

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, March 16, 2006, 3:30 p.m.  
Choctaw Library  
2525 Muzzy  
Choctaw, OK 73020  
(Telephone: 390-8418)

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

Hugh Rice, Chair

## **3:30 – 3:45 pm INTRODUCTIONS**

- Document #72 – 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 (#73 - #75)**

- Document #73 – Approval of Minutes of February 16, 2006 Meeting
- Document #74 – Acceptance of Review of Expenditures for February 2006
- Document #75 - Approval of Contract Awards and Purchases
  - Item A: Purchase of Charles Alan Furniture
  - Item B: Printing of Summer Reading Material

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

- Document #76 – Discussion, Consideration, and Possible Action: Report and Recommendation – Long-Range Planning Committee, March 7, 2006 – Penny McCaleb, Chair

## **4:10 – 4:15 pm NEW BUSINESS**

- Document #77 – Discussion, Consideration, and Possible Action: Real Estate Purchase Agreement – Service Center Property

## **4:15 – 4:20 pm SPECIAL PRESENTATIONS**

- *Friends of the Metropolitan Library System's 2006 Booksale update* – Kenny Wilkerson, Booksale Co-Chair

## **4:20 – 4:30 pm INFORMATION REPORTS**

- Document #78 – MLS February 2006 Circulation Report
- Document #79 – MLS February 2006 Internet Usage Report
- Document #80 – MLS February 2006 System Reserve Report
- Document #81 – Public Officials' and Employee's Liability Insurance Exclusions

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

## **4:30 – 4:45 pm COMMISSION CHAIR'S REPORT**

- MLC 2006 Standing Committee Assignments

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

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

Thursday, April 20, 2006  
Ralph Ellison Library, 2000 NE 23rd., Oklahoma City, OK 73111

## **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 March 2006:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Darcus D. Smith, Librarian, Belle Isle Library	20
Kimberly L. Wade, Circulation Clerk, Bethany Library	20
Vincent D. Armijo, Page, Village Library	5
Kathy S. Marquis, Librarian, Belle Isle Library	5



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: Caine, Cornelius, Duncan, Gillogly, Hannah, McCaleb, Pung, Ross, Roth, Winters, Rice (Arrived: Anthony ~ 3:36 p.m.; Pritchett ~ 3:37 p.m.)

II. Mr. Rice introduced Mrs. LaVetta Dent, Manager of the Village Library.

Mrs. Dent welcomed the Commission to the Village Library.

Mr. Rice introduced Mayor Stan Alexander, City of the Village.

Mayor Alexander welcomed the Commission to the City of the Village.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificates for February 2006 to Kathryn M. Dunn, Circulation Clerk, Village Library, 5 years of service and Darlene S. Browsers, Librarian, Downtown Library, 10 years of service.

IV. Mr. Rice called for public comments. (Nine *Citizens Request to Speak* forms are attached.) Each speaker was allotted one minute and thirty seconds to address the Commission.

V. Mr. Rice presented the Consent Docket (Document #65 – Approval of Minutes of January 19, 2006, Meeting; Document #66 – Acceptance of Review of Expenditures for January 2006; Document #67 – Approval of Contract Awards and Purchases).

**Dr. Ann Caine moved to accept the Consent Docket. Ms. Marguerite Ross seconded. Mr. Rice called for discussion.**

**Mrs. Nancy Anthony referred to Item A: Purchase of Charles Alan Furniture and asked if the cost is the standard cost the library system pays for furniture. Mrs. Morris stated the chairs are the same brand of chairs that are at the Downtown Library and several other libraries. She added the Charles Alan chairs are of good quality and will last a considerable period of time. Discussion followed.**

**Mrs. Anthony referred to Item B: Renewal of Public Officials' and Employee's Liability Insurance and inquired about the exclusions of the policy. Mr. Lloyd Lovely, Deputy Executive Director/ Finance & Support stated the cost is the same as last year, but he did not have a list of the exclusions with him. Mr. Rice asked Mr. Lovely to contact Mr. Steve Payne of CL Frates to establish the renewal date and if the coverage will continue if no action is taken today.**

**Mr. Rice suggested tabling the Consent Docket until Mr. Lovely returns with the information needed to proceed.**

VI. Mr. Rice referred to Document #68 – Discussion, Consideration, and Possible Action: Report and Recommendation – Special Committee meeting, January 31, 2006 ~ Scott Duncan, Chair.

Mr. Duncan stated the Committee's charge was not to censor, exclude, or in any way remove materials, but rather try to create a resource that could be helpful to parents and guardians in bringing certain subjects to their children as they thought it was the time and the proper manner to do so. Mr. Duncan asked if any other Committee members would like to comment.

Mrs. Anthony expanded on Mr. Duncan's comments and stated even though some members had not been in favor of the resolution, the charge was to try and implement it in a way that would take the library forward. She emphasized the Committee tried to make this positive for the library and to establish a positive approach for dealing with issues in the community that



are some times controversial. She stated if the library does not have both sides of a subject than it would not be doing its job. The library, by definition and by charge, is always going to be in the middle of controversial subjects. It's important to note there are some policies that are fundamental to the library that are still in place and have not been changed. Every book in the library is still available to anyone who comes in the door. The Committee had to come to a compromise. There were people on both sides of the issue who have very extreme points of view and felt strongly about them. The compromises were minor compared to the fact the policy is still in place. Mrs. Anthony concluded she hopes the resolution will be adopted so the Commission can move on from this matter.

Mr. Rice called for further comments from any Commission members.

Mrs. Pung questioned the height of the shelves the books will be placed on in this section. She stated if books are on a 60 to 66 inch high shelf, a child will have to climb or ask someone for assistance to get the books. She asked if the books are still available to children, why place them out of their reach. Mrs. Morris stated the children's sections currently have 42 inch and 66 inch high shelves. The height of the shelves will vary depending on the particular library. The books will not be limited to the top shelves. Mr. Duncan added one of the Committee's goals was to stay within the physical constraints of each library and not to create an entirely different section, room, or book shelf. So the Committee came to the conclusion that using one of the standard book shelves in the children's section would be the best way to go. Discussion followed.

Mr. Duncan asked Mrs. Morris if the staff would be able to carry out the guidelines that have been presented. Mrs. Morris stated the proposed guidelines can be carried out and she echoed what Mrs. Anthony previously said, that the fundamental policies of the library system regarding access have not changed.

Mr. Jim Roth recognized the space limitations and asked about the opportunity to make the section more positive. He asked if there were any other subjects the Committee discussed, for example, blended families, adoption, or something more positive than just the subjects on the list of guidelines. Mr. Duncan stated the committee did discuss the positive subjects and decided it would not be possible to include everything under those subjects. He stated the last sentence of the motion which states "other subjects identified as useful to families based on request, patterns of use, and the judgment of staff thought to support our patrons needs and parenting may be included". Mrs. Morris referred to the guidelines and stated the staff would include other topics that would be positive to fit within that collection. She added the section will vary from library to library depending on each library's collection. Mr. Duncan concluded it has been very important to the Committee from the beginning to frame this matter in a positive way.

Mr. Roth thanked the committee members for their time on this issue and for the difficult journey. He hopes everyone looks at the amount of time and emotion spent on this issue, and maybe in the future months and years, time can be equally spent on teaching a child to read better and connecting with the kid who is not in the library. Mr. Roth concluded the library is not a substitute for good parenting and he is inclined to support the resolution with a notion the staff will make it better.

Mr. Rice asked for further comments.

Mr. Rice called for the motion from the Special Committee.

**To approve the recommendation from the Special Committee establishing a parenting section according to the guidelines created. A motion coming from**



**committee requires no second. Mr. Rice called for questions. No further discussion. Motion passed; 12 yes, 1 no.**

**VII.** Mr. Rice referred back to the Consent docket.

Mr. Lovely stated he confirmed with CL Frates that there is not a grace period for the Renewal of Public Officials' and Employee's Liability Insurance. The current policy expires March 3, 2006, which is before the next Commission meeting. CL Frates highly recommended the Commission not let the insurance lapse. Mr. Lovely recommended the Commission approve the contract renewal and have the Finance Committee review the liability insurance and the property & casualty insurance at its next meeting.

Mr. Duncan recalled last year the Commission did have a thorough discussion with Mr. Payne regarding the provisions to the insurance policy. Mrs. Morris suggested bringing the list of exclusions as part of the informational report to the Commission meeting on March 16. The Committee agreed. Mr. Lovely added he would also ask Mr. Payne to attend the meeting to answer any questions.

Mr. Rice recalled the motion and the second for the Consent Docket.

Ms. Ross referred to Item A: Purchase of Charles Alan Furniture and asked if there were any other options to compare. Mrs. Morris stated the library has used Charles Alan in the past and is very pleased with the durability. The Charles Alan chairs are more expensive; but do hold up very well. Mr. Duncan added purchasing better quality chairs is more expensive but will be worth it over time. Ms. Ross agreed but added it is important to consider all options.

Mr. Roth asked if the cost includes any discounts. Mrs. Morris stated the City of Oklahoma City has a discounted price for the Charles Alan Furniture so the library is able to purchase the furniture at the City's price. Mr. Roth stated there is a program called the US Communities and they negotiate nationally for higher end furniture and can sometimes get a discount rate of fifty to sixty percent. The County purchases through the US Communities via state statute and suggested the library look into the program to see if they would qualify. Mr. Roth added at the end of the year the cooperatives rebate dollars based on the amount spent. Mrs. Morris stated the library will look into the possibility of whether the library system would qualify. Mr. Lovely added the Charles Alan line of furniture may not be available through the US Communities.

Mrs. Millicent Gillogly stated she would prefer not to vote on the furniture until research is complete. Mr. Duncan asked if there is an expiration date for the offer of the Charles Alan Furniture. Mr. Frank Ray, purchasing officer stated he is not aware of a time limit or an expiration date on the offer or cost the library was quoted for the Charles Alan Furniture.

**Dr. Ann Caine amended the original motion to accept the Consent Docket minus Item A: under Contract Awards and Purchases. Ms. Marguerite Ross seconded. Mr. Rice called for discussion. No further discussion. Motion passed unanimously.**

**VIII.** Mr. Rice referred to the Special Presentations.

Mr. Rice called on Mrs. Teresa Goggins, Webmaster, Planning Department and Ms. Kim Terry, Marketing and Communications Manager to present the new MLS Internet Website.

Ms. Terry stated the new website was created based on customer use. Statistics were compiled to determine which pages were accessed most frequently. The navigation of the new site is much easier to use and find information. A new search function was added to the site along with the new CyberMARS. Mrs. Goggins highlighted the new features of the website and

CyberMARS. The new CyberMARS will be available in English and Spanish versions. The paid subscription databases can also be searched through CyberMARS after logging in with a library card. The other main highlight of the new CyberMARS is the enhanced PPO (Parental Preference Option).

Ms. Terry stated the new website will be available beginning Monday, February 20, 2006.

Mr. Rice called on Ms. Jo Duncan, Booksale Chair to present the Friends of the Metropolitan Library System's 2006 Booksale.

Ms. Duncan stated the Friends will begin setting up for the Booksale and moving more than four hundred thousand books to the Oklahoma State Fairgrounds. She invited Commission members to volunteer to work the Booksale and stated she will be handing out tickets to the presale for Friday, February 24 to anyone who signs up to volunteer. The public sale will be Saturday, February 25 and Sunday, February 26. The theme for this year's sale is *Take Me to Your Reader*. Ms. Duncan handed out bookmarks and posters with the Booksale information displayed. She called for questions. Discussion followed.

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

Document #69 – MLS January 2006 Circulation Report

Document #70 – MLS January 2006 Internet Usage Report

Document #71 – MLS January 2006 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris stated the Memorial Service for Mr. Lee Brawner, former MLS Executive Director, was held on Sunday, February 12.

Mrs. Morris stated former library staffer and commission member Rosalie Starks McClanahan also passed away recently.

Lastly, Mrs. Morris commented on the success of the free wireless access at the libraries. She stated for the period from August 15, 2005 through February 7, 2006 there were 12,513 customer connections made on the library's wireless network for a total of 10,656.45 hours.

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

Mr. Rice announced that he will be assigning members of the Commission to the Standing Committees and if any Commission member has any recommendations or changes to the current Standing Committee's please contact him by March 1.

Mr. Rice referred to a customer letter included as an FYI in the Commission packets. He highlighted the customer's complements of the library system. Mr. Rice requested the letter received from Mrs. Gloria Johnson of Oklahoma City be made a permanent record to the minutes. (Letter is attached.)

The next Commission meeting will be held at the Choctaw Library, March 16, 2006.

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



Donna Morris, Executive Director  
(Secretary)



February 3, 2006

Donna Morris  
MLS Executive Director  
300 Park Avenue  
Oklahoma City, OK 73102

Dear Ms. Morris:

As a regular user and an ardent supporter of libraries, one of the first things I did when my husband and I moved to Oklahoma City several months ago was apply for a library card. I use both the Village Library and the Belle Isle Library often and appreciate the services and staff at both sites.

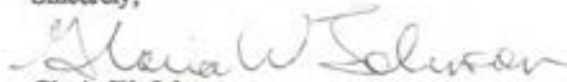
When we lived in Arlington, Texas, I enjoyed using both the Central Library and several of the branches, and I always appreciated the selection of books and other materials. But I have to tell you that in my relatively short time in Oklahoma City—I lived in Arlington for over 20 years—I have found the services provided by the Metro Library System to be exceptional and much superior to what I experienced previously.

Since arriving here in July, I have joined my first-ever book discussion group, at the Village Library, attended a very fine Christmas jazz program at the Belle Isle branch, joined the Winter Readfest 2006 program, read, enjoyed and learned from the Metro Library magazine, picked up the Oklahoma Gazette weekly, along with various other publications, and regularly perused the monthly Library Calendar publication and I am thinking about participating in the Edmond Book Bunch for seniors.

I am impressed with the commitment of the Metro Library System to its community, with the breadth of programs and activities available for all ages and interests and with the helpful attitude of your staff. Much as I enjoyed my previous library experiences, I have to say that I have never before had available a library system that works so hard to keep its customers informed and to serve not only readers and students, but the whole community. I am enjoying Oklahoma City very much, and certainly nothing has done more to make me feel at home and part of the community than the MLS.

My thanks to you, to your staff and to all the others who contribute to the MLS.

Sincerely,



Gloria W. Johnson  
2009 Elmhurst Avenue  
Oklahoma City, OK 73120

c: Branch Manager, Village Library

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## CITIZENS REQUEST TO SPEAK

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

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

DATE: 2-16-06

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

NANCY BLANKENSHIP

PRINT NAME

11109 Blue Stem Back Rd. OKC 73162

RESIDENCE: ADDRESS/ZIP

Okla.

COUNTY OF RESIDENCE

Nancy Blankenship

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

722-1296

TELEPHONE

Jap.blankenship@cox.net

E-MAIL

WHO YOU ARE REPRESENTING:

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

SELF: ☒

I ask to speak on the following Agenda Item(s) Children's Books limited accen

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

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



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## CITIZENS REQUEST TO SPEAK

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

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

DATE: 2-16-06

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

KAREN PARSONS  
PRINT NAME 15931 W. AVANT DR Yukon 4501 N. VERMONT OKC

RESIDENCE: ADDRESS/ZIP

Canadian OKLA  
COUNTY OF RESIDENCE

Karen M. Parsons  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 373 1589  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

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

SELF: X

I ask to speak on the following Agenda Item(s) Library Censorship § 64

I ask to speak on the topic or issue(s) of Library Censorship

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

9

## CITIZENS REQUEST TO SPEAK

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

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

DATE: 2-16-06

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

Rev. Dr. E. Scott Jones  
PRINT NAME

304 NW 30th St. OKC 73118  
RESIDENCE: ADDRESS/ZIP

Oklahoma  
COUNTY OF RESIDENCE

E. Scott Jones  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

#### WHO YOU ARE REPRESENTING:

ORGANIZATION: Cathedral of Hope

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

I ask to speak on the following Agenda Item(s) Segregation of  
Gay-themed books

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

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



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

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

**DATE:** 2/16/2006

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

Charles Brittain

**PRINT NAME**

3405 N. Glenoaks Dr, MWC 73110

**RESIDENCE: ADDRESS/ZIP**

Okla.

**COUNTY OF RESIDENCE**

[Signature]

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

**ADDITIONAL CONTACT INFORMATION:**

(405) 732-2184  
**TELEPHONE**

chasbrittain@sbcglobal.net  
**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:**

SELF:

I ask to speak on the following Agenda Item(s) #164

I ask to speak on the topic or issue(s) of Shelving separation

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

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

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

**DATE:** 2-16-06

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

Jean Pennyault

**PRINT NAME**

15931 W. AUNT J Dr

**RESIDENCE: ADDRESS/ZIP**

Canada

**COUNTY OF RESIDENCE**

[Signature]

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

**ADDITIONAL CONTACT INFORMATION:**

405-373-1588

**TELEPHONE**

**E-MAIL**

**WHO YOU ARE REPRESENTING:**

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

**SELF:** ☒ \_\_\_\_\_

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

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

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



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

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

**DATE:** 2-16-06

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

**PRINT NAME**

Myra Albright

**RESIDENCE: ADDRESS/ZIP**

3609 Goodger Dr.

**COUNTY OF RESIDENCE**

OKC, OK 73112

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

OKla Myra Albright

**ADDITIONAL CONTACT INFORMATION:**

**TELEPHONE**

**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:**

**SELF:** ☒

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

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

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

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# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

DATE: 2-16-06

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

Paula Sophia Schonauer  
PRINT NAME

109 NW 25th OKC OK 73103  
RESIDENCE: ADDRESS/ZIP

Oklahoma  
COUNTY OF RESIDENCE

Paula S. Schonauer  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

(405) 203-3789 PaulaSophia@aol.com  
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Cathedral of Hope OKC

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

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

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

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



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## CITIZENS REQUEST TO SPEAK

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

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

**DATE:** 2/16/2005

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

Sally Blevins  
**PRINT NAME**

2319 NW 20<sup>th</sup> St. OKC, OK 73107  
**RESIDENCE: ADDRESS/ZIP**

OK  
**COUNTY OF RESIDENCE**

Sally Blevins  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

405-525-5907 flyingspqr@sbcglobal.net  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

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

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

I ask to speak on the following Agenda Item(s) document #68 (special committee)

I ask to speak on the topic or issue(s) of book placement

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

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

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

DATE: 2/16

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

Lynn Green  
PRINT NAME  
1626 Andrew Crt OKC (The Village) OK 73120  
RESIDENCE: ADDRESS/ZIP  
OK Count  
COUNTY OF RESIDENCE  
R. Lynn Green  
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-842-0865 TELEPHONE  
green r / green okcps.org E-MAIL

WHO YOU ARE REPRESENTING:

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

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

I ask to speak on the following Agenda Item(s) Kids Books Placement

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

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



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

February 28, 2006

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of February 2006

For comparison, 66.67% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of February 2006.

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

Document # 74  
MLC FY 2005-06  
March 16, 2006

February 28, 2006

**ASSETS**

CASH - Overnight Investment Account		\$ 4,102,585.47
INVESTMENTS (Schedule attached)		18,925,620.40
TAXES RECEIVABLE: 2005-06 Ad Valorem Tax	22,700,906.00	
Less: Reserve for Delinquent Tax	(2,063,719.00)	
Budgeted Tax Revenue	20,637,187.00	
Less: Tax Received	(16,564,077.65)	
		4,073,109.35
<b>Total Assets</b>		<u><u>\$27,101,315.22</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2004-05 Reserve for Appropriations	\$ 666,844.06	
2005-06 Purchase Orders Outstanding	282,490.90	
2004-05 Purchase Orders Outstanding	56,022.64	
2005-06 Checks Outstanding	289,982.68	
2004-05 Checks Outstanding	277.57	
<b>Total Liabilities</b>		1,295,617.85

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	4,073,109.35
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**FUND BALANCE:**

Beginning of the Year	15,762,317.35	
Add: Revenues		
Budgeted	17,053,945.65	
Other	<u>2,116,674.66</u>	19,170,620.31
Less: Expenditures	<u>(13,200,349.64)</u>	
<b>Total Fund Balance</b>		<u><u>21,732,588.02</u></u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$27,101,315.22</u></u>

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

**As of February 28, 2006**

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 - Weokie 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	3/3/2006	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	9/18/2006	4.060%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2006	3.400%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.900%	100,000.00
CD - Rose Rock Bank	10/15/2003	6/15/2009	3.250%	100,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - 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	2/15/2005	2/15/2007	3.570%	1,000,025.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	9/3/2006	4.420%	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
FNMA '06	1/12/2006	9/1/2006	4.505%	972,031.11
Fed Home LN	1/12/2006	6/20/2007	4.550%	989,445.28
Fed Home LN MC '06	2/8/2006	8/4/2006	4.601%	978,125.00
Total Investments				<u>\$ 18,925,620.40</u>



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

February 28, 2006

	BALANCE 2/1/2006	RECEIPTS February	EXPEND. February	BALANCE 2/28/2006
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 34,560.31	\$ 5,154.64	\$ 457.06	\$ 39,257.89
810 Prepaid Fees	(940.55)	143.46	0.00	(797.09)
815 Fines	51,759.18	40,510.73	51,000.00	41,269.91
820 Copy	65,786.89	4,088.16	0.00	69,875.05
900 Special Event Fund	2,706.34	0.00	0.00	2,706.34
<b>Total Revolving Funds</b>	<b>\$ 153,872.17</b>	<b>\$ 49,896.99</b>	<b>\$ 51,457.06</b>	<b>\$ 152,312.10</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	BALANCE 2/28/2006
<b>Special Grants</b>				
857 DN/LC Donations	100,000.00	88,424.29	61,060.85	27,363.44
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	89,610.27	389.73
897 06 Endowment	16,000.00	16,000.00	0.00	16,000.00
898 06 Endowment/Summer Reading	12,000.00	12,000.00	1,530.20	10,469.80
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	3,779.03	720.97
948 Endowment/DN Micro Equip	24,700.00	24,700.00	16,763.80	7,936.20
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	2,959.00	2,959.00	2,613.12	345.88
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	0.00	1,500.00
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
989 06 OAC/Brian Gorrell	350.00	350.00	350.00	0.00
990 06 OAC/Paul Messmer	2,400.00	0.00	0.00	0.00
991 06 Inasmuch	60,000.00	60,000.00	2,184.83	57,815.17
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	977.41	977.41	0.00	977.41
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 2/28/2006
<b><u>Grants - Friends of MLS</u></b>				
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	10,577.47	162.53
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
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
<b><u>Grants - Friends of MLS</u></b>				
871 06 LIFE Come Read with Me	5,000.00	5,000.00	0.00	5,000.00
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	5,538.95	65.35
880 06 MLS Volunteer Recognition	2,000.00	2,000.00	595.92	1,404.08
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	18,200.00	(3,200.00)
888 06 Teen Job Fair (MWC)	425.00	425.00	145.96	279.04
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	8,300.00	0.00	8,300.00
<b>Total Grants</b>				<b><u>\$189,540.40</u></b>
<b>Total Special Funds</b>				<b><u>\$ 341,852.50</u></b>



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

February 1, 2006 to February 28, 2006

	<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	\$ 273,612.60	\$16,564,077.65	80.26%
State Aid	286,309.00	159,868.00	159,868.00	55.84%
Fines	<u>383,400.00</u>	<u>51,000.00</u>	<u>330,000.00</u>	86.07%
<b>Total Budgeted Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 484,480.60</u></b>	<b><u>\$17,053,945.65</u></b>	80.04%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 1,542.31	\$ 1,146,760.55	
Homestead Exemption Reimb.				
Gifts and Lost Books Fees				
Investment Income		135,808.59	871,706.08	
Flexible Benefits Account Balance		0.00	5,001.51	
Sale of Surplus Equipment		0.00	4,149.67	
Miscellaneous		<u>2,450.00</u>	<u>89,056.85</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 139,800.90</u></b>	<b><u>\$ 2,116,674.66</u></b>	
<b>Total Revenue</b>	<b><u>\$ 21,306,896.00</u></b>	<b><u>\$ 624,281.50</u></b>	<b><u>\$19,170,620.31</u></b>	89.97%

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 2006

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	674,900.33	5,700,686.06	63.33	9,002,136.00	3,301,449.94
102	Wages - Part-time	106,233.81	870,914.77	57.04	1,526,874.00	655,959.23
103	Payroll Taxes	60,064.09	475,253.92	61.72	769,991.00	294,737.08
109	Workers' Comp Insurance	6,785.00	63,516.00	55.67	114,090.00	50,574.00
112	Group Insurance	104,391.54	858,621.12	62.07	1,383,232.00	524,610.88
113	Employees' Retirement	8,573.38	727,845.38	60.65	1,200,000.00	472,154.62
114	Unemployment Compensation	.00	4,326.72	43.27	10,000.00	5,673.28
Total Personal Services		960,948.15	8,701,163.97	62.12	14,006,323.00	5,305,159.03
		=====	=====		=====	=====

**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	3,600.00	75.00	4,800.00	1,200.00
206	Rent of Equipment	.00	959.00	33.30	2,880.00	1,921.00
207	Janitorial Services	16,945.00	151,185.00	73.23	206,458.00	55,273.00
208	Maintenance of Facilities	14,870.61	117,827.52	37.74	312,198.00	194,370.48
211	Parking & Transportation	7,284.08	64,704.94	49.26	131,350.00	66,645.06
212	Travel Expenses	1,439.51	24,291.41	36.32	66,882.00	42,590.59
213	Professional Services	7,077.74	94,476.06	36.60	258,120.00	163,643.94
214	Security Services	16,941.69	129,302.82	51.70	250,123.00	120,820.18
216	Telephone Services	14,795.44	102,159.74	37.07	275,610.00	173,450.26
217	Electrical Services	36,511.64	321,409.19	63.87	503,186.00	181,776.81
218	Gas Services	11,464.03	38,458.93	71.48	53,806.00	15,347.07
219	Water & Garbage Services	2,350.84	33,204.09	63.08	52,640.00	19,435.91
220	Trigen Energy Services	9,172.09	97,403.33	49.95	194,998.00	97,594.67
226	Membership	1,000.00	17,299.50	59.45	29,099.00	11,799.50
230	Other Library-Related Services	1,922.98	186,994.56	53.05	352,471.00	165,476.44
231	Automation Contractual	12,795.38	162,409.42	47.24	343,831.00	181,421.58
236	Network Catalog Services	.00	.00	.00	2,350.00	2,350.00
Total Contractual Services		154,971.03	1,702,306.51	52.68	3,231,611.00	1,529,304.49
		=====	=====		=====	=====



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 2006

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	785.90	67,650.84	34.48	196,210.00	128,559.16
302	Postage	1,622.54	132,996.29	45.88	289,850.00	156,853.71
303	Supplies	11,273.46	185,428.42	68.68	270,007.00	84,578.58
310	Maintenance Supplies	4,198.57	23,425.54	32.99	71,000.00	47,574.46
312	Safety Supplies & Equipment	1,620.40	3,230.34	41.41	7,800.00	4,569.66
321	Gas and Oil	1,545.79	13,874.32	57.81	24,000.00	10,125.68
322	Vehicle Parts & Repairs	2,118.03	8,307.45	46.15	18,000.00	9,692.55
330	Programming Activities	9,046.77	86,299.91	40.93	210,867.00	124,567.09
331	Other Commodities	418.93	10,522.63	31.23	33,694.00	23,171.37
Total Commodities		32,630.39	531,735.74	47.42	1,121,428.00	589,692.26

**Capital Outlays**

401	Books & Materials	227,645.60	1,864,968.30	59.64	3,127,050.00	1,262,081.70
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	5.50	141,733.13	82.67	171,450.00	29,716.87
408	Furniture, Fixtures, & Equipmt	22,572.78	68,004.65	36.50	186,338.00	118,333.35
409	Motor Vehicle	7,660.00	24,898.31	82.99	30,000.00	5,101.69
410	Automation System & Equipment	16,286.00	123,583.07	41.73	296,150.00	172,566.93
450	Capital Projects	8,266.00	38,955.96	1.72	2,263,156.00	2,224,200.04
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		282,435.88	2,265,143.42	12.11	18,709,847.00	16,444,703.58
Total Budget		1,430,985.45	13,200,349.64	35.61	37,069,209.00	23,868,859.36

General Fund F.Y. 05-06

Warrant Register

February 2006

Number	Vendor/Payee	Purpose	Amount
G-02811	Metropolitan Library System	Employee Deductions	88.00
		Employee Deductions	57.00
		Employee Deductions	10.00
G-02812	Bank of Oklahoma	Payroll Transmittal-Chks	45,048.77
		Payroll Transmittal-Chks	16,732.87
G-02813	Bank of Oklahoma	Federal Withholding Tax	32,196.10
		Federal Withholding Tax	2,419.00
G-02814	Oklahoma Tax Commission	State Withholding Tax	13,137.00
		State Withholding Tax	1,018.00
G-02815	Mun. Employees Credit Union	Employee Cr Union Deducts	9,939.46
		Employee Cr Union Deducts	90.00
G-02816	United Way of Central Oklahoma	Employee Deductions	259.25
		Employee Deductions	10.66
G-02817	Bank of America	Payroll Transmittal-DDep	162,061.46
		Payroll Transmittal-DDep	27,207.69
G-02818	Nationwide Retirement Solution	Employee Deductions	6,816.01
G-02819	Transamerica Worksite Mrktg.	Employee Deductions	662.33
G-02820	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,175.35
G-02821	Bank of Oklahoma	Employee Flexplan Deposit	15,935.29
		Employer Flexplan Deposit	1,155.00
G-02822	Bank of Oklahoma	Employee Soc/Sec Deposits	19,122.32
		Employee Soc/Sec Deposits	3,187.54
		Employee Medicare Deposit	4,472.22
		Employee Medicare Deposit	745.49
		Employer Soc/Sec Deposits	22,309.85
		Employer Medicare Deposit	5,217.54
G-02823	MassMutual Financial Group	Employee Contrib -- DC PI	8,371.20
		Employer Contrib -- DC PI	15,587.67
G-02824	Oklahoma Centralized Support	Employee Deductions	115.00
G-02825	Administrative Systems, Inc.	Employee Deductions	893.63
G-02826	Metropolitan Library System	Parking & Transportation	11.65
		Professional Services	78.55
		Automation Contractual	7.70
		Printing and Printing Sup	14.31
		Postage	24.20
		Supplies	107.25
		Gas & Oil	20.00
		Programming Activities	112.97
		Programming Activities	35.61
G-02827	City of Oklahoma City	Water & Garbage Services	548.10
G-02828	Triangle/A & E	Printing	3.50
G-02829	Unisource Worldwide Inc-OKCity	Maintenance Supplies	1,107.24
G-02830	Brodart, Inc.	Supplies	776.88
G-02831	Southwestern Stationery and	Printing	2,306.00
G-02832	Demco	Supplies	60.69
		Supplies	29.71
		Supplies	450.00
		Supplies	2,975.00
		Supplies	118.29
		Supplies	44.60
		Supplies	82.92
G-02833	Gaylord Bros.	Supplies	606.00



General Fund F.Y. 05-06

Warrant Register

February 2006

Number	Vendor/Payee	Purpose		Amount
G-02834	Strictly Publishing	Library Related Services	55.00	55.00
G-02835	Standard Printing Co., Inc.	Printing	225.00	225.00
G-02836	Oklahoma Library Association	Registration	50.00	50.00
G-02837	Susie Beasley	Supplies	58.47	58.47
G-02838	Donna Morris	Telephone Service	50.00	
		Travel Expense	1,263.33	1,313.33
G-02839	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02840	TDS Telecom	Telephone Services	426.58	
		Telephone Service	1,685.22	2,111.80
G-02841	Oklahoma Employment	Unemployment Insurance	1,425.95	1,425.95
G-02842	Oklahoma Genealogical Society	Registration	65.00	65.00
G-02843	Denyveta Davis	Travel Expense	827.44	827.44
G-02844	The Edmond Evening Sun	Subscription	228.00	228.00
G-02845	Davis Design Group, LLC	Professional Services	750.00	750.00
G-02846	Barcode Planet	Supplies	679.65	679.65
G-02847	Production Services	Library Related Services	230.00	230.00
G-02848	The Norman Transcript	Subscription	156.00	156.00
G-02849	Conney Safety Products	Safety Supplies	135.03	135.03
G-02850	DPS Printing	Supplies	849.44	849.44
G-02851	Mary Strasner	Programming	84.13	84.13
G-02852	Walker Companies	Programming Supplies	288.90	
		Supplies	18.60	307.50
G-02853	SmileMakers, Inc.	Programming Supplies	159.05	
		Programming	28.90	187.95
G-02854	United States Postal Service	Postage	6,000.00	6,000.00
G-02855	Rotary Foundation	Membership	54.50	
		Other Commodities	188.50	243.00
G-02856	Frances V. Harbert	Programming Supplies	50.67	50.67
G-02857	Alex S. Corbitt, Sr.	Programming	56.90	56.90
G-02858	American Elevator Co., Inc.	Maintenance of Facilities	242.00	242.00
G-02859	Westlake Hardware #84	Supplies	43.98	43.98
G-02860	BMI Systems Corp.	Copier Usage	25.00	
		Copier Usage	39.00	
		Copier Usage	95.00	
		Copier Usage	95.00	
		Copier Usage	56.05	
		Copier Usage	38.95	
		Copier Usage	95.00	444.00
G-02861	Medco Supply Lockbox	Safety Supplies	74.00	74.00
G-02862	Clyde Herrod	Memberships	35.00	35.00
G-02863	Crowe & Dunlevy	Professional Services	450.50	
		Professional Services	122.50	573.00
G-02864	C.O.T.P.A.	Staff Parking	672.00	672.00
G-02865	Office Depot Credit Plan	Health/Safety Supplies	41.31	41.31
G-02866	Todd Olberding	Telephone Service	46.63	46.63
G-02867	Manpower, Inc.	Temporary Services	588.00	588.00
G-02868	Shawnee News - Star	Subscription	132.00	132.00
G-02869	Prime Office Products	Supplies	23.54	23.54
G-02870	Walmart Community	Health/Safety Supplies	157.69	157.69
G-02871	Kimberly A Terry	Library Related Services	390.00	
		Telephone Service	105.00	
		Printing	93.16	588.16



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Number	Vendor/Payee	Purpose		Amount
G-02872	Photo Researchers, Inc.	Printing	260.00	260.00
G-02873	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00
G-02874	Corporate Express, Inc.	Supplies	21.96	
		Supplies	35.99	
		Supplies	85.12	
		Supplies	49.38	
		Supplies	158.26	350.71
G-02875	Securitas Security USA, Inc.	Security Services	4,409.78	4,409.78
G-02876	Mickey Sherman	Programming Activity	70.00	70.00
G-02877	Daily Ardmoreite	Subscription	105.00	105.00
G-02878	William F Comstock, P.C.	Professional Services	656.25	
		Professional Services	656.25	1,312.50
G-02879	COTPA	Staff Parking	1,792.04	1,792.04
G-02880	Eddie Lou Nachtrieb	Programming Activity	50.00	50.00
G-02881	COTPA	Staff Parking	314.58	314.58
G-02882	Midwest Single Source, Inc.	Furniture	483.72	
		Supplies	10.66	
		Supplies	89.46	
		Supplies	63.99	
		Supplies	28.19	
		Supplies	250.70	926.72
G-02883	Economy Janitorial, Inc.	Janitorial Services	10,770.00	
		Janitorial Services	6,175.00	16,945.00
G-02884	Kiona Wooten Millirons	Programming Activities	100.00	100.00
G-02885	Gale Research	Materials	2,098.25	2,098.25
G-02886	Baker & Taylor Books - #510486	Materials	3,075.87	3,075.87
G-02887	Instructional Video, Inc.	Materials	574.92	574.92
G-02888	Library Video Co.	Materials	598.50	598.50
G-02889	St. Charles Borromeo	Materials	75.00	75.00
G-02890	Random House, Inc	Materials	108.80	108.80
G-02891	Brilliance Corporation	Materials	106.98	106.98
G-02892	Ingram Library Service	Materials	2,395.14	2,395.14
G-02893	Ingram Library Service	Materials	796.59	796.59
G-02894	Center Point Large Print	Materials	431.28	431.28
G-02895	Schiffer Publishing	Materials	41.89	41.89
G-02896	Demco Media Turtleback Books	Materials	280.80	280.80
G-02897	Baker & Taylor Books - #510486	Materials	2,461.55	2,461.55
G-02898	Baker & Taylor Entertainment	Materials	2,243.53	2,243.53
G-02899	Focus on the Family	Materials	137.83	137.83
G-02900	Baker & Taylor Books - #510486	Materials	396.35	
		Materials	1,062.50	
		Materials	2,313.55	
		Materials	5,271.04	
		Materials	8,040.01	
		Materials	1,924.68	
		Materials	7,358.25	
		Materials	1,338.53	27,704.91
G-02901	Baker & Taylor Books - #510486	Materials	864.68	
		Materials	3,073.37	
		Materials	3,154.66	7,092.71
G-02902	Baker & Taylor Books-#510486	Materials	1,345.58	1,345.58
G-02903	Bradford Industrial Suppl Corp	Maintenance of Facilities	49.75	49.75

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Number	Vendor/Payee	Purpose		Amount
G-02904	O G & E	Electrical Services	24,308.94	24,308.94
G-02905	Oklahoma Natural Gas Co.	Gas Services	5,862.03	
		Gas Services	3,622.76	9,484.79
G-02906	Unisource Worldwide Inc-OKCity	Maintenance Supplies	2,002.80	
		Maintenance Supplies	1,979.12	3,981.92
G-02907	Locke Supply Co.	Maintenance of Facilities	8.48	8.48
G-02908	Edward Terry	Mileage	33.38	33.38
G-02909	Tech-Lock	Maintenance of Facilities	16.00	16.00
G-02910	Demco	Supplies	65.70	65.70
G-02911	MASSCO Maintenance Co.	Safety Supplies	382.80	382.80
G-02912	Gaylord Bros.	Furniture	376.80	376.80
G-02913	City of Warr Acres	Water & Garbage Services	53.05	53.05
G-02914	Ernestine Clark	Mileage	28.04	28.04
G-02915	Alma L. Brown	Programming Supplies	43.36	43.36
G-02916	Frank Ray	Mileage	33.60	33.60
G-02917	Susie Beasley	Mileage	20.03	20.03
G-02918	Susan Ryan	Mileage	8.90	8.90
G-02919	Charles S. Isaacs	Mileage	6.90	6.90
G-02920	CompSource Oklahoma	Worker Comp Insurance	6,785.00	6,785.00
G-02921	United Refrigeration, Inc.	Maintenance of Facilities	129.24	129.24
G-02922	Chester 'Jack' Kinzie, Jr.	Mileage	6.45	6.45
G-02923	Mobil 1 Lube/AFMS	Oil & Lube	71.46	71.46
G-02924	Greater Oklahoma City	Other Commodities	60.00	60.00
G-02925	Traci Jinkens	Mileage	46.14	46.14
G-02926	Del City Chamber of Commerce	Membership	190.00	190.00
G-02927	Staples Business Advantage	Supplies	63.06	
		Supplies	121.99	185.05
G-02928	JoNita Normore	Mileage	8.90	8.90
G-02929	Anne G. Fischer	Mileage	64.30	64.30
G-02930	Walter Wayne McEvilly	Programming	200.00	200.00
G-02931	Executive Women International	Other Commodities	30.00	30.00
G-02932	Conney Safety Products	Safety Supplies	68.44	
		Supplies	117.38	
		Safety Supplies	237.29	423.11
G-02933	Jonathan Willis	Mileage	12.46	12.46
G-02934	IPMA	Membership	145.00	145.00
G-02935	Jill Vessels	Mileage	9.79	9.79
G-02936	Marcia J. Findeiss	Mileage	14.69	14.69
G-02937	SchoolOutfitters.com	Programming Activities	153.65	153.65
G-02938	High-Tech Tronics, Inc.	Maintenance of Facilities	344.25	
		Construction	2,450.00	2,794.25
G-02939	Walker Companies	Supplies	68.35	
		Supplies	23.35	
		Supplies	60.00	151.70
G-02940	Republic Parking System	Staff Parking	392.00	392.00
G-02941	Scovil & Sides Hardware Co.	Maintenance of Facilities	860.50	860.50
G-02942	Fleetcor Technologies	Gas & Oil Service	1,483.17	1,483.17
G-02943	Voss Lighting	Maintenance of Facilities	296.20	
		Maintenance of Facilities	173.45	469.65
G-02944	Learning Tree	Programming	28.80	28.80
G-02945	Jana Hausburg	Mileage	2.67	2.67
G-02946	The Gallery Collection	Supplies	56.36	56.36



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Number	Vendor/Payee	Purpose		Amount
G-02947	OSU Oklahoma ABLE Tech	Registration	75.00	75.00
G-02948	AT&T	Telephone Services	50.24	50.24
G-02949	Ruby Soutiere	Mileage	8.90	8.90
G-02950	Party Galaxy M.G.	Programming	22.92	22.92
G-02951	Aaron Killough	Mileage	2.23	2.23
G-02952	OPHRA	Registration	75.00	75.00
G-02953	Geri Price	Programming	150.00	150.00
G-02954	Sam's Club	Membership Renewal	70.00	70.00
G-02955	Rosalind L. Reeder	Programming	150.00	150.00
G-02956	City of Harrah	Water & Garbage Services	56.03	56.03
G-02957	Gregory Bennett	Mileage	8.46	8.46
G-02958	City of Choctaw	Water & Garbage Services	63.00	63.00
G-02959	Office Depot Credit Plan	Supplies	128.66	
		Supplies	149.95	278.61
G-02960	Cheryl Pernell	Mileage	25.81	25.81
G-02961	Kimberly A Terry	Mileage	25.20	25.20
G-02962	Classic Paper Supply	Maintenance Supplies	141.75	141.75
G-02963	EmTec Pest Control, Inc.	Maintenance of Facilities	147.00	
		Maintenance of Facilities	143.00	
		Maintenance of Facilities	33.00	323.00
G-02964	Allied Waste Services #060	Garbage Services	508.42	508.42
G-02965	O'Reilly Auto Parts	Motor Oil	56.44	56.44
G-02966	Maria Rodriguez	Programming Activity	120.00	
		Programming	120.00	240.00
G-02967	Darrie Breathwitt	Programming Supplies	143.54	143.54
G-02968	Kim Doner	Programming	1,000.00	1,000.00
G-02969	Star Lighting	Maintenance of Facilities	26.57	26.57
G-02970	John Utley	Mileage	30.93	30.93
G-02971	Melissa Weathers	Supplies	71.57	71.57
G-02972	Susan H. Wood	Programming	250.00	
		Programming	125.00	375.00
G-02973	Oklahoma City Police Dept.	Maintenance of Facilities	50.00	50.00
G-02974	Corporate Express, Inc.	Automation Contractual	29.10	29.10
G-02975	Securitas Security USA, Inc.	Security Services	3,707.67	3,707.67
G-02976	Mickey Sherman	Programming Activity	70.00	70.00
G-02977	ID Labels, Inc.	Supplies	2,433.52	2,433.52
G-02978	Lloyd Lovely	Mileage	97.01	97.01
G-02979	Shirley E. Wilson	Programming	50.00	50.00
G-02980	Angela Wall	Programming	50.00	50.00
G-02981	Erika Diel	Maintenance of Facilities	120.00	120.00
G-02982	Eddie Lou Nachtrieb	Programming Activity	50.00	50.00
G-02983	Midwest Single Source, Inc.	Supplies	1,653.00	1,653.00
G-02984	Gale Research	Materials	627.75	627.75
G-02985	Sams Technical Publishing	Materials	155.58	155.58
G-02986	UNUM Life Insurance	Grp LT Disab Ins Prem-FEB	5,993.57	5,993.57
G-02987	Oklahoma County Medical Societ	Materials	20.87	20.87
G-02988	Baker & Taylor Books - #510486	Materials	2,246.47	2,246.47
G-02989	West Group Payment Center	Materials	275.00	275.00
G-02990	Instructional Video, Inc.	Materials	662.40	662.40
G-02991	Gale Group	Materials	9,081.52	9,081.52
G-02992	Live Oak Media	Materials	184.09	184.09
G-02993	Doc Fizzix Products	Materials	109.50	109.50



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Number	Vendor/Payee	Purpose		Amount
G-02994	Mutual Assurance	Grp Life/AD&D Ins Prm-FEB	23,995.13	23,995.13
G-02995	Blackstone Audio Books	Materials	126.00	126.00
G-02996	Random House, Inc	Materials	1,263.60	1,263.60
G-02997	Ingram Library Service	Materials	51.30	51.30
G-02998	Sagebrush Corp.	Materials	429.23	429.23
G-02999	Barnes & Noble, Inc.	Materials	25.55	25.55
G-03000	RIA	Materials	1,515.00	1,515.00
G-03001	U.S. Postal Service	Materials	50.00	50.00
G-03002	Oklahoma Press Service	Materials	360.00	360.00
G-03003	Vision Service Plan of	Group Vision Ins Prem-FEB	2,007.06	2,007.06
G-03004	Baker & Taylor Books - #510486	Materials	2,638.48	2,638.48
G-03005	Baker & Taylor Entertainment	Materials	4,239.73	4,239.73
G-03006	Metropolitan Library System	Grp Med/Dtl Ins Prem-FEB	71,240.78	71,240.78
G-03007	Craig Co. Genealogical Society	Materials	120.00	120.00
G-03008	Baker & Taylor Books - #510486	Materials	502.56	
		Materials	1,382.26	
		Materials	2,356.99	
		Materials	2,393.75	
		Materials	1,964.44	
		Materials	2,061.33	
		Materials	2,266.17	
		Materials	9,348.00	
		Materials	76.65	22,352.15
G-03009	Baker & Taylor Books - #510486	Materials	2,834.28	
		Materials	2,450.30	5,284.58
G-03010	Baker & Taylor Books-#510486	Materials	433.32	433.32
G-03011	Metropolitan Library System	Employee Deductions	10.00	10.00
G-03012	Bank of Oklahoma	Payroll Transmittal-Chks	45,841.86	
		Payroll Transmittal-Chks	18,712.31	64,554.17
G-03013	Bank of Oklahoma	Federal Withholding Tax	34,081.10	
		Federal Withholding Tax	2,657.00	36,738.10
G-03014	Oklahoma Tax Commission	State Withholding Tax	13,756.00	
		State Withholding Tax	1,123.00	14,879.00
G-03015	Mun. Employees Credit Union	Employee Cr Union Deducts	10,098.46	
		Employee Cr Union Deducts	90.00	10,188.46
G-03016	United Way of Central Oklahoma	Employee Deductions	269.25	
		Employee Deductions	10.66	279.91
G-03018	Bank of America	Payroll Transmittal-DDep	168,411.35	
		Payroll Transmittal-DDep	27,906.22	196,317.57
G-03019	Nationwide Retirement Solution	Employee Deductions	6,816.01	6,816.01
G-03020	Transamerica Worksite Mrktg.	Employee Deductions	662.33	662.33
G-03021	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,148.97	5,148.97
G-03022	Bank of Oklahoma	Employee Flexplan Deposit	7,109.33	7,109.33
G-03023	Bank of Oklahoma	Employee Soc/Sec Deposits	19,783.38	
		Employee Soc/Sec Deposits	3,398.68	
		Employee Medicare Deposit	4,626.79	
		Employee Medicare Deposit	794.82	
		Employer Soc/Sec Deposits	23,182.17	
		Employer Medicare Deposit	5,421.64	57,207.48
G-03024	MassMutual Financial Group	Employee Contrib -- DC PI	8,573.38	
		Employer Contrib -- DC PI	15,986.38	24,559.76
G-03025	Oklahoma Centralized Support	Employee Deductions	115.00	115.00

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Number	Vendor/Payee	Purpose		Amount
G-03026	Administrative Systems, Inc.	Employee Deductions	893.63	893.63
G-03027	City of Midwest City	Water & Garbage Services	213.36	213.36
G-03028	O G & E	Electrical Services	8,739.89	8,739.89
G-03029	Oklahoma Natural Gas Co.	Gas Services	1,979.24	1,979.24
G-03030	City of Oklahoma City	Water & Garbage Services	433.66	433.66
G-03031	City of the Village	Water & Garbage Services	74.95	74.95
G-03032	Triangle/A & E	Printing	5.00	
		Printing	25.80	30.80
G-03033	Unisource Worldwide Inc-OKCity	Maintenance Supplies	714.04	714.04
G-03034	Demco	Supplies	1,248.00	1,248.00
G-03035	Gaylord Bros.	Supplies	493.50	493.50
G-03036	Gale Research	Materials	984.50	984.50
G-03037	Hewlett-Packard Co.	Automation Contractural	12,391.00	12,391.00
G-03038	Oklahoma Heritage Book Center	Materials	209.03	209.03
G-03039	City of Edmond	Electrical Services	3,462.81	3,462.81
G-03040	Standard Printing Co., Inc.	Supplies	325.00	325.00
G-03041	Baker & Taylor Books - #510486	Materials	1,973.53	1,973.53
G-03042	Karen Marriott	Mileage	38.72	38.72
G-03043	United Way of Central Oklahoma	Employee Deductions	225.03	
		Employee Deductions	5.00	230.03
G-03044	American Library Assoc.	Supplies	82.50	82.50
G-03045	Nextel Communications	Telephone Services	119.20	119.20
G-03046	Recorded Books, LLC	Materials	8,603.92	8,603.92
G-03047	Carolyn Abernathy	Membership	35.00	35.00
G-03048	Oklahoma Employment	Library Related Services	292.00	292.00
G-03049	Marilyn E. Backus	Mileage	18.69	
		Refund Payroll Deduction	1.00	19.69
G-03050	Jacquelyn J. Taylor	Refund Payroll Deduction	1.00	
		Programming Supplies	57.58	58.58
G-03051	City Bites	Meals	118.40	118.40
G-03052	Gale Group	Materials	115.80	115.80
G-03053	Traci Jinkens	Refund Payroll Deduction	5.00	5.00
G-03054	Staples Business Advantage	Supplies	284.98	284.98
G-03055	Brazeal, Dilbeck	Maintenance of Facilities	818.07	818.07
G-03056	Linda Slavings	Programming	295.00	295.00
G-03057	Anne G. Fischer	Telephone Services	50.00	50.00
G-03058	Angie Paeltz	Mileage	48.06	48.06
G-03059	Oklahoma City Comm. College	Professional Services	2,650.00	2,650.00
G-03060	Priscilla Doss	Department Recognition	170.11	170.11
G-03061	Criss-Cross Numerical Direct.	Materials	7,342.00	7,342.00
G-03062	Janet Brooks	Mileage	8.90	8.90
G-03063	Conney Safety Products	Safety Supplies	68.44	68.44
G-03064	Downtown College Consortium	Professional Services	140.00	140.00
G-03065	Weiss Ratings, Inc.	Materials	448.95	448.95
G-03066	Karen Lehr	Refund Payroll Deduction	1.00	1.00
G-03067	Kristin Brewer	Mileage	6.68	6.68
G-03068	Random House, Inc	Materials	5,373.92	5,373.92
G-03069	HAJOCA Corporation	Maintenance of Facilities	50.64	50.64
G-03070	Ingram Library Service	Materials	2,293.36	2,293.36
G-03071	Julia Ballou	Mileage	8.90	8.90
G-03072	Harrah Chamber of Commerce	Membership	100.00	100.00
G-03073	Lakeshore Learning Materials	Programming Supplies	56.87	56.87



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Number	Vendor/Payee	Purpose		Amount
G-03074	American Petroleum Institute	Materials	1,325.00	1,325.00
G-03075	Kelly E. Wolf	Refund Payroll Deduction	124.87	124.87
G-03076	Chickasaw Telecom, Inc.	Automation Contractual	147.50	147.50
G-03077	Karen R. Bray	Refund Payroll Deduction	1.00	1.00
G-03078	Ginger Waldrip	Programming Activity	100.00	100.00
G-03079	Ingram Library Service	Materials	52.12	52.12
G-03080	Sagebrush Corp.	Materials	317.96	317.96
G-03081	Voss Lighting	Maintenance of Facilities	112.86	
		Maintenance of Facilities	156.35	269.21
G-03082	Town of Luther	Water & Garbage Services	31.01	31.01
G-03083	Kay L. Bauman	Refund Payroll Deduction	5.00	5.00
G-03084	Anita Roesler	Mileage	25.50	25.50
G-03085	Jimmy Welch	Mileage	9.35	9.35
G-03086	Douglas Bentin	Refund Payroll Deduction	10.00	10.00
G-03087	IPMA	Membership	145.00	145.00
G-03088	Pauline Boyer Rodriguez	Mileage	18.47	18.47
G-03089	Debbie Robertus	Membership	35.00	35.00
G-03090	Southwest Paper - OKC	Supplies	2,944.80	2,944.80
G-03091	Kimberly Edwards	Programming Supplies	109.90	109.90
G-03092	Heidi Johnson	Mileage	9.35	9.35
G-03093	Lisa Walker	Refund Payroll Deduction	3.00	3.00
G-03094	Bank of America	Direct Deposit Fees	241.69	241.69
G-03095	Sharon A. Nolan	Programming Supplies	72.70	72.70
G-03096	Kelley Riha	Mileage	110.70	110.70
G-03097	Michel M. Haigh	Professional Services	280.00	280.00
G-03098	National Association of	Membership	250.00	250.00
G-03099	Robert Fleming	Materials	221.00	221.00
G-03100	Finder Binder	Materials	450.00	450.00
G-03101	City of Edmond	Water & Garbage Services	223.05	223.05
G-03102	Kimberly Rickey	Mileage	6.68	
		Refund Payroll Deduction	5.00	11.68
G-03103	Norman Music Center	Supplies	89.90	89.90
G-03104	Demco Media Turtleback Books	Materials	182.11	182.11
G-03105	C. L. Frates & Co.	Library Related Services	30.00	30.00
G-03106	Joshua Schell	Mileage	6.68	6.68
G-03107	Todd Olberding	Mileage	30.71	
		Refund Payroll Deduction	5.00	35.71
G-03108	Karen L. Bays	Refund Payroll Deduction	10.00	10.00
G-03109	Cheryl Pernell	Mileage	5.34	5.34
G-03110	Commercial Card Solutions	Automation Contractual	970.15	
		Automation Contractual	182.25	
		Equipment	213.73	
		Supplies	41.73	
		Automation Contractual	35.89	
		Supplies	33.00	
		Automation Contractual	36.39	
		Supplies	43.63	
		Supplies	76.15	
		Automation Contractual	109.38	
		Professional Services	12.00	
		Vehicle Repairs	1,000.00	2,754.30
G-03111	Christy O'Brien	Mileage	15.13	15.13



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Number	Vendor/Payee	Purpose		Amount
G-03112	Baker & Taylor Entertainment	Materials	504.75	504.75
G-03113	Manpower, Inc.	Temporary Services	470.40	470.40
G-03114	Walmart Community	Supplies	16.89	16.89
G-03115	Marian J. LeCrone	Refund Payroll Deduction	5.00	5.00
G-03116	Commercial Card Solutions	Books & Materials	608.28	
		Books & Materials	544.37	
		Books & Materials	418.88	
		Books & Materials	52.40	
		Books & Materials	225.94	
		Books & Materials	258.05	
		Books & Materials	249.20	
		Books & Materials	298.00	2,655.12
G-03118	Reef Shop Warehouse	Maintenance Of Facilities	63.98	63.98
G-03119	A Chance to Change	Professional Services	1,116.50	1,116.50
G-03120	Donna Morris	Car Allowance	450.00	450.00
G-03121	Phillip M. Mitchell	Programming Activities	300.00	300.00
G-03122	Melissa Weathers	Mileage	69.42	69.42
G-03123	Rick George	Printing Supplies	100.00	100.00
G-03124	Focus on the Family	Materials	124.91	124.91
G-03125	Lesli Jones	Library Related Services	180.00	180.00
G-03126	Vision Forum	Books & Materials	71.50	71.50
G-03127	Baker & Taylor Books - #510486	Materials	1,106.55	
		Materials	1,256.48	
		Materials	2,232.57	
		Materials	2,785.74	
		Materials	11,388.40	
		Materials	1,184.94	19,954.68
G-03128	Baker & Taylor Books - #510486	Materials	5,594.80	
		Materials	6,774.99	12,369.79
		Materials	1,510.00	1,510.00
G-03129	Baker & Taylor Books-#510486	Materials	18.69	18.69
G-03130	Maria Watkins	Mileage	70.00	70.00
G-03131	Mickey Sherman	Programming Activity	70.00	70.00
G-03132	Emily Williams	Mileage	14.42	14.42
G-03133	Kelly Dalrymple	Refund Payroll Deduction	2.00	2.00
G-03134	Maria Y. Bozarth	Programming Activity	150.00	150.00
G-03135	Trigen-OKC Energy Corporation	Energy Services	9,172.09	9,172.09
G-03136	Eddie Lou Nachtrieb	Programming Activity	50.00	50.00
G-03137	Stacy Schrank	Refund Payroll Deduction	5.00	5.00
G-03138	DWe Williams	Programming	700.00	700.00
G-03139	Jimmy Welch	Telephone Services	25.00	25.00
G-03140	Debbie Robertus	Travel Expense	40.05	40.05
G-03141	Deborah Willis	Mileage	6.90	
		Travel Expense	83.22	90.12
G-03142	Beverly J. Kirk	Programming Activities	40.00	40.00
G-03143	Aaron Killough	Travel Expense	116.47	116.47
G-03144	Maria Y. Bozarth	Programming Activities	60.00	60.00
G-03145	Mickey Sherman	Programming Activity	70.00	
		Programming	175.00	
		Programming	245.00	490.00
G-03146	Amy L. LaPointe	Programming Activities	50.00	50.00
G-03147	Eddie Lou Nachtrieb	Programming Activity	50.00	50.00
G-03148	Michael Nigro	Programming	265.00	265.00

General Fund F.Y. 05-06

Warrant Register

February 2006

Number	Vendor/Payee	Purpose		Amount
G-03149	City of Del City	Building Rental	400.00	400.00
G-03150	City of Bethany	Water & Garbage Services	125.83	125.83
G-03151	Locke Supply Co.	Maintenance of Facilities	26.70	
		Maintenance of Facilities	17.75	44.45
G-03152	Tech-Lock	Maintenance of Facilities	29.75	29.75
G-03153	MASSCO Maintenance Co.	Maintenance Supplies	33.50	33.50
G-03154	Eales Electronics Corp.	Maintenance of Facilities	150.00	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	25.00	270.00
G-03155	EBSCO Subscription Services	Subscriptions	5.50	5.50
G-03156	SBC	Telephone Services	921.50	
		Telephone Services	1,314.18	
		Telephone Services	327.60	2,563.28
G-03157	Richard Rea	Mileage	31.60	31.60
G-03158	Oklahoma Historical Society	Materials	147.92	147.92
G-03159	Baker & Taylor Books - #510486	Materials	488.10	488.10
G-03160	Donna Morris	Telephone Service	50.00	50.00
G-03161	Mid-west Landscape, LLC	Maintenance of Facilities	725.00	725.00
G-03162	Bill Warren Office Products	Supplies	1,752.00	
		Supplies	403.75	2,155.75
G-03163	Susan E. Hall	Membership	35.00	35.00
G-03164	American Library Association	Membership	185.00	185.00
G-03165	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03166	Keystone Tape & Label, Inc.	Printing Supplies	227.60	227.60
G-03167	Recorded Books, LLC	Materials	754.20	754.20
G-03168	Carolyn Abernathy	Programming Supplies	66.25	66.25
G-03169	Mobil 1 Lube/AFMS	Gas & Oil	36.48	36.48
G-03170	U.S. Postmaster	Postage	79.00	79.00
G-03171	Phillip Tolbert	Programming Supplies	49.51	49.51
G-03172	Jacquelyn J. Taylor	Programming Supplies	169.68	169.68
G-03173	Instructional Video, Inc.	Materials	196.79	196.79
G-03174	Denyveta Davis	Mileage	153.97	153.97
G-03175	Gale Group	Materials	2,231.16	2,231.16
G-03176	Ann Aliotta	Registration	50.00	50.00
G-03177	Gateway	Computer Equipment	11,340.00	11,340.00
G-03178	Children's Press	Materials	1,026.90	1,026.90
G-03179	JoNita Normore	Mileage	8.46	8.46
G-03180	Priscilla Doss	Membership	35.00	35.00
G-03181	Oklahoma Air Filter	Maintenance of Facilities	45.00	
		Maintenance of Facilities	173.52	
		Maintenance of Facilities	55.14	273.66
G-03182	DPS Printing	Supplies	373.85	373.85
G-03183	Random House, Inc	Materials	1,478.40	1,478.40
G-03184	Scott's Printing & Copying	Printing	520.00	520.00
G-03185	Ingram Library Service	Materials	2,401.83	2,401.83
G-03186	Fabkat Editorial Services	Programming	150.00	150.00
G-03187	High-Tech Tronics, Inc.	Capitol Projects	2,450.00	2,450.00
G-03188	Audio Editions	Materials	130.95	130.95
G-03189	Lakeshore Learning Materials	Programming Supplies	23.95	23.95
G-03190	Lynda G. Toney Bahr	Mileage	67.42	67.42
G-03191	United States Postal Service	Postage	1,500.00	1,500.00
G-03192	FedEx Kinko's Print Services	Printing	2.50	2.50



General Fund F.Y. 05-06

Warrant Register

February 2006

Number	Vendor/Payee	Purpose		Amount
G-03193	Love Box Factory Outlet	Maintenance Supplies	928.27	928.27
G-03194	KVMs.com	Computer Equipment	4,946.00	4,946.00
G-03195	Positive Promotions	Programming Supplies	41.95	41.95
G-03196	New Ad Age International, Inc.	Library Related Services	100.00	100.00
G-03197	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	62.95	62.95
G-03198	Ingram Library Service	Materials	452.01	452.01
G-03199	Voss Lighting	Maintenance of Facilities	221.22	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	110.30	
		Maintenance of Facilities	39.76	418.78
G-03200	Frances V. Harbert	Mileage	22.96	
		Programming Supplies	61.75	
		Membership	35.00	119.71
G-03201	L. E. Acker Co.	Maintenance of Facilities	132.48	132.48
G-03202	Liberty Flags & Specialty Co.	Supplies	83.00	83.00
G-03203	American Benefit Solutions	Professional Services	1,018.75	1,018.75
G-03204	Sharon A. Nolan	Programming Supplies	54.17	54.17
G-03205	Epperson Photo-Video	Programming	42.74	42.74
G-03206	Katrina Prince	Mileage	2.89	2.89
G-03207	Pirates Alley	Library Related Services	173.00	173.00
G-03208	Dowell Parking Center	Staff Parking	850.00	
		Staff Parking	1,400.00	2,250.00
G-03209	Linda Allen	Materials	74.35	74.35
G-03210	Rosalind L. Reeder	Programming Activities	250.00	250.00
G-03211	Oklahoma Literacy Coalition	Membership	40.00	40.00
G-03212	Priscilla A. Russell	Programming	100.00	100.00
G-03213	Dealers Cost Corp.	Materials	300.00	300.00
G-03214	Oklahoma Press Service	Library Related Services	201.29	201.29
G-03215	John Wood	Telephone Service	47.60	47.60
G-03216	Linda Jameson	Mileage	8.90	8.90
G-03217	Demco Media Turtleback Books	Materials	95.10	95.10
G-03218	Fariba Williams	Mileage	21.58	21.58
G-03219	Office Depot Credit Plan	Supplies	77.53	
		Supplies	64.62	142.15
G-03220	Jessica L Landry-Gaters	Transportation Costs	20.00	20.00
G-03221	Baker & Taylor Books - #510486	Materials	1,989.63	1,989.63
G-03222	Cox Oklahoma Telecom, Inc.	Internet Data Circuit	5,455.32	
		Internet Data Circuit	3,417.66	
		Internet Data Circuit	755.11	9,628.09
G-03223	Baker & Taylor Entertainment	Materials	8,395.00	8,395.00
G-03224	Manpower, Inc.	Temporary Services	588.00	588.00
G-03225	Walmart Community	Programming Supplies	84.11	84.11
G-03226	Metro Family Magazine	Library Related Services	650.00	650.00
G-03227	Marian J. LeCrone	Mileage	87.67	87.67
G-03228	Reef Shop Warehouse	Maintenance of Facilities	159.99	159.99
G-03229	Deanna Biddle	Mileage	13.80	13.80
G-03230	Melissa Weathers	Membership	35.00	35.00
G-03231	Cintas Corp.	Maintenance of Facilities	212.40	212.40
G-03232	Susan H. Wood	Programming	125.00	
		Programming	190.00	315.00
G-03233	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03234	Myers Landscape Managem't, Inc	Maintenance of Facilities	1,425.00	1,425.00



General Fund F.Y. 05-06

Warrant Register

February 2006

Number	Vendor/Payee	Purpose		Amount
G-03235	Securitas Security USA, Inc.	Security Services	4,411.34	
		Security Services	4,411.34	8,822.68
G-03236	Baker & Taylor Books - #510486	Materials	1,055.92	
		Materials	1,599.60	
		Materials	1,657.69	
		Materials	4,035.70	
		Materials	12,032.17	
		Materials	5,867.14	26,248.22
G-03237	Baker & Taylor Books - #510486	Materials	1,501.72	
		Materials	6,429.54	
		Materials	2,258.78	10,190.04
G-03238	G and S Automotive	Vehicle Parts & Repairs	878.43	878.43
G-03239	Erika Diel	Maintenance of Facilities	120.00	120.00
G-03240	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-03241	Midwest Single Source, Inc.	Supplies	183.30	183.30
G-03242	Stacy Schrank	Professional Services	56.99	56.99
G-03243	John Sing's	Maintenance of Facilities	350.00	
		Maintenance of Facilities	450.00	800.00
Total of FY 05-06 Warrants Issued				\$ 1,432,929.08

General Fund F.Y. 04-05

**Warrant Register**

February 2006

Number	Vendor/Payee	Purpose		Amount
G-06055	SmileMakers, Inc.	Programming Supplies	70.05	70.05
G-06056	Simplex Grinnell, LP	Capital Project	4,184.33	
		Capital Project	2,886.43	
		Construction	1,146.00	
		Construction	878.65	
		Construction	1,744.75	10,840.16
G-06057	Chickasaw Telecom, Inc.	Automation Contractural	944.00	
		Automation Contractural	472.00	1,416.00
G-06058	Simplex Grinnell, LP	Construction	477.75	477.75
Total of FY 04-05 Warrants Issued				\$ 12,803.96

Special Funds

Warrant Register

February 2006

Number	Vendor/Payee	Purpose		Amount
S-11961	Joseph D. Dickerson	Lost & Paid Book Returned	34.95	34.95
S-11962	Helena K. Williams	Lost & Paid Book Returned	16.45	16.45
S-11963	Lakeesha F. K. Mackey	Lost & Paid Book Returned	4.95	4.95
S-11964	John R. Leon	Lost & Paid Book Returned	3.00	3.00
S-11965	Lisa D. Weaver	Lost & Paid Book Returned	3.00	3.00
S-11966	Charles W. Conn	Lost & Paid Book Returned	3.00	3.00
S-11967	Dakota K. Osborne	Lost & Paid Book Returned	3.00	3.00
S-11968	Debbie R. Loftis	Lost & Paid Book Returned	12.00	12.00
S-11969	Baker & Taylor Books - #510486	Materials	14.27	14.27
S-11970	DWe Williams	Programming Activities	3,500.00	3,500.00
S-11971	Asset Redistribution	Supplies	1,530.20	1,530.20
S-11972	Judy K. Maupin	Lost & Paid Book Returned	3.70	3.70
S-11973	Joseph D. Dickerson	Lost & Paid Book Returned	15.95	15.95
S-11974	Irving Public Library	Lost Book Replacement	75.00	75.00
S-11975	Calli D. Heflin	Lost & Paid Book Returned	13.80	13.80
S-11976	Robert E. Ferguson	Lost & Paid Book Returned	13.95	13.95
S-11977	Jordan T. Woods	Lost & Paid Book Returned	3.00	3.00
S-11978	Wilda M. Hartley	Lost & Paid Book Returned	15.99	15.99
S-11979	Carol J. Ritchey	Lost & Paid Book Returned	3.00	3.00
S-11980	Betty K. Bourn	Lost & Paid Book Returned	3.00	3.00
S-11981	Yvette Stills-Davis	Lost & Paid Book Returned	6.00	6.00
S-11982	University of Oklahoma	Lost Book Replacement	82.00	82.00
S-11983	Wesley J. Day	Lost & Paid Book Returned	3.00	3.00
S-11984	Karen L. Bays	Lost & Paid Book Returned	10.00	10.00
S-11985	Tulin LaFollette	Lost & Paid Book Returned	3.00	3.00
S-11986	Larry E. Williams	Lost & Paid Book Returned	3.00	3.00
S-11987	Olivia B. Cornish	Lost & Paid Book Returned	9.95	9.95
S-11988	Nathaniel S. Kisner	Lost & Paid Book Returned	3.00	3.00
S-11989	Patricia Ann Martin	Lost & Paid Book Returned	22.60	22.60
S-11990	Graciela N. Melegatti	Lost & Paid Book Returned	3.75	3.75
S-11991	Gerry G. Florence	Lost & Paid Book Returned	17.50	17.50
S-11992	Meredith L. Exline	Lost & Paid Book Returned	16.95	16.95
S-11993	Gerri R. Randolph	Lost & Paid Book Returned	8.45	8.45
S-11994	Metropolitan Library System	Transfer Fines & Fees	51,000.00	51,000.00
S-11995	Walmart Community	Volunteer Recognition	104.90	104.90
S-11996	Commercial Card Solutions	Software	509.94	509.94
S-11997	Wichita State University	Gifts & Books Lost Accoun	73.00	73.00
S-11998	DWe Williams	Programming	2,800.00	
		Programming	4,200.00	7,000.00
		Total of Special Funds Warrants Issued		\$ 64,149.25



## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: PURCHASE OF CHARLES ALAN FURNITURE**

Provided for in the FY 2005-06 budget is the request for new lounge chairs and end tables for the Midwest City Library. The existing lounge chairs are over ten years old. The fabric is worn, stained and torn on the existing lounge chairs.

Charles Alan lounge chairs are requested to replace the old Worden lounge chairs. Charles Alan furniture was selected because of its quality and durability. Charles Alan furniture was purchased from the four remodeled libraries and for the new Downtown Library.

Charles Alan furniture is not listed on the Oklahoma State Contract for office furniture, is not a participant in the U.S. Community purchasing program, nor is Charles Alan furniture listed on a GSA contract. The Charles Alan chairs and end tables are listed on a contract with the City of Oklahoma City. Spaces is the local Charles Alan dealer and has the contract with the City of Oklahoma City. Spaces will provide Charles Alan furniture to the Library at the contract price offered to the City of Oklahoma City.

The Charles Alan Evan II chair is requested. Four different fabrics will be placed on the chairs. Twenty-three Charles Alan Evan II chairs are to be purchased. Nine Charles Alan Erik end tables are to be purchased and three Charles Alan Erik two-seater benches are to be purchased.

Qty	Furniture Requested	List Price	Discount Price
10 ea	Evan II Chairs with Anzea Fabric, Bell @ \$1,274.00	\$16,390.00	\$12,740.00
4 ea	Evan II Chairs with Anzea Fabric, Banner @ \$1,310.00	\$ 6,566.00	\$ 5,240.00
7 ea	Evan II Chairs with Architex Fabric, Studio @ \$1,328.00	\$11,473.00	\$ 9,296.00
2 ea	Evan II Chairs with Unika Vaev Fabric @ \$1,274.00	\$ 3,278.00	\$ 2,548.00
6 ea	Erik Drum Table @ \$ 895.00	\$10,296.00	\$ 5,370.00
3 ea	Charles Alan Erik Cube Table @ \$1,911.00	\$10,998.00	\$ 5,733.00
1 ea	Erik Bench with Anzea Fabric @ \$ 987.00	\$ 1,656.00	\$ 987.00
2 ea	Erik Bench with Liz Jordan Hill Fabric @ \$1,419.00	\$ 4,984.00	\$ 2,838.00
	Finish Matching Charge for the Three Items	\$ 250.00	\$ 250.00
	<b>Total Contract</b>	<b>\$65,891.00</b>	<b>\$45,002.00</b>

### **RECOMMENDATION:**

That the Commission approve the purchase of the 35 Charles Alan lounge chairs, end tables and benches in the amount of \$45,002.00 from Spaces. Adequate funding in the amount of \$47,450 for this purchase is provided for in the FY 2005-06 budget, account 408.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: PRINTING OF SUMMER READING MATERIAL**

Provided for in the FY 2005-06 budget is the annual request for the printing of the Summer Reading material for the system. Ten different items of material for the Summer Reading program are to be printed and delivered to Marketing and Communications.

Specifications were prepared and bids were let for eleven days and were advertised for two days (February 28 and March 2, 2006) in ***The Oklahoman***. Bids were also sent to eight prospective vendors.

A pre-bid conference was held on March 2, 2006. Two vendors attended.

Bids were received and publicly opened March 9, 2006. Six vendors responded.

<b>Vendors</b>	<b>Bid Cost</b>
Southwestern Stationary	\$14,637.00
Scott Printing	\$15,335.58
Premier Printing	\$15,534.44
DPS Printing	\$16,100.00
Image Printing	\$16,180.00
Standard Printing	\$20,212.50

All vendors are located in Oklahoma County and meet specifications.

**Southwestern Stationary is the best and lowest bidder.**

### **RECOMMENDATION:**

That the Commission award the contract for printing Summer Reading Material to Southwestern Stationary in the amount of \$14,637.00. Adequate funding for this project is available in the FY 2005-06 budget, account 301.

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

**The Long-Range Planning Committee met on March 7, 2006, for:**

- I. 2005 Strategic Plan Status
- II. Discussion, Consideration, and Possible Action: Update and Review of Capital Projects
  - Service Center Project
  - Village Library Future Expansion

**During its meeting, the Committee:**

Reviewed and discussed all items.

**COMMISSION ACTION:**

No Action at this time.



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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Tuesday, March 7, 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, February 16, 2006. 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 March 3, 2006, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Millicent Gillogly  
Deanna Hannah  
Alyne Strube

**COMMITTEE MEMBERS EXCUSED:**

Greg Womack

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 11**

**I.** The meeting was called to order at 3:31 p.m. by Mrs. Penny McCaleb, Chair.  
Roll was called to establish a quorum. Present: Gillogly, Hannah, Strube, McCaleb.

**II.** Mrs. McCaleb referred to Agenda Item II – 2005 Strategic Plan Status.

Mrs. Donna Morris called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations to provide an update of the 2005 Strategic Plan Status.

Mrs. Bauman stated this is the last year under the current strategic plan. She referred to the three remaining items listed on the document.

1. Completion of the expansion of the local history and genealogy materials collections with increased MLS funding in FY 05 and grants from the Friends and Endowment Trust.
2. Library's operating budget will exceed the national average for libraries of comparable size. Based on FY 05, the library's expenditure was 14.5% and the national average for libraries of comparable population size was 14.3%. This requires continuous incremental increases over several years.
3. Place before the public a proposal to increase its millage levy. Lloyd Lovely, Deputy Executive Director/Finance & Support reported at this time our financial projections indicate that the library can hold expenses enough to absorb a new Northwest Library and a second Edmond Library, without raising taxes. The Ad Valorem taxes for the last few years have been higher than normal. The Library's goal will be to add the two new libraries while maintaining or raising the current level of service.

Mrs. Bauman emphasized there are many goals the library established as part of the strategic plan that are on-going objectives. Some examples of the continuing goals are; offering cultural presentations, recognizing customer appreciation month each October, monitoring the local and national media to anticipate needs on topics or customer interests, offering to staff courses in child and young adult development, evaluating the collection, and providing system coordinated events. Questions and discussion followed.

**III.** Mrs. McCaleb referred to Agenda Item III A – Discussion, Consideration, and Possible Action: Update and Review of Capital Projects.

**A. Service Center Project**

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management to provide an update regarding the Service Center Project.

Mr. Olberding stated at the Committee meeting in January, Administration outlined an option that involved trying to find an existing building that could be renovated to meet the library's needs. Mr. Olberding asked Mr. Lee Bollinger to identify properties available with the prescribed requirements. Administration also contacted various other public agencies such as; Oklahoma City Parks Department, Oklahoma City Public Schools, Oklahoma City Water Department and Oklahoma State Purchasing. Unfortunately, nothing was available to meet the library's needs. The staff was given information on numerous buildings and inspected several sites. He stated that the ideal facility would need to be approximately 40,000 square foot. In looking for this size building, it was apparent that a 40,000 square foot building is not very common in the Oklahoma City Commercial market. There are several buildings in the 80,000 square foot range and in the 10,000 to 15,000 square foot range.



After researching different options regarding purchasing and renovating a building to meet the library's needs and not being successful, the decision was made to look at available land with the intention of building a new building.

Mr. Olberding referred to attachment 4 of the agenda and noted the property identified as 210 NE 50<sup>th</sup>. The approximate size of the land needed is 2 acres and this particular property seemed to best suit the library's needs.

Based upon the approval from Commission in January to initiate a letter of intent, an offer was made on this property on February 27<sup>th</sup>. Negotiations are currently underway. Administration will continue to review and weigh other options, however; if this land continues to be the best possible site, a proposal may be brought to the Commission for approval on March 16<sup>th</sup>.

Mrs. Millicent Gillogly asked what the asking price was for the property. Mr. Olberding stated the property located at 210 NE 50<sup>th</sup>, is going for \$2.70 per square foot. Mrs. Gillogly asked if a contract is not ready by the March 16 Commission meeting date, would it be possible to schedule a special Commission meeting to begin the process as soon as possible. Mrs. Morris stated it is very likely, if a decision or contract has not been made prior to the March Commission meeting a Special meeting may need to be scheduled. Time will play a very important role in this process. Questions and Discussion followed

**IV.** Mrs. McCaleb referred to the next item under Agenda Item III B - Discussion, Consideration, and Possible Action: Update and Review of Capital Projects

**B. Village Library Future Expansion**

Mrs. Morris reported the Special Friends of the Village have been raising money to expand the Village Library. One fundraiser the Special Friends host is a "Day in Provence". This year the event is expected to be much larger than previous years and is being held at the Casady Square shopping center.

Mrs. Morris stated several administrative staff and the Village Library manager have been working with the City Manager Bruce Stone and the Special Friends to explain and facilitate how their fundraising for an expansion needs to tie in to the library's planning and budget process.

At this time, the City has not formally requested that the library system begin serious consideration of an expansion. The Village Library was designed to be expandable on several sides and there is a great need for expansion of this facility. The library staff will continue to work with the City of The Village on any future expansion plans. Discussion followed.

Mrs. McCaleb called for any further comments or questions.

**VI.** Mrs. McCaleb adjourned the meeting at 4:35 p.m.



Donna Morris, Executive Director  
(Secretary)

## **Real Estate Purchase Agreement – Service Center Property**

As discussed in commission and commission committee meetings for the last several months, the library staff have been working with a local real estate broker to secure a building/or land for a new service center for the library system.

Over the last few days, Library staff has been able to successfully negotiate a letter of intent for the purchase of a parcel of property located at 222 NE 50<sup>th</sup> Street as per commission approval in January, 2006. The staff discussed this parcel and other properties with the Long Range Planning Committee at its meeting on March 7. However, because we did not have an agreement at that time, no action was taken.

The seller has agreed to a price of \$2.65 per sq. foot for this property. The contract calls for the purchase of approximately 75,975 square feet of property with an option of an additional 16,929 square feet for a total of 2.13 acres. Accordingly, the projected total cost is approximately \$246,196. This contract requires that MLS provide Earnest Money in the amount of \$10,000.00 (Ten thousand dollars).

A copy of the contract is attached. The original contract, signed by the Seller is expected to be delivered to the MLS staff by Tuesday, March 14th.

This contract will enable us to enter into a “due diligence” period of 65 days to make a full physical inspection of the property. This analysis will include an environmental review as well as cost and feasibility studies for a new Service Center building on the property. Should this review indicate, for any reason, that this site not suitable, a written notice will be given to the seller within the above time period to cancel the contract, triggering the return of the Earnest Money.

The Finance Committee and the full commission would review these studies prior to approval for a final closing.

### **COMMISSION ACTION:**

To accept the Administrative recommendation to approve the commercial/industrial real estate purchase contract for property located at 222 NE 50<sup>th</sup>.



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**COMMERCIAL/INDUSTRIAL REAL ESTATE PURCHASE CONTRACT**

This is a legally binding contract; if not understood seek legal advice.

Oklahoma City, Oklahoma, March 9, 2006

1. **PROPERTY:** The undersigned buyer(s) ("Buyer") hereby agrees to purchase from the undersigned Seller(s) ("Seller") the following described property (the "Property"):

(a) The following described real estate (the "Land"):

East 243.9 Feet of Block 2, Plainview Second Addition, shown as Area A on attached Exhibit "1"

Oklahoma County, Oklahoma, which street address is

200 Block NE 50th Street, Oklahoma City, Oklahoma

(b) (check one)

☐ together with all of Seller's right, title, interest and estate in and to oil, gas and other minerals in and under the Land not previously reserved or conveyed of record, or

☒ less and except all oil, gas and other minerals in and under the Land;

(c) together with all of the buildings, structures and improvements in, on or under the Land (the "Improvements");

(d) together with all of the appurtenances belonging thereto and all of Seller's right, title and interest in and to all streets, alleys and other public ways adjacent to the Land;

(e) subject to existing zoning ordinances, restrictions, easements and rights of way \_\_\_\_\_; and

(f) the following described personal property (the "Personal Property"):

upon the following terms and conditions:

2. **TERMS:** Buyer shall pay for the Property the sum of \$2.65 Per Square Foot  
Dollars (\$ 2.65 Per Square Foot ) payable as follows:

(a) The sum of \$ 10,000.00 (check, cash) as Earnest Money, receipt of which is hereby acknowledged, and upon acceptance in writing and delivery of this Contract, the Earnest Money shall promptly be assigned to and deposited in the trust account of First American Title Company to be applied on the purchase price and/or closing costs, if any, at the time of the Closing;

(b) At Closing, IN CASH OR CERTIFIED FUNDS, the further sum of \$2.65 Per Square Foot less Earnest Money (subject to the adjustments set forth in this Contract); and

(c) The balance (subject to adjustments set forth in this Contract) as follows:

3. **TITLE EVIDENCE:** Seller shall furnish Buyer title evidence covering the Property, which shows marketable title vested in Seller according to the title standards adopted by the Oklahoma Bar Association.

(a) Such title evidence shall be in the form of: (check one)

☒ **Commitment for Owner's Title Insurance Policy.** The premium for such Policy including the attorney's fees for examination of the abstract shall be paid 50% by Seller and 50% by Buyer. All abstracting costs shall be paid by Seller. Such Policy shall insure Buyer in an amount equal to the purchase price. The mechanics' and materialmen's liens exception shall be deleted from such Policy.

☐ **Abstract of Title.** The Seller, at Seller's expense, shall provide an abstract of title certified to a date subsequent to the date of this Contract (including current Uniform Commercial Code Certification and if required, U.S. District Court Certification). Buyer shall, at Buyer's expense, obtain either a title opinion or an Owner's Title Insurance Policy.

(b) A pin survey (check one)

☐ shall not be provided, or

☒ shall be provided to Buyer by Seller. The cost of such survey shall be paid 50% by Seller and by 50% Buyer. The survey of the Land and Improvements shall be prepared by a licensed surveyor, and shall contain such detail and certifications to permit the survey exceptions to be deleted from the Owner's Title Insurance Policy. Any encroachment shown on the survey shall be deemed to be a title defect, unless the title company agrees to provide affirmative coverage against loss arising from any final court order or judgment which denies the right to maintain the existing Improvements on the Land because of such encroachment.

(c) Seller shall make existing title evidence (base abstract of title or Owner's Title Insurance Policy) available to the escrow closing agent within a reasonable time after the date of acceptance of this Contract.

(d) Upon delivery to Buyer of the last of the current Commitment for Owner's Title Insurance Policy, the certified abstract or the certified survey, whichever is to be provided under this Contract, Buyer shall have a reasonable time, not to exceed 30 days, to examine same and return same to Seller with a written report specifying any objections or defects in the title or such right to object shall be deemed waived. Seller shall have 90 days after receipt of such report to correct such defects and perfect title unless such time is extended in writing by Buyer. If Seller is unable or unwilling to cure any defects within such period, then unless Buyer waives such defects in writing, this Contract will terminate and the Earnest Money shall be refunded to Buyer less costs which Buyer has agreed to pay.

(e) The title to the Property shall be conveyed to Buyer by General Warranty Deed in recordable form unless otherwise specified in Paragraph 4 below. Upon Closing the existing abstract of title shall become the property of Buyer.

(f) Title to any Personal Property specified herein shall be conveyed to Buyer by Bill of Sale.

**4. SPECIAL PROVISIONS AND/OR ATTACHMENTS HERETO:**

See Exhibit "2" Attached

**5. TAXES, ASSESSMENTS AND PROBATIONS:**

(a) Seller shall pay all expenses owing to the day of Closing, including, but not limited to, real estate ad valorem taxes, personal property ad valorem taxes on the personal property which remains with the Property, matured or unmatured special assessments, interest on any indebtedness assumed hereunder, insurance, all utility bills, salaries and any other expenses related to the operation of the Property. If the amount of taxes cannot be ascertained, such proration shall be on the basis of the taxes paid for the preceding year. All other expenses shall be prorated on the basis of thirty days to the month on the basis of such expense paid for the previous month.

(b) Rents shall be prorated on the basis of thirty days to the month. Rents delinquent more than thirty days shall be collected by the Seller and shall not be adjusted.

(c) Buyer shall receive all income and shall pay all expenses for the day of closing.

Buyer's Initials \_\_\_\_\_

Seller's Initials \_\_\_\_\_



**COMMERCIAL/INDUSTRIAL REAL ESTATE PURCHASE CONTRACT**

This is a legally binding contract; if not understood, seek legal advice.

(d) Any and all leases in effect shall be assigned, and security deposits and prepaid rents, if any, shall be paid to Buyer by Seller at the Closing unless otherwise provided herein.

**6. CONDITION OF PROPERTY:**

(a) Until the Closing or transfer of possession, risk of loss to the Property, ordinary wear and tear excepted, shall be upon the Seller. After the Closing or transfer of possession, such risk shall be upon the Buyer.

(b) Unless otherwise agreed upon in writing, Buyer, by the Closing or taking possession of the Property, shall be deemed to have accepted the Property in its then existing condition, including fixtures and equipment permanently affixed to the Property and shall acknowledge the same to Seller in writing at the Closing. To the best of Seller's knowledge, no hazardous substances or conditions exist on the Property. NO WARRANTIES are expressed or implied by Seller or Listing REALTOR® and Selling REALTOR® and their affiliated licensees that shall be deemed to survive the Closing with reference to the condition of the Property or any fixtures or equipment.

(c) Except for the provisions above, the Seller shall deliver the Property and Improvements thereon in their present condition, ordinary wear and tear excepted.

(d) Utilities, if presently on, shall be left on until Closing.

**7. CLOSING/POSSESSION:** This transaction shall be closed on or before Wednesday May 31 2006  
(day of week) (date)

(the "Closing"), unless the Closing is extended as may be required by Paragraph 3(d) above, or by written agreement of Seller and Buyer with legal possession delivered to Buyer at the time of the Closing and actual and complete possession of the Property to be given at the Closing or as follows:

**8. BUYER'S EXPENSE:** Buyer shall pay at the time of the Closing, IN CASH OR CERTIFIED FUNDS, one-half of the escrow closing fee, Buyer's recording fees, Oklahoma sales tax (if any), and all other funds required from Buyer set forth in this Contract.

**9. SELLER'S EXPENSE:** Seller shall pay at the time of the Closing, documentary stamps required, one-half of the escrow closing fee, Seller's recording fees (if any), and all other expenses required from Seller set forth in this Contract.

**10. DEFAULT:**

(a) If Buyer wrongfully refuses to close, Seller and Buyer agree that since it is impracticable and extremely difficult to fix the actual damages sustained, the Earnest Money shall be forfeited as liquidated damages to Seller. One-half thereof shall be retained by the REALTOR®(S) to apply on professional services. Seller may, at Seller's option, seek specific performance.

(b) If Seller's title defects cannot be corrected as herein provided, or if Seller wrongfully refuses to close, Buyer's Earnest Money shall be returned and Seller shall be liable for the REALTOR®(S) commission and any other expenses incurred on Seller's behalf as provided in this Contract. Buyer may, at Buyer's option, seek specific performance.

(c) In the event any suit is instituted, the prevailing party shall have the right to recover all of such party's expenses and costs incurred by reason of such litigation, including, but not limited to, attorney's fees, court costs, and costs of suit preparation.

**11. BINDING EFFECT:** This Contract, when executed by both Seller and Buyer, shall be binding upon and inure to the benefit of Seller and Buyer, their respective heirs, legal representatives, successors and permitted assigns. This Contract sets forth the complete understanding of Seller and Buyer and supersedes all previous negotiations, representations and agreements between them and Listing Broker and its affiliated licensees and Selling Broker and its affiliated licensees. This Contract can only be amended, modified, or assigned by written agreement signed by both Seller and Buyer.

**12. ACCEPTANCE TIME:** The foregoing offer is made subject to acceptance in writing hereon by Seller, and the return of an executed copy to the undersigned Buyer on or before 5:00 p.m. Monday, March 13 2006  
(day of week) (date)

If the offer is not accepted, the Earnest Money shall be returned to Buyer.

**13. TIME IS OF THE ESSENCE.**

**14. DISCLAIMER AND INDEMNIFICATION:** It is expressly understood by Seller and Buyer that Listing REALTOR® and Selling REALTOR® and their affiliated licensees do not warrant the present or future value, size by square footage, condition, structure or structure systems of the Property or any improvements, nor do they hold themselves out to be experts in quality, design and construction. Seller and Buyer shall hold the Listing REALTOR® and Selling REALTOR® and their affiliated licensees harmless in the event of losses, claims or demands by or against Seller and Buyer. This paragraph shall survive the Closing.

**15. CONFIRMATION OF BROKERAGE RELATIONSHIP:** The undersigned Buyer confirms the brokerage relationship with the Selling Broker in the attached form for Confirmation of Disclosure and Consent, If Applicable, and Seller shall confirm the brokerage relationship with the Listing Broker on such form at the time of acceptance of this Contract or, if applicable, at the time of making a counteroffer.

Metropolitan Library System of Oklahoma County

(Print Buyer's name exactly as title will be taken)

(Signature)

Fed ID #

73-0747828

(Print Buyer's name exactly as title will be taken)

(Signature)

SS#

**16. SELLER'S ACCEPTANCE:** Seller accepts the foregoing offer and shall sell the above-described Property on the terms and conditions herein stated and shall pay the Listing REALTOR® the compensation previously agreed upon in the Listing Agreement or other agreement of employment between them, which shall survive this Contract, for professional services rendered and to be rendered in this transaction. Seller shall pay to the NAI Sullivan Group a compensation of 6% of the purchase price at the closing of the transaction.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature) Seller

\_\_\_\_\_  
(Signature) Seller

SS#

SS#

**EARNEST MONEY RECEIPT:** Received the sum of \$ 10,000.00 (Ten thousand Dollars and no cents) as Earnest Money, to be held and applied in accordance with the items and conditions of the foregoing offer.

Date

\_\_\_\_\_  
Selling-REALTOR®-ASSOCIATE (Signature)  
NAI Sullivan Group

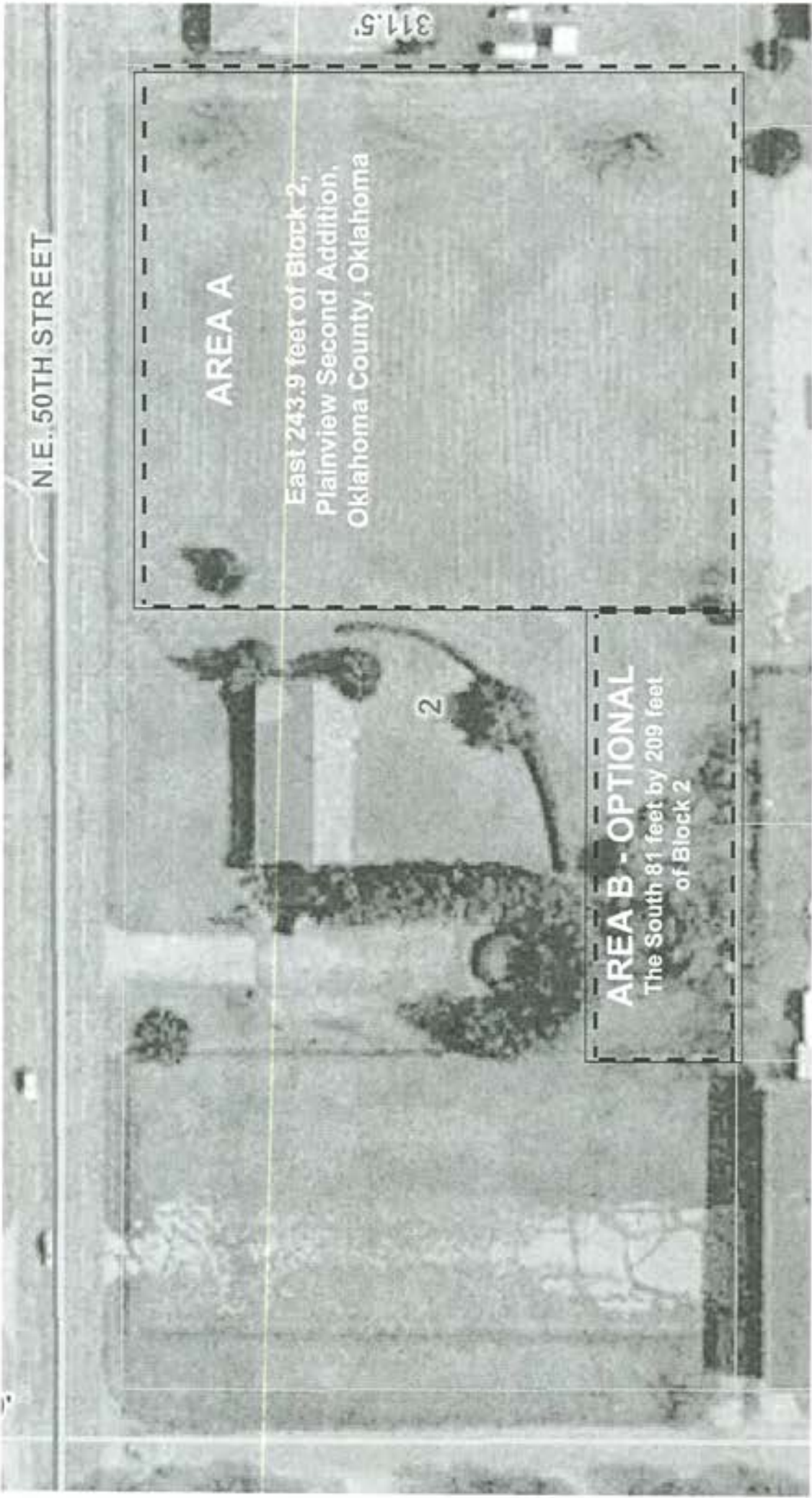
Date

\_\_\_\_\_  
Listing-REALTOR®-ASSOCIATE (Signature)  
NAI Sullivan Group

Title	EXHIBIT "1"	Dated	March 9, 2006
Reference	Commercial Real Estate Purchase Contract	Sheet	1 of 1 NOT TO SCALE

Buyer's  
Initials \_\_\_\_\_

Seller's  
Initials \_\_\_\_\_





**Exhibit "2" TO COMMERCIAL REAL ESTATE PURCHASE CONTRACT**  
(Addendum to Real Estate Purchase Contract dated March 9, 2006 and made a part thereof)

1. **Assignment:** This Contract may be assigned.
2. **Environmental Audit and Physical Inspection of Property:** It is hereby agreed by and between Buyer and Seller the Buyer shall have a period of Sixty-five (65) days from full execution of this Contract in which to make a full physical inspection of the property and in which to have a Phase I and/or Phase II Environmental Study prepared. The cost of said inspection and environmental study or studies shall be paid by Buyer. If Buyer determines during said Sixty-five (65) days that the property is environmentally impaired or that the property, for any reason whatsoever, is not suitable for Buyer's intended use, then Buyer, in Buyer's sole discretion, shall have the right to give Seller written notice within said Sixty-five (65) days to cancel the Contract and Buyer's earnest money shall be refunded, less Buyer's share of the title commitment and survey costs.
3. **Building Plans and Cost Study:** Buyer intends to build a building on the property and plans to do cost and feasibility studies for a building. As part of Buyer's due diligence, Buyer shall have Sixty-five (65) days to determine the feasibility of the building for the property. This Sixty-five (65) day due diligence study shall coincide with the physical inspection of the property. All such costs pertaining to this study shall be paid by the Buyer. However, if Buyer should determine, for any reason whatsoever, that a building to their needs would not be suitable for the property, Buyer, in Buyer's sole discretion, shall have the right to give Seller written notice within said Sixty-five (65) days to cancel Contract and Buyer's earnest money shall be refunded.
4. **Option to Purchase Additional Tract:** Seller shall grant Buyer an option for Sixty-five (65) days to purchase the following described property at \$2.65 per square foot upon the same terms and conditions:  
  
The South 81 feet by 209 feet in Block 2, Plainview Second Addition, Oklahoma County, Oklahoma located directly Behind the brick office building and parking lot at 222 NE 50<sup>th</sup> Street as shown as AREA B on the attached Exhibit "1".
5. **Lot Split of Property:** This property is part of a larger tract of property which Seller owns. After the survey is completed to determine the exact square footage of property Buyer is purchasing, the Seller, at Seller's expense shall obtain any required lot split approval from the city of Oklahoma City.
6. **Sight Proof Fence:** The Buyer, at Buyer expense, after closing, agrees to erect a visual barrier fence along a portion of the west property line, starting at the building set back of the existing office building located at 222 NE 50<sup>th</sup> Street.

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Seller Signature



**CONFIRMATION OF DISCLOSURE AND CONSENT, IF APPLICABLE**

As required by state law, both Buyer and Seller must confirm certain disclosures pertaining to the brokerage relationship and consent, if applicable, and attach such confirmation to the contract to purchase, lease, option or exchange real estate. This Confirmation is attached to that certain Real Estate Purchase Contract between the undersigned Buyer and the undersigned Seller.

Dated March 9, 2006, pertaining to the real estate described therein, the street address of which is 222 NE 50th Street, Oklahoma City, Oklahoma,  
Oklahoma County, Oklahoma.

1. The undersigned **Buyer** confirms that: (check one)

☒ (a) The Selling Broker is providing services to Buyer as a Transaction Broker without a written brokerage agreement; the Broker's role was described and disclosed to Buyer; and the Broker disclosed that the Buyer is not vicariously liable for the acts or omissions of the Broker as a Transaction Broker.

☐ (b) The Selling Broker is providing services to Buyer as a transaction Broker with a written brokerage agreement in which the Broker's relationship to Buyer was described and disclosed; and the Broker disclosed that the Buyer is not vicariously liable for the acts or omissions of the Broker as a Transaction Broker.

☐ (c) The Selling Broker is providing services in this transaction as a Transaction Broker where the Broker has previously entered into a written brokerage agreement to provide services as a Single-Party Broker; the Buyer has previously consented to the change in the brokerage relationship from Single-Party Broker to Transaction Broker; and the Buyer is not vicariously liable for the acts or omissions of the Broker as a transaction Broker in this transaction.

☐ (d) The Selling Broker is providing services to Buyer as a Single-Party Broker with a written brokerage agreement in which the Broker's relationship to Buyer was described and disclosed; and the broker disclosed that the Buyer may be vicariously liable for the acts or omissions of the Broker as a Single-Party Broker.

Executed by Buyer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

_____ Buyers Name (Print)	_____ Buyer (Signature)
_____ Buyers Name (Print)	_____ Buyer (Signature)

2. The undersigned **Seller** confirms that: (check one)

☒ (a) The Listing Broker is providing services to Seller as a Transaction Broker with a written brokerage agreement in which the Broker's relationship to Seller was described and disclosed; and the Broker disclosed that Seller is not vicariously liable for the acts or omissions of the Broker as a Transaction Broker.

☐ (b) The Listing Broker is providing services in this transaction as a Transaction Broker where the Broker has previously entered into a written brokerage agreement to provide services as a Single-Party Broker; the Seller has previously consented to the changes in the brokerage relationship from Single-Party Broker to Transaction Broker; and the Seller is not vicariously liable for the acts or omissions of the Broker as a Transaction Broker in this transaction.

☐ (c) The Listing Broker is providing services to Seller as a Single-Party Broker with brokerage agreement in which the Broker's relationship to Seller was described and disclosed; and the Broker disclosed that the Seller may be vicariously liable for the acts or omissions of the Broker as a Single-Party Broker.

☐ (d) The Broker is providing services to Seller as a Transaction Broker without a written brokerage agreement; the Broker's role was described and disclosed to Seller; and the Broker disclosed that the Seller is not vicariously liable for the acts or omissions of the Broker as a Transaction Broker.

Executed by Seller this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

_____ Seller Name (Print)	_____ Seller (Signature)
_____ Buyer Name (Print)	_____ Buyer (Signature)

**DISCLOSURE REGARDING TRANSACTION BROKER RELATIONSHIP  
TO A PARTY WITHOUT A WRITTEN BROKERAGE AGREEMENT**

**1. Disclosure.** A real estate licensee may provide service to a party to a real estate transaction as either a Transaction Broker or as a Single-Party Broker. Under Oklahoma law, a broker who is performing services as a Transaction Broker without a written brokerage agreement shall describe and disclose the broker's role to the party prior to the signing by a party of a contract to purchase, lease, option or exchange real estate.

**2. Description of Services of Broker as a Transaction Broker.** When the Broker provides services as a Transaction Broker:

(a) The Broker shall treat all parties to the transaction with honesty;

(b) The Broker shall comply with all requirements of the Oklahoma Real Estate License Code and all applicable statutes and rules;

(c) The Broker shall exercise reasonable skill and care including:

- the timely presenting of all written offers and counteroffers;
- keeping the party for whom the Broker is providing services fully informed regarding the transaction;
- timely accounting for all money and property received by the Broker;
- keeping confidential information received from a party confidential as set forth in Paragraph 3 below;
- disclosing information pertaining to the property as required by the Oklahoma Residential Property Condition Disclosure Act;

(d) The party for whom the Broker is providing services as a Transaction Broker will not be vicariously liable for the acts or omissions of the Broker.

**3. Matters That Cannot be Disclosed by Broker.** The following information is considered confidential, and Broker will not disclose:

(a) that a party is willing to pay more or accept less than what is being offered;

(b) that a party is willing to agree to financing terms that are different from those offered; and

(c) the motivating factors of a party purchasing, selling, leasing, optioning or exchanging the Property.

**UNLESS**

- consent is granted by the party disclosing the information;
- the disclosure is required by law; or
- the information is made public or becomes public as the result of actions from a source other than Broker.

**4. Confirmation.** The foregoing disclosures must be confirmed in writing in a separate provision, incorporated in or attached to the contract to purchase, lease, option or exchange real estate.

Acknowledged and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Executed by Broker this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

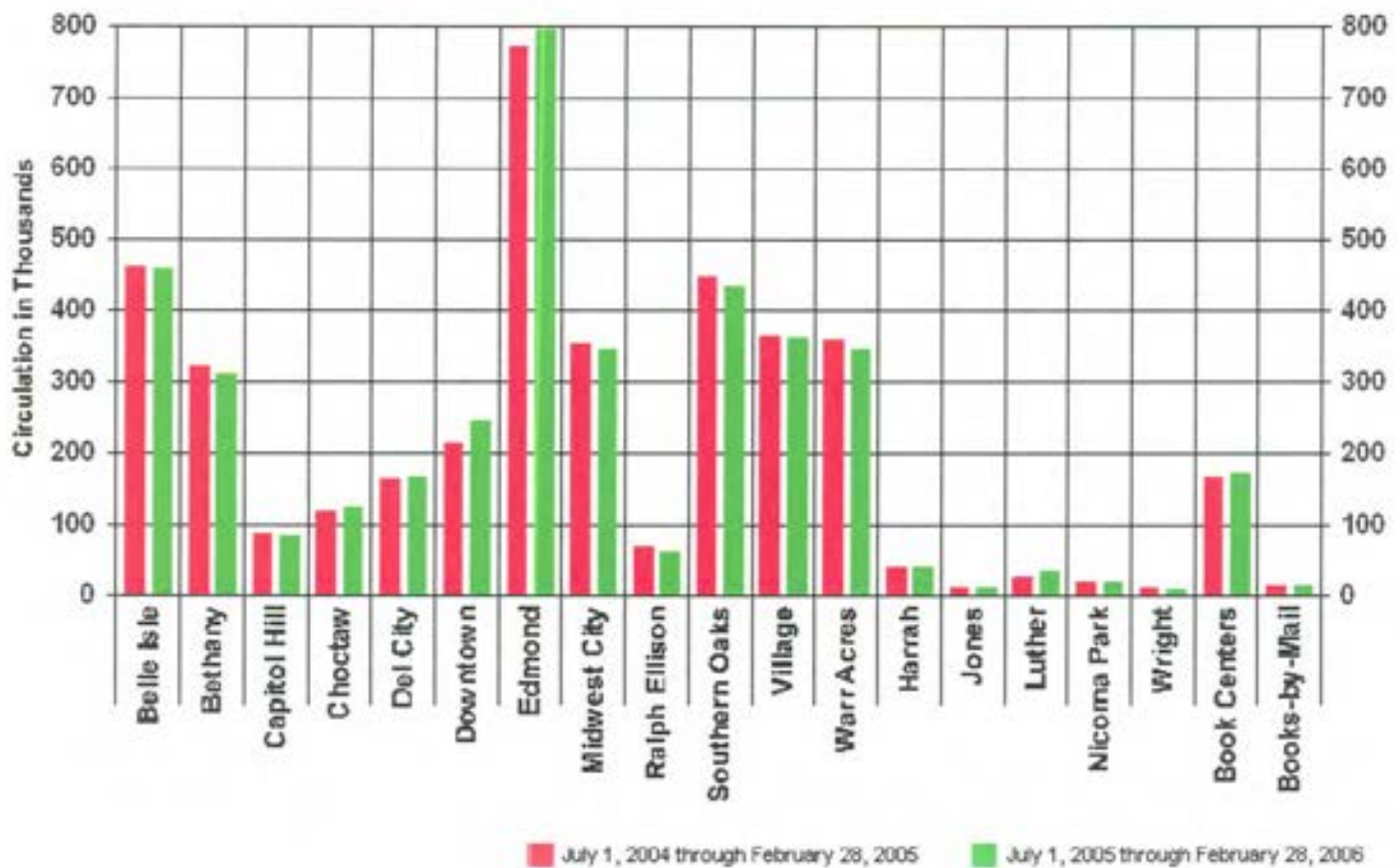
\_\_\_\_\_  
Broker (Company)

\_\_\_\_\_  
Broker or Associate (Signature)



## **Circulation Gains and Losses**

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)



## **Circulation Gains and Losses**

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

<b>FEBRUARY 28, 2006</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
BELLE ISLE	05	43065	353039	13032	106865	56097	459904	
	06	41354	348002	14116	109567	55470	457569	
		<b>-1711</b>	<b>-5037</b>	<b>1084</b>	<b>2702</b>	<b>-627</b>	<b>-2335</b>	<b>-.5</b>
BETHANY	05	27985	225239	11293	95354	39278	320593	
	06	25786	218054	10659	91680	36445	309734	
		<b>-2199</b>	<b>-7185</b>	<b>-634</b>	<b>-3674</b>	<b>-2833</b>	<b>-10859</b>	<b>-3.4</b>
CAPITOL HILL	05	7531	62309	2657	22762	10188	85071	
	06	7343	57892	3116	24323	10459	82215	
		<b>-188</b>	<b>-4417</b>	<b>459</b>	<b>1561</b>	<b>271</b>	<b>-2856</b>	<b>-3.4</b>
CHOCTAW	05	9190	74245	4992	43063	14182	117308	
	06	9653	77356	5662	45705	15315	123061	
		<b>463</b>	<b>3111</b>	<b>670</b>	<b>2642</b>	<b>1133</b>	<b>5753</b>	<b>4.9</b>
DEL CITY	05	14869	116992	4637	46362	19506	163354	
	06	14136	117356	5394	47598	19530	164954	
		<b>-733</b>	<b>364</b>	<b>757</b>	<b>1236</b>	<b>24</b>	<b>1600</b>	<b>1.0</b>
DOWNTOWN	05	22132	163070	6939	49580	29071	212650	
	06	22231	184744	6803	58839	29034	243583	
		<b>99</b>	<b>21674</b>	<b>-136</b>	<b>9259</b>	<b>-37</b>	<b>30933</b>	<b>14.5</b>
EDMOND	05	56092	450406	38550	322041	94642	772447	
	06	58841	471920	38912	324033	97753	795953	
		<b>2749</b>	<b>21514</b>	<b>362</b>	<b>1992</b>	<b>3111</b>	<b>23506</b>	<b>3.0</b>
MIDWEST CITY	05	31111	259275	10184	93435	41295	352710	
	06	31100	249438	11300	95009	42400	344447	
		<b>-11</b>	<b>-9837</b>	<b>1116</b>	<b>1574</b>	<b>1105</b>	<b>-8263</b>	<b>-2.3</b>
RALPH ELLISON	05	5679	51863	1709	14991	7388	66854	
	06	5443	45496	1508	13187	6951	58683	
		<b>-236</b>	<b>-6367</b>	<b>-201</b>	<b>-1804</b>	<b>-437</b>	<b>-8171</b>	<b>-12.2</b>
SOUTHERN OAKS	05	39845	335600	13737	112353	53582	447953	
	06	39531	317999	14097	114434	53628	432433	
		<b>-314</b>	<b>-17601</b>	<b>360</b>	<b>2081</b>	<b>46</b>	<b>-15520</b>	<b>-3.5</b>
VILLAGE	05	30740	251193	13173	111128	43913	362321	
	06	29410	247902	13132	111723	42542	359625	
		<b>-1330</b>	<b>-3291</b>	<b>-41</b>	<b>595</b>	<b>-1371</b>	<b>-2696</b>	<b>-.7</b>
WARR ACRES	05	28656	243894	13198	114272	41854	358166	
	06	27562	237333	12086	106799	39648	344132	
		<b>-1094</b>	<b>-6561</b>	<b>-1112</b>	<b>-7473</b>	<b>-2206</b>	<b>-14034</b>	<b>-3.9</b>



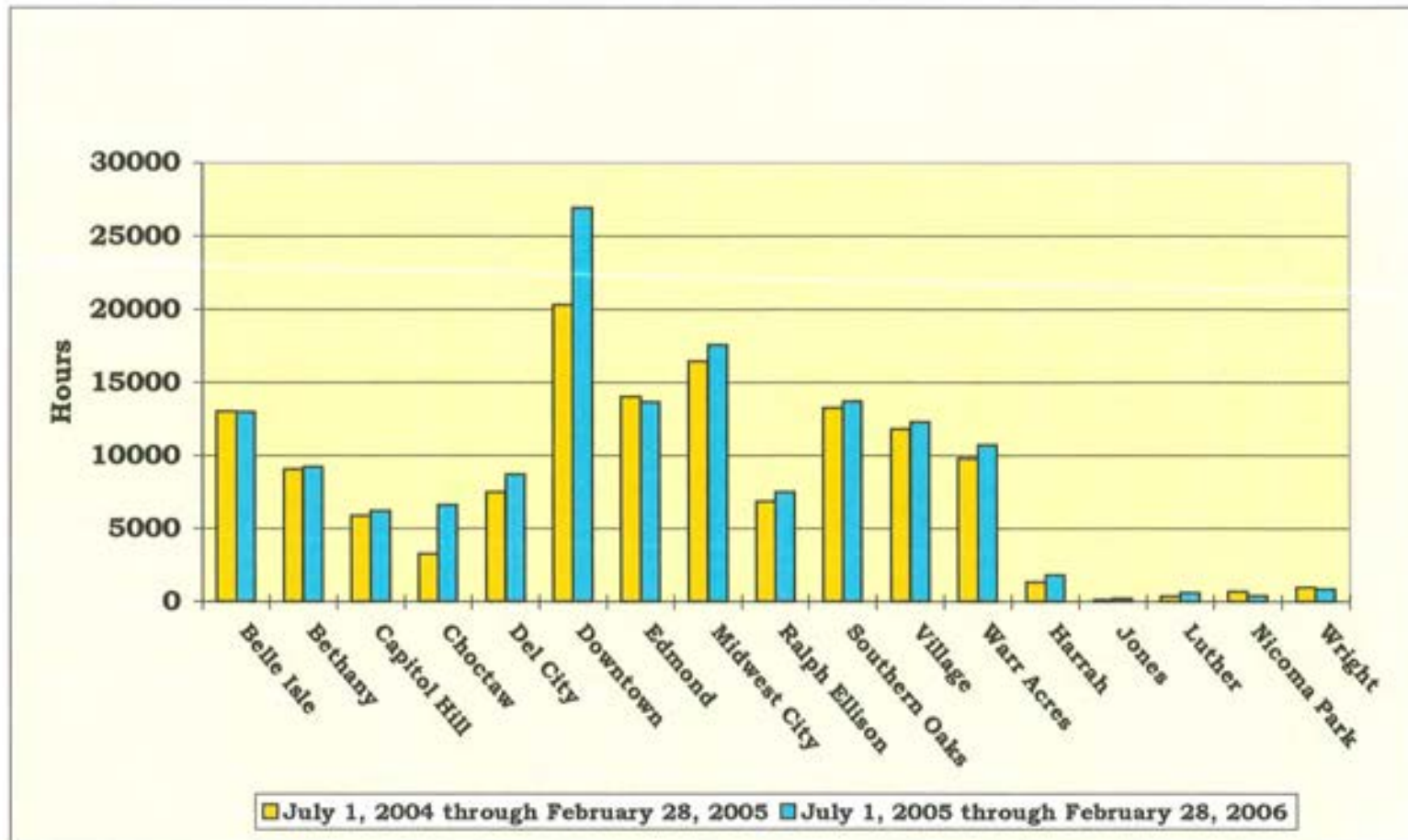
## Circulation Gains and Losses

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

FEBRUARY 28, 2006		<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	3421	27995	1399	11106	4820	39101	
	06	3291	27192	1390	11219	4681	38411	
		<b>-130</b>	<b>-803</b>	<b>-9</b>	<b>113</b>	<b>-139</b>	<b>-690</b>	<b>-1.8</b>
JONES	05	1029	8005	271	2114	1300	10119	
	06	986	7270	298	1763	1284	9033	
		<b>-43</b>	<b>-735</b>	<b>27</b>	<b>-351</b>	<b>-16</b>	<b>-1086</b>	<b>-10.7</b>
LUTHER	05	1883	18257	753	6390	2636	24647	
	06	3468	23131	1111	9004	4579	32135	
		<b>1585</b>	<b>4874</b>	<b>358</b>	<b>2614</b>	<b>1943</b>	<b>7488</b>	<b>30.4</b>
NICOMA PARK	05	1905	14615	383	3758	2288	18373	
	06	1582	14386	307	3811	1889	18197	
		<b>-323</b>	<b>-229</b>	<b>-76</b>	<b>53</b>	<b>-399</b>	<b>-176</b>	<b>-1.0</b>
WRIGHT	05	973	7417	231	1522	1204	8939	
	06	840	6206	176	1369	1016	7575	
		<b>-133</b>	<b>-1211</b>	<b>-55</b>	<b>-153</b>	<b>-188</b>	<b>-1364</b>	<b>-15.3</b>
<u>OTHER:</u>								
BOOK CENTERS	05	9016	73138	11450	91912	20466	165050	
	06	9503	75239	11753	93586	21256	168825	
		<b>487</b>	<b>2101</b>	<b>303</b>	<b>1674</b>	<b>790</b>	<b>3775</b>	<b>2.3</b>
BOOKS-BY-MAIL	05	1408	12726	0	0	1408	12726	
	06	1427	12273	0	0	1427	12273	
		<b>19</b>	<b>-453</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>-453</b>	<b>-3.6</b>
TOTALS	05	336530	2749278	148588	1249008	485118	3998286	
	06	333487	2739189	151820	1263649	485307	4002838	
		<b>-3043</b>	<b>-10089</b>	<b>3232</b>	<b>14641</b>	<b>189</b>	<b>4552</b>	<b>.1</b>

## Total Internet Hours Used by Library

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)





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## Total Internet Usage

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	306		4,326		1,615.99		3,567		35,672		13,014.54	
	06	317		4,164		1,585.00		3,851		34,618		12,989.08	
		11	3.6	-162	-3.7	-30.99	-1.9	284	8.0	-1,054	-3.0	-25.46	-2
BETHANY	05	163		2,572		1,040.22		2,154		21,529		9,070.14	
	06	189		2,724		1,122.19		2,432		22,241		9,222.50	
		26	16.0	152	5.9	81.97	7.9	278	12.9	712	3.3	152.36	1.7
CAPTOL HILL	05	133		1,739		694.16		1,772		15,485		5,913.10	
	06	167		1,949		722.03		1,997		16,070		6,201.66	
		34	25.6	210	12.1	27.87	4.0	225	12.7	585	3.8	288.56	4.9
CHOCTAW	05	81		1,258		463.61		972		8,976		3,294.62	
	06	115		2,476		934.88		1,282		16,044		6,618.86	
		34	42.0	1,218	96.8	471.27	101.7	310	31.9	7,068	78.7	3,324.24	100.9
DEL CITY	05	166		2,393		947.14		1,923		18,629		7,502.95	
	06	161		2,511		997.15		2,193		21,651		8,697.87	
		-5	-3.0	118	4.9	50.01	5.3	270	14.0	3,022	16.2	1,194.92	15.9
DOWNTOWN	05	327		7,437		2,930.01		3,528		52,661		20,317.18	
	06	365		6,957		3,086.47		4,808		63,303		26,926.96	
		38	11.6	-480	-6.5	156.46	5.3	1,280	36.3	10,642	20.2	6,609.78	32.5
EDMOND	05	276		4,939		1,731.35		3,926		39,849		14,041.43	
	06	336		4,886		1,776.25		4,330		38,689		13,665.81	
		60	21.7	-53	-1.1	44.90	2.6	404	10.3	-1,160	-2.9	-375.62	-2.7
MIDWEST CITY	05	330		5,410		2,067.54		4,449		43,982		16,438.50	
	06	369		6,048		2,210.51		5,178		48,018		17,571.55	
		39	11.8	638	11.8	142.97	6.9	729	16.4	4,036	9.2	1,133.05	6.9
RALPH ELLISON	05	164		2,434		832.76		2,188		19,680		6,860.72	
	06	153		2,761		887.19		2,329		21,460		7,505.25	
		-11	-6.7	327	13.4	54.43	6.5	141	6.4	1,780	9.0	644.53	9.4

## Total Internet Usage

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	366		4,010		1,530.38		4,251		33,829		13,257.41	
	06	360		4,394		1,733.51		4,565		34,782		13,712.11	
		-6	-1.6	384	9.6	203.13	13.3	314	7.4	953	2.8	454.70	3.4
VILLAGE	05	258		4,001		1,425.39		3,632		32,855		11,823.19	
	06	290		3,788		1,380.86		3,946		33,124		12,288.92	
		32	12.4	-213	-5.3	-44.53	-3.1	314	8.6	269	.8	465.73	3.9
WARR ACRES	05	235		3,199		1,154.53		2,914		27,214		9,814.48	
	06	253		3,451		1,269.84		3,113		28,794		10,720.09	
		18	7.7	252	7.9	115.31	10.0	199	6.8	1,580	5.8	905.61	9.2
HARRAH	05	28		400		189.43		340		3,103		1,349.93	
	06	38		459		249.47		351		3,398		1,832.76	
		10	35.7	59	14.8	60.04	31.7	11	3.2	295	9.5	482.83	35.8
JONES	05	3		30		19.43		39		291		143.63	
	06	3		42		18.41		47		417		224.25	
			.0	12	40.0	-1.02	-5.2	8	20.5	126	43.3	80.62	56.1
LUTHER	05	7		129		50.87		122		990		364.85	
	06	14		178		83.40		162		1,461		613.64	
		7	100.0	49	38.0	32.53	63.9	40	32.8	471	47.6	248.79	68.2
NICOMA PARK	05	6		154		101.04		89		1,184		691.09	
	06	5		102		54.43		96		850		418.62	
		-1	-16.7	-52	-33.8	-46.61	-46.1	7	7.9	-334	-28.2	-272.47	-39.4
WRIGHT	05	3		231		102.19		103		2,534		970.23	
	06	10		236		94.10		118		2,178		876.66	
		7	233.3	5	2.2	-8.09	-7.9	15	14.6	-356	-14.0	-93.57	-9.6
TOTAL	05	2,852		44,662		16,896.04		35,969		358,463		134,867.99	
	06	3,145		47,126		18,205.69		40,798		387,098		150,086.59	
		293	10.3	2,464	5.5	1,309.65	7.8	4,829	13.4	28,635	8.0	15,218.60	11.3



## Internet Usage by Adult Customers

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	237		3,500		1,334.79		2,963		29,371		10,859.57	
	06	273		3,528		1,365.92		3,216		29,289		11,187.90	
		<b>36</b>	<b>15.2</b>	<b>28</b>	<b>.8</b>	<b>31.13</b>	<b>2.3</b>	<b>253</b>	<b>8.5</b>	<b>-82</b>	<b>-.3</b>	<b>328.33</b>	<b>3.0</b>
BETHANY	05	143		2,345		981.74		1,845		19,318		8,391.79	
	06	153		2,204		942.33		2,004		18,738		8,079.68	
		<b>10</b>	<b>7.0</b>	<b>-141</b>	<b>-6.0</b>	<b>-39.41</b>	<b>-4.0</b>	<b>159</b>	<b>8.6</b>	<b>-580</b>	<b>-3.0</b>	<b>-312.11</b>	<b>-3.7</b>
CAPITOL HILL	05	84		1,155		503.95		1,137		10,709		4,425.34	
	06	98		1,068		438.33		1,226		10,082		4,157.61	
		<b>14</b>	<b>16.7</b>	<b>-87</b>	<b>-7.5</b>	<b>-65.62</b>	<b>-13.0</b>	<b>89</b>	<b>7.8</b>	<b>-627</b>	<b>-5.9</b>	<b>-267.73</b>	<b>-6.0</b>
CHOCTAW	05	52		885		349.35		715		6,338		2,502.83	
	06	80		1,381		556.29		905		9,646		4,090.81	
		<b>28</b>	<b>53.8</b>	<b>496</b>	<b>56.0</b>	<b>206.94</b>	<b>59.2</b>	<b>190</b>	<b>26.6</b>	<b>3,308</b>	<b>52.2</b>	<b>1,587.98</b>	<b>63.4</b>
DEL CITY	05	133		1,962		805.51		1,530		15,776		6,599.99	
	06	122		2,122		866.08		1,745		18,033		7,460.97	
		<b>-11</b>	<b>-8.3</b>	<b>160</b>	<b>8.2</b>	<b>60.57</b>	<b>7.5</b>	<b>215</b>	<b>14.1</b>	<b>2,257</b>	<b>14.3</b>	<b>860.98</b>	<b>13.0</b>
DOWNTOWN	05	295		6,717		2,694.04		3,010		46,478		18,414.31	
	06	309		6,337		2,889.95		4,024		56,233		24,632.48	
		<b>14</b>	<b>4.7</b>	<b>-380</b>	<b>-5.7</b>	<b>195.91</b>	<b>7.3</b>	<b>1,014</b>	<b>33.7</b>	<b>9,755</b>	<b>21.0</b>	<b>6,218.17</b>	<b>33.8</b>
EDMOND	05	225		4,292		1,536.84		3,251		34,451		12,397.62	
	06	280		4,150		1,530.04		3,627		33,483		11,995.51	
		<b>55</b>	<b>24.4</b>	<b>-142</b>	<b>-3.3</b>	<b>-6.80</b>	<b>-.4</b>	<b>376</b>	<b>11.6</b>	<b>-968</b>	<b>-2.8</b>	<b>-402.11</b>	<b>-3.2</b>
MIDWEST CITY	05	259		4,532		1,772.89		3,607		37,476		14,350.03	
	06	273		4,582		1,764.27		3,994		36,723		13,978.76	
		<b>14</b>	<b>5.4</b>	<b>50</b>	<b>1.1</b>	<b>-8.62</b>	<b>-.5</b>	<b>387</b>	<b>10.7</b>	<b>-753</b>	<b>-2.0</b>	<b>-371.27</b>	<b>-2.6</b>
RALPH ELLISON	05	112		1,760		620.54		1,636		14,370		5,179.28	
	06	110		2,043		687.73		1,749		15,760		5,756.88	
		<b>-2</b>	<b>-1.8</b>	<b>283</b>	<b>16.1</b>	<b>67.19</b>	<b>10.8</b>	<b>113</b>	<b>6.9</b>	<b>1,390</b>	<b>9.7</b>	<b>577.60</b>	<b>11.2</b>

## Internet Usage by Adult Customers

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	281		3,050		1,205.80		3,335		26,571		10,909.00	
	06	279		3,089		1,306.25		3,578		26,246		10,812.29	
		-2	-7	39	1.3	100.45	8.3	243	7.3	-325	-1.2	-96.71	-9
VILLAGE	05	201		3,264		1,213.22		2,970		28,123		10,478.04	
	06	226		3,125		1,160.92		3,193		26,912		10,131.26	
		25	12.4	-139	-4.3	-52.30	-4.3	223	7.5	-1,211	-4.3	-346.78	-3.3
WARR ACRES	05	188		2,723		1,015.01		2,437		23,964		8,918.75	
	06	217		2,881		1,082.69		2,622		23,761		9,128.75	
		29	15.4	158	5.8	67.68	6.7	185	7.6	-203	-8	210.00	2.4
HARRAH	05	21		333		167.17		257		2,311		1,074.35	
	06	24		311		164.78		250		2,647		1,392.20	
		3	14.3	-22	-6.6	-2.39	-1.4	-7	-2.7	336	14.5	317.85	29.6
JONES	05	1		14		11.24		22		166		91.65	
	06	2		36		16.23		28		285		148.14	
		1	100.0	22	157.1	4.99	44.4	6	27.3	119	71.7	56.49	61.6
LUTHER	05	4		102		39.59		62		639		251.50	
	06	7		129		67.56		98		913		436.37	
		3	75.0	27	26.5	27.97	70.6	36	58.1	274	42.9	184.87	73.5
NICOMA PARK	05	6		106		72.73		57		782		507.15	
	06	4		71		33.07		65		536		266.32	
		-2	-33.3	-35	-33.0	-39.66	-54.5	8	14.0	-246	-31.5	-240.83	-47.5
WRIGHT	05	2		156		70.06		79		2,112		797.13	
	06	5		182		72.41		76		1,754		698.80	
		3	150.0	26	16.7	2.35	3.4	-3	-3.8	-358	-17.0	-98.33	-12.3
TOTAL	05	2,244		36,896		14,394.47		28,913		298,955		116,148.33	
	06	2,462		37,239		14,944.85		32,400		311,041		124,354.73	
		218	9.7	343	.9	550.38	3.8	3,487	12.1	12,086	4.0	8,206.40	7.1

## Internet Usage by Minor Customers

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	05	69		826		281.20		604		6,301		2,154.97	
	06	44		636		219.08		635		5,329		1,801.18	
		-25	-36.2	-190	-23.0	-62.12	-22.1	31	5.1	-972	-15.4	-353.79	-16.4
BETHANY	05	20		227		58.48		309		2,211		678.35	
	06	36		520		179.86		428		3,503		1,142.82	
		16	80.0	293	129.1	121.38	207.6	119	38.5	1,292	58.4	464.47	68.5
CAPITOL HILL	05	49		584		190.21		635		4,776		1,487.76	
	06	69		881		283.70		771		5,988		2,044.05	
		20	40.8	297	50.9	93.49	49.2	136	21.4	1,212	25.4	556.29	37.4
CHOCTAW	05	29		373		114.26		257		2,638		791.79	
	06	35		1,095		378.59		377		6,398		2,528.05	
		6	20.7	722	193.6	264.33	231.3	120	46.7	3,760	142.5	1,736.26	219.3
DEL CITY	05	33		431		141.63		393		2,853		902.96	
	06	39		389		131.07		448		3,618		1,236.90	
		6	18.2	-42	-9.7	-10.56	-7.5	55	14.0	765	26.8	333.94	37.0
DOWNTOWN	05	32		720		235.97		518		6,183		1,902.87	
	06	56		620		196.52		784		7,070		2,294.48	
		24	75.0	-100	-13.9	-39.45	-16.7	266	51.4	887	14.3	391.61	20.6
EDMOND	05	51		647		194.51		675		5,398		1,643.81	
	06	56		736		246.21		703		5,206		1,670.30	
		5	9.8	89	13.8	51.70	26.6	28	4.1	-192	-3.6	26.49	1.6
MIDWEST CITY	05	71		878		294.65		842		6,506		2,088.47	
	06	96		1,466		446.24		1,184		11,295		3,592.79	
		25	35.2	588	67.0	151.59	51.4	342	40.6	4,789	73.6	1,504.32	72.0
RALPH ELLISON	05	52		674		212.22		552		5,310		1,681.44	
	06	43		718		199.46		580		5,700		1,748.37	
		-9	-17.3	44	6.5	-12.76	-6.0	28	5.1	390	7.3	66.93	4.0



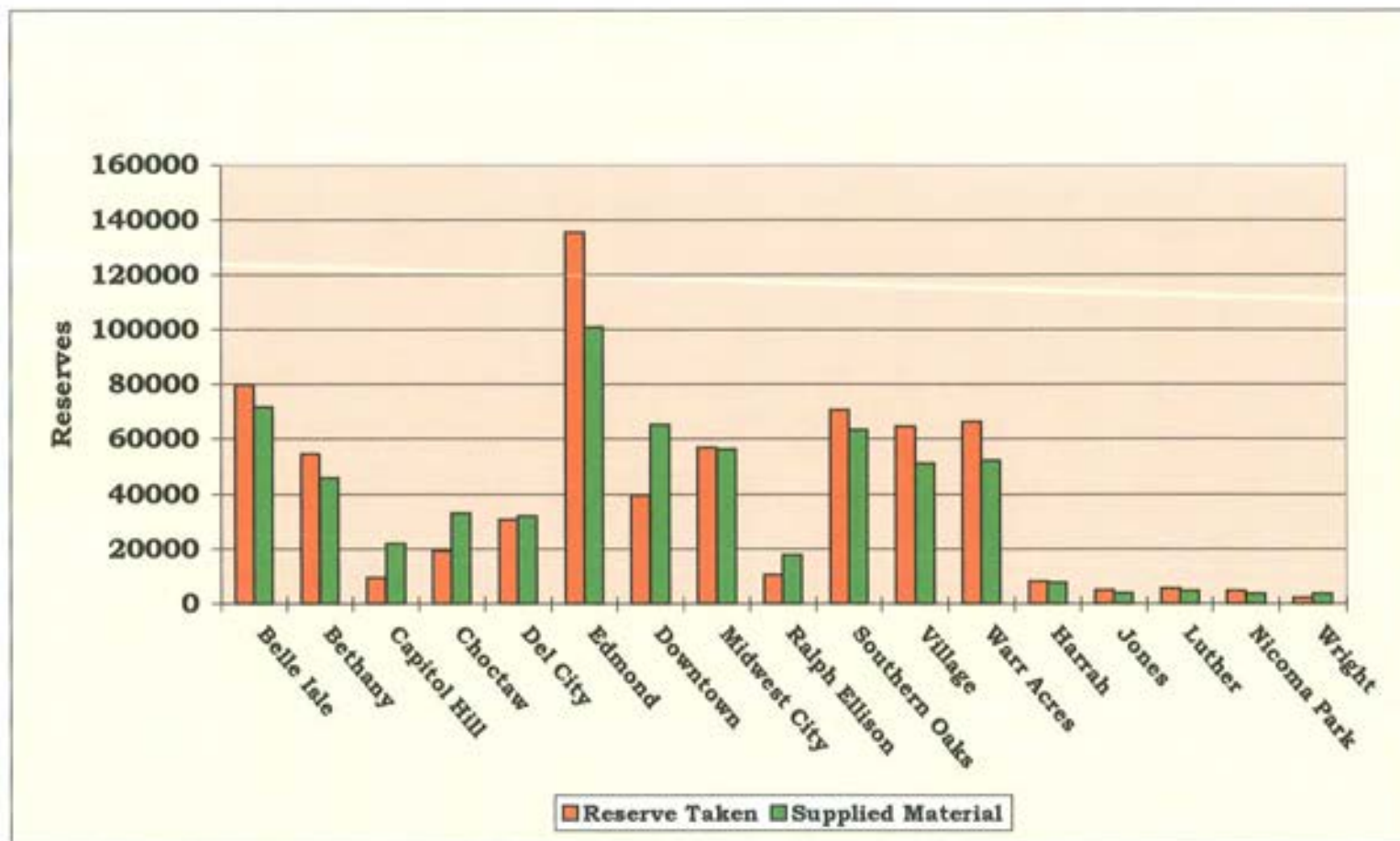
## Internet Usage by Minor Customers

**July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	05	85		960		324.58		916		7,258		2,348.41	
	06	81		1,305		427.26		987		8,536		2,899.82	
		-4	-4.7	345	35.9	102.68	31.6	71	7.8	1,278	17.6	551.41	23.5
VILLAGE	05	57		737		212.17		662		4,732		1,345.15	
	06	64		663		219.94		753		6,212		2,157.66	
		7	12.3	-74	-10.0	7.77	3.7	91	13.7	1,480	31.3	812.51	60.4
WARR ACRES	05	47		476		139.52		477		3,250		895.73	
	06	36		570		187.15		491		5,033		1,591.34	
		-11	-23.4	94	19.7	47.63	34.1	14	2.9	1,783	54.9	695.61	77.7
HARRAH	05	7		67		22.26		83		792		275.58	
	06	14		148		84.69		101		751		440.56	
		7	100.0	81	120.9	62.43	280.5	18	21.7	-41	-5.2	164.98	59.9
JONES	05	2		16		8.19		17		125		51.98	
	06	1		6		2.18		19		132		76.11	
		-1	-50.0	-10	-62.5	-6.01	-73.4	2	11.8	7	5.6	24.13	46.4
LUTHER	05	3		27		11.28		60		351		113.35	
	06	7		49		15.84		64		548		177.27	
		4	133.3	22	81.5	4.56	40.4	4	6.7	197	56.1	63.92	56.4
NICOMA PARK	05			48		28.31		32		402		183.94	
	06	1		31		21.36		31		314		152.30	
		1		-17	-35.4	-6.95	-24.5	-1	-3.1	-88	-21.9	-31.64	-17.2
WRIGHT	05	1		75		32.13		24		422		173.10	
	06	5		54		21.69		42		424		177.86	
		4	400.0	-21	-28.0	-10.44	-32.5	18	75.0	2	.5	4.76	2.7
TOTAL	05	608		7,766		2,501.57		7,056		59,508		18,719.66	
	06	683		9,887		3,260.84		8,398		76,057		25,731.86	
		75	12.3	2,121	27.3	759.27	30.4	1,342	19.0	16,549	27.8	7,012.20	37.5

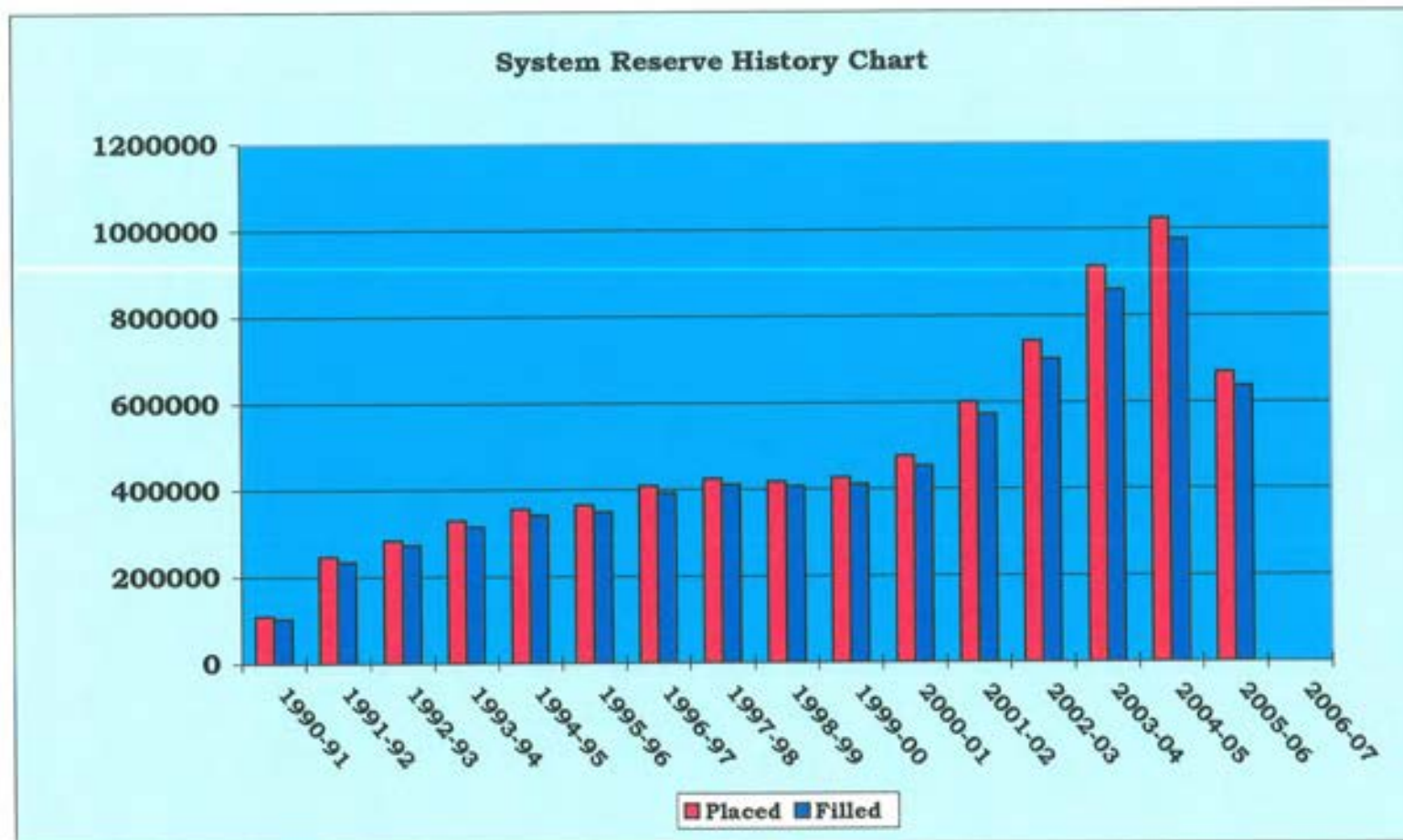
## System Reserve Report

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)



## System Reserve Report

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)





## System Reserves Report

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	05	10,168	83,140		9,742	79,831	
	06	9,202	79,818		8,884	76,070	
		<b>-966</b>	<b>-3,322</b>	<b>-4.0</b>	<b>-858</b>	<b>-3,761</b>	<b>-4.7</b>
BETHANY	05	6,968	60,600		6,774	58,141	
	06	6,319	54,430		6,015	51,823	
		<b>-649</b>	<b>-6,170</b>	<b>-10.2</b>	<b>-759</b>	<b>-6,318</b>	<b>-10.9</b>
CAPITOL HILL	05	1,534	12,555		1,421	11,912	
	06	1,146	9,498		1,055	9,047	
		<b>-388</b>	<b>-3,057</b>	<b>-24.3</b>	<b>-366</b>	<b>-2,865</b>	<b>-24.1</b>
CHOCTAW	05	2,284	21,416		2,347	20,403	
	06	2,314	19,389		2,349	18,565	
		<b>30</b>	<b>-2,027</b>	<b>-9.5</b>	<b>2</b>	<b>-1,838</b>	<b>-9.0</b>
DEL CITY	05	3,481	29,821		3,303	28,761	
	06	3,664	30,889		3,597	29,462	
		<b>183</b>	<b>1,068</b>	<b>3.6</b>	<b>294</b>	<b>701</b>	<b>2.4</b>
EDMOND	05	15,225	129,049		14,821	124,049	
	06	16,339	135,341		15,791	129,827	
		<b>1,114</b>	<b>6,292</b>	<b>4.9</b>	<b>970</b>	<b>5,778</b>	<b>4.7</b>
DOWNTOWN	05	4,958	33,504		4,652	30,773	
	06	4,931	39,815		4,533	37,102	
		<b>-27</b>	<b>6,311</b>	<b>18.8</b>	<b>-119</b>	<b>6,329</b>	<b>20.6</b>
MIDWEST CITY	05	6,711	58,695		6,560	56,343	
	06	6,656	56,815		6,483	53,943	
		<b>-55</b>	<b>-1,880</b>	<b>-3.2</b>	<b>-77</b>	<b>-2,400</b>	<b>-4.3</b>
RALPH ELLISON	05	1,108	11,052		1,010	10,671	
	06	1,231	10,686		1,165	10,204	
		<b>123</b>	<b>-366</b>	<b>-3.3</b>	<b>155</b>	<b>-467</b>	<b>-4.4</b>
SOUTHERN OAKS	05	8,855	74,607		8,501	71,025	
	06	7,973	70,498		7,641	66,860	
		<b>-882</b>	<b>-4,109</b>	<b>-5.5</b>	<b>-860</b>	<b>-4,165</b>	<b>-5.9</b>
VILLAGE	05	7,519	65,983		7,231	63,295	
	06	7,270	64,528		6,983	61,125	
		<b>-249</b>	<b>-1,455</b>	<b>-2.2</b>	<b>-248</b>	<b>-2,170</b>	<b>-3.4</b>
WARR ACRES	05	7,885	65,570		7,744	63,000	
	06	6,892	66,281		6,914	63,695	
		<b>-993</b>	<b>711</b>	<b>1.1</b>	<b>-830</b>	<b>695</b>	<b>1.1</b>

## System Reserves Report

July 1, 2005 through February 28, 2006 (66.67% of the 05-06 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	05	1,177	8,847		1,127	8,507	
	06	1,104	8,167		1,108	7,889	
		<b>-73</b>	<b>-680</b>	<b>-7.7</b>	<b>-19</b>	<b>-618</b>	<b>-7.3</b>
JONES	05	783	5,144		631	4,944	
	06	735	4,982		581	4,679	
		<b>-48</b>	<b>-162</b>	<b>-3.1</b>	<b>-50</b>	<b>-265</b>	<b>-5.4</b>
LUTHER	05	581	4,100		463	3,830	
	06	959	5,721		935	5,401	
		<b>378</b>	<b>1,621</b>	<b>39.5</b>	<b>472</b>	<b>1,571</b>	<b>41.0</b>
NICOMA PARK	05	694	4,939		573	4,801	
	06	452	4,778		465	4,775	
		<b>-242</b>	<b>-161</b>	<b>-3.3</b>	<b>-108</b>	<b>-26</b>	<b>-.5</b>
WRIGHT	05	438	3,578		407	3,490	
	06	351	2,283		308	2,188	
		<b>-87</b>	<b>-1,295</b>	<b>-36.2</b>	<b>-99</b>	<b>-1,302</b>	<b>-37.3</b>
BOOKS-BY-MAIL	05	506	3,790		477	3,670	
	06	561	4,399		522	4,255	
		<b>55</b>	<b>609</b>	<b>16.1</b>	<b>45</b>	<b>585</b>	<b>15.9</b>
TOTAL	05	80,875	676,408		77,784	647,467	
	06	78,099	668,329		75,329	636,921	
		<b>-2,776</b>	<b>-8,079</b>	<b>-1.2</b>	<b>-2,455</b>	<b>-10,546</b>	<b>-1.6</b>

# **MLS**

## **Public Officials' and Employees Liability Insurance Exclusions**



**ENDORSEMENT# 1**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**OKLAHOMA  
AMENDATORY ENDORSEMENT**

Wherever used in this endorsement: 1) "we", "us", "our", and "Insurer" mean the insurance company which issued this policy; and 2) "you", "your", "named Insured", "First Named Insured", and "Insured" mean the Named Corporation, Named Organization, Named Sponsor, Named Insured, or Insured stated in the declarations page; and 3) "Other Insured(s)" means all other persons or entities afforded coverage under the policy.

It is hereby agreed and understood that the cancellation provision of this policy is amended to read as follows:

After coverage has been in effect for more than sixty (60) business days or after the effective date of renewal of a commercial property, casualty or fire insurance policy, a notice of cancellation will not be issued by the Insurer unless it is based on one or more of the following reasons:

1. Non-payment of premium;
2. Discovery of fraud or material misrepresentation in the procurement of the insurance or with respect to any claims submitted thereunder;
3. Discovery of willful or reckless acts or omissions on the part of the Insured or Other Insured(s) which increases any hazard insured against;
4. The occurrence of a change in the risk which substantially increases any hazard insured against after insurance coverage has been issued or renewed;
5. A violation of any local fire, health, safety, building or construction regulation or ordinance with respect to any insured property or the occupancy thereof which substantially increases any hazard insured against;
6. A determination by the Commissioner that the continuation of the policy would place the Insurer in violation of the insurance laws of this state;
7. Conviction of the Insured or Other Insured(s) of a crime having as one of its necessary elements an act increasing any hazard insured against; or
8. Loss of or substantial changes in applicable reinsurance.

The Insurer may refuse to renew this policy by giving the first named Insured at the address shown on the policy written notice that the Insurer will not renew this policy. Such notice will be given at least sixty (60) days prior to the policy expiration date. If notice is given by mail, said notice shall be deemed to have been given on the day said notice is mailed. If notice is mailed less than sixty (60) days before expiration of the policy, coverage shall remain in effect until sixty (60) days after notice is mailed. Earned premium for any period of coverage that extends beyond the expiration date shall be considered pro rata, based upon the previous year's rate. Transfer of the Insured between

**Draft Copy - 03/07/2008 001**

**ENDORSEMENT# 1** (continued)

insurers within the same insurance group is not a refusal to renew. Additionally, an insurer shall give to the named insured at the mailing address shown on the policy, written notice of premium increase, change in deductible, reduction in limits or coverage at least forty-five (45) days prior to the expiration date of the policy. If the insurer fails to provide such notice, the premium, deductible, limits and coverage provided to the named insured prior to the change shall remain in effect until notice is given or until the effective date of replacement coverage obtained by the named insured, whichever first occurs. If notice is given by mail, said notice shall be deemed to have been given on the day said notice is mailed. If the insured elects not to renew, any earned premium for the period of extension of the terminated policy shall be calculated pro rata at the lower of the current or previous year's rate. If the insured accepts the renewal, the premium increase, if any, and other changes shall be effective the day following the prior policy's expiration or anniversary date.

Notice of nonrenewal is not required if the insurer or another insurer within the same insurance group has offered to issue a renewal policy or, if the first named insured has obtained replacement of coverage or has agreed in writing to obtain replacement coverage.

If the insurer provides the notice required by this endorsement and thereafter extends the policy for ninety (90) days or less, an additional notice of nonrenewal is not required with respect to the extension.

Proof of mailing of notice of cancellation, or of nonrenewal to the First Named Insured at the address shown in the policy shall be sufficient proof of notice.

All other terms, conditions and exclusions shall remain the same.



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AUTHORIZED REPRESENTATIVE

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Page 2 of 2



**ENDORSEMENT# 2**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT  
(BROAD FORM)**

In consideration of the premium charged, it is hereby understood and agreed that this policy does not apply to any Claim(s):

- A. alleging, arising out of, based upon, attributable to, or in any way involving, directly or indirectly the hazardous properties of nuclear material, including but not limited to:
- (1) nuclear material located at any nuclear facility owned by, or operated by or on behalf of, the Organization, or discharged or dispersed therefrom; or
  - (2) nuclear fuel contained in spent fuel or waste which was or is at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of the Organization; or
  - (3) the furnishing by an Insured or the Organization of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any nuclear facility; or
  - (4) claims for damages to the Organization or its members which alleges, arises from, is based upon, is attributed to or in any way involves, directly or indirectly, the hazardous properties of nuclear material.
- B. (1) which is insured under a nuclear energy liability policy issued by Nuclear Energy Liability Insurance Association, Mutual Atomic Energy Liability underwriters, or Nuclear Insurance Association of Canada, or would be insured under any such policy but for its termination upon exhaustion of its Limit of Liability; or,
- (2) with respect to which (a) any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law amendatory thereof, or (b) the Organization or any Insured is, or had this policy not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into the United States of America, or any agency thereof, with any person or organization.

As used in this endorsement:

"hazardous properties" include radioactive, toxic or explosive properties;

"nuclear material" means source material, special nuclear material or byproduct material;

"source material", "special nuclear material", and "byproduct material" have the meanings given them in the Atomic Energy Act of 1954 or in law amendatory thereof;

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**ENDORSEMENT# 2 (continued)**

"spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a nuclear reactor;

"waste" means any waste material (1) containing byproduct material and (2) resulting from the operation by any person or organization of any nuclear facility included within the definition of nuclear facility under paragraph (a) or (b) thereof;

"nuclear facility" means -

- (a) any nuclear reactor,
- (b) any equipment or device designed or used for (1) separating the isotopes of uranium or plutonium, (2) processing or utilizing spent fuel, or (3) handling, processing or packaging waste,
- (c) any equipment or device used for the processing, fabricating or alloying of special nuclear material if at any time the total amount of such material in the custody of the insured at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235,
- (d) any structure, basin, excavation, premises or place prepared or used for the storage or disposal of waste, and includes the site on which any of the foregoing is located, all operations conducted on such site and all-premises used for such operations;

"nuclear reactor" means any apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



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Draft Copy - 03/07/2008 **END 002**

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- 2 -

**ENDORSEMENT# 3**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**CAPTIVE INSURANCE COMPANY EXCLUSION**

In consideration of the premium charged, it is hereby understood and agreed that the Insurer shall not be liable to make any payments for Loss in connection with any Claim(s) made against any Insured alleging, arising out of, based upon, or attributable to the ownership, management, maintenance and/or control by the Organization of any captive insurance company or entity, including but not limited to any Claim(s) alleging the insolvency or bankruptcy of the Organization as a result of such ownership, operation, management and control.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



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AUTHORIZED REPRESENTATIVE

Draft Copy - 03/07/2008 **END 003**  
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**ENDORSEMENT# 4**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**COMMISSIONS EXCLUSION**

In consideration of the premium charged, it is hereby understood and agreed that the Insurer shall not be liable to make any payment for Loss in connection with any Claim(s) made against any Insured alleging, arising out of, based upon, or attributable to:

- (i) payments, commissions, gratuities, benefits or any other favors to or for the benefit of any full or part-time domestic or foreign governmental or armed services officials, agents, representatives, employees or any members of their family or any entity with which they are affiliated; or
- (ii) payments, commissions, gratuities, benefits or any other favors to or for the benefit of any full or part-time officials, directors, agents, partners, representatives, members, principal shareholders, owners or employees, or affiliates (as that term is defined in the Securities Exchange Act of 1934, including any of their officers, directors, agents, owners, partners, representatives, principal shareholders or employees) or any customers of the Organization or any members of their family or any entity with which they are affiliated; or
- (iii) political contributions, whether domestic or foreign.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

Draft Copy - 03/07/2008 **END 004**



**ENDORSEMENT# 5**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

**"NO LIABILITY" PROVISION DELETED**

In consideration of the premium charged, it is hereby understood and agreed that the policy is hereby amended as follows:

- (1) The Definition of "No Liability" is hereby deleted in its entirety; and
- (2) The last paragraph of Clause 6. RETENTION CLAUSE is hereby deleted in its entirety.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



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AUTHORIZED REPRESENTATIVE

**Draft Copy - 03/07/2006** **FNB 005**  
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**ENDORSEMENT# 6**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

**FAILURE TO EFFECT OR MAINTAIN ADEQUATE INSURANCE EXCLUSION**

In consideration of the premium charged, it is hereby understood and agreed that the Insurer shall not be liable for any Loss in connection with any Claim(s) made against any Insured alleging, arising out of, based upon, attributable to any failure or omission on the part of the Insureds or the Organization to effect or maintain adequate insurance.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

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**ENDORSEMENT# 7**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

**PRESUMPTIVE INDEMNIFICATION**

In consideration of the premium charged, it is hereby understood and agreed that, for the purposes of the applicability of this policy to Loss, the Organization will be conclusively deemed to have indemnified the Individual Insureds to the maximum extent that the Organization is permitted or required to grant such indemnification pursuant to law, common or statutory, or contract or by the charter or by-laws of the Organization (which are hereby deemed to adopt the broadest provisions of the law which determined or defines such rights of indemnity). The Organization hereby agrees to indemnify the Individual Insureds to the fullest extent permitted by law including the making in good faith of any required application for court approval.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

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**ENDORSEMENT# 8**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**DISCOVERY AMENDED  
PREMIUM TBD**

In consideration of the premium charged, it is hereby understood and agreed that the policy (and any endorsement amending Clause 10. DISCOVERY CLAUSE) is hereby amended to the extent necessary for the policy to provide the following:

Clause 10. DISCOVERY CLAUSE is deleted in its entirety and replaced with the following:

**10. DISCOVERY CLAUSE**

Except as indicated below, if the Named Organization shall cancel or the Named Organization or Insurer shall refuse to renew this policy, the Named Organization shall have the right to a period of either one, two or three years following the effective date of such cancellation or nonrenewal (the "Discovery Period"), upon payment of an additional premium amount as shall be determined by the Insurer in its sole and absolute discretion, in which to give to the Insurer written notice of Claims first made against the Insureds during said Discovery Period for any Wrongful Act occurring prior to the end of the Policy Period and otherwise covered by this policy. The rights contained in this paragraph shall terminate, however, unless written notice of such election together with the additional premium due is received by the Insurer within 30 days of the effective date of cancellation or nonrenewal. The Additional Premium for the Discovery Period shall be fully earned at the inception of the Discovery Period. The Discovery Period is not cancelable. This clause and the rights contained herein shall not apply to any cancellation resulting from non-payment of premium.

In the event of a Transaction as defined in Clause 12, the Named Organization shall have the right, within 30 days before the end of the Policy Period, to request an offer from the Insurer of a Discovery Period (with respect to Wrongful Acts occurring prior to the effective time of the Transaction). The Insurer shall offer such Discovery Period pursuant to such terms, conditions, exclusions and additional premium as the Insurer may reasonably decide. In the event of a Transaction, the right to a Discovery Period shall not otherwise exist except as indicated in this paragraph.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

**ENDORSEMENT# 9**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**PROFESSIONAL ERRORS & OMISSIONS EXCLUSION**

In consideration of the premium charged, it is hereby understood and agreed that the Insurer shall not be liable to make any payment for Loss in connection with any Claim(s) made against any Insured(s) alleging, arising out of, based upon or attributable to any Insured(s)' performance of or failure to perform professional services for others for a fee, or any act(s), error(s) or omission(s) relating thereto.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

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**ENDORSEMENT# 10**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**GOVERNMENTAL FUNDING DEFENSE COST COVERAGE**

In consideration of the premium charged, it is understood and agreed that the Loss shall not include the return funds which were received by the Organization or any other entity from any federal, state, or local governmental agency; provided, however, that with regard to Claims arising out of the return, or request to return, such funds, subject to a retention amount of \$1,000,000, this policy shall pay Defense Costs up to \$1,000,000 on a 50% coinsurance basis with 50% of such Defense Costs to be borne by the Insured and to remain uninsured; and the remaining 50% of such Defense Costs to be covered by the Insurer subject to all other terms, conditions and exclusions of the policy.

It is further understood and agreed that the Clause 6 provisions for a retention waiver upon finding of No Liability shall not apply to the above separate retention.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED



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**ENDORSEMENT# 11**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 628-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**EXCLUSION (j) AMENDED  
(FAIR LABOR STANDARDS ACT)**

In consideration of the premium charged, it is hereby understood and agreed that notwithstanding any other provision of this policy (including any endorsement attached hereto whether such endorsement precedes or follows this endorsement in time or sequence), Clause 4. EXCLUSIONS, is hereby amended by deleting Exclusion (j) in its entirety and replacing it with the following:

- (j) for violation(s) of any of the responsibilities, obligations or duties imposed by the Employee Retirement Income Security Act of 1974, the Fair Labor Standards Act (except the Equal Pay Act), the National Labor Relations Act, the Worker Adjustment and Retraining Notification Act, the Consolidated Omnibus Budget Reconciliation Act, the Occupational Safety and Health Act, any rules or regulations of the foregoing promulgated thereunder, and amendments thereto or any similar federal, state, local or foreign statutory law or common law; provided, however, this exclusion shall not apply to a Claim for Retaliation; provided, further, however, there is no coverage provided under this policy for any Claim related to, arising out of, based upon, or attributable to the refusal, failure or inability of any Insured(s) to pay wages or overtime pay for services rendered (hereinafter, "earned Wages") (as opposed to tort-based back pay or front pay damages) or for improper payroll deductions taken by any Insured(s) from any Employee(s) or purported employee(s), including, but not limited to, (i) any unfair business practice claim alleged because of the failure to pay Earned Wages, or (ii) any Claim seeking earned Wages because any Employee(s) or purported employee(s) was improperly classified or mislabeled as "exempt"

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



AUTHORIZED REPRESENTATIVE

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(10/02)

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1 of 1

**ENDORSEMENT# 12**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

**EMPLOYMENT PRACTICES/THIRD PARTY EPL SEPARATE RETENTION**

In consideration of the premium charged, it is hereby understood and agreed that Item 5. of the Declarations page is deleted in its entirety and replaced with the following:

**ITEM 5. RETENTION:**

A. Judgments, Settlements and  
Defense Costs (Non-Indemnifiable  
Loss or Indemnifiable Loss  
incurred solely by Organizations  
In Financial Insolvency) None

B. **EMPLOYMENT PRACTICES CLAIMS**  
Judgments, Settlements and Defense  
Costs (Coverage C and all Indemnifiable  
Loss)

\$25,000  
for Loss arising from Claims  
alleging the same Wrongful  
Act or Related Wrongful  
Acts (waivable under  
Clause 6 in certain  
circumstances)

**C. NON-EMPLOYMENT DISCRIMINATION****CLAIMS**

Judgments, Settlements and Defense  
Costs (Coverage C and all Indemnifiable  
Loss)

\$50,000  
for Loss arising from Claims  
alleging the same Wrongful  
Act or Related Wrongful

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**DRAFT COPY END 12**

**ENDORSEMENT# 12 (Continued)**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

Acts (waivable under  
Clause 6 in certain  
circumstances)

**D. ALL CLAIMS (OTHER THAN EMPLOYMENT  
PRACTICES AND NON-EMPLOYMENT  
DISCRIMINATION CLAIMS):**

Judgments, Settlements and Defense  
Costs (Coverage C and Indemnifiable  
Loss)

**\$10,000**

for Loss arising from Claims  
alleging the same Wrongful  
Act or Related Wrongful  
Acts (waivable under  
Clause 6 in certain  
circumstances)

It is further understood and agreed that Clause 6. RETENTION CLAUSE is amended by deleting the first paragraph in its entirety and replacing it with the following:

The Insurer shall only be liable for the amount of Loss arising from a Claim which is in excess of the Retention amounts stated in Item 5.B., 5.C. and 5.D. of the Declarations, such Retention amounts to be borne by the Organization and shall remain uninsured, with regard to all Loss for which the Organization has indemnified or is permitted or required to indemnify the Individual Insureds ("Indemnifiable Loss") and Loss under Coverage C. A single Retention shall apply to Loss arising from all Claims alleging the same Wrongful Act or Related Wrongful Acts. In the event a Claim triggers more than one (1) amount stated in Item 5. of the Declarations page, only the highest such amount shall apply, which amount shall apply to all Loss under such Claim.

It is further understood and agreed that "Non-Employment Discrimination Claim" shall mean any Claim(s) alleging Non-Employment Discrimination.

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**DRAFT COPY      END 12**



**ENDORSEMENT# 12 (Continued)**

This endorsement, effective *12:01 a.m. March 3, 2006* forms a part of  
policy number *626-00-55*  
issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

Draft Copy - 03/07/2006  
DRAFT COPY END 12



AUTHORIZED REPRESENTATIVE

**ENDORSEMENT# 13**

This endorsement, effective 12:01 a.m. March 3, 2006 forms a part of  
policy number 626-00-55  
issued to METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY

by National Union Fire Insurance Company of Pittsburgh, Pa.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**COVERAGE TERRITORY ENDORSEMENT**

Payment of loss under this policy shall only be made in full compliance with all United States of America economic or trade sanction laws or regulations, including, but not limited to, sanctions, laws and regulations administered and enforced by the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC").



AUTHORIZED REPRESENTATIVE

**Draft Copy - 03/07/2006** **END 013**

89644 (7/05)

**DRAFT COPY**

Page 1 of 1

**ENDORSEMENT# 14**

This endorsement, effective *12:01 a.m. March 3, 2006*  
 policy number *626-00-55*  
 issued to *METROPOLITAN LIBRARY SYSTEM IN OKLAHOMA COUNTY*

forms a part of

by *National Union Fire Insurance Company of Pittsburgh, Pa.*

**FORMS INDEX ENDORSEMENT**

The contents of the Policy is comprised of the following forms:

FORM NUMBER	EDITION DATE	FORM TITLE
77579	11/01	OKLAHOMA AMENDATORY - CANCELLATION/NONRENEWAL
51681	04/91	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
		CAPTIVE INSURANCE COMPANY EXCLUSION
62737	05/95	COMMISSIONS EXCLUSION
		NO LIABILITY PROVISION DELETED
APPMAN		FAILURE TO EFFECT OR MAINTAIN ADEQUATE INSURANCE EXCLUSION
		PRESUMPTIVE INDEMNIFICATION
PENMAN		DISCOVERY AMENDED PREMIUM TBD
		PROFESSIONAL ERRORS & OMISSIONS EXCLUSION
PENMAN		GOVERNMENTAL FUNDING DEFENSE COST COVERAGE
PENMAN	10/02	EXCLUSION (j) AMENDED (FLSA)
MNSCPT		EMPLOYMENT PRACTICES/THIRD PARTY EPL SEPARATE RETENTION
89644	07/05	COVERAGE TERRITORY ENDORSEMENT (OFAC)
78859	10/01	FORMS INDEX ENDORSEMENT

  
 AUTHORIZED REPRESENTATIVE

**Draft Copy - 03/07/2008** **END 014**

78859 (10/01) **DRAFT COPY**

Page 1 of 1



## **EXECUTIVE DIRECTOR'S REPORT**

**MARCH 2006**

### **LIBRARY STAFF TO ATTEND PLA IN BOSTON**

Library staff attending the PLA conference in Boston will be Executive Director, Donna Morris, Deputy Executive Director/Materials & Outreach, Karen Marriott; Deputy Executive Director/Library Operations, Kay Bauman; Director of Library Operations, Denyvetta Davis; Director of Construction Management, Todd Olberding; Marketing and Communications Manager, Kim Terry; Employee Development Coordinator, Stacy Schrank; Capitol Hill Library Manager, Phil Tolbert; Southern Oaks Library Manager, Randy Wayland; Ralph Ellison Library Manager, Susie Beasley; Downtown Library Manager, Mary Patton; Downtown Librarian, Sharon Bish; Village Librarian, Lisa Wood; Edmond Library Manager, Karen Bays; Choctaw Library Manager, Rosemary Czarski; and Midwest City Assistant Manager, Fariba Williams.

Phil and Todd will be attending a pre-conference on "Planning Smart: Managing your Building Project from Concept to Cost Estimate." Program tracks of note include tracks on Administration and Leadership; Collections/Teen Services; Facilities, Marketing, Serving Adults, Serving Youth, Staffing and Technology. It is one of the best continuing education events for public librarians and we are pleased that the Commission allows us to send a large number of staff to this conference every other year. The conference dates are March 20 thru March 25, 2006.

### **NANCY ANTHONY TO SPEAK AT OKLAHOMA LIBRARY ASSOCIATION ANNUAL CONFERENCE**

Commission member Nancy Anthony will be a guest speaker at this year's OLA Annual Conference in Tulsa. Nancy will be speaking on *Advocacy: Turning Adversity into Opportunity*. During this program, experienced advocates at local, regional, and national levels will describe the skills and strategies library supporters need to get the library messages to legislators, government officials, and others about libraries, librarians, and library users.

Joining Nancy on this topic will be guest speakers Joe Raiola, Senior Editor, Mad Magazine; Jim Connor, Jefferson County Colorado Public Library Board of Trustees; Sally Frasier, Tulsa City-County Library Commission; and Keith Michael Fiels, American Library Association.

### **FAMILY TALK SECTION WILL DEBUT MARCH 31.**

As directed by the Commission, library staff is in the process of preparing, coding and moving materials to the new "Family Talk" section. We hope to have the process complete at the 12 large libraries by March 31. Commission members will have an opportunity to take a look at the section during the April meeting at Ralph Ellison.

### **COMMITTEE SUBSTITUTE FOR HB2158**

Attached you will find a copy of the bill that passed a House Committee on Wednesday, March 8 which has been referenced in stories in the press over the last few days. Please take it home, read and study it carefully. We can address it in Commission comments next month. I have also attached an editorial from the Daily Oklahoman on March 10, which references this piece of legislation.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Leadership OKC Class
- Attended Rotary 29 Club Meetings
- Attended Legislative Day at State Capitol
- Attended PLDC Meeting
- Attended Endowment Trust Officers Meeting
- Will be attending OLA Executive Board Meeting
- Will be attending PLA annual conference in Boston
- Will be attending OLA annual conference in Tulsa

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

### ***Oklahoma Gardening***

April 1, 2006  
Time: 2:00pm-3:00pm  
Location: Warr Acres  
Adults

Learn gardening tips and tricks from Master Gardener, Marjorie Moesel. She will present information on gardening in Oklahoma, followed by a question and answer session. Light refreshments provided.

### ***Socializing Your Adventurous Cub***

April 6, 2006  
Time: 5:00pm-6:00pm  
Location: Belle Isle  
Adults

Everyday experiences in relationships with their parents are fundamental to children's developing social skills. Children who are socially competent are able to do more than merely behave in positive ways. This workshop will provide information to enhance your child's social skills. This is for parents of young children. Facilitate by Katherine Broekhuysen and Denise Barnads. Register at 425-4412.  
Co-Sponsor: OKC-County Health Department

### ***Poetry Night with DWe Williams***

April 6, 2006  
Time: 6:30pm-7:30pm  
Location: Bethany  
All Ages

To celebrate National Library Week and in conjunction with April's Poetry month, DWe Williams will feature a Maya Angelou work and other works by celebrated poets. Light refreshments served after the program.



***Annuals in the Landscape***

April 10, 2006  
Time: 6:00pm-7:30pm  
Location: Choctaw  
Adults

Selection and care are vital to healthy annuals. They can be used to add color indoors as well as outdoors. Learn more about selection, planting, and maintenance in this evening seminar by OSU Extension educator Amy Brothers. Please call the Choctaw Library, 390-8418, to register.

Co-Sponsor: OSU Extension Service

***The Joy of Mozart:***

April 15, 2006  
Time: 2:00pm-3:00pm  
Location: Edmond  
All Ages

2006 is Amadeus Mozart's 250th anniversary.

What better way to celebrate than by attending a concert featuring this great composer's piano music? Wayne McEvilly, a classical pianist who emphasizes the joy of music, has performed in many concerts in schools and libraries. He strives to express the "divine intent" of the composer. Join us for birthday cake and punch following the program. Pre-registration is not necessary.

***Brickwall Genealogy***

April 18, 2006  
Time: 6:30pm-8:30pm  
Location: Warr Acres  
Adults

Are you having trouble finding that one ancestor?

Join genealogist, Debra Spindle, as she shows you how to tear down those genealogical brick walls. Pick up a questionnaire at the Warr Acres Information Desk and turn it back in by April 11 to be discussed during class on the 18th. Pre-register.

***Cherry Blossom Festival***

April 22, 2006  
Time: 2:00pm-3:30pm  
Location: Bethany  
All Ages

Performing in an outdoor event on the south patio connecting Japan and America, the Okii Taiko (big drums) and dancers will perform. A book on the ritual of the tea ceremony will be given in a drawing. Japanese-style refreshments will be served.



## STATE OF OKLAHOMA

2nd Session of the 50th Legislature (2006)

COMMITTEE SUBSTITUTE  
FOR

HOUSE BILL NO. 2138

By: Kern

COMMITTEE SUBSTITUTE

An Act relating to libraries; prohibiting certain governing bodies or boards from expending funds for a public library unless certain action is taken and policies are in place; providing certain definition; prohibiting Oklahoma Department of Libraries Board from allocating certain state funds to a public library unless certain action is taken or policies are in place; prohibiting certain library boards or commission from expending funds for a public library unless certain action is taken or policies are in place; requiring public libraries to submit an annual report; stating contents of the report; directing public libraries to follow certain standards in developing certain policy; providing certain definition; providing for codification; and providing an effective date.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 31-109 of Title 11, unless there is created a duplication in numbering, reads as follows:

A. A municipal governing body or its appointed library board shall not expend or authorize the expenditure of any funds available for the operation of a public library unless the library has taken action to place all children and young adult materials that contain homosexual or sexually explicit subject matter in a special area of the library which is separate and apart from the children and young adult sections of the library and the library has a policy in place to limit distribution of the material to adults only.

1 B. For purposes of this section, "sexually explicit subject  
2 matter" means content that describes or depicts sexual conduct as  
3 defined in Section 1024.1 of Title 21 of the Oklahoma Statutes.

4 SECTION 2. NEW LAW A new section of law to be codified  
5 in the Oklahoma Statutes as Section 2-110 of Title 65, unless there  
6 is created a duplication in numbering, reads as follows:

7 A. The Oklahoma Department of Libraries Board shall not grant  
8 or distribute any state funds that are allocated to libraries on a  
9 formula basis to any library, library district, or library system  
10 unless the library has taken action to place all children and young  
11 adult materials that contain homosexual or sexually explicit subject  
12 matter in a special area of the library which is separate and apart  
13 from the children and young adult sections of the library and the  
14 library has a policy in place to limit distribution of the material  
15 to adults only.

16 B. A library board or commission authorized pursuant to any  
17 provision of Title 65 of the Oklahoma Statutes shall not expend or  
18 authorize the expenditure of any funds available for the operation  
19 of a public library unless the library has taken action to place all  
20 children and young adult materials that contain homosexual or  
21 sexually explicit subject matter in a special area of the library  
22 which is separate and apart from the children and young adult  
23 sections of the library and the library has a policy in place to  
24 limit distribution of the material to adults only.

25 C. Each public library which receives funds as provided for in  
26 subsection A or B of this section shall annually submit to the  
27 Oklahoma Department of Libraries a written report outlining the  
28 actions taken by the library to place all children and young adult  
29 materials that contain homosexual or sexually explicit subject  
30 matter in an adult or special area of the library. The report shall  
31 also include a copy of the policy adopted by the library to limit  
32 distribution of the material to adults only.

1 D. Public libraries, in developing a policy to limit  
2 distribution of material as provided for in subsections A and B of  
3 this section, shall reflect the contemporary community standard of  
4 the community in which the library is located and shall ensure that  
5 the rights and decisions of the parent to control access to the  
6 restricted material for their child is upheld.

7 E. For purposes of this section, "sexually explicit subject  
8 matter" means content that describes or depicts sexual conduct as  
9 defined in Section 1024.1 of Title 21 of the Oklahoma Statutes.

10 SECTION 3. This act shall become effective November 1, 2006.

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12 90-2-9673 KB 03/03/06

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analysis.  
 respect President Bush's low job approval numbers and  
 fact this is an election year had a lot to do with it. Ironically,  
 the voice of reason belonged to fiery Virginia Democrat Jim Mo-  
 ran, who once used his fists to settle things with a House rival.  
 Moran called the vote "premature."

That's because few knew the facts. Said Istook: "I favor free  
 trade, but that doesn't mean that companies run by foreign gov-  
 ernments should be permitted to run our ports. It's a national  
 security issue, and that trumps everything else." It's also a na-  
 tional security issue to have strong Arab allies in the war on ter-  
 ror — which is what the UAE has been since 9/11.

With DP World apparently stepping aside, perhaps the matter  
 will be defused. Unfortunately, not before a number of people in  
 Congress rushed to judgment, looking two-faced on free trade  
 and bashing an important war ally in the process.

## Hands off

### Don't legislate library book access

**A** BILL that could strip public libraries of state funding if they  
 fail to cater to a legislative whim deserves to end up in the  
 trash can, not the law books.

House Bill 2158 would require libraries to place any books  
 with homosexuality or "sexually explicit" subject matter in a  
 separate area of the library available only to adults. Libraries  
 wanting state funding must provide documentation of their com-  
 pliance and a copy of their adults-only distribution policy.

The bill passed a House committee Wednesday and now  
 awaits a vote from the full House. We urge House members to  
 defeat the bill.

We find it ironic that the bill said each policy should "reflect  
 the contemporary community standard of the community the li-  
 brary is located in." In putting the bill on a path to becoming  
 law, lawmakers are taking away such local control and substitut-  
 ing it with their judgment. It's not the Legislature's job to tell li-  
 braries which books to stock and where to put them. Local li-  
 brary boards are capable of making decisions on whether  
 restricted access is necessary.

Last month, the governing board of Oklahoma County librar-  
 ies approved a proposal to create a special "parenting collec-  
 tion" of children's books on a variety of issues, including homo-  
 sexuality and sexually themed material. While the issue was  
 contentious, board members listened to community input and  
 gave it thoughtful debate before deciding.

That's the kind of decision-making process appropriate for a  
 library. While we appreciate attempts to shield children from  
 subjects they may not understand or be ready for, that's a par-  
 ent's job. For lawmakers to usurp that role is bad public policy.

This isn't the first time this session where we've argued that  
 the Legislature needs to keep its hands off. Sometimes, the best  
 action the Legislature can take is none at all. This issue is a per-  
 fect example.

## Soul searching

### Sex-offender bill asks too much

**S**HOULD a person who has at least twice been convicted of  
 sexually assaulting a child face the possibility of being exe-  
 cuted? Most of Oklahoma's state senators believe so, as shown  
 by their overwhelming approval of a bill to ratchet up the conse-  
 quences for such crimes.

The bill's author, Sen. Jay Paul Gumm, D-Durant, offered that  
 Oklahoma has the death penalty for those who have "killed a  
 body. Why in the world would we allow someone to escape who  
 has killed the soul?" Gumm's was one of several remarks during  
 lively debate on the bill. One opponent called it a "redneck re-  
 election bill." A supporter said if voting for the bill made him a  
 redneck, then that's fine.

While Jim Lange is away, we

## The Kurds creating

**WASHINGTON** — Lost  
 news of all the bloodletting  
 an important political de-  
 The Kurds have switch-  
 the first parliament after  
 of elections, they allied t  
 with the Shiite slate to p  
 current Shiite-dominated  
 led by Ibrahim al-Jafari.

Now the Kurds have j  
 the opposition Sunni and  
 ties to oppose the Shiite  
 sult is two large compet  
 (a) the Kurd-Sunni-secul  
 which controls about 140  
 275-seat parliament and  
 tute the barest majority, a  
 Shiite bloc, which itself is  
 of seven not-always-frien  
 and which controls 130 s  
 less than a majority.

If only it were that simp  
 would have a new secular  
 government. But to prote  
 ties and force the creation  
 of large governing coal-  
 itions, the Iraqi constitu-  
 tion essentially requires a  
 two-thirds majority to  
 form a government.

If we had that require-  
 ment in the U.S., we migh  
 still be trying to settle the  
 2000 election. In Iraq, the  
 result for now is stale-  
 mate, which could lead to  
 disaster if the whole sys-  
 tem disintegrates because  
 of the impasse. Or it could  
 more effective, less sectari-  
 ment than Jafari's.

The key question is who  
 to control the two critical  
 interior and defense. In Ira  
 much of the world, interior  
 control the national parks,  
 the police. And under the  
 government it has been un-  
 control and infiltrated by  
 Shiite militias. Some of the  
 launched vicious reprisals  
 against Sunnis after the bo-  
 the Golden Mosque in Sam-  
 arding the entire project  
 tional police force exercis  
 mate authority throughout  
 country.

The main objective of U.  
 sador Zalmay Khalilzad, w  
 miracles in Afghanistan, is  
 sure that the Interior Min  
 purged of sectarianism by  
 some neutral figure, perha  
 lar Sunni with no ties to the  
 Dastur. Similarities with the P.

# METROPOLITAN LIBRARY COMMISSION

## APPOINTMENTS TO STANDING COMMITTEES February 2006 ~ February 2007

### STANDING COMMITTEE

### TYPICAL AREAS OF RESPONSIBILITY

#### Administrative & Personnel Committee

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

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

#### Finance Committee

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

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

#### Long-Range Planning Committee

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

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

#### Public Services Committee

Jose Jimenez, Chair  
Pam Pung  
Cynthia Trent  
Peggy Winters

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

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