



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, September 18, 2014, 3:30 p.m.
Del City Library
4509 SE 15th
Del City, OK 73115
(Telephone: 672-1377)

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

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

Nancy Anthony, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #23 – 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 (#24 - #27)

- Document #24 – Approval of Minutes of August 28, 2014 Meeting
- Document #25 – Acceptance of Review of Expenditures for August 2014
- Document #26 – Contract Awards & Purchases
Item A: Property and Casualty Insurance
- Document #27 – Request to Declare Furniture & Equipment Surplus

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #28 – Executive Director Search Committee meeting, August 27, 2014
- Document #29 – Executive Director Search Committee meeting, September 10, 2014

4:15 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #30 – Discussion, Consideration and Possible Action: Approval of MLS 2015 Holiday and Closing Schedule

4:30 – 4:40 pm SPECIAL PRESENTATIONS

- FOCUS 2014 – Stacy Schrank, Employee Development Coordinator

4:40 – 4:45 pm INFORMATION REPORTS

- Document #31 – MLS August 2014 Library Visits
- Document #32 – MLS August 2014 Circulation Report
- Document #33 – MLS August 2014 Computer Usage Report
- Document #34 – MLS August 2014 System Reserve Report

4:45 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

**October 9, 2014 – Special Meeting
Village Library, 10307 N. Penn, The Village, OK 73120**

**October 16, 2014
Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139**

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 September 2014:

<u>Employees</u>	<u>Years of Service</u>
Faye Horn, Circulation Clerk, Library Operations	35
Susan E. Ryan, Materials Selector, Materials Selection	25
Mary Ann Johnson, Associate Librarian, Edmond Library	10
Corey Niebank, Library Aide, Edmond Library	10

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

DATE: August 28, 2014

TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 21, 2013. 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 Almonte Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on August 26, 2014, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Allen Coffey, Disbursing Agent
Fran Cory
Cynthia Friedemann
Helene Harpman
Jose Jimenez
Carolyn Leslie
Brian Maughan
Penny McCaleb
Lori Nelson
Hugh Rice
Jim Shonts
Judy Smith, Vice-Chair
Beth Toland
Susan Tucker
Nancy Anthony, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Deanna Hannah
Karen Helton
Tracy McDaniel
Mukesh Patel
Kim Patterson
Vanna Shaw
Alyne Strube

Estimate of general public and staff attending: 17

I. The meeting was called to order at 3:32 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Bullard, Coffey, Cory, Friedemann, Harpman, Jimenez, Leslie, McCaleb, Rice, Shonts, Smith, Toland, Tucker, Anthony (Arrived: Nelson, 3:39; Maughan, 3:55).

II. Mrs. Anthony introduced Mr. David Newyear, Manager of Library Operations, for the Belle Isle Library. Mr. Newyear welcomed the commission to the Belle Isle Library. Staff at Belle Isle, as well as other libraries across the system, are preparing for the transition to the new ILS. He provided information regarding the specific needs and dynamics of Belle Isle Library customers. Questions and discussion followed.

III. Mrs. Anthony called for the Presentation of Service Certificates for August 2014: Janet Bowen, Circulation Clerk, Bethany Library ~ 15 years of service; Ngoc Nguyen, Librarian, Village Library ~ 10 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Cheryl E. Pernell, Associate Librarian, Downtown Library ~ 35 years of service; Barbara Beasley, Manager of Library Operations I, Warr Acres Library ~ 30 years of service; Sharon Nolan, Librarian, Library Operations ~ 25 years of service; Kevin Colwell, Receiving Technician, Technical Processing ~ 10 years of service; Kristen Gadlin, Library Aide, Village Library ~ 5 years of service; JR Day, Administrative Specialist, Construction ~ 5 years of service; Randall W. Myster, Library Aide, Village Library ~ 5 years of service

IV. Mrs. Anthony called for comments from the general public. (One *Citizens Request to Speak* form is attached.)

V. Mrs. Anthony presented the Consent Docket: Document #12 – Approval of Minutes of July 17, 2014; Document #13 – Acceptance of Review of Expenditures for July 2014; Document #14 – Contract Awards & Purchases.

Mrs. Anthony called for a motion.

Mrs. Judy Smith moved to accept the consent docket. Mr. Jim Shonts seconded. Questions and discussion followed; motion passed unanimously.

VI. Mrs. Anthony referred to Document #15 – Discussion, Consideration, and Possible Action: Report & Recommendations from the Finance Committee, August 19, 2014 and Document #16 ~ Metropolitan Library System Fiscal Year 2014 – 2015 Final Budget.

Mrs. Anthony called on Mr. Allen Coffey, Finance Committee Chair to present the report and recommendations.

Mr. Coffey referred to the proposed Final Budget (Document#16), in which the largest change is a recommended 2% market adjustment as an increase to salaries and wages, and provided a brief review. A market adjustment was not included in the preliminary budget due to the uncertainty of Ad Valorem Revenues. However, the Administrative & Personnel Committee proposed a 0 to 4% market adjustment contingent upon revenue and approval by the Finance Committee. Mr. Coffey referred to Attachment B, which explains the rationale used in the request to support the proposed 2% market adjustment. Discussion followed. He highlighted some of the other proposed changes in the operating budget.

Mr. Coffey concluded the operating budget increased \$595,255, which amounts to an increase of approximately 1.61% from last year's budget. Questions and Discussion followed.

The motion coming from committee is to approve the Metropolitan Library System Final Budget FY 2014-15. A motion coming from committee requires no second. Motion passed unanimously.

VII. Mrs. Anthony referred to Document #17 – Discussion, Consideration, and Possible Action: Revisions to MLS Policy & Procedure Manual

Mrs. Morris stated as part of the transition to the Evanced “Sign Up” and “Spaces” and the CarlX/ILS, some changes to existing policies need to be revised to correspond to the new software. The policies to be revised are: AM 100 Borrowing; AM 110 Delinquent/Lost/Damaged Materials; AL 212 Library Card Signatures; and SF 910 Fee Schedule. Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations and Mrs. Candace McDaniel, Headquarters Manager to explain the changes to the policies. Questions and Discussion followed.

Mrs. Anthony called for a motion.

Mr. Hugh Rice moved to approve the recommendation from Administration for adoption to the Metropolitan Library system Policy & Procedure Manual revision to AM 100 Borrowing; AM 110 Delinquent/Lost/Damaged Materials; AL 212 Library Card Signatures; and SF 910 Fee Schedule. Mrs. Susan Tucker seconded. No further discussion; motion passed unanimously.

VIII. Mrs. Anthony referred to Document #18 – Discussion, Consideration, and Possible Action: Request for Use of Downtown Library Public Space

Mrs. Candace McDaniel, stated on behalf of the library system and the Friends of the Library, we are submitting a reservation request for the use of the Downtown Library Atrium for a retirement reception to honor Mrs. Donna Morris, Executive Director, on November 21, 2014 after hours from 7pm – 10pm. We are requesting commission approval to have wine/beer served by an Oklahoma ABLE licensed caterer. The Friends of the Library have been very generous and granted the library system \$6000 to pay for the reception. Iguana Grill will be the caterer and their ABLE Commission license is attached to the request.

Mrs. Beth Toland moved to approve the recommendation allowing the Metropolitan Library System and Friends of the Library to use the Downtown Library Atrium for an after-hours event on November 21, 2014 and have wine/beer served by an Oklahoma ABLE licensed caterer. Mrs. Susan Tucker seconded. Mr. Ralph Bullard expressed his concerns with serving alcohol at the after-hours reception to be held at the Downtown Library. Discussion followed, Motion passed 15 yes, 1 no.

IX. Mrs. Anthony called on Mrs. Morris to present the Information Reports.

- ❖ Document #19 – MLS July 2014 Library Visits
- ❖ Document #20 – MLS July 2014 Circulation Report
- ❖ Document #21 – MLS July 2014 Computer Usage Report
- ❖ Document #22 – MLS July 2014 System Reserve Report

Mrs. Morris stated with the transition to the new system, there will be a change in the statistical reporting we provide to the commission each month. The September statistics will reflect August data from the previous system. However, beginning in October we will not have any statistical data in the packet and it will be several months before new reports will be available. When the new reports are generated they will not look the same and the data will not be comparable since the two systems do not measure usage in the same manner. Questions and discussion followed.

X. Mrs. Anthony called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris provided an update on the schedule to go live with the new TLC/Carl X catalog and ILS on September 2. As a reminder, the system will be unavailable beginning Friday, August 29th shortly after 6 pm until Tuesday, September 2nd at 9 am.


Mrs. Morris reported the Bethany City Council approved staff to work with MLS to move forward in obtaining cost and size estimates for the Bethany Library with the intent of putting the library renovation and expansion on the referendum ballot in March, 2015.

XI. Mrs. Anthony called for comments from the Commission.

Mr. Hugh Rice provided an update on the Executive Director Search. The Executive Director Search Committee met in Executive Session with the search firm Bradbury Associates on August 27th. There were a total of 21 applicants for the position. 19 of the applicants were from outside the State of Oklahoma. 2 of the applicants were determined to be not qualified and 1 applicant withdrew their application. During its meeting the search committee reduced the list of 18 qualified applicants to 6 semi-finalists, whose names will be kept confidential at this point in the process. The 6 semi-finalists will be interviewed via Skype by the search committee with the assistance of Bradbury Associates on September 10th at the Oklahoma City Community Foundation. Commission members will receive notice of the meeting and are welcome and encouraged to attend.

XII. Mrs. Anthony announced the next Commission meeting will be held at the Del City Library on September 18, 2014.

There being no further business, the meeting was adjourned at 4:26 pm.


Donna Morris, Executive Director
(Secretary)

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

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

DATE:

8-28-14

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

Anthony Edwards

PRINT NAME

9407 S. Land, OKC OK

RESIDENCE: ADDRESS/ZIP

Oklahoma

COUNTY OF RESIDENCE



SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

4056354852

TELEPHONE

AnthonyEdwards282@cox.net

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION:

SELF:

Anthony Edwards

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

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

Personnel / staff treatment
issues - DN

*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

August 31, 2014

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of August 2014.

For comparison, 16.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of August 2014.

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STATEMENT OF FINANCIAL CONDITION

August 31, 2014

ASSETS

	Current Year	Previous Year
	\$ 6,378,155.14	\$ 1,996,983.69
CASH		
INVESTMENTS (Schedule attached)	18,036,050.08	24,164,723.22
PREPAID ACCOUNTS	25,000.00	30,757.77
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,464,608.00	31,260,747.00
Less: Reserve for Delinquent Tax	-2,951,341.00	-2,841,886.00
Budgeted Tax Revenue	29,513,267.00	28,418,861.00
Less: Tax Received	0.00	0.00
	29,513,267.00	28,418,861.00
Total Assets	\$53,952,472.22	\$ 54,611,325.68

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:		
Previous Year Reserve for Appropriations	\$402,513.43	\$381,965.03
Current Year Purchase Orders Outstanding	508,902.03	333,322.66
Previous Year Purchase Orders Outstanding	714,242.55	210,238.36
Checks Outstanding	247,281.28	141,510.13
Total Liabilities	1,872,939.29	1,067,036.18
DEFERRED TAX REVENUE:		
Current Year Ad Valorem Tax	29,513,267.00	28,418,861.00
FUND BALANCE:		
Beginning of the Year	\$27,031,002.21	\$29,031,368.56
Add: Revenues		
Budgeted	60,000.00	111,000.00
Other	455,265.85	919,756.79
Less: Expenditures	(4,980,002.13)	(4,936,696.85)
Total Fund Balance	22,566,265.93	25,125,428.50
Total Liabilities, Deferred Revenue and Fund Balance	\$53,952,472.22	\$ 54,611,325.68

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

As of August 31, 2014

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weekie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2013	12/19/2015	0.800%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Prosperity Bank	12/14/2013	12/14/2014	0.350%	100,000.00
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - Interbank	11/9/2013	11/5/2014	0.500%	99,733.20
CD - First State Bank	3/20/2014	3/20/2015	0.650%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
FHLB	1/30/2013	10/30/2017	0.850%	2,000,000.00
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Total Investments				<u>\$ 18,036,050.08</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of August 31, 2014**

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$ 29,513,267.00	\$ -	\$ -	0.00%	\$ 28,418,861.00	\$ -	\$ -	0.00%
State Aid	260,594.82	-	-	0.00%	258,653.00	-	-	0.00%
Fines	495,000.00	-	60,000.00	12.12%	468,000.00	51,000.00	111,000.00	23.72%
Total Budgeted Revenue	\$ 30,268,861.82	\$ -	\$ 60,000.00	0.20%	\$ 29,145,514.00	\$ 51,000.00	\$ 111,000.00	0.38%
<u>NOT BUDGETED:</u>								
Prior Years Taxes	\$ 254,819.48	\$ 375,972.29			\$ 243,320.27	\$ 398,222.80		
Gifts and Lost Books Fees	0.00	0.00			0.00	0.00		
Investment Income	13,714.22	40,085.99			91,389.03	119,584.74		
Flexible Benefits Account Balance	0.00	0.00			0.00	0.00		
Sale of Surplus Equipment	0.00	312.50			931.35	931.35		
Insurance Reimbursements	0.00	0.00			0.00	0.00		
Miscellaneous	12,409.89	38,895.07			360,375.89	401,017.90		
Total Miscellaneous Revenue	\$ 280,943.59	\$ 455,265.85			\$ 696,016.54	\$ 919,756.79		
Total Revenue	\$ 30,268,861.82	\$ 280,943.59	\$ 515,265.85	1.70%	\$ 29,145,514.00	\$ 747,016.54	\$ 1,030,756.79	

Document #25
MLC FY 2014-15
September 18, 2014

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

August 31, 2014

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 59,425.84	\$ 4,142.14	\$ 1,051.28	\$ 62,516.70
810 Prepaid Fees	(22,052.87)	0.00	354.17	(22,407.04)
815 Fines	51,264.59	44,731.47	2,514.54	93,481.52
820 Copy	61,417.01	12,928.39	2,122.19	72,223.21
Total Revolving Funds	\$ 150,054.57	\$ 61,802.00	\$ 6,042.18	\$ 205,814.39
GRANTS:				
	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
893 14/OCCF/Harrah	265.00	265.00	0.00	265.00
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
901 14/Sarkeys/Summer Reading	7,500.00	7,500.00	0.00	7,500.00
902 14/ODL/LEGO Classroom Packs	727.50	727.50	0.00	727.50
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<u>Friends Grants</u>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
873 14 Come Read with Me	15,000.00	15,000.00	15,000.00	0.00
876 14 Summer at the Library	71,000.00	71,000.00	57,742.91	13,257.09
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	0.00	6,000.00
898 14 Advertising Wraps	14,000.00	14,000.00	0.00	14,000.00
903 15 Interactive Panels	2,500.00	2,500.00	0.00	2,500.00
904 15 Parent Child Book Club	1,500.00	1,500.00	0.00	1,500.00
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	0.00	12,000.00
907 15 Come Read with Me Books	15,000.00	15,000.00	5,022.79	9,977.21
908 15 Our World	40,000.00	40,000.00	0.00	40,000.00
966 14 Staff Recognition	17,000.00	17,184.44	2,380.87	14,803.57
Total Grants				203,501.36
Total Special Funds				\$ 409,315.75

Metropolitan Library System
Statement of Encumbrances
Month of August 2014

FY-15

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	1,096,984.72	2,208,648.24	14.54	15,192,312.00	12,983,663.76
102	Wages - Part-time	168,805.24	349,400.66	13.04	2,678,988.00	2,329,587.34
103	Payroll Taxes	92,208.61	186,977.77	14.52	1,288,039.00	1,101,061.23
109	Workers Comp. Insurance	14,500.00	29,000.00	14.62	198,384.00	169,384.00
112	Group Insurance	240,099.06	487,021.33	15.45	3,152,195.00	2,665,173.67
113	Employees' Retirement	73,572.30	148,975.79	7.28	2,047,683.00	1,898,707.21
114	Unemployment Compen.	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,686,169.93	3,410,023.79	13.87	24,587,601.00	21,177,577.21

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	907.50	907.50	.30	305,056.00	304,148.50
205	Rent of Library Buildings	7,571.88	22,715.64	24.65	92,155.00	69,439.36
207	Janitorial Services	-315,973.70	118,078.12	20.66	571,446.00	453,367.88
208	Maintenance of Facilities	26,176.00	59,668.35	10.95	545,122.00	485,453.65
211	Parking & Transportation	9,798.11	27,662.63	14.52	190,570.00	162,907.37
212	Travel Expenses	3,355.00	4,285.00	4.24	101,144.00	96,859.00
213	Professional Services	8,973.96	124,478.90	29.26	425,410.00	300,931.10
214	Security Services	37,152.77	71,747.28	14.64	490,000.00	418,252.72
216	Telephone Services	18,670.47	41,016.56	11.70	350,592.00	309,575.44
217	Electrical Services	62,615.41	117,927.38	20.51	574,846.00	456,918.62
218	Gas Services	1,116.12	2,287.61	5.17	44,270.00	41,982.39
219	Water & Garbage Services	9,208.76	15,982.93	21.65	73,831.00	57,848.07
220	Trigen Energy Services	21,864.28	39,864.28	17.48	228,068.00	188,203.72
226	Memberships	1,064.00	5,015.00	17.78	28,199.00	23,184.00
230	Other Library-Related Serv.	52,957.22	54,027.98	11.27	479,386.00	425,358.02
231	Automation Contractual	13,310.08	39,179.52	6.72	582,810.00	543,630.48
236	Network Catalog Services	9,258.15	16,752.42	17.73	94,500.00	77,747.58
Total Contractual Services		-31,973.99	761,597.10	14.71	5,177,405.00	4,415,807.90

Metropolitan Library System
Statement of Encumbrances
Month of August 2014

FY-15

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 & Printing Supplies	7,924.44	12,328.95	6.02	204,750.00	192,421.05
302	Postage	8,238.27	25,441.72	8.54	297,825.00	272,383.28
303	Supplies	13,052.54	27,545.73	6.14	448,272.00	420,726.27
310	Maintenance Supplies	2,118.20	8,601.96	11.47	75,000.00	66,398.04
312	Safety Supplies & Equip.	2,415.45	2,633.85	32.72	8,050.00	5,416.15
321	Gasoline & Oil	3,475.40	3,475.40	6.95	50,000.00	46,524.60
322	Vehicle Parts & Repairs	106.48	390.63	1.30	30,000.00	29,609.37
330	Programming Activities	11,278.63	47,317.55	17.93	263,920.00	216,602.45
331	Other Commodities	1,581.98	2,259.48	5.60	40,328.00	38,068.52
Total Commodities		50,191.39	129,995.27	9.17	1,418,145.00	1,288,149.73
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	255,628.49	403,532.40	7.91	5,103,220.00	4,699,687.60
404	Government Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	2,627.52	3,041.52	1.61	188,385.00	185,343.48
408	Furniture, Fixtures, & Equip.	20,172.42	37,359.66	12.65	295,302.00	257,942.34
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	.00	140.00	.04	372,153.00	372,013.00
450	Capital Projects	14,564.54	234,302.14	3.99	5,878,384.00	5,644,081.86
490	Capital Reserves - Current	.00	.00	.00	-2,005,521.44	-2,005,521.44
499	Reserve Carryover - Prior	.00	.00	.00	14,930,398.00	14,930,398.00
Total Capital Outlays		292,992.97	678,385.97	2.74	24,797,220.56	24,118,834.59
		=====	=====		=====	=====
Total Budget		1,997,380.30	4,980,002.13	8.90	55,980,371.56	51,000,369.43
		=====	=====		=====	=====

Monthly Journal Entries -- August 2014

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
16	1201	2014 Ad Valorem Tax	\$ 266,039.00	
	1251	Reserve for Delinquent Tax		\$ 24,198.00
	3001	2014-15 Reserve for Appropriation		\$ 241,841.00
		To adjust appropriation amount according to the final budget approved by the Commission 8/28/14		

Investments

17	1001	Cash	\$ 14,000.00	
	3602	Interest Income		\$ 14,000.00
		Interest from 3134g3a83		

Tax revenues

18	1001	Cash	\$ 146,601.23	
	3601	Prior year Tax		\$ 146,601.23
		Ad Valorem Tax apportioned by County for 7/16 to 7/31		
19	1001	Cash	\$ 108,218.25	
	3601	Prior year Tax		\$ 108,218.25
		Ad Valorem Tax apportioned by County for 8/1 to 8/15		

Miscellaneous revenues

20	1001	Cash	\$ 12,409.89	
	3605	Mic. Reimbursements		\$ 12,409.89
		LET personnel 3,750.00 café rent	\$ 500.00	
		badge 2.00 LET postage	1.44	
		Independent-rebate 31.21 Friends	953.36	
		OKC rent 7,171.88		
		total	\$ 12,409.89	

Payable entries

21	3001	Current Year Reserv. for Appropriations.	\$ 1,997,380.29	
	3011	Current Year P.O. Outstanding		\$ 1,997,380.29
	3002	Prior Year Reserv. for Appropriations.	\$ 48,195.73	
	3012	Prior Year P.O. Outstanding		\$ 48,195.73
		Purchase orders issued in August		
22	3011	Current Year P.O. Outstanding	\$ 2,297,591.53	
	3012	Prior Year P.O. Outstanding	\$ 157,134.74	
	3021	Current Year Warrants Outstanding		\$ 2,454,726.27
		Checks issued in August		
23	3021	Current Year Warrants Outstanding	\$ 2,466,969.53	
	1001	Cash		\$ 2,466,969.53
		Checks cleared Bank in August		

Bank interest and fees

24	1001	Cash		\$	285.78
	3602	Bank Fees	\$	454.57	
	3602	Interest Income		\$	168.79
		Interest and fees from GF checking account			
25	8000	Special Fund Cash		\$	246.35
	8815	Bank Fees	\$	255.24	
	8815	Interest Income		\$	8.89
		Interest and fees from SF checking account			

Special funds

26	8000	Special Fund Cash	\$	59,959.94	
	8815	Fines		\$	23,853.28
	8820	Copy		\$	12,928.39
	8805	Gift/Lost Books		\$	4,142.14
	8810	Prepaid Fees	\$	354.17	
	8815	Credit card receipts		\$	20,869.30
	8815	Credit card expenses	\$	1,488.00	
	8005	Petty cash		\$	9.00
		Revenues of special funds received in August			
27	8000	Special funds cash		\$	12,626.88
	8815	Fines	\$	771.30	
	8820	Copy	\$	2,122.19	
	8805	Gift/Lost Books	\$	1,051.28	
	8907		\$	5,022.79	
	8873		\$	100.83	
	8876		\$	2,516.00	
	8966		\$	1,042.49	
		Expenditures of special funds in August			

Corrections, adjustments, and miscellaneous

28	3401	State Aid	\$	8,594.82	
	3403	Fines	\$	70,800.00	
	3001	Prior year purchase orders		\$	79,394.82
		To adjust appropriation amount according to the final budget approved by the Commission 8/28/14			

Grand Total	\$	7,403,034.81	\$	7,403,034.81
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General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00336	Bradford Industrial Supply	Maintenance of Facilities	25.30	25.30
G-00337	O G & E	Electrical Services	3,255.89	3,255.89
G-00338	Oklahoma Natural Gas Co.	Gas Services	35.62	
		Gas Services	122.81	
		Gas Services	34.93	
		Gas Services	35.62	228.98
G-00339	City of Oklahoma City	Water & Garbage Services	260.79	260.79
G-00340	Locke Supply Co.	Maintenance of Facilities	13.20	
		Maintenance of Facilities	14.01	27.21
G-00341	Synergy Datacom Supply, Inc.	Equipment	169.71	169.71
G-00342	Baker & Taylor Books	Materials	4,242.55	4,242.55
G-00343	American Library Association	Memberships	133.00	133.00
G-00344	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00345	United Refrigeration, Inc.	Maintenance of Facilities	677.16	677.16
G-00346	Thorndike/Gale Group	Materials	352.92	352.92
G-00347	Independent Stationers	Supplies	6.37	6.37
G-00348	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-00349	Schoolhouse Outfitters LLC	Automation Supplies	189.09	189.09
G-00350	Debbie Langston	Programming Activities	105.00	105.00
G-00351	AT&T	Telephone Services	1,210.35	1,210.35
G-00352	Blackstone Audio Books	Materials	680.00	680.00
G-00353	Brilliance Corporation	Materials	959.34	959.34
G-00354	Ingram Library Service	Materials	2,688.75	2,688.75
G-00355	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	57.04	57.04
G-00356	Summit Mailing Systems, Inc.	Maintenance of Facilities	288.00	288.00
G-00357	Audio Editions	Materials	555.77	555.77
G-00358	OverDrive, Inc.	Materials	6,908.47	6,908.47
G-00359	Finley & Cook, PLLC	Professional Services	7,000.00	7,000.00
G-00360	Ginger Waldrup	Programming Activities	100.00	100.00
G-00361	Ingram Library Service	Materials	491.33	491.33
G-00362	Town of Luther	Water & Garbage Services	37.60	37.60
G-00363	Barnes & Noble, Inc.	Programming Activities	420.30	420.30
G-00364	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-00365	Cintas	Maintenance of Facilities	175.00	175.00
G-00366	Oklahoma County OSU Ext Ctr	Programming Activities	24.66	24.66
G-00367	City of Harrah Acct 02-0121-01	Water & Garbage Services	148.29	148.29
G-00368	Amazon/GE Money Bank	Supplies	15.89	
		Supplies	116.44	
		Automation	67.00	199.33
G-00369	City of Choctaw	Water & Garbage Services	827.52	827.52
G-00370	Baker & Taylor Entertainment	Materials	7,380.61	7,380.61
G-00371	Daniel Fields	Programming Activities	70.83	70.83
G-00372	LaVetta Kinsey Dent	Programming Activities	8.67	
		Programming Activities	35.44	44.11
G-00373	Walmart Community/GEGRB	Supplies	150.74	
		Programming Activities	80.58	
		Programming Activities	45.89	
		Other Commodities	218.40	
		Programming Activities	25.43	
		Furniture	249.90	
		Postage	19.60	790.54

General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00374	Pamela Buchanan	Telephone Services	35.00	
		Transportation	56.39	91.39
G-00375	Engineered Equipment Inc.	Maintenance of Facilities	223.92	223.92
G-00376	John Utley	Telephone Services	35.00	35.00
G-00377	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-00378	Laura McMurtry	Telephone Services	35.00	
		Transportation	29.96	64.96
G-00379	Baker & Taylor Books	Materials	3,877.90	
		Materials	6,958.78	10,836.68
G-00380	Baker & Taylor Books	Materials	8,183.37	8,183.37
G-00381	Baker & Taylor Books	Materials	196.61	196.61
G-00382	Lamar Companies	Library-Related Services	4,800.00	4,800.00
G-00383	Nicom Park Lumber Co	Maintenance of Facilities	27.20	27.20
G-00384	Hooked on Phonics	Materials	11.80	11.80
G-00385	Teresa Matthews	Other Commodities	11.74	
		Other Commodities	53.50	
		Other Commodities	44.47	109.71
G-00386	Baker & Taylor Entertainment	Materials	1,256.04	1,256.04
G-00387	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	1,620.00
G-00388	Kari Zimmerman	Programming Activities	81.03	81.03
G-00389	Bank of Oklahoma	Payroll Transmittal-Chks	28,250.71	
		Payroll Transmittal-Chks	11,870.07	
		Payroll Transmittal-Chks	55.00	40,175.78
G-00390	Bank of Oklahoma	Federal Withholding Tax	61,085.85	
		Federal Withholding Tax	4,983.00	66,068.85
G-00391	Oklahoma Tax Commission	State Withholding Tax	17,974.00	
		State Withholding Tax	1,057.00	19,031.00
G-00392	Mun. Employees Credit Union	Employee Cr Union Deducts	11,076.47	
		Employee Cr Union Deducts	95.00	11,171.47
G-00393	United Way of Central Oklahoma	Employee Deductions	689.11	
		Employee Deductions	23.00	712.11
G-00394	Clerk, U.S. District	Employee Deductions	260.35	260.35
G-00395	HealthSmart Benefit Solutions	Employee Deductions	165.00	165.00
G-00396	Bank of America	Payroll Transmittal-DDep	327,333.12	
		Payroll Transmittal-DDep	60,839.99	
		Payroll Transmittal-DDep	990.00	389,163.11
G-00397	Nationwide Retirement Solution	Employee Deductions	5,573.38	5,573.38
G-00398	Transamerica Premier Life	Employee Deductions	279.51	279.51
G-00399	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,872.33	3,872.33
G-00400	Bank of Oklahoma	Employee Flexplan Deposit	34,833.46	34,833.46
G-00401	Bank of Oklahoma	Employee Soc/Sec Deposits	31,817.16	
		Employee Soc/Sec Deposits	5,317.92	
		Employee Medicare Deposit	7,559.38	
		Employee Medicare Deposit	1,243.71	
		Employer Soc/Sec Deposits	37,134.97	
		Employer Medicare Deposit	8,803.21	91,876.35
G-00402	MassMutual Financial Group	Employee Contrib -- DC PI	20,903.99	
		Employer Contrib -- DC PI	37,017.03	57,921.02
G-00403	Pioneer Credit Recovery	Employee Deductions	159.65	159.65
G-00404	Robinson & Hoover	Employee Deductions	173.14	173.14
G-00405	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21

General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00406	Administrative Services	Employee Deductions	1,448.49	1,448.49
G-00407	W.Craig Barton	Employee Deductions	119.70	119.70
G-00408	UNUM Life Insurance	Employee Deductions	1,097.90	
		Employee Deductions	37.30	1,135.20
G-00409	UNUM Life Insurance	Grp L-T Disab Ins Prm-Aug	6,910.04	6,910.04
G-00410	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-AG	55,854.75	55,854.75
G-00411	Vision Service Plan of	Grp Vision Ins Prem-Aug.	2,880.13	2,880.13
G-00412	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-AG	171,051.94	171,051.94
G-00413	UNUM Life Insurance	Grp LTC Insurance Prm-AG	1,331.20	1,331.20
G-00414	Metropolitan Library System	Transportation	3.00	3.00
G-00415	Bradford Industrial Supply	Maintenance of Facilities	215.01	
		Maintenance of Facilities	23.06	
		Maintenance of Facilities	48.03	
		Maintenance of Facilities	34.66	
		Maintenance of Facilities	111.26	
		Maintenance of Facilities	23.92	455.94
G-00416	Grainger	Maintenance of Facilities	310.05	310.05
G-00417	Oklahoma Natural Gas Co.	Gas Services	83.00	83.00
G-00418	City of the Village	Water & Garbage Services	91.41	91.41
G-00419	Southwestern Stationers, Inc.	Supplies	27.59	27.59
G-00420	Locke Supply Co.	Maintenance of Facilities	17.00	17.00
G-00421	Tech-Lock	Maintenance of Facilities	7.95	7.95
G-00422	Demco	Supplies	594.00	594.00
G-00423	The University of Oklahoma	Printing/Printing Supply	3,800.00	3,800.00
G-00424	Synergy Datacom Supply, Inc.	Automation Contractual	23.70	23.70
G-00425	Baker & Taylor Books	Materials	244.68	244.68
G-00426	American Express	Automation Contractual	149.00	
		Safety Supplies	218.40	
		Maintenance Supplies	92.94	
		Library-related Services	195.66	656.00
G-00427	Bill Warren Office Products	Supplies	799.20	799.20
G-00428	Recorded Books, LLC	Materials	1,508.10	1,508.10
G-00429	Thorndike/Gale Group	Materials	1,404.16	1,404.16
G-00430	Independent Stationers	Supplies	1,472.06	1,472.06
G-00431	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-00432	Full Circle Bookstore	Materials	287.95	287.95
G-00433	A T & T Mobility	Telephone Services	138.30	138.30
G-00434	Brilliance Corporation	Materials	471.25	471.25
G-00435	Ingram Library Service	Materials	1,934.58	1,934.58
G-00436	Audio Editions	Materials	280.76	280.76
G-00437	OverDrive, Inc.	Materials	6,224.19	6,224.19
G-00438	Findaway World, LLC	Materials	23,958.97	23,958.97
G-00439	Fuelman	Gasoline & Oil	3,466.35	3,466.35
G-00440	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00441	Ingram Library Service	Materials	1,255.30	1,255.30
G-00442	Barnes & Noble, Inc.	Materials	3,859.52	3,859.52
G-00443	Center Point Large Print	Materials	1,806.42	1,806.42
G-00444	Anita Roesler	Transportation	129.49	129.49
G-00445	Home Depot Credit Services	Maintenance of Facilities	459.52	
		Maintenance of Facilities	20.00	479.52
G-00446	Larry D Daniel	Programming Activities	100.00	100.00
G-00447	OPUBCO Communications Group	Legal Advertisement	92.75	92.75

General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00448	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-00449	Joy E. Cavett	Programming Activities	50.00	50.00
G-00450	Amazon/GE Money Bank	Maintenance Supplies	239.28	239.28
G-00451	Bryan Smythe	Supplies	147.22	147.22
G-00452	United Parcel Service	Postage	459.06	459.06
G-00453	John Wood	Telephone Services	35.00	35.00
G-00454	Office Depot Credit Plan	Supplies	32.92	
		Supplies	23.93	
		Supplies	81.48	
		Supplies	50.07	188.40
G-00455	Cheryl Pernell	Parking	108.38	108.38
G-00456	Baker & Taylor Entertainment	Materials	4,423.71	4,423.71
G-00457	Walmart Community/GECRB	Programming Activities	107.16	
		Programming Activities	16.80	
		Supplies	30.67	154.63
G-00458	Coop's Buttons	Supplies	103.49	103.49
G-00459	Arts Midwest	Professional Services	385.00	385.00
G-00460	Papa John's Pizza	Other Commodities	128.31	128.31
G-00461	American Library Association	Library-Related Services	141.25	141.25
G-00462	Kelly D Smith	Programming Activities	60.00	60.00
G-00463	Morrison Supply Company	Maintenance of Facilities	1.00	1.00
G-00464	Baker & Taylor Books	Materials	3,504.03	
		Materials	3,328.33	
		Materials	5,959.55	12,791.91
G-00465	Baker & Taylor Books	Materials	6,055.44	
		Materials	3,979.78	10,035.22
G-00466	Baker & Taylor Books	Materials	1,413.62	1,413.62
G-00467	Trak-1 Technology, Inc.	Professional Services	113.96	113.96
G-00468	G4S Secure Solutions	Security Services	9,326.69	9,326.69
G-00469	Sheet Metal Service	Maintenance of Facilities	467.50	467.50
G-00470	Carl Corporation	Capital Projects	8,706.96	8,706.96
G-00471	Smart Technologies	Automation	1,699.14	1,699.14
G-00472	RB Floor Care Services Inc.	Janitorial Services	780.00	
		Janitorial Services	300.00	
		Janitorial Services	300.00	
		Janitorial Services	300.00	
		Janitorial Services	300.00	1,980.00
G-00473	McBride Clinic, Inc.	Professional Services	30.00	30.00
G-00474	Personalized Prevention	Professional Services	707.00	707.00
G-00475	Baker & Taylor Entertainment	Materials	602.12	602.12
G-00476	Sheldon Beach	Parking	108.38	108.38
G-00477	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-00478	W M Corp	Supplies	6,762.56	6,762.56
G-00479	American Book Returns	Capital Projects	2,643.00	2,643.00
G-00480	American Fence Company, Inc.	Maintenance of Facilities	250.00	250.00
G-00481	Braum's, Inc.	Programming Activities	145.05	145.05
G-00482	O G & E	Electrical Services	1,827.53	
		Electrical Services	8,289.59	
		Electrical Services	154.79	
		Electrical Services	3,220.60	13,492.51
G-00483	Oklahoma Natural Gas Co.	Gas Services	36.78	36.78

General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00484	City of Oklahoma City	Water & Garbage Services	74.08	
		Water & Garbage Services	1,538.18	
		Water & Garbage Services	154.79	1,767.05
G-00485	Southwestern Stationers, Inc.	Supplies	33.82	33.82
G-00486	AT&T	Telephone Services	676.35	
		Telephone Services	819.54	
		Telephone Services	788.01	2,283.90
G-00487	City of Edmond	Electrical Services	4,967.10	4,967.10
G-00488	Larry G. Johnson	Parking	108.38	108.38
G-00489	Neopost, Inc.	Postage	192.00	192.00
G-00490	Victoria Dixon	Parking	108.38	108.38
G-00491	OPUBCO Communications Group	Advertisement	169.92	169.92
G-00492	Patterson Medical Supply, Inc.	Safety Supplies	415.45	415.45
G-00493	Bank of America	Library-related Services	253.56	253.56
G-00494	City of Edmond	Water & Garbage Services	1,386.22	1,386.22
G-00495	United Parcel Service	Postage	390.25	390.25
G-00496	Fiestas de Las Americas 2014	Programming Activities	235.00	235.00
G-00497	2M Solutions, Inc	Equipment	740.61	740.61
G-00498	Myers Landscape Management,	Maintenance of Facilities	1,170.00	
		Maintenance of Facilities	450.00	1,620.00
G-00499	Cox Communications, Inc.	Telephone Services	12.84	
		Telephone Services	67.53	80.37
G-00500	RB Floor Care Services Inc.	Janitorial Services	604.00	
		Janitorial Services	1,010.00	1,614.00
G-00501	Veolia Energy Oklahoma City,	Veolia Energy Services	21,864.28	21,864.28
G-00502	The Terminix International Co.	Pest Control	646.00	
		Pest Control	363.00	
		Pest Control	251.00	1,260.00
G-00503	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-00504	Oklahoma Turnpike Authority	Gasoline & Oil	6.55	6.55
G-00505	City of Del City	Rent of Library Buildings	400.00	400.00
G-00506	Bradford Industrial Supply	Maintenance of Facilities	141.12	
		Maintenance of Facilities	100.46	
		Maintenance of Facilities	339.00	
		Maintenance of Facilities	232.30	
		Maintenance of Facilities	111.26	924.14
G-00507	O G & E	Electrical Services	3,976.08	
		Electrical Services	4,222.36	8,198.44
G-00508	Oklahoma Natural Gas Co.	Gas Services	89.63	89.63
G-00509	City of Bethany	Water & Garbage Services	136.83	136.83
G-00510	City of Oklahoma City	Water & Garbage Services	187.60	
		Water & Garbage Services	208.12	
		Water & Garbage Services	408.23	803.95
G-00511	Locke Supply Co.	Maintenance of Facilities	15.91	
		Maintenance of Facilities	50.00	
		Maintenance of Facilities	14.16	80.07
G-00512	Emsco Electric Supply	Maintenance of Facilities	277.22	277.22
G-00513	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-00514	123 Security Products.com	Equipment	1,358.64	1,358.64
G-00515	Edmond Chamber of Commerce	Memberships	375.00	375.00
G-00516	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	66.47	101.47

General Fund F.Y. 14-15

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
G-00517	Arrow Wrecker Service, Inc.	Vehicle Parts & Repairs	106.48	106.48
G-00518	Barbara Beasley	Supplies	30.30	30.30
G-00519	Del City Chamber of Commerce	Memberships	170.00	170.00
G-00520	Randy Wayland	Postage	19.60	19.60
G-00521	Ebrahim Ejtehadi	Programming Activities	44.91	44.91
G-00522	Copelin's Office Center	Supplies	632.40	632.40
G-00523	Independent Stationers	Printing Supplies	17.34	
		Supplies	176.02	193.36
G-00524	Walter Wayne McEvilly	Programming Activities	200.00	
		Programming Activities	300.00	500.00
G-00525	Chicago Tribune	Periodicals/Subscriptions	468.52	468.52
G-00526	Library Journals, LLC	Library-related Services	295.00	295.00
G-00527	Jonathan Willis	Telephone Services	35.00	
		Transportation	139.77	174.77
G-00528	Lanny B. Myers	Telephone Services	35.00	35.00
G-00529	Scott's Printing & Copying	Printing/Printing Supply	2,148.55	2,148.55
G-00530	XPEDX	Maintenance Supplies	1,205.76	1,205.76
G-00531	Matthew Cotter	Telephone Services	35.00	
		Transportation	28.22	63.22
G-00532	Meghan Attalla	Programming Activities	35.02	35.02
G-00533	Cherokee Building Materials	Maintenance of Facilities	9.30	9.30
G-00534	Studio Architecture PC	Capital Projects	2,944.00	2,944.00
G-00535	Home Depot Credit Services	Maintenance of Facilities	466.91	
		Maintenance of Facilities	115.19	
		Maintenance of Facilities	7.94	
		Equipment	48.22	638.26
G-00536	Batteries Sooner LLC	Maintenance of Facilities	42.25	42.25
G-00537	Shanelle Jackson	Postage	13.60	13.60
G-00538	Chase Card Services	Telephone Services	51.87	
		Supplies	62.90	
		Supplies	204.54	
		Printing Supplies	58.05	
		Maintenance of Facilities	32.77	
		Postage	18.30	
		Supplies	35.26	
		Programming	119.80	
		Equipment	10,504.00	
		Equipment	134.75	
		Professional Services	234.00	
		Maintenance Supplies	239.28	
		Other Commodities	332.50	
		Automation	67.20	
		Automation Contractual	19.95	
		Memberships	51.00	
		Automation	120.91	
		Automation Contractual	24.00	
		Automation Contractual	17.95	
		Equipment	586.73	
		Professional Services	38.00	
		Programming Activities	24.67	12,978.43
G-00539	Cox Communications, Inc.	Telephone Services	5,087.54	
		Telephone Services	4,739.34	9,826.88

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-00540	Todd Podzemny	Programming Activities	25.40	25.40
G-00541	The Meadows	Library-related Services	49.12	49.12
G-00542	John L. Hilbert	Programming Activities	82.21	82.21
G-00543	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-00544	Donna Morris	Transportation	450.00	450.00
G-00545	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-00546	Katherine E Broekhuysen	Programming Activities	50.00	50.00
G-00547	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-00548	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-00549	Cox Communications, Inc.	Telephone Services	426.10	
		Telephones Services	622.06	
		Telephone Services	338.14	
		Telephone Services	133.36	
		Telephone Services	12.58	1,532.24
G-00550	Joshua Jordan	Programming Activities	90.91	90.91
G-00551	Sarah Abbasi	Programming Activities	21.59	21.59
G-00552	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00	150.00
G-00553	G4S Secure Solutions	Security Services	9,296.24	9,296.24
G-00554	Chelsea Gonzales	Programming Activities	100.00	100.00
G-00555	Oklahomans for the Arts	Travel Expenses	170.00	170.00
G-00556	Superior Linen Service	Supplies	29.00	29.00
G-00557	Christine Bassett	Programming Activities	39.57	39.57
G-00558	Gail C Ingram	Programming Activities	50.00	50.00
G-00559	RB Floor Care Services Inc.	Janitorial Services	710.00	710.00
G-00560	Cheryl Coleman	Programming Activities	19.27	19.27
G-00561	Quik Print	Printing/Printing Supply	38.01	
		Printing/printing Supply	21.42	59.43
G-00562	Joe H Shelton	Programming Activities	17.69	17.69
G-00563	Perry Wilson	Supplies	151.71	151.71
G-00564	Mary Ann Johnson	Supplies	8.59	8.59
G-00565	Amy Upchurch	Programming Activities	37.02	37.02
G-00566	Chris Kennedy	Memberships	100.00	100.00
G-00567	Regina Fields	Postage	38.60	38.60
G-00568	Camille Harp Young	Programming Activities	200.00	200.00
G-00569	Dave Mack	Telephone Services	35.00	35.00
G-00570	Russell Pierce	Telephone Services	35.00	35.00
G-00571	Curbside Chronicle	Periodicals/Subscriptions	80.00	80.00
G-00572	Baker & Taylor Books	Materials	10,664.41	10,664.41
G-00573	ABDO Publishing Company	Materials	1,399.58	1,399.58
G-00574	Recorded Books, LLC	Materials	1,685.80	1,685.80
G-00575	Thorndike/Gale Group	Materials	6,063.87	6,063.87
G-00576	Random House, Inc	Materials	362.48	362.48
G-00577	Ingram Library Service	Materials	1,280.01	1,280.01
G-00578	Audio Editions	Materials	287.93	287.93
G-00579	OverDrive, Inc.	Materials	10,078.55	10,078.55
G-00580	Ingram Library Service	Materials	946.54	946.54
G-00581	Center Point Large Print	Materials	1,774.11	1,774.11
G-00582	Baker & Taylor Entertainment	Materials	3,757.97	3,757.97
G-00583	Baker & Taylor Books	Materials	2,494.98	
		Materials	2,454.18	
		Materials	2,215.37	7,164.53

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Number	Vendor/Payee	Purpose		Amount
G-00584	Baker & Taylor Books	Materials	3,465.48	
		Materials	11,723.84	15,189.32
G-00585	Baker & Taylor Books	Materials	548.10	548.10
G-00586	Baker & Taylor Entertainment	Materials	1,294.55	1,294.55
G-00587	Bank of Oklahoma	Payroll Transmittal-Chks	30,209.45	
		Payroll Transmittal-Chks	11,511.04	41,720.49
G-00588	Bank of Oklahoma	Federal Withholding Tax	61,677.85	
		Federal Withholding Tax	4,806.00	66,483.85
G-00589	Oklahoma Tax Commission	State Withholding Tax	18,404.00	
		State Withholding Tax	1,029.00	19,433.00
G-00590	Mun. Employees Credit Union	Employee Cr Union Deducts	10,951.47	
		Employee Cr Union Deducts	95.00	11,046.47
G-00591	United Way of Central Oklahoma	Employee Deductions	659.11	
		Employee Deductions	23.00	682.11
G-00592	Clerk, U.S. District	Employee Deductions	254.17	254.17
G-00593	Bank of America	Payroll Transmittal-DDep	334,201.71	
		Payroll Transmittal-DDep	58,935.07	393,136.78
G-00594	Nationwide Retirement Solution	Employee Deductions	5,353.38	5,353.38
G-00595	Transamerica Premier Life	Employee Deductions	279.51	279.51
G-00596	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,452.90	3,452.90
G-00597	Bank of Oklahoma	Employee Flexplan Deposit	14,342.42	14,342.42
G-00598	Bank of Oklahoma	Employee Soc/Sec Deposits	32,252.01	
		Employee Soc/Sec Deposits	5,151.12	
		Employee Medicare Deposit	7,662.41	
		Employee Medicare Deposit	1,204.66	
		Employer Soc/Sec Deposits	37,403.23	
		Employer Medicare Deposit	8,867.20	92,540.63
G-00599	MassMutual Financial Group	Employee Contrib -- DC PI	20,611.71	
		Employer Contrib -- DC PI	36,555.27	57,166.98
G-00600	Pioneer Credit Recovery	Employee Deductions	169.13	169.13
G-00601	Robinson & Hoover	Employee Deductions	208.12	208.12
G-00602	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-00603	Administrative Services	Employee Deductions	1,463.91	1,463.91
G-00604	W.Craig Barton	Employee Deductions	119.70	119.70
G-00605	Bradford Industrial Supply	Maintenance of Facilities	745.89	
		Maintenance of Facilities	7.13	
		Maintenance of Facilities	34.66	787.68
G-00606	Grainger	Maintenance of Facilities	150.48	150.48
G-00607	O G & E	Electric Services	2,289.81	
		Electrical Services	1,996.83	
		Electrical Services	1,886.63	
		Electrical Services	13,802.30	
		Electrical Services	4,669.77	
		Electrical Services	2,266.22	26,911.56
G-00608	Oklahoma Natural Gas Co.	Gas Services	83.32	
		Gas Services	83.45	
		Gas Services	36.02	
		Gas Services	86.20	
		Gas Services	94.15	
		Gas Services	20.72	
		Gas Services	93.42	
		Gas Services	36.38	533.66

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Number	Vendor/Payee	Purpose		Amount
G-00609	City of Oklahoma City	Water & Garbage Services	147.91	
		Water & Garbage Services	56.35	
		Water & Garbage Services	47.62	251.88
G-00610	Locke Supply Co.	Maintenance of Facilities	3.36	
		Pest Control	43.64	
		Pest Control	3.15	50.15
G-00611	Demco	Supplies	213.86	
		Supplies	41.53	255.39
G-00612	Journal Record Publishing Co.	Periodicals & Subscript	1,512.00	
		Periodicals & Subscript	567.00	2,079.00
G-00613	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-00614	AT&T	Telephone Services	138.18	138.18
G-00615	Baker & Taylor Books	Materials	1,314.06	1,314.06
G-00616	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-00617	Charles S. Isaacs	Telephone Services	35.00	35.00
G-00618	TDS Telecom	Telephone Services	1,279.57	1,279.57
G-00619	ALA Order Fulfillment	Other Commodities	407.20	407.20
G-00620	FedEx	Automation Contractual	9.92	9.92
G-00621	Recorded Books, LLC	Materials	3,414.75	3,414.75
G-00622	YALSA	Professional Services	310.00	310.00
G-00623	Thorndike/Gale Group	Materials	2,584.06	2,584.06
G-00624	Anne G. Fischer	Travel Expenses	297.70	297.70
G-00625	Full Circle Bookstore	Materials	112.00	112.00
G-00626	Amigos Library Services	Network Catalog Services	5,000.00	5,000.00
G-00627	Blackstone Audio Books	Materials	1,263.50	1,263.50
G-00628	OCLC, Inc.	Network Catalog Services	4,258.15	4,258.15
G-00629	Brilliance Corporation	Materials	389.73	389.73
G-00630	Ingram Library Service	Materials	784.32	784.32
G-00631	XPEDX	Supplies	2,211.26	
		Maintenance Supplies	2,118.20	4,329.46
G-00632	High-Tech-Tronics, Inc.	Maintenance of Facilities	118.75	118.75
G-00633	OverDrive, Inc.	Materials	17,780.48	17,780.48
G-00634	Findaway World, LLC	Materials	9,598.63	9,598.63
G-00635	Rotary Club of Oklahoma City	Other Commodities	125.00	
		Memberships	135.00	260.00
G-00636	Chickasaw Telecom, Inc.	Automation Contractual	474.00	474.00
G-00637	Ginger Waldrip	Programming Activities	100.00	100.00
G-00638	AV Cafe Inc	Materials	51.92	51.92
G-00639	Ingram Library Service	Materials	719.65	719.65
G-00640	Vernon Library Supply	Supplies	1,377.61	1,377.61
G-00641	Made By Me Publications, Inc.	Programming Activities	150.00	150.00
G-00642	Oklahoma Building Services, Inc.	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,711.66	29,013.56
G-00643	Evans Hardware	Maintenance of Facilities	14.17	
		Maintenance of Facilities	9.68	
		Maintenance of Facilities	6.49	30.34
G-00644	Maverick Books	Materials	1,403.22	1,403.22
G-00645	Presort First Class	Postage	93.11	93.11
G-00646	Steve's Wholesale Distributors	Maintenance of Facilities	21.46	21.46

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Number	Vendor/Payee	Purpose		Amount
G-00647	Contractors Supply Co.	Maintenance of Facilities	5.24	5.24
G-00648	Postmaster	Postage	3,000.00	3,000.00
G-00649	MAC Systems, Inc.	Maintenance of Facilities	153.00	153.00
G-00650	Dowell Parking Center	Parking	312.00	312.00
G-00651	Joy E. Cavett	Programming Activities	150.00	150.00
G-00652	Amazon/GE Money Bank	Supplies	89.12	
		Automation	40.00	
		Supplies	67.62	196.74
G-00653	United Parcel Service	Postage	506.68	506.68
G-00654	John Wood	Telephone Services	15.00	15.00
G-00655	Frates Insurance	Auto Insurance	907.50	907.50
G-00656	Irrigation Station, LLP	Maintenance of Facilities	14.14	14.14
G-00657	Baker & Taylor Entertainment	Materials	3,054.16	3,054.16
G-00658	Walmart Community/GEGRB	Supplies	109.72	
		Programming Activities	16.79	
		Supplies	55.84	182.35
G-00659	Preston Bell	Transportation	50.00	50.00
G-00660	Star Lighting	Maintenance of Facilities	235.50	235.50
G-00661	CMP Corporation	Maintenance of Facilities	25.50	
		Maintenance of Facilities	467.46	
		Maintenance of Facilities	2,475.00	2,967.96
G-00662	AT&T	Telephone Services	160.34	160.34
G-00663	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.66	5,013.33
G-00664	Cox Communications, Inc.	Telephone Services	12.84	12.84
G-00665	Baker & Taylor Books	Materials	1,780.06	
		Materials	4,011.31	
		Materials	5,925.60	
		Materials	5,721.67	17,438.64
G-00666	Baker & Taylor Books	Materials	2,121.05	
		Materials	3,512.13	
		Materials	8,505.91	14,139.09
G-00667	Baker & Taylor Books	Materials	502.51	502.51
G-00668	Trane Co.	Maintenance of Facilities	1,093.79	1,093.79
G-00669	G4S Secure Solutions	Security Services	9,228.79	9,228.79
G-00670	Curtiss Ray	Maintenance of Facilities	200.00	200.00
G-00671	Lloyd Lovely	Telephone Services	40.00	40.00
G-00672	Hooked on Phonics	Materials	2.95	2.95
G-00673	RB Floor Care Services Inc.	Janitorial Services	1,232.50	
		Janitorial Services	366.00	1,598.50
G-00674	COTPA-Sheridan & Walker	Parking	500.00	500.00
G-00675	Quik Print	Printing/Printing Supply	47.70	
		Printing/Printing Supply	58.57	106.27
G-00676	Baker & Taylor Entertainment	Materials	1,330.37	1,330.37
G-00677	JobDig/LinkUp	Library-Related Services	350.00	350.00
G-00678	Samuel Seide	Printing/Printing Supply	250.00	250.00
G-00679	Ed Dillard	Telephone Services	35.00	35.00
G-00680	Hydraulic Equipment Co LLC	Maintenance of Facilities	80.00	80.00
G-00681	City of Midwest City, Inc.	Water & Garbage Services	1,473.21	1,473.21
G-00682	Bradford Industrial Supply	Maintenance of Facilities	18.48	
		Maintenance of Facilities	42.67	
		Maintenance of Facilities	7.13	68.28

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Number	Vendor/Payee	Purpose	Amount
G-00683	O G & E	Electrical Services	2,272.00
		Electrical Services	422.60
		Electrical Services	585.18
		Electrical Services	2,420.72
		Electrical Services	281.54
G-00684	Oklahoma Natural Gas Co.	Gas Services	20.52
		Gas Services	45.99
		Gas Services	121.88
		Gas Services	83.45
G-00685	City of Oklahoma City	Water & Garbage Services	34.89
G-00686	Locke Supply Co.	Maintenance of Facilities	28.25
		Maintenance of Facilities	8.66
		Maintenance of Facilities	7.88
		Maintenance of Facilities	125.54
G-00687	Emsco Electric Supply	Maintenance of Facilities	157.44
G-00688	Eales Electronics Corp.	Maintenance of Facilities	50.00
G-00689	The University of Oklahoma	Printing/Printing Supply	234.00
G-00690	Oklahoma Library Association	Professional Services	80.00
G-00691	Taryn Kingery	Programming Activities	5.14
G-00692	Barbara Beasley	Supplies	48.00
		Programming Activities	84.32
G-00693	Tracy Stone	Parking	7.00
G-00694	YALSA	Professional Services	310.00
G-00695	Darcus Smith	Parking	20.00
G-00696	Murray Womble, Inc.	Capital Projects	715.00
G-00697	Teen Ink	Library-related Services	215.00
G-00698	AT&T	Telephone Services	1,210.35
G-00699	Oklahoma Gazette	Library-related Services	1,202.00
G-00700	Scott's Printing & Copying	Printing/Printing Supply	183.43
		Printing/Printing Supply	1,125.42
G-00701	Metro Parking Garage	Parking	1,800.00
		Parking	1,530.00
G-00702	Russell Interiors	Maintenance of Facilities	1,960.00
G-00703	Ginger Waldrip	Programming Activities	100.00
G-00704	Voss Lighting	Maintenance of Facilities	1,608.00
G-00705	Landon Holman	Transportation	36.29
G-00706	Susan Pierce	Programming Activities	448.00
		Programming Activities	1,236.00
		Programming Activities	320.00
G-00707	Cox Media Oklahoma City	Library-related Services	5,340.00
G-00708	Home Depot Credit Services	Maintenance of Facilities	14.18
G-00709	Batteries Sooner LLC	Maintenance of Facilities	37.44
		Maintenance of Facilities	351.79
G-00710	Southwest Paper - OKC	Maintenance Supplies	480.00
G-00711	Better Containers	Supplies	142.22
G-00712	Kellie Delaney	Automation Contractual	11.87
G-00713	Oklahoma County OSU Ext Ctr	Programming Activities	95.53
		Programming Activities	100.20
G-00714	Amazon/GE Money Bank	Programming	55.59
G-00715	United Parcel Service	Postage	6.84
G-00716	Upstate Networks, Inc.	Automation Contractual	411.02
G-00717	Arts Council of Oklahoma City	Memberships	100.00

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Number	Vendor/Payee	Purpose		Amount
G-00718	Darrie Breathwit	Programming Activities	138.67	138.67
G-00719	Cintas Corporation 064	Maintenance of Facilities	610.11	610.11
G-00720	Rondia K. Banks	Programming Activities	69.66	69.66
G-00721	Panacean Systems	Professional Services	7,266.59	7,266.59
G-00722	Tim Spindle	Programming Activities	25.05	25.05
G-00723	Morrison Supply Company	Maintenance of Facilities	1.00	1.00
G-00724	Myers Landscape Management,	Maintenance of Facilities	465.00	465.00
G-00725	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-00726	3E Company	Safety Supplies & Equip	2,000.00	2,000.00
G-00727	Lamar Companies	Library-Related Services	1,300.00	1,300.00
G-00728	G4S Secure Solutions	Security Services	9,301.05	9,301.05
G-00729	Superior Linen Service	Supplies	29.00	29.00
G-00730	Peter Chang	Telephone Services	35.00	35.00
G-00731	Christine Bassett	Programming Activities	10.58	10.58
G-00732	Patricia Whisenhunt	Parking	20.00	20.00
G-00733	RB Floor Care Services Inc.	Janitorial Services	385.00	
		Janitorial Services	403.00	
		Janitorial Services	1,695.00	2,483.00
G-00734	COTPA-Sheridan & Walker	Parking	1,365.00	
		Parking	2,821.00	4,186.00
G-00735	R. Justin Herwig	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-00736	Donna Hilton	Programming Activities	60.00	60.00
G-00737	Superior Neon Co Inc	Maintenance of Facilities	144.77	144.77
G-00738	Kiley Ingram	Supplies	14.04	14.04
G-00739	Mark D Vance	Telephone Services	35.00	35.00
Total of FY 14-15 Warrants Issued				\$ 2,297,591.53

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Number	Vendor/Payee	Purpose		Amount
G-06169	The University of Oklahoma	Printing/Printing Supply	50.00	
		Printing/Printing Supply	45.00	95.00
G-06170	Thorndike/Gale Group	Materials	173.54	173.54
G-06171	HealthSmart Benefit Solutions	Group Insurance	382.00	382.00
G-06172	Independent Stationers	Printing Supplies	32.97	32.97
G-06173	Blackstone Audio Books	Materials	3,183.00	3,183.00
G-06174	Random House, Inc	Materials	438.75	438.75
G-06175	Scott's Printing & Copying	Printing/Printing Supply	614.72	614.72
G-06176	Audio Editions	Materials	543.86	543.86
G-06177	Findaway World, LLC	Materials	4,538.08	4,538.08
G-06178	Andrea Emmons	Transportation	1.47	
		Transportation	43.16	44.63
G-06179	Baker & Taylor Entertainment	Materials	1,345.69	1,345.69
G-06180	Cynthia Friedemann	Travel Expenses	510.57	510.57
G-06181	Pamela Buchanan	Telephone Services	35.00	35.00
G-06182	Baker & Taylor Books	Materials	1,194.78	
		Materials	1,696.22	
		Materials	1,438.27	
		Materials	1,615.11	
		Materials	2,439.60	8,383.98
G-06183	Baker & Taylor Books	Materials	821.74	
		Materials	594.90	1,416.64
G-06184	Laser Quest	Other Commodities	1,138.00	1,138.00
G-06185	Baker & Taylor Books	Materials	83.14	83.14
G-06186	Mackin	Materials	38.73	38.73
G-06187	CompSource Oklahoma	Workers Comp Insurance	14,150.00	14,150.00
G-06188	Recorded Books, LLC	Materials	6,926.66	6,926.66
G-06189	Blackstone Audio Books	Materials	315.00	315.00
G-06190	Brilliance Corporation	Materials	647.73	647.73
G-06191	Audio Editions	Materials	591.85	591.85
G-06192	OverDrive, Inc.	Books & Materials	3,000.00	
		Books & Materials	2,449.50	5,449.50
G-06193	Studio Architecture PC	Capital Projects	452.50	452.50
G-06194	Joy E. Cavett	Programming Activities	100.00	100.00
G-06195	Oklahoma Press Service	Library-Related Services	103.40	103.40
G-06196	Office Depot Credit Plan	Supplies	122.68	122.68
G-06197	Baker & Taylor Books	Materials	2,076.66	2,076.66
G-06198	Baker & Taylor Entertainment	Materials	449.62	449.62
G-06199	Baker & Taylor Books	Materials	1,329.77	
		Materials	1,728.13	
		Materials	1,814.46	
		Materials	1,389.96	
		Materials	733.93	6,996.25
G-06200	Baker & Taylor Books	Materials	488.02	488.02
G-06201	Carl Corporation	Capital Projects	41,761.00	41,761.00
G-06202	KOCB c/o WICS TV	Library-Related Services	450.00	450.00
G-06203	KOCO	Library Related Services	1,012.50	1,012.50
G-06204	Karen Strange	Professional Services	450.00	450.00
G-06205	Jonathan Willis	Telephone Services	35.00	35.00
G-06206	Scott's Printing & Copying	Printing/Printing Supply	183.45	183.45
G-06207	Chase Card Services	Programming	720.69	
		Supplies	210.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-06207	Chase Card Services	Programming	226.68	1,157.37
G-06208	Todd Olberding	Professional Services	320.00	
		Travel Expenses	964.70	
		Transportation	399.22	1,683.92
G-06209	Cox Communications, Inc.	Capital Projects	412.56	
		Telephone Services	204.22	
		Telephone Services	282.02	
		Telephone Services	339.07	1,237.87
G-06210	Gail C Ingram	Programming Activities	100.00	100.00
G-06211	Random House, Inc	Materials	450.00	450.00
G-06212	Brilliance Corporation	Materials	1,386.66	1,386.66
G-06213	Audio Editions	Materials	360.00	360.00
G-06214	Baker & Taylor Books	Materials	1,302.67	
		Materials	2,310.70	
		Materials	3,439.19	7,052.56
G-06215	Baker & Taylor Books	Materials	761.62	761.62
G-06216	Donna Morris	Telephone Reimbursement	50.00	50.00
G-06217	Charles S. Isaacs	Telephone Services	35.00	35.00
G-06218	ALA Order Fulfillment	Other Commodities	893.00	
		Other Commodities	411.50	
		Programming	235.50	1,540.00
G-06219	Recorded Books, LLC	Materials	182.92	182.92
G-06220	Ingram Library Service	Materials	1,231.69	1,231.69
G-06221	Audio Editions	Materials	1,352.26	1,352.26
G-06222	OverDrive, Inc.	Books & Materials	1,692.00	1,692.00
G-06223	Ingram Library Service	Materials	92.97	92.97
G-06224	Baker & Taylor Books	Materials	2,900.92	2,900.92
G-06225	Baker & Taylor Entertainment	Materials	93.41	93.41
G-06226	LaWana D. Morgan	Transportation	67.85	67.85
G-06227	Baker & Taylor Books	Materials	1,094.62	
		Materials	1,383.90	
		Materials	329.82	2,808.34
G-06228	Baker & Taylor Books	Materials	985.69	985.69
G-06229	Mackin	Materials	79.93	79.93
G-06230	Tyler Outdoor Advertising, LLC	Library-related Services	1,450.00	1,450.00
G-06231	Spaces, Inc.	Supplies	21,341.40	21,341.40
G-06232	Oklahoma County OSU Ext Ctr	Programming Activities	74.95	74.95
G-06233	Rondia K. Banks	Programming Activities	5.29	5.29
G-06234	Jeffrey P Richardson Jr	Automation Contractual	1,200.00	1,200.00
Total of FY 13-14 Warrants Issued				\$ 157,134.74

Special Funds

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
S-20065	Xerox Corp.	Copy Fund	343.00	343.00
S-20066	Oklahoma Dept. of Libraries	Lost Account	237.19	237.19
S-20067	Ben M. Ferrari	Lost & Paid Item Returned	7.95	7.95
S-20068	Trina M. Burks	Lost & Paid Item Returned	22.15	22.15
S-20069	Lee O. Williams	Lost & Paid Item Returned	3.00	3.00
S-20070	Jonathan D. Hanser &/or Wendy	Lost & Paid Item Returned	3.00	3.00
S-20071	Melissa Michie	Lost & Paid Item Returned	42.70	42.70
S-20072	Julie H. Calvert	Lost & Paid Item Returned	13.95	13.95
S-20073	Fatima Maqsood &/or Parveen	Lost & Paid Item Returned	3.00	3.00
S-20074	Tabetha D. Hite &/or Tanya D.	Lost & Paid Item Returned	3.00	3.00
S-20075	Kimberly D. Greenlee	Lost & Paid Item Returned	3.00	3.00
S-20076	Trina Pham &/or Quang Pham	Lost & Paid Item Returned	3.00	3.00
S-20077	Angel M. Perez	Lost & Paid Item Returned	4.95	4.95
S-20078	Tawni K. Youngblood	Lost & Paid Item Returned	6.00	6.00
S-20079	Thelma J. Smith	Lost & Paid Item Returned	6.35	6.35
S-20080	Julia J. Kirt	Lost & Paid Item Returned	11.95	11.95
S-20081	Joseph R. Culley &/or Barbara	Lost & Paid Item Returned	13.95	13.95
S-20082	Reese A. Qualls &/or Lauren M.	Lost & Paid Item Returned	14.00	14.00
S-20083	Susan K. Epperly	Lost & Paid Item Returned	15.75	15.75
S-20084	Tanya T. Speer	Lost & Paid Item Returned	16.95	16.95
S-20085	Christopher L. Waters	Lost & Paid Item Returned	16.95	16.95
S-20086	Leslie J. Russell	Lost & Paid Item Returned	23.90	23.90
S-20087	Alanna M. Maly	Lost & Paid Item Returned	27.65	27.65
S-20088	Barnes & Noble, Inc.	15/Come Read with Me	505.65	
		15/Come Read with Me	1,230.91	
		15/Come Read with Me	3,286.23	5,022.79
S-20089	Xerox Corp.	Copier Maintenance	52.62	
		Copier Maintenance	14.00	
		Copier Maintenance	8.01	74.63
S-20090	Barnes & Noble, Inc.	14/Come Read With Me	100.83	100.83
S-20091	The Black Chronicle	14/Summer @ Library	900.00	900.00
S-20092	Fort Worth Library	Books Lost Account	26.95	26.95
S-20093	Southeastern Public Library	Books Lost Account	32.95	32.95
S-20094	Dacia G. Carter	Lost & Paid Item Returned	18.95	18.95
S-20095	Oklahoma Tax Commission	Gifts & Books Lost	40.52	40.52
S-20096	Leslie J. Russell	Lost & Paid Item Returned	9.95	9.95
S-20097	Destini D. Irish	Lost & Paid Item Returned	3.00	3.00
S-20098	Nadeen R. Shawwa	Lost & Paid Item Returned	3.00	3.00
S-20099	Jenna Curry &/or Jolene Curry	Lost & Paid Item Returned	3.00	3.00
S-20100	Kennadi C. Holmes &/or Tanye	Lost & Paid Item Returned	6.00	6.00
S-20101	Lynette R. Muse &/or Melenie	Lost & Paid Item Returned	6.95	6.95
S-20102	Carlie Little &/or Tiffany	Lost & Paid Item Returned	8.95	8.95
S-20103	Michelle R. Houchin	Lost & Paid Item Returned	11.55	11.55
S-20104	Zuri O. Johnson &/or Sacha L.	Lost & Paid Item Returned	12.30	12.30
S-20105	Martrina R. Mosby	Lost & Paid Item Returned	13.40	13.40
S-20106	Kate N. Berry	Lost & Paid Item Returned	14.15	14.15
S-20107	Sarai Cruz &/or Celia Cruz	Lost & Paid Item Returned	16.95	16.95
S-20108	Catherine R. Wimbley	Lost & Paid Item Returned	19.95	19.95
S-20109	Linda Wilcox	Lost & Paid Item Returned	46.95	46.95
S-20110	Chase Card Services	Fines Account	171.30	171.30
S-20111	Oklahoma Republican Party	Refund Meeting Room	600.00	600.00
S-20112	Xerox Corp.	Copy Fund	345.00	345.00

Special Funds

Warrant Register

August 2014

Number	Vendor/Payee	Purpose		Amount
S-20113	Oklahoma Tax Commission	Copy Fund	954.05	954.05
S-20114	Standley Systems	Copier Maintenance	3.76	3.76
S-20115	Petroleum Club of Oklahoma	14/Staff Recognition	1,000.00	1,000.00
S-20116	Oklahoma Gazette	Summer at the Library	1,616.00	1,616.00
S-20117	Elizabeth L. Lyons	Lost & Paid Item Returned	3.00	3.00
S-20118	Kim S. McLemore	Lost & Paid Item Returned	3.00	3.00
S-20119	Sheryl H. Powers	Lost & Paid Item Returned	3.00	3.00
S-20120	Ashley A. Neese	Lost & Paid Item Returned	3.00	3.00
S-20121	Michelle R. Byrum	Lost & Paid Item Returned	4.99	4.99
S-20122	Julia L. Pirtle &/or Brian L.	Lost & Paid Item Returned	9.95	9.95
S-20123	Carly R. Scheihing &/or Kari	Lost & Paid Item Returned	9.98	9.98
S-20124	Phillip W. Hovis	Lost & Paid Item Returned	11.95	11.95
S-20125	Raina R. Phynni	Lost & Paid Item Returned	13.00	13.00
S-20126	Shabana Zulfiqar	Lost & Paid Item Returned	13.95	13.95
S-20127	Jabirion Jamil Plunkett &/or	Lost & Paid Item Returned	14.95	14.95
S-20128	Karmen C. Price &/or Krystle	Lost & Paid Item Returned	16.95	16.95
S-20129	Marcos A. Ordonez &/or	Lost & Paid Item Returned	19.50	19.50
S-20130	Jennifer L. Corley	Lost & Paid Item Returned	22.90	22.90
S-20131	Xerox Corp.	Copy Maintenance	18.67	
		Copy Maintenance	18.67	37.34
S-20132	ImageNet Consulting, LLC	Copier Maintenance	180.10	180.10
S-20133	Laura S. Johnson	Lost & Paid Item Returned	6.95	6.95
S-20134	Katie E. Autry &/or Beth A.	Lost & Paid Item Returned	12.95	12.95
S-20135	Elias D. Crump &/or	Lost & Paid Item Returned	3.00	3.00
S-20136	Robert S. Underwood &/or	Lost & Paid Item Returned	3.00	3.00
S-20137	Erin L. Byrne	Lost & Paid Item Returned	3.00	3.00
S-20138	Elizabeth Hong	Lost & Paid Item Returned	3.00	3.00
S-20139	Melina F. Gordon	Lost & Paid Item Returned	3.00	3.00
S-20140	Kayly E. Rollins	Lost & Paid Item Returned	3.00	3.00
S-20141	Barry C. Gunn	Lost & Paid Item Returned	6.95	6.95
S-20142	Samuel F. Strawn &/or Cambra	Lost & Paid Item Returned	6.95	6.95
S-20143	Harriet W. Alig	Lost & Paid Item Returned	9.95	9.95
S-20144	Joshua Wilson &/or Carmen	Lost & Paid Item Returned	9.95	9.95
S-20145	Jimmy Bao Nguyen &/or Ha	Lost & Paid Item Returned	11.95	11.95
S-20146	Jennifer M. Dewolfe	Lost & Paid Item Returned	14.95	14.95
S-20147	Laura M. Berry	Lost & Paid Item Returned	18.95	18.95
S-20148	Mary Jan Young	Lost & Paid Item Returned	22.45	22.45
S-20149	Betsy Fernandez	Lost & Paid Item Returned	32.40	32.40
S-20150	Javan A.K. Debell &/or Sherrie	Lost & Paid Item Returned	41.90	41.90
S-20151	Amazon/GE Money Bank	Copy Fund	6.26	6.26
S-20152	Standley Systems	Copier Maintenance	16.48	
		Copier Maintenance	31.87	
		Copier Usage	129.70	178.05
S-20153	Candace McDaniel	14/Staff Recognition	42.49	42.49

Total of Special Funds Warrants Issued \$ 12,735.83

I, Donna Morris, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Donna Morris, Executive Director

9-12-14
Date

I, Lloyd Lovely, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Lloyd Lovely, Deputy Executive Director of Finance and Support

9-11-14
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: PROPERTY AND CASUALTY INSURANCE

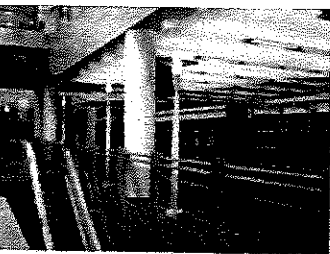
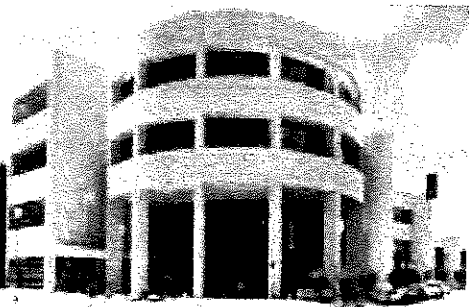
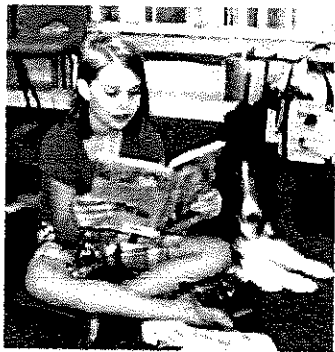
The system's insurance policies are scheduled for renewal. Mr. Steve Payne, representing Frates Insurance & Risk Management, our Agency of Record, has proposed premiums for FY 2014-15. A comparison with last year's premiums is presented as follows:

Insurance Required	FY 2013-14 Premiums Annualized	FY 2014-15 Premiums
Commercial Package	\$188,650.00	\$188,650.00
Business Auto	\$28,792.00	\$25,582.00
Fiduciary Liability	\$15,547.00	\$15,429.00
Umbrella \$1,000,000 Limit	\$5,548.00	\$5,548.00
Directors & Officers, EPLI & Internet Liability	\$11,886.00	\$12,006.00
Flood Insurance		
Del City	\$7,688.00	\$7,229.00
Wright	\$1,177.00	\$1,495.00
Northwest	\$2,880.00	\$2,880.00
Total Annual Premium	\$262,168.00	\$258,819.00

Attached is a summary of each policy and the coverage. A representative from Frates Insurance & Risk Management will be present at the Commission meeting to answer any questions concerning the insurance policy.

RECOMMENDATION:

That the Commission renew the annual contract for the above coverages with Frates Insurance & Risk Management in the amount of \$258,819.00. Adequate funding for this insurance is provided for in the FY 2014-15 budget, accounts 201 & 202.



2014 – 2015 Renewal Proposal

Prepared for:

**Metropolitan Library
Commission
dba: Metropolitan Library
System
Attention: Mr. Lloyd Lovely
300 W Park Avenue
Oklahoma City, Oklahoma 73102
(405) 606-3795**

Serviced By

**Steve Payne
Producing Agent
&
Maureen Farndon
Account Manager**

August, 28, 2014

FRATES INSURANCE
MANAGEMENT

13439 Broadway Extension
Oklahoma City, OK 73114
1-800-221-1825
www.fratesinsurance.com

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

Commercial Property

Insurer: Federal Insurance Co. / Chubb
Policy No: 35250529
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A++ Superior

Locations, Limits & Deductible

LOCATION NO. LIBRARY BRANCH	LOCATION ADDRESS SUB-LIMIT FOR INUNDATION BACK-UP & MUDFLOW IF ANY	BUILDING	CONTENTS/ EDP	DEDUCTIBLE	INUNDATION, BACK-UP & MUDFLOW DEDUCTIBLE
1. Belle Isle	5501 N. Villa, OKC	\$1,997,430	\$2,250,022	\$10,000	\$25,000
2. Bethany	3501 N. Mueller, Bethany	\$827,451	\$1,176,175	\$10,000	NA
3. Capitol Hill	334 SW 26 th , OKC	\$1,933,280	\$764,509	\$10,000	NA
4. Edmond	10 S. Boulevard, Edmond	\$2,909,515	\$2,819,712	\$10,000	NA
5. Ralph Ellison	2000 NE 23rd OKC	\$3,629,520	\$1,125,316	\$10,000	NA
6. Southern Oaks	6900 S Walker, OKC <i>Inundation Sublimits</i> - Building \$3,000,000 - Contents \$2,000,000	\$4,670,055	\$2,195,655	\$10,000	\$50,000 \$50,000
7. Warr Acres	5901 NW 63 rd , Warr Acres	\$1,054,372	\$1,355,381	\$10,000	NA
8. Wright	2101 Exchange, OKC	\$139,803	\$94,153	\$10,000	NA
9. Del City	4509 SE 15 th , Del City	0	\$959,862	\$10,000	\$50,000
10. Harrah	1930 Church, Harrah, OK	\$231,275	\$200,944	\$10,000	\$25,000
11. Maintenance	1364 NE 3 rd , OKC – Lib Maint.	\$504,912	0	\$10,000	\$25,000
12. The Village	10307 N Pennsylvania,	\$1,516,529	\$1,423,599	\$10,000	\$25,000
13. Midwest City-	8143 E Reno, Midwest City	\$3,337,256	\$2,169,209	\$10,000	NA
14. Jones	111 E Main, Jones	\$41,909	\$91,712	\$10,000	\$25,000
15. Downtown-	300 Park Ave, OKC	\$23,166,780	\$6,847,902	\$10,000 EDP/\$1,000	NA
16. Nicoma Park	2240 Overholser Dr, OKC	0	\$120,417	\$10,000	\$25,000
17. Choctaw	2525 N Muzzy, Choctaw	\$1,784,748	\$1,019,189	\$10,000	\$25,000
18. Luther	310 NE 3 rd , Luther	\$179,306	\$166,259	\$10,000	\$25,000
19. Service Ctr	222 NE 50 th St., OKC	\$4,260,280	\$1,100,312	\$10,000	NA
20. Northwest	5600 NW 122 nd Street	\$9,762,549	\$4,008,918	\$10,000 EDP/\$1,000	\$25,000
21. Almonte	2914 SW 59 th Street, OKC	0	\$300,000	\$10,000	NA
Total Values		\$61,946,970	\$30,189,246	---	---

Additional Coverages

LOCATION	COVERAGE DESCRIPTION	LIMIT	DEDUCTIBLE
All	Machinery Breakdown	Included	\$10,000
	Personal Property Any Other Location In Transit	\$125,000 \$125,000	\$1,000 \$1,000
All	Earthquake – Aggregate Limit Per Occurrence <i>Deductible Per Loc Per Occurrence</i>	\$30,000,000 \$30,000,000	\$50,000
All	Wind & Hail Per Building <i>Per Occurrence Dollar Deductible</i>	Blanket Limit	\$25,000
	Mobile Communication Property > 1,000 ft. from any insured location	\$10,000	\$2,500
	Crime Insurance Employee Theft <i>Coverage is for direct loss caused by any theft committed by an employee, whether acting alone or in collusion with others.</i>	\$200,000	\$5,000

\$500,000 Blanket Limit of Insurance

The automatic blanket limit applies to:

- Accounts Receivable
- Electronic Data Processing Property
- Fine Arts
- Leasehold Interest - Bonus Payment, Prepaid Rent, Sublease Profit, Tenants' Lease Interest
- Leasehold Interest - Undamaged Tenants' Improvements & Betterments
- Non-Owned Detached Trailers
- Outdoor Trees, Shrubs, Plants or Lawns
- Pair and Set
- Personal Property of Employees
- Public Safety Service Charges
- Research and Development Property
- Valuable Papers

The Blanket Limit of Insurance applies over all of the coverages shown above and may be apportioned at the time of loss. This Blanket Limit of Insurance applies separately at each covered premises shown in the Declarations and is subject to the Property Deductible specified in the Declarations.

Additional Property Coverages

The following Additional Coverages apply separately at each of your premises. In this proposal, any additional limits for these coverages that you have purchased are indicated at the described premises to which the increased limits apply. A policy level deductible applies to each of the Additional Coverages, unless otherwise indicated at the described premises.

Any other location for:

Accounts Receivable	\$ 25,000
Building Components	\$ 25,000
EDP Property	\$ 75,000
Fine Arts	\$ 25,000
Personal Property	\$ 25,000
R&D Property	\$ 25,000
Valuable Papers	\$ 25,000

Debris Removal

25% of direct damage loss, plus:

Premises Shown in the	
Declarations	\$ 500,000
Any Other Location	\$ 50,000
In Transit	\$ 50,000

Deferred Payments \$ 50,000

Exhibition, Fair or Trade Show:

EDP Property	\$ 25,000
Fine Arts	\$ 25,000
Personal Property	\$ 25,000

Extra Expense \$ 250,000

Fungus Clean-Up or Removal

\$ 50,000

Impairment of Computer Services -

Malicious Programming:

Inside Attack	\$ 100,000
Outside Attack - Per	
Occurrence	\$ 10,000
Outside Attack - Annual	
Aggregate	\$ 50,000

Installation:

Any Job Site	\$ 50,000
In Transit	\$ 50,000

In Transit for:

Accounts Receivable	\$ 25,000
Building Components	\$ 25,000
EDP Property	\$ 50,000
Fine Arts	\$ 25,000
Personal Property	\$ 25,000
Valuable Papers	\$ 25,000

Loss of Master Key \$ 25,000

Loss Prevention Expenses \$ 15,000

Mobile Communication Property

\$ 10,000

Minimum Deductible \$3,500

Money & Securities:

On Premises	\$ 25,000
Off Premises	\$ 15,000

Pollutant Cleanup or Removal

\$ 50,000

Processing Water \$ 25,000

Preparation of Loss Fees \$ 25,000

Newly Acquired Premises Or Newly Acquired Or Constructed Property for 180 days

Building	\$2,000,000
Personal Property	\$1,000,000
Personal Property at	
Existing Premises	\$ 100,000
EDP Equipment	\$1,000,000
Electronic Data	\$ 250,000
Communication Property	\$ 250,000
Fine Arts	\$ 25,000

General Liability

Insurer: Federal Insurance Co. / Chubb
Policy No: 35250529
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A++ Superior

Coverage Detail

LIMITS OF LIABILITY	DESCRIPTION
\$2,000,000	General Aggregate
Included	Products & Completed Operations
\$1,000,000	Per Occurrence
\$1,000,000	Advertising Injury & Personal Injury
\$1,000,000	Damage to Premises Rented to you Limit
\$5,000	Medical Expense Each Claim

Selected Forms, Endorsements & Exclusions

- Additional Insured – State or Political subdivision – Premises Permits
- Exclusion – Sexual Abuse or Molestation
- Waiver of Transfer of Rights of Recovery
- Vendors and Lessors of equipment and Premises automatically included as Insureds
- Volunteer workers automatically included as Insureds

Additional Insureds

- The City of Oklahoma City – BI, CH, DN, RE, SO, NW, Almonte, WR
- The City of Bethany
- City of Choctaw
- The City of Del City
- The City of Edmond
- The City of Harrah
- The City of Jones
- The City of Luther
- City of Midwest City
- The City of Nicoma Park
- The City of The Village
- The City of Warr Acres

General Liability Premium Basis

LOC NO. & BRANCH	ADDRESS	EXPOSURE SQ FT
1. Belle Isle	5501 N. Villa, Oklahoma City	19,979
2. Bethany	3501 N. Mueller, Bethany	8,380
3. Capitol Hill	334 SW 26 th , Oklahoma City	14,800
4. Edmond	10 S. Boulevard, Edmond	29,311
5. Ralph Ellison	2000 NE 23rd Oklahoma City	16,620
6. Southern Oaks	6900 S Walker, Oklahoma City	20,164
7. Warr Acres	5901 NW 63 rd , Warr Acres	12,549
8. Wright	2101 Exchange, Oklahoma City	1,125
9. Del City	4509 SE 15 th , Del City	8,000
10. Harrah	1930 Church Ave, Harrah	1,800
11. Library Maintenance	1364 NE 3 rd , Oklahoma City	11,900
12. The Village	10307 N Pennsylvania, Oklahoma City	14,618
13. Midwest City	8143 E Reno, Midwest City	34,903
14. Jones	111 E Main, Jones	490
15. Downtown	300 Park Ave, Oklahoma City	124,023
16. Nicoma Park	2240 Overholser Dr, Oklahoma City	2,750
17. Choctaw	2525 N Muzzy, Choctaw	9,120
18. Luther	310 NE 3 rd , Luther	1,875
19. Service Center	222 NE 50 th St., Oklahoma City	35,000
20. Northwest	5600 NW 122 nd Street	35,000
21. Almonte	2914 SW 59 th St., Oklahoma City	12,500

Flood Insurance

Insurer: American Bankers Insurance Company of Florida
Policy No. AB00101103 – Del City Branch
AB00101102 – Wright Branch
Policy Term: October 1, 2014 – October 1, 2015

Policy Limits and Rating Information

COVERED LOCATION		LIMIT	DEDUCTIBLE	NFIP MAP NO. / ZONE
Del City Library	4509 SE 15 th St.	Not Covered * \$500,000	--- \$10,000	400233-03010H AE
Building Contents				
Wright Library	2101 Exchange Ave.	\$200,000 \$150,000	\$1,000 \$1,000	405378-0285H X **PRP
Building Contents				

* Maximum limit available through the National Flood Insurance Program.

** Preferred Risk Property

Policy Provisions

- Standard Flood Insurance Policy
Co-insurance – 80%

Coverage is provided for direct physical loss by or from Flood to the following:

- The building specified on the Declarations Page at the described location includes, in part:
 - Central air conditioners,
 - Elevator equipment
 - Furnaces
 - Light fixtures
 - Ventilating equipment
- Business Personal Property inside a fully enclosed insured building includes, in part:
 - Furniture and fixtures
 - Machinery and equipment
 - Stock
 - Other Personal Property owned by you and used in your business

Flood Insurance

Insurer: American Bankers Insurance Company of Florida
Policy No: AB00148487 – Northwest Branch
Policy Term: October 4, 2014 – October 4, 2015

Policy Limits and Rating Information

COVERED LOCATION	LIMIT	DEDUCTIBLE	NFIP MAP NO. / ZONE
Northwest Library 5600 NW 122nd St.			
Building	* \$500,000	\$1,000	405378-0155H
Contents	* \$500,000	\$1,000	X **PRP

* Maximum limit available through the National Flood Insurance Program.

** Preferred Risk Property

Policy Provisions

- Standard Flood Insurance Policy
Co-insurance – 80%

Coverage is provided for direct physical loss by or from Flood to the following:

- The building specified on the Declarations Page at the described location includes, in part:
 - Central air conditioners,
 - Elevator equipment
 - Furnaces
 - Light fixtures
 - Ventilating equipment
- Business Personal Property inside a fully enclosed insured building includes, in part:
 - Furniture and fixtures
 - Machinery and equipment
 - Stock
 - Other Personal Property owned by you and used in your business

Business Auto

Insurer: Federal Insurance Co. / Chubb
Policy No: 73231775
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A++ Superior

Coverage Limits and Deductible

LIMITS	DESCRIPTION
\$1,000,000	Liability Combined Single Limit
\$100,000	Uninsured Motorist Protection
Not Covered	Medical Payments
See Schedule	Physical Damage
Included	Non-Owned Auto
Included	Hired or Borrowed Liability
\$30,000	Hired Car Physical Damage Comp Deductible - \$1,000 Collision Deductible - \$1,000

Umbrella Liability

Insurer: Federal Insurance Co. / Chubb
Policy No: 79075689
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A++ Superior

Coverage Detail

LIMITS	DESCRIPTION
\$1,000,000	Per Occurrence
\$1,000,000	Annual Aggregate
\$0	Retention

Schedule of Underlying

POLICY TYPE	LIMITS	CARRIER / POLICY #	POLICY TERM
Automobile Liability CSL	\$1,000,000	Chubb 73231775	10/01/14 – 15
General Liability Each Occurrence General Aggregate Products/Completed Operations Advertising Injury & Personal Injury	\$1,000,000 \$2,000,000 Included \$1,000,000	Chubb 35250529	10/01/14 – 15
Employers Liability Each Accident Disease Policy Limit Disease Each Employee	\$500,000 \$500,000 \$500,000	CompSource 00255965	10/01/14 – 15

Exclusions

- Care, Custody or Control (Real/Personal Property)
- Employment Related Practices Exclusion
- Intellectual Property Exclusion
- Sexual Abuse/Molestation
- Biological Agents Exclusion

Directors & Officers Liability

Insurer: Philadelphia Insurance Co.
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A+ Superior

Limits & Retention

Coverage	Aggregate Limit	Retention
Directors & Officers A. Officers Liability B. Corporate Reimbursement C. Entity Liability Prior & Pending Date: 10/01/2009	\$3,000,000	-0- \$10,000 \$10,000
Crisis Management Fund – <i>Sublimit</i>	\$25,000	\$2,500
Employment Practices Liability Employment Practices Third Party Liability Prior & Pending Date: 10/01/2009	Included	\$25,000 \$25,000
Internet Liability – Libel, slander, oral or written publication of defamatory or disparaging material – Invasion of or interference with the right of privacy Infringement of copyright, service mark, trademark, trade dress or trade name, title or slogan – Improper use of literary or artistic titles, formats or performances	\$1,000,000	\$2,500
Aggregate, All Parts Each Policy Period	\$3,000,000	—

Defense Costs are outside the limit

Named Insureds

- Metropolitan Library Commission dba:
Metropolitan Library System
- Friends of the Metropolitan Library System
- Special Friends of the Ralph Ellison Library
- Special Friends of the Village Library
- The Library Endowment Trust

Selected Endorsements

- Shared Limits Endorsement
- Breach of Contract Exclusion
- Related Party Exclusion
 - State of Oklahoma
 - City of Oklahoma City
- Pro-Pak Elite Enhancement
- Crisis Management Enhancement Endorsement
- Bell Endorsement – Add'l Coverage's
 - Identity Theft Expense
 - Workplace Violence Counseling
 - Image Restoration and Counseling

Fiduciary Liability

Insurer: Philadelphia Insurance Co.
Policy Term: October 1, 2014 – October 1, 2015

A. M. Best Rating: A+ Superior

Coverage Detail

The Underwriter shall pay on behalf of the Insured, loss from claims made against the insured during the policy period for breach by an insured of the responsibilities, obligations or duties imposed upon fiduciaries of any benefit plan by ERISA or negligent act, error or omission by an insured solely in the administration of any benefit plan.

Limits of Liability	Description
\$7,000,000	Each Loss
\$7,000,000	Aggregate
\$25,000	Per Claim Retention

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

Prior & Pending Date

- October 1, 2009

Covered Plans

- Metropolitan Library System Pension Plan
- Metropolitan Library Defined Contribution Plan
- Metropolitan Library Endowment Trust

Selected Forms & Endorsements

- Private Company Protection Plus
- HIPAA Extension Endorsement
- Business Advantage Pro-Pak Elite
- Bell Endorsement

Premium Summary and Comparison

LINE OF COVERAGE	2013 -2014 EXPIRING PREMIUM ANNUALIZED	2014 -2015 ANNUAL PREMIUM
Property	\$171,681	\$171,681
Liability	\$15,643	\$15,643
Employee Crime	\$1,326	\$1,326
Total Package	\$188,650	\$188,650
Business Auto	\$28,792	\$25,582
Umbrella Liability	\$5,548	\$5,548
Flood Insurance:		
Del City	\$7,688	\$7,229
Wright	\$1,177	\$1,495
Northwest	\$2,880	\$2,880
Fiduciary Liability	\$15,547	\$15,429
Flexi Plus Five D&O, EPLI and Internet Liability	\$11,886	\$12,006
TOTAL ANNUAL PREMIUM	\$262,168	\$258,819

REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS

Throughout the year various pieces of furniture and equipment have become surplus to the Library's needs. Commission approval is required to declare furniture and equipment to be surplus so they can be disposed of in accordance with Commission policy.

A summarized listing of the furniture and equipment that have become surplus to the Library is provided below. A detailed list is available for inspection in the Business Office.

The surplus furniture and equipment have been made available to the Library System's other divisions. Any items transferred to the divisions before the retail sale will be put back into the inventory list at a later date.

The sale of the surplus furniture and equipment will be by retail sale and/or sealed bid sale. Notice of the sale will be published in the local paper and posted for public information at all library locations. Money received from the sale will be placed in the general fund.

Those items that are not sold will be disposed of in the best interest of the Library System.

Qty	Description
1	Bin, Binder
1	Cabinet, Micromedia
1	Cabinet, Mobile
1	Cabinet, Storage
61	Chair, Lounge
2	Chair, Straight, with Arms
15	Chair, Swivel, with Arms
1	Chair, Swivel, without Arms

Qty	Description
1	Display, CD
3	Display, Literature & Periodical
1	Display, Paperback
9	Surveillance Equipment
1	Table, Com/Catalog
3	Table, Library
**	Miscellaneous Furniture and Equipment
**	Miscellaneous Shelving

**Each individual item valued under \$500

RECOMMENDATION:

The Commission declares the furniture and equipment listed to be surplus to the Library's needs and authorize the sale of the surplus in accordance with Commission policy.

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

EXECUTIVE DIRECTOR SEARCH COMMITTEE

Wednesday, August 27, 2014 3:00 p.m
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County August 12, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on August 25, 2014, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Hugh Rice, Chair
Nancy Anthony
Cynthia Friedemann
Susan Tucker
Karen Mariott (non-voting)
Kelley Hoffman (non-voting)

COMMITTEE MEMBERS EXCUSED:

Jose Jimenez

ESTIMATE OF OTHERS PRESENT: 3

I. The meeting was called to order at 3:00 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Friedemann, Tucker, and Rice.

II. Before entering in to Executive Session, Mr. Rice referred to Mr. Dan Bradbury to report on the total number of applicants for the Executive Director Search.

Mr. Bradbury reported a total of 21 candidates applied for the Executive Director position. Two of the candidates were determined not to be qualified and one candidate withdrew their application, which brings the total to 18 candidates to be considered.

Mr. Rice called for a motion to move in to Executive Session to review Executive Director Candidates and select 6 to 8 semi-finalists to interview for the position, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Mrs. Nancy Anthony moved to go in to Executive Session. Mrs. Susan Tucker seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:02 p.m.

Mrs. Cynthia Friedemann moved to reconvene in open meeting. Mrs. Anthony seconded. No further discussion. Motion passed unanimously.

The Committee reconvened in Open Meeting at 4:35 p.m.

III. Mr. Rice called for the motion from the committee.

Mrs. Friedemann moved that the Executive Director Search Committee identified a list of six names for Bradbury Associates to set up Skype interviews. As a part of this process, the names are to remain confidential. Mrs. Anthony seconded. Motion passed unanimously.

IV. Mr. Rice referred to the Discussion, Consideration and Possible Action: Decision regarding where and how semi-finalist interviews will be conducted.

The Search Committee and Bradbury Associates discussed the setup needs for the Skype interviews, including time allotment for each interview and location. Mrs. Anthony suggested the Oklahoma City Community Foundation for the location. There is plenty of parking available for the committee members and any commission members who would like to sit in on the interviews. Discussion followed. The consensus of the committee is to use the Oklahoma City Community Foundation for the location of the Skype interviews. The interviews will all take place on Wednesday, September 10th instead of over two days as previously discussed.

Bradbury Associates will notify the semi-finalists and set-up the schedule for the interviews if they agree to continue in the process. Bradbury will also notify the candidates who were not selected. Bradbury will be in attendance and will facilitate the semi-finalist interviews on September 10th. Questions and Discussion followed.

V. Mr. Rice called for any additional items to be discussed. There were none. The meeting was adjourned at 5:00 p.m.

Maria Watkins,
Executive Assistant

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

EXECUTIVE DIRECTOR SEARCH COMMITTEE

Wednesday, September 10, 2014 8:30 a.m
Oklahoma City Community Foundation
1000 N. Broadway
Oklahoma City, OK 73102
(405) 235-5603

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County August 28, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on September 08, 2014, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Hugh Rice, Chair
Nancy Anthony
Cynthia Friedemann
Jose Jimenez
Susan Tucker
Karen Mariott (non-voting)
Kelley Hoffman (non-voting)

COMMISSION MEMBERS PRESENT:

Fran Cory
Penny McCaleb
Judy Smith
Beth Toland

ESTIMATE OF OTHERS PRESENT: 2

I. The meeting was called to order at 8:49 a.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Friedemann, Jimenez, Tucker, and Rice.

II. Mr. Rice called for a motion to move in to Executive Session to interview the semifinalist candidates for the Executive Director position, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Mrs. Nancy Anthony moved to go in to Executive Session. Mrs. Susan Tucker seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 8:50 a.m.

Mrs. Cynthia Friedemann moved to reconvene in open meeting. Mrs. Tucker seconded. No further discussion. Motion passed unanimously.

The Committee reconvened in Open Meeting at 2:22 p.m.

III. Mr. Rice called for the motion from the committee.

Mrs. Friedemann moved to authorize the search firm, Bradbury Associates, to contact the three candidates and one alternate, based on the consensus of the Search Committee in Executive Session. Bradbury Associates is authorized to offer the opportunity to the selected individuals to come to Oklahoma City September 21 through September 24, 2014 to participate in the finalist selection process. Mrs. Tucker seconded. Motion passed unanimously.

IV. Mr. Rice called for any additional items to be discussed. There were none. The meeting was adjourned at 2:30 p.m.

Maria Watkins,
Executive Assistant

Metropolitan Library System, Executive Director Search

Finalists Schedules

09/21/2014 - 09/24/2014

9/21/2014 - 09/22/2014			9/23/2014			9/24/2014		
(Candidate A)			Location			Location		
Self Guided Tours (Optional)	9:00-9:15 am	Arrival	Downtown	8:45-9:10 am	Arrival (East Door)	Downtown-East Door		
	9:15-10:00 am	Q&A with Deputy Executive Directors	Downtown-Director's Office	9:10-10:00 am	Final Interview with Search Committee	Downtown-Brawner		
	10:10-10:55 am	Q&A with Administrative Team	Downtown-Brawner					
	11:05-11:50 am	Q&A with Human Resources	Downtown-HR					
	Noon	Lunch, on your own						
	1:00-1:45 pm	Q&A with Department Heads & Managers	Service Center					
	6:30-8:30 pm	Public Forum & Reception	Downtown-46th Star					
(Candidate B)			Location			Location		
Self Guided Tours (Optional)	9:00-9:15 am	Arrival	Downtown	10:10-11:00 am	Final Interview with Search Committee	Downtown-Brawner		
	9:15-10:00 am	Q&A with Administrative Team	Downtown-Brawner					
	10:10-10:55 am	Q&A with Human Resources	Downtown-HR					
	11:05-11:50 am	Q&A with Deputy Executive Directors	Downtown-Director's Office					
	Noon	Lunch, on your own						
	2:00-2:45 pm	Q&A with Department Heads & Managers	Service Center					
	6:30-8:30 pm	Public Forum & Reception	Downtown-46th Star					
(Candidate C)			Location			Location		
Self Guided Tours (Optional)	9:00-9:15 am	Arrival	Downtown	11:10-Noon	Final Interview with Search Committee	Downtown-Brawner		
	9:15-10:00 am	Q&A with Human Resources	Downtown-HR					
	10:10-10:55 am	Q&A with Deputy Executive Directors	Downtown-Director's Office					
	11:05-11:50 am	Q&A with Administrative Team	Downtown-Brawner					
	Noon	Lunch, on your own						
	3:00-3:45 pm	Q&A with Department Heads & Managers	Service Center					
	6:30-8:30 pm	Public Forum & Reception	Downtown-46th Star					
"Green Room" Space: 46th Star Auditorium, Downtown Library, 4th Floor				Noon-2:00 pm	EDSC Selection Meeting (lunch provided)	Downtown-Brawner		
Commission events are highlighted in blue.				10/9/2014				
				3:30 PM	Special Commission Meeting	Village		

Travel Allowances:

Meals & Incidentals	\$66.00 per day (current federal standard Meals & Incidental Expenses Rate)
Hotel Accommodations	\$150 maximum per night
Car Rental	\$55 per day
Personal Vehicle	Reimbursement rate: current federal business standard mileage rate (\$0.56 per mile). If the request for reimbursement for use of a personal vehicle is more than the costs of air travel for the same trip, reimbursement including enroute lodging and meal costs will be limited to the coach airfare.
Air Fare	Maximum reimbursement will be limited to the coach air fare.

Please submit Itemized receipts for hotel, car rental and air fare to MLS Human Resources Department. If using a personal vehicle, please submit odometer readings for reimbursement.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2015 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Holidays	Wednesday	Dec 31, 2014	Dec 29–Jan 4		Close at 6:00 pm
	Thursday	Jan 1	Dec 29–Jan 4	Yes	
Martin Luther King, Jr. Day	Monday	Jan 19	Jan 19–25	Yes	
Easter	Sunday	Apr 5	Mar 30–Apr 5		
Memorial Day	Sunday	May 24	May 18–24		
	Monday	May 25	May 25–31	Yes	
Independence Day	Friday	Jul 3	Jun 29–Jul 5	Yes	
	Saturday	Jul 4	Jun 29–Jul 5		
Labor Day	Sunday	Sep 6	Aug 31–Sep 6		
	Monday	Sep 7	Sept 7–13	Yes	
Staff Development Day	Monday	Oct 12	Oct 12–18		Staff attend Focus
Thanksgiving Holidays	Wednesday	Nov 25	Nov 23–29		Close at 6:00 pm
	Thursday	Nov 26	Nov 23–29	Yes	
	Friday	Nov 27	Nov 23–29	Yes	
Christmas Holidays	Thursday	Dec 24	Dec 21–27	Yes	
	Friday	Dec 25	Dec 21–27	Yes	
New Year's Eve	Thursday	Dec 31	Dec 28–Jan 3		Close at 6:00 pm

Current MLS Holiday Guidelines grant full-time and designated full-time equivalent staff nine(9) paid holidays per calendar year plus two (2) 'floating holidays' (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policy.

For workweeks with one (1) holiday, libraries and offices are open their regular schedule with the exception of that holiday; however, full-time employees work 32 hours during the week.

For workweeks with two (2) holidays, libraries and offices are open their regular schedule with the exception of those two holidays; however, full-time employees work only 24 hours during the week.

Employees eligible for partial holiday pay are prorated accordingly.

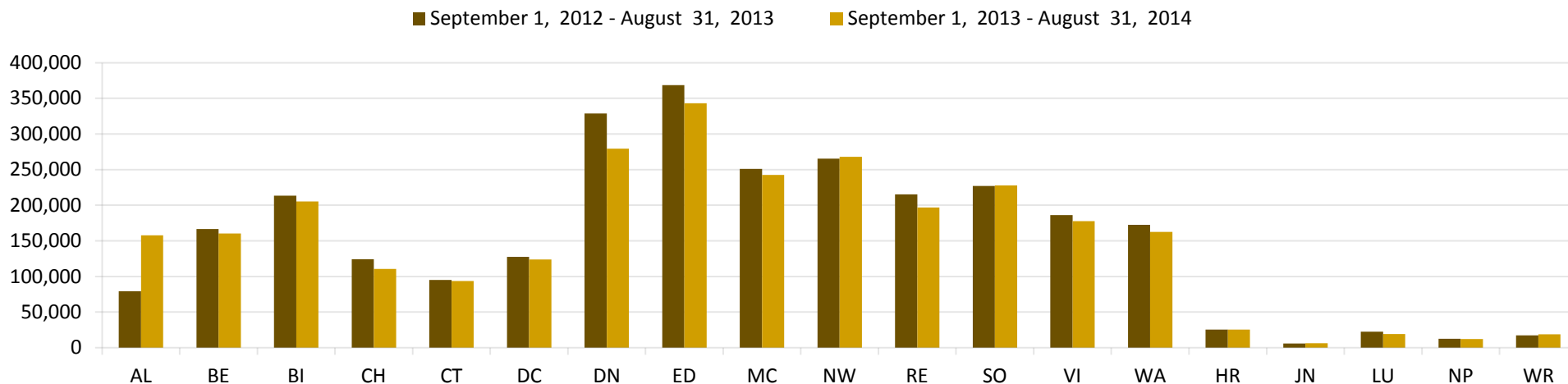
RECOMMENDATION:

That the Commission approves the MLS 2015 Holiday and Closing Schedule as presented.

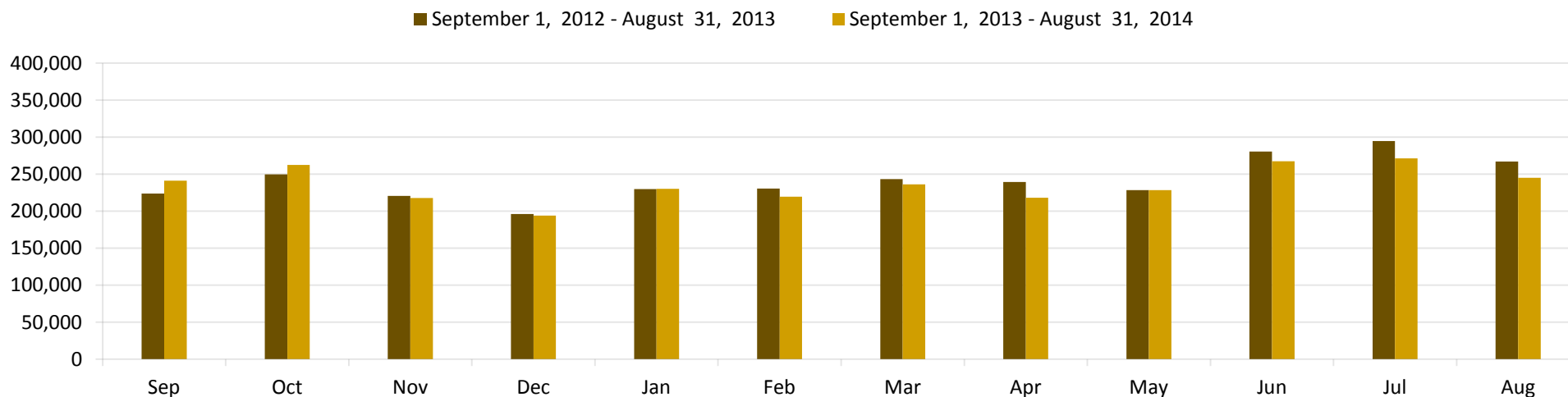
Library Visits Report

System Summary

Visits by Library



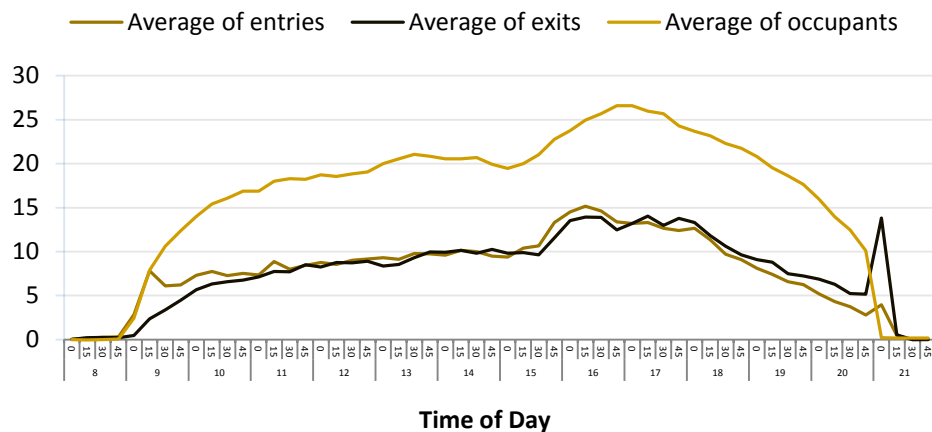
Visits by Month



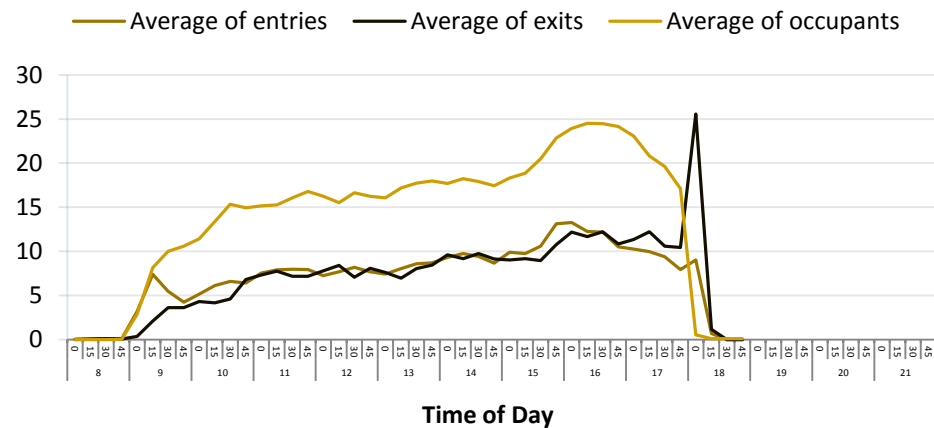
Library Visits Report

Visits Profile: DC

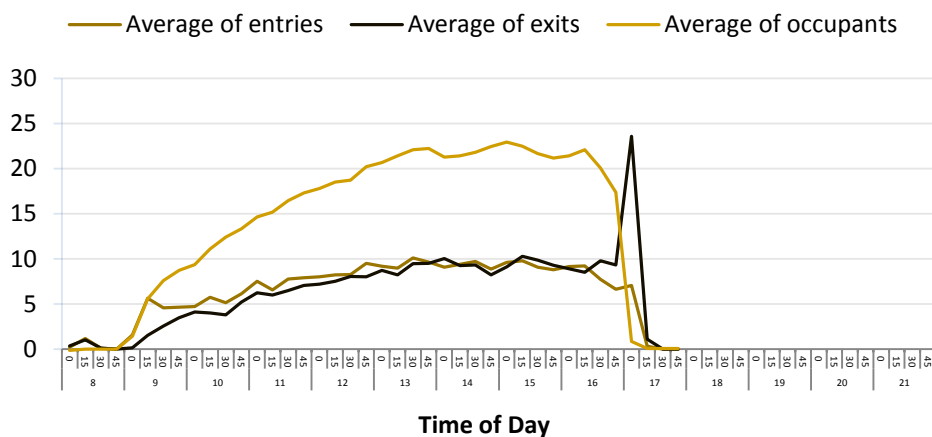
Monday - Thursday
(Trailing Twelve Months)



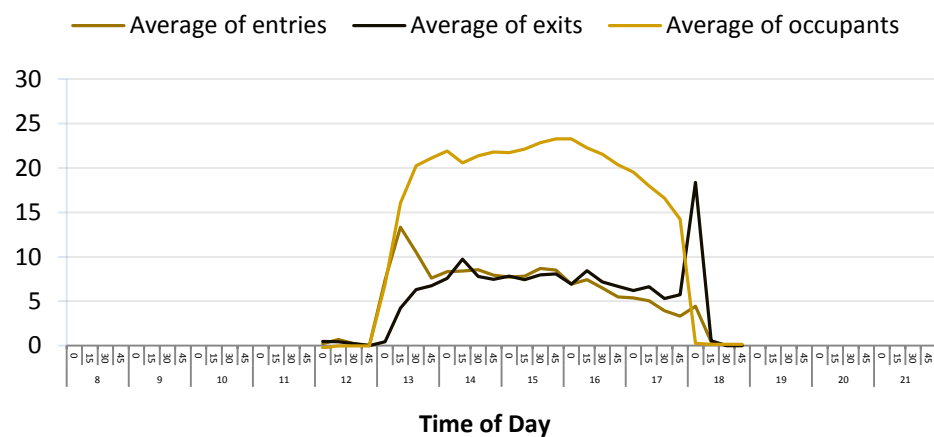
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2014 - August 31, 2014 (16.67% of the 14-15 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	13,480	13,045	12,256	11,709	13,131	28,138
	FY15	13,532	12,089	-	-	-	-	-	-	-	-	-	-	25,621
	%	-5.8%	-12.2%											-8.9%
BI	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	15,963	17,911	18,571	16,731	17,718	39,127
	FY15	18,431	18,559	-	-	-	-	-	-	-	-	-	-	36,990
	%	-2.9%	-7.8%											-5.5%
BE	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	12,095	13,137	12,994	12,789	15,735	33,104
	FY15	15,969	13,819	-	-	-	-	-	-	-	-	-	-	29,788
	%	-10.0%	-10.0%											-10.0%
CH	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	8,811	9,954	9,837	8,595	9,818	20,207
	FY15	9,656	9,092	-	-	-	-	-	-	-	-	-	-	18,749
	%	-5.9%	-8.5%											-7.2%
CT	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	6,697	7,167	8,017	8,418	9,862	18,055
	FY15	8,830	8,149	-	-	-	-	-	-	-	-	-	-	16,979
	%	-9.1%	-2.3%											-6.0%
DC	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	8,921	9,947	10,032	10,202	12,382	24,143
	FY15	12,804	11,238	-	-	-	-	-	-	-	-	-	-	24,042
	%	0.0%	-0.9%											-0.4%
DN	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	24,014	22,030	2,484	21,394	24,806	61,512
	FY15	27,222	25,944	-	-	-	-	-	-	-	-	-	-	53,166
	%	-12.0%	-15.2%											-13.6%
ED	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	25,677	29,000	27,905	26,993	35,036	70,575
	FY15	34,883	28,367	-	-	-	-	-	-	-	-	-	-	63,250
	%	-10.5%	-10.2%											-10.4%
MC	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	18,592	21,418	21,224	18,777	22,845	47,157
	FY15	22,593	20,677	-	-	-	-	-	-	-	-	-	-	43,269
	%	-8.1%	-8.4%											-8.2%
NW	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	19,835	22,448	21,856	22,078	27,600	52,366
	FY15	27,608	23,443	-	-	-	-	-	-	-	-	-	-	51,050
	%	-2.5%	-2.6%											-2.5%

Library Visits Report

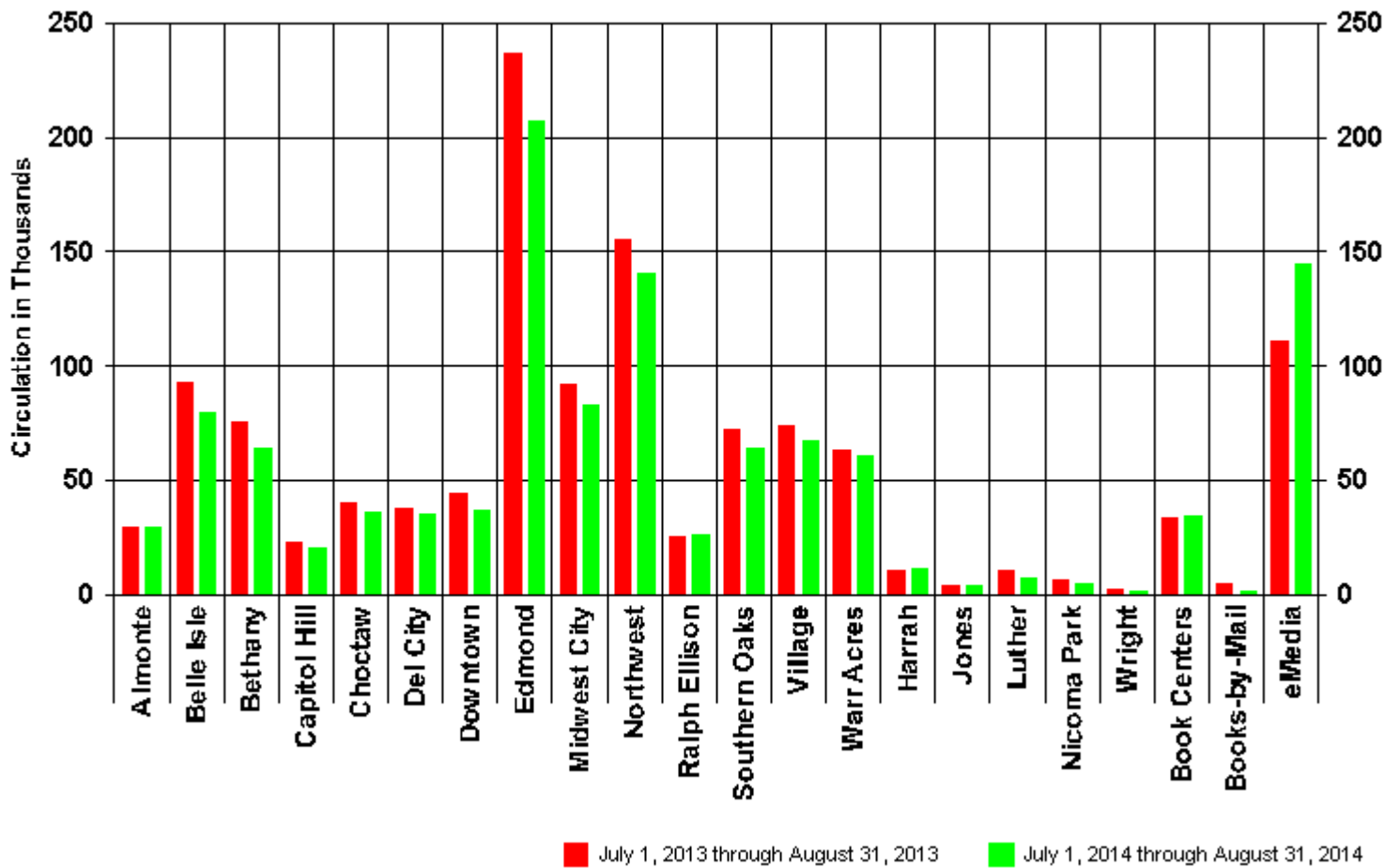
Data

July 1, 2014 - August 31, 2014 (16.67% of the 14-15 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	14,722	15,745	17,515	17,124	19,371	39,828
	FY15	19,373	18,075	-	-	-	-	-	-	-	-	-	-	37,448
	%	-13.5%	3.7%											-6.0%
SO	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	17,178	19,164	19,500	18,563	19,975	44,533
	FY15	19,996	19,665	-	-	-	-	-	-	-	-	-	-	39,661
	%	-11.5%	-10.4%											-10.9%
VI	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	13,727	15,244	14,959	14,344	16,630	36,552
	FY15	17,575	15,062	-	-	-	-	-	-	-	-	-	-	32,637
	%	-8.9%	-12.7%											-10.7%
WA	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	13,451	12,857	13,746	13,552	15,196	32,791
	FY15	15,425	14,106	-	-	-	-	-	-	-	-	-	-	29,531
	%	-9.8%	-10.0%											-9.9%
HR	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	1,980	2,230	2,318	2,174	2,234	4,061
	FY15	2,375	2,069	-	-	-	-	-	-	-	-	-	-	4,444
	%	21.2%	-1.6%											9.4%
JN	FY14	480	455	447	882	474	515	516	443	480	497	462	483	935
	FY15	583	487	-	-	-	-	-	-	-	-	-	-	1,070
	%	21.4%	7.1%											14.4%
LU	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	1,325	1,518	1,604	1,645	1,806	3,985
	FY15	1,697	1,571	-	-	-	-	-	-	-	-	-	-	3,268
	%	-13.1%	-22.7%											-18.0%
NP	FY14	1,023	949	885	878	716	570	968	853	991	1,204	1,341	1,290	1,972
	FY15	1,332	1,010	-	-	-	-	-	-	-	-	-	-	2,343
	%	30.2%	6.5%											18.8%
WR	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	1,691	1,831	1,608	1,509	1,502	2,710
	FY15	1,542	1,517	-	-	-	-	-	-	-	-	-	-	3,059
	%	16.3%	9.6%											12.9%
SYS	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	219,456	236,117	218,127	228,399	267,418	561,750
	FY15	271,428	244,937	-	-	-	-	-	-	-	-	-	-	516,365
	%	-7.9%	-8.2%											-8.1%

Circulation Gains and Losses

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)



Circulation Gains and Losses

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

AUGUST 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Almonte	14	9022	18895	4987	10423	14009	29318	
	15	9390	19985	4751	9662	14141	29647	
		368	1090	-236	-761	132	329	1.1
Belle Isle	14	32419	67567	10959	24825	43378	92392	
	15	26570	57097	9656	22205	36226	79302	
		-5849	-10470	-1303	-2620	-7152	-13090	-14.2
Bethany	14	23746	49166	11576	26516	35322	75682	
	15	19429	41868	9680	21976	29109	63844	
		-4317	-7298	-1896	-4540	-6213	-11838	-15.6
Capitol Hill	14	6577	13137	4381	9383	10958	22520	
	15	5084	11118	4115	9147	9199	20265	
		-1493	-2019	-266	-236	-1759	-2255	-10.0
Choctaw	14	10611	22399	7667	17908	18278	40307	
	15	9702	20996	6476	15052	16178	36048	
		-909	-1403	-1191	-2856	-2100	-4259	-10.6
Del City	14	11697	24430	5533	12939	17230	37369	
	15	10441	22728	5188	12125	15629	34853	
		-1256	-1702	-345	-814	-1601	-2516	-6.7
Downtown	14	15412	31659	5402	12510	20814	44169	
	15	11931	25562	4917	11010	16848	36572	
		-3481	-6097	-485	-1500	-3966	-7597	-17.2
Edmond	14	57032	119170	49905	117656	106937	236826	
	15	48351	103209	45869	103879	94220	207088	
		-8681	-15961	-4036	-13777	-12717	-29738	-12.6
Midwest City	14	29747	60941	13450	31013	43197	91954	
	15	25482	54587	12438	28539	37920	83126	
		-4265	-6354	-1012	-2474	-5277	-8828	-9.6
Northwest	14	39228	82514	30455	72399	69683	154913	
	15	34108	75203	27310	65658	61418	140861	
		-5120	-7311	-3145	-6741	-8265	-14052	-9.1
Ralph Ellison	14	7780	17143	3478	8092	11258	25235	
	15	7958	17349	3730	8561	11688	25910	
		178	206	252	469	430	675	2.7
Southern Oaks	14	24454	49562	10808	22503	35262	72065	
	15	20895	44015	9175	19462	30070	63477	
		-3559	-5547	-1633	-3041	-5192	-8588	-11.9
Village	14	24197	49362	10742	24176	34939	73538	
	15	20379	44902	9278	22058	29657	66960	
		-3818	-4460	-1464	-2118	-5282	-6578	-8.9

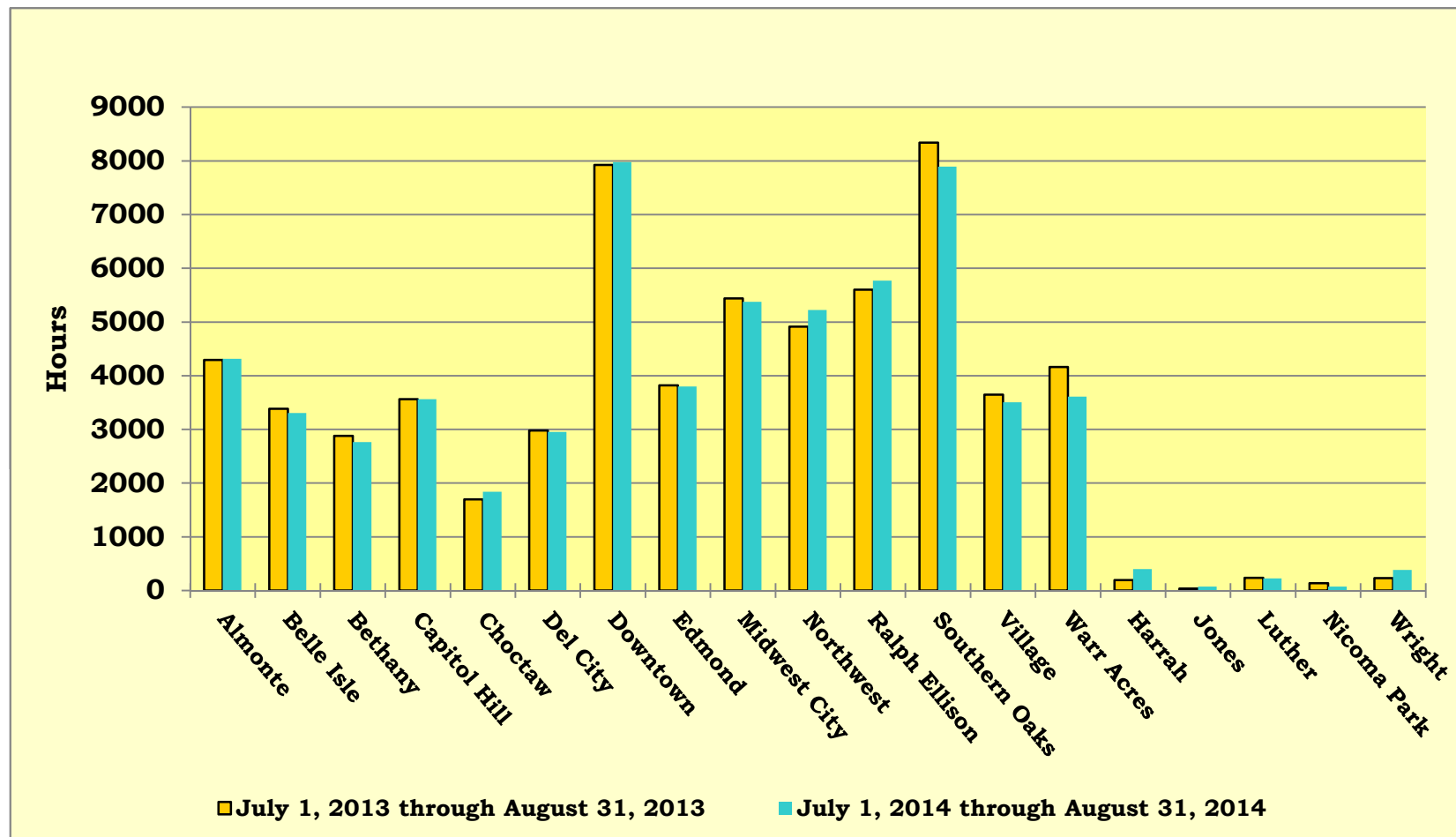
Circulation Gains and Losses

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

AUGUST 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	14	21493	44545	8168	18183	29661	62728	
	15	19729	42129	7713	18045	27442	60174	
		-1764	-2416	-455	-138	-2219	-2554	-4.1
EXTENSION LIBRARIES:								
Harrah	14	3480	6822	1386	3411	4866	10233	
	15	3877	7418	1550	3574	5427	10992	
		397	596	164	163	561	759	7.4
Jones	14	1275	2438	443	944	1718	3382	
	15	959	2339	449	1097	1408	3436	
		-316	-99	6	153	-310	54	1.6
Luther	14	3453	6720	1692	3798	5145	10518	
	15	1925	4245	1412	3054	3337	7299	
		-1528	-2475	-280	-744	-1808	-3219	-30.6
Nicoma Park	14	2366	4465	718	2103	3084	6568	
	15	1491	3160	555	1399	2046	4559	
		-875	-1305	-163	-704	-1038	-2009	-30.6
Wright	14	646	1273	423	923	1069	2196	
	15	493	1073	233	569	726	1642	
		-153	-200	-190	-354	-343	-554	-25.2
<u>OTHER:</u>								
Book Centers	14	10550	21277	6308	12478	16858	33755	
	15	11804	23172	5617	10754	17421	33926	
		1254	1895	-691	-1724	563	171	.5
Books-by-Mail	14	2353	4730	0	0	2353	4730	
	15	831	1532	16	16	847	1548	
		-1522	-3198	16	16	-1506	-3182	-67.3
eMedia	14	54953	111168	0	0	54953	111168	
	15	69954	144387	0	0	69954	144387	
		15001	33219	0	0	15001	33219	29.9
TOTALS	14	392491	809383	188481	432183	580972	1241566	
	15	360783	768074	170128	387842	530911	1155916	
		-31708	-41309	-18353	-44341	-50061	-85650	-6.9

Total Computer Hours Used by Library

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)



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Total Computer Usage

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	981		5,538		4,292.09		981		5,538		4,292.09	
	15	1,118		4,996		4,313.26		1,118		4,996		4,313.26	
		137	14.0	-542	-9.8	21.17	.5	137	14.0	-542	-9.8	21.17	.5
BELLE ISLE	14	948		4,440		3,382.48		948		4,440		3,382.48	
	15	997		4,057		3,305.89		997		4,057		3,305.89	
		49	5.2	-383	-8.6	-76.59	-2.3	49	5.2	-383	-8.6	-76.59	-2.3
BETHANY	14	956		3,847		2,877.67		956		3,847		2,877.67	
	15	997		3,570		2,765.53		997		3,570		2,765.53	
		41	4.3	-277	-7.2	-112.14	-3.9	41	4.3	-277	-7.2	-112.14	-3.9
CAPITOL HILL	14	791		4,950		3,563.39		791		4,950		3,563.39	
	15	747		4,369		3,565.05		747		4,369		3,565.05	
		-44	-5.6	-581	-11.7	1.66	.0	-44	-5.6	-581	-11.7	1.66	.0
CHOCTAW	14	528		1,776		1,698.53		528		1,776		1,698.53	
	15	477		1,768		1,839.04		477		1,768		1,839.04	
		-51	-9.7	-8	-.5	140.51	8.3	-51	-9.7	-8	-.5	140.51	8.3
DEL CITY	14	922		3,892		2,981.95		922		3,892		2,981.95	
	15	979		3,884		2,952.97		979		3,884		2,952.97	
		57	6.2	-8	-.2	-28.98	-1.0	57	6.2	-8	-.2	-28.98	-1.0
DOWNTOWN	14	1,046		10,463		7,927.20		1,046		10,463		7,927.20	
	15	945		8,868		7,978.89		945		8,868		7,978.89	
		-101	-9.7	-1,595	-15.2	51.69	.7	-101	-9.7	-1,595	-15.2	51.69	.7
EDMOND	14	1,121		4,074		3,822.83		1,121		4,074		3,822.83	
	15	1,081		4,028		3,799.59		1,081		4,028		3,799.59	
		-40	-3.6	-46	-1.1	-23.24	-.6	-40	-3.6	-46	-1.1	-23.24	-.6
MIDWEST CITY	14	1,566		7,158		5,438.35		1,566		7,158		5,438.35	
	15	1,577		6,566		5,373.87		1,577		6,566		5,373.87	
		11	.7	-592	-8.3	-64.48	-1.2	11	.7	-592	-8.3	-64.48	-1.2
NORTHWEST	14	1,387		4,780		4,915.49		1,387		4,780		4,915.49	
	15	1,502		4,844		5,223.14		1,502		4,844		5,223.14	
		115	8.3	64	1.3	307.65	6.3	115	8.3	64	1.3	307.65	6.3

Total Computer Usage

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	1,352		7,091		5,603.27		1,352		7,091		5,603.27	
	15	1,376		6,804		5,767.78		1,376		6,804		5,767.78	
		24	1.8	-287	-4.0	164.51	2.9	24	1.8	-287	-4.0	164.51	2.9
SOUTHERN OAKS	14	1,645		10,277		8,339.72		1,645		10,277		8,339.72	
	15	1,714		8,685		7,891.99		1,714		8,685		7,891.99	
		69	4.2	-1,592	-15.5	-447.73	-5.4	69	4.2	-1,592	-15.5	-447.73	-5.4
VILLAGE	14	1,311		4,582		3,646.40		1,311		4,582		3,646.40	
	15	1,265		4,220		3,503.60		1,265		4,220		3,503.60	
		-46	-3.5	-362	-7.9	-142.80	-3.9	-46	-3.5	-362	-7.9	-142.80	-3.9
WARR ACRES	14	943		5,554		4,163.91		943		5,554		4,163.91	
	15	942		4,039		3,611.86		942		4,039		3,611.86	
		-1	-1.1	-1,515	-27.3	-552.05	-13.3	-1	-1.1	-1,515	-27.3	-552.05	-13.3
HARRAH	14	108		285		192.52		108		285		192.52	
	15	105		525		401.61		105		525		401.61	
		-3	-2.8	240	84.2	209.09	108.6	-3	-2.8	240	84.2	209.09	108.6
JONES	14	18		52		36.58		18		52		36.58	
	15	18		80		72.04		18		80		72.04	
			.0	28	53.8	35.46	96.9		.0	28	53.8	35.46	96.9
LUTHER	14	105		278		235.52		105		278		235.52	
	15	102		238		225.89		102		238		225.89	
		-3	-2.9	-40	-14.4	-9.63	-4.1	-3	-2.9	-40	-14.4	-9.63	-4.1
NICOMA PARK	14	49		181		136.14		49		181		136.14	
	15	32		110		73.49		32		110		73.49	
		-17	-34.7	-71	-39.2	-62.65	-46.0	-17	-34.7	-71	-39.2	-62.65	-46.0
WRIGHT	14	55		252		231.21		55		252		231.21	
	15	63		409		385.63		63		409		385.63	
		8	14.5	157	62.3	154.42	66.8	8	14.5	157	62.3	154.42	66.8
TOTAL	14	15,832		79,470		63,485.25		15,832		79,470		63,485.25	
	15	16,037		72,060		63,051.12		16,037		72,060		63,051.12	
		205	1.3	-7,410	-9.3	-434.13	-.7	205	1.3	-7,410	-9.3	-434.13	-.7

Computer Usage by Adult Customers

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	684		3,017		2,455.87		684		3,017		2,455.87	
	15	812		2,979		2,485.54		812		2,979		2,485.54	
		128	18.7	-38	-1.3	29.67	1.2	128	18.7	-38	-1.3	29.67	1.2
BELLE ISLE	14	822		3,489		2,663.85		822		3,489		2,663.85	
	15	859		3,554		2,916.63		859		3,554		2,916.63	
		37	4.5	65	1.9	252.78	9.5	37	4.5	65	1.9	252.78	9.5
BETHANY	14	807		2,970		2,223.00		807		2,970		2,223.00	
	15	829		2,891		2,237.82		829		2,891		2,237.82	
		22	2.7	-79	-2.7	14.82	.7	22	2.7	-79	-2.7	14.82	.7
CAPITOL HILL	14	473		1,963		1,471.00		473		1,963		1,471.00	
	15	441		1,826		1,551.13		441		1,826		1,551.13	
		-32	-6.8	-137	-7.0	80.13	5.4	-32	-6.8	-137	-7.0	80.13	5.4
CHOCTAW	14	377		1,186		1,078.43		377		1,186		1,078.43	
	15	334		1,130		1,113.43		334		1,130		1,113.43	
		-43	-11.4	-56	-4.7	35.00	3.2	-43	-11.4	-56	-4.7	35.00	3.2
DEL CITY	14	696		2,719		2,131.51		696		2,719		2,131.51	
	15	747		2,894		2,188.15		747		2,894		2,188.15	
		51	7.3	175	6.4	56.64	2.7	51	7.3	175	6.4	56.64	2.7
DOWNTOWN	14	944		10,012		7,594.10		944		10,012		7,594.10	
	15	852		8,416		7,609.60		852		8,416		7,609.60	
		-92	-9.7	-1,596	-15.9	15.50	.2	-92	-9.7	-1,596	-15.9	15.50	.2
EDMOND	14	937		3,458		3,195.73		937		3,458		3,195.73	
	15	912		3,446		3,191.84		912		3,446		3,191.84	
		-25	-2.7	-12	-.3	-3.89	-.1	-25	-2.7	-12	-.3	-3.89	-.1
MIDWEST CITY	14	1,278		5,236		4,036.73		1,278		5,236		4,036.73	
	15	1,262		5,079		4,115.90		1,262		5,079		4,115.90	
		-16	-1.3	-157	-3.0	79.17	2.0	-16	-1.3	-157	-3.0	79.17	2.0
NORTHWEST	14	1,126		4,134		4,388.12		1,126		4,134		4,388.12	
	15	1,242		4,055		4,258.84		1,242		4,055		4,258.84	
		116	10.3	-79	-1.9	-129.28	-2.9	116	10.3	-79	-1.9	-129.28	-2.9

Computer Usage by Adult Customers

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	1,006		4,545		3,659.96		1,006		4,545		3,659.96	
	15	1,042		4,402		3,660.78		1,042		4,402		3,660.78	
		36	3.6	-143	-3.1	.82	.0	36	3.6	-143	-3.1	.82	.0
SOUTHERN OAKS	14	1,173		4,861		4,061.52		1,173		4,861		4,061.52	
	15	1,202		4,772		4,263.37		1,202		4,772		4,263.37	
		29	2.5	-89	-1.8	201.85	5.0	29	2.5	-89	-1.8	201.85	5.0
VILLAGE	14	1,037		3,596		2,782.80		1,037		3,596		2,782.80	
	15	1,023		3,416		2,844.05		1,023		3,416		2,844.05	
		-14	-1.4	-180	-5.0	61.25	2.2	-14	-1.4	-180	-5.0	61.25	2.2
WARR ACRES	14	798		3,844		2,898.21		798		3,844		2,898.21	
	15	794		3,332		2,854.95		794		3,332		2,854.95	
		-4	-.5	-512	-13.3	-43.26	-1.5	-4	-.5	-512	-13.3	-43.26	-1.5
HARRAH	14	87		239		150.63		87		239		150.63	
	15	77		225		156.75		77		225		156.75	
		-10	-11.5	-14	-5.9	6.12	4.1	-10	-11.5	-14	-5.9	6.12	4.1
JONES	14	14		48		35.59		14		48		35.59	
	15	14		70		68.01		14		70		68.01	
			.0	22	45.8	32.42	91.1		.0	22	45.8	32.42	91.1
LUTHER	14	60		159		137.75		60		159		137.75	
	15	69		155		140.44		69		155		140.44	
		9	15.0	-4	-2.5	2.69	2.0	9	15.0	-4	-2.5	2.69	2.0
NICOMA PARK	14	33		118		85.26		33		118		85.26	
	15	21		95		64.39		21		95		64.39	
		-12	-36.4	-23	-19.5	-20.87	-24.5	-12	-36.4	-23	-19.5	-20.87	-24.5
WRIGHT	14	43		221		214.26		43		221		214.26	
	15	51		372		351.90		51		372		351.90	
		8	18.6	151	68.3	137.64	64.2	8	18.6	151	68.3	137.64	64.2
TOTAL	14	12,395		55,815		45,264.32		12,395		55,815		45,264.32	
	15	12,583		53,109		46,073.52		12,583		53,109		46,073.52	
		188	1.5	-2,706	-4.8	809.20	1.8	188	1.5	-2,706	-4.8	809.20	1.8

Computer Usage by Minor Customers

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	297		2,521		1,836.22		297		2,521		1,836.22	
	15	306		2,017		1,827.72		306		2,017		1,827.72	
		9	3.0	-504	-20.0	-8.50	-.5	9	3.0	-504	-20.0	-8.50	-.5
BELLE ISLE	14	126		951		718.63		126		951		718.63	
	15	138		503		389.26		138		503		389.26	
		12	9.5	-448	-47.1	-329.37	-45.8	12	9.5	-448	-47.1	-329.37	-45.8
BETHANY	14	149		877		654.67		149		877		654.67	
	15	168		679		527.71		168		679		527.71	
		19	12.8	-198	-22.6	-126.96	-19.4	19	12.8	-198	-22.6	-126.96	-19.4
CAPITOL HILL	14	318		2,987		2,092.39		318		2,987		2,092.39	
	15	306		2,543		2,013.92		306		2,543		2,013.92	
		-12	-3.8	-444	-14.9	-78.47	-3.8	-12	-3.8	-444	-14.9	-78.47	-3.8
CHOCTAW	14	151		590		620.10		151		590		620.10	
	15	143		638		725.61		143		638		725.61	
		-8	-5.3	48	8.1	105.51	17.0	-8	-5.3	48	8.1	105.51	17.0
DEL CITY	14	226		1,173		850.44		226		1,173		850.44	
	15	232		990		764.82		232		990		764.82	
		6	2.7	-183	-15.6	-85.62	-10.1	6	2.7	-183	-15.6	-85.62	-10.1
DOWNTOWN	14	102		451		333.10		102		451		333.10	
	15	93		452		369.29		93		452		369.29	
		-9	-8.8	1	.2	36.19	10.9	-9	-8.8	1	.2	36.19	10.9
EDMOND	14	184		616		627.10		184		616		627.10	
	15	169		582		607.75		169		582		607.75	
		-15	-8.2	-34	-5.5	-19.35	-3.1	-15	-8.2	-34	-5.5	-19.35	-3.1
MIDWEST CITY	14	288		1,922		1,401.62		288		1,922		1,401.62	
	15	315		1,487		1,257.97		315		1,487		1,257.97	
		27	9.4	-435	-22.6	-143.65	-10.2	27	9.4	-435	-22.6	-143.65	-10.2
NORTHWEST	14	261		646		527.37		261		646		527.37	
	15	260		789		964.30		260		789		964.30	
		-1	-.4	143	22.1	436.93	82.9	-1	-.4	143	22.1	436.93	82.9

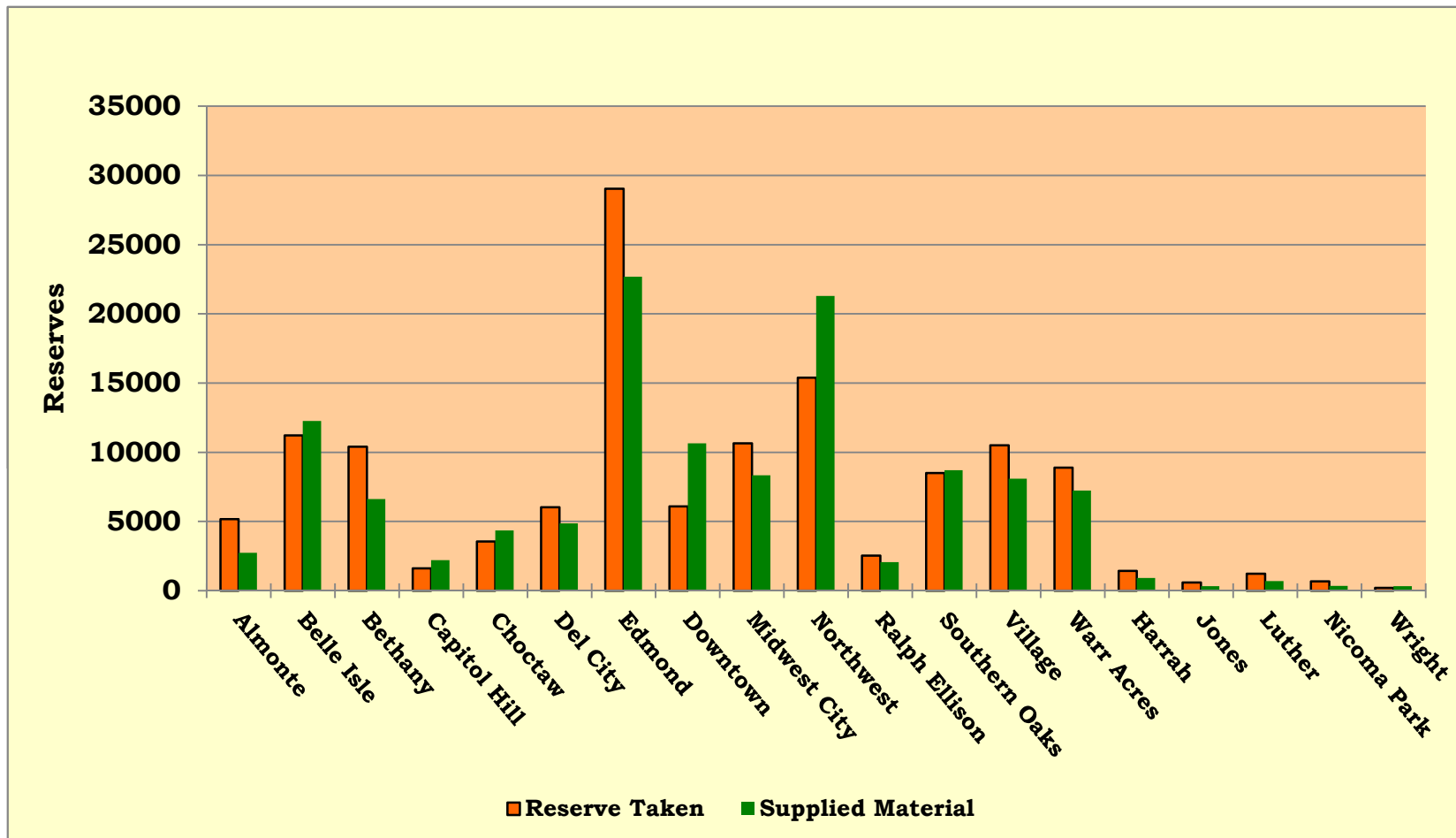
Computer Usage by Minor Customers

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	346		2,546		1,943.31		346		2,546		1,943.31	
	15	334		2,402		2,107.00		334		2,402		2,107.00	
		-12	-3.5	-144	-5.7	163.69	8.4	-12	-3.5	-144	-5.7	163.69	8.4
SOUTHERN OAKS	14	472		5,416		4,278.20		472		5,416		4,278.20	
	15	512		3,913		3,628.62		512		3,913		3,628.62	
		40	8.5	-1,503	-27.8	-649.58	-15.2	40	8.5	-1,503	-27.8	-649.58	-15.2
VILLAGE	14	274		986		863.60		274		986		863.60	
	15	242		804		659.55		242		804		659.55	
		-32	-11.7	-182	-18.5	-204.05	-23.6	-32	-11.7	-182	-18.5	-204.05	-23.6
WARR ACRES	14	145		1,710		1,265.70		145		1,710		1,265.70	
	15	148		707		756.91		148		707		756.91	
		3	2.1	-1,003	-58.7	-508.79	-40.2	3	2.1	-1,003	-58.7	-508.79	-40.2
HARRAH	14	21		46		41.89		21		46		41.89	
	15	28		300		244.86		28		300		244.86	
		7	33.3	254	552.2	202.97	484.5	7	33.3	254	552.2	202.97	484.5
JONES	14	4		4		.99		4		4		.99	
	15	4		10		4.03		4		10		4.03	
			.0	6	150.0	3.04	307.1		.0	6	150.0	3.04	307.1
LUTHER	14	45		119		97.77		45		119		97.77	
	15	33		83		85.45		33		83		85.45	
		-12	-26.7	-36	-30.3	-12.32	-12.6	-12	-26.7	-36	-30.3	-12.32	-12.6
NICOMA PARK	14	16		63		50.88		16		63		50.88	
	15	11		15		9.10		11		15		9.10	
		-5	-31.3	-48	-76.2	-41.78	-82.1	-5	-31.3	-48	-76.2	-41.78	-82.1
WRIGHT	14	12		31		16.95		12		31		16.95	
	15	12		37		33.73		12		37		33.73	
			.0	6	19.4	16.78	99.0		.0	6	19.4	16.78	99.0
TOTAL	14	3,437		23,655		18,220.93		3,437		23,655		18,220.93	
	15	3,454		18,951		16,977.60		3,454		18,951		16,977.60	
		17	.5	-4,704	-19.9	-1,243.33	-6.8	17	.5	-4,704	-19.9	-1,243.33	-6.8

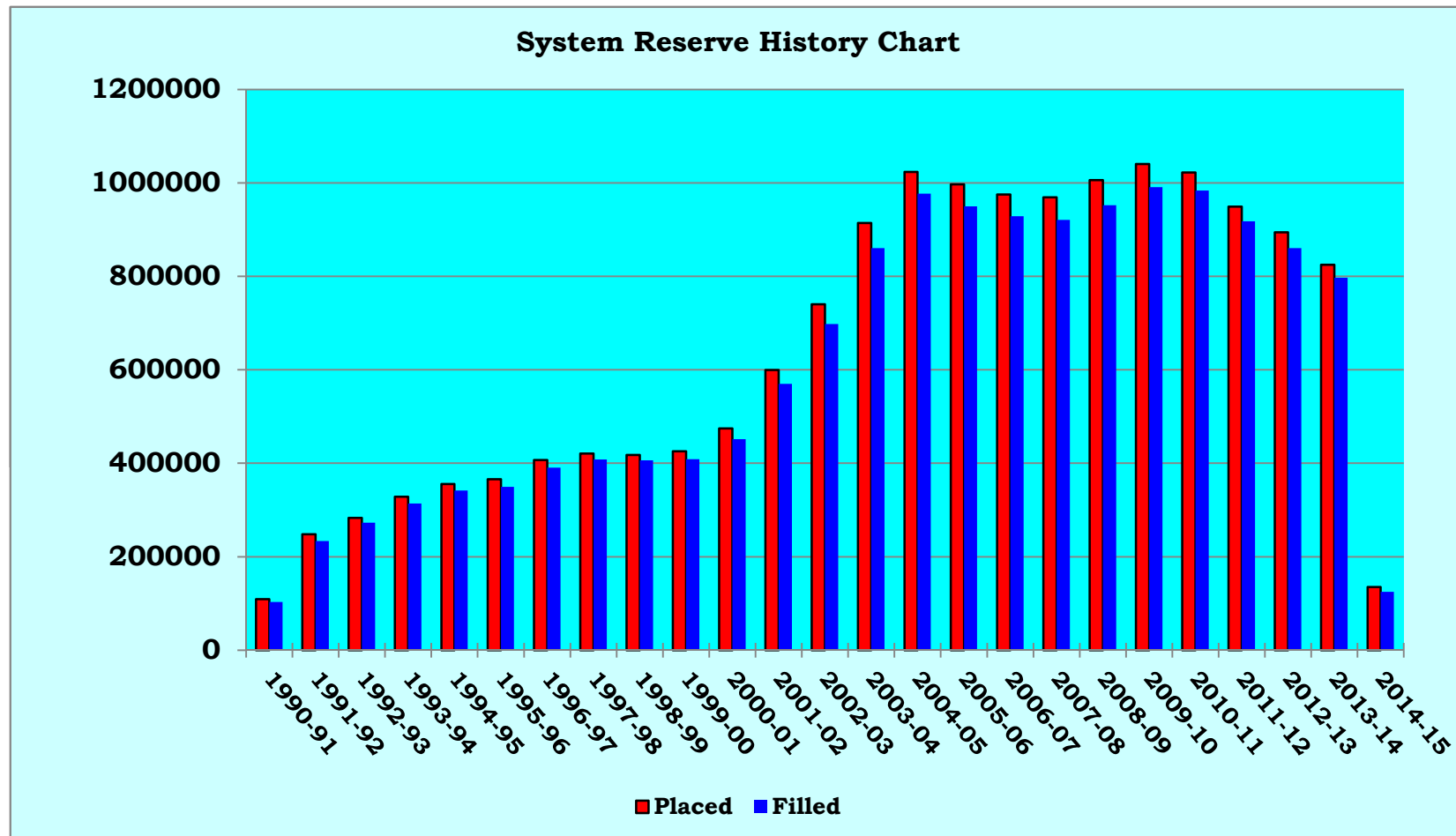
System Reserve Report

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)



System Reserve Report

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)



System Reserves Report

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	14	2,845	5,918		2,733	5,544	
	15	2,436	5,182		2,102	4,697	
		-409	-736	-12.4	-631	-847	-15.3
BELLE ISLE	14	6,122	12,557		5,995	12,214	
	15	5,316	11,214		4,900	10,504	
		-806	-1,343	-10.7	-1,095	-1,710	-14.0
BETHANY	14	5,886	11,977		5,466	11,084	
	15	4,806	10,410		4,155	9,624	
		-1,080	-1,567	-13.1	-1,311	-1,460	-13.2
CAPITOL HILL	14	996	2,115		998	2,066	
	15	774	1,617		643	1,475	
		-222	-498	-23.5	-355	-591	-28.6
CHOCTAW	14	2,078	4,249		2,005	4,084	
	15	1,809	3,562		1,542	3,380	
		-269	-687	-16.2	-463	-704	-17.2
DEL CITY	14	3,207	6,365		3,107	6,191	
	15	2,893	6,037		2,397	5,424	
		-314	-328	-5.2	-710	-767	-12.4
EDMOND	14	16,491	34,127		16,183	33,089	
	15	13,910	29,042		12,113	27,042	
		-2,581	-5,085	-14.9	-4,070	-6,047	-18.3
DOWNTOWN	14	3,665	7,438		3,533	7,078	
	15	2,774	6,100		2,373	5,709	
		-891	-1,338	-18.0	-1,160	-1,369	-19.3
MIDWEST CITY	14	6,043	12,495		5,957	12,021	
	15	4,900	10,653		4,383	9,903	
		-1,143	-1,842	-14.7	-1,574	-2,118	-17.6
NORTHWEST	14	7,932	16,788		7,760	16,311	
	15	7,110	15,390		6,121	14,421	
		-822	-1,398	-8.3	-1,639	-1,890	-11.6
RALPH ELLISON	14	913	2,414		925	2,330	
	15	1,025	2,526		950	2,365	
		112	112	4.6	25	35	1.5
SOUTHERN OAKS	14	5,214	10,189		5,088	9,864	
	15	4,180	8,509		3,566	7,732	
		-1,034	-1,680	-16.5	-1,522	-2,132	-21.6

System Reserves Report

July 1, 2014 through August 31, 2014 (16.67% of the 14-15 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	14	5,697	12,189		5,486	11,368	
	15	5,057	10,512		4,220	9,482	
		-640	-1,677	-13.8	-1,266	-1,886	-16.6
WARR ACRES	14	5,144	10,200		4,784	9,724	
	15	4,128	8,885		3,522	8,080	
		-1,016	-1,315	-12.9	-1,262	-1,644	-16.9
HARRAH	14	731	1,498		744	1,451	
	15	756	1,435		669	1,343	
		25	-63	-4.2	-75	-108	-7.4
JONES	14	426	782		417	766	
	15	337	603		272	547	
		-89	-179	-22.9	-145	-219	-28.6
LUTHER	14	894	1,785		886	1,779	
	15	579	1,225		526	1,145	
		-315	-560	-31.4	-360	-634	-35.6
NICOMA PARK	14	465	876		455	850	
	15	368	685		317	645	
		-97	-191	-21.8	-138	-205	-24.1
WRIGHT	14	160	339		156	344	
	15	97	204		82	203	
		-63	-135	-39.8	-74	-141	-41.0
TOTAL	14	75,734	155,859		73,421	149,568	
	15	64,003	135,233		55,448	124,953	
		-11,731	-20,626	-13.2	-17,973	-24,615	-16.5

EXECUTIVE DIRECTOR'S REPORT

SEPTEMBER 2014

COMMISSION APPOINTEES AND REAPPOINTMENTS

We are pleased to announce that Hugh Rice, Penny McCaleb, and Cindy Friedemann were reappointed by unanimous vote to the Metropolitan Library Commission by the Oklahoma City Council on September 2, 2014.

The Oklahoma City Council also approved on that same date the appointment of Sharon Voorhees to the Library Commission. Sharon will replace Bose Akadari` who resigned. Sharon will represent South Oklahoma City and is an attorney with Voorhees Voorhees & Byers. She also serves as a special Municipal Judge, City of Oklahoma City. She received her JD degree from the University Of Oklahoma College Of Law.

Welcome Sharon!

In addition, we are also pleased to announce that Mac Patel was reappointed to a new 3 year term by the City of Del City.

TLC/ILS UPDATE

As most of you know we made a successful switch to our new TLC/ILS system on Labor Day weekend. As with all new things and big changes; there were some bumps in the road so to speak; but for the most part it went surprisingly well. IT staff continue to work on the "bugs" but I think some statistics from the first week show that customers and staff are learning how the system works. While we have had some complaints, I wanted to share these stats with you so that you can see we had a great many users successfully use the new system compared to a relatively small number of complaints.

During the Timeframe from **September 1 – September 11th** we had:

On our website:

67,700 Users
96,695 Sessions
175,055 Page Views

On our catalog:

174,636 Users
197,320 Sessions
377,613 Page Views

On September 2, the first day of the new catalog/system, we checked in 27,000 items, had over 5,600 renewals and over 4,000 reserves placed.

As I write this, I just returned from an event at the Southern Oaks Library designed to demonstrate to customers the new catalog and its features. We had a nice crowd and the attendees were attentive and asked lots of good questions about the catalog and how it worked.

CAPITAL PROJECTS UPDATE

- Oklahoma City and MLS are working on a 5 year Capital Improvements request list for Oklahoma City Libraries. Currently, the list includes repairs to the Downtown Library, Construction of a permanent building for Almonte and other anticipated needs.
- Capitol Hill – The first Design meeting with MLS, OKC, Guernsey Architects and their consultants, MS +R Architects was held on September 11, 2014. MS +R presented some models and sketches of possible schematic designs. Schedule updates were provided.
- Downtown – The Park Avenue Project 180 is out for bid with the work still expected to begin next spring.
- Jones – MLS, Jones and Studio met to discuss updated estimate on 9/2/2014 and consequently Studio was released to begin the final design phase – construction documents.
- Northwest – Warranty work continues

40 Years of Friday: Where are they now?



Penny McCaleb

Rose Lane - Fri, Aug 29, 2014

Penny's big three: Library, museum, orchestra

In the early 1990s, Ruth Meyers sponsored an advertising campaign featuring prominent Oklahoma City businesswomen and community volunteers.

The theme of the campaign was "Our success begins with you." In the July 24, 1992 issue of OKC FRIDAY, Penny McCaleb modeled a hounds tooth jacket and skirt for the store's advertisement.

"Penny McCaleb, a living doll, looks smashing in our exclusive Louis Ferauld," the ad copy read. "The civicly active life she leads lends her wardrobe to classic femininity."

Being in Ruth Meyers' ads was an honor for those who were selected.

"I was flattered to do it," Penny said.

Born in Woodward, Penny attended the University of Oklahoma and earned Bachelors and Masters Degrees in English. She taught school for a couple of years and then went to work for Ford Price's publishing company, which was later bought out by McGraw-Hill.

She worked for AT&T and when she married her husband John, she returned to publishing. These days, she still does some freelance work.

That is when she's not volunteering with her three favorite causes: The Oklahoma County Metropolitan Library Commission, the Oklahoma City Museum of Art and the Oklahoma City Philharmonic.

Penny has served on the Library Commission since 1984 and was chairman 1998-2004. She is in her second stint as chairman of its Long-Range Planning Committee. She has also served on all of the commission's various committees and as chairman of the Literary Voices fundraiser for the Library Endowment Trust.

In 2009, Penny received the library's highest honor: The Lee B. Brawner Award for Library Excellence.

"I was thrilled to win that and I was humbled," she said. "A lot of people do a lot of things for the library."

Penny has been a part of the Oklahoma City Museum of Art Board of Directors since 1995. She has served on a number of its committees including the Development Committee, the Museum Library Task Force, the Exhibitions Committee, the Education/Programs Committee, the Bylaws Committee and the Governance and Leadership Committee.

She worked on the Renaissance Ball Committee and was the event's Sponsor chairman.

"The museum has so many different aspects," she said. "That's what I love -- there is something for everyone."

"I have loved being involved."

A two-time member of the Board of Directors of the Oklahoma City Philharmonic, Penny was its president in 2012-13. She is currently working on the Board Development Committee and has also helped with the Marketing Committee and Development.

The beauty of these three groups, she said is that they work together to provide programs for

the community.

"It is pretty amazing," Penny said.

Penny has also been a member of the Junior League, the YWCA Board of Directors and the Oklahoma Children's Health Foundation, Inc.

She attends All Souls' Episcopal Church.

Penny is always quick to call Friday when one of her groups is hosting an event.

"I think FRIDAY is valuable to Oklahoma City for keeping up to date on current trends," she said. "It always has interesting articles on people in our community."

"Leland Gourley set a high standard that Vicki (Gourley) and the rest of the staff has maintained."



Penny McCaleb in Ruth Meyers' July 24, 1992 advertisement in OKC FRIDAY.

Card Catalog update is novel for library

Matt Patterson

mpatterson@opubco.com

When the Metropolitan Library System opens Tuesday, visitors in person and online will notice that the card catalog system will have changed.

The library has been closed since Saturday so the new system can be installed. The library typically closes Sunday and Monday for Labor Day, but this year the extra day was needed.

"We never close down for three days, but this was necessary for us to get it up and running" Kim Terry, the Metropolitan Library System marketing director, said.

The new system replaces an older one that was designed by an employee who has retired.

"We loved the old system, but he was the only one who really knew the ins and outs of it" Terry said. "And it was also time for us to update it."

The new system was purchased from a vendor who sells similar programs to other libraries. Oklahoma City having its own inhouse system was relatively rare, Terry said.

The new system has a completely different look, including pictures of book covers, a listing for new titles, better flexibility with searches, the ability for users to create their own reading list and more options for managing accounts online.

Terry said results can be filtered efficiently, similar to those on popular sites such as [Amazon.com](https://www.amazon.com). It will also include newspapers and other periodicals in search results, and a revamped section for upcoming library events, news releases and a place for readers to post reviews of books. The system also will be available in Spanish.

The kids **catalog** has been redone with clickable pictures and book covers that young readers can easily identify and select.



Kim Terry, director of marketing for the Metropolitan Library System, discusses the new card catalog system.
PHOTO BY JIM BECKEL, THE OKLAHOMAN