

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, January 19, 2006, 3:30 p.m.

Warr Acres Library  
5901 NW 63rd  
Warr Acres, OK 73132  
(Telephone: 721-2616)

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

Hugh Rice, Chair

## **3:30 - 3:45 pm INTRODUCTIONS**

- Document #54 - 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.

## **3:45 - 4:00 pm CONSENT DOCKET (#55 - #57)**

- Document #55 - Approval of Minutes of December 8, 2005 Meeting
- Document #56 - Acceptance of Review of Expenditures for December 2005
- Document #57 - Approval of Contract Awards and Purchases
  - Item A: Purchase of KI Forum Chairs
  - Item B: ½ Ton Extended Cab Pickup Truck
  - Item C: ¾ Ton Cab and Chassis

## **4:00 - 4:10 pm COMMITTEE REPORTS**

- Document #58 - Discussion, Consideration, and Possible Action: Special Committee Report & Minutes, December 20, 2005 - Scott Duncan, Chair
- Document #59 - Discussion, Consideration, and Possible Action: Report and Recommendation - Long-Range Planning Committee meeting January 10, 2006 - Penny McCaleb, Chair
- 2006 Nominating Committee Report - Jose Jimenez, Member

## **4:10 - 4:15 pm SPECIAL PRESENTATIONS**

- *Winter Read Fest* - Presented by: Anita Roesler, Senior Services Coordinator, Outreach

## **4:15 - 4:30 pm INFORMATION REPORTS**

- Document #60 - MLS 2005 Annual Report
- Document #61 - MLS December 2005 Circulation Report
- Document #62 - MLS December 2005 Internet Usage Report
- Document #63 - MLS December 2005 System Reserve Report

## **4:30 - 4:45 pm EXECUTIVE DIRECTOR'S REPORT**

## **4:45 - 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

- Request by Commission Chair for 2006 MLC Standing Committee assignments

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

Thursday, February 16, 2006  
Village Library, 10307 N. Penn., Oklahoma City, OK 73120

## **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 January 2006:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Timothy D. Hanna, Technology Assistant, Capitol Hill Library	5
Bobbie Brewer, Circulation Clerk, Choctaw Library	5

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

DATE: December 8, 2005      TIME: 3:30 p.m.

MEETING PLACE: Downtown 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 Downtown Library, 300 Park Avenue, Oklahoma City, on December 5, 2005, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Nancy Anthony  
Dr. Ann Caine, Vice-Chair  
Scott Duncan  
Millicent Gillogly  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Penny McCaleb  
Shirley Pritchett  
Pamela Pung  
Marguerite Ross  
Jim Roth, Chair, Board of County  
Commissioners  
Alyne Strube  
Hugh Rice, Chair  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Carolyn Cornelius  
Mick Cornett, Mayor of Oklahoma  
City  
Jose Jimenez  
Cynthia Trent  
Peggy Winters  
Greg Womack

Estimate of general public and staff attending: 18



I. The meeting was called to order at 3:35 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Caine, Duncan, Gillogly, Hannah, McCaleb, Pritchett, Pung, Ross, Strube, Rice (Arrived: Roth ~ 3:37 p.m.; Greenwell ~ 4:00 p.m.)

II. Mr. Rice introduced Mr. Phil Tolbert, Manager of the Capitol Hill Library.

Mr. Tolbert presented a slide show of photographs from recent events that took place at the Capitol Hill Library. He invited questions and discussion followed.

Mr. Rice introduced Mr. Michael Hoffner of Elliott & Associates. Mr. Hoffner thanked the Metropolitan Library System for allowing Elliott & Associates the opportunity to work on the Choctaw Library project. The project has recently won an award from the Central States Regional AIA Chapter. Mr. Hoffner presented Mr. Rice and the Commission with the Award of Merit for Excellence in Architectural Design.

III. Mr. Rice called for public comments. There were none.

IV. Mr. Rice presented the Consent Docket (Document #46 – Approval of Minutes of November 17, 2005, Meeting; Document #47 – Acceptance of Review of Expenditures for November 2005; Document #48 – Approval of Contract Awards and Purchases).

**Mrs. Nancy Anthony moved to accept the Consent Docket. Mr. Jim Roth seconded. Mr. Rice called for questions. No further discussion; motion passed unanimously.**

V. Mr. Rice referred to Document #49 – Minutes of Administrative & Personnel Committee meeting, November 17, 2005 – Dr. Ann Caine, Chair.

Dr. Caine stated the A & P Committee met just before the November 17, 2005, MLC meeting and went immediately into Executive Session to discuss the Executive Director's 2005 evaluation. A recommendation was presented to the Commission for action. Dr. Caine asked for questions; there were none.

VI. Mr. Rice announced the appointment of the 2006 Nominating Committee: Mrs. Nancy Anthony, Chair; Mr. Jose Jimenez, and Mrs. Shirley Pritchett.

VII. Mr. Rice referred to the Information Reports.

Document #50 – MLS November 2005 Circulation Report

Document #51 – MLS November 2005 Internet Usage Report

Document #52 – MLS November 2005 System Reserve Report

Document #53 – MLS Annual Statistical Report

Questions and discussion followed.

VIII. Mr. Rice called on Ms. Charla Long, Researcher for the Planning Department to present the MLS Annual Statistical Report.

Ms. Long explained the process of preparing the Annual Statistical Report. She presented a PowerPoint presentation and explained the details of the statistics, with in-depth information regarding the collection, circulation, reserves, and internet usage. Questions and discussion followed.

**IX.** Mr. Rice called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris introduced Ms. Mary Patton. Ms. Patton was the library manager at Warr Acres and has been selected as the new provisional manager for the Downtown Library. Ms. Patton has replaced Ms. Debra Spindle, who recently resigned. Mrs. Morris stated there are several rotations currently underway with Barbara Beasley moving from library manager at Bethany to provisional manager at Warr Acres; Katrina Prince, library manager at Del City to provisional manager at Bethany; and Melissa Weathers, young adult librarian at Midwest City to provisional manager at Del City. Mrs. Morris stated that the managers are all excited about the changes. They were each given the opportunity to accept or decline and each one thought that it would be a good opportunity for their careers. Mrs. Morris stated there will be some challenges but she believes this will be a great and valuable experience for the managers as well as the system. Questions and discussion followed.

Mrs. Morris stated Musician Amos Cunningham will be the Opening Night performer at the Downtown Library on New Year's Eve.

Mr. Rice stated that he had the pleasure of attending the Annual Staff Recognition event, sponsored by the Friends of the Metropolitan Library System. He stated the evening was a wonderful experience. Mrs. Pritchett stated the Staff Recognition Event is only one of many things the Friends sponsor, for example; they have funded carpeting and painting at various libraries. They buy a lot of books and help fund "Books for Babies", where new baby packets are delivered to hospitals and given to new mothers. Mrs. Pritchett concluded that any Library employee can write a Grant and submit it to the Friends Grants Board for approval.

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

Ms. Marguerite Ross stated she would like to formally request Mrs. Morris to check with the City to see if there is a way to reserve the parking spaces directly outside the Downtown Library for the Commission members during the hour and half for the two times a year the Commission meets Downtown. Ms. Ross stated that many boards have the perk of having spaces reserved for them during meeting times. Parking for Commission meetings at other locations is not a problem as there is on-site parking available. Discussion followed. Mrs. Morris stated that she would check with the City to see if this would be possible.

Mrs. Millicent Gillogly thanked County Commissioner Jim Roth for his consistent attendance to the Commission meetings during his appointed term. The Commission applauded Mr. Roth for his dedication.

The next Commission meeting will be held at the Warr Acres Library, January 19, 2006.

**XI.** There being no further business, the meeting was adjourned at 4:30 p.m.

  
Donna Morris, Executive Director  
(Secretary)



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

December 31, 2005

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

For comparison, 50.00% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of December 2005.

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

December 31, 2005

**ASSETS**

CASH - Overnight Investment Account		\$ 2,727,753.95
INVESTMENTS (Schedule attached)		16,986,034.01
TAXES RECEIVABLE: 2005-06 Ad Valorem Tax	22,700,906.00	
Less: Reserve for Delinquent Tax	(2,063,719.00)	
Budgeted Tax Revenue	<u>20,637,187.00</u>	
Less: Tax Received	<u>(9,935,304.45)</u>	
		10,701,882.55
<b>Total Assets</b>		<u><u>\$30,415,670.51</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

LIABILITIES:

2004-05 Reserve for Appropriations	\$ 699,547.87	
2005-06 Purchase Orders Outstanding	464,805.41	
2004-05 Purchase Orders Outstanding	36,214.19	
2005-06 Checks Outstanding	113,158.33	
2004-05 Checks Outstanding	<u>963.68</u>	
<b>Total Liabilities</b>		1,314,689.48

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	10,701,882.55
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FUND BALANCE:

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	10,177,304.45	
Other	<u>1,936,596.32</u>	12,113,900.77
Less: Expenditures	<u>(9,477,119.64)</u>	
<b>Total Fund Balance</b>		<u>18,399,098.48</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$30,415,670.51</u></u>



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

**As of December 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 - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weeikie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
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 - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/20/2006	4.300%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	9/18/2008	4.060%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2008	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 - Quail Creek Bank	12/7/2004	12/7/2006	4.400%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
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	3/3/2006	3.445%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
FNMA 06-07	8/8/2005	8/8/2007	4.250%	1,180,000.00
FNMA 06/07	8/2/2005	7/13/2007	4.150%	1,002,190.28
Fed Home LN 06-08	8/1/2005	2/25/2008	4.400%	2,000,000.00
Fed Home LN 07-06	9/29/2005	9/26/2007	4.250%	1,414,086.15
Fed Home LN MC '06	12/29/2005	8/22/2006	4.520%	1,457,406.25
Fed Home LN MC '06	12/29/2005	9/27/2006	4.530%	1,450,881.25
Fed Home LN MC '06	12/29/2005	10/17/2006	4.530%	1,447,256.25
FNMA '06	12/29/2005	7/28/2006	4.510%	1,461,937.50
Total Investments				<u>\$ 16,986,034.01</u>

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

December 1, 2005 to December 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	\$20,637,187.00	\$ 8,826,888.02	\$ 9,935,304.45	48.14%
State Aid	286,309.00	-	-	0.00%
Fines	383,400.00	41,000.00	242,000.00	63.12%
<b>Total Budgeted Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 8,867,888.02</u></b>	<b><u>\$10,177,304.45</u></b>	<b>47.77%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 234,393.88	\$ 1,145,395.69	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		37,645.82	698,634.55	
Flexible Benefits Account Balance		5,001.51	5,001.51	
Sale of Surplus Equipment		4,149.67	4,149.67	
Miscellaneous		8,433.62	83,414.90	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 289,624.50</u></b>	<b><u>\$ 1,936,596.32</u></b>	
<b>Total Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 9,157,512.52</u></b>	<b><u>\$12,113,900.77</u></b>	<b>56.85%</b>

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

**December 31, 2005**

	<u>BALANCE</u> <u>12/1/2005</u>	<u>RECEIPTS</u> <u>December</u>	<u>EXPEND.</u> <u>December</u>	<u>BALANCE</u> <u>12/31/2005</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 21,919.67	\$ 7,646.87	\$ 335.71	\$ 29,230.83
810 Prepaid Fees	(962.62)	0.00	319.30	(1,281.92)
815 Fines	41,493.58	37,143.38	41,000.00	37,636.96
820 Copy	59,359.82	3,179.25	0.00	62,539.07
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<u>\$ 124,516.79</u>	<u>\$ 47,969.50</u>	<u>\$ 41,655.01</u>	<u>\$ 130,831.28</u>
<b>GRANTS:</b>				
	<u>GRANT</u> <u>AMOUNT</u>	<u>RECEIPTS</u> <u>TO DATE</u>	<u>EXPEND.</u> <u>TO DATE</u>	<u>BALANCE</u> <u>12/31/2005</u>
<b><u>Special Grants</u></b>				
857 DN/LC Donations	100,000.00	88,146.79	61,060.85	27,085.94
858 Inasmuch/DN Building	130,000.00	130,000.00	110,519.48	19,480.52
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
870 05 Ralph Ellison Dinner	20,000.00	20,000.00	19,999.74	0.26
895 06 Bill Gates	90,000.00	90,000.00	7,502.00	82,498.00
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	3,175.81	1,324.19
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	2,849.00	2,849.00	2,503.12	345.88
979 05 ODL Early Literacy	17,000.00	17,000.00	18,610.00	(1,610.00)
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	1,302.50	(2.50)
984 05 Kirkpatrick/Come Read w/Me	5,000.00	5,000.00	4,478.52	521.48
986 05 Endowment/Returned Funds	32,519.51	32,519.51	31,238.78	1,280.73
988 06 OAC/NegoGato	5,000.00	5,000.00	5,000.00	0.00
989 06 OAC/Brian Gorrell	350.00	0.00	350.00	(350.00)
990 06 OAC/Paul Messmer	2,400.00	0.00	0.00	0.00
991 06 Inasmuch	60,000.00	60,000.00	1,674.89	58,325.11
992 06 Deaconess/Read to Me Pack	9,000.00	0.00	9,000.00	(9,000.00)
993 06 WalMart/Edmond Library	2,000.00	2,000.00	0.00	2,000.00
994 06 WalMart/Village	2,000.00	2,000.00	358.48	1,641.52
995 06 WalMart/Midwest City	875.00	875.00	0.00	875.00
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,497.90	2.10
997 06 Eagle Scout/Village	305.00	305.00	0.00	305.00



GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 12/31/2005
<u>Grants - Friends of MLS</u>					
938	03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
956	05 LIFE Come Read with Me	7,500.00	7,500.00	7,439.09	60.91
957	05 Lee Brawner Scholarship	10,740.00	10,740.00	7,952.47	2,787.53
959	05 Books for Moms	2,000.00	2,000.00	1,574.85	425.15
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
966	05 Staff Recognition	5,341.72	5,341.72	5,281.18	60.54
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	10,000.00	10,000.00	10,000.00	0.00
973	05 40th Anniversary	3,000.00	3,000.00	2,995.49	4.51
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
<u>Grants - Friends of MLS</u>					
871	06 LIFE Come Read with Me	5,000.00	5,000.00	0.00	5,000.00
872	06 Read to Me Packets	10,000.00	10,000.00	10,000.00	0.00
873	06 80 Years Celebration	500.00	500.00	0.00	500.00
874	06 Bench & Receptacle	1,000.00	1,000.00	0.00	1,000.00
875	06 Outdoor Bench	450.00	450.00	0.00	450.00
876	06 Outdoor Bench	450.00	450.00	0.00	450.00
877	06 Las Clases Espanolas	8,000.00	8,000.00	0.00	8,000.00
878	06 Navajo Code Talkers	2,300.00	2,300.00	0.00	2,300.00
879	06 Staff Recognition Dinner	5,604.30	5,604.30	5,377.73	226.57
880	06 MLS Volunteer Recognition	2,000.00	2,000.00	491.02	1,508.98
881	06 Toys for the Library	750.00	750.00	0.00	750.00
882	06 Stories and Students	500.00	500.00	0.00	500.00
883	06 Local History Materials Binding	3,000.00	3,000.00	0.00	3,000.00
885	06 Person of Distinction	1,000.00	1,000.00	997.56	2.44
886	06 Lifetime Readers Society	2,500.00	2,500.00	0.00	2,500.00
887	06 Our World Series	15,000.00	15,000.00	7,700.00	7,300.00
888	06 Teen Job Fair (MWC)	425.00	425.00	41.01	383.99
889	06 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
892	06 Computer Paging System	2,500.00	2,500.00	0.00	2,500.00
893	06 Lee B Brawner Scholarship	8,000.00	8,000.00	0.00	8,000.00
<b>Total Grants</b>					<u>\$257,783.19</u>
<b>Total Special Funds</b>					<u>\$ 388,614.47</u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	662,286.60	4,340,275.16	48.21	9,002,136.00	4,661,860.84
102	Wages - Part-time	101,843.61	666,116.75	43.63	1,526,874.00	860,757.25
103	Payroll Taxes	53,791.64	359,549.53	46.70	769,991.00	410,441.47
109	Workers' Comp Insurance	7,102.00	49,618.00	43.49	114,090.00	64,472.00
112	Group Insurance	111,328.39	650,900.40	47.06	1,383,232.00	732,331.60
113	Employees' Retirement	.00	.00	.00	1,200,000.00	1,200,000.00
114	Unemployment Compensation	.00	2,900.77	29.01	10,000.00	7,099.23
Total Personal Services		936,352.24	6,069,360.61	43.33	14,006,323.00	7,936,962.39

**Maintenance & Operations - Contractual Services**

201	Building, Property, & Auto Ins	.00	156,561.00	92.31	169,609.00	13,048.00
202	Liability/Bonding Insurance	.00	60.00	.28	21,200.00	21,140.00
205	Rent of Library Buildings	400.00	2,800.00	58.33	4,800.00	2,000.00
206	Rent of Equipment	226.50	959.00	33.30	2,880.00	1,921.00
207	Janitorial Services	16,849.00	100,590.00	48.72	206,458.00	105,868.00
208	Maintenance of Facilities	13,122.73	92,101.99	29.50	312,198.00	220,096.01
211	Parking & Transportation	7,559.01	49,770.71	37.89	131,350.00	81,579.29
212	Travel Expenses	-20.78	20,806.45	31.11	66,882.00	46,075.55
213	Professional Services	8,324.05	81,948.68	31.75	258,120.00	176,171.32
214	Security Services	20,346.87	97,446.07	38.96	250,123.00	152,676.93
216	Telephone Services	10,452.82	78,706.57	28.56	275,610.00	196,903.43
217	Electrical Services	32,085.55	250,666.79	49.82	503,186.00	252,519.21
218	Gas Services	5,514.14	11,023.66	20.49	53,806.00	42,782.34
219	Water & Garbage Services	3,707.66	27,916.13	53.03	52,640.00	24,723.87
220	Trigen Energy Services	11,500.00	81,709.76	41.90	194,998.00	113,288.24
226	Membership	11,008.00	15,951.00	54.82	29,099.00	13,148.00
230	Other Library-Related Services	136,022.00	181,422.26	51.47	352,471.00	171,048.74
231	Automation Contractual	13,976.21	132,503.90	38.54	343,831.00	211,327.10
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		291,073.76	1,382,943.97	42.79	3,231,611.00	1,848,667.03

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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	10,932.45	59,446.01	30.30	196,210.00	136,763.99
302	Postage	19,695.28	106,851.26	36.86	289,850.00	182,998.74
303	Supplies	16,259.38	143,522.99	53.16	270,007.00	126,484.01
310	Maintenance Supplies	5,064.07	17,878.76	25.18	71,000.00	53,121.24
312	Safety Supplies & Equipment	176.00	563.29	7.22	7,800.00	7,236.71
321	Gas and Oil	959.28	10,407.10	43.36	24,000.00	13,592.90
322	Vehicle Parts & Repairs	3,670.18	5,607.42	31.15	18,000.00	12,392.58
330	Programming Activities	7,442.03	72,792.76	34.52	210,867.00	138,074.24
331	Other Commodities	409.24	7,357.16	21.84	33,694.00	26,336.84
Total Commodities		64,607.91	424,426.75	37.85	1,121,428.00	697,001.25
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	179,131.62	1,268,114.98	40.55	3,127,050.00	1,858,935.02
404	Government Documents	.00	3,000.00	51.72	5,800.00	2,800.00
405	Book Repairs & Bindings	.00	.00	.00	5,250.00	5,250.00
407	Periodicals & Subscriptions	6,650.58	140,482.89	81.94	171,450.00	30,967.11
408	Furniture, Fixtures, & Equipmt	1,159.70	44,500.40	23.88	186,338.00	141,837.60
409	Motor Vehicle	.00	1,403.31	4.68	30,000.00	28,596.69
410	Automation System & Equipment	72,067.10	100,051.02	33.78	296,150.00	196,098.98
450	Capital Projects	20,988.71	42,835.71	1.89	2,263,156.00	2,220,320.29
490	Capital Reserves - Current	.00	.00	.00	1,761,671.66	1,761,671.66
499	Reserve Carryover	.00	.00	.00	10,862,981.34	10,862,981.34
Total Capital Outlays		279,997.71	1,600,388.31	8.55	18,709,847.00	17,109,458.69
		=====	=====		=====	=====
Total Budget		1,572,031.62	9,477,119.64	25.57	37,069,209.00	27,592,089.36
		=====	=====		=====	=====



General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02066	City of Midwest City	Water & Garbage Services	202.32	202.32
G-02067	O G & E	Electrical Services	19,946.82	19,946.82
G-02068	Triangle/A & E	Printing	36.00	
		Printing	78.36	114.36
G-02069	Locke Supply Co.	Maintenance of Facilities	18.85	18.85
G-02070	Edward Terry	Mileage	30.07	30.07
G-02071	EBSCO Subscription Services	Subscription	36.98	36.98
G-02072	Calvert's Plant Interior, Inc.	Maintenance of Facilities	195.63	195.63
G-02073	Alma L. Brown	Programming Activities	45.90	45.90
G-02074	Frank Ray	Mileage	9.70	9.70
G-02075	Baker & Taylor Books - #510486	Materials	2,598.32	2,598.32
G-02076	Susie Beasley	Mileage	16.98	16.98
G-02077	Susan Ryan	Mileage	18.43	
		Mileage	20.37	38.80
G-02078	Mediation & Meeting Center	Professional Services	405.00	405.00
G-02079	CompSource Oklahoma	Worker Comp Insurance	7,102.00	7,102.00
G-02080	West Group Payment Center	Materials	1,023.50	1,023.50
G-02081	American Library Association	Membership	2,020.00	2,020.00
G-02082	Barbara Beasley	Mileage	26.43	26.43
G-02083	Chester 'Jack' Kinzie, Jr.	Mileage	13.10	13.10
G-02084	Recorded Books, LLC	Materials	551.77	551.77
G-02085	Marilyn E. Backus	Mileage	16.01	16.01
G-02086	Arphax Publishing Co	Materials	181.96	181.96
G-02087	Gale Group	Materials	176.70	176.70
G-02088	Ann Aliotta	Mileage	35.41	35.41
G-02089	Traci Jinkens	Mileage	48.17	48.17
G-02090	Urban Libraries Council	Membership	7,500.00	7,500.00
G-02091	Frontier Press	Materials	165.50	165.50
G-02092	Randy Wayland	Mileage	18.43	18.43
G-02093	Anne G. Fischer	Mileage	49.47	49.47
G-02094	Light Bulb Supply Co., Inc.	Maintenance of Facilities	194.22	194.22
G-02095	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-02096	Sydna Yellowfish	Programming Activities	150.00	150.00
G-02097	Morningstar	Materials	145.00	145.00
G-02098	Janet Brooks	Mileage	18.43	18.43
G-02099	The Oil & Gas Directory	Materials	260.00	260.00
G-02100	Random House, Inc	Materials	5,218.50	5,218.50
G-02101	Brilliance Corporation	Materials	1,169.71	1,169.71
G-02102	Flower City	Capital Project	159.96	159.96
G-02103	Hobby Lobby	Other Commodities	101.81	
		Programming Activities	59.17	160.98
G-02104	Ingram Library Service	Materials	1,964.64	1,964.64
G-02105	High-Tech Tronics, Inc.	Maintenance of Facilities	380.00	380.00
G-02106	Audio Editions	Materials	421.84	421.84
G-02107	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	56.95	56.95
G-02108	Ingram Library Service	Materials	199.70	199.70
G-02109	The Oklahoma Academy	Membership	250.00	250.00
G-02110	Town of Luther	Water & Garbage Services	31.01	31.01
G-02111	Center Point Large Print	Materials	3,146.57	3,146.57
G-02112	Anita Roesler	Travel Expense	119.33	119.33
G-02113	Debbie Robertus	Mileage	48.50	48.50
G-02114	Rhonda Bryant	Programming Activities	195.00	195.00

General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02115	Heidi A. Port	Mileage	124.01	124.01
G-02116	Sharon A. Nolan	Programming Activities	82.17	82.17
G-02117	AT&T	Telephone Services	50.24	50.24
G-02118	Ruby Soutiere	Mileage	25.71	25.71
G-02119	Aaron Killough	Mileage	2.43	2.43
G-02120	Oklahoma Today Magazine	Materials	259.35	259.35
G-02121	Geri Price	Programming Activities	200.00	200.00
G-02122	City of Harrah	Water & Garbage Services	50.69	50.69
G-02123	Lisa M. Wood	Programming Activities	79.45	79.45
G-02124	National Pen Corp.	Supplies	76.45	76.45
G-02125	John Wood	Mileage	13.10	13.10
G-02126	City of Choctaw	Water & Garbage Services	87.98	87.98
G-02127	Demco Media Turtleback Books	Materials	152.48	152.48
G-02128	Office Depot Credit Plan	Supplies	81.24	
		Supplies	41.37	122.61
G-02129	Todd Olberding	Telephone Reimbursement	50.00	50.00
G-02130	Baker & Taylor Books - #510486	Materials	4,160.27	4,160.27
G-02131	Baker & Taylor Entertainment	Materials	1,813.41	1,813.41
G-02132	Manpower, Inc.	Temporary Services	443.28	443.28
G-02133	Walmart Community	Programming Activities	120.82	
		Programming Activities	20.01	
		Programming Activities	81.06	221.89
G-02134	C.O.V.A.	Membership	20.00	20.00
G-02135	John L. Hilbert	Programming Activities	57.18	
		Programming Activities	112.48	169.66
G-02136	Sizzlin' Brains Creative	Programming Activities	250.00	250.00
G-02137	Garcia Tire Service, Inc.	Vehicles Parts & Repairs	25.00	25.00
G-02138	EmTec Pest Control, Inc.	Maintenance of Facilities	147.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	323.00
G-02139	Phillip M. Mitchell	Programming Activities	500.00	500.00
G-02140	Star Lighting	Maintenance of Facilities	409.98	409.98
G-02141	John Utey	Mileage	2.91	2.91
G-02142	OKC Philharmonic Orchestra	Programming Activities	250.00	250.00
G-02143	Anita Sanders	Mileage	15.04	15.04
G-02144	Southwestern Bell	Telephone Services	63.58	63.58
G-02145	Corporate Express, Inc.	Maintenance of Facilities	59.30	59.30
G-02146	Baker & Taylor Books - #510486	Materials	459.64	
		Materials	1,926.49	
		Materials	1,920.49	
		Materials	6,741.14	
		Materials	2,845.40	
		Materials	1,423.86	
		Materials	10,475.18	
		Materials	1,135.35	26,927.55
G-02147	Baker & Taylor Books - #510486	Materials	3,168.22	
		Materials	5,482.14	
		Materials	2,692.77	11,343.13
G-02148	Baker & Taylor Books-#510486	Materials	3,185.22	3,185.22
G-02149	Poetry	Subscriptions	35.00	35.00
G-02150	Lloyd Lovely	Other Commodities	63.00	63.00
G-02151	Cheryl Coleman	Mileage	101.85	101.85



General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02152	Stacy Schrank	Professional Services	60.74	60.74
G-02153	Metropolitan Library System	Employee Deductions	99.00	
		Employee Deductions	38.00	
		Employee Deductions	10.00	147.00
G-02154	Bank of Oklahoma	Payroll Transmittal-Chks	45,473.42	
		Payroll Transmittal-Chks	16,590.16	62,063.58
G-02155	Bank of Oklahoma	Federal Withholding Tax	30,805.10	
		Federal Withholding Tax	2,211.00	33,016.10
G-02156	Oklahoma Tax Commission	State Withholding Tax	14,719.00	
		State Withholding Tax	1,233.00	15,952.00
G-02157	Mun. Employees Credit Union	Employee Cr Union Deducts	10,099.46	
		Employee Cr Union Deducts	90.00	10,189.46
G-02158	United Way of Central Oklahoma	Employee Deductions	284.03	
		Employee Deductions	6.00	290.03
G-02159	Bank of America	Payroll Transmittal-DDep	153,042.83	
		Payroll Transmittal-DDep	25,010.07	178,052.90
G-02160	Nationwide Retirement Solution	Employee Deductions	7,786.01	7,786.01
G-02161	Transamerica Worksite Mrktg.	Employee Deductions	691.33	691.33
G-02162	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,041.00	5,041.00
G-02163	Bank of Oklahoma	Employee Flexplan Deposit	16,217.40	
		Employer Flexplan Deposit	1,320.00	17,537.40
G-02164	Bank of Oklahoma	Employee Soc/Sec Deposits	18,306.14	
		Employee Soc/Sec Deposits	3,030.50	
		Employee Medicare Deposit	4,352.40	
		Employee Medicare Deposit	708.72	
		Employer Soc/Sec Deposits	21,336.57	
		Employer Medicare Deposit	5,061.15	52,795.48
G-02165	MassMutual Financial Group	Employee Contrib -- DC PI	8,380.25	
		Employer Contrib -- DC PI	15,546.63	23,926.88
G-02166	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-02167	Administrative Systems, Inc.	Employee Deductions	921.23	921.23
G-02168	Oklahoma Natural Gas Co.	Gas Services	1,990.11	
		Gas Services	2,100.25	4,090.36
G-02169	UNUM Life Insurance	Grp LT Disab Ins Prem-DEC	5,978.65	5,978.65
G-02170	Susie Beasley	Programming Supplies	85.45	85.45
G-02171	Mutual Assurance	Grp Life/AD&D Ins Prm-DEC	25,468.96	25,468.96
G-02172	Michael King	Programming	200.00	200.00
G-02173	Albert Bostick	Programming	75.00	75.00
G-02174	Fleetcor Technologies	Gas & Oil	959.28	959.28
G-02175	Michael Corley	Programming	119.00	119.00
G-02176	Vision Service Plan of	Group Vision Ins Prem-DEC	2,098.02	2,098.02
G-02177	Jeanne Devlin	Parking	63.00	63.00
G-02178	Metropolitan Library System	Grp Med/Dtl Ins Prem-DEC	76,462.76	76,462.76
G-02179	Daniel Fields	Programming supplies	115.38	115.38
G-02180	Manpower, Inc.	Temporary Services	268.80	268.80
G-02181	Compumotor	Software	1,504.00	1,504.00
G-02182	Beatriz Meyer	Programming	700.00	700.00
G-02183	Mario Medrano	Programming	200.00	200.00
G-02184	Gale Research	Materials	2,392.50	2,392.50
G-02185	Sams Technical Publishing	Materials	155.35	155.35
G-02186	Baker & Taylor Books - #510486	Materials	7,007.78	7,007.78
G-02187	Recorded Books, LLC	Materials	2,959.22	2,959.22



General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02188	Instructional Video, Inc.	Materials	92.79	92.79
G-02189	Tulsa Genealogical Society	Materials	557.70	557.70
G-02190	Gale Group	Materials	3,740.53	3,740.53
G-02191	Library Video Co.	Materials	127.29	127.29
G-02192	Random House, Inc	Materials	1,356.00	1,356.00
G-02193	Brilliance Corporation	Materials	245.02	245.02
G-02194	Ingram Library Service	Materials	214.59	214.59
G-02195	National Geographic School	Materials	12.00	12.00
G-02196	Ingram Library Service	Materials	218.81	218.81
G-02197	Schiffer Publishing	Materials	102.59	102.59
G-02198	Scholastic Library Publishing	Materials	81.90	81.90
G-02199	World Book School & Library	Materials	14,562.00	14,562.00
G-02200	Baker & Taylor Books - #510486	Materials	1,037.40	1,037.40
G-02201	Baker & Taylor Entertainment	Materials	3,295.80	3,295.80
G-02202	Gregath Publishing Company	Materials	46.00	46.00
G-02203	Focus on the Family	Materials	151.87	151.87
G-02204	Baker & Taylor Books - #510486	Materials	1,245.32	
		Materials	900.41	
		Materials	1,927.18	
		Materials	3,393.70	
		Materials	3,967.83	
		Materials	8,671.52	20,105.96
G-02205	Baker & Taylor Books - #510486	Materials	5,200.69	
		Materials	1,671.87	6,872.56
G-02206	Baker & Taylor Books-#510486	Materials	1,741.56	1,741.56
G-02207	Severn House Publishers	Materials	447.20	447.20
G-02208	City of Oklahoma City	Water & Garbage Services	1,554.98	1,554.98
G-02209	City of the Village	Water & Garbage Services	74.95	74.95
G-02210	Triangle/A & E	Printing	32.40	32.40
G-02211	Locke Supply Co.	Maintenance of Facilities	55.88	55.88
G-02212	Tech-Lock	Maintenance of Facilities	3.00	3.00
G-02213	Hewlett-Packard Co.	Automation Contractual	12,362.00	12,362.00
G-02214	Ernestine Clark	Mileage	36.86	36.86
G-02215	Mary Patton	November 2005	37.10	37.10
G-02216	Edmond Chamber of Commerce	Membership	254.00	254.00
G-02218	Donna Morris	Telephone Service	50.00	50.00
G-02219	West Group Payment Center	Subscription	322.00	322.00
G-02220	American Library Association	Memberships	435.00	435.00
G-02221	Carolyn Abernathy	Programming Supplies	51.31	51.31
G-02222	U.S. Postmaster	Postage	74.00	74.00
G-02223	Phillip Tolbert	Programming Supplies	90.62	90.62
G-02224	Charles Henderson	Other Commodities	56.02	56.02
G-02225	Friday	Subscription	25.00	25.00
G-02226	Midwest City	Membership	184.00	184.00
G-02227	Okla. City Community College	Professional Services	1,300.00	1,300.00
G-02228	Priscilla Doss	Mileage	19.40	19.40
G-02229	Electro Alliance, Inc.	Automation Contractual	3,279.31	
		Automation Contractual	136.76	3,416.07
G-02230	Julia Ballou	Mileage	16.01	16.01
G-02231	High-Tech Tronics, Inc.	Maintenance of Facilities	160.00	160.00
G-02232	Walker Companies	Supplies	3.75	3.75
G-02233	Lakeshore Learning Materials	Programming Supplies	35.54	35.54

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Number	Vendor/Payee	Purpose		Amount
G-02234	Republic Parking System	Staff Parking	336.00	336.00
G-02235	Air Compressor Supply, Inc.	Maintenance of Facilities	30.00	30.00
G-02236	Chickasaw Telecom, Inc.	Computer Equipment	953.60	953.60
G-02237	Voss Lighting	Maintenance of Facilities	27.50	27.50
G-02238	Frances V. Harbert	Mileage	.97	.97
G-02239	Anita Roesler	Mileage	17.31	17.31
G-02240	Jimmy Welch	Mileage	20.86	20.86
G-02241	Pauline Boyer Rodriguez	Mileage	2.43	2.43
G-02242	Deborah Willis	Mileage	22.80	22.80
G-02243	Heidi Johnson	Mileage	2.43	2.43
G-02244	Ruth Butler	Mileage	10.91	10.91
G-02245	Sharon A. Nolan	Programming Supplies	290.98	290.98
G-02246	Kelley Riha	Mileage	64.51	64.51
G-02247	Rosalind L. Reeder	Programming Activities	75.00	75.00
G-02248	U.S. Postmaster	Post office box fee	36.00	36.00
G-02249	Crowe & Dunlevy	Professional Services	408.26	
		Professional Services	795.00	1,203.26
G-02250	Heritage Microfilm, Inc	Subscription	5,722.00	5,722.00
G-02251	Fariba Williams	Mileage	22.80	22.80
G-02252	Joshua Schell	Mileage	7.28	7.28
G-02253	Office Depot Credit Plan	Automation Contractual	207.99	207.99
G-02254	Todd Olberding	November 2005	52.38	52.38
G-02255	Walmart Community	Programming Supplies	95.70	95.70
G-02256	Sizzlin' Brains Creative	Programing	75.00	75.00
G-02257	Reef Shop Warehouse	Supplies	57.98	57.98
G-02258	Garcia Tire Service, Inc.	Automotive Parts	898.80	898.80
G-02259	D.C.T. Enterprises of Oklahoma	Other Commodities	223.66	223.66
G-02260	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-02261	A Chance to Change	Professional Services	1,113.75	1,113.75
G-02262	Melissa Weathers	Programming Supplies	67.69	67.69
G-02263	Sharon May	Mileage	7.28	7.28
G-02264	Cintas Corp.	Maintenance of Facilities	311.40	311.40
G-02265	Susan H. Wood	Programming Activities	250.00	250.00
G-02266	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-02267	Kelley Hoffman	Mileage	6.06	6.06
G-02269	Securitas Security USA, Inc.	Security Services	4,122.05	
		Security Services	3,449.65	7,571.70
G-02270	Oklahoma Humanities Council	Programming	80.00	80.00
G-02271	Lloyd Lovely	Mileage	96.52	96.52
G-02272	Erika Diel	Aquarium Service	120.00	120.00
G-02273	Cheryl Coleman	Mileage	19.84	19.84
G-02274	Sharon Maine	Mileage	16.49	16.49
G-02275	Dane & Associates	Maintenance of Facilities	1,820.00	1,820.00
G-02276	Gale Research	Materials	204.75	204.75
G-02277	Weston Woods Accts Receivable	Materials	196.04	196.04
G-02278	CCH Incorporated	Materials	134.00	134.00
G-02279	Gale Group	Materials	2,785.88	2,785.88
G-02280	Library Video Co.	Materials	199.75	199.75
G-02281	Random House, Inc	Materials	4,473.36	4,473.36
G-02282	Ingram Library Service	Materials	2,206.49	2,206.49
G-02283	R. R. Bowker	Materials	5,232.60	5,232.60
G-02284	Audio Editions	Materials	274.19	274.19



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Number	Vendor/Payee	Purpose		Amount
G-02285	Ingram Library Service	Materials	163.47	163.47
G-02286	Maverick Books	Materials	169.92	169.92
G-02287	BBC Audiobooks America	Materials	71.29	71.29
G-02288	Demco Media Turtleback Books	Materials	46.18	46.18
G-02289	Baker & Taylor Entertainment	Materials	1,584.28	1,584.28
G-02290	Baker & Taylor Books - #510486	Materials	543.16	
		Materials	1,066.63	
		Materials	2,194.04	
		Materials	3,456.00	
		Materials	6,751.15	
		Materials	3,995.44	18,006.42
G-02291	Baker & Taylor Books - #510486	Materials	4,340.39	
		Materials	1,499.08	5,839.47
G-02292	Baker & Taylor Books-#510486	Materials	579.68	579.68
G-02293	Metropolitan Library System	Employee Deductions	10.00	10.00
G-02294	Bank of Oklahoma	Payroll Transmittal-Chks	86.88	
		Payroll Transmittal-Chks	41,107.47	
		Payroll Transmittal-Chks	18,019.82	59,214.17
G-02298	United Way of Central Oklahoma	Employee Deductions	284.03	
		Employee Deductions	6.00	290.03
G-02299	Bank of America	Payroll Transmittal-DDep	160,199.81	
		Payroll Transmittal-DDep	26,678.75	186,878.56
G-02300	Nationwide Retirement Solution	Employee Deductions	7,725.01	7,725.01
G-02301	Transamerica Worksite Mktg.	Employee Deductions	635.05	635.05
G-02303	Bank of Oklahoma	Employee Flexplan Deposit	7,205.83	7,205.83
G-02305	MassMutual Financial Group	Employee Contrib -- DC PI	7,925.27	
		Employer Contrib -- DC PI	14,752.52	22,677.79
G-02306	Oklahoma Centralized Support	Employee Deductions	115.00	115.00
G-02308	Metropolitan Library System	Professional Services	30.00	
		Printing & supplies	14.30	
		Postage	14.80	
		Supplies	5.89	
		Supplies	22.00	
		Supplies	18.40	
		Supplies	32.06	
		Supplies	14.11	
		Supplies	6.46	
		Programming Activities	5.95	
		Programming Activities	44.39	
		Programming Activities	6.24	
		Programming Activities	32.30	
		Programming Activities	17.05	
		Programming Activities	4.84	
		Programming Activities	17.85	
		Programming Activities	9.14	
		Other Commodities	45.48	
		Capital Projects	47.28	
		Capital Projects	44.97	
		Programming Activities	4.92	
		Programming Activities	40.37	478.80
G-02309	O G & E	Electrical Services	8,640.42	8,640.42
G-02310	Oklahoma Natural Gas Co.	Gas Services	1,423.78	1,423.78



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Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02311	City of Bethany	Water & Garbage Services	111.42	111.42
G-02312	Southwestern Stationery and	Printing & Supplies	1,919.00	
		Printing & Supplies	2,588.00	4,507.00
G-02313	Borders Group, Inc.	Other Library Services	127.21	
		Other Services	171.81	299.02
G-02314	EBSCO Subscription Services	Subscriptions	130.44	130.44
G-02315	Synergy Datacom Supply, Inc.	Maintenance of Facilities	117.56	117.56
G-02316	SBC	Telephone Services	913.70	
		Telephone Services	1,320.80	
		Telephone Services	326.54	2,561.04
G-02317	City of Edmond	Electrical Services	3,498.31	3,498.31
G-02318	KFC/TB #Y336004	Programming supplies	101.38	101.38
G-02319	Elizabeth A. Pressler	Mileage	7.52	7.52
G-02320	Karen Marriott	Mileage	16.98	16.98
G-02321	Judy Litchfield	Other Services	400.00	400.00
G-02322	Spence & Associates, Inc	Other Services	1,425.00	1,425.00
G-02323	Susan Ryan	Mileage	16.98	16.98
G-02324	Keystone Tape & Label, Inc.	Printing & Supplies	1,523.75	1,523.75
G-02325	Chester 'Jack' Kinzie, Jr.	Mileage	4.61	4.61
G-02326	Staples Business Advantage	Printing Supplies	127.96	
		Supplies	32.75	
		Supplies	84.40	245.11
G-02327	Production Services	Library Related Services	230.00	
		Library Related Services	230.00	460.00
G-02328	Anne G. Fischer	Telephone Services	49.27	49.27
G-02329	Spaces, Inc.	Equipment	546.96	546.96
G-02330	Karen Lehr	Registration	55.00	55.00
G-02331	Oklahoma Gazette	Library Related Services	527.85	
		Library Related Services	527.85	1,055.70
G-02332	Scott's Printing & Copying	Printing Supplies	1,133.78	1,133.78
G-02333	Walker Companies	Printing & Supplies	90.00	90.00
G-02334	United States Postal Service	Postage	6,000.00	
		Postage	1,500.00	7,500.00
G-02335	FedEx Kinko's Print Services	Printing	148.44	
		Printing	50.00	198.44
G-02336	Southwest Paper - OKC	Printing Supplies	262.30	
		Printing Supplies	150.50	
		Printing Supplies	431.68	844.48
G-02337	Bank of America	Direct Deposit Fees	144.27	144.27
G-02338	Katrina Prince	Mileage	8.97	8.97
G-02339	Pre Press Graphics &	Printing Supplies	310.00	310.00
G-02340	City of Edmond	Water & Garbage Services	211.40	211.40
G-02341	Oklahoma Press Service	Other Services	160.16	
		Other Services	136.85	297.01
G-02342	McNeese Fitzgerald and Assoc.	Other Services	290.00	
		Printing & Supplies	145.00	435.00
G-02343	Commercial Card Solutions	Supplies	43.94	
		Maintenance of Equipment	126.94	
		Membership	200.00	
		Decorations	477.74	
		Supplies	179.00	
		Other Commodities	84.46	

\*\* Continued \*\*

General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02343	Commercial Card Solutions	Maintenance Supplies	112.72
		Automation Contractual	365.00
		Supplies	347.50
		Automation Contractual	209.95
		Automation Contractual	319.96
		Automation Contractual	99.57
		Professional Services	30.00
		Credit Card Fees	40.64
			2,637.42
G-02344	Manpower, Inc.	Salaries	336.00
			336.00
G-02345	Walmart Community	Other commodities	21.08
		Programming supplies	46.06
			67.14
G-02346	Commercial Card Solutions	Materials	411.23
		Books & Materials	2,317.75
		Books & Materials	468.56
		Books & Materials	371.50
		Books & Materials	249.88
		Books & Materials	176.75
			3,995.67
G-02347	Armando Rivera	Programming	300.00
			300.00
G-02348	Magic 104.1 KMGL	Advertising	1,750.00
			1,750.00
G-02349	Donna Morris	Car Allowance	450.00
			450.00
G-02350	Carol Hunter	Mileage	10.67
			10.67
G-02351	Oklahoma City Ad Club	Professional Services	230.00
			230.00
G-02352	Melissa Weathers	Mileage	48.74
			48.74
G-02353	Rondia K. Banks	Programming supplies	130.83
			130.83
G-02354	Lesli Jones	Other Services	240.00
			240.00
G-02355	Corporate Express, Inc.	Supplies	33.64
			33.64
G-02356	Securitas Security USA, Inc.	Security Services	4,473.89
			4,473.89
G-02357	Maria Watkins	Mileage	14.55
			14.55
G-02358	Scholastic Book Fairs	Programming	709.86
			709.86
G-02359	Bank of Oklahoma	Payroll Transmittal-Chks	2,296.62
			2,296.62
G-02360	Bank of Oklahoma	Federal Withholding Tax	31,799.10
		Federal Tax Withholding	2,629.00
			34,428.10
G-02361	Oklahoma Tax Commission	State Withholding Tax	15,083.00
		State Withholding Tax	1,402.00
			16,485.00
G-02362	Mun. Employees Credit Union	Employee Cr Union Deducts	9,839.46
		Employee Cr Union Deducts	90.00
			9,929.46
G-02363	Metro Library Sys Pension Trst	Employee Contrib DB Plan	5,004.99
			5,004.99
G-02364	Bank of Oklahoma	Employee Flexplan Deposit	9.30
			9.30
G-02365	Bank of Oklahoma	Employee Medicare Deposit	4,529.59
		Employer Soc/Sec Deposits	22,096.37
		Employer Medicare Deposit	5,297.55
		Employer Soc Sec Deposits	3,283.73
		Employee Medicare Deposit	767.98
			35,975.22
G-02366	MassMutual Financial Group	Employee Contrib -- DC PI	212.50
		Employer Contrib -- DC PI	354.16
			566.66
G-02367	Administrative Systems, Inc.	Employee Deductions	928.96
			928.96
G-02368	Bank of Oklahoma	Employee Soc/Sec Deposits	18,812.48
			18,812.48
G-02369	Metropolitan Library System	Programming Activities	168.81
		Programming Activities	36.10
		Postage	34.48
		Professional Services	45.00

\*\* Continued \*\*



General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02369	Metropolitan Library System	Supplies	125.04
		Supplies	32.30
			441.73
G-02370	City of Del City	Building Rental	400.00
G-02371	City of Oklahoma City	Water & Garbage Services	810.93
G-02372	Brodart, Inc.	Supplies	1,209.60
G-02373	Southwestern Stationery and	Printing & Supplies	2,570.00
G-02374	Demco	Supplies	1,053.83
G-02375	Oriental Trading Co., Inc.	Programming Supplies	148.43
G-02376	City of Warr Acres	Water & Garbage Services	58.36
G-02377	Strictly Publishing	Advertising	100.00
G-02378	Standard Printing Co., Inc.	Printing	115.00
G-02379	Mid-west Landscape, LLC	Maintenance of Facilities	725.00
G-02380	Bill Warren Office Products	Supplies	23.46
G-02381	TDS Telecom	Telephone Services	427.44
G-02382	American Library Assoc.	Programming Supplies	85.95
G-02383	Maintenance Connection	Maintenance Facilities	396.00
G-02384	Phillip Tolbert	Supplies	54.06
G-02385	Denyveta Davis	Mileage	287.37
G-02386	Staples Credit Plan	Furniture	209.99
G-02387	School of Metaphysics	Programming	50.00
G-02388	Graphic Solutions Group, Inc.	Supplies	157.60
G-02389	Restoration Station	Furniture	482.50
G-02390	Oklahoma Gazette	Other Services	1,055.70
G-02391	Scott's Printing & Copying	Printing and Supplies	584.45
G-02392	Walker Companies	Supplies	18.95
G-02393	Ginger Waldrip	Programming Activity	100.00
G-02394	Bob Moore Dodge	Vehicle Repair	426.31
G-02395	Jimmy Welch	Telephone Services	25.00
G-02396	Debbie Robertus	Mileage	29.10
G-02397	Oklahoman	Other related services	812.92
		Other Services	350.00
		Other Services	525.00
			1,687.92
G-02398	U.S. Postmaster	PO Box Rental	36.00
G-02399	Dowell Parking Center	Staff Parking	800.00
		Staff Parking	1,200.00
			2,000.00
G-02400	Gregory Bennett	Mileage	6.55
G-02401	Crowe & Dunlevy	Professional Services	530.00
G-02402	C.O.T.P.A.	Staff Parking	756.00
G-02403	Office Depot Credit Plan	Supplies	54.36
		Supplies	37.98
		Supplies	51.57
			143.91
G-02404	McNeese Fitzgerald and Assoc.	Other Related Services	145.00
G-02405	International School Services	Materials	378.64
G-02406	Daniel Fields	Programming	59.48
G-02407	Walmart Community	Supplies	27.88
G-02408	John L. Hilbert	Programming Activities	50.00
		Programming Activities	30.02
			80.02
G-02409	Allied Waste Services #060	Garbage Services	513.62
G-02410	MSC Technologies	Automation Contractual	3,475.00
G-02411	OKC Philharmonic Orchestra	Programming	405.00
G-02412	Southwestern Bell	Telephone Services	64.53



General Fund F.Y. 05-06

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-02413	Corporate Express, Inc.	Supplies	9.67	9.67
G-02414	COTPA	Staff Parking	1,848.47	1,848.47
G-02415	Eddie Lou Nachtrieb	Programming	75.00	75.00
G-02416	COTPA	Staff Parking	180.93	180.93
G-02417	Economy Janitorial, Inc.	Janitorial Services	10,530.00	
		Janitorial Services	6,175.00	
		Janitorial Service	144.00	16,849.00
G-02418	Stacy Schrank	Mileage	45.11	45.11
Total of FY 05-06 Warrants Issued				\$ 1,293,194.55

General Fund F.Y. 04-05

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
G-06046	Gaylord Bros.	Fixtures	139.40	139.40
G-06047	Baker & Taylor Books - #510486	Materials	250.24	
		Materials	27.40	277.64
G-06049	Chickasaw Telecom, Inc.	Capital Projects	4,720.00	4,720.00
G-06050	Baker & Taylor Books - #510486	Materials	16.42	16.42
G-06051	Commercial Card Solutions	Travel	441.69	441.69
G-06052	Xerox Corp.	Maintenance of Equipment	228.00	228.00
Total of FY 04-05 Warrants Issued				\$ 5,823.15

Special Funds

Warrant Register

December 2005

Number	Vendor/Payee	Purpose		Amount
S-11848	Rachel L. Vaughn	Lost & Paid Book Returned	16.75	16.75
S-11849	Kim R. Nelson	Lost & Paid Book Returned	12.00	12.00
S-11850	Rheannan J. Wilkins	Lost & Paid Book Returned	11.95	11.95
S-11851	Maya A. Bennett	Lost & Paid Book Returned	8.95	8.95
S-11852	Ivy J. Moore	Lost & Paid Book Returned	8.99	8.99
S-11853	Mitchell P. Melot	Lost & Paid Book Returned	21.21	21.21
S-11854	Bernita R. Bloomer	Lost & Paid Book Returned	11.95	11.95
S-11855	Carol J. Wolf	Lost & Paid Book Returned	21.95	21.95
S-11856	Metropolitan Library System	Transfer of Fines & Fees	41,000.00	41,000.00
S-11857	Party Galaxy M.G.	Programming	141.12	141.12
S-11858	Nancy Lytle	Staff Recognition	53.83	53.83
S-11859	Centre	Staff Recognition	133.45	133.45
S-11860	Diane Sharp	Mileage	14.55	14.55
S-11861	Compumentor	Software	5,172.00	
		Software	2,330.00	7,502.00
S-11862	Lisa G. Holmes	Lost & Paid Book Returned	13.95	13.95
S-11863	James L. Whisenhunt	Lost & Paid Book Returned	3.00	3.00
S-11864	Elisa A. Turley	Lost & Paid Book Returned	26.97	26.97
S-11865	Sehvenn Q. M. Columbus	Lost & Paid Book Returned	3.00	3.00
S-11866	Steve B. Peterson	Lost & Paid Book Returned	13.95	13.95
S-11867	Priscilla R. Shipp	Lost & Paid Book Returned	13.99	13.99
S-11868	Susan Donchin	Lost & Paid Book Returned	3.00	3.00
S-11869	Kay L. Bauman	Lost & Paid Book Returned	3.00	3.00
S-11870	Haleigh R. Mason	Lost & Paid Book Returned	14.95	14.95
S-11871	Roy Ballou	Lee Brawner Scholarship	450.00	450.00
S-11872	Centre	Staff Recognition Dinner	254.25	254.25
S-11873	MaryAnn Heard	Lost & Paid Book Returned	18.98	18.98
S-11874	Scott Hammersley	Lost & Paid Book Returned	3.00	3.00
S-11875	Betty J. Sutterfield	Lost & Paid Book Returned	3.00	3.00
S-11876	Karen D. Mason	Lost & Paid Book Returned	4.05	4.05
S-11877	Thuy T. Pham	Lost & Paid Book Returned	16.99	16.99
S-11878	Lakeshore Learning Materials	Programming Supplies	349.00	349.00
S-11879	Linda K. Hewett	Lost & Paid Book Returned	12.25	12.25
S-11880	Katie E. Beeton	Lost & Paid Book Returned	3.00	3.00
S-11881	Susan G. Spann	Lost & Paid Book Returned	3.00	3.00
S-11882	Izetta A. Gandy	Lost & Paid Book Returned	11.95	11.95
S-11883	Gabriel Moreno-Casillas	Lost & Paid Book Returned	3.00	3.00
S-11884	Raphael W. Twins	Lost & Paid Book Returned	15.98	15.98
S-11885	David Deming	Lost & Paid Book Returned	16.95	16.95
S-11886	Debbie S. Little	Lost & Paid Book Returned	19.95	19.95
S-11887	David L. Raney	Lost & Paid Book Returned	3.00	3.00
S-11888	ULINE	Plastic Bags	2,531.39	2,531.39
S-11889	Star Bright Books, Inc.	Material	10,000.00	10,000.00
S-11890	Star Bright Books, Inc.	Material	10,000.00	10,000.00
S-11891	Star Bright Books, Inc.	Material	9,000.00	9,000.00
S-11892	Star Bright Books, Inc.	Material	2,497.90	2,497.90

Total of Special Funds Warrants Issued \$ 84,272.15



## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: PURCHASE OF KI FORUM CHAIRS**

Provided for in the FY 2005-06 budget is the request for new KI forum chairs for the Midwest City Library. The backs and seats of the current chairs are filthy and the color does not coordinate with the new carpet and wall paint. The new chairs will have plastic backs and seats.

The KI chairs requested are listed on a contract with the City of Oklahoma City. KI Industries is offering the Library the same net pricing from the factory as stated in the contract with the City.

The KI chair requested is a Vertebra Poly Shell, PSVP/UIV/SBK--Black. The Midwest City Library requires 73 KI chairs. The price quoted includes removal of the old chairs and installation of the new chairs.

**73 KI Vertebra Chairs @ \$165.00 each = \$12,045.00**

### **RECOMMENDATION:**

That the Commission approve the purchase of the 73 KI Vertebra chairs in the amount of \$12,045.00 from KI Industries. Adequate funding in the amount of \$19,545 for this purchase is provided for in the FY 2005-06 budget, account 408.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM B: ½ TON EXTENDED CAB PICKUP TRUCK**

Provided for in the FY 2005-06 budget is the request for a 2006, ½ ton extended cab pickup truck. The 2006 extended cab pickup will replace the 1996 Ford ½ ton pickup.

Ford F150, ½ ton extended cab pickup trucks are included on The Oklahoma State Contract for Vehicles, #SW0035. The Library's policy allows the Library to purchase equipment from state contracts.

The Library wishes to purchase the following vehicle from United Ford, the dealer for ½ ton extended cab pickup trucks, listed on the state contract.

Quantity	Model	Description	Contract Price
1	F150	½ Ton Extended Cab Pickup Truck	\$14,919.00
1	51	Daytime Running Lights	\$ 40.00
1	48	Power Door Locks/Windows & Mirrors	\$ 876.00
1	36	Carpet with Floor Mats	\$ 137.00
<b>Total</b>			<b>\$15,972.00</b>

### **RECOMMENDATION:**

That the Commission approve the purchase of the Ford F150, ½ ton extended cab pickup truck from United Ford, in the amount of \$15,972.00. Funding for this purchase is provided for in the FY 2005-06 budget, account 409.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM C: ¾ TON CAB AND CHASSIS**

The Endowment Trust has provided a grant to the Maintenance Center for one 2006, ¾ ton cab and chassis to be used as a service vehicle. The new cab and chassis would replace one of the 1995 service trucks.

Chevrolet, ¾ ton cab and chassis trucks are included on The Oklahoma State Contract for Vehicles, #SW0035. The Library's policy allows the Library to purchase equipment from state contracts.

The Library wishes to purchase the following vehicle from City Chevrolet, the dealer for 3/4 ton cab and chassis trucks, listed on the state contract.

Quantity	Model	Description	Contract Price
1	2500HD	¾ Ton Cab and Chassis Truck	\$15,265.00
1	58	Bed (Delete)	\$( 250.00)
1	15	Larger Amp Alternator (145 amps)	\$ 140.00
1	77	Extended Mirrors	\$ 70.00
<b>Total</b>			<b>\$15,225.00</b>

### **RECOMMENDATION:**

That the Commission approve the purchase of the Chevrolet, ¾ ton cab and chassis truck from City Chevrolet, in the amount of \$15,225.00. Funding for this purchase is provided for by a grant from the Endowment Trust, Special Fund account.



## **REPORT FROM SPECIAL COMMITTEE**

### **The Special Committee met December 20, 2005, for:**

- I. Discussion, Consideration, and Possible action: Parenting Display

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

Reviewed and discussed all items.  
Please refer to the meeting minutes attached.

### **COMMISSION ACTION:**

No Commission Action is required at this time.

The next Special Committee meeting has been scheduled for:

**Tuesday, January 31, 2006, 3:30 p.m. at the Downtown Library**

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

**Special Committee**

**MINUTES**

DATE: Tuesday, December 20, 2005      TIME: 3:30 PM  
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, November 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 December 16, 2005, in conformity with the Oklahoma Open Meeting Act § 311.

**COMMITTEE MEMBERS PRESENT:**

Scott Duncan, Chair  
Nancy Anthony  
Dr. Ann Caine  
Carolyn Cornelius  
Cynthia Trent

**COMMITTEE MEMBERS EXCUSED:**

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director  
Peggy Winters, Metropolitan Library Commission of OK County, member

**ESTIMATE OF OTHERS PRESENT: 10**

I. The meeting was called to order at 3:34 pm by Mr. Scott Duncan, Chair.

Roll was called to establish a quorum. Present: Anthony, Caine, Cornelius, Trent, Duncan.

II. Mr. Duncan handed out copies of the approved amended motion, which reflects the Committee's charge. Highlighting the third paragraph of the motion, "Subjects where good judgment would indicate that guardians might want to control the time and manner at which children are introduced to a topic would be included in this section. Guidelines will be established by administration and staff in conjunction with a Special Commission Committee." He asked the Committee to comment on their view of the charged task in order to try and move in that direction today. Questions and discussion followed.

Mr. Duncan stated he had come up with at least four issues involved in the Committee's charge: 1) Physical location; 2) Selection criteria; 3) Identification of existing and new materials for the selection; and 4) Process for public request for re-shelving of materials.

Mrs. Morris stated the current system for processing of public requests is working; therefore modification of the process is not needed.

Mrs. Carolyn Cornelius asked if there are certain topics that are consistently being objected to. Mrs. Morris stated there are a wide variety of topics and titles that people object to, but emphasized the point of what is offensive to one person may or may not be offensive to someone else. For example, the Harry Potter books are regularly objected to in libraries across the country, but would not be books that should be included in a special section.

Mrs. Anthony suggested creating a list of topics where parents or guardians might need assistance in talking with children. For example, death & dying, divorce, alternative lifestyles, and mental health issues are a few to start with.

Mr. Duncan referred to the physical location issue and inquired about the capacity (regarding the size and number of books) of the collection. Mrs. Morris stated the shelving used in Tulsa's collection was sixty inches high, with five shelves, and held about thirty children's books on each shelf, totaling approximately one-hundred and fifty books. Mrs. Morris continued stating if the collection grows much larger, you would run into problems with the physical location issue.

Mr. Duncan stated that he has prepared a list of topics, for discussion only, to possibly be placed in the collection. He added that Mrs. Anthony's previous suggestions could be added to the list. The Committee reviewed the suggested list of topics. Mr. Duncan emphasized that the topics on the list are just ideas and that the library's collection may not even house any books on the topics that are listed. Questions and discussion followed. Some other topics that were suggested to be added to the list are divorce, adoption, single parenting, gambling, guns, and incarceration. Mrs. Morris stated it is important to remember that there may not be any children's books in the collection on some topics and stated that it is going to be up to the group to decide the type of materials in the collection and whether it is going to consist of parenting books focused for adults or whether it is going to consist of children's books. Dr. Caine asked if the intent of the collection was to be rotating or permanent. Mrs. Morris stated the Committee will also need to address that issue.

Mr. Duncan asked if the enhanced PPO could be used by staff to search and identify books by keywords or subjects to be placed in the collection. Mr. Jimmy Welch, Deputy Executive Director/Technology stated the Catalog would be the appropriate program to electronically identify the materials to be placed in the collection. Discussion followed.



Mr. Duncan stated three of the four issues involved in the Committee's charge have been addressed and the only issue left to be established is the selection criteria. Mr. Duncan asked for input on how to proceed. Mrs. Cornelius stated the list of topics is a good start and she suggests adding topics to the list.

Mrs. Morris stated the guidelines that are established need to address what is expected of the staff and whether or not the staff will have the freedom to add topics or materials to the collection as they are addressed. Mrs. Anthony stated they will establish the guidelines, knowing that the staff can tweak them as implemented. She re-emphasized that the books are not being restricted and are available to anyone in the children's section. The only change being made is the way the books are identified and where they are located in the Library. Mrs. Anthony continued that the books in the system are chosen because they have literary value. There are going to be topics that people may not agree with, but it is important to try to find some commonality on what is being done. Mrs. Morris added that most of the books and materials purchased are done so because of a need or a request by a customer. Mr. Duncan asked if the number of requests affects whether materials are purchased. Mrs. Morris stated the number of requests does affect the purchasing of materials. She also added the requested material still has to meet the criteria in the Selection Policy.

Mr. Duncan suggested compiling a list of proposed topics to have the staff review and come back to the Committee with the numbers of materials this collection would possibly contain. The idea is to create something that will continue to work in the future. Mrs. Cornelius suggested starting with the five titles objected to previously and the list drafted today. She added that the five titles objected to previously should be placed in the collection permanently and should not be rotated. Mr. Duncan asked for comments on a possible side by side collection, one that would rotate and one that would be permanent. Mrs. Morris commented depending on the size of the collection it could be possible. She stated the books would be coded and would be easily identified so they could be placed back in the specific area of the library. Mrs. Morris added all MLS libraries do not own the same titles. Therefore, the collection at each library will vary. Discussion followed.

Mrs. Morris stated the staff will take the list of topics and cross reference them to find the subject headings in the library catalog. She added if the Committee has any additions to the list, they can email her or the director's office. The staff will come back to the Committee with the results and draft guidelines for the special section based on today's Committee discussion.

**III.** Mr. Duncan concluded by stating the Committee will need to schedule another meeting, which he would like to be the Committee's final meeting.

Mr. Duncan asked for any further questions or comments.

**IV.** There being no further business, the meeting was adjourned at 4:35 p.m.



Donna Morris, Executive Director

## **REPORT AND RECOMMENDATIONS** **FROM LONG-RANGE PLANNING COMMITTEE**

**The Long-Range Planning Committee met on January 10, 2006, for:**

- I. Discussion, Consideration, and Possible Action: Update and Review of Capital Projects
  - Service Center Project
  - Ralph Ellison Library Project
  - Northwest Library Project
  - Other Projects

**During its meeting, the Committee:**

Reviewed and discussed all items.

The Long-Range Planning Committee makes the following recommendations to the Commission for action.

### **COMMISSION ACTION:**

To approve the recommendations from the Long-Range Planning Committee:

Authorize Library Administration to initiate a letter of intent, if needed, with the necessary parties, to proceed with a lease or purchase of a site for the MLS Service Center. Approval for the purchase of a site and/or a building will be brought to the Finance Committee and full Commission. The Committee recommends that a draft Letter of Intent be provided at the January Commission meeting.

Authorize Library Administration to explore alternative sites in addition to the Francis Tuttle proposed location for the Northwest Library and authorize Library staff to begin negotiations, if needed, with the City of Oklahoma City regarding site acquisition for the Northwest Library..

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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Tuesday, January 10, 2006      TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, December 15, 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 Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 7, 2006, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Millicent Gillogly  
Deanna Hannah  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

Alyne Strube

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 11**



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

Roll was called to establish a quorum. Present: Gillogly, Hannah, McCaleb (Arrived: Womack - 3:50 p.m.).

II. Mrs. McCaleb called on Agenda Item II - Discussion, Consideration, and Possible Action: Update and Review of Capitol Projects.

Mrs. Donna Morris stated at the last meeting in April the Long-Range Planning Committee authorized the Administration to proceed with working on the MLS Service Center concept, along with a number of other projects. Staff has worked on these projects and some new issues have surfaced. Budgets for these projects were established years ago and funding now may not be adequate in today's dollars. The project schedules are very optimistic, and with the already stated concerns, the Committee may need to meet several more times during the coming months to discuss the issues.

Mrs. Morris asked Mr. Todd Olberding, Director of Construction Management to provide an update on the MLS Service Center concept.

Mr. Olberding stated at the last meeting in April, the Administration was asked to review the status of the Oklahoma City Bond Projects. Originally, the Capitol Hill Library renovation was first on the list of projects. A number of problems were identified relating to that project. One such problem was the dollars allocated were not adequate for the project discussed. Additionally, the Tech Processing and Cataloging operations of the MLS, which are currently housed in the Capitol Hill Library, are critical to the flow of Library Operations and without them being relocated first, it would not be possible to move forward on the Capitol Hill renovation project. This started the discussion of a possible combined Service Center. The Service Center would house the Technical Processing, Cataloging, and the Friends operations for the system. A budget of two million dollars was discussed to construct a new building immediately adjacent to the existing Maintenance Center. Administration looked into buying this parcel of land from Oklahoma City Northeast Incorporated. Mr. Olberding stated the group wanted about five dollars per square foot for the vacant land and the library had budgeted about one dollar per square foot. Mr. Olberding stated, based on the fact the land costs were well over the budgeted amount and the parties were so far apart, further negotiation pursuits were not worthwhile. Information was gathered on the space requirements for each of the operations which may be housed in the Service Center. Mr. Jim Welch provided information on potential 'best location' sites within the county. The ideal location appeared to be within a one mile radius of 50<sup>th</sup> and Santa Fe. Three options were considered. The most cost effective option, appeared to be purchasing an existing building and renovating it to meet the library's needs.

Mr. Olberding reviewed the project time line for the Service Center.

Mrs. Morris stated Mr. Hugh Rice suggested contacting Mr. Lee Bolinger, a Commercial Real Estate Business Professional and the former Chair of the Library's Endowment Trust. Mr. Bolinger has been working on locating some suitable sites. Mrs. Morris said they have met with him a couple of times and will continue to work with him on various possibilities. Discussion continued.

Mr. Olberding said the last three items to be done are: securing the site, selecting the architect, and awarding the bid. All three of the actions are going to require approval from the Commission. Mrs. Morris stated if the library finds a building to lease or purchase, one of the possible requirements may be a Letter of Intent with the seller. Mrs. Morris stated the letter is non-binding. The actual purchase amount and approval for property would go to the Finance Committee and the full Commission. Discussion followed. It was decided to hold further discussion on this topic and a possible vote until Mr. Greg Womack arrives.



III. Mr. Olberding moved onto discussion of the Ralph Ellison project, which does not require any action today.

Mr. Olberding stated he has been actively working with the library's attorney, Bill Comstock and the City of Oklahoma City (City) to establish a project agreement, which would specify the responsibilities of the Library and the City. They are currently working on revision three of this agreement.

Mr. Olberding stated the original intent of the Ralph Ellison project was to add a multi-purpose room, which would be used for meeting room space and for different community activities. Mrs. Morris added the bond language was broad enough to give the Library the flexibility to do a number of things; including expanding the parking, re-furbishing the existing bathrooms, and adding a large auditorium/multi-purpose room.

Mr. Olberding stated once the project agreement is finalized, it will be brought to the Commission for final approval. The signed agreement will trigger the transfer of dollars already approved by the Library Commission to pay for the architectural engineering service fee. This will allow the project to begin as soon as possible. The final agreement will be brought to the Commission in February. Discussion continued.

IV. Mr. Olberding referred back to the discussion on the MLS Service Center and updated Mr. Womack on the information previously presented. He stated the request from the Administration is to authorize the use of a Letter of Intent, if needed, with the necessary parties to proceed with a lease or purchase of a site and/or a building for the MLS Service Center. The actual approval of the purchase would be taken to the Commission. The Letter of Intent is a non-binding agreement that allows the Administration to enter into discussions or negotiations with a seller.

Mr. Womack asked if the Letter of Intent will require any type of monetary deposit. Mrs. Morris reviewed a draft Letter of Intent, which she received from Mr. Bolinger and stated it does mention earnest money. Mrs. Morris stated the letter would need to be reviewed by the library's attorney, Mr. Bill Comstock.

Mrs. McCaleb asked if there were any other questions for Mr. Olberding before voting on the action item.

Mrs. Gillogly suggested it would be in the best interest of the Administration and the Committee to review the Letter of Intent before it is authorized. Mr. Olberding suggested bringing a draft Letter of Intent to the Commission meeting next week, January 19, 2006. Mrs. Gillogly concurred. Mrs. Morris suggested adding to the recommendation that a draft letter will be provided at the January 2006 Commission meeting.

**Mrs. Gillogly moved to authorize Library Administration to initiate a letter of intent, if needed, with the necessary parties, to proceed with a lease or purchase of a site for the MLS Service Center. Approval for the purchase of a site and/or a building will be brought to the Finance Committee and full Commission. The Committee recommends that a draft Letter of Intent be provided at the January Commission meeting. Mr. Womack seconded. No further discussion. Motion passed unanimously.**

V. Mrs. McCaleb focused on the second Committee Action to authorize Library Administration to explore alternative sites in addition to the proposed Francis Tuttle location for the Northwest Library.

Mr. Welch handed out a map of the Francis Tuttle Campus and pointed out the proposed library site. He explained some of the concerns with the site including:

- Customers entering from Rockwell must travel ½ mile west through the Francis Tuttle Campus.



- Customers entering from Northwest 122<sup>nd</sup> will travel five blocks north via a two lane private drive.
- West of the proposed site, the next half mile contains an isolated lake. Beyond the lake there is only one additional mile of MLS service area.
- The location would not be a good retail site and therefore would probably not be a good location for a public library.

Mr. Welch clarified he is not saying the location will not work, but if there were other choices, especially for the future, then other sites should be reviewed.

Mrs. Morris stated the library system and Francis Tuttle have a non-binding Letter of Intent regarding a possible library on the Francis Tuttle campus. During recent meetings with Francis Tuttle staff, the exact proposed library site was identified.

Mrs. McCaleb asked where the Administration would select to have the Northwest Library if it were up to them.

Mr. Welch handed out a second map and focused on the optimal location for a Northwest Library. He explained the mapped areas and stated it is nearly nine miles from the Francis Tuttle site to the County Line North. One potential location suggestion Mr. Welch made was the area at MacArthur and Memorial. He indicated it might allow the library to pick up population increases and relieve a little bit of the pressure on the Warr Acres Library while at the same time, pick up some of the Village's usage. This location would be ideal for serving more customers and for future growth. Questions and discussion followed.

Mrs. Morris stated since Mr. Bolinger is working on locating various sites for the Service Center, they have asked him to look for possible sites for the Northwest Library.

Mrs. McCaleb asked if the City buys the land. Mr. Olberding stated with the timing on this issue the library may be asked to purchase the land with the idea the city would buy it back from the library as a part of the project agreement. The City cannot buy any land until they have all the money accumulated, which means it would be 2007 before the City could purchase the land. That would push back the construction another year to eighteen months. Mr. Olberding acknowledged if it is decided the Francis Tuttle site is not acceptable and the Library has to spend dollars on land, the size of the new library might have to be reduced to off set the cost paid for the land.

Mrs. McCaleb suggested that the Administration make a list of advantages and disadvantages for the site at Francis Tuttle, as well as alternative sites. She expressed her belief in the list assisting the Committee and Administration in making a decision. Discussion continued.

**Mrs. Gillogly moved to authorize Library Administration to explore alternative sites in addition to the Francis Tuttle proposed location for the Northwest Library and authorize Library staff to begin negotiations, if needed, with the City of Oklahoma City regarding site acquisition for the Northwest Library. Mr. Womack seconded. Discussion followed. Motion passed unanimously.**

**VI.** Mrs. Morris called on Mr. Olberding to provide an update on recent news in Edmond.

Mr. Olberding made reference to the news article included in the Committee packets.

Mrs. Morris stated she received a letter today from Mayor Sandra Naifeh of Edmond, officially requesting that the Library System consider adding a second Edmond library to the Long-Range Plan. Copies of the letter were handed out for review. Mrs. Morris continued stating she and Todd met with Mr. Womack a couple of months ago, following interest from Mayor Naifeh, regarding an additional Edmond library. Mrs. Morris called on Mr. Womack to provide any additional information.



Mr. Womack stated from his conversations with Mayor Naifeh, he learned that donated land and possible funding for the construction of a second Edmond Library might be available. He stated the current library has very high usage and the city is growing rapidly. The location of the said land would be in the area of Covell, between Santa Fe and Kelley. Discussion followed.

Mrs. Morris stated an additional library in Edmond is not currently a part of the library's Long-Range Plan, nor a part of the Capital Projects Plan. The Long-Range Planning Committee and the Finance Committee will have to review the proposal and then give direction to the staff. Mrs. Morris said in terms of funding, the Commission should give some thought to the additional operating cost of this proposed project and the other Capital Projects. There are a number of issues that will need to be addressed. The new Long-Range Plan will begin development this year. The Commission would have to formally agree a second Edmond Library is a priority and add it to the Capital Projects and the new Long-Range Plan.

Mr. Olberding stated the fact there is a site proposed in the letter would suggest we probably need to start a dialog as soon as possible with the city of Edmond. He continued there is quite a bit of analysis necessary before committing to the project. Mrs. Morris stated no action is required today on this topic, but it is one of the reasons why the Committee will need to meet more often in the next few months. Discussion continued.

Mrs. Gillogly recommended the Administration begin a feasibility study for a second Edmond library and report back to the Long-Range Planning Committee. Mr. Womack asked for an idea of how long the feasibility study will take so he can report the information to Mayor Naifeh. Mrs. Morris stated some projections will need to be made in terms of revenue and the impact of opening two libraries - Northwest and Edmond. Mr. Welch stated it was thought an election would be needed and was going to push us against the millage cap. Mr. Olberding stated it would be part of the budget process within the next four months and we would plan to have the information to Edmond by the end of that four month period. Mrs. Morris said revenue projections will be developed to determine whether or not a millage election will be needed next February. The draft budget is presented in June and the final budget will be presented in August.

Mrs. Morris concluded the Service Center continues to be staff's number one priority. She continued stating she did inform Mayor Naifeh yesterday that the library is committed to the three Oklahoma City projects which have been voted on and approved by the Commission. Discussion continued.

**IV.** Mrs. Morris called on Mr. Olberding to provide an update on the Capitol Hill Library

Mr. Olberding stated the Capitol Hill Library project has been put on hold until the Cataloging and Technical Processing issues are resolved. However, the library has informed the City that funding for the project is inadequate. The City's response was to explore with the Library what options might be available. Mr. Olberding concluded it is an ongoing discussion.

Mrs. McCaleb thanked the Administration for their work in compiling the information.

Mrs. Morris asked if the Committee would be willing to meet mid to late February and stated she would be in touch to get a date scheduled. It may need to be a joint meeting with the Finance Committee.

**V.** Mrs. McCaleb adjourned the meeting at 4:52 p.m.



Donna Morris, Executive Director  
(Secretary)

### **Real Estate Purchase Transition Process**

1. Identify the property most suitable.
2. Tour the property for a preliminary overview with users of the property.
3. Tour the property again with decision makers and/or architects and contractors who can furnish an opinion as to needed build-out costs to make the property suitable to users needs.
4. Draft a "Letter of Intent" to be reviewed and approved, which is a letter of good faith only and not binding on either party. In this "Letter of Intent" the terms and conditions of a possible purchase are laid out. The "Letter of Intent" can be very loosely drawn and general, but the tighter they are drawn will usually dictate a more definitive response.
5. Review response to the "Letter of Intent" from seller and respond accordingly. A response could be an acceptance or a counter offer to the terms of a possible sale outlined by the seller. There could possibly be 2 or more letters submitted back and forth to nail down the precise terms of a possible sale of the property.
6. Have a broker or real estate attorney draft a real estate purchase contract based the terms of the final agreed upon terms in the "Letter of Intent", outlining amount of earnest money, due diligence period (usually 30-45 days but can be sometimes up to 60 days or even longer), name of title company to hold the escrow and to perform the title work, and a specified closing date.
7. Submit contract with earnest money check made payable to the title company named to real estate broker to submit to seller or seller's representative.
8. During the due diligence phase, buyer will inspect all aspects of the property to determine the overall condition of the property and to determine if the costs to remodel the property are in line with the buyer's expectations. Any expenses incurred by the buyer during this phase for the buyer's inspections and reviews are the buyer's responsibility.
9. If property is acceptable to buyer, within the due diligence period, a letter of acceptance is forwarded to the seller along with a request for the survey and title work to be completed. If the property is not acceptable to buyer, within the due diligence period, a letter is forwarded to seller canceling the contract and request is made to refund earnest money.
10. Property is closed after the title work and survey is completed.

Note: Due diligence periods and closing dates can often be extended by the agreement of the parties to allow additional time for work to be completed.



## DRAFT LETTER OF INTENT TO PURCHASE REAL PROPERTY

The undersigned parties agree that within \_\_\_\_\_ days from the date hereof, Metropolitan Library Commission of Oklahoma County, as Purchaser, and the undersigned Seller shall enter into a formal and binding Real Estate Purchase Agreement for the purchase and sale of the following described real property ("Property"): \_\_\_\_\_

\_\_\_\_\_ ,  
for the Purchase Price of \$ \_\_\_\_\_ cash and a tax credit memo of \$ \_\_\_\_\_.

The basic terms and conditions of the Real Estate Purchase Agreement shall provide for, but not limited to: an earnest money deposit by Purchaser in the amount of \$ \_\_\_\_\_; a due diligence period of not less than \_\_\_\_\_ days for Purchaser to inspect the Property to determine in its sole opinion the condition and general suitability of the Property for Purchaser's intended use; and for an ALTA survey to be prepared and the cost thereof to be split between the parties.

This Letter of Intent is non-binding upon either party and all terms and conditions contained herein shall merge with any Real Estate Purchase Agreement entered into between the parties as contemplated hereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006

Purchaser:

Metropolitan Library Commission  
of Oklahoma County

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

Seller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



January 19, 2006

METROPOLITAN LIBRARY SYSTEM



# ANNUAL REPORT



# FY05



Metropolitan  
LIBRARY SYSTEM



# COMMUNITY

Community involvement is the mark of our success. In FY05, the Metropolitan Library System (MLS) customers:

- borrowed over 6 million items from their libraries
- celebrated the grand opening of the Ronald J. Norick Downtown Library, the 50th anniversary of the Midwest City Library, and the 80th anniversary of Wright Library
- participated as never before in our Summer at the Library program for children and teens
- attended more events and programs than ever

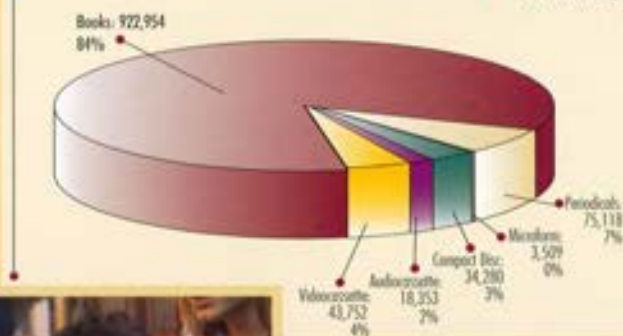
MLS listens to our customers so that there is something for everyone here. For toddlers and their caregivers, there's Family Place and preschool aerobics, picture books and videos, storytime and group play. For teens and young adults, there are computer resources and teen advisory boards, book discussions and movie critiques. For adults of all ages, there are business counseling and musical events, poetry expression and writing seminars.

And of course there are books, books and more books.

Without a doubt, many Oklahoma residents agree that MLS is Oklahoma's premier information, education and entertainment resource.



Collection by Format



As a public facility, the Metropolitan Library System provides access to materials for a diverse community. Over 1 million items are listed in the collection of materials, and not surprisingly, more than 80 percent of these are books.

Almost 15 percent of the MLS budget is used to develop a diverse and complete collection of materials. The money is spent on books, videocassettes, magazines, compact discs, microforms, and DVDs which have recently been added to the collection.





# DYNAMIC

MLS is full of energy and motion. One of the ways you see this is by the variety of services, continued improvement and large numbers of materials borrowed (circulation). Customers not only borrowed books, but they borrowed videos, music CDs, audiobooks, magazines and other materials. In fact, for the first time ever in our history, our customers borrowed over 6 million items in FY05. We have more customers than ever, and more than 47,000 new library cards were issued this past year for an overall customer increase of over 10 percent.

The community showed how valuable the MLS is by using our services so heavily. Did you know that in FY05 the MLS provided the equivalent of over \$130 million in dynamic services?

In FY05, the Metropolitan Library System provided the equivalent of over \$130 million in services to the citizens of Oklahoma County.

Material or Service	Amount	Approximate value	Total Value
Books	4,202,866	\$25	\$105,071,650
Periodicals	102,656	\$4	\$410,624
CDs	452,583	\$20	\$9,051,660
Audiocassette	188,659	\$10	\$1,886,590
Videos	870,469	\$20	\$17,409,380
Books-by-Mail	2,709	\$30	\$81,270
Book Center-Paperbacks	32,000	\$6	\$192,000
Library Programs (attendance)	163,417	\$7	\$1,143,919
Internet use (hours)	242,006	\$12	\$2,904,072
Reference (Ask a Librarian on-line)	5,818	\$5	\$29,090
Meeting room use (groups)	1,988	\$25	\$49,700
<b>Total</b>			<b>\$138,229,955</b>





In FY05, the MLS website was visited by more than half a million times, a 31% increase over FY04 visits.

[www.metrolibrary.org](http://www.metrolibrary.org)



In the world of continuing education, electronic learning is the wave of the future. This can be seen in the increased usage of our library computer services, in the number of times our customers visit the Internet, and in the varieties of multimedia formats they check out. The MLS has over 200 dedicated public use computers that provide such services to our customers as access to the online library catalog (CyberMARS), the Internet, e-mail, and database research engines.

### Summary of FY05

Population Served	680,815
Square Miles Served	709
Registered Borrowers	
Juvenile	148,000
Adults	382,000
New Library Cards issued	
Juvenile	13,788
Adults	33,679
Collection	1,098,546
Items Checked Out	6,080,000
Services	
Ask A Librarian	
Online Questions	5,818
Book reserves filled	976,870
Scheduled Internet sessions	242,006
Website visits	548,666
CyberMARS Usage	3,419,594
Database Usage	80,262
Program Attendance	163,417

# OUTREACH

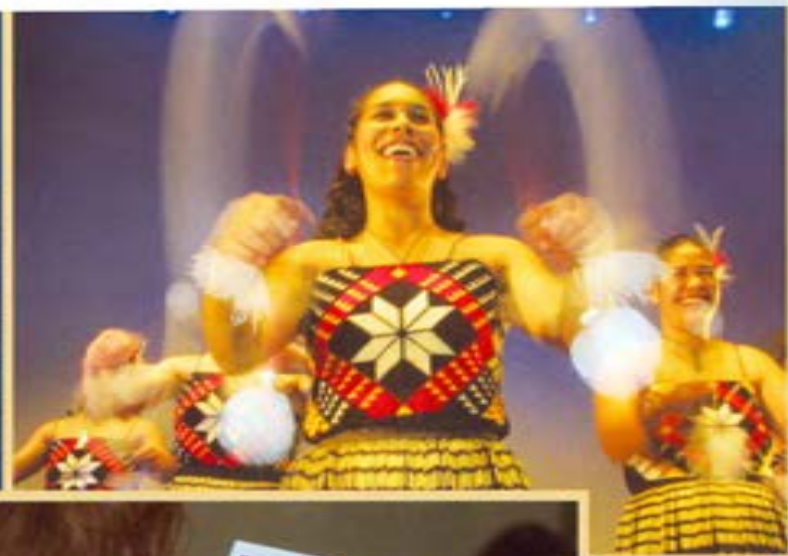
out • reach (out-rēch') n. Merriam Webster online defines outreach as: 1: the act of reaching out 2: the extent or limit of reach 3: the extending of services or assistance beyond current or usual limits.

In FY05, the MLS had a truly successful year hosting services and programs which reached out to a diverse group of people within Oklahoma County. It was a year when the MLS saw the highest number of attendance at library programs and events. The annual Summer at the Library children's program, Dragons, Dreams, and Daring Deeds, had a large number of enrollees. The teen Summer at the Library program, LOL!), had the highest enrollment ever recorded.

The MLS has something to offer people of all ages -- from Spring Fling to Teen Read Week to our annual Winter ReadFest (the successful Lifetime Reader's Society's two-month reading program designed to get seniors into the library as regular library customers). In the fall for the annual Our World series, MLS hosted the spectacular Kahurangi Maori Dance Theatre of New Zealand. Last Spring, Antonio Rocha delighted audiences at Spring Fling with his unique style of storytelling.

The MLS Books-by-Mail program, which provides books to homebound residents 65+, is in its 4th decade and still going strong. There are almost 150 Book Centers that provide paperback books to residents of assisted care centers and nursing homes.



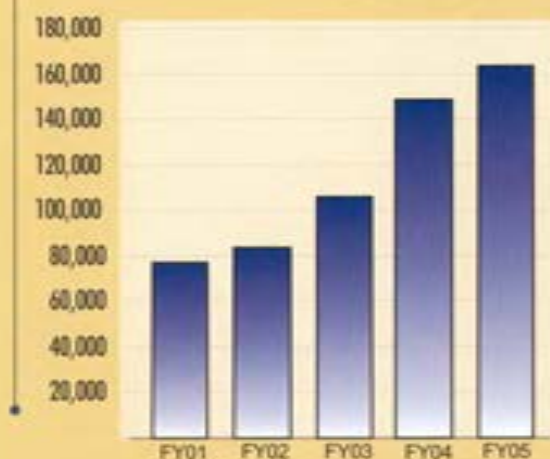


**P**eople sometimes tend to forget that their public library has more to offer than books. We also present a variety of events all year long. [And] when people come to the library for events they get a taste of all of our services and see everything we have that they can check out to enjoy at home.

*Donna Morris, Executive Director*



#### • Program Attendance





Mr. Juan Williams, Literary Voices

Community support and staff volunteerism were alive and well in FY05. Because of the grand opening of the Ronald J. Norrick Downtown Library, we had over 6,000 hours of volunteer time donated to the Book Passing alone. Including the book passing, community volunteers gave the equivalent hours of 19.5 full-time employees. Teen volunteers assisted with the summer reading program, while adult volunteers gave tours, helped with special events, and expanded some of the services provided by the library. MLS staff volunteered their personal time and/or resources to Books for Soldiers to support our troops, Warm Hands and Feet to help the Salvation Army, the Oklahoma Regional FoodBank food drive, Lee National Denim Day to benefit the Komen Foundation, and the Oklahoma Blood Institute's blood drive.

#### The Library Endowment Trust

In the spring, the Library Endowment Trust hosted the third annual Literary Voices™ author dinner. This past year, Mr. Juan Williams was the featured speaker at the Oklahoma City Golf and Country Club. The spectacular evening culminated with the Trust honoring Beth and Jim Tolbert with the Lee B. Brawner Lifetime Achievement Award. The following morning, Mr. Williams generously held a free presentation for local journalism students.

#### The Friends of the Metropolitan Library System

The Metropolitan Library System could not be as successful as it is without the help and support of the Friends of the Metropolitan Library System. This past year, the Friends donated over \$181,000 to the library. The majority of this money was raised at the annual Friends booksale, where over 1,000 library and community volunteers donated their time to this hugely popular event.

# LEADERSHIP



## *Metropolitan Library Commission*

Hugh Rice, Chairman - Oklahoma City  
Dr. Ann Caine, Vice Chairman - Oklahoma City  
David Greenwell, Disbursing Agent - Oklahoma City  
Donna Morris, Secretary (non-voting)  
Nancy Anthony - Oklahoma City  
Millicent Gillogly - Oklahoma City  
Carolyn Cornelius - Oklahoma City  
Scott Duncen - Oklahoma City  
Marguerite Ross - Oklahoma City  
Jose Jimenez - Oklahoma City  
Penny McCaleb - Oklahoma City  
Deanna Hannah - Bethany  
Cynthia Trent - Del City  
Greg Womack - Edmond  
Pamela Pung - Midwest City  
Alyne Strube - Choctaw  
Peggy Winters - Village  
Shirley Pritchett - Warr Acres

## *Ex-Officio Members of the MLS Commission:*

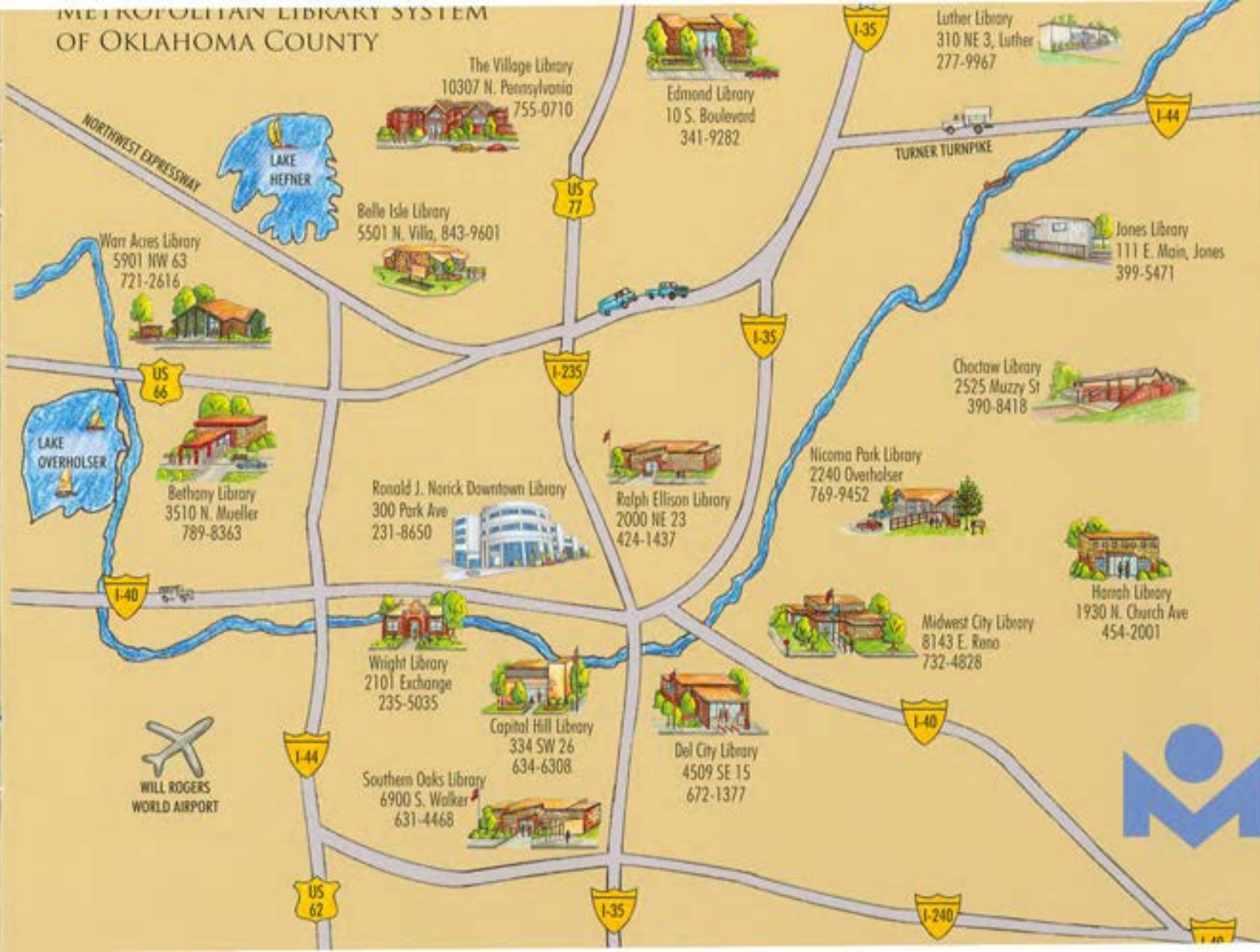
Mayor Nick Cornett - Oklahoma City  
Jim Roth - Oklahoma County Chairman,  
Board of County Commissioners





	FY05	FY04
<b>Revenues</b>		
Property Taxes	\$ 20,810,116.23	\$ 19,153,928.54
Fines, Fees, & Gifts, etc.	483,000.00	477,500.00
State Aid	318,121.00	345,260.00
Investment Income	150,984.34	140,966.45
Miscellaneous Revenues	369,638.14	144,785.73
<b>Total Revenues</b>	<b>\$ 22,131,859.71</b>	<b>\$ 20,262,440.72</b>
Beginning Fund Balance Forward	\$ 5,538,938.94	\$ 6,381,408.02
Reserves for future capital and other projects	\$ 10,252,348.34	\$ 9,214,770.96
<b>Total Revenues &amp; Balance Forward</b>	<b>\$ 37,923,146.99</b>	<b>\$ 35,858,619.70</b>
<b>Expenditures</b>		
Personnel	\$ 13,262,957.11	\$ 12,400,089.89
Maintenance & Operations	3,546,503.43	3,169,691.92
Books & Materials	3,085,156.28	2,953,533.26
Capital Outlays	161,946.57	128,031.06
Capital Improvements	2,104,266.25	1,415,986.29
<b>Total Expenditures</b>	<b>\$ 22,160,829.64</b>	<b>\$ 20,067,332.42</b>
Ending Fund Balance	\$ 4,899,336.01	\$ 5,538,938.94
Reserves for future capital and other projects	\$ 10,862,981.34	\$ 10,252,348.34
<b>Total Expenditures and Ending Balance</b>	<b>\$ 37,923,146.99</b>	<b>\$ 35,858,619.70</b>

# METROPOLITAN LIBRARY SYSTEM OF OKLAHOMA COUNTY





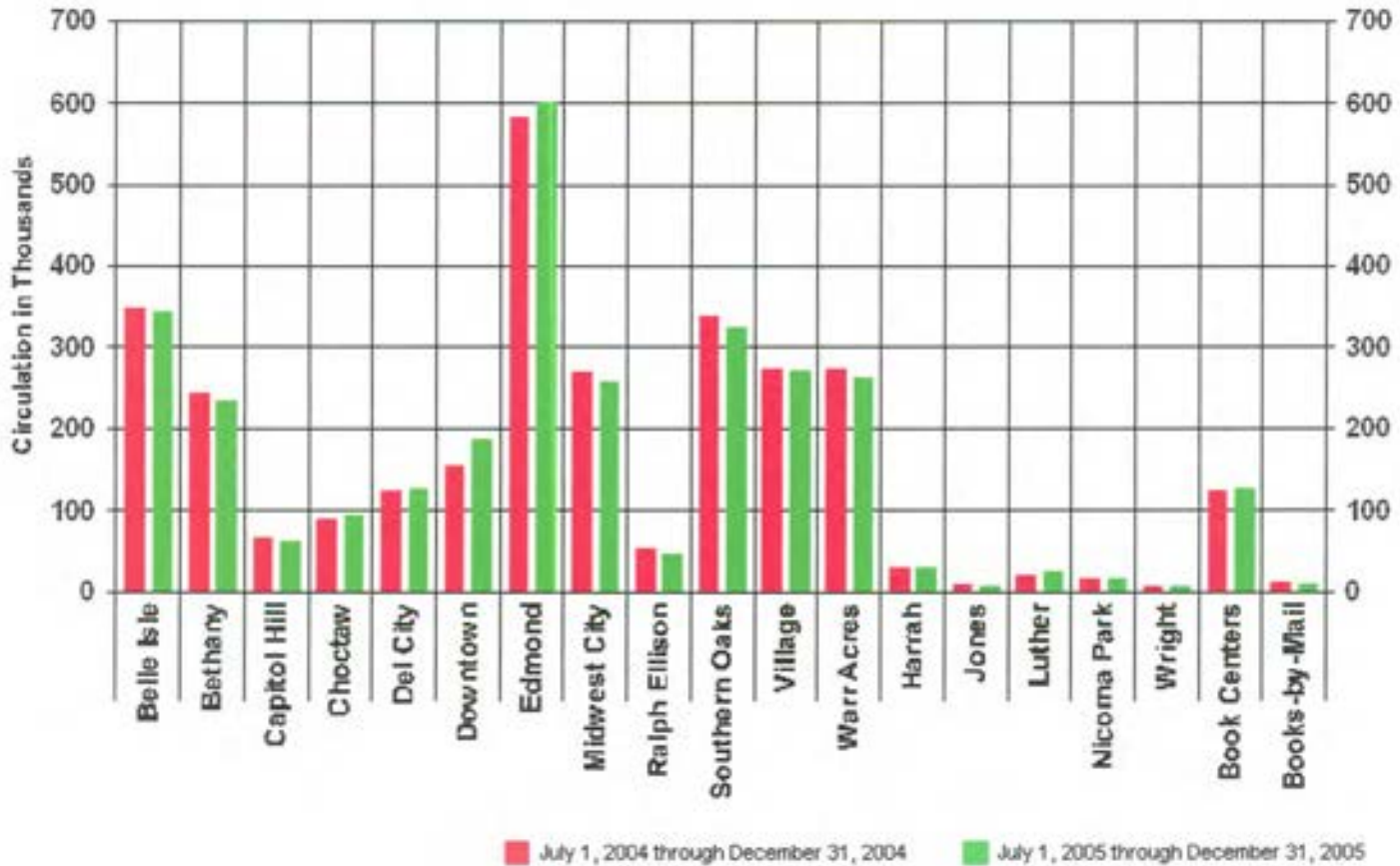
Metropolitan  
LIBRARY SYSTEM

300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650 • [www.metrolibrary.org](http://www.metrolibrary.org)



## **Circulation Gains and Losses**

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)



## Circulation Gains and Losses

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

DECEMBER 31, 2005		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	05	38976	265363	10536	80935	49512	346298	
	06	39149	262247	10829	81198	49978	343445	
		<b>173</b>	<b>-3116</b>	<b>293</b>	<b>263</b>	<b>466</b>	<b>-2853</b>	<b>-0.8</b>
BETHANY	05	25367	169774	8813	72792	34180	242566	
	06	25290	165086	9124	68772	34414	233858	
		<b>-77</b>	<b>-4688</b>	<b>311</b>	<b>-4020</b>	<b>234</b>	<b>-8708</b>	<b>-3.6</b>
CAPITOL HILL	05	7204	46988	2737	17934	9941	64922	
	06	7279	43199	3147	18059	10426	61258	
		<b>75</b>	<b>-3789</b>	<b>410</b>	<b>125</b>	<b>485</b>	<b>-3664</b>	<b>-5.6</b>
CHOCTAW	05	8423	55541	4543	32644	12966	88185	
	06	8620	58097	5188	34420	13808	92517	
		<b>197</b>	<b>2556</b>	<b>645</b>	<b>1776</b>	<b>842</b>	<b>4332</b>	<b>4.9</b>
DEL CITY	05	13506	87258	5448	36422	18954	123680	
	06	12588	89046	4875	36671	17463	125717	
		<b>-918</b>	<b>1788</b>	<b>-573</b>	<b>249</b>	<b>-1491</b>	<b>2037</b>	<b>1.6</b>
DOWNTOWN	05	21436	118300	6330	36195	27766	154495	
	06	20740	139530	5607	45362	26347	184892	
		<b>-696</b>	<b>21230</b>	<b>-723</b>	<b>9167</b>	<b>-1419</b>	<b>30397</b>	<b>19.7</b>
EDMOND	05	51005	336156	30772	245320	81777	581476	
	06	51724	353319	29454	246811	81178	600130	
		<b>719</b>	<b>17163</b>	<b>-1318</b>	<b>1491</b>	<b>-599</b>	<b>18654</b>	<b>3.2</b>
MIDWEST CITY	05	28883	196214	8781	73300	37664	269514	
	06	27673	185550	8728	71901	36401	257451	
		<b>-1210</b>	<b>-10664</b>	<b>-53</b>	<b>-1399</b>	<b>-1263</b>	<b>-12063</b>	<b>-4.5</b>
RALPH ELLISON	05	5463	40357	1537	11653	7000	52010	
	06	5192	33980	1456	9964	6648	43944	
		<b>-271</b>	<b>-6377</b>	<b>-81</b>	<b>-1689</b>	<b>-352</b>	<b>-8066</b>	<b>-15.5</b>
SOUTHERN OAKS	05	37226	253368	11673	85647	48899	339015	
	06	36072	238522	12065	85746	48137	324268	
		<b>-1154</b>	<b>-14846</b>	<b>392</b>	<b>99</b>	<b>-762</b>	<b>-14747</b>	<b>-4.3</b>
VILLAGE	05	28152	189490	11441	84839	39593	274329	
	06	26600	187245	11382	84944	37982	272189	
		<b>-1552</b>	<b>-2245</b>	<b>-59</b>	<b>105</b>	<b>-1611</b>	<b>-2140</b>	<b>-0.8</b>
WARR ACRES	05	27895	185112	11385	87806	39280	272918	
	06	25335	180798	10602	81856	35937	262654	
		<b>-2560</b>	<b>-4314</b>	<b>-783</b>	<b>-5950</b>	<b>-3343</b>	<b>-10264</b>	<b>-3.8</b>

## Circulation Gains and Losses

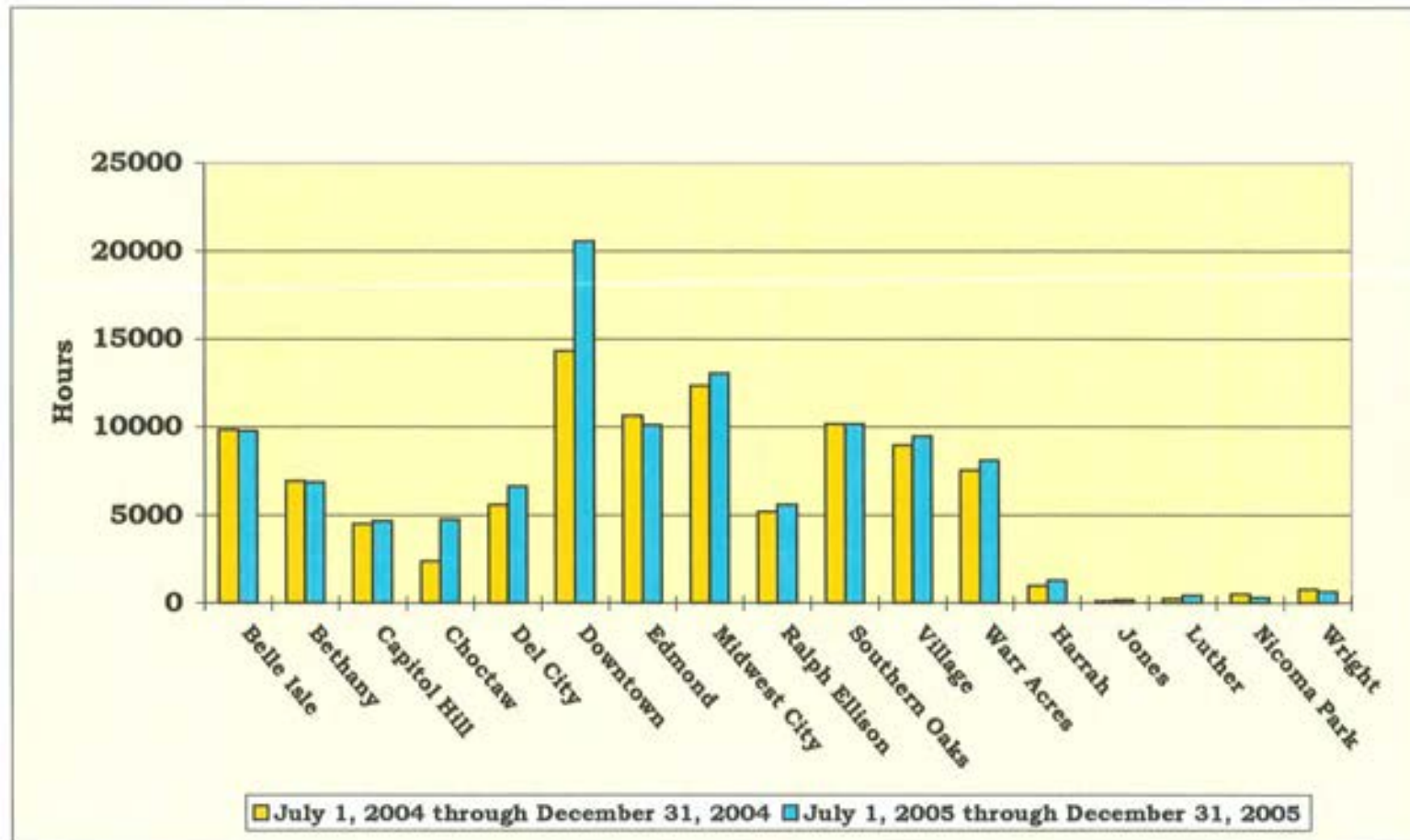
July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

DECEMBER 31, 2005		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	05	3498	21177	1284	8500	4782	29677	
	06	3076	20218	1252	8334	4328	28552	
		<b>-422</b>	<b>-959</b>	<b>-32</b>	<b>-166</b>	<b>-454</b>	<b>-1125</b>	<b>-3.8</b>
JONES	05	781	6036	230	1673	1011	7709	
	06	805	5340	132	1301	937	6641	
		<b>24</b>	<b>-696</b>	<b>-98</b>	<b>-372</b>	<b>-74</b>	<b>-1068</b>	<b>-13.9</b>
LUTHER	05	2019	14178	425	5208	2444	19386	
	06	2153	16573	681	7168	2834	23741	
		<b>134</b>	<b>2395</b>	<b>256</b>	<b>1960</b>	<b>390</b>	<b>4355</b>	<b>22.5</b>
NICOMA PARK	05	1621	10968	339	3109	1960	14077	
	06	1552	10917	264	3168	1816	14085	
		<b>-69</b>	<b>-51</b>	<b>-75</b>	<b>59</b>	<b>-144</b>	<b>8</b>	<b>.1</b>
WRIGHT	05	1063	5676	165	1109	1228	6785	
	06	818	4581	203	1066	1021	5647	
		<b>-245</b>	<b>-1095</b>	<b>38</b>	<b>-43</b>	<b>-207</b>	<b>-1138</b>	<b>-16.8</b>
<u>OTHER:</u>								
BOOK CENTERS	05	9183	55106	11493	69012	20676	124118	
	06	9416	56266	11652	70154	21068	126420	
		<b>233</b>	<b>1160</b>	<b>159</b>	<b>1142</b>	<b>392</b>	<b>2302</b>	<b>1.9</b>
BOOKS-BY-MAIL	05	1492	9417	0	0	1492	9417	
	06	1150	9093	0	0	1150	9093	
		<b>-342</b>	<b>-324</b>	<b>0</b>	<b>0</b>	<b>-342</b>	<b>-324</b>	<b>-3.4</b>
TOTALS	05	313193	2066479	127932	954098	441125	3020577	
	06	305232	2059607	126641	956895	431873	3016502	
		<b>-7961</b>	<b>-6872</b>	<b>-1291</b>	<b>2797</b>	<b>-9252</b>	<b>-4075</b>	<b>-.1</b>



## Total Internet Hours Used by Library

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)



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## Total Internet Usage

**July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	314		4,239		1,564.11		2,963		26,971		9,828.15	
	06	304		3,733		1,430.40		3,202		26,074		9,745.01	
		-10	-3.2	-506	-11.9	-133.71	-8.5	239	8.1	-897	-3.3	-83.14	-.8
BETHANY	05	178		2,486		1,067.49		1,793		16,459		6,961.79	
	06	174		2,413		1,039.14		2,025		16,622		6,906.23	
		-4	-2.2	-73	-2.9	-28.35	-2.7	232	12.9	163	1.0	-55.56	-.8
CAPITOL HILL	05	170		1,966		722.82		1,512		11,926		4,497.18	
	06	156		1,972		731.97		1,648		12,101		4,698.31	
		-14	-8.2	6	.3	9.15	1.3	136	9.0	175	1.5	201.13	4.5
CHOCTAW	05	84		1,202		450.56		815		6,524		2,387.65	
	06	93		1,792		803.13		1,074		11,352		4,777.08	
		9	10.7	590	49.1	352.57	78.3	259	31.8	4,828	74.0	2,389.43	100.1
DEL CITY	05	156		2,264		941.05		1,600		13,965		5,631.57	
	06	135		2,338		961.95		1,854		16,557		6,676.55	
		-21	-13.5	74	3.3	20.90	2.2	254	15.9	2,592	18.6	1,044.98	18.6
DOWNTOWN	05	420		7,428		2,905.40		2,822		37,217		14,315.61	
	06	349		6,970		3,021.07		4,032		48,882		20,573.53	
		-71	-16.9	-458	-6.2	115.67	4.0	1,210	42.9	11,665	31.3	6,257.92	43.7
EDMOND	05	320		4,689		1,661.11		3,326		29,918		10,627.36	
	06	332		4,318		1,523.22		3,596		28,746		10,090.27	
		12	3.8	-371	-7.9	-137.89	-8.3	270	8.1	-1,172	-3.9	-537.09	-5.1
MIDWEST CITY	05	320		4,941		1,886.15		3,740		33,278		12,340.06	
	06	368		5,183		1,957.92		4,327		35,658		13,026.29	
		48	15.0	242	4.9	71.77	3.8	587	15.7	2,380	7.2	686.23	5.6
RALPH ELLISON	05	214		2,409		844.75		1,843		14,991		5,218.47	
	06	200		2,243		775.11		1,960		15,701		5,616.20	
		-14	-6.5	-166	-6.9	-69.64	-8.2	117	6.3	710	4.7	397.73	7.6



## Total Internet Usage

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	340		3,893		1,492.88		3,502		25,818		10,146.37	
	06	379		4,066		1,602.89		3,795		25,847		10,137.42	
		<b>39</b>	<b>11.5</b>	<b>173</b>	<b>4.4</b>	<b>110.01</b>	<b>7.4</b>	<b>293</b>	<b>8.4</b>	<b>29</b>	<b>.1</b>	<b>-8.95</b>	<b>-1.1</b>
VILLAGE	05	300		3,999		1,438.36		3,074		24,744		8,931.86	
	06	267		3,702		1,394.28		3,314		25,446		9,458.46	
		<b>-33</b>	<b>-11.0</b>	<b>-297</b>	<b>-7.4</b>	<b>-44.08</b>	<b>-3.1</b>	<b>240</b>	<b>7.8</b>	<b>702</b>	<b>2.8</b>	<b>526.60</b>	<b>5.9</b>
WARR ACRES	05	254		3,128		1,115.05		2,417		20,838		7,498.84	
	06	244		3,262		1,238.95		2,608		21,698		8,066.48	
		<b>-10</b>	<b>-3.9</b>	<b>134</b>	<b>4.3</b>	<b>123.90</b>	<b>11.1</b>	<b>191</b>	<b>7.9</b>	<b>860</b>	<b>4.1</b>	<b>567.64</b>	<b>7.6</b>
HARRAH	05	23		363		168.94		287		2,300		982.85	
	06	18		344		195.25		283		2,437		1,276.46	
		<b>-5</b>	<b>-21.7</b>	<b>-19</b>	<b>-5.2</b>	<b>26.31</b>	<b>15.6</b>	<b>-4</b>	<b>-1.4</b>	<b>137</b>	<b>6.0</b>	<b>293.61</b>	<b>29.9</b>
JONES	05	6		48		24.84		33		216		102.12	
	06	6		67		36.88		43		318		170.11	
			<b>.0</b>	<b>19</b>	<b>39.6</b>	<b>12.04</b>	<b>48.5</b>	<b>10</b>	<b>30.3</b>	<b>102</b>	<b>47.2</b>	<b>67.99</b>	<b>66.6</b>
LUTHER	05	6		110		38.72		101		730		263.45	
	06	18		215		84.51		134		1,100		444.43	
		<b>12</b>	<b>200.0</b>	<b>105</b>	<b>95.5</b>	<b>45.79</b>	<b>118.3</b>	<b>33</b>	<b>32.7</b>	<b>370</b>	<b>50.7</b>	<b>180.98</b>	<b>68.7</b>
NICOMA PARK	05	5		131		85.75		75		889		504.67	
	06	1		85		38.29		84		627		304.82	
		<b>-4</b>	<b>-80.0</b>	<b>-46</b>	<b>-35.1</b>	<b>-47.46</b>	<b>-55.3</b>	<b>9</b>	<b>12.0</b>	<b>-262</b>	<b>-29.5</b>	<b>-199.85</b>	<b>-39.6</b>
WRIGHT	05	11		336		145.48		94		2,035		773.37	
	06	6		276		115.50		97		1,670		666.24	
		<b>-5</b>	<b>-45.5</b>	<b>-60</b>	<b>-17.9</b>	<b>-29.98</b>	<b>-20.6</b>	<b>3</b>	<b>3.2</b>	<b>-365</b>	<b>-17.9</b>	<b>-107.13</b>	<b>-13.9</b>
TOTAL	05	3,121		43,632		16,553.46		29,997		268,819		101,011.37	
	06	3,050		42,979		16,950.46		34,076		290,836		112,633.89	
		<b>-71</b>	<b>-2.3</b>	<b>-653</b>	<b>-1.5</b>	<b>397.00</b>	<b>2.4</b>	<b>4,079</b>	<b>13.6</b>	<b>22,017</b>	<b>8.2</b>	<b>11,622.52</b>	<b>11.5</b>

## Internet Usage by Adult Customers

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	252		3,500		1,325.43		2,420		22,433		8,348.28	
	06	149		2,647		1,056.45		2,058		19,656		7,659.81	
		-103	-40.9	-853	-24.4	-268.98	-20.3	-362	-15.0	-2,777	-12.4	-688.47	-8.2
BETHANY	05	143		2,183		981.77		1,498		14,594		6,364.24	
	06	56		1,580		713.41		1,212		12,462		5,409.04	
		-87	-60.8	-603	-27.6	-268.36	-27.3	-286	-19.1	-2,132	-14.6	-955.20	-15.0
CAPITOL HILL	05	87		1,224		487.80		937		8,215		3,318.87	
	06	53		971		377.58		836		7,163		2,969.20	
		-34	-39.1	-253	-20.7	-110.22	-22.6	-101	-10.8	-1,052	-12.8	-349.67	-10.5
CHOCTAW	05	62		829		315.58		576		4,762		1,795.06	
	06	24		753		327.94		531		5,920		2,385.31	
		-38	-61.3	-76	-9.2	12.36	3.9	-45	-7.8	1,158	24.3	590.25	32.9
DEL CITY	05	114		1,919		840.37		1,233		11,790		4,950.03	
	06	73		1,658		698.80		1,267		12,708		5,261.01	
		-41	-36.0	-261	-13.6	-141.57	-16.8	34	2.8	918	7.8	310.98	6.3
DOWNTOWN	05	331		6,432		2,593.76		2,360		32,166		12,784.00	
	06	216		5,605		2,519.56		2,884		40,480		17,707.48	
		-115	-34.7	-827	-12.9	-74.20	-2.9	524	22.2	8,314	25.8	4,923.48	38.5
EDMOND	05	264		4,084		1,484.64		2,693		25,628		9,285.73	
	06	148		3,091		1,112.77		2,227		22,274		8,014.46	
		-116	-43.9	-993	-24.3	-371.87	-25.0	-466	-17.3	-3,354	-13.1	-1,271.27	-13.7
MIDWEST CITY	05	232		4,254		1,685.34		2,957		28,618		10,900.68	
	06	155		3,109		1,224.89		2,542		24,167		9,097.91	
		-77	-33.2	-1,145	-26.9	-460.45	-27.3	-415	-14.0	-4,451	-15.6	-1,802.77	-16.5
RALPH ELLISON	05	133		1,703		630.28		1,344		10,716		3,864.35	
	06	139		1,660		592.74		1,405		11,224		4,169.13	
		6	4.5	-43	-2.5	-37.54	-6.0	61	4.5	508	4.7	304.78	7.9

## Internet Usage by Adult Customers

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	253		2,958		1,191.58		2,676		20,170		8,334.32	
	06	148		2,344		985.52		2,182		16,990		7,015.33	
		-105	-41.5	-614	-20.8	-206.06	-17.3	-494	-18.5	-3,180	-15.8	-1,318.99	-15.8
VILLAGE	05	227		3,321		1,227.60		2,484		21,402		7,952.17	
	06	121		2,353		910.50		2,154		18,304		6,934.00	
		-106	-46.7	-968	-29.1	-317.10	-25.8	-330	-13.3	-3,098	-14.5	-1,018.17	-12.8
WARR ACRES	05	189		2,747		1,011.21		1,989		18,300		6,796.21	
	06	102		1,993		769.50		1,594		15,201		5,882.08	
		-87	-46.0	-754	-27.4	-241.71	-23.9	-395	-19.9	-3,099	-16.9	-914.13	-13.5
HARRAH	05	16		265		139.56		211		1,632		746.51	
	06	6		245		135.34		168		1,864		954.89	
		-10	-62.5	-20	-7.5	-4.22	-3.0	-43	-20.4	232	14.2	208.38	27.9
JONES	05	5		44		24.46		22		156		82.02	
	06	1		28		13.07		22		199		100.32	
		-4	-80.0	-16	-36.4	-11.39	-46.6		.0	43	27.6	18.30	22.3
LUTHER	05	2		65		26.18		51		470		185.21	
	06	5		82		37.23		62		523		261.81	
		3	150.0	17	26.2	11.05	42.2	11	21.6	53	11.3	76.60	41.4
NICOMA PARK	05	2		98		70.81		45		590		370.76	
	06	1		50		22.05		44		325		159.78	
		-1	-50.0	-48	-49.0	-48.76	-68.9	-1	-2.2	-265	-44.9	-210.98	-56.9
WRIGHT	05	10		280		113.75		72		1,802		651.30	
	06	2		180		67.44		60		1,339		483.27	
		-8	-80.0	-100	-35.7	-46.31	-40.7	-12	-16.7	-463	-25.7	-168.03	-25.8
TOTAL	05	2,322		35,906		14,150.12		23,568		223,444		86,729.74	
	06	1,399		28,349		11,564.79		21,248		210,799		84,464.83	
		-923	-39.8	-7,557	-21.0	-2,585.33	-18.3	-2,320	-9.8	-12,645	-5.7	-2,264.91	-2.6



## Internet Usage by Minor Customers

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	62		739		238.68		543		4,538		1,479.87	
	06	155		1,086		373.95		1,144		6,418		2,085.20	
		<b>93</b>	<b>150.0</b>	<b>347</b>	<b>47.0</b>	<b>135.27</b>	<b>56.7</b>	<b>601</b>	<b>110.7</b>	<b>1,880</b>	<b>41.4</b>	<b>605.33</b>	<b>40.9</b>
BETHANY	05	35		303		85.72		295		1,865		597.55	
	06	118		833		325.73		813		4,160		1,497.19	
		<b>83</b>	<b>237.1</b>	<b>530</b>	<b>174.9</b>	<b>240.01</b>	<b>280.0</b>	<b>518</b>	<b>175.6</b>	<b>2,295</b>	<b>123.1</b>	<b>899.64</b>	<b>150.6</b>
CAPITOL HILL	05	83		742		235.02		575		3,711		1,178.31	
	06	103		1,001		354.39		812		4,938		1,729.11	
		<b>20</b>	<b>24.1</b>	<b>259</b>	<b>34.9</b>	<b>119.37</b>	<b>50.8</b>	<b>237</b>	<b>41.2</b>	<b>1,227</b>	<b>33.1</b>	<b>550.80</b>	<b>46.7</b>
CHOCTAW	05	22		373		134.98		239		1,762		592.59	
	06	69		1,039		475.19		543		5,432		2,391.77	
		<b>47</b>	<b>213.6</b>	<b>666</b>	<b>178.6</b>	<b>340.21</b>	<b>252.0</b>	<b>304</b>	<b>127.2</b>	<b>3,670</b>	<b>208.3</b>	<b>1,799.18</b>	<b>303.6</b>
DEL CITY	05	42		345		100.68		367		2,175		681.54	
	06	62		680		263.15		587		3,849		1,415.54	
		<b>20</b>	<b>47.6</b>	<b>335</b>	<b>97.1</b>	<b>162.47</b>	<b>161.4</b>	<b>220</b>	<b>59.9</b>	<b>1,674</b>	<b>77.0</b>	<b>734.00</b>	<b>107.7</b>
DOWNTOWN	05	89		996		311.64		462		5,051		1,531.61	
	06	133		1,365		501.51		1,148		8,402		2,866.05	
		<b>44</b>	<b>49.4</b>	<b>369</b>	<b>37.0</b>	<b>189.87</b>	<b>60.9</b>	<b>686</b>	<b>148.5</b>	<b>3,351</b>	<b>66.3</b>	<b>1,334.44</b>	<b>87.1</b>
EDMOND	05	56		605		176.47		633		4,290		1,341.63	
	06	184		1,227		410.45		1,369		6,472		2,075.81	
		<b>128</b>	<b>228.6</b>	<b>622</b>	<b>102.8</b>	<b>233.98</b>	<b>132.6</b>	<b>736</b>	<b>116.3</b>	<b>2,182</b>	<b>50.9</b>	<b>734.18</b>	<b>54.7</b>
MIDWEST CITY	05	88		687		200.81		783		4,660		1,439.38	
	06	213		2,074		733.03		1,785		11,491		3,928.38	
		<b>125</b>	<b>142.0</b>	<b>1,387</b>	<b>201.9</b>	<b>532.22</b>	<b>265.0</b>	<b>1,002</b>	<b>128.0</b>	<b>6,831</b>	<b>146.6</b>	<b>2,489.00</b>	<b>172.9</b>
RALPH ELLISON	05	81		706		214.47		499		4,275		1,354.12	
	06	61		583		182.37		555		4,477		1,447.07	
		<b>-20</b>	<b>-24.7</b>	<b>-123</b>	<b>-17.4</b>	<b>-32.10</b>	<b>-15.0</b>	<b>56</b>	<b>11.2</b>	<b>202</b>	<b>4.7</b>	<b>92.95</b>	<b>6.9</b>

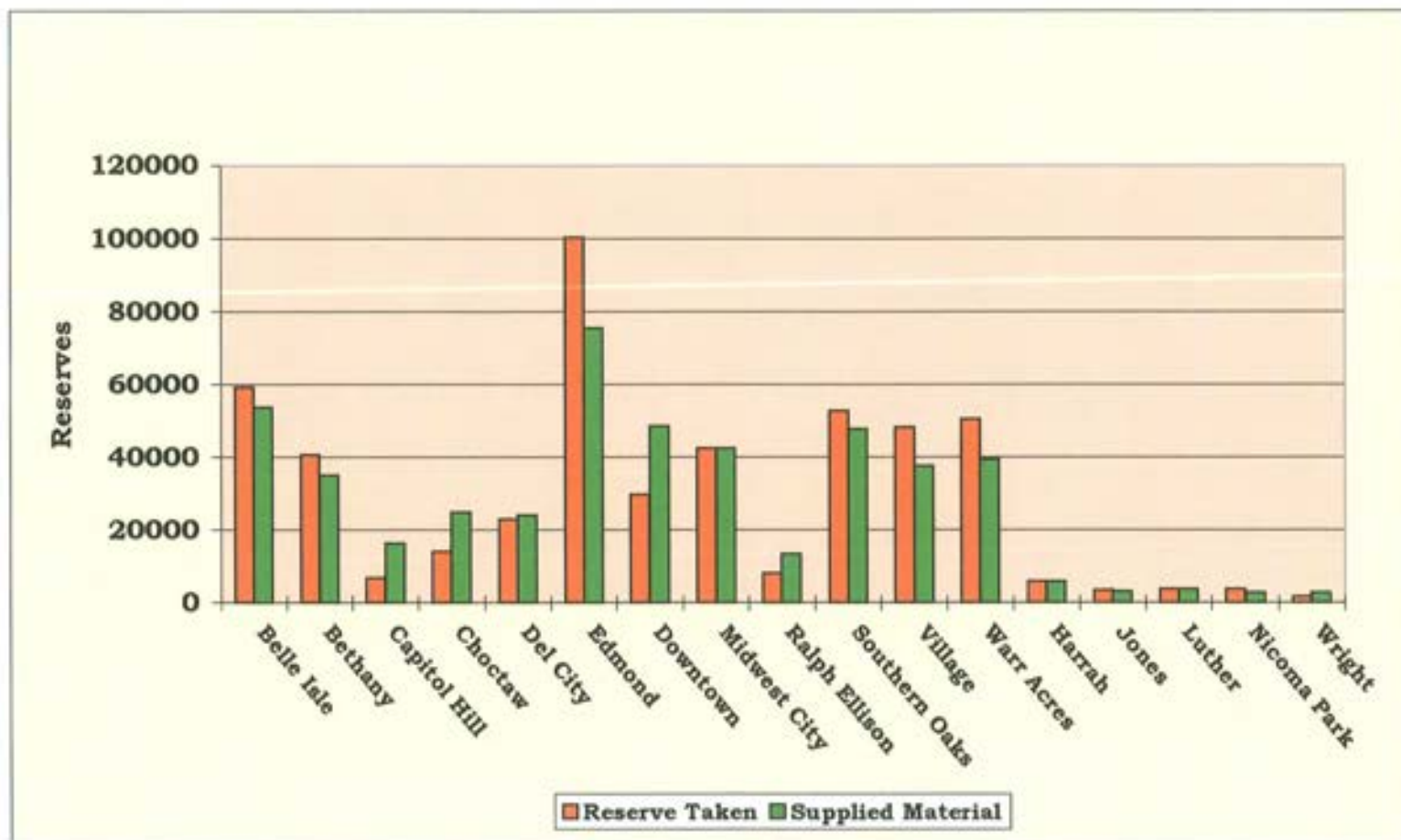
## Internet Usage by Minor Customers

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	87		935		301.30		826		5,648		1,812.05	
	06	231		1,722		617.37		1,613		8,857		3,122.09	
		<b>144</b>	<b>165.5</b>	<b>787</b>	<b>84.2</b>	<b>316.07</b>	<b>104.9</b>	<b>787</b>	<b>95.3</b>	<b>3,209</b>	<b>56.8</b>	<b>1,310.04</b>	<b>72.3</b>
VILLAGE	05	73		678		210.76		590		3,342		979.69	
	06	146		1,349		483.78		1,160		7,142		2,524.46	
		<b>73</b>	<b>100.0</b>	<b>671</b>	<b>99.0</b>	<b>273.02</b>	<b>129.5</b>	<b>570</b>	<b>96.6</b>	<b>3,800</b>	<b>113.7</b>	<b>1,544.77</b>	<b>157.7</b>
WARR ACRES	05	65		381		103.84		428		2,538		702.63	
	06	142		1,269		469.45		1,014		6,497		2,184.40	
		<b>77</b>	<b>118.5</b>	<b>888</b>	<b>233.1</b>	<b>365.61</b>	<b>352.1</b>	<b>586</b>	<b>136.9</b>	<b>3,959</b>	<b>156.0</b>	<b>1,481.77</b>	<b>210.9</b>
HARRAH	05	7		98		29.38		76		668		236.34	
	06	12		99		59.91		115		573		321.57	
		<b>5</b>	<b>71.4</b>	<b>1</b>	<b>1.0</b>	<b>30.53</b>	<b>103.9</b>	<b>39</b>	<b>51.3</b>	<b>-95</b>	<b>-14.2</b>	<b>85.23</b>	<b>36.1</b>
JONES	05	1		4		.38		11		60		20.10	
	06	5		39		23.81		21		119		69.79	
		<b>4</b>	<b>400.0</b>	<b>35</b>	<b>875.0</b>	<b>23.43</b>	<b>6165.8</b>	<b>10</b>	<b>90.9</b>	<b>59</b>	<b>98.3</b>	<b>49.69</b>	<b>247.2</b>
LUTHER	05	4		45		12.54		50		260		78.24	
	06	13		133		47.28		72		577		182.62	
		<b>9</b>	<b>225.0</b>	<b>88</b>	<b>195.6</b>	<b>34.74</b>	<b>277.0</b>	<b>22</b>	<b>44.0</b>	<b>317</b>	<b>121.9</b>	<b>104.38</b>	<b>133.4</b>
NICOMA PARK	05	3		33		14.94		30		299		133.91	
	06			35		16.24		40		302		145.04	
		<b>-3</b>	<b>-100.0</b>	<b>2</b>	<b>6.1</b>	<b>1.30</b>	<b>8.7</b>	<b>10</b>	<b>33.3</b>	<b>3</b>	<b>1.0</b>	<b>11.13</b>	<b>8.3</b>
WRIGHT	05	1		56		31.73		22		233		122.07	
	06	4		96		48.06		37		331		182.97	
		<b>3</b>	<b>300.0</b>	<b>40</b>	<b>71.4</b>	<b>16.33</b>	<b>51.5</b>	<b>15</b>	<b>68.2</b>	<b>98</b>	<b>42.1</b>	<b>60.90</b>	<b>49.9</b>
TOTAL	05	799		7,726		2,403.34		6,429		45,375		14,281.63	
	06	1,651		14,630		5,385.67		12,828		80,037		28,169.06	
		<b>852</b>	<b>106.6</b>	<b>6,904</b>	<b>89.4</b>	<b>2,982.33</b>	<b>124.1</b>	<b>6,399</b>	<b>99.5</b>	<b>34,662</b>	<b>76.4</b>	<b>13,887.43</b>	<b>97.2</b>

## System Reserve Report

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)





## System Reserve Report

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)



## System Reserves Report

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	05	8,608	61,900		8,437	59,815	
	06	8,139	59,292		8,096	56,941	
		<b>-469</b>	<b>-2,608</b>	<b>-4.2</b>	<b>-341</b>	<b>-2,874</b>	<b>-4.8</b>
BETHANY	05	6,570	45,527		6,326	43,644	
	06	5,651	40,661		5,592	39,070	
		<b>-919</b>	<b>-4,866</b>	<b>-10.7</b>	<b>-734</b>	<b>-4,574</b>	<b>-10.5</b>
CAPITOL HILL	05	1,599	9,318		1,468	8,886	
	06	1,022	6,859		1,016	6,672	
		<b>-577</b>	<b>-2,459</b>	<b>-26.4</b>	<b>-452</b>	<b>-2,214</b>	<b>-24.9</b>
CHOCTAW	05	2,282	15,944		2,285	15,219	
	06	1,911	14,139		1,908	13,642	
		<b>-371</b>	<b>-1,805</b>	<b>-11.3</b>	<b>-377</b>	<b>-1,577</b>	<b>-10.4</b>
DEL CITY	05	3,145	22,390		3,113	21,814	
	06	2,965	22,906		2,968	22,084	
		<b>-180</b>	<b>516</b>	<b>2.3</b>	<b>-145</b>	<b>270</b>	<b>1.2</b>
EDMOND	05	13,116	95,443		13,193	92,350	
	06	13,841	100,223		13,416	96,516	
		<b>725</b>	<b>4,780</b>	<b>5.0</b>	<b>223</b>	<b>4,166</b>	<b>4.5</b>
DOWNTOWN	05	4,373	23,356		4,155	21,344	
	06	3,846	29,659		3,770	27,915	
		<b>-527</b>	<b>6,303</b>	<b>27.0</b>	<b>-385</b>	<b>6,571</b>	<b>30.8</b>
MIDWEST CITY	05	6,234	44,281		6,183	42,553	
	06	5,990	42,375		5,918	40,330	
		<b>-244</b>	<b>-1,906</b>	<b>-4.3</b>	<b>-265</b>	<b>-2,223</b>	<b>-5.2</b>
RALPH ELLISON	05	1,210	8,851		1,246	8,608	
	06	1,187	8,177		1,212	7,904	
		<b>-23</b>	<b>-674</b>	<b>-7.6</b>	<b>-34</b>	<b>-704</b>	<b>-8.2</b>
SOUTHERN OAKS	05	7,745	55,573		7,507	53,083	
	06	6,900	52,792		6,838	50,418	
		<b>-845</b>	<b>-2,781</b>	<b>-5.0</b>	<b>-669</b>	<b>-2,665</b>	<b>-5.0</b>
VILLAGE	05	7,055	49,716		6,928	47,943	
	06	6,384	48,308		6,362	45,987	
		<b>-671</b>	<b>-1,408</b>	<b>-2.8</b>	<b>-566</b>	<b>-1,956</b>	<b>-4.1</b>
WARR ACRES	05	6,699	48,918		6,716	47,210	
	06	6,314	50,472		6,456	48,735	
		<b>-385</b>	<b>1,554</b>	<b>3.2</b>	<b>-260</b>	<b>1,525</b>	<b>3.2</b>

## System Reserves Report

July 1, 2005 through December 31, 2005 (50.00% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	1,119	6,491		1,084	6,222	
	06	619	5,813		738	5,728	
		<b>-500</b>	<b>-678</b>	<b>-10.4</b>	<b>-346</b>	<b>-494</b>	<b>-7.9</b>
JONES	05	498	3,815		493	3,741	
	06	374	3,422		368	3,469	
		<b>-124</b>	<b>-393</b>	<b>-10.3</b>	<b>-125</b>	<b>-272</b>	<b>-7.3</b>
LUTHER	05	354	3,093		433	2,980	
	06	441	3,793		498	3,624	
		<b>87</b>	<b>700</b>	<b>22.6</b>	<b>65</b>	<b>644</b>	<b>21.6</b>
NICOMA PARK	05	614	3,649		574	3,617	
	06	346	3,719		462	3,745	
		<b>-268</b>	<b>70</b>	<b>1.9</b>	<b>-112</b>	<b>128</b>	<b>3.5</b>
WRIGHT	05	420	2,661		428	2,598	
	06	246	1,615		239	1,567	
		<b>-174</b>	<b>-1,046</b>	<b>-39.3</b>	<b>-189</b>	<b>-1,031</b>	<b>-39.7</b>
BOOKS-BY-MAIL	05	447	2,814		425	2,715	
	06	437	3,219		481	3,181	
		<b>-10</b>	<b>405</b>	<b>14.4</b>	<b>56</b>	<b>466</b>	<b>17.2</b>
TOTAL	05	72,088	503,755		70,994	484,358	
	06	66,613	497,452		66,338	477,537	
		<b>-5,475</b>	<b>-6,303</b>	<b>-1.3</b>	<b>-4,656</b>	<b>-6,821</b>	<b>-1.4</b>



## **EXECUTIVE DIRECTOR'S REPORT**

**JANUARY 2006**

### **MORE LIBRARY MANAGER CHANGES**

A domino effect has taken place with the appointment of Mary Patton as the provisional library manager at Downtown. Filling Mary's place at Warr Acres is Barbara Beasley (formerly at Bethany); taking over at Bethany is Katrina Prince (Del City) and filling Katrina's shoes at Del City is Melissa Weathers, formerly librarian at Midwest City. These appointments are for six months and after that period of time; the provisional manager can go back to their previous location or apply for the position on a permanent basis.

### **MLS CO-SPONSOR OF MARIACHI FESTIVAL**

We are pleased to be a partner with the Junior League of Oklahoma City, the Latino Community Development Agency, The Oklahoma City Philharmonic, and the Oklahoma City Museum of Art in the upcoming Mariachi Festival to be held January 26-29. The Ronald J. Norick Downtown Library will be hosting the Mariachi Workshops on Friday January 27 and Saturday January 28<sup>th</sup>. For more information on all the events, contact MLS's Outreach Department.

### **SURVEY UNDERWAY FOR METRO LIBRARY MAGAZINE**

The MLS Planning Department has launched a readership survey regarding our Metro Library Magazine. In the January 2006 issue, readers will find a postcard with a short survey that will help us gauge the interests and demographics of magazine readers. The results will help us improve the magazine in the upcoming months.

### **JIM ROTH RE-ELECTED CHAIR OF COUNTY COMMISSIONERS**

I am pleased to announce that Jim Roth has been re-elected as chair of the Oklahoma County Commissioners. In that role, he will continue to serve as an ex-officio voting member of the Metropolitan Library Commission.

### **STACY SHRANK RECEIVES AWARD**

We were very excited to learn that Stacy Shrank, our Employee Development Coordinator, was awarded the Member of the Year award from the local chapter of the American Society for Training and Development, which is the professional association related to employee training and development. Stacy does an outstanding job in our Planning Department managing the Library System's excellent training programs. Congratulations, Stacy!

### **ALA MID-WINTER**

Denyvetta Davis and I will be attending the annual mid-winter conference of the American Library Association in San Antonio, Texas from January 20 - 25.

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Leadership OKC Class
- Attended Rotary 29 Club Meetings
- Attended OLA Planning Committee
- Attended OLA Program Committee/Executive Board Meeting
- Will be attending ALA Mid-Winter Conference in San Antonio

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

### ***LIFETIME READER'S SOCIETY WINTER READFEST (AGES 55 & OLDER)***

**February 1 – March 31**, All 17 Metropolitan Library System Libraries, 606-3835

If you are 55 or older, go to your favorite branch library, join the Winter ReadFest and read for fun and prizes. Receive a sign up gift when you enroll, read four books or listen to four books on tape and be eligible for prize drawings. Begins 02-01-06 and ends 03-31-06. Call 606-3835 for information.

### ***RUSSIAN SCHOLAR LEADS BOOK DISCUSSION***

**February 5**, 2:00–3:30 p.m., Downtown Library

Dr. Aleksandr Timofeev, a Russian scholar, is visiting the U.S. for several months and will speak and lead a discussion on the book, *Generations of Winter* by Vassily Aksyonov. This is a unique opportunity to explore the Russian experience in our world. Some copies of the book will be available for readers to check out. Contact Darlene Browers at 606-3878 for more information. Reception following. Co-Sponsors: OSU Dept of Foreign Languages and Oklahoma Humanities Council.

### ***SECRET MESSAGES IN QUILTS: FREEDOM***

**February 5**, 2-3:30 p.m. – Belle Isle Library

Mark Black History month with Beverly Kirk, a quilt teacher and historian, as she invites you to join her in a lecture and exhibit that explores the possibility of secret freedom codes stitched into quilts during the time of slavery and the Civil War era. In a popular book written by Jacqueline Tobin, *Hidden in Plain View*, she states certain quilt blocks were used as code to guide slaves escaping to freedom. McDaniel Williams recalled that 10 quilts were used to direct the slaves. They were hung on fences, doors of cabins, or just left on a line to air out while signaling the next step along the line. Beverly displays a beautiful sampler quilt containing fifteen blocks called the Underground Railroad quilt during her lecture. This will be an interesting event for anyone interested in American folk art, the quilting craft, or black history.

### ***HEALTH FAIR, WITH OKC NORTHEAST LION'S CLUB***

**February 11**, 9 a.m.-4 p.m., Ralph Ellison Library

The Oklahoma Lion's Mobile Health Screening Unit will provide hearing, visual acuity, glaucoma, blood pressure, blood sugar, and bone density testing. Allow at least 30 minutes to complete all tests. Fasting for the previous 12 hours required for accurate testing—only water, black coffee, plain tea. Registration taken by Lion's club volunteers at the library. No telephone registration.

### ***GEORGE WASHINGTON AT WAR (ADULTS & TEENS)***

**February 21**, 6:30 – 7:30 p.m., Bethany Library

In honor of President's Day and George Washington's Birthday, speaker Joe McFadden will present George Washington and highlights of the revolutionary war. Cake and tea will be served after the program.