.39	
		Materials	6,898.41	19,331.51
G-05773	Baker & Taylor Books - #510486	Materials	7,763.44	7,763.44
G-05774	Baker & Taylor Books-#510486	Materials	4,371.11	4,371.11
G-05775	Simplex Grinnell, LP	Maintenance of Facilities	123.00	
		Maintenance of Facilities	413.72	536.72
G-05776	Maria Watkins	Mileage	24.10	24.10
G-05777	Kone Inc	Maintenance of Facilities	1,307.08	1,307.08
G-05778	William F Comstock, P.C.	Legal Services	1,437.50	1,437.50
G-05779	Patrick Williams	License	300.00	300.00
G-05780	MAGNA Talent Agency	Library Related Services	150.00	150.00
G-05781	Kiona Wooten Millirons	Programming Activities	100.00	100.00
G-05782	Custom Cleaning	Maintenance of Facilities	700.00	
		Maintenance of Facilities	1,200.00	
		Maintenance of Facilities	1,000.00	
		Maintenance of Facilities	350.00	
		Maintenance of Facilities	250.00	
		Maintenance of Facilities	200.00	
		Maintenance of Facilities	300.00	
		Maintenance of Facilities	1,000.00	
		Maintenance of Facilities	300.00	5,300.00
G-05783	Metropolitan Library System	Supplies	14.09	
		Programming Activities	123.68	
		Programming Activities	91.31	
		Vehicle Parts & Repairs	12.50	
		Other Commodities	36.39	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-05783	Metropolitan Library System	Parking	5.00	282.97
G-05784	O G & E	Electrical Services	13,390.38	13,390.38
G-05785	Unisource Worldwide Inc-OKCity	Maintenance Supplies	390.88	390.88
G-05786	Demco	Programming Supplies	237.51	
		Programming Supplies	64.80	302.31
G-05787	Ernestine Clark	Other Commodities	60.25	60.25
G-05788	Central Parking System	Parking	235.00	235.00
G-05789	Donna Morris	Telephone Reimbursement	50.00	50.00
G-05790	Karen Marriott	Mileage	24.71	24.71
G-05791	OfficeMax - A Boise Co.	Supplies	807.25	807.25
G-05792	Recorded Books, LLC	Materials	103.00	103.00
G-05793	Instructional Video, Inc.	Materials	300.71	300.71
G-05794	Marshall Cavendish Corp.	Materials	899.84	899.84
G-05795	Staples Business Advantage	Supplies	341.70	341.70
G-05796	Library Video Co.	Materials	584.07	584.07
G-05797	Karen Lehr	Registration	200.00	200.00
G-05798	FireCo of Oklahoma, Inc.	Maintenance of Facilities	300.00	300.00
G-05799	Random House, Inc	Materials	449.60	449.60
G-05800	Lori Kane	Mileage	58.89	58.89
G-05801	Ingram Library Service	Materials	2,462.03	2,462.03
G-05802	Electro Alliance	Computer Equipment	1,527.95	1,527.95
G-05803	SmileMakers, Inc.	Programming Supplies	83.70	
		Supplies	164.20	247.90
G-05804	Fuelman of Oklahoma	Gasoline	431.56	431.56
G-05805	Full Cast Audio	Materials	123.15	123.15
G-05806	Frances V. Harbert	Mileage	8.55	8.55
G-05807	Best Companies, Inc.	Maintenance of Facilities	6,768.00	6,768.00
G-05808	Town of Luther	Water & Garbage Services	36.18	36.18
G-05809	Pauline Boyer Rodriguez	Mileage	2.03	2.03
G-05810	Bank of America	Library Related Services	352.26	352.26
G-05811	Center for Nonprofit Managemt	Professional Services	225.00	225.00
G-05812	Katrina Prince	Mileage	13.37	13.37
G-05813	Classroom Direct.Com	Supplies	209.73	209.73
G-05814	Kelley Riha	Mileage	173.63	173.63
G-05815	Dowell Parking Center	Parking	45.00	45.00
G-05816	BBC Audiobooks America	Materials	1,389.44	1,389.44
G-05817	MWM, LLC	Maintenance of Facilities	125.00	125.00
G-05818	Child's World, Inc.	Materials	29.90	29.90
G-05819	Karen L. Bays	Registration	190.00	190.00
G-05820	Baker & Taylor Books - #510486	Materials	2,781.74	2,781.74
G-05821	Commercial Card Solutions	Supplies	175.00	
		Maintenance of Facility	66.73	
		Supplies	48.13	
		Supplies	13.66	
		Supplies	108.54	
		Programming Supplies	999.90	
		Supplies	62.33	
		Programming Supplies	40.20	
		Travel Expense	833.05	
		Equipment	224.95	
		Automation Contractural	111.83	2,684.32



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Number	Vendor/Payee	Purpose		Amount
G-05822	Baker & Taylor Entertainment	Materials	16,549.90	16,549.90
G-05823	Commercial Card Solutions	Other Commodities	120.87	
		Gas	43.50	
		Books	67.50	231.87
G-05824	EmTec Pest Control, Inc.	Maintenance of Facilities	163.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	339.00
G-05825	Cintas Corp.	Maintenance of Facilities	296.78	
		Maintenance of Facilities	296.40	593.18
G-05826	Standley Systems	Copier Usage	559.33	
		Copier Usage	243.37	802.70
G-05827	Corporate Express	Supplies	108.10	
		sUPPLIES	82.04	190.14
G-05828	Securitas Security USA, Inc.	Security Services	988.25	988.25
G-05829	Baker & Taylor Books - #510486	Materials	646.34	
		Materials	1,142.28	
		Materials	993.22	
		Materials	1,738.70	
		Materials	1,300.64	
		Materials	4,292.28	
		Materials	3,643.21	
		Materials	1,291.68	15,048.35
G-05830	Baker & Taylor Books - #510486	Materials	1,727.70	
		Materials	2,278.57	
		Materials	3,298.32	
		Materials	1,261.18	
		Materials	1,388.96	9,954.73
G-05831	Baker & Taylor Books-#510486	Materials	10.95	10.95
G-05832	Lab Safety Supply	Safety Supplies	25.00	25.00
G-05833	Lloyd Lovely	Mileage	18.83	18.83
G-05834	Single Source	Supplies	1,435.20	1,435.20
G-05835	Stacy Schrank	Mileage	27.74	27.74
G-05836	Oklahoma Natural Gas Co.	Gas Services	283.72	283.72
G-05837	City of Oklahoma City	Water & Garbage Services	1,285.45	1,285.45
G-05838	Demco	Supplies	181.69	
		Supplies	95.32	277.01
G-05839	Gaylord Bros.	Programming Supplies	147.72	147.72
G-05840	Mid-west Landscape, LLC	Maintenance of Facilities	1,500.00	
		Maintenance of Facilities	1,600.00	
		Maintenance of Facilities	1,700.00	
		Maintenance of Facilities	1,800.00	6,600.00
G-05841	CompSource Oklahoma	Worker Comp Insurance	7,753.00	7,753.00
G-05842	SafetyInfoWarehouse	Safety Supplies	699.65	699.65
G-05843	Recorded Books, LLC	Materials	646.19	646.19
G-05844	Instructional Video, Inc.	Materials	768.84	768.84
G-05845	Denyveta Davis	Mileage	78.77	78.77
G-05846	Gale Group	Materials	421.76	421.76
G-05847	Live Oak Media	Materials	180.78	180.78
G-05848	GPN / WNED - TV	Materials	854.93	854.93
G-05849	Random House, Inc	Materials	3,396.00	3,396.00
G-05850	Francie Pendleton	Mileage	3.04	3.04
G-05851	Ingram Library Service	Materials	250.70	250.70

General Fund F.Y. 04-05

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
G-05852	C. H. Guernsey & Co.	Professional Fee	1,950.00	1,950.00
G-05853	Full Cast Audio	Materials	145.95	145.95
G-05854	Medley Material Handling	Motor Vehicle	6,677.00	6,677.00
G-05855	Upbeat, Inc.	Fixtures	148.72	148.72
G-05856	Liberty Flags & Specialty Co.	Supplies	55.95	55.95
G-05857	J & B Graphics	Capital Project	375.00	375.00
G-05858	National Pen Corp.	Programming Supplies	161.76	161.76
G-05859	Demco Media Turtleback Books	Materials	422.68	422.68
G-05860	Office Depot	Supplies	49.32	
		Supplies	12.86	
		Supplies	30.70	92.88
G-05861	Baker & Taylor Entertainment	Materials	1,152.16	1,152.16
G-05862	Walmart Community	Supplies	611.91	611.91
G-05863	Securitas Security USA, Inc.	Security Services	988.25	
		Security Services	2,972.13	3,960.38
G-05864	Baker & Taylor Books - #510486	Materials	474.70	
		Materials	1,150.55	
		Materials	1,063.99	
		Materials	1,377.36	
		Materials	3,405.03	
		Materials	9,773.19	17,244.82
G-05865	Baker & Taylor Books - #510486	Materials	1,128.92	
		Materials	1,556.62	
		Materials	11,725.19	14,410.73
G-05866	Baker & Taylor Books-#510486	Materials	7.69	7.69
G-05867	The Daily Oklahoman Display	CLASSIFIED ADVERTISEMENT	350.00	350.00
G-05868	Severn House Publishers	Materials	83.85	83.85
G-05869	Trigen	Energy Services	16,206.03	16,206.03
G-05870	Simplex Grinnell, LP	Security System	30,226.95	30,226.95
Total of FY 04-05 Warrants Issued				\$ 528,009.18



Special Funds

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
S-11477	Doris Beaton	Lost & Paid Book Returned	21.95	21.95
S-11478	Cherie Arendse	Lost & Paid Book Returned	26.95	26.95
S-11480	Sabrina M. Parker	Lost & Paid Book Returned	3.00	3.00
S-11481	Danette K. Baker	Lost & Paid Book Returned	3.80	3.80
S-11482	V. Gale Wood	Lost & Paid Book Returned	10.95	10.95
S-11483	Wayne D. Odom	Lost & Paid Book	3.00	3.00
S-11484	Paul L. McCarty	Lost & Paid Book Returned	10.50	10.50
S-11485	Raymond A. Vincent	Lost & Paid Book Returned	30.20	30.20
S-11486	Kenneth R. Golda	Lost & Paid Book Returned	16.99	16.99
S-11487	Peggy L. Lofgren	Lost & Paid Book Returned	10.99	10.99
S-11488	Erasmus Payan, Jr	Lost & Paid Book Returned	14.00	14.00
S-11489	Teresa A. Boyd	Lost & Paid Book Returned	8.95	8.95
S-11490	Leigha M. Pierce	Lost & Paid Book Returned	13.95	13.95
S-11491	Keri Warren	Lost & Paid Book Returned	3.00	3.00
S-11492	Highsmith, Inc	supplies	322.27	
		Supplies	157.84	480.11
S-11493	Imagenation Promotional Group	Library Related Services	350.39	350.39
S-11494	Roy Ballou	Lee Brawner Scholarship	450.00	450.00
S-11495	Bern Budd	Programming	400.00	400.00
S-11496	Patrick Sciannella/Double Play	Programming	400.00	400.00
S-11497	Learning Tree	Programming	144.00	144.00
S-11498	Kewante Dewberry	Summer Programming	112.50	112.50
S-11499	D'Marklin Dewberry	Summer Programming	112.50	112.50
S-11500	Courtney Blunt	Summer Programming	112.50	112.50
S-11501	Rocio Negrete	Sumer Programming	112.50	112.50
S-11502	Beatrice Negrete	Summer Programming	112.50	112.50
S-11503	Justin Moore	Summer Programming	112.50	112.50
S-11504	Sarah Hartsfield	Summer Programming	112.50	112.50
S-11505	Miriam Canales	Summer Programming	112.50	112.50
S-11506	Diana G. Waters	Lost & Paid Book Returned	3.75	3.75
S-11507	Margaret R. Carter	Lost & Paid Book Returned	3.00	3.00
S-11508	Gale Group	Materials	119.00	119.00
S-11509	Oklahoma Tax Commission	Sales Tax	8.61	8.61
S-11510	Marsha G. Swift	Lost & Paid Book Returned	4.70	4.70
S-11511	James W. Nantze	Lost & Paid Book Returned	16.88	16.88
S-11512	Evelyn L. Daniel	Lost & Paid Book Returned	25.25	25.25
S-11513	Oklahoma Tax Commission	Sales Tax	298.04	298.04
S-11514	Gold Star Graphics	Programming Supplies	252.50	252.50
S-11515	Kewante Dewberry	Summer Programming	150.00	150.00
S-11516	D'Marklin Dewberry	Summer Programming	150.00	150.00
S-11517	Courtney Blunt	Summer Programming	150.00	150.00
S-11518	Rocio Negrete	Summer Programming	150.00	150.00
S-11519	Beatrice Negrete	Summer Programming	150.00	150.00
S-11520	Justin Moore	Summer Programming	150.00	150.00
S-11521	Sarah Hartsfield	Summer Programming	150.00	150.00
S-11522	Miriam Canales	Summer Programming	150.00	150.00
S-11523	Tim Tingle	Programming	2,000.00	2,000.00
S-11524	Olivia C. Guyer	Lost & Paid Book Returned	6.99	6.99
S-11525	Deanna G. Ramirez	Lost & Paid Book Returned	3.00	3.00
S-11526	Matthew T. Beck	Lost & Paid Book Returned	13.95	13.95
S-11527	Edwin D. Johnson	Lost & Paid Book Returned	4.00	4.00
S-11528	Lucy L. Vinyard	Lost & Paid Book Returned	3.00	3.00



Special Funds

Warrant Register

July 2005

Number	Vendor/Payee	Purpose		Amount
S-11529	Lisa M. Davis	Lost & Paid Book Returned	6.95	6.95
S-11530	Blake King	Lost & Paid Book Returned	13.00	13.00
S-11531	Betty J. Allen	Lost & Paid Book Returned	6.00	6.00
S-11532	Deborah M. Chamberlain	Lost & Paid Book Returned	22.95	22.95
S-11533	Metropolitan Library System	Transfer of Funds	45,000.00	45,000.00
S-11534	Lisa M. Wood	Lee Brawner Scholarship	300.00	300.00
S-11535	Metropolitan Library System	Programming	16.02	16.02
S-11536	Courtney Blunt	Summer Programming	150.00	150.00
S-11537	Rocio Negrete	Summer Reading	150.00	150.00
S-11538	Beatrice Negrete	Summer Programming	150.00	150.00
S-11539	Justin Moore	Summer Programming	150.00	150.00
S-11540	Sarah Hartsfield	Summer Programming	150.00	150.00
S-11541	Miriam Canales	Summer Programming	150.00	150.00
S-11542	Kimberly R. Moinette	lost & Paid Book Returned	4.80	4.80
S-11543	Lennis Edge	Lost & Paid Book Returned	3.00	3.00
S-11544	Wonkun Kim	Lost & Paid Book Returned	53.90	53.90
S-11545	Brandon A. Mooney	Lost & Paid Book Returned	3.00	3.00
S-11546	Jill M. Warren	Lost & Paid Book Returned	14.95	14.95
S-11547	Patrick E. Smith	Lost & Paid Book Returned	3.00	3.00
S-11548	Anita I. Fife	Lost & Paid Book Returned	3.00	3.00
S-11549	Texas A&M University	Interlibrary Loan Replace	20.00	20.00
S-11550	Jill J. Pigg	Lost & Paid Book Returned	3.00	3.00
S-11551	State Historical Society	Interlibrary Loan Fees	6.00	6.00
S-11552	Courtney Blunt	Summer Programming	150.00	150.00
S-11553	Rocio Negrete	Summer Programming	150.00	150.00
S-11554	Beatrice Negrete	Summer Programming	150.00	150.00
S-11555	Justin Moore	Summer Programming	150.00	150.00
S-11556	Sarah Hartsfield	Summer Programming	150.00	150.00
S-11557	Miriam Canales	Summer Programming	150.00	150.00
Total of Special Funds Warrants Issued				\$ 54,544.97

## 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: PURCHASE OF DIGITAL MAIL MACHINE**

Provided for in the FY 2005-06 budget is the request for a new digital mail machine. The US Postal Service is replacing all the old postage meters with new digital Secure Postage Meter Technology. As of December 31, 2006, the old postage meters can not be used. The current mail machine can not accept the new digital Secure Postage Meters.

The Neopost IJ90-70 digital mail machine is included in the Oklahoma State Contract SW049 for mailing machines and equipment. The Library's policy allows the Library to purchase equipment and/or supplies from any state contract.

The Library wishes to purchase the following equipment from Summit Mailing Systems, the Neopost Dealer listed on the State Contract.

Quantity	Model	Description	Contract Price
1	IJ90-70	Neopost Digital Mail Machine	\$10,786.91
1	ST-77	70 lbs Scale	\$ 0.00
1	TRTD	Thermal Roll Tape Dispenser	\$ 989.00
1	MST-1	Conveyor/Stacker	\$ 1,489.95
Total			<b>\$13,265.86</b>

### **RECOMMENDATION:**

That the Commission approve the purchase of the Neopost Digital Mailing Machine in the amount of \$13,265.86 from Summit Mailing Systems. Funding for this purchase is provided for in the FY 2005-06 budget, account 408.

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

### **ITEM B: PROPERTY AND CASUALTY INSURANCE**

The system's property, vehicle and fiduciary liability insurance policies are scheduled for renewal. Mr. Steve Payne, representing C.L. Frates and Company, our Agency of Record, has proposed premium for FY 2005-06. A comparison with last year's premium is presented as follows:

<u>Policy</u>	<u>FY 2004-05 Premiums</u>	<u>FY 2005-06 Premiums</u>
Commercial Package	\$110,712	\$114,760
Business Vehicles	\$ 28,180	\$ 24,501
Fiduciary Liability	\$ 11,050	\$ 11,050
Umbrella Liability	\$ 6,569	\$ 7,050
<b>Total Premiums</b>	<b>\$156,511</b>	<b>\$157,361</b>

The Friends of the Metropolitan Library System and the Endowment Trust will reimburse the Library System for their share of insurance premiums on commercial package and fiduciary liability.

Attached is a summary of each policy and the coverage. Mr. Payne will be present at the Commission meeting to answer any questions concerning this proposal and the insurance policies.

### **RECOMMENDATION:**

That the Commission renew the annual contract for the above coverages with C.L. Frates and Company for the period October 1, 2005 to September 30, 2006 and for a total premium of \$157,361. Funding for the premium is provided for the FY 2005-06 budget, account 201.



**A PROPOSAL OF RISK MANAGEMENT  
PREPARED  
FOR  
  
METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

300 W Park Avenue  
Oklahoma City, Oklahoma 73102  
Phone No. (405) 231-8605



*Serving You:*

Vice President:  
Steve Payne

Account Manager:  
Paula Buff

Account Manager:  
Kiesha Wallace

August 8, 2005

**C.L. FRATES AND COMPANY**  
5005 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105

*This is only a summary of your insurance coverages. It is designed for your convenience. It does not alter or extend coverage in any way. Please consult your insurance policy for specific policy terms, conditions, or exclusions.*

# METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

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## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### CHANGES IN EXPOSURES

#### Property

1. Property/Building values increased 5% due to increase in construction cost.

#### General Liability

1. No Changes

#### Automobile

1. Added 2005 Ford ½ Ton Pickup #0256
2. Added 2005 Chevy ¾ Ton Pickup #9957
3. Added Jeanne Hollman, Peter Roberson & Kerry Hubbs as drivers.
4. Deleted 1999 Chevy 1 Ton Cab & Chassis #2151
5. Deleted 1994 Chevy 1 Ton #5754

#### Umbrella

1. No Changes.



**METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

**NAMED INSURED LIST**

Metropolitan Library Commission d/b/a  
Metropolitan Library System

Friends of the Metropolitan Library System

Friends of Metropolitan Library System  
of Oklahoma County Endowment Trust

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### COMMERCIAL PROPERTY

#### PERILS INSURED:

All Risk of Direct Physical Loss or Damage to insured property on a Replacement Cost Basis. Coverage includes fire, removal, wind, hail, riot and civil commotion, vehicle damage, explosion, smoke, vandalism, collapse from weight of ice or snow, water damage, and theft.

#### CONDITIONS AND COVERAGES:

- Replacement Cost Basis
- No Coinsurance Limit
- Agreed Amount Endorsement applies to Personal Property
- Blanket - Demolition Coverage
- Blanket - Undamaged Parts Coverage
- \$30,000,000 - Earthquake Coverage, \$50,000 Deductible per occurrence
- \$ 5,000,000 - Boiler & Machinery, \$ 2,500 Deductible per occurrence
- All Other Coverages on Building and Contents: \$2,500 Deductible per occurrence except Location #11: Building #2 - Friends Storage Building, which is \$1,000.
- \$500,000 Blanket Limit, applies to each location and aggregately covers the following:
  - Accounts Receivable, EDP Property; Fine Arts; Consequential Loss; Fire Department Service Charge; Outdoor Trees, Shrubs & Plants; Personal Property of Employees; Valuable Papers; Leasehold Interest.
- \$ 25,000 Employee Dishonesty
- \$125,000 Transit Limit
- \$ 20,000 Money & Securities / On Premises
- \$ 10,000 Money & Securities / Off Premises
- \$250,000 Sub-limit for Extra Expense

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### COMMERCIAL PROPERTY Continued

#### ESSENTIAL POLICY PROVISIONS:

- Special Property Provisions – Biological Agents
- Special Business Income & Extra Expense Provisions – Biological Agents
- Amended Civil Authority
- Electronic Data Exclusion Added
- Civil Authority & Computer Virus Deleted
- Supplementary Declarations
- Subsidiary Limits of Insurance
- Loss to personal property caused by mechanical breakdown
- Change in Temperature and Humidity
- Water damage resulting from water below the surface of the ground
- Excavation
- Foundations below Ground
- Piping below Ground
- Architect's Fees
- Blanket Backed up Sewers and Drains
- Contents to include Personal Property of Others
- Terrorism Coverage Included



**METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

**SCHEDULE OF LOCATIONS - Continued**

Location #1                      5501 North Villa (Belle Isle)  
Oklahoma City, OK 73112

<u>Coverage</u>	<u>Limit</u>
Building	\$1,649,330
Contents	\$2,271,003

Location #2                      3501 North Mueller (Bethany)  
Bethany, OK 73008

<u>Coverage</u>	<u>Limit</u>
Building	\$ 552,965
Contents	\$1,054,758

Location #3                      334 Southwest 26th (CH & Automation)  
Oklahoma City, OK 73109

<u>Coverage</u>	<u>Limit</u>
Building	\$1,350,210
Contents	\$980,558

Location #4                      10 South Boulevard (Edmond)  
Edmond, OK 73003

<u>Coverage</u>	<u>Limit</u>
Building	\$2,577,784
Contents	\$2,903,042

# METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

## SCHEDULE OF LOCATIONS - Continued

Location #5                      2000 Northeast 23rd (Ralph Ellison)  
Oklahoma City, OK 73111

<u>Coverage</u>	<u>Limit</u>
Building	\$1,176,795
Contents	\$1,011,087

Location #6                      6900 South Walker (Southern Oaks)  
Oklahoma City, OK 73139

<u>Coverage</u>	<u>Limit</u>
Building	\$1,318,550
Contents	\$2,186,587

Location #7                      5901 Northwest 63rd (Warr Acres)  
Oklahoma City, OK 73132

<u>Coverage</u>	<u>Limit</u>
Building	\$ 864,802
Contents	\$1,514,440

Location #8                      2101 Exchange (Wright)  
Oklahoma City, OK 73108

<u>Coverage</u>	<u>Limit</u>
Building	\$ 95,562
Contents	\$ 87,275

**METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

**SCHEDULE OF LOCATIONS - Continued**

Location #9                      4509 Southeast 15th (Del City)  
Del City, OK 73115

<u>Coverage</u>	<u>Limit</u>
Contents	\$991,340

Location #10                      1930 Church Avenue (Harrah)  
Harrah, OK 73045

<u>Coverage</u>	<u>Limit</u>
Building	\$159,616
Contents	\$185,842

Location #11                      1364 Northeast 3rd  
(Outreach/Maint. & Friends storage)  
Oklahoma City, OK 73117

<u>Coverage</u>	<u>Limit</u>
Building #1	\$609,470
Contents	\$329,225
Building #2	\$ 27,562
Contents	\$60,000



**METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

**SCHEDULE OF LOCATIONS - Continued**

Location #12                      10307 North Pennsylvania (Village)  
Oklahoma City, OK 73120

<u>Coverage</u>	<u>Limit</u>
Building	\$1,437,782
Contents	\$1,515,628

Location #13                      8143 East Reno (Midwest City)  
Midwest City, OK 73110

<u>Coverage</u>	<u>Limit</u>
Building	\$2,961,982
Contents	\$2,382,306

Location #14                      111 E. Main (Jones)  
Jones, OK 73049

<u>Coverage</u>	<u>Limit</u>
Building	\$ 18,900
Contents	\$ 39,444

Location #15                      300 W. Park (New Downtown Library)  
Oklahoma City, OK 73102

<u>Coverage</u>	<u>Limit</u>
Building	\$22,275,750
Contents	\$ 6,094,000
EDP	\$ 584,675

**METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM**

**SCHEDULE OF LOCATIONS - Continued**

Location #17                      2240 Overholser Drive (Nicoma Park)  
Oklahoma City, OK 73066

<u>Coverage</u>	<u>Limit</u>
Contents	\$152,744

Location #18                      2525 N. Muzzy (Choctaw)  
Choctaw, OK 73020

<u>Coverage</u>	<u>Limit</u>
Building	\$1,716,104
Contents	\$831,237

Location #19                      310 N.E. 3rd (New Luther Library)  
Luther, OK 73054

<u>Coverage</u>	<u>Limit</u>
Building	\$125,000
Contents	\$ 10,000

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### COMMERCIAL GENERAL LIABILITY

Liability incurred by the insured to the public, both Bodily Injury and/or Property Damage, as a result of the insured's operations, subject to policy conditions and exclusions.

#### LIMITS OF LIABILITY:

#### LIMITS:

##### General Aggregate Limit

\$1,000,000

For all claims resulting from covered Bodily Injury, Property Damage, Personal & Advertising Injury, Fire Damage Legal, and Medical Payments, Full Occurrence Form.

##### Each Occurrence Limit

\$1,000,000

Personal and Advertising Injury

\$1,000,000

Fire Damage Limit

Subject To Occurrence Limit

Medical Expense

\$ 10,000

##### Products & Completed Operations Aggregate

Included In General  
Aggregate Limit

#### ESSENTIAL POLICY PROVISIONS:

Blanket Contractual (including or Protegrity Services Inc.  
Broad Form Property Damage  
Personal Injury, including discrimination and humiliation coverage  
(other than employment related suits)  
Advertising Injury  
Employees as Additional Insureds  
Host Liquor Liability  
Incidental Malpractice  
Non-Owned Watercraft under 55 feet  
Personal Injury and Bodily Injury to employees coverage for  
officers and supervisors.

#### ADDITIONAL INSUREDS:

The City of Oklahoma City  
The City of Edmond  
The City of Bethany  
The City of Midwest City  
The City of Del City  
The City of The Village

The City of Warr Acres  
The City of Harrah  
The City of Nicoma Park  
The City of Luther  
The City of Spencer  
The City of Jones



## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### COMMERCIAL GENERAL LIABILITY- Continued

**PREMIUM BASIS:**

<u>GL Classification</u>	<u>Units</u>	<u>Basis</u>
1. 5501 North Villa, Oklahoma City, OK	20,975	Area
2. 3501 North Mueller, Bethany, OK	8,400	Area
3. 334 Southwest 26th, Oklahoma City, OK	16,939	Area
4. 10 South Boulevard, Edmond, OK	27,000	Area
5. 2000 Northeast 23rd, Oklahoma City, OK	13,826	Area
6. 6900 South Walker, Oklahoma City, OK	16,693	Area
7. 5901 Northwest 63rd, Warr Acres, OK	12,145	Area
8. 2101 Exchange, Oklahoma City, OK	1,050	Area
9. 4509 Southeast 15th, Del City, OK	8,000	Area
10. 1930 Church Avenue, Harrah, OK	1,805	Area
11. 1364 Northeast 3rd, Oklahoma City, OK	12,369	Area
12. 10307 North Pennsylvania, Oklahoma City, OK	14,073	Area
13. 8143 East Reno, Midwest City, OK	36,109	Area
14. 111 E. Main, Jones, OK	448	Area
15. 1364 Northeast 3rd, Oklahoma City, OK (Storage Building)	1,000	Area
16. 300 Park Ave, Oklahoma City, OK (New Library)	104,000	Area
17. 2240 Overholser Drive, Oklahoma City, OK	2,900	Area
18. 2525 N. Muzzy, Choctaw, OK (New Library)	9,000	Area
19. 310 N.E. 3 <sup>rd</sup> Luther, OK (New Library)	1,800	Area

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### BUSINESS AUTOMOBILE

#### COVERAGES:

Bodily Injury/Property Damage-Limit Per Accident  
-Employer's Non-Owned Auto  
-Hired Auto

#### LIMITS:

\$1,000,000  
Included  
Included

<u>YES</u>	<u>NO</u>	<u>COVERAGE</u>
(X)	( )	Uninsured Motorists - Limit: \$1,000,000
(X)	( )	Collision - Deductible: \$1,000
(X)	( )	Comprehensive - Deductible: \$1,000
(X)	( )	Non-Owned and Hired Liability

#### ALL PROPOSALS MUST INCLUDE:

Broad Form Named Insured Subsidiaries  
Employees as Insureds  
Hired Car Physical Damage Coverage - \$30,000 Limit  
Comprehensive Deductible - \$ 1,000  
Collision Deductible - \$ 1,000

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### AUTOMOBILE SCHEDULE

#### SCHEDULE OF VEHICLES:

<u>No.</u>	<u>Year</u>	<u>Make/Model &amp; Serial Number</u>	<u>Deductibles</u>	
			<u>Comp</u>	<u>Collision</u>
1.	1995	FORD 3/4 TON 1FTHF25H7SLA88445	N/A	N/A
2.	1995	FORD 3/4 TON 1FTHF25H5SLA88444	N/A	N/A
3.	1996	FORD PICKUP 2FTEF15N4TCA34356	N/A	N/A
4.	1997	FORD ¾ TON CAB & CHASSIS 1FMEE1162VHA82687	N/A	N/A
5.	1997	FORD 3/4 TON 1FDHF25H7VEA93875	N/A	N/A
6.	1999	CHEVROLET 1 TON CAB & CHASSIS 1GBJC34R1XF092690	N/A	N/A
7.	2000	FORD F150 1FTRF17W3YKA46248	1,000	1,000
8.	2002	CHEVROLET VAN 1GNDX03E52D164786	1,000	1,000
9.	2002	DODGE VAN 2B4JB25Y92K108625	1,000	1,000
10.	2004	GMC C5500 PICKUP 1GDE5C1E54F509017	1,000	1,000
11.	2004	GMC C5500 PICKUP 1GDE5C1E84F509061	1,000	1,000



METROPOLITAN LIBRARY COMMISSION D.B.A.  
METROPOLITAN LIBRARY SYSTEM

AUTOMOBILE SCHEDULE

SCHEDULE OF VEHICLES:

<u>No.</u>	<u>Year</u>	<u>Make/Model &amp; Serial Number</u>	<u>Deductibles</u>	
			<u>Comp</u>	<u>Collision</u>
12.	2005	FORD PU 1FTPX12W35NB40256	1,000	1,000
13.	2005	CHEVY PICKUP 1GBHC24U75E259957	1,000	1,000

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### DRIVER SCHEDULE

1.	David L. Mack
2.	Karen R. Bray
3.	Darryl G. Fitzhugh
4.	Randy Knutson
5.	Dana Morrow
6.	Steven Jenkins
7.	Frank C. Ray
8.	Anita F. Roesler
9.	Lanny B. Myers
10.	Kerry Hubbs
11.	Robert Hurst
12.	Russell Pierce
13.	Randy Wilson
14.	Jim Welch
15.	Ann Fischer
16.	Sylvia Lawson
17.	John Wood
18.	James Anderson
19.	Heidi Daniel
20.	Kelley Riha
21.	Sharon Maine
22.	John Utley
23.	Khanh Minh
24.	Janet Brooks
25.	Peter Roberson
26.	LaVetta Dent
27.	Denyetta Davis
28.	Patrick Williams
29.	Jeanne Devlin

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### FIDUCIARY LIABILITY

Defense costs and ultimate liability settlement for claims for suit alleging wrongful acts.

#### COVERAGES

#### LIMITS

Each Occurrence Limit	\$7,000,000
Aggregate	\$7,000,000

#### DEDUCTIBLE

#### LIMITS

a) Non-indemnifiable loss	\$ 0
b) Indemnifiable loss	\$ 25,000

#### COVERED PLANS:

Metropolitan Library System Retirement Plan  
Metropolitan Library System Benefits Plan  
Friends of the Metropolitan Library System  
Friends of Metropolitan Library System of Oklahoma County Endowment Trust  
The past, present or future officers, directors or employees of The  
Metropolitan Library System.



## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### EXCESS LIABILITY

#### COVERAGE:

Layers over Primary General Liability, Automobile Liability and Employers Liability policies.

#### COVERAGE

Each Occurrence  
Aggregate

#### LIMITS

\$1,000,000  
\$1,000,000

#### RETENTION

Retained Limit

#### LIMIT

\$ -0-

#### COVERAGE REQUIREMENTS:

1. Defense Outside Limit
2. Punitive Exclusion deleted
3. Full Occurrence Form

#### FORMS & ENDORSEMENTS:

- Pollution Exclusion
- Real/Personal Property Care, Custody or Control Exclusion
- Employment Related Practices Exclusion
- Personal Injury/Discrimination Definition
- Intellectual Property Exclusion
- Sexual Abuse/Molestation Exclusion
- Biological Agents Exclusion

## METROPOLITAN LIBRARY COMMISSION D.B.A. METROPOLITAN LIBRARY SYSTEM

### PREMIUM SUMMARY

The estimated premium is shown below. The premium is subject to audit at the end of the policy term. If you elect not to pay the premium upon inception, a monthly payment plan is available.

<u>COVERAGE</u>	<u>EXPIRING</u>	<u>RENEWAL</u>
1. COMMERCIAL PACKAGE <ul style="list-style-type: none"><li>• COMMERCIAL PROPERTY</li><li>• GENERAL LIABILITY</li><li>• BUSINESS INTERRUPTION</li><li>• EMPLOYEE DISHONESTY</li></ul>	\$110,712	\$114,760
2. BUSINESS AUTOMOBILE	\$ 28,180	\$24,501
3. FIDUCIARY LIABILITY	\$ 11,050	\$11,050
4. UMBRELLA LIABILITY	\$ 6,569	\$7,050
5. ESTIMATED ANNUAL PREMIUM	\$156,511	\$157,361

## **REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

### **The Finance Committee met August 16, 2005, for:**

(Please reference the Finance Committee packet for detailed reports.)

- I. Report and Recommendations from Administration
  - ❖ MLC FY 2005-06 Final Budget
- II. Request from Administration
  - ❖ Finance Committee request Commission convene By-Laws Committee

### **During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

#### **To approve the following recommendations from the Finance Committee:**

1. That the Commission Approve the Metropolitan Library System Final Budget FY 2005-06.
2. That the Commission convene a By-laws Review Committee



**METROPOLITAN LIBRARY COMMISSION**  
**OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE**

**MINUTES**

DATE: Tuesday, August 16, 2005      TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, June 16, 2005. 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 Downtown Library, 300 Park Avenue, Oklahoma City, on August 15, 2005, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

David Greenwell, Chair  
Nancy Anthony  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

Scott Duncan

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 12**

**Sarbanes Oxley Act of 2002  
Best Practices in the Marketplace**

1. Establish an independent audit committee.
  - a. Financially literate.
  - b. Oversight of outside auditors.
  - c. "Whistle Blower" investigation responsibility.
  - d. Meet with outside auditors outside of presence of management.
2. Insure independence of outside audit.
  - a. Prohibition of non-audit services by outside auditors.
  - b. Rotation of audit partner.
  - c. Confirmation of Auditor compliance with rules.
3. Executive Director and Deputy Executive Director of Finance and Support certification of financial reports.
4. Establish written conflict of interest policies and code of ethics.
5. Develop document retention policies.

# **METROPOLITAN LIBRARY SYSTEM**

**FINAL BUDGET FY 2005 - 2006  
(July 1, 2005 ~ June 30, 2006)**

*Please remember to bring*

**Document # 13 ~ Green Budget Binder**

(Delivered to Commission as part of the August 16, 2005 Finance Committee Packet)

*to the **August 25, 2005***

*Metropolitan Library Commission Meeting  
at the Belle Isle Library*

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVIEW AND RESEARCH:**

#### **METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL ACCESS TO MATERIALS, AM 300 LIBRARY COLLECTIONS**

At the May 19, 2005 Metropolitan Library Commission of Oklahoma County meeting, the Commission requested the Administration review and research two recommendations for possible revision to the selection policy.

The Administration has researched and reviewed the suggestions at great length and presents the following report for Commission consideration.

Included with the report are:

- Attachment A: MLS Policy & Procedure Manual ~ pages 8 - 11  
AM 300 Library Collections  
AM 340 Organization of Collections  
**AM 342 Special Collections, Adopted 9/86**
- Attachment B: Self Assessment Exercise ~ pages 12 - 30

### **ADMINISTRATIVE RECOMMENDATION TO COMMISSION:**

That the Commission review and consider the information provided by the Administration.



## **FURTHER REVIEW OF COMMISSION POLICIES AND ACTIONS RELATED TO CUSTOMER COMMENTS ON LIBRARY MATERIALS**

### **OVERVIEW**

At the request of the Commission, library staff was asked to review and research two recommendations for possible revision to the selection policy. These revisions were suggested in order for the library system to move forward and find "common ground" in which to solve the access issues that have been raised. The suggestions were:

1. "That the Metropolitan Library Commission revise AM 300 Library Collections, AM 310 Materials Selection, VII Major Categories of the Materials Collection, B Juvenile Reading Level, 3 Classifications, by adding the underlined statement: Content will be age-level appropriate for each of the following classifications."
2. "That the Metropolitan Library System establish and maintain a Special Collection organized around Section C of IV Special Collections -- Accessibility for a special audience, that audience being parents looking for help with current, possibly controversial and sensitive, parenting issues. Such issues might include, but not be limited to, death, bullying, and human sexuality, sexual and physical abuse."

### **BACKGROUND INFORMATION**

According to AM 342 *Special Collections*, factors to consider in establishing a special collection include:

- There should be an ongoing need for the collection.
- Up-to-date bibliographies of materials should be preferred over physical groupings whenever possible and feasible.
- Anticipated usage of the materials in a special collection should be significantly greater than if the individual works were shelved in their usual location.
- Any immediate or long-term budget considerations should be explained.
- Materials to be included in the collection should be described by subject content, cataloging call numbers, format, media, special purpose, and so forth as comprehensively as possible.
- Special collections tend to be a hindrance to managing the proper storage of materials as well as to locating them using the shelf numbers or library catalog.
- Special collection materials require additional staff time to order, catalog and process.

In order to establish a special collection, the topics and/or type of material to be included must be clearly defined. All materials that meet that definition must then be identified (*See Attachment A*). Since the titles in question are fiction works, it is assumed that the Commission would want fiction titles concerning the selected topics to be included in the collection as well as any Tween nonfiction (grade 2-4) that is

currently housed in the children's area. The subject guidelines in the proposal are broad enough to potentially include a wide range of subjects and a large number of materials.

To illustrate the problem, the staff has compiled a sample collection, which we invite commission members to consider. **See Attachment B – Self-Assessment Exercise.** These titles and the subject matter they reflect were selected on the basis of 1) requests made by parents for materials on the subject for their child, and/or 2) specific comments or concerns raised by adults about the availability of a title or subject to children. Subject headings from the library's catalog are given for each title as well as a synopsis from Library of Congress cataloging information. The sample includes titles that reflect a wide range of beliefs, attitudes, behaviors, feelings, issues and situations; however, it is by no means comprehensive.

Possible consequences of the suggested special collection:

- Determination of what is placed in this collection will be subjective, based on Commission definitions, values and opinions. Therefore, Commission members would need to establish a procedure to consider, on a monthly basis, which subjects and/or titles would be added to or removed from the collection.
- Large number of library policies will have to be rewritten.
- Possibly thousands of titles will have to be relocated.
- If "accessibility for a special audience" means that others are precluded from access then that has impact on shelving location and height as well as borrowing privileges.

The Tulsa City County Library system has been referenced as a possible model for the establishment of a "special parenting collection". Below are some important parameters of the Tulsa Collection:

- The collection is composed of non-fiction titles including topics on homosexuality, child development, education, health issues, death, etc.
- It does not include children's fiction titles that might normally be found in the Easy or Reader section.
- It will be located in the children's area.
- Children's access to the collection will not be restricted.
- Selectors (library staff) will be responsible for what is placed in collection.
- TCCL will house the collections at the central library and regional libraries only.
- There are no plans to include sex education materials.

Staff shared with Commission that currently the system has a MLS "Parenting/Family Place Rotating Displays". These displays are currently at the Midwest City and Edmond libraries as part of the Family Place philosophy. The distinguishing aspects of these displays include:

- The purpose of the display is to have parenting materials available for parents who are usually watching or interacting with their young children and do not have time to browse the other sections.
- The display is usually in an area close to the pre-school/Easy section.
- Both juvenile and adult titles related to parenting may be included.
- Local library staff selects titles for this display.



- Titles rotate according to topics of interest to parents.
- Some materials are on low shelves.

Other related MLS policies and procedures:

- Parent must sign student cards.
- No student cardholder may check out videos that have been rated "R" by the MPAA (Motion Picture Association of America) without written permission from a parent or guardian.
- We have a mechanism in place that assists parents in restricting access to materials by title or category – the Parental Preference Option or PPO.
- Internet access is filtered by Bess, a commercial company that is the authority for these decisions.
- No student cardholder may access chat on the Internet.

#### **PUBLIC LIBRARY AND SCHOOL LIBRARY ACCESS**

There seems to be a difference in definition of what a public library is or should be. It seems these requests for policy changes would more closely match the mission of school libraries. For example, a public library cannot serve "in loco parentis" (*a Latin phrase meaning: instead of a parent, in place of a parent*) as does a school library. Schools require parents to leave their children in their care and assume responsibility for them while they are at school, i.e. "in loco parentis". The public library cannot and does not assume responsibility for children while they are in the library and therefore encourages parents to visit with their children and not leave their children unaccompanied. Some public libraries actually have policies that require parents to stay with their children if they are below a certain age.

Schools serve a specific population that is defined by academic level, grade, age, and in some cases, interests (e.g. religious schools, special needs schools, etc.). This enables school libraries to focus their collections to the specific needs of their population. A public library is charged with serving the entire population, all ages, academic levels, backgrounds and interests. The public libraries' collections therefore, must be more diverse and not all materials will be appropriate or acceptable to all.

School libraries' collections match the established curriculum and set reading assignments. The public library provides a wide variety of materials from which children may choose with their parents' assistance. Public librarians are happy to assist customers in obtaining materials that they want, but do not exert control over their choices.

Some subjects, most notably, religious topics, are limited in public school to avoid the implication of government endorsement or promotion. Public libraries have not been subject to this limitation since they provide a variety of viewpoints on issues from which customers may freely choose. Public library policies clearly state that inclusion of materials in the collection does not imply endorsement of the ideas or presentations they contain. Should inclusion of materials in the public library's collection be interpreted as endorsement or promotion, public libraries would likely find themselves subject to the same limitations currently imposed on public schools.

Both school and public libraries make every possible effort to ensure the safety of library customers, however, school libraries have controlled access over who may come into their facilities. Public libraries must be open to all. The only conditions that apply to being in the building are that conduct must be in accordance to policy. Library staff cannot by definition, deny anyone access to the facility during regular operating hours.

### **IMPACT ON MLS POLICIES**

There are inconsistencies between the job duties of the library staff in carrying out Commission approved policies and the requests by some in the community. By revising library selection policies regarding "sensitive and controversial" materials, Commission members must also then revise policies relating to "unsupervised children in libraries", "librarian's code of ethics", and all of the current policies related to the library system's "statements on Basic Values." In total, at least 25 policies would have to be rewritten or revised. For example, these statements from our current policies make the Commission suggestions difficult to accomplish:

- "Our libraries do not deny or abridge a person's right to use our libraries because of origin, age, background or views." *VF 211 Citizen's Bill of Library Rights (Adopted 12/69, Revised:3/80,4/97)*
- "Libraries and library boards who would restrict the availability of materials to minors because of actual or anticipated parental objection should bear in mind that they do not serve in loco parentis... it is parents, and only parents - who may restrict their children - and only their children - from access to library materials and services. Parents who would rather their children not have access to certain materials should so advise their children." *VF 222 Free Access to Libraries for Minors (Adopted: 6/72, Revised 7/81)*
- "The responsibility for the safety and well being of children using the facilities of the Metropolitan Library system rests with the parent/guardian or assigned chaperone, and not with the library personnel." *AL 330 Library Responsibility for Unsupervised Children in the Library (Adopted: 2/91, Revised 12/92)*
- "Responsibility for the reading interests of children rests with their parents and legal guardians...Each library agency maintains a collection of materials for pre-school and elementary school-aged children, but the children are not restricted to those collections and they have access to the total collection." *AM 310 Selection Policy (revised 6/97)*
- "Limiting access of certain materials only to adults abridges the use of the library for minors." *VF 222 Free Access to libraries for Minors (Adopted: 6/72,,Revised: 7/81)*
- "The library recognizes that some library materials are controversial and that any given item may offend some persons; however, selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in serving the diverse interests of Oklahoma County citizens." *AM 310 Selection Policy (revised 6/97)*



- "Materials are not excluded from the collection solely on the basis of coarse language, frankness or descriptive passages or topics considered by some to be offensive. The library has a responsibility to protect the rights of all readers." *AM 310 Selection Policy (revised 6/97)*
- "The system selects a wide range of fiction and non-fiction, whether serious or amusing, realistic or imaginative, timely or historical, that accurately and honestly attempts to depict or explore the human condition." *AM 310 Selection Policy (revised 6/97)*
- "Library materials will not be marked or labeled to show approval or disapproval of the contents, and no materials will be sequestered except rare and scholarly items of great value, such as the Oklahoma Collection, to protect them from damage or theft." *AM 310 Selection Policy (Revised 6/97)*
- "Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body." *VF 150 Statement on Professional Ethics (Adopted: 1981)*
- "The library attempts to acquire materials representing diverse points of view on current and historical questions and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual, and other issues. Inclusion of material representing a particular belief, opinion, or point of view in the library's collection does not constitute endorsement by the library." *AM 310 Selection Policy (Revised 6/97)*
- All MLS Job Descriptions, which state "Defends the principles of the Citizens' Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records and the code of professional ethics."

The questions to be answered are: "Is it possible for the library to ensure that all children served by the Metropolitan Library System will be unable to access material deemed inappropriate by their parents or other adults in the community? Can we devote the resources needed to ensure the absolute safety of all unattended children in the library? Will the MLS remain a public library where materials are housed in age-appropriate collections and parents retain the responsibility for their children's use of the library and its materials?"

There is no independent body providing widely recognized and accepted ratings for materials that might be sensitive or controversial comparable to the MPAA rating of feature films. According to current policy "The Library will not knowingly add or retain materials that are judicially determined to be illegal under Oklahoma law" *AM 310 Selection Policy (Revised 6/97)*. Oklahoma law provides a definition of materials that are "harmful to minors" at Title 21 OS § 1040.75 (2). The library staff believes the materials shelved in our children's section fall outside this definition. Therefore, the Commission would need to identify and define the content that they wish to have controlled access.

The Commission recommendations, as suggested, do not provide the staff objectives that are specific, measurable, achievable, realistic and time focused. Our current

policy provides these objectives and staff has applied them as the policies were intended, using professional judgment to maintain the mission of this public library.

### **CONCLUSION**

Over the last several months, we have heard varying viewpoints from the public in our public meetings. These individuals, if charged to make a recommendation on sensitive or potentially controversial materials would all be using their values, experience and opinions. Their recommendations would likely offend someone. Those differences are the very reasons why library policies stress "that parents must make those determinations for their own children". The 19 members of this Commission probably do not agree on the definitions and the staff would also have varying conclusions.

The Metropolitan Library System staff has deep concern for the protection and safety of the children we serve. We believe that the best way for the public library to do this is to encourage parents to visit the library with their children to oversee their use of its facilities and materials rather than to institute policies that imply that this parental supervision is not necessary.

Therefore, in response to the two suggestions presented, the staff believe:

Regarding suggestion 1: By definition of our current policies, MLS ***is already doing this. Consequently, adding this statement would result in no change in our acquisition or shelving policies.***

And

Regarding suggestion 2: MLS' current policies seem to preclude the suggested action. *The Special Collection idea was made in response to the original customer request to limit children's access to "homosexual themed books". For the reasons outlined in this document this solution would be contrary to the mission of the public library.*

There appears to be no "common ground" on this issue.



## **AM 340 Organization of Collections**

### **AM 342 Special Collections**

*Adopted: 9/86*

#### **Guidelines for Establishing Special Collections of Materials by Physically Storing Them in One Shelf Area Location**

1. There should be a proven, year-round need for the collection.
2. Up-to-date bibliographies of materials in the proposed collection should be preferred over physical groupings whenever possible and feasible.
3. Persons who propose the special collection should be able to establish that use of the involved materials will be significantly greater as a specially located group than would be true if the individual works were shelved in their usual location.
4. The need for the special collection should be predictable to last for at least 5 years.
5. The clientele that the collection will serve must be identified and described.
6. Any special immediate or long-term budget considerations that would be created by the special collection must be explained.
7. Browsing collections should be given more favorable consideration than non-fiction subject groupings. For example, it is likely that a much stronger case could be made for special collections of mysteries or large print books than for astrology.
8. Special materials that would not ordinarily be purchased under the collection development directions of the library system should be carefully considered.

#### **Special Collections**

Definition: A collection of materials shelved or stored together as a group. Typically their catalog number/shelf location would not have caused them to otherwise be stored as a group in one location.

Background: Some of the major reasons often used for creating such collections have been:

1. Increased convenience for browsing by library users
2. Media type
3. Special storage facilities required due to size, shape, media type
4. Special lending restrictions
5. Special audience needing assistance

In many cases these were legitimate reasons for having special collections in the past, and some instances may justify them today. However, until the advent of automated records and the timely, accurate information such records provide, quite often special collections were generated for one major reason: the records of the library concerning the collection of materials were so out of date, and perhaps misfiled if the library was on a card catalog, that the records were sometimes as much a hindrance as a help in locating specific materials or determining if the materials were even supposed to be in the collection. If a library grouped materials that were frequently requested into a special collection and continued



adding new titles to that collection, then they formed a way around the inadequacies of the library records.

The automated records, including the online catalog, of the Metropolitan Library System have eliminated this major reason for many of the old special collections. The printed records generated by automation also help eliminate the need for such collections.

Today the online records for use by library staff provide staff a complete, accurate, up-to-the-minute record of materials owned, at what libraries owned, and whether or not the materials should be on the shelf at that instant in any library. They may also determine what materials are currently on order but not yet received. The library user has a Computer Output Microfilm (COM) catalog for their use that lists all inventoried holdings of the library system, accessible through subject, author and title entries. These films are completely updated every three months. Yet another avenue available to the library user in locating nonfiction books is the printed Subject Locator Guide. This printed and bound guide alphabetically lists all subject entries in the library catalog, and under these headings lists all of the catalog number/shelf locations that materials on this subject may be found. By the entries the user can immediately discern what shelf locations have the least and most number of books in that given subject. Today, in the last quarter of 1986, the library system is conducting pilot test sites for an online catalog for use by the general public, which will further enhance the immediacy and completeness of information concerning the materials collection to the library user.

The Problems: To a great extent, special collections have become a hindrance to managing the proper storage of the materials as well as locating them. In this era of immediacy and accuracy, they also present possibilities for justified complaints by library users.

Special collection designations do not appear in the Subject Locator Guide for users who are seeking nonfiction materials by subjects. Thus, any nonfiction materials shelved in a special location will be misplaced for the user of this Guide.

Special collection locations do not appear in the catalog number/shelf information placed on materials by which library staff shelve them. Therefore, libraries must rely on special markings generated locally. Quite often these markings are in the form of small, colored paper dots that are glued to the books or other media.

- A. Usually, the color of the dot indicates what special collection the book is shelved in.
- B. In a library with a large number of special collections, sometimes the same color of dot may be used twice, and its placement on the physical book indicates to which special collection the book belongs.
- C. Dots glue on and can later fall off.

Special collections, then, contribute to the possibilities of individual materials being improperly shelved/stored. Mis-shelving creates an environment for poor library service and management. Following are some of the major factors affected:

1. Library user reserves (system reserves) for specific materials are harder to find or not found at all.
2. Specific items on which tracers are placed may not be found. Tracers include handling problems such as verifying that a library user did return a borrowed item for which (s)he has been charged, recalls for new cataloging.

Given the current environment, problems with staff errors in handling materials and difficulties of library users in using the materials collections can be expected to increase geometrically with either an increase in the number of special collections in the libraries and/or an increase in the overall size of the materials collection.

Special collections require additional staff time to order, catalog and process materials when compared to the same processes involved in dealing with materials that are not part of a special collection.

A proliferation of special collections can be expected to cause problems for library staff who work Sunday at a library that is unfamiliar to them. They may fail to locate requested materials that are filed in special collections, and they will run a high risk of shelving special collection materials in the wrong place.

### **Procedures for Considering Establishment of a New Special Collection**

A memorandum requesting consideration of a new special collection should be submitted to the Director of Public Services. These requests should at least contain the information shown on the Required Information Memorandum that follows.

1. The Director of Public Services will review the request. If the request is denied by the Director of Public Services, then the request is not approved, and the applicant will be notified in writing, including the reasons for the request denial.
2. In the event that the Director of Public Services sees merit in the request, then written comments concerning the proposed collection will be obtained from Automation, Materials Selection and Planning Services. The Director of Public Services will provide written comments concerning the proposal to the others when soliciting their comments.
3. The Director of Public Services will present the proposal for a collection, along with the written comments mentioned in Step 3, to the Executive Director and the Administrative Team for further consideration.
4. Implementation of approved requests will be made according to steps and timing that are negotiated and agreed to by all departments and persons involved in selecting, ordering, cataloging, storing, publicizing, evaluating and measuring success of the project.

### **Guidelines for Establishing Special Collections of Materials by Physically Storing Them in One Shelf Area Location**

1. There should be a proven, year-round need for the collection.
2. Up-to-date bibliographies of materials in the proposed collection should be preferred over physical groupings whenever possible and feasible.
3. Persons who propose the special collection should be able to establish that use of the involved materials will be significantly greater as a specially located group than would be true if the individual works were shelved in their usual location.
4. The need for the special collection should be predictable to last for at least five years.
5. The clientele that the collection will serve must be identified and described.



6. Any special immediate or long-term budget considerations that would be created by the special collection must be explained.
7. Browsing collections should be given more favorable consideration than non-fiction subject groupings. For example, it is likely that a much stronger case could be made for special collections of mysteries or large print books than for astrology.
8. Special materials that would not ordinarily be purchased under the collection development directions of the library system should be carefully considered.

### **Memorandum Proposing a New Special Collection Minimum Information Required**

1. Name of library agency, person proposing the collection and signature.
2. What materials that are already owned/typically selected by the library would be included in the collection? Describe if possible by subject content, cataloging call numbers, format, media, special purpose, and so forth. Be as comprehensive as possible.
3. Describe the persons that the collection would serve to the extent possible. How many are there, age, occupation, unique characteristics, library use patterns, and so forth.
4. Does this proposal involve including materials not usually selected by the library system? If the answer is YES, please describe the materials and their purposes as fully as possible.
5. To what extent would the special collection serve the intended clientele better than they are now served? Please describe, use quantitative measures such as questions answered, circulation, in-library use whenever possible.
6. How long do you estimate the need for this special collection will last?
7. What budget considerations are connected with this proposal? Please explain as fully as possible.



## SELF ASSESSMENT EXERCISE ATTACHMENT B

The guidelines in the Commission's proposal to establish parenting collections in Metropolitan Library System libraries are broad enough to potentially include a wide range of subjects and a large number of materials. To illustrate this, the staff has compiled a sample collection of titles which we invite commission members to consider. These titles and the subjects they reflect were selected on the basis of: 1) requests made by parents for materials on the subject to help their child, and/or 2) specific comments or concerns raised by adults about the availability of a title or subject to children. Subject headings from the library's catalog are given for each title as well as a synopsis from Library of Congress cataloging information.

Please take a few minutes to examine this small sample. For each title, use the synopsis and subject headings and circle 'agree' or 'disagree' with placing it in the new section. This is just for your use; you do not have to report your responses to anyone.

Author:	Wyeth, Sharon Dennis	Agree	Disagree
Title:	Ginger Brown: Too Many Houses		
Class:	Tween <sup>4</sup>		
Synopsis:	When her parents get a divorce, Ginger lives for a while with each set of grandparents and begins to understand her mixed heritage.		
Subjects:	Divorce-fiction Interracial marriage-fiction Grandparents-fiction		
Author:	Wyeth, Sharon Dennis	Agree	Disagree
Title:	Tomboy Trouble		
Class:	Reader <sup>1</sup>		
Synopsis:	When Georgia, an eight-year-old girl, cuts her hair very short and plays baseball, the children in her new school ask her if she is a boy.		
Subjects:	Sex role-fiction Self-acceptance-fiction Schools-fiction Moving, household-fiction		
Author:	Bozzuti-Jones, Mark Francisco	Agree	Disagree
Title:	God Created		
Class:	Easy <sup>2</sup>		
Synopsis:	Illustrations and simple text detail God's creation of everything that exists.		
Subjects:	Creation		
Author:	Edwards, Michelle	Agree	Disagree
Title:	Papa's Latkes		
Class:	Easy <sup>2</sup>		
Synopsis:	On the first Hanukkah after Mama died, Papa and his two daughters try to make latkes and celebrate without her.		
Subjects:	Hanukkah-fiction Single-parent families-fiction Fathers-fiction Jews-United States-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile** (Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7))

**Parenting: sample titles based on customer requests and comments**

Author:	Peterson, P. J.	Agree	Disagree
Title:	I Hate Weddings		
Class:	Tween <sup>4</sup>		
Synopsis:	Dan has to meet his new stepfamily and take part in his father's wedding.		
Subjects:	Weddings-fiction Remarriage-fiction Stepfamilies-fiction		
Author:	Carlson, Nancy	Agree	Disagree
Title:	My Family Is Forever		
Class:	Easy <sup>2</sup>		
Synopsis:	A young girl recounts how she came to be part of an adoptive family.		
Subjects:	Adoption-fiction Family-fiction		
Author:	Anaya, Rudolfo	Agree	Disagree
Title:	Farolitos for Abuelo		
Class:	Easy <sup>2</sup>		
Synopsis:	When Luz's beloved grandfather dies, she places luminaria around his grave on Christmas Eve as a way of honoring him.		
Subjects:	Grandfathers-fiction		
Author:	Cowley, Joy	Agree	Disagree
	Death-fiction Mexican Americans-fiction		
Author:	Berenstain, Stan	Agree	Disagree
Title:	The Berenstain Bears no guns allowed		
Class:	Tween <sup>4</sup>		
Synopsis:	When an increase in rudeness and aggressive behavior is noticed at Bear Country School, teachers and parents decide that something must be done.		
Subjects:	Bears-fiction Schools-fiction Firearms-fiction Violence-fiction		
Author:	Merriam, Eve	Agree	Disagree
Title:	Spooky ABC		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	A poem for each letter of the alphabet introduces a different, spooky aspect of Halloween.		
Subjects:	Halloween-poetry American poetry Alphabet		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Wanous, Suzanne	Agree	Disagree
Title:	Sara's Secret		
Class:	Tween <sup>4</sup>		
Synopsis:	At first Sara doesn't want anyone at her new school to know about her younger brother Justin who has cerebral palsy.		
Subjects:	Cerebral palsy-fiction Mentally handicapped-fiction Physically handicapped-fiction Brothers and sisters-fiction Moving, household-fiction		
Author:	Adoff, Arnold	Agree	Disagree
Title:	Black Is Brown Is Tan		
Class:	Easy <sup>2</sup>		
Synopsis:	Describes in verse a family with a brown-skinned mother, white-skinned father, two children and various relatives.		
Subjects:	Human skin color-fiction Racially mixed people-fiction Family life-fiction		
Author:	#	Agree	Disagree
Title:	3-2-1 Penguins! The Doom Funnel Rescue		
Class:	Tween nonfiction <sup>3</sup> /video		
Synopsis:	When a huge space tornado threatens to demolish a peaceful little colony in the Doublewide Constellation, Jason and the Penguins are called into action.		
Subjects:	Helping behavior in children-video recordings Christian life-video recordings Cooperation-video recordings		
Author:	Coleman, Evelyn	Agree	Disagree
Title:	To be a drum		
Class:	Easy <sup>2</sup>		
Synopsis:	Daddy Wes tells how Africans were brought to America as slaves but promises the children that as long as they can hear the rhythm of the earth, they will be free.		
Subjects:	African Americans-fiction Slavery-fiction Drum-fiction		
Author:	Wertzman, Elizabeth	Agree	Disagree
Title:	Let's Talk About Foster Homes		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Explains why one goes to a foster home, who foster parents are, what to do if things don't work out and other matters regarding foster care		
Subjects:	Foster home care Foster children		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)



**Parenting: sample titles based on customer requests and comments**

Author:	Cole, Joanna	Agree	Disagree
Title:	Bully Trouble		
Class:	Reader <sup>1</sup>		
Synopsis:	Arlo and Robby devise a plan for dealing with a neighborhood bully.		
Subjects:	Bullies-fiction		
Author:	Rouss, Sylvia	Agree	Disagree
Title:	My Baby Brother		
Class:	Easy <sup>2</sup>		
Synopsis:	When Sarah's mother declares her new baby brother a "miracle", Sarah disagrees until she holds her baby sibling and realizes he is a miracle after all.		
Subjects:	Brothers and sisters-fiction Infants Jews-fiction Circumcision-religious aspects-fiction Judaism-customs and practices-fiction		
Author:	Bible, N.T. Luke II, 1-20. English Authorized	Agree	Disagree
Title:	The Christmas Story		
Class:	Easy <sup>2</sup>		
Synopsis:	An illustrated story of the birth of Jesus from the Gospel according to St. Luke from the King James Bible.		
Subjects:	Jesus Christ-Nativity Bible stories-N.T. Christmas stories		
Author:	Hausherr, Rosmarie	Agree	Disagree
Title:	Celebrating Families		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Presents brief descriptions of many different kinds of families, both traditional and non-traditional.		
Subjects:	Family		
Author:	Bishop, Jennie	Agree	Disagree
Title:	The Princess and the Kiss		
Class:	Easy <sup>2</sup>		
Synopsis:	A loving king and queen present their daughter with a gift from God-her first kiss-to keep or give away.		
Subjects:	Princesses-fiction Purity (ethics)-fiction		
Author:	Twain, Mark	Agree	Disagree
Title:	Adventures of Huckleberry Finn		
Class:	Juvenile Fiction <sup>5</sup>		
Synopsis:	Recounts the adventures of a boy and a runaway slave as they travel down the Mississippi on a raft.		
Subjects:	Action-adventure stories-juvenile fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Lee, Jeanne M	Agree	Disagree
Title:	I Once Was A Monkey: Stories Buddha Told		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	A monkey that takes refuge in the ruins of Buddha's temple during a monsoon sets the stage for these finely honed retellings of six Jatakas or birth stories.		
Subjects:	Tipitaka. Suttapitaka. Khuddakanikaya. Jataka-Paraphrases, English Jataka stories, English		
Author:	Banks, Kate	Agree	Disagree
Title:	Mama's coming home		
Class:	Easy <sup>2</sup>		
Synopsis:	Papa prepares dinner and the boys set the table as they, the dog and the cat eagerly await Mama's return home after work.		
Subjects:	Working mothers-fiction Sex role-fiction Family life-fiction		
Author:	Wertzman, Elizabeth	Agree	Disagree
Title:	Let's Talk About Smoking		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Discusses the dangers of smoking and ways to avoid starting this habit.		
Subjects:	Cigarette habit Smoking Tobacco habit		
Author:	Haan, Linda de		
Class:	Easy <sup>2</sup>		
Synopsis:	When the queen insists that the prince get married and take over as king, he rejects a number of eligible princesses before choosing the brother of one of them as his mate.		
Subjects:	Kings and rulers-fiction Princes-fiction Homosexuality-fiction		
Author:	Higgs, Liz Curtis	Agree	Disagree
Title:	The Pumpkin Patch Parable		
Class:	Easy <sup>2</sup>		
Synopsis:	A parable in which a farmer turns a simple pumpkin into a glorious sight to illustrate that God wants his children to be full of light.		
Subjects:	Salvation Halloween Parables Christian life		
Author:	Chalfonte, Jessica	Agree	Disagree
Title:	I Am Muslim		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Introduces the fundamentals of Islam through the eyes of a Muslim child living in Detroit.		
Subjects:	Islam		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile**: Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Morrissey, Dean	Agree	Disagree
Title:	The Monster Trap		
Class:	Easy <sup>2</sup>		
Synopsis:	While visiting his grandfather, Paddy hears a story about monsters on the radio and is sure they are coming to the house get him, but pop has an idea sure to stop them—or is it?		
Subjects:	Monsters-fiction Grandfathers-fiction Sleepovers-fiction Fear of the dark-fiction		
Author:	Farndon, John	Agree	Disagree
Title:	Human Body		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Very basic information about human anatomy and physiology.		
Subjects:	Body, Human Human physiology Human anatomy		
Author:	Peters, Lisa Westberg	Agree	Disagree
Title:	Meg and Dad Discover Treasure in the Air		
Class:	Easy <sup>2</sup>		
Synopsis:	While walking in the woods, Meg and her father discover some ancient rocks that were important in creating the oxygen that supports life on our planet.		
Subjects:	Rocks-fiction Evolution-fiction Fossils-fiction Fathers and daughters-fiction		
Author:	Lucado, Max	Agree	Disagree
Title:	You Are Special		
Class:	Easy <sup>2</sup>		
Synopsis:	Punchinello's opinion of himself changes after talking to his Creator.		
Subjects:	Self esteem-fiction Toys-fiction Christian life-fiction Parables		
Author:	Polisar, Barry Louis	Agree	Disagree
Title:	Don't Do That!		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	A humorous introduction to good manners and behavior in relation to home and school activities.		
Subjects:	Etiquette for children and youth		
Author:	Carle, Eric	Agree	Disagree
Title:	Draw Me A Star		
Class:	Easy <sup>2</sup>		
Synopsis:	An artist's drawing of a star begins the creation of an entire universe around him as each successive pictured object requests that he draw more.		
Subjects:	Artists-fiction Drawing-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)



**Parenting: sample titles based on customer requests and comments**

Author:	Moses, Sheila	Agree	Disagree
Title:	The Legend of Buddy Bush		
Class:	Juvenile Fiction <sup>5</sup>		
Synopsis:	When Pattie Mae's adored Uncle Buddy lands in a North Carolina jail in 1947 for a crime he didn't commit, Pattie Mae and her family journey from loss and rage to forgiveness and pride.		
Subjects:	Historical fiction-juvenile fiction American fiction-African-American authors-Juvenile fiction		
Author:	Ferguson-Cohen, Michelle	Agree	Disagree
Title:	Mommy, You're My Hero		
Class:	Easy <sup>2</sup>		
Synopsis:	This story addresses a parent's military deployment from a child's perspective.		
Subjects:	Children of military personnel-fiction Separation anxiety in children-fiction		
Author:	Hanson, Warren	Agree	Disagree
Title:	The Next Place		
Class:	Easy <sup>2</sup>		
Synopsis:	An inspirational journey of light and hope to a place where earthly hurts are left behind.		
Subjects:	Future life-fiction		
Author:	Jules, Jacqueline	Agree	Disagree
Title:	The Grey Striped Shirt: How Grandma and Grandpa Survived the Holocaust		
Class:	Tween <sup>4</sup>		
Synopsis:	When Frannie finds a grey striped shirt in the closet, she asks questions which lead her grandparents to tell her about their experience of the Holocaust.		
Subjects:	Holocaust, Jewish (1939-1945)-fiction Grandparents-fiction		
Author:	Lund, Deb	Agree	Disagree
Title:	Tell Me My Story, Mama		
Class:	Easy <sup>2</sup>		
Synopsis:	As they look forward to the arrival of a new baby, a mother tells her young daughter of the time when they waited for her to be born.		
Subjects:	Infants-fiction Parent and child-fiction Pregnancy-fiction Birth-fiction		
Author:	Stephens, Helen	Agree	Disagree
Title:	Blue Horse		
Class:	Easy <sup>2</sup>		
Synopsis:	Shy Tilly is new in town with a toy horse as her only friend, but her adventures with him help her to find the courage to ask another solitary girl to play.		
Subjects:	Loneliness-fiction Bashfulness-fiction Friendship-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Wilhoite, Michael	Agree	Disagree
Title:	Daddy's Roommate		
Class:	Easy <sup>2</sup>		
Synopsis:	A young boy discusses his divorced father's new living situation, in which the father and his gay roommate share eating, doing chores, playing, loving and living.		
Subjects:	Children of gay parents-fiction Gay parents-fiction		
Author:	Cooper, James Fenimore	Agree	Disagree
Title:	Last of the Mohicans		
Class:	Juvenile Fiction <sup>5</sup>		
Synopsis:	An adaptation of the story about the exploits of a young white man and his Mohican Indian friends during the French and Indian War.		
Subjects:	Action-adventure stories-juvenile fiction Historical fiction-juvenile fiction		
Author:	Howe, James	Agree	Disagree
Title:	Kaddish for Grandpa In Jesus' Name, Amen		
Class:	Easy <sup>2</sup>		
Synopsis:	When Emily's grandpa dies, her family decides to remember him in two ways; with a Christian funeral, because Grandpa was a Christian, and a Jewish service, because Emily's family is Jewish.		
Subjects:	Funeral rites and ceremonies-fiction Death-religious aspects-fiction Grandfathers-fiction Judaism-fiction Christianity-fiction		
Author:	Brown, Marc	Agree	Disagree
Title:	Arthur and the True Francine		
Class:	Reader <sup>1</sup>		
Synopsis:	Francine and Muffy are good friends until Muffy lets Francine take the blame for cheating on a test.		
Subjects:	Friendship-fiction Honesty-fiction Schools-fiction		
Author:	Woodson, Jacqueline	Agree	Disagree
Title:	Visiting Day		
Class:	Easy <sup>2</sup>		
Synopsis:	A young girl and her grandmother visit the girl's father in prison.		
Subjects:	Prisons-fiction Prisoners-fiction Fathers and daughters-fiction Grandmothers-fiction African Americans-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Lear, Edward	Agree	Disagree
Title:	The Owl and the Pussycat		
Class:	Easy <sup>2</sup>		
Synopsis:	After a courtship voyage of a year and a day, owl and pussycat buy a ring from piggy and are blissfully married.		
Subjects:	Children's poetry, English Nonsense verses Animals-poetry		
Author:	Warner, Sally	Agree	Disagree
Title:	Accidental Lily		
Class:	Tween <sup>4</sup>		
Synopsis:	With the help of her mother and brother, Lily begins to tackle her bed-wetting problem so she can go to a sleepover.		
Subjects:	Enuresis-fiction Sleepovers-fiction		
Author:	Hatkoff, Craig	Agree	Disagree
Title:	Good-bye Tonsils		
Class:	Tween <sup>4</sup>		
Synopsis:	A young girl describes what happens when she goes to the hospital to have her tonsils removed.		
Subjects:	Tonsillectomy-fiction Hospitals-fiction		
Author:	Spier, Peter	Agree	Disagree
Title:	Noah's Ark		
Class:	Easy <sup>2</sup>		
Synopsis:	Retells in rhyme how a pair of every manner of creature climbed into Noah's ark and thus survived the flood. Includes a translation of The Flood by Jacobus Revius.		
Subjects:	Noah's ark-pictorial works Bible stories-O.T. Dutch poetry Caldecott award books		
Author:	Kennedy, Robert C	Agree	Disagree
Title:	Life As An Army Demolition Expert		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Describes the training of an army demolition expert, including job duties and a history of the explosives used in combat.		
Subjects:	United States. Army-vocational guidance Demolition, Military-vocational guidance		
Author:	Keane, Michael	Agree	Disagree
Title:	Lo Que Se Puede Ver Dentro De Una Iglesia Catolica		
Class:	Tween non-fiction <sup>3</sup> /Spanish		
Synopsis:	An illustrated introduction to the traditions of the Catholic Church for children.		
Subjects:	Mass Catholic Church Sacraments-Catholic Church Church year		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)



**Parenting: sample titles based on customer requests and comments**

Author:	Greenfield, Eloise	Agree	Disagree
Title:	Me and Neesie		
Class:	Easy <sup>2</sup>		
Synopsis:	Janell's best friend is her invisible playmate Neesie, but things begin to change when Janell starts school.		
Subjects:	Imaginary playmates-fiction		
Author:	Rowling, J.K.	Agree	Disagree
Title:	Harry Potter and the Sorcerer's Stone		
Class:	Juvenile Science Fiction <sup>5</sup>		
Synopsis:	Rescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Wizards and Witches		
Subjects:	Fantasy		
Author:	Jonell, Lynne	Agree	Disagree
Title:	When Mommy Was Mad		
Class:	Easy <sup>2</sup>		
Synopsis:	A young boy helps his mother realize how her bad mood is affecting everyone in the family.		
Subjects:	Anger-fiction Mother and child-fiction		
Author:	Ragz, M.M.	Agree	Disagree
Title:	Lost Little Angel		
Class:	Easy <sup>2</sup>		
Synopsis:	A young angel who gets lost in heaven reminds Saint Sebastian, Saint Bridget and the other saints of the joy that heaven is all about.		
Subjects:	Angels-fiction Heaven-fiction		
Author:	Gipson, Fred	Agree	Disagree
Title:	Old Yeller		
Class:	Juvenile Fiction <sup>5</sup>		
Synopsis:	The story of a boy and his dog in the Texas hill country of the 1860s.		
Subjects:	Sequoyah Award books (childrens) Action-adventure stories		
Author:	dePaola, Tomie	Agree	Disagree
Title:	Oliver Button Is A Sissy		
Class:	Easy <sup>2</sup>		
Synopsis:	His classmates' taunts don't stop Oliver Button from doing what he likes best.		
Subjects:	Dance-fiction Sex role-fiction		
Author:	Fisher, Aileen Lucia	Agree	Disagree
Title:	The Story of Easter		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Presents the background and significance of the Christian celebration of Easter.		
Subjects:	Easter Jesus Christ-Resurrection		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Davis, Jennifer	Agree	Disagree
Title:	First Comes Love: All About The Birds And The Bees—And Alligators, Possums And People, Too		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	From the first amorous glance to the birth of a bouncing baby, it's the story of how we all got here.		
Subjects:	Animals-courtship Animals-habits and behavior Reproduction Sex instruction for children		
Author:	Pennypacker, Susan	Agree	Disagree
Title:	Stuart Goes to School		
Class:	Tween <sup>4</sup>		
Synopsis:	Worried about his first day at a new school, eight-year-old Stuart wears his magic cape and hopes that it will help him.		
Subjects:	Worry-fiction Anxiety-fiction Magic-fiction		
Author:	Ely, Leslie	Agree	Disagree
Title:	Looking After Louis		
Class:	Easy <sup>2</sup>		
Synopsis:	When a new boy with autism joins their classroom, the children try to understand his world and include him in theirs		
Subjects:	Autism-fiction Schools-fiction		
Author:	#	Agree	Disagree
Title:	Veggie Tales: Are You My Neighbor?		
Class:	Easy <sup>2</sup> /video		
Synopsis:	Two animated stories filled with songs, laughs, and solid biblical values about loving your neighbor, helping those in need-even if they don't live next door, and appreciating those who are different, instead of making fun.		
Subjects:	Caring-video recordings Sharing-video recordings Individual differences-video recordings Christian life-video recordings		
Author:	Berenstain, Stan	Agree	Disagree
Title:	The Wrong Crowd		
Class:	Tween <sup>4</sup>		
Synopsis:	Sister is worried when Brother joins the Too-Tall gang's basketball team.		
Subjects:	Bears-fiction Brothers and sisters Gangs-fiction Basketball-fiction Bullies-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Schlessinger, Laura	Agree	Disagree
Title:	But I Waaannt It!		
Class:	Easy <sup>2</sup>		
Synopsis:	After his mother buys him all the stuffed animals he wants, a boy discovers what he really wants.		
Subjects:	Greed-fiction Conduct of life-fiction		
Author:	Sabuda, Robert	Agree	Disagree
Title:	Saint Valentine		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Recounts an incident in the life of Saint Valentine, a physician who lived some 200 years after Christ, in which he treated a small child for blindness.		
Subjects:	Valentine, Saint Biographies, Valentine, Saint Christian martyrs-Italy-Biography		
Author:	Baronian, Jean Baptiste	Agree	Disagree
Title:	Will You Still Love Me?		
Class:	Easy <sup>2</sup>		
Synopsis:	Polo's parents are acting strangely and he thinks they must not love him any more, but then he learns he will soon become a big brother.		
Subjects:	Mother and child-fiction Pregnancy-fiction Infants-fiction Love-fiction Polar bear-fiction		
Author:	Baum, Frank	Agree	Disagree
Title:	The Wizard of Oz		
Class:	Juvenile Fiction <sup>5</sup>		
Synopsis:	After a cyclone transports her to the land of Oz, Dorothy must seek out the great wizard in order to return to Kansas.		
Subjects:	Fantasy		
Author:	Henley, Karyn	Agree	Disagree
Title:	Gram's Song		
Class:	Easy <sup>2</sup>		
Synopsis:	Anthony is sad when Gram dies, but he learns from his mother that Gram's body was like seed or a snail shell. The real alive part of Gram is with Jesus.		
Subjects:	Death-religious aspects-fiction Grandmothers-fiction Christian life-fiction		
Author:	#	Agree	Disagree
Title:	Jack and the Beanstalk		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	A boy climbs to the top of a giant beanstalk where he uses his wits to trick a giant and make his and his mother's fortune.		
Subjects:	Fairy tales Folklore-England Giants-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile Fiction** (Mystery, Science Fiction, Sports, Short Story (Grades 4-7))  
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**Parenting: sample titles based on customer requests and comments**

Author:	Carlstrom, Nancy White	Agree	Disagree
Title:	I Am Christmas		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Simple yet lyrical prose imparts the true meaning of Christmas to children as they journey with Mary and Joseph to Bethlehem.		
Subjects:	Jesus Christ-Nativity Christmas		
Author:	Carrick, Carol	Agree	Disagree
Title:	Upside-down Cake		
Class:	Tween <sup>4</sup>		
Synopsis:	A nine-year-old boy tries to come to terms with his grief and anger when his father develops cancer, gradually becomes weaker and weaker, and then dies.		
Subjects:	Death-fiction Grief-fiction Cancer-fiction Fathers and sons-fiction		
Author:	Lobel, Gillian	Agree	Disagree
Title:	Does Anybody Love Me?		
Class:	Easy <sup>2</sup>		
Synopsis:	Charlie runs away to a secret place in the back yard because she feels her parents do not love her, but her grandfather influences her to return home.		
Subjects:	Runaways-fiction Self-esteem-fiction Grandfathers-fiction Fathers and sons-fiction		
Author:	Osborne, Mary Pope	Agree	Disagree
Title:	Magic Tree House Collection #5: books 17-20		
Class:	Tween <sup>4</sup> /sound recording		
Synopsis:	Eight-year-old Jack and his younger sister Annie find a magic tree house. Each book in the collection takes them to a different place.		
Subjects:	Magic-fiction-sound recordings Tree houses-sound recordings Time travel-sound recordings Australia-sound recordings Frontier and pioneer life-West (U.S.)- sound recordings		
Author:	George, Jim	Agree	Disagree
Title:	God's Wisdom for Little Boys		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Character building fun from Proverbs.		
Subjects:	Boys-religious life Conduct of life-Biblical teaching Proverbs		

<sup>1</sup>**Reader** (K-2 - Controlled Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Demas, Corine	Agree	Disagree
Title:	Saying Goodbye to Lulu		
Class:	Easy <sup>2</sup>		
Synopsis:	When her dog Lulu dies, a girl grieves but then goes on with her life.		
Subjects:	Grief-fiction		
	Death-fiction		
	Dogs-fiction		
Author:	Schulson, Rachel	Agree	Disagree
Title:	Guns: What You Should Know About Them		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Describes different kinds of guns, explains how they are used, warns of possible dangers and spells out simple rules to ensure gun safety.		
Subjects:	Gun control		
	Firearms		
	Safety		
Author:	Brimmer, Larry Dane	Agree	Disagree
Title:	The Birthday Flowers		
Class:	Reader <sup>1</sup>		
Synopsis:	Alex doesn't have enough money to buy a special bunch of flowers for his mother, so he takes some from the window of the Spinning Wheel Bike Shop instead.		
Subjects:	Stealing		
	Conduct of life-fiction		
Author:	Lewis, C.S.	Agree	Disagree
Title:	The Lion, The Witch and The Wardrobe		
Class:	Juvenile Science Fiction <sup>5</sup>		
Synopsis:	Four English schoolchildren find their way through the back of a wardrobe to the magical land of Narnia and assist Aslan the golden lion to triumph over the White Witch who has cursed the land with eternal winter.		
Subjects:	Fantasy		
Author:	Goble, Paul	Agree	Disagree
Title:	Beyond the Ridge		
Class:	Easy <sup>2</sup>		
Synopsis:	At her death, an elderly Plains Indian woman experiences the afterlife believed in by her people, while surviving family members prepare her body according to their customs.		
Subjects:	Indians of North America-Great Plains-Fiction		
	Death-fiction		
Author:	#	Agree	Disagree
Title:	Cinderella		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Although mistreated by her stepmother and stepsisters, Cinderella meets her prince with the help of her fairy godmother.		
Subjects:	Fairy tales		
	Folklore		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile**: Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Alborghetti, Marci	Agree	Disagree
Title:	The Miracle of the Myrrh		
Class:	Easy <sup>2</sup>		
Synopsis:	When Mary gives to Mendel, a young handicapped boy, the gifts given to the baby Jesus by the three wise men, Mendel distributes them to those in need and receives a miracle in return.		
Subjects:	Generosity-fiction Jesus Christ-fiction Physically handicapped-fiction Miracles-fiction		
Author:	Chodos-Irvine	Agree	Disagree
Title:	Ella Sarah Gets Dressed		
Class:	Easy <sup>2</sup>		
Synopsis:	Despite the advice of others in her family, Ella Sarah persists in wearing the striking and unusual outfit of her own choosing.		
Subjects:	Clothing and dress-fiction Individuality-fiction		
Author:	Sonneborn, Liz	Agree	Disagree
Title:	The Pledge of Allegiance		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Describes how and why Francis Bellamy came to write the Pledge of Allegiance, the meaning of the pledge and the controversies behind it.		
Subjects:	Pledge of Allegiance Bellamy, Francis Flags		
Author:	Hru, Dakari	Agree	Disagree
Title:	Joshua's Masai Mask		
Class:	Easy <sup>2</sup>		
Synopsis:	Fearing that his classmates will ridicule his playing the kalimba in the school talent show, Joshua uses a magical Masai mask to transform himself into different people he thinks are more interesting, before realizing that his own identity is one of value.		
Subjects:	African Americans-fiction Talent shows-fiction Identity (philosophical concept)-fiction Magic-fiction		
Author:	Strickland, Tessa (compiler)	Agree	Disagree
Title:	One Earth, One Spirit		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	A child's book of prayers from many faiths and cultures.		
Subjects:	Children-prayer-books and devotions Earth-religious aspects Prayers		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile**: Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)



**Parenting: sample titles based on customer requests and comments**

Author:	Bunting, Eve	Agree	Disagree
Title:	The Days of Summer		
Class:	Easy		
Synopsis:	As summer ends and they get ready to go back to school, two young girls try to deal with the news that the grandparents they love are getting a divorce.		
Subjects:	Grandparents-fiction Sisters-fiction Divorce-fiction		
Author:	Briggs, Raymond	Agree	Disagree
Title:	Father Christmas		
Class:	Easy <sup>2</sup>		
Synopsis:	Pictures and text follow a rather disgruntled Santa Claus on his annual rounds.		
Subjects:	Santa Claus-fiction Christmas stories		
Author:	Leverich, Kathleen	Agree	Disagree
Title:	Brigid the Bad		
Class:	Tween <sup>4</sup>		
Synopsis:	Brigid wants her friends and family to do things her way, but when she asks her fairy godmother Maribel for a spell to help, she learns that being bossy is not as much fun as she had thought.		
Subjects:	Behavior-fiction Magic-fiction Fairies-fiction		
Author:	Jolin, Dominique	Agree	Disagree
Title:	It's Not Fair!		
Class:	Easy <sup>2</sup>		
Synopsis:	A father reassures his daughter when she complains that her friends have better possessions and more freedom of behavior than she does.		
Subjects:	Fathers and daughters-fiction Envy-fiction		
Author:	Fitzhugh, Louise	Agree	Disagree
Title:	Sport		
Class:	Juvenile fiction <sup>5</sup> /audiotape		
Synopsis:	When his grandfather dies, Sport worries that he will be forced to live with his wealthy and greedy mother rather than remain with his kind father and new stepmother.		
Subjects:	Children's stories-sound recordings Magic-fiction		
Author:	Bluitgen, Kare	Agree	Disagree
Title:	A Boot Fell From Heaven		
Class:	Easy <sup>2</sup>		
Synopsis:	When God must travel down to earth to find His lost boot, He is surprised and dismayed to find most people unwilling to help Him, or take time to listen to what He has to say		
Subjects:	Boots-fiction God-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Low, Alice	Agree	Disagree
Title:	Zena and the Witch Circus		
Class:	Reader <sup>1</sup>		
Synopsis:	A magically untalented witch is barred from performing in the witch circus until one day when she becomes a hero.		
Subjects:	Witches-fiction Magic-fiction		
Author:	Crunk, Tony	Agree	Disagree
Title:	Big Mama		
Class:	Easy <sup>2</sup>		
Synopsis:	Billy Boyd likes living with his grandmother because she can make a space capsule out of old junk, joins in all kinds of games and turns a trip for ice cream into an adventure.		
Subjects:	Grandmothers-fiction		
Author:	Neugebauer, Charise	Agree	Disagree
Title:	The Real Winner		
Class:	Easy <sup>2</sup>		
Synopsis:	Competitive Rocky Raccoon turns everything he does into a contest, until a friend takes him on a fishing trip and helps him to see that winning isn't everything.		
Subjects:	Winning and losing-fiction Hippopotamus-fiction Raccoons-fiction Competition (psychology)-fiction		
Author:	Johnston, Marianne	Agree	Disagree
Title:	From the Dinosaurs of the Past to the Birds of the Present		
Class:	Tween non-fiction <sup>3</sup>		
Synopsis:	Describes the evolution of dinosaurs and birds and discusses how the two may be related.		
Subjects:	Dinosaurs Birds, fossil		
Author:	Kline, Suzy	Agree	Disagree
Title:	Horrible Harry and the Holiday		
Class:	Tween <sup>4</sup>		
Synopsis:	Third graders share December holiday traditions—Christmas, Hanukkah, Kwanzaa, Three Kings' Day and Korean New Year—with each other and with Harry's great grandfather, who has just moved into a nursing home.		
Subjects:	Holidays-fiction Schools-fiction Nursing homes-fiction Grandfathers-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

**Parenting: sample titles based on customer requests and comments**

Author:	Uchida, Yoshiko	Agree	Disagree
Title:	The Bracelet		
Class:	Easy <sup>2</sup>		
Synopsis:	Emi, a Japanese American in the second grade, is sent with her family to an interment camp during World War II. The loss of the bracelet her best friend had given her proves that she does not need a physical reminder of their friendship.		
Subjects:	World War, 1939-1945-juvenile fiction Japanese Americans-evacuation and relocation, 1942-1945-fiction Friendship-fiction		
Author:	Shannon, David	Agree	Disagree
Title:	David Se Mete En Lios		
Class:	Easy <sup>2</sup>		
Synopsis:	When David gets in trouble, he has excuses right up until bedtime, then he realizes he is really sorry.		
Subjects:	Behavior- fiction Apologizing-fiction Spanish editions		
Author:	Weiss, Ellen	Agree	Disagree
Title:	Twins Have A Fight		
Class:	Reader <sup>1</sup>		
Synopsis:	Rhyming text follows a set of twins as they fight over two new toys, break one and learn to share the other.		
Subjects:	Fighting (psychology)-fiction Sharing-fiction Twins-fiction		
Author:	Clifton, Louise	Agree	Disagree
Title:	One of the Problems of Everett Anderson		
Class:	Easy <sup>2</sup>		
Synopsis:	Everett Anderson wonders how he can help his friend Greg, who appears to be a victim of child abuse.		
Subjects:	Child abuse-fiction African Americans-fiction Stories in rhyme		
Author:	Tripp, Valerie	Agree	Disagree
Title:	Teasing Trouble		
Class:	Reader <sup>1</sup>		
Synopsis:	Spencer likes to make the class laugh, but when it hurts Hallie's feelings Miss Sparks helps the whole class understand the difference between joking and teasing.		
Subjects:	Joking-fiction Teasing-fiction Teeth-fiction Tooth fairy-fiction Schools-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)



**Parenting: sample titles based on customer requests and comments**

Author:	Cheng, Andrea	Agree	Disagree
Title:	Grandfather Counts		
Class:	Easy <sup>2</sup>		
Synopsis:	When her maternal grandfather comes from China, Helen, who is biracial, develops a special bond with him despite their age and language differences.		
Subjects:	Grandfathers-fiction Racially mixed people-fiction Language and languages-fiction Communication-fiction Chinese-Americans-fiction		
Author:	Cohn, Janice	Agree	Disagree
Title:	Why Did It Happen?		
Class:	Tween <sup>4</sup>		
Synopsis:	With the help of his parent's and teacher, a young boy deals with his feelings about the robbery of the neighborhood grocery store		
Subjects:	Violence-fiction Crime-fiction		
Author:	McCourt, Lisa	Agree	Disagree
Title:	Chicken Soup for Little Souls: Best Night Out with Dad		
Class:	Easy <sup>2</sup>		
Synopsis:	When he realizes that little Vincent's father cannot afford to pay for circus tickets, Danny must decide whether to share his tickets or use them himself.		
Subjects:	Sharing-fiction Kindness-fiction Circus-fiction Christian life-fiction		
Author:	Brimmer, Larry	Agree	Disagree
Title:	Money Trouble		
Class:	Reader <sup>1</sup>		
Synopsis:	Alex learns a lesson about telling the truth when he thinks he's lost the money his mother gave him to buy milk.		
Subjects:	Honesty-fiction Responsibility-fiction		

<sup>1</sup>**Reader** (K-2 - Controlled. Vocabulary)

<sup>2</sup>**Easy** (Picture book - To be read to child by adult)

<sup>3</sup>**Tween Non-Fiction** (Grades 2-4 - Simplified vocabulary: "T" Dewey Numbers)

<sup>4</sup>**Tween Fiction** (Grades 2-4)

<sup>5</sup>**Juvenile:** Fiction, Mystery, Science Fiction, Sports, Short Story (Grades 4-7)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

On July 17, 2002 the Metropolitan Library System entered into an "Agreement" on the space and services afforded to the Downtown College Consortium within the Downtown Library facility. As stated in that agreement "... at the end of the first year the Consortium and MLS will analyze first year usage of learning center rooms and fees", and this was accomplished with input from Lloyd Lovely, Deputy Executive Director/ Finance & Support and Gary Davidson, Director, Downtown College Consortium.

Item numbers 3, 4, 5, 6 and 7 are new additions to the agreement, item # 9 has had minor fee adjustments, and all other changes are minor in nature.

The attached "Agreement" has been reviewed and all changes agreed upon prior to being presented to the Commission.

### **ADMINISTRATIVE RECOMMENDATION TO COMMISSION:**

That the Commission approve the Agreement between the Metropolitan Library System and the Downtown College Consortium effective August 25, 2005.

## AGREEMENT

This AGREEMENT is made and entered into this day 25th of August 2005, by and between the METROPOLITAN LIBRARY SYSTEM (herein "MLS") and the DOWNTOWN COLLEGE CONSORTIUM, an organization composed of Oklahoma City Community College, Redlands Community College, Rose State College, Oklahoma State University-OKC and the University of Central Oklahoma (herein "Consortium").

WHEREAS, MLS provides library and related services to the citizens of Oklahoma County pursuant to the provisions of the Metropolitan Library Act, Title 65, O.S. §551, et.seq., at 17 locations across the county, including the Ronald J. Norick Downtown Library (herein "the Ronald J. Norick Downtown Library") located at 300 Park Avenue, Oklahoma City. The Ronald J. Norick Downtown Library is a library and learning center and offers expanded educational services to the citizens of Oklahoma County;

WHEREAS, Consortium offers credit, non-credit and professional development classes to the general public through its member institutions. Consortium currently has offices located at 300 Park Avenue, Oklahoma City, Oklahoma;

WHEREAS, MLS will promote learning and educational opportunities at the Ronald J. Norick Downtown Library and the services offered by Consortium, if combined with the services offered by MLS at the Ronald J. Norick Downtown Library, will serve to increase the use of the Ronald J. Norick Downtown Library and will further provide greatly enhanced educational benefits to the patrons of MLS, the citizens of Oklahoma County and the community in general.

NOW, THEREFORE, in consideration of the mutual benefits to flow between the parties, the parties mutually agree as follows:

1. MLS shall provide Consortium with two furnished administrative office spaces on the fourth floor of the Ronald J. Norick Downtown Library. Consortium shall not be liable to MLS for the payment of rent for its use of the two administrative offices except as otherwise provided for herein.
2. Consortium shall, at its expense, provide for any computers, fax machines, copy machines, telephones and all other equipment and supplies required for the administration of its offices at the Ronald J. Norick Downtown Library. Subject to technical and physical limitations, MLS shall allow Consortium to link consortium's telephone system and computer network with MLS' telephone system and computer network at the Ronald J. Norick Downtown Library. Consortium shall be responsible for the payment of all labor, materials and other costs associated with the linkage of the telephone systems and computer network.
3. MLS owns and maintains voice/data network wiring and communications equipment. Any Needed configuration change requests must be submitted to MLS Information Technology staff at least two weeks in advance of needed date.



4. Consortium will not add any voice/data communication equipment to MLS network without knowledge and approval of MLS Information Technology staff (MLS Director of IT or MLS Deputy Executive Director/IT).
5. Any required network reconfiguration for Consortium benefit will be charged at the rate of cost incurred by MLS.
6. Consortium shall be responsible for providing a trained staff member to take care of technical issues related to audio visual and computer equipment or shall pay the library system for that service at a rate of \$50.00 per hour. This hourly rate excludes mechanical warranty and normal maintenance issues.
7. Consortium will have access to MLS copy machines and be charged a rate of \$0.02 per copy to be billed annually.
8. Consortium shall also, at its expense, be responsible for hiring and maintaining all personnel necessary for the operation of Consortium's administrative office at 300 Park Avenue.
9. For regular college-credit classes, the Consortium agrees to pay to the MLS \$10.00 per usage hour, or any portion of an hour, for classroom space scheduled in Classrooms 1-6 on the fourth floor, the Computer Labs on both the first and fourth floors, and the Conference Rooms on both the second and fourth floors of the facility. For a standard 16-week class, which meets once per week, or an 8-week class, which meets twice per week, this cost equals an amount of \$640.00. In the event the Consortium has a class that cannot be accommodated in a single room on the 4<sup>th</sup> floor, then the MLS agrees to open up room dividers (where applicable) in the 4<sup>th</sup> floor classrooms and provide a large classroom to accommodate the larger class size. This larger room will be assessed at the usage rate of \$15.00 per hour. All other classes will be computed at the rate of \$10.00 per usage hour as above. For use of the Pre-Function area, the Consortium agrees to pay the MLS the rate of \$15.00 per hour or any portion thereof. The consortium further agrees that the rate for usage of the fourth floor Auditorium will be \$20.00 per hour or any portion thereof. In the event that the Consortium reserves a classroom or meeting facility and subsequently learns that it will not need the room for any reason, such as insufficient enrollment for a particular class, it will immediately notify the MLS in order to allow the MLS to utilize the room for other purposes.
10. For non-credit, community education, and continuing education classes, the Consortium agrees to reimburse the MLS for each individual class depending on classroom size and number of times used per billing cycle. Reservations of classrooms and facilities and cancellations of reservations shall be handled in the same manner as for regular for-credit classes as addressed above.
11. This agreement is not intended to create, nor shall it be construed as, a partnership, an agency or a joint venture relationship between MLS and Consortium. Consortium shall hold harmless MLS and shall indemnify and defend MLS against any claim or cause of action against MLS for damages or injuries occasioned by the acts, or omission to act, by Consortium, its employees, agents and invitees.
12. Consortium shall at all times comply with the rules and regulations promulgated by MLS and all local, state and federal ordinances, statutes, laws and regulations during the term of this Agreement.

13. The Agreement may be terminated without cause by either party by giving 120 days' written notice to the other. Upon termination, Consortium shall leave the Ronald J. Norick Downtown Library in the same condition as existed at the commencement of this Agreement, normal wear and tear excepted.
14. Renegotiation clause: In June of each year, the contract will be re-negotiated and renewed for the coming fiscal year.
15. Consortium shall make no alterations to the administrative offices or to any other portion of the Ronald J. Norick Downtown Library without the written consent of MLS.
16. This Agreement may only be modified or amended by a written modification or amendment signed by both parties.
17. This contract will run from MLS fiscal year to fiscal year (July 1 to June 30 of each calendar year).

Dated as of the day and year first written above.

"MLS":

METROPOLITAN LIBRARY SYSTEM

By: \_\_\_\_\_  
Executive Director

"Consortium":

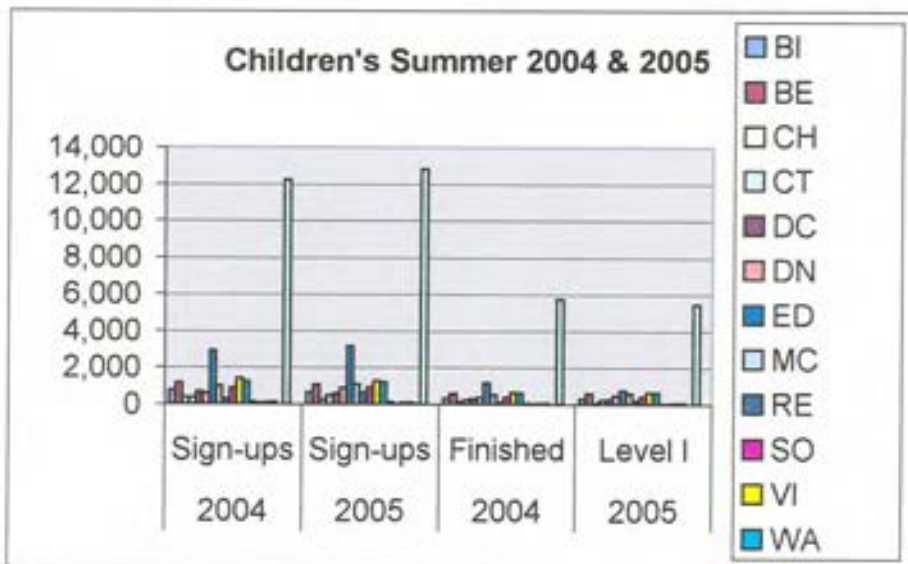
DOWNTOWN COLLEGE CONSORTIUM

By: \_\_\_\_\_  
Chairman

### Children's Book Program

Library	2004 Sign-ups	2005 Sign-ups	2004 Finished	2005 Level I
BI	767	666	331	296
BE	1,181	1066	601	584
CH	372	271	148	75
CT	369	483	234	256
DC	691	597	314	292
DN	625	914	375	500
ED	2,901	3160	1,167	766
MC	1,007	1119	521	576
RE	318	654	104	199
SO	886	943	378	412
VI	1,409	1286	645	646
WA	1,240	1218	626	652
HR	139	153	71	44
JN	59	32	37	18
LU	105	118	77	63
NP	127	108	86	70
WR	16	20	5	10
<b>TOTAL</b>	<b>12,212</b>	<b>12808</b>	<b>5720</b>	<b>5459</b>

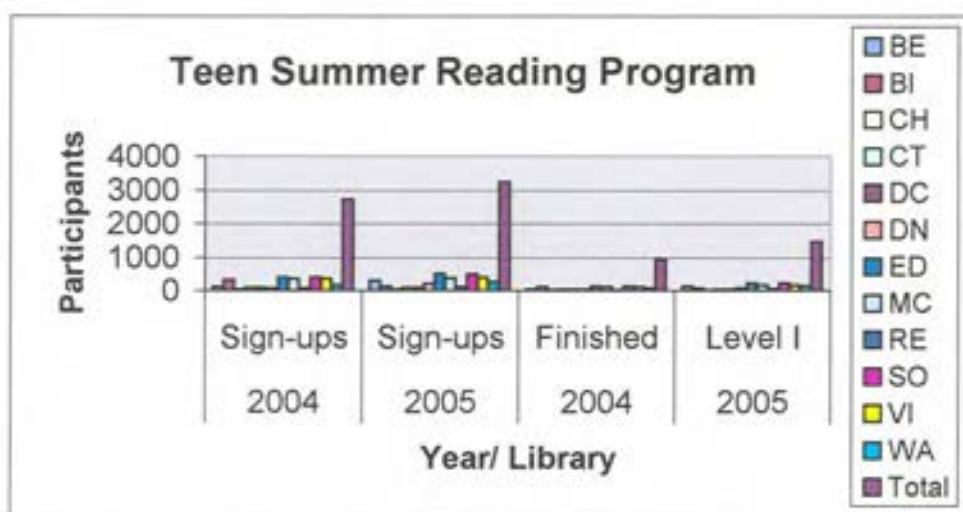
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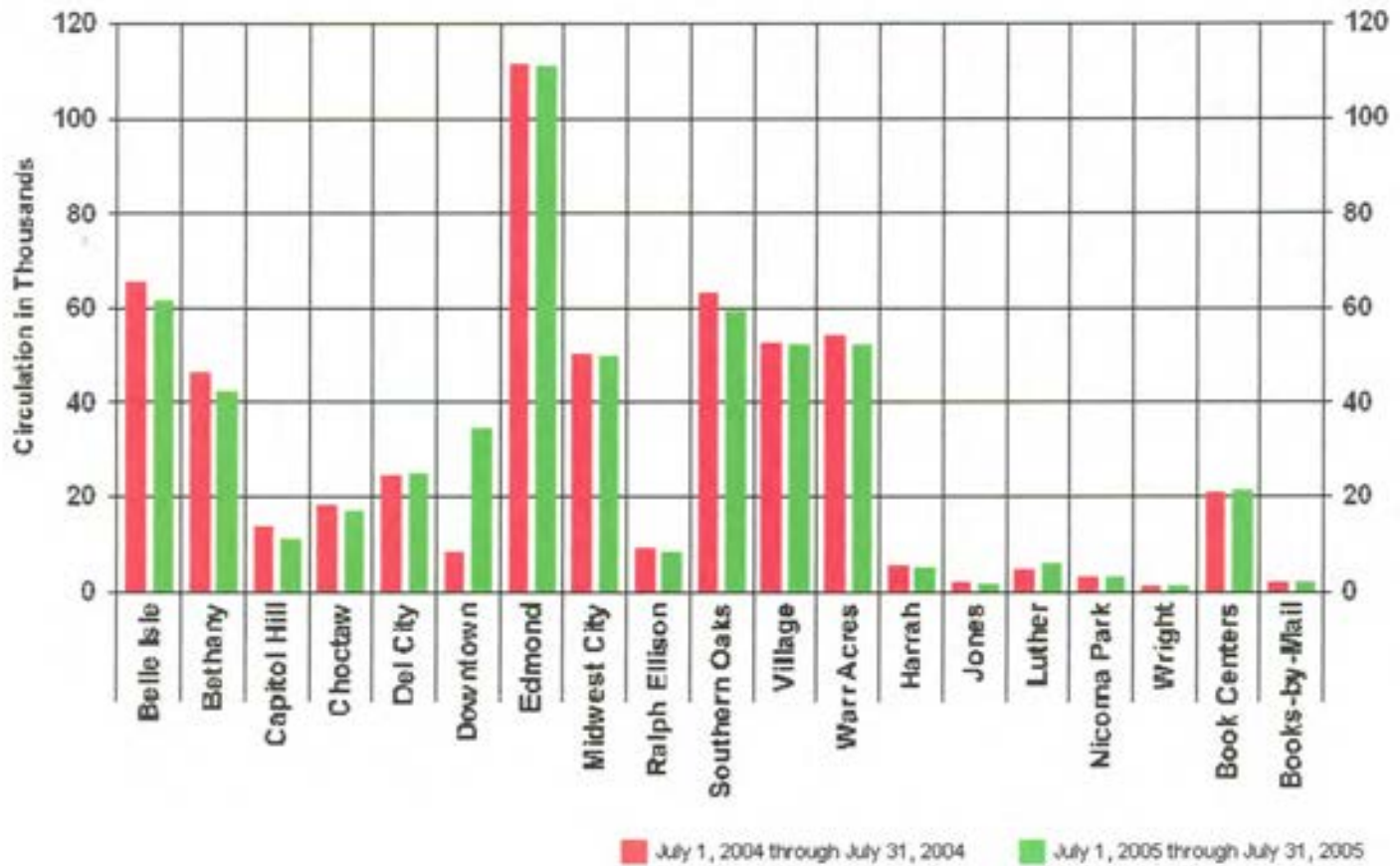
### Teen Reads Program

Library	2004 Sign-ups	2005 Sign-ups	2004 Finished	2005 Level I
BE	113	300	44	134
BI	329	130	105	68
CH	44	47	10	14
CT	88	100	34	41
DC	101	91	41	42
DN	79	203	30	82
ED	400	521	134	221
MC	361	389	111	170
RE	84	109	10	50
SO	401	491	128	237
VI	367	400	106	165
WA	178	266	77	161
HR	65	41	62	17
JN	19	7	8	2
LU	44	61	19	21
NP	33	69	8	30
WR	17	20	9	16
<b>Total</b>	<b>2723</b>	<b>3245</b>	<b>936</b>	<b>1471</b>



## **Circulation Gains and Losses**

**July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)**



## **Circulation Gains and Losses**

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

<b>JULY 31, 2005</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
BELLE ISLE	05	48435	48435	16896	16896	65331	65331	
	06	46914	46914	14586	14586	61500	61500	
		<b>-1521</b>	<b>-1521</b>	<b>-2310</b>	<b>-2310</b>	<b>-3831</b>	<b>-3831</b>	<b>-5.9</b>
BETHANY	05	30999	30999	14974	14974	45973	45973	
	06	29069	29069	13131	13131	42200	42200	
		<b>-1930</b>	<b>-1930</b>	<b>-1843</b>	<b>-1843</b>	<b>-3773</b>	<b>-3773</b>	<b>-8.2</b>
CAPITOL HILL	05	9101	9101	4554	4554	13655	13655	
	06	7342	7342	3370	3370	10712	10712	
		<b>-1759</b>	<b>-1759</b>	<b>-1184</b>	<b>-1184</b>	<b>-2943</b>	<b>-2943</b>	<b>-21.6</b>
CHOCTAW	05	10806	10806	7276	7276	18082	18082	
	06	10190	10190	6699	6699	16889	16889	
		<b>-616</b>	<b>-616</b>	<b>-577</b>	<b>-577</b>	<b>-1193</b>	<b>-1193</b>	<b>-6.6</b>
DEL CITY	05	16302	16302	8163	8163	24465	24465	
	06	16769	16769	7814	7814	24583	24583	
		<b>467</b>	<b>467</b>	<b>-349</b>	<b>-349</b>	<b>118</b>	<b>118</b>	<b>.5</b>
DOWNTOWN	05	6597	6597	1342	1342	7939	7939	
	06	24596	24596	9508	9508	34104	34104	
		<b>17999</b>	<b>17999</b>	<b>8166</b>	<b>8166</b>	<b>26165</b>	<b>26165</b>	<b>329.6</b>
EDMOND	05	61588	61588	49703	49703	111291	111291	
	06	64132	64132	46615	46615	110747	110747	
		<b>2544</b>	<b>2544</b>	<b>-3088</b>	<b>-3088</b>	<b>-544</b>	<b>-544</b>	<b>-.5</b>
MIDWEST CITY	05	34399	34399	15829	15829	50228	50228	
	06	32906	32906	16616	16616	49522	49522	
		<b>-1493</b>	<b>-1493</b>	<b>787</b>	<b>787</b>	<b>-706</b>	<b>-706</b>	<b>-1.4</b>
RALPH ELLISON	05	6820	6820	2197	2197	9017	9017	
	06	5986	5986	2149	2149	8135	8135	
		<b>-834</b>	<b>-834</b>	<b>-48</b>	<b>-48</b>	<b>-882</b>	<b>-882</b>	<b>-9.8</b>
SOUTHERN OAKS	05	45982	45982	17203	17203	63185	63185	
	06	43075	43075	16155	16155	59230	59230	
		<b>-2907</b>	<b>-2907</b>	<b>-1048</b>	<b>-1048</b>	<b>-3955</b>	<b>-3955</b>	<b>-6.3</b>
VILLAGE	05	34631	34631	17709	17709	52340	52340	
	06	34654	34654	17419	17419	52073	52073	
		<b>23</b>	<b>23</b>	<b>-290</b>	<b>-290</b>	<b>-267</b>	<b>-267</b>	<b>-.5</b>
WARR ACRES	05	35409	35409	18614	18614	54023	54023	
	06	33792	33792	18329	18329	52121	52121	
		<b>-1617</b>	<b>-1617</b>	<b>-285</b>	<b>-285</b>	<b>-1902</b>	<b>-1902</b>	<b>-3.5</b>



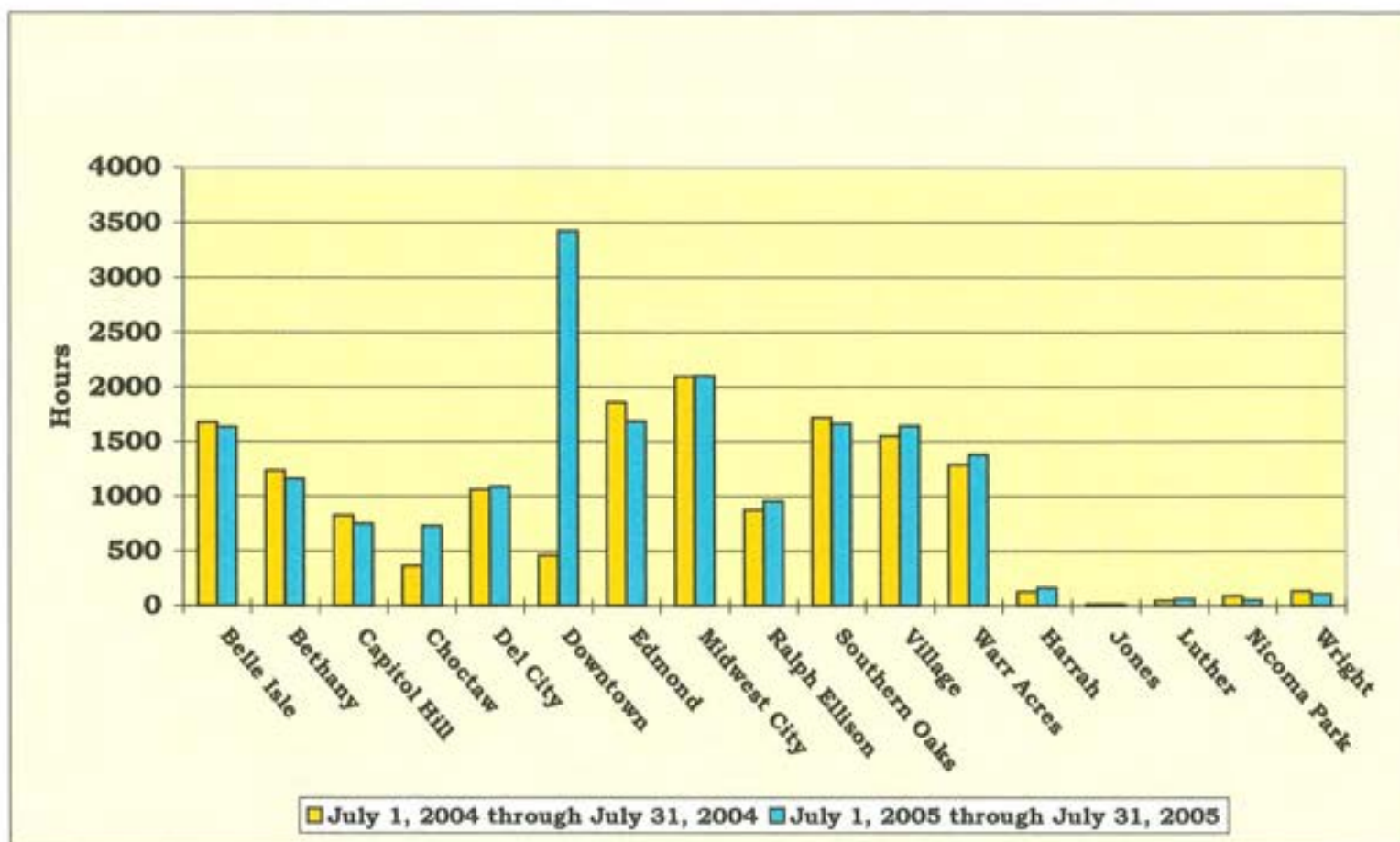
## **Circulation Gains and Losses**

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

<b>JULY 31, 2005</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	05	3851	3851	1586	1586	5437	5437	
	06	3542	3542	1595	1595	5137	5137	
		<b>-309</b>	<b>-309</b>	<b>9</b>	<b>9</b>	<b>-300</b>	<b>-300</b>	<b>-5.5</b>
JONES	05	1165	1165	573	573	1738	1738	
	06	995	995	283	283	1278	1278	
		<b>-170</b>	<b>-170</b>	<b>-290</b>	<b>-290</b>	<b>-460</b>	<b>-460</b>	<b>-26.5</b>
LUTHER	05	2460	2460	1929	1929	4389	4389	
	06	3601	3601	2078	2078	5679	5679	
		<b>1141</b>	<b>1141</b>	<b>149</b>	<b>149</b>	<b>1290</b>	<b>1290</b>	<b>29.4</b>
NICOMA PARK	05	2056	2056	1069	1069	3125	3125	
	06	2118	2118	934	934	3052	3052	
		<b>62</b>	<b>62</b>	<b>-135</b>	<b>-135</b>	<b>-73</b>	<b>-73</b>	<b>-2.3</b>
WRIGHT	05	969	969	220	220	1189	1189	
	06	690	690	145	145	835	835	
		<b>-279</b>	<b>-279</b>	<b>-75</b>	<b>-75</b>	<b>-354</b>	<b>-354</b>	<b>-29.8</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	05	9148	9148	11568	11568	20716	20716	
	06	9430	9430	11738	11738	21168	21168	
		<b>282</b>	<b>282</b>	<b>170</b>	<b>170</b>	<b>452</b>	<b>452</b>	<b>2.2</b>
BOOKS-BY-MAIL	05	1760	1760	0	0	1760	1760	
	06	1776	1776	0	0	1776	1776	
		<b>16</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>.9</b>
TOTALS	05	362478	362478	191405	191405	553883	553883	
	06	371577	371577	189164	189164	560741	560741	
		<b>9099</b>	<b>9099</b>	<b>-2241</b>	<b>-2241</b>	<b>6858</b>	<b>6858</b>	<b>1.2</b>

## Total Internet Hours Used by Library

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)



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## Total Internet Usage

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	1,017		4,663		1,681.43		1,017		4,663		1,681.43	
	06	1,092		4,314		1,636.99		1,092		4,314		1,636.99	
		<b>75</b>	<b>7.4</b>	<b>-349</b>	<b>-7.5</b>	<b>-44.44</b>	<b>-2.6</b>	<b>75</b>	<b>7.4</b>	<b>-349</b>	<b>-7.5</b>	<b>-44.44</b>	<b>-2.6</b>
BETHANY	05	627		3,025		1,235.73		627		3,025		1,235.73	
	06	670		2,876		1,163.07		670		2,876		1,163.07	
		<b>43</b>	<b>6.9</b>	<b>-149</b>	<b>-4.9</b>	<b>-72.66</b>	<b>-5.9</b>	<b>43</b>	<b>6.9</b>	<b>-149</b>	<b>-4.9</b>	<b>-72.66</b>	<b>-5.9</b>
CAPITOL HILL	05	514		2,170		829.83		514		2,170		829.83	
	06	482		1,965		754.05		482		1,965		754.05	
		<b>-32</b>	<b>-6.2</b>	<b>-205</b>	<b>-9.4</b>	<b>-75.78</b>	<b>-9.1</b>	<b>-32</b>	<b>-6.2</b>	<b>-205</b>	<b>-9.4</b>	<b>-75.78</b>	<b>-9.1</b>
CHOCTAW	05	281		1,069		369.73		281		1,069		369.73	
	06	371		1,770		732.27		371		1,770		732.27	
		<b>90</b>	<b>32.0</b>	<b>701</b>	<b>65.6</b>	<b>362.54</b>	<b>98.1</b>	<b>90</b>	<b>32.0</b>	<b>701</b>	<b>65.6</b>	<b>362.54</b>	<b>98.1</b>
DEL CITY	05	636		2,772		1,064.16		636		2,772		1,064.16	
	06	676		2,770		1,094.72		676		2,770		1,094.72	
		<b>40</b>	<b>6.3</b>	<b>-2</b>	<b>-1.1</b>	<b>30.56</b>	<b>2.9</b>	<b>40</b>	<b>6.3</b>	<b>-2</b>	<b>-1.1</b>	<b>30.56</b>	<b>2.9</b>
DOWNTOWN	05	250		1,113		464.20		250		1,113		464.20	
	06	1,476		8,484		3,423.86		1,476		8,484		3,423.86	
		<b>1,226</b>	<b>490.4</b>	<b>7,371</b>	<b>662.3</b>	<b>2,959.66</b>	<b>637.6</b>	<b>1,226</b>	<b>490.4</b>	<b>7,371</b>	<b>662.3</b>	<b>2,959.66</b>	<b>637.6</b>
EDMOND	05	1,191		5,210		1,860.28		1,191		5,210		1,860.28	
	06	1,203		4,788		1,688.97		1,203		4,788		1,688.97	
		<b>12</b>	<b>1.0</b>	<b>-422</b>	<b>-8.1</b>	<b>-171.31</b>	<b>-9.2</b>	<b>12</b>	<b>1.0</b>	<b>-422</b>	<b>-8.1</b>	<b>-171.31</b>	<b>-9.2</b>
MIDWEST CITY	05	1,309		5,774		2,095.58		1,309		5,774		2,095.58	
	06	1,469		5,751		2,100.25		1,469		5,751		2,100.25	
		<b>160</b>	<b>12.2</b>	<b>-23</b>	<b>-4</b>	<b>4.67</b>	<b>.2</b>	<b>160</b>	<b>12.2</b>	<b>-23</b>	<b>-4</b>	<b>4.67</b>	<b>.2</b>
RALPH ELLISON	05	592		2,571		877.03		592		2,571		877.03	
	06	674		2,632		955.71		674		2,632		955.71	
		<b>82</b>	<b>13.9</b>	<b>61</b>	<b>2.4</b>	<b>78.68</b>	<b>9.0</b>	<b>82</b>	<b>13.9</b>	<b>61</b>	<b>2.4</b>	<b>78.68</b>	<b>9.0</b>

## Total Internet Usage

**July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	1,133		4,353		1,721.13		1,133		4,353		1,721.13	
	06	1,190		4,147		1,666.85		1,190		4,147		1,666.85	
		<b>57</b>	<b>5.0</b>	<b>-206</b>	<b>-4.7</b>	<b>-54.28</b>	<b>-3.2</b>	<b>57</b>	<b>5.0</b>	<b>-206</b>	<b>-4.7</b>	<b>-54.28</b>	<b>-3.2</b>
VILLAGE	05	1,119		4,232		1,555.65		1,119		4,232		1,555.65	
	06	1,173		4,513		1,646.69		1,173		4,513		1,646.69	
		<b>54</b>	<b>4.8</b>	<b>281</b>	<b>6.6</b>	<b>91.04</b>	<b>5.9</b>	<b>54</b>	<b>4.8</b>	<b>281</b>	<b>6.6</b>	<b>91.04</b>	<b>5.9</b>
WARR ACRES	05	888		3,580		1,288.68		888		3,580		1,288.68	
	06	881		3,804		1,381.48		881		3,804		1,381.48	
		<b>-7</b>	<b>-.8</b>	<b>224</b>	<b>6.3</b>	<b>92.80</b>	<b>7.2</b>	<b>-7</b>	<b>-.8</b>	<b>224</b>	<b>6.3</b>	<b>92.80</b>	<b>7.2</b>
HARRAH	05	91		328		129.30		91		328		129.30	
	06	88		328		168.50		88		328		168.50	
		<b>-3</b>	<b>-3.3</b>		<b>.0</b>	<b>39.20</b>	<b>30.3</b>	<b>-3</b>	<b>-3.3</b>		<b>.0</b>	<b>39.20</b>	<b>30.3</b>
JONES	05	10		31		16.07		10		31		16.07	
	06	16		46		18.41		16		46		18.41	
		<b>6</b>	<b>60.0</b>	<b>15</b>	<b>48.4</b>	<b>2.34</b>	<b>14.6</b>	<b>6</b>	<b>60.0</b>	<b>15</b>	<b>48.4</b>	<b>2.34</b>	<b>14.6</b>
LUTHER	05	41		129		52.98		41		129		52.98	
	06	48		176		69.72		48		176		69.72	
		<b>7</b>	<b>17.1</b>	<b>47</b>	<b>36.4</b>	<b>16.74</b>	<b>31.6</b>	<b>7</b>	<b>17.1</b>	<b>47</b>	<b>36.4</b>	<b>16.74</b>	<b>31.6</b>
NICOMA PARK	05	37		188		95.20		37		188		95.20	
	06	34		109		55.06		34		109		55.06	
		<b>-3</b>	<b>-8.1</b>	<b>-79</b>	<b>-42.0</b>	<b>-40.14</b>	<b>-42.2</b>	<b>-3</b>	<b>-8.1</b>	<b>-79</b>	<b>-42.0</b>	<b>-40.14</b>	<b>-42.2</b>
WRIGHT	05	43		337		139.34		43		337		139.34	
	06	36		258		107.30		36		258		107.30	
		<b>-7</b>	<b>-16.3</b>	<b>-79</b>	<b>-23.4</b>	<b>-32.04</b>	<b>-23.0</b>	<b>-7</b>	<b>-16.3</b>	<b>-79</b>	<b>-23.4</b>	<b>-32.04</b>	<b>-23.0</b>
TOTAL	05	9,779		41,545		15,476.32		9,779		41,545		15,476.32	
	06	11,579		48,731		18,663.90		11,579		48,731		18,663.90	
		<b>1,800</b>	<b>18.4</b>	<b>7,186</b>	<b>17.3</b>	<b>3,187.58</b>	<b>20.6</b>	<b>1,800</b>	<b>18.4</b>	<b>7,186</b>	<b>17.3</b>	<b>3,187.58</b>	<b>20.6</b>

## Internet Usage by Adult Customers

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	855		4,040		1,503.49		855		4,040		1,503.49	
	06	942		3,780		1,473.83		942		3,780		1,473.83	
		87	10.2	-260	-6.4	-29.66	-2.0	87	10.2	-260	-6.4	-29.66	-2.0
BETHANY	05	524		2,636		1,126.18		524		2,636		1,126.18	
	06	552		2,381		999.00		552		2,381		999.00	
		28	5.3	-255	-9.7	-127.18	-11.3	28	5.3	-255	-9.7	-127.18	-11.3
CAPITOL HILL	05	342		1,526		642.69		342		1,526		642.69	
	06	324		1,217		493.85		324		1,217		493.85	
		-18	-5.3	-309	-20.2	-148.84	-23.2	-18	-5.3	-309	-20.2	-148.84	-23.2
CHOCTAW	05	204		800		301.06		204		800		301.06	
	06	252		1,065		421.20		252		1,065		421.20	
		48	23.5	265	33.1	120.14	39.9	48	23.5	265	33.1	120.14	39.9
DEL CITY	05	506		2,313		930.74		506		2,313		930.74	
	06	539		2,287		947.19		539		2,287		947.19	
		33	6.5	-26	-1.1	16.45	1.8	33	6.5	-26	-1.1	16.45	1.8
DOWNTOWN	05	227		1,001		425.84		227		1,001		425.84	
	06	1,182		7,357		3,073.03		1,182		7,357		3,073.03	
		955	420.7	6,356	635.0	2,647.19	621.6	955	420.7	6,356	635.0	2,647.19	621.6
EDMOND	05	996		4,460		1,606.05		996		4,460		1,606.05	
	06	1,016		4,163		1,482.46		1,016		4,163		1,482.46	
		20	2.0	-297	-6.7	-123.59	-7.7	20	2.0	-297	-6.7	-123.59	-7.7
MIDWEST CITY	05	1,101		5,029		1,875.20		1,101		5,029		1,875.20	
	06	1,155		4,639		1,751.77		1,155		4,639		1,751.77	
		54	4.9	-390	-7.8	-123.43	-6.6	54	4.9	-390	-7.8	-123.43	-6.6
RALPH ELLISON	05	446		1,725		602.20		446		1,725		602.20	
	06	506		1,911		701.57		506		1,911		701.57	
		60	13.5	186	10.8	99.37	16.5	60	13.5	186	10.8	99.37	16.5



## Internet Usage by Adult Customers

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	907		3,549		1,455.17		907		3,549		1,455.17	
	06	939		3,140		1,320.86		939		3,140		1,320.86	
		<b>32</b>	<b>3.5</b>	<b>-409</b>	<b>-11.5</b>	<b>-134.31</b>	<b>-9.2</b>	<b>32</b>	<b>3.5</b>	<b>-409</b>	<b>-11.5</b>	<b>-134.31</b>	<b>-9.2</b>
VILLAGE	05	961		3,761		1,416.15		961		3,761		1,416.15	
	06	976		3,682		1,366.33		976		3,682		1,366.33	
		<b>15</b>	<b>1.6</b>	<b>-79</b>	<b>-2.1</b>	<b>-49.82</b>	<b>-3.5</b>	<b>15</b>	<b>1.6</b>	<b>-79</b>	<b>-2.1</b>	<b>-49.82</b>	<b>-3.5</b>
WARR ACRES	05	763		3,101		1,156.53		763		3,101		1,156.53	
	06	736		3,013		1,125.72		736		3,013		1,125.72	
		<b>-27</b>	<b>-3.5</b>	<b>-88</b>	<b>-2.8</b>	<b>-30.81</b>	<b>-2.7</b>	<b>-27</b>	<b>-3.5</b>	<b>-88</b>	<b>-2.8</b>	<b>-30.81</b>	<b>-2.7</b>
HARRAH	05	63		241		95.11		63		241		95.11	
	06	66		275		146.16		66		275		146.16	
		<b>3</b>	<b>4.8</b>	<b>34</b>	<b>14.1</b>	<b>51.05</b>	<b>53.7</b>	<b>3</b>	<b>4.8</b>	<b>34</b>	<b>14.1</b>	<b>51.05</b>	<b>53.7</b>
JONES	05	5		14		7.74		5		14		7.74	
	06	12		38		16.81		12		38		16.81	
		<b>7</b>	<b>140.0</b>	<b>24</b>	<b>171.4</b>	<b>9.07</b>	<b>117.2</b>	<b>7</b>	<b>140.0</b>	<b>24</b>	<b>171.4</b>	<b>9.07</b>	<b>117.2</b>
LUTHER	05	24		86		35.47		24		86		35.47	
	06	26		81		34.10		26		81		34.10	
		<b>2</b>	<b>8.3</b>	<b>-5</b>	<b>-5.8</b>	<b>-1.37</b>	<b>-3.9</b>	<b>2</b>	<b>8.3</b>	<b>-5</b>	<b>-5.8</b>	<b>-1.37</b>	<b>-3.9</b>
NICOMA PARK	05	19		114		68.47		19		114		68.47	
	06	25		69		43.60		25		69		43.60	
		<b>6</b>	<b>31.6</b>	<b>-45</b>	<b>-39.5</b>	<b>-24.87</b>	<b>-36.3</b>	<b>6</b>	<b>31.6</b>	<b>-45</b>	<b>-39.5</b>	<b>-24.87</b>	<b>-36.3</b>
WRIGHT	05	33		295		113.82		33		295		113.82	
	06	28		229		88.18		28		229		88.18	
		<b>-5</b>	<b>-15.2</b>	<b>-66</b>	<b>-22.4</b>	<b>-25.64</b>	<b>-22.5</b>	<b>-5</b>	<b>-15.2</b>	<b>-66</b>	<b>-22.4</b>	<b>-25.64</b>	<b>-22.5</b>
TOTAL	05	7,976		34,691		13,361.91		7,976		34,691		13,361.91	
	06	9,276		39,327		15,485.66		9,276		39,327		15,485.66	
		<b>1,300</b>	<b>16.3</b>	<b>4,636</b>	<b>13.4</b>	<b>2,123.75</b>	<b>15.9</b>	<b>1,300</b>	<b>16.3</b>	<b>4,636</b>	<b>13.4</b>	<b>2,123.75</b>	<b>15.9</b>

## Internet Usage by Minor Customers

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	162		623		177.94		162		623		177.94	
	06	150		534		163.16		150		534		163.16	
		-12	-7.4	-89	-14.3	-14.78	-8.3	-12	-7.4	-89	-14.3	-14.78	-8.3
BETHANY	05	103		389		109.55		103		389		109.55	
	06	118		495		164.07		118		495		164.07	
		15	14.6	106	27.2	54.52	49.8	15	14.6	106	27.2	54.52	49.8
CAPITOL HILL	05	172		644		187.14		172		644		187.14	
	06	158		748		260.20		158		748		260.20	
		-14	-8.1	104	16.1	73.06	39.0	-14	-8.1	104	16.1	73.06	39.0
CHOCTAW	05	77		269		68.67		77		269		68.67	
	06	119		705		311.07		119		705		311.07	
		42	54.5	436	162.1	242.40	353.0	42	54.5	436	162.1	242.40	353.0
DEL CITY	05	130		459		133.42		130		459		133.42	
	06	137		483		147.53		137		483		147.53	
		7	5.4	24	5.2	14.11	10.6	7	5.4	24	5.2	14.11	10.6
DOWNTOWN	05	23		112		38.36		23		112		38.36	
	06	294		1,127		350.83		294		1,127		350.83	
		271	1178.3	1,015	906.3	312.47	814.6	271	1178.3	1,015	906.3	312.47	814.6
EDMOND	05	195		750		254.23		195		750		254.23	
	06	187		625		206.51		187		625		206.51	
		-8	-4.1	-125	-16.7	-47.72	-18.8	-8	-4.1	-125	-16.7	-47.72	-18.8
MIDWEST CITY	05	208		745		220.38		208		745		220.38	
	06	314		1,112		348.48		314		1,112		348.48	
		106	51.0	367	49.3	128.10	58.1	106	51.0	367	49.3	128.10	58.1
RALPH ELLISON	05	146		846		274.83		146		846		274.83	
	06	168		721		254.14		168		721		254.14	
		22	15.1	-125	-14.8	-20.69	-7.5	22	15.1	-125	-14.8	-20.69	-7.5

## Internet Usage by Minor Customers

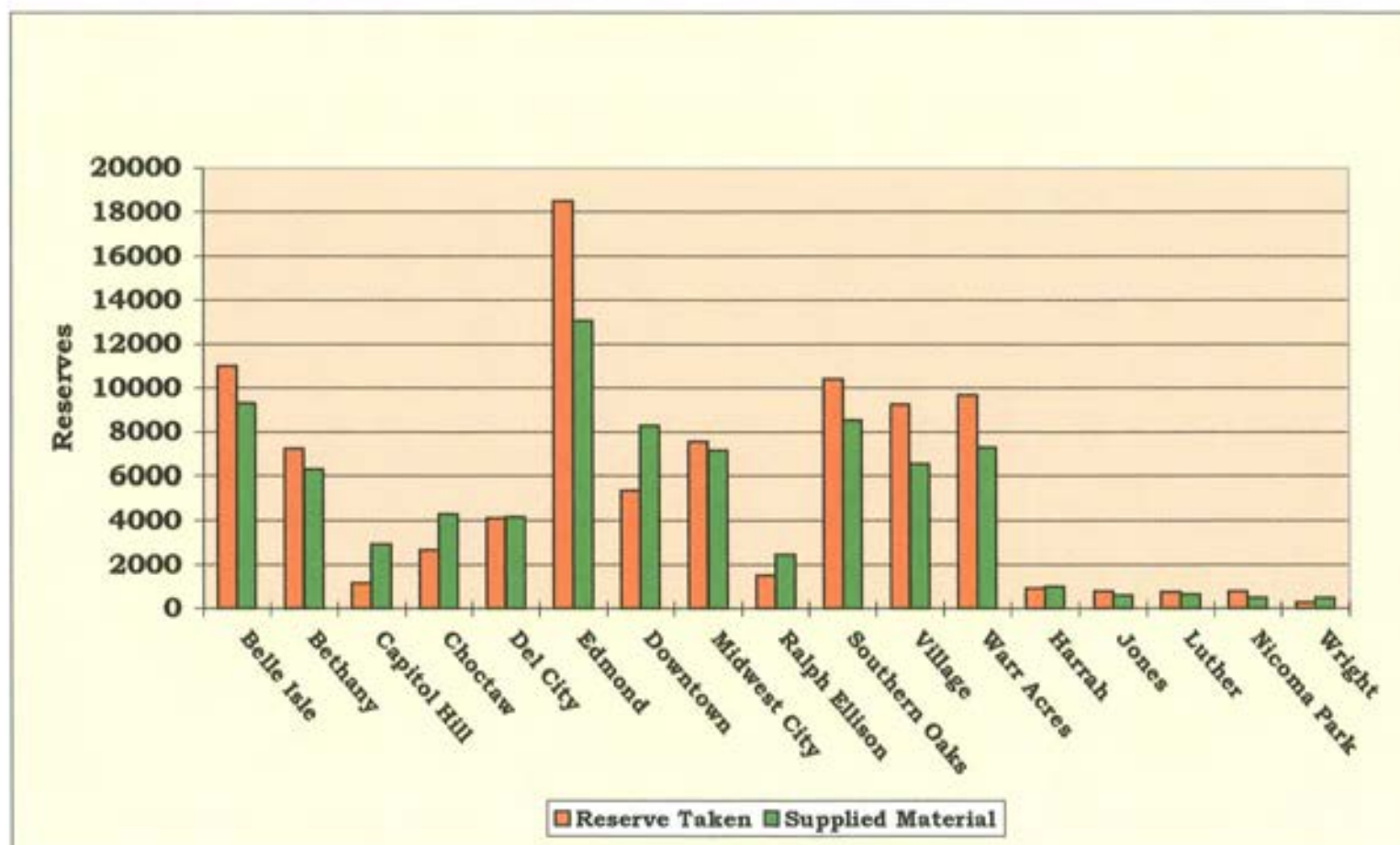
July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	226		804		265.96		226		804		265.96	
	06	251		1,007		345.99		251		1,007		345.99	
		<b>25</b>	<b>11.1</b>	<b>203</b>	<b>25.2</b>	<b>80.03</b>	<b>30.1</b>	<b>25</b>	<b>11.1</b>	<b>203</b>	<b>25.2</b>	<b>80.03</b>	<b>30.1</b>
VILLAGE	05	158		471		139.50		158		471		139.50	
	06	197		831		280.36		197		831		280.36	
		<b>39</b>	<b>24.7</b>	<b>360</b>	<b>76.4</b>	<b>140.86</b>	<b>101.0</b>	<b>39</b>	<b>24.7</b>	<b>360</b>	<b>76.4</b>	<b>140.86</b>	<b>101.0</b>
WARR ACRES	05	125		479		132.15		125		479		132.15	
	06	145		791		255.76		145		791		255.76	
		<b>20</b>	<b>16.0</b>	<b>312</b>	<b>65.1</b>	<b>123.61</b>	<b>93.5</b>	<b>20</b>	<b>16.0</b>	<b>312</b>	<b>65.1</b>	<b>123.61</b>	<b>93.5</b>
HARRAH	05	28		87		34.19		28		87		34.19	
	06	22		53		22.34		22		53		22.34	
		<b>-6</b>	<b>-21.4</b>	<b>-34</b>	<b>-39.1</b>	<b>-11.85</b>	<b>-34.7</b>	<b>-6</b>	<b>-21.4</b>	<b>-34</b>	<b>-39.1</b>	<b>-11.85</b>	<b>-34.7</b>
JONES	05	5		17		8.33		5		17		8.33	
	06	4		8		1.60		4		8		1.60	
		<b>-1</b>	<b>-20.0</b>	<b>-9</b>	<b>-52.9</b>	<b>-6.73</b>	<b>-80.8</b>	<b>-1</b>	<b>-20.0</b>	<b>-9</b>	<b>-52.9</b>	<b>-6.73</b>	<b>-80.8</b>
LUTHER	05	17		43		17.51		17		43		17.51	
	06	22		95		35.62		22		95		35.62	
		<b>5</b>	<b>29.4</b>	<b>52</b>	<b>120.9</b>	<b>18.11</b>	<b>103.4</b>	<b>5</b>	<b>29.4</b>	<b>52</b>	<b>120.9</b>	<b>18.11</b>	<b>103.4</b>
NICOMA PARK	05	18		74		26.73		18		74		26.73	
	06	9		40		11.46		9		40		11.46	
		<b>-9</b>	<b>-50.0</b>	<b>-34</b>	<b>-45.9</b>	<b>-15.27</b>	<b>-57.1</b>	<b>-9</b>	<b>-50.0</b>	<b>-34</b>	<b>-45.9</b>	<b>-15.27</b>	<b>-57.1</b>
WRIGHT	05	10		42		25.52		10		42		25.52	
	06	8		29		19.12		8		29		19.12	
		<b>-2</b>	<b>-20.0</b>	<b>-13</b>	<b>-31.0</b>	<b>-6.40</b>	<b>-25.1</b>	<b>-2</b>	<b>-20.0</b>	<b>-13</b>	<b>-31.0</b>	<b>-6.40</b>	<b>-25.1</b>
TOTAL	05	1,803		6,854		2,114.41		1,803		6,854		2,114.41	
	06	2,303		9,404		3,178.24		2,303		9,404		3,178.24	
		<b>500</b>	<b>27.7</b>	<b>2,550</b>	<b>37.2</b>	<b>1,063.83</b>	<b>50.3</b>	<b>500</b>	<b>27.7</b>	<b>2,550</b>	<b>37.2</b>	<b>1,063.83</b>	<b>50.3</b>



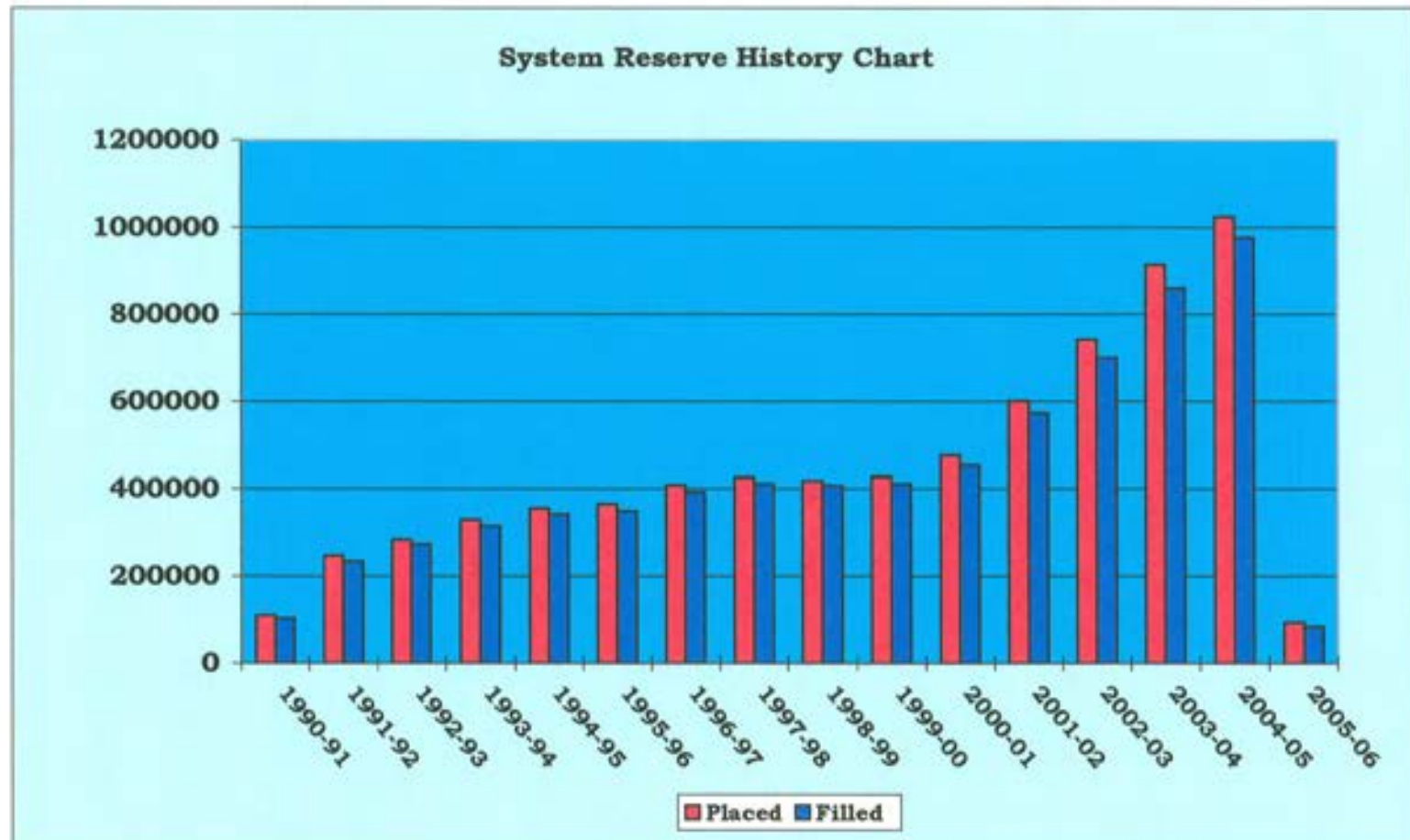
## System Reserve Report

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)



## System Reserve Report

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)



## System Reserves Report

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	05	11,740	11,740		10,455	10,455	
	06	10,997	10,997		9,911	9,911	
		-743	-743	-6.3	-544	-544	-5.2
BETHANY	05	8,330	8,330		7,454	7,454	
	06	7,229	7,229		6,737	6,737	
		-1,101	-1,101	-13.2	-717	-717	-9.6
CAPITOL HILL	05	1,778	1,778		1,557	1,557	
	06	1,155	1,155		1,136	1,136	
		-623	-623	-35.0	-421	-421	-27.0
CHOCTAW	05	3,086	3,086		2,407	2,407	
	06	2,666	2,666		2,448	2,448	
		-420	-420	-13.6	41	41	1.7
DEL CITY	05	3,932	3,932		3,813	3,813	
	06	4,109	4,109		3,839	3,839	
		177	177	4.5	26	26	.7
EDMOND	05	17,769	17,769		16,049	16,049	
	06	18,484	18,484		16,846	16,846	
		715	715	4.0	797	797	5.0
DOWNTOWN	05	1,574	1,574		1,589	1,589	
	06	5,394	5,394		4,882	4,882	
		3,820	3,820	242.7	3,293	3,293	207.2
MIDWEST CITY	05	7,789	7,789		7,045	7,045	
	06	7,543	7,543		6,591	6,591	
		-246	-246	-3.2	-454	-454	-6.4
RALPH ELLISON	05	1,586	1,586		1,381	1,381	
	06	1,510	1,510		1,375	1,375	
		-76	-76	-4.8	-6	-6	-.4
SOUTHERN OAKS	05	9,934	9,934		9,093	9,093	
	06	10,408	10,408		9,093	9,093	
		474	474	4.8			.0
VILLAGE	05	9,784	9,784		8,706	8,706	
	06	9,254	9,254		8,260	8,260	
		-530	-530	-5.4	-446	-446	-5.1
WARR ACRES	05	9,503	9,503		8,499	8,499	
	06	9,692	9,692		8,797	8,797	
		189	189	2.0	298	298	3.5



## System Reserves Report

July 1, 2005 through July 31, 2005 (8.33% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	1,064	1,064		995	995	
	06	933	933		916	916	
		<b>-131</b>	<b>-131</b>	<b>-12.3</b>	<b>-79</b>	<b>-79</b>	<b>-7.9</b>
JONES	05	921	921		713	713	
	06	795	795		584	584	
		<b>-126</b>	<b>-126</b>	<b>-13.7</b>	<b>-129</b>	<b>-129</b>	<b>-18.1</b>
LUTHER	05	561	561		467	467	
	06	769	769		648	648	
		<b>208</b>	<b>208</b>	<b>37.1</b>	<b>181</b>	<b>181</b>	<b>38.8</b>
NICOMA PARK	05	547	547		548	548	
	06	793	793		802	802	
		<b>246</b>	<b>246</b>	<b>45.0</b>	<b>254</b>	<b>254</b>	<b>46.4</b>
WRIGHT	05	543	543		497	497	
	06	277	277		278	278	
		<b>-266</b>	<b>-266</b>	<b>-49.0</b>	<b>-219</b>	<b>-219</b>	<b>-44.1</b>
BOOKS-BY-MAIL	05	468			458		
	06	614	614		595	595	
		<b>146</b>	<b>614</b>		<b>137</b>	<b>595</b>	
TOTAL	05	90,914	90,441		81,732	81,268	
	06	92,622	92,625		83,738	83,739	
		<b>1,708</b>	<b>2,184</b>	<b>2.4</b>	<b>2,006</b>	<b>2,471</b>	<b>3.0</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**AUGUST 2005**

### **LIBRARY RECEIVES E - RATE FUNDING COMMITMENT**

The Library System has received our funding commitment decision letter and this year we will receive \$217,554.51 in discounted telecommunication costs from our communications providers.

### **LIBRARY EMPLOYEES PARTICIPATE IN DEFINED CONTRIBUTION PLAN MEETINGS**

Over 300 MLS employees attended meetings this past week about the Library System's new defined contribution plan. Lloyd Lovely, Deputy Executive Director /Finance and Support, Jim Welch, Deputy Executive Director/Technology, and Mark Thompson from Mass Mutual conducted 10 meetings at 5 different locations to inform and answer questions about the new plan. Election forms were mailed to all full time employees on August 18<sup>th</sup> and the new plan will commence on August 29<sup>th</sup>.

### **CYNTHIA TRENT RE-APPOINTED TO COMMISSION BY DEL CITY**

We are pleased to announce that Commissioner Member Cynthia Trent has been re-appointed by the City of Del City to serve another 3 year term.

### **LORI KANE, EXECUTIVE ASSISTANT, MOVING TO IDAHO**

I am sad to announce that Lori Kane and husband her John are moving to Idaho. Lori has been invaluable in her work with the Commission and the Director's office. We will miss her very much. Lori's last day with the Library System will be September 30.

### **MLS RECEIVES INVITATION TO APPLY FOR GATES FOUNDATION GRANT**

MLS received notification of its eligibility for a \$90,000 grant from the Bill and Melinda Gates Foundation to upgrade the 60 public access computers which were purchased from the Gates Grant in the late 1990's. Anne Fischer, Director of Information Technology, will be preparing the grant application. Notification of awards will be made late this year. If approved, the money will be used to upgrade computers throughout the system that were purchased initially with the grant funds.

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- Attended OLA Executive Board/Program Committee Meeting
- Attended PLDC Meeting
- Attended State of the Schools Luncheon

### **FUTURE LIBRARY EVENTS OF SPECIAL NOTE**

#### ***WRIGHT LIBRARY'S 80<sup>TH</sup> ANNIVERSARY CELEBRATION OPEN HOUSE***

**September 7 & 10, 2-4 p.m., Wright Library**

Join us for a come-and-go reception, and then come back on Saturday for a very special Kid's Day from 1-3 p.m.

### **SEPTEMBERFEST**

**September 10**, 10 a.m. - 5 p.m., Oklahoma Governor's Mansion, OKC

If you plan on attending Septemberfest, MLS's Outreach crew invites you to drop by the library's Come Read with Me tent just west of the mansion for a day of storytelling and fun. Oklahoma Reads Oklahoma author Tim Tingle will make an appearance, as will Toby Tobin and DW Williams.

### **BLACK INDIANS PRESENT: "FREEDMEN AWARENESS WORKSHOP"**

**September 10**, 1-4 p.m., Ralph Ellison Library

The author of *Freedmen, Africans & Creeks* and *Cherokee Freedmen*, Daniel F. Littlefield, Jr., will discuss freedmen studies with an emphasis on the Chickasaw Nation. Ron Graham and Bill Welge of the Oklahoma Historical Society will also conduct a genealogy workshop, and a panel will discuss treaty right and current laws pertaining to Black Indians. Light Refreshments.

### **AUTHOR TALK: TONYA HOLMES SHOOK**

**September 10**, 1 - 2 p.m., Warr Acres Library

The Oklahoma author will discuss her book, *The Drifters: A Christian Historical Novel About the Melungeon Shanty Boat People*. The melungeon area a mixed race of people, and the book follows Harriett Holmes and her family through the Trail of Tears, the Civil War, and Texas cattle drives in a story about this forgotten ethnic group in American history.

### **SOUTHERN OAKS FOURTH ANNUAL LIBRARY FEST**

**September 15**, 2 - 7 p.m., Southern Oaks Library

A library card connects people of all ages to a whole world of ideas and information. It's also the perfect time to encourage school children to sign up for a card and to remind parents and teachers that going back to school should always include using the library. Popcorn & refreshments.

### **DEBT REDUCTION, WITH OKLAHOMA SMALL BUSINESS DEVELOPMENT CENTER**

**September 20**, 7 - 8:30 p.m., Village Library

People deep in debt, as a result of business start-up costs, or anyone else in serious debt may benefit from this class.

### **SOLO GUITARIST BRAD RICHTER: A WHISPER IN THE DESERT**

**September 24**, 2 - 3 p.m., Belle Isle Library

**September 25**, 2 - 3 p.m., Downtown Library

**September 26**, 10 - 11 a.m., Warr Acres Library

**September 27**, 10 - 10:45 a.m., Southern Oaks Library

This Oklahoma-born and self-taught musician tells stories and paints pictures through music, creating a world of sound into which a listener is immediately absorbed. At age 18, having had no formal musical training, Richter was awarded the Presidential Scholarship to the American Conservatory of Music in Chicago.





## Library . program sustains reading skills for summer

By **Melissa Marchel**, Staff Writer

**Melissa Marchel:** 475-3230, [mmarchel@oklahoman.com](mailto:mmarchel@oklahoman.com)

Children sit attentively as teacher Amy Upchurch reads from "Pete's a Pizza."

Earlier their voices filled the room as they read to each other and to volunteers.

The kindergarten to fifth-grade students are participants in the Come Read With Me program, funded by the Metropolitan Library System with grants from Friends of the Library.

The program helps low-income children in Oklahoma County retain reading skills during the summer break, said Geri Price, Come Read with Me coordinator.

Activities based on the books featured each day keep it fun. On the day they read "How My Parents Learned to Eat," about a Japanese and American family, the children learned to pick up cheese puffs with chopsticks.

Studies have shown that lower-income children can lose more than two months of reading achievement, while middle-income students stay even or gain skills during the summer, Price said.

"Reading loss is cumulative, so a lower-income kid in the sixth grade can be two years behind in reading skills," Price said. "These kids don't often get to go to the library, so with the outreach program we take the library to the kids."

Volunteer Marci Brueggen, now retired, saw the learning lapse in her work as a principal for the Oklahoma City School District. The first month of school is spent reviewing and getting children up to speed, she said.

The program is at 10 sites in Oklahoma County — elementary schools, YMCAs and community centers, such as the Support Program of Arts and Reading for Kids summer and after school program at Presbyterian Urban Mission.

Support Program of Arts and Reading for Kids is a tuition-free program offered by the mission. About 90 percent of the students could be classified as low-income, program director Peggy Garrett said.

Children who participate in Come Read With Me are given a hardback book.

"If you can get a book in the house, that book can serve the whole family," Brueggen said.



**BY STEVE GOOCH, THE OKLAHOMAN**

Madison Lilienthal, 6, reads a book at the Presbyterian Urban Mission. Madison is participating in the Metropolitan Library System's Come Read With Me summer program designed to combat the loss of reading skills during the summer.



**BY STEVE GOOCH, THE OKLAHOMAN**

Left: Zackary Biegler, 6, settles in with a book during the Come Read With Me summer program.



## Grant helps vintage media go digital

By **Karen Klinka**, Staff Writer

THE paper transcript of an oral history about Oklahoma's first telephone system was so yellow and brittle that just turning a page risked causing a major tear in the old document.

Fortunately, a grant from the Inasmuch Foundation will enable the Metropolitan Library System to digitally scan the crumbling document and other valuable pieces of local history onto computer disks, where they can be saved forever, two local librarians said.

Debra Spindle, manager of the Ronald J. Norick Downtown Library, said the \$60,000 grant will pay to preserve some of the fragile vintage materials housed in the Oklahoma Room on the second floor of the library at 300 Park Ave.

"Funds from the grant will help us make some of the older items and documents in poor condition in our collection more accessible to the public," Spindle said.

Spindle helped write the application for the Inasmuch grant, and is now the grant's administrator.

Larry G. "Buddy" Johnson, the Oklahoma Room's reference librarian, said the grant money will be used to preserve parts of the library's Oklahoma Folklore Collection, which includes photographs, songs and colorful stories dating from Oklahoma City's early oil field days.

Johnson said the library's folklore collection was an "after-growth" of some of the Works Progress Administration projects of the 1930s that helped preserve some of the state's art, cultural and historical heritage.

"But the majority of our collection deals with the songs and legends — or legendary exploits and hauntings — that people told in the drilling camps around here," Johnson said. "The paper's such poor quality that it's probably not going to survive much longer, but we certainly want to preserve the content."

Most of this material is on onionskin or such brittle paper that transcribing it will have to be done piece by piece, by hand, he said.

Johnson said the library plans to buy an optical scanner to digitally copy some of the old photographs, city maps, files and other papers for use by computer.

"This will make these materials keyword searchable," he said.

The grant funds also will pay to transcribe a set of 12 oral histories from people who participated in the 1889 Land Run, or their children, Johnson said.

The oral histories are now on cassette tapes, and printed copies will be made and indexed so specific information will be easier to find.

Eventually, the cassette tapes also will be digitally re-recorded on compact discs so it will be easier for visitors to listen to them as well, he said.

"These oral interviews cover all aspects of social life, from going to school and meal preparation to stories about the first telephone system," Johnson said.

A portion of the grant funds will be used to hire a part-time staff member to transcribe or scan documents. Johnson estimates it could take this part-time staffer a year to complete most of these tasks.

He said the grant money also will pay for production of a brochure about the library's Oklahoma Images collection, a group of pictures and essays illustrating the history of central Oklahoma.

Some of the Oklahoma Images collection already can be viewed on the library system's Web site at [www.metrolibrary.org](http://www.metrolibrary.org), Johnson said.

Spindle said any leftover grant funds will be used to buy books "by or about" Oklahomans.

The Oklahoma Room is "kind of a hidden jewel," Spindle said.

"Our collection is not all about Mickey Mantle and Will Rogers — although they're included there, too — but it's about Oklahomans who have been successful but not necessarily famous.

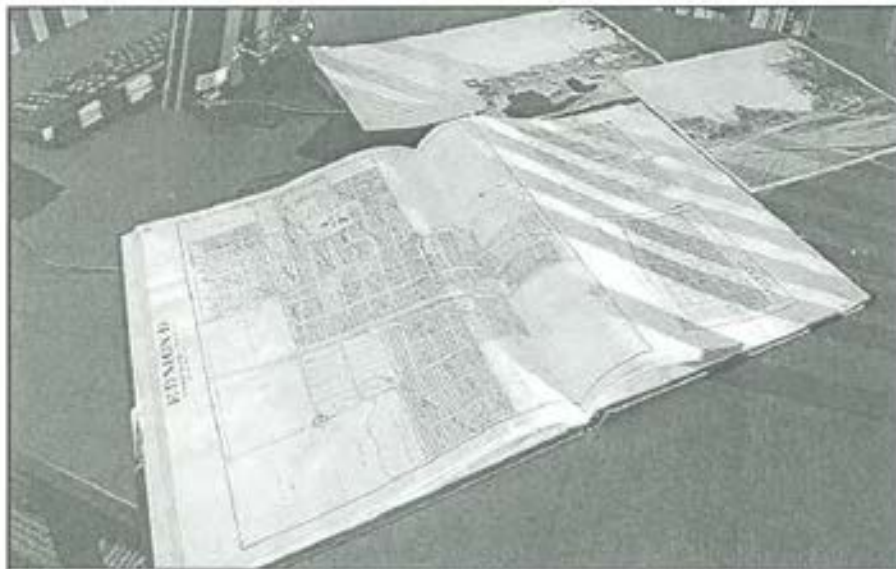
"They're Oklahoma people who have made a significant contribution to society, or the nation or our state."



**Karen Klinka:** 475-3566,  
kklinka@oklahoman.com



**BY STEVE SISNEY, THE OKLAHOMAN** Reference librarian Larry G. "Buddy" Johnson scans some color slides into the computer system for the Ronald J. Norick Downtown Library.



**BY STEVE SISNEY, THE OKLAHOMAN**

Some of the vintage and fragile items that are part of the Oklahoma Room collection at the Ronald J. Norick Downtown Library are displayed. The library recently received an Inasmuch Foundation grant to help preserve some of these materials and make them accessible by computer.

## Booking record attendance

### Downtown library users triple initial predictions

*By Karen Klinka Staff Writer*

Twelve months after the doors opened to the Ronald J. Norick Downtown Library, officials said attendance numbers have shattered all estimates.

Nearly three times more people used the library in the first year than experts predicted.

Metropolitan Library System officials said these increases not only surpassed previous totals and estimates used for internal planning purposes, but were large enough to surprise them.

The \$24 million library opened to the public one year ago Wednesday.

Debra Spindle, manager of the Downtown Library at 300 Park Ave., said the past year has been a new experience for her and her staff.

"We're thrilled, but we've had a lot to learn in dealing with a large number of customers while our building is still expanding," Spindle said.

"Librarians, as a rule, are planners and organized," she said. "I think we were ready, but we were not prepared for how big a change the new building would make."

Funded by a one-cent Metropolitan Area Projects tax, the 112,000-square-foot library was the final component of Oklahoma City's 10-year MAPS program.

The four-story structure takes up a full city block, and houses a high-tech learning center, computer lab, small auditorium, several meeting rooms and a soaring atrium.

"We were surprised," Spindle said. "I think we knew it was going to be an attractive space, but I don't think we ever realized how popular it would be."

One statistic alone dramatically summarizes the popularity of the new library. During the 2003-04 year, 1,957 library cards were issued at the old Downtown Library at 131 Dean A. McGee. In contrast, more than 800 people signed up to be cardholders at the new location — an increase of 5,508, Spindle said. "We had more than 800 sign up for new library cards the first month we opened," she said. Circulation also has jumped more than 113 percent. In 2004, 158,371 books and materials were checked out, or renewed, at the old library, but the total circulation soared to 337,894 the next year in the new building, Spindle said. The number of events at the library grew significantly, too. Before the move, the library sponsored 218 programs with attendance totaling 5,498 for 2003-04. At the new library in 2004-05, the number of library-sponsored programs reached 922 and attracted 19,744 patrons. The amazing thing about these increases is that they were achieved despite the Downtown Library being closed for several weeks during its eight-block move, Spindle said.

Spindle credits several factors, beyond the larger new building, with this growth in usage and patronage.

The old building was open only one night a week and closed Sunday. The new library's hours have been extended to 9 p.m. four nights a week, and it is open from 1 to 5 p.m. Sunday.

The old library offered just two service desks and one floor of books, while the new library has two floors and six service desks.

In addition, only eight computers were available for public use on a walk-in basis at the old location. The new library has 35 computers, including wireless Internet access.

"It's nice to look around in the evening and see that so many students are using the library now," Spindle said. "Everything has been greater than we expected at the new library, and we've just had a great start with the flow."

Even tours by local schoolchildren have become more frequent, she said.

"For some schools, a tour of the Downtown Library has become the end-of-the-year treat," Spindle said. "We feel very honored to be the reward."



**BY DAVID McDANIEL, THE OKLAHOMAN**

Internet-accessible computers are one of the most popular stops on the ground floor of the Ronald J. Norick D Library, which opened one year ago Wednesday.





**BY DAVID McDANIEL, THE OKLAHOMAN** Patrons can read or browse through dozens of publications in the section of the Ronald J. Norick Downtown Library.

7.14.05

**The Capitol Hill Beacon  
(Oklahoma City)**

Weekly  
(405) 232-4151

**Oklahoma Press  
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## 174R Capitol Hill Library to Hold National Storytelling at the Oklahoma Opry

Capitol Hill Library  
Thursday, July 14, 2005  
Mosaic Tile Art (LOL)  
Time: 2:00pm-3:00pm  
Location: Capitol Hill  
Teen

Breaking up pieces of tile, glass, or fabric and putting them back together again is not only a fun way to pass the day, it's also a way to create art. In the Mosaic Tile Art class, participants will use various pieces of tile, fabric and other art materials to create interesting, usable, or just really cool-to-look-at art. Part of the Summer LOL Teen Programs. Class size limited to 25; please call to reserve your space: 634-6308.

Tuesday, July 19, 2005

Storybook Theatre  
presents... "The Original Amelia  
Bedelia"

Time: 1:00pm-1:45pm

Location: Capitol Hill (Performance to be held at the Oklahoma Opry, 400 S.W. 25)

All Ages

They are currently touring the United States with their entertaining and educational blend of theater arts and storytelling designed to promote literacy to youth across the country. Storybook Theatre is meeting needs and creating results in the education community by getting children excited about reading. Promoting literacy across America by creating a desire in

young minds to excel in reading. Tried and true, this side-splitting humorous story depicts housekeeper Amelia Bedelia as she does her housekeeping chores literally. This story has been proven time and time again. The children interact with Amelia on stage, while trying to teach Amelia Bedelia the meaning of various idioms. Come join us for this spectacular Neighborhood Arts Event!

Co-Sponsor: Oklahoma Arts Council and Arts Council of Oklahoma City

Saturday, July 23, 2005

Laugh Out Loud: Movie Day

Time: 2:00pm-3:30pm

Location: Capitol Hill

Ages 10-16

Join us for a showing of a comedy film, to celebrate the summer LOL theme.

Tuesday, July 26, 2005

Wiz/Bang! presents... "Wiz/Bang! Magical, Musical, Storytelling Event!"

Time: 1:00pm-1:45pm

Location: Capitol Hill (Performance to be held at the Oklahoma Opry, 400 S.W. 25)

All Ages

This live performance features three new songs from award-winning musician Ryan O'Brien and outrageous stories by Ryan and Amy O'Brien! The children will love the live costume changes, magic, puppets, full sets...even 3-D animation! All

the while they learn all about the history, science, and legends of the Middle Ages!

Come join us for this spectacular Neighborhood Arts Event!

Co-Sponsor: Oklahoma Arts Council and Arts Council of Oklahoma City



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*1742*  
**Circulation Increases to 6  
Million For Metropolitan  
Library System**

One of the ways libraries judge their success is by the number of items that are checked out by the public. For the Metropolitan Library System in Oklahoma Co., these circulating items include not only books, but video cassettes, CDs, books on tape, magazines, and other materials.

Last year saw MLS' circulation reach 5.6 million for the first time, but library officials recently announced another record-breaking year as MLS circulation reached the 6 million mark during the last fiscal year.

MLS Executive Director Donna Morris was quick to voice her pleasure over the increase.

"In FY 2003," she said, "we saw an increase of more than a million items checked out over what we circulated just three years before. That was a jump of 20 percent, and we were excited by that. Now, just a year later, we broke that record."

Library officials credit the construction of new library facilities and the renovation of existing buildings, as well as an emphasis on public service for the increases.

"Another reason people are checking out so many items," Morris added, "is the fact that larger numbers of people than ever are attending library events. People sometimes tend to forget that their public library has more to offer than books. We also present a variety of events all year long."

One of MLS' most successful traditional events is its annual Summer at the Library, which includes the Summer Reading program for kids, and the recent addition of a Summer Reading program for teens. The 2005 editions of these programs are attracting huge numbers of par-

ticipants. As of mid-June, nearly 9,000 children had entered the Summer Reading program, an increase over last year's enrollment. Teen enrollment is also up compared to last year.

"And when people come to the library for events," Morris said, "they get a taste of all of our services and see everything we have that they can check out to enjoy at home."

"Our mission is to have something for everyone."



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## 174 R Wireless Internet Coming to MLS Libraries

While headlines lament the lack of places offering wireless Internet access in the metro, the Metropolitan Library System has quietly stepped forward to help fill the void.

On August 15 at 9 a.m., MLS will introduce free filtered wireless Internet access at 12 libraries — five in Oklahoma City as well as MLS libraries in Bethany, Choctaw, Del City, Edmond, Midwest City, The Village and Warr Acres.

"We see this as a new service for our customers," said MLS Deputy Executive Director Jimmy Welch, "and one that is easily justified — given the waiting lines for computers at many of our libraries."

Nearly all libraries in the United States offer free public Internet access, according to a study released last week by the American Library Association, but only 18 percent presently offer wireless access.

"We're pleased to be among the front runners in bringing this new technology to the public," said Welch.

Customers will be able to bring a laptop into most MLS libraries, says Welch, and not only access the Internet but also the many subscription databases maintained online by the Library.

And they will not need a library card to do so. "It will be great for tourists or visiting businesspersons," said Welch, "as well as anyone with a laptop and a wireless network card."

MLS has invested about \$60,000 to get the wireless hotspots up and running, and Welch says the investment will save the System money in the

long run. "For one thing," he noted, "it will mean we can support many more computer users in our libraries without having to purchase more computers."

What is a Wi-Fi hotspot exactly? Wi-Fi is short for wireless fidelity, and Welch describes a Wi-Fi hotspot as a place that allows anyone with a laptop and the appropriate wireless networking card to access a network and the Internet.

He says the MLS Wireless Zone will operate inside each of the 12 libraries, and it has been designed to support a wide range of Wi-Fi equipped notebooks, laptops, personal digital assistants (such as Palm pilots or Blackberrys) and other devices.

The Library's Internet Use Policy and Rules of Conduct, adds Welch, will govern use of the wireless service.

Welch says the service will not extend to the System's five extension libraries just yet, because they either lack the volume of computer users necessary to warrant the addition or they have a physical limitation that precludes incorporating the service at this time.

Yet he is proud that the Library will be offering free wireless Internet access not only to Oklahoma City but to seven other communities in Oklahoma County.

"It's a win-win situation for the Library, its customers and the communities we serve," said Welch. "We're happy to be able to provide this service free of charge to the public and to do our part in helping Oklahoma County increase its Wi-Fi profile."