



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, October 18, 2012, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(Telephone: 631-4468)

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

Fran Cory, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #32 – 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 – 3:55 pm CONSENT DOCKET (#33 - #36)

- Document #33 – Approval of Minutes of September 20, 2012 Meeting
- Document #34 – Acceptance of Review of Expenditures for September 2012
- Document #35 – Contract Awards & Purchases
 - Item A: Furniture for Edmond Library
 - Item B: Purchase and Installation of Projectors
 - Item C: Professional Services Agreement for Library Services
- Document #36 – Request to Declare Vehicles Surplus

3:55 – 4:00 pm COMMITTEE REPORTS

- Document #37 – Minutes of A & P Committee Grievance Hearing October 3, 2012

4:00 – 4:30 pm REPORTS AND RECOMMENDATIONS (#38-41)

- Document #38 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Finley & Cook
- Document #39 – Discussion, Consideration and Possible Action: Approval of Almonte Lease
- Document #40 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2013
- Document #41 – Discussion, Consideration and Possible Action: Approval of MLS 2013 Holiday and Closing Schedule

4:30 – 4:45 pm SPECIAL PRESENTATIONS

- *Share Your Story* – Diane Sarantakos, Development and Volunteer Services Director

4:45 – 4:50 pm INFORMATION REPORTS

- Document #42 – MLS September 2012 Library Visits
- Document #43 – MLS September 2012 Circulation Report
- Document #44 – MLS September 2012 Computer Usage Report
- Document #45 – MLS September 2012 System Reserve Report

4:50 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT

4:55 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

November 15, 2012

Edmond Library, 10 S. Boulevard, Oklahoma City, OK 73034

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 October 2012:

<u>Employees</u>	<u>Years of Service</u>
Francie L. Pendleton, Administrative Specialist, Director's Office	40
Steven B. Jenkins, Book Center Coordinator, Outreach	25
Susan J. Hutchins, Associate Librarian, Del City Library	10
Jonathan I. Tolle, Circulation Clerk, Capitol Hill Library	10
Melissa K. Weathers, Materials Selector, Materials Selection	10
Carol Elaine Overton, Library Aide, Edmond Library	5

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

DATE: September 20, 2012 TIME: 3:30 pm

MEETING PLACE: Del City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 3, 2011. 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 Del City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on September 18, 2012, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Allen Coffey
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Kim Patterson
Hugh Rice
Vanna Shaw
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Susan Tucker
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose' Akadari
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Jose Jimenez
Tracy McGehee
Jim Shonts
Ray Vaughn

Estimate of general public and staff attending: 25

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

Roll was called to establish a quorum. Present: Anthony, Bullard, Coffey, Hannah, Harpman, Leslie, McCaleb, Patel, Patterson, Rice, Shaw, Smith, Strube, Toland, Tucker, Cory. (Arrived: Nelson, 3:35 p.m; McDaniel, 3:47 p.m; Friedemann, 3:38 p.m.).

II. Mrs. Cory introduced Ms. Devin McGhee, Manager of Library Operations for the Del City Library. Ms. McGhee welcomed the Commission and provided details of events at the Del City Library.

III. Mrs. Cory introduced special guests Mr. Mark Edwards, City Manager of Del City and Mr. Ken Bartlett, Del City Councilman.

Mr. Bartlett and Mr. Edwards provided information on the recent election passed by the citizens of Del City to renew the temporary 1.5 percent sales tax. One of the projects to be funded by the sales tax extension is a new Del City Library. Del City will be working with the library system to identify a potential site for the construction of the new state of the art library.

IV. Mrs. Cory called for Presentation of Service Certificates for September 2012: Karen Marriott, Deputy Executive Director/Materials & Outreach ~ 35 years of service; Kay Bauman, Deputy Executive Director/Library Operations ~ 30 years of service; Van Bielstein, Circulation Clerk, The Village Library ~10 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the commission meeting: Alma Louise Brown, Librarian, Warr Acres Library ~ 30 years of service; Rosemary Czariski, Manager of Library Operations - Choctaw Library ~ 30 years of service; Matthew Evans, Library Aide, Bethany Library ~10 years of service; Thomas Gallagher, Library Aide, Downtown Library ~ 10 years of service; Carol Roberts, Associate Librarian, Choctaw Library ~ 5 years of service.

V. Mrs. Cory called for comments from the general public. There were none.

VI. Mrs. Cory presented the Consent Docket: Document #22 – Approval of Minutes of August 23, 2012; Document #23 – Acceptance of Expenditures for August 2012; Document #24 – Contract Awards & Purchases for August 2012; Document #25 – Request to Declare Furniture & Equipment Surplus.

Mrs. Cory called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Hugh Rice seconded. Questions and discussion followed.

Mrs. Toland suggested the minutes be corrected to reflect her suggested revision to Document #14 – Contract Awards: Item A - Property and Casualty Insurance. The policy should list Wright Library as an Additional Insured.

Mrs. Nancy Anthony made a correction to Document #23 – Acceptance of Review of Expenditures for August 2012, page 5. Ad Valorem tax year should be 2012 instead of 2011.

No further discussion; motion passed unanimously.

VII. Mrs. Cory referred to Document #26 – Discussion, Consideration, and Possible Action: Report & Recommendations ~ Finance Committee meeting September 6 2012 and Document #27 – Metropolitan Library System Fiscal Year Budget ~ FY 2012 – 2013.

Mrs. Anthony, Finance Committee chair, referred to the proposed Final Budget (Document #27) and provided a brief review. The final assessment numbers from the county came in slightly less than projected, with 1.9% increase over last year's revenues. Mrs. Anthony highlighted some of the proposed changes in the operating budget from the preliminary budget which includes; dollars for Integrated Library System (ILS) Software, Carryover from 2011-2012 for the NW Library, and an increased request for capital for the library's contribution towards a new Del City Library. Questions and discussion followed.

Mrs. Anthony concluded, the operating budget increased \$54,749 which amounts to an increase of approximately 0.15% from last year's budget. Questions and Discussion followed.

The motion coming from committee is to approve the Metropolitan Library System Final Budget FY 2012-13. A motion coming from committee requires no second. Motion passed unanimously.

Mrs. Anthony then referred to the proposed MLS Fund Balance Guidelines – Adopted for GASB 54.

Mrs. Anthony explained the proposed guidelines. The auditors recommended the library system adopt the Fund Balance Guidelines, which specify an order of expenditure of funds, when multiple categories of fund balance are available, spending the most restricted category before moving to the next category with the funds. The proposed guidelines put the practices of the library system regarding fund balances in writing and bring the system in compliance with accounting standards.

The motion coming from committee is to approve the MLS Fund Balance Guidelines, Adopted for GASB 54. A motion coming from committee requires no second. No further discussion; motion passed unanimously.

VIII. Mrs. Cory referred to Special Presentations: Olympic Size Staff Day – Stacy Schrank, Employee Development Coordinator.

Mr. Schrank provided information on this year's annual staff day, which will be combined with Pioneer Library System. So far, there have been 578 employees who have enrolled. Mr. Schrank provided information on the two keynote speakers and encouraged the Commission to take part in the day, on Monday, October 8th. In conjunction with the annual staff day, employees have the opportunity to receive their flu shots and partake in the wellness screenings, at no cost to the employee. This year as an added incentive and to increase participation from staff, all Metropolitan Library System employees who take part in the wellness screenings will receive a \$25 gift card. There are currently 220 employees who are signed up to receive the wellness screenings. Questions and discussion followed.

IX. Mrs. Cory referred to the Information Reports.

- Document #28 – MLS August 2012 Library Visits Report
- Document #29 – MLS August 2012 Circulation Report
- Document #30 – MLS August 2012 Computer Usage Report
- Document #31 – MLS August 2012 System Reserve Report

Mrs. Morris highlighted each of the reports. Questions and Discussion followed.

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

Mrs. Morris congratulated Mr. Tracy McDaniel and KIPP Reach School for being nationally recognized as a Blue Ribbon School, in the area of high achievement, by the U.S. Department of Education. Scholastic Magazine has recognized KIPP reach as one of the 25 Coolest Schools in America!

Mrs. Morris called on Mrs. Diane Sarantakos, Development and Volunteer Services Director to present the new Read Ya'll posters. Mrs. Sarantakos stated this year's Read Ya'll posters were sponsored by the Library Endowment Trust and feature University of Oklahoma football coach, Bob Stoops, as well as Oklahoma State University football coach, Mike Gundy. There is an individual poster for each coach and one with both coaches together. Mrs. Sarantakos passed around a sign-up sheet for commissioners who are interested in receiving a poster.

The Public Art for the Northwest Library has been installed. Mrs. Morris encouraged commission members to go by and see the beautiful pieces by artist Solomon Bassof.

The re-opening of the Southern Oaks Library will be Tuesday, September 25th at 3:00 p.m. The Public Art for Southern Oaks will be in place before the re-opening event.

Mrs. Morris reported she and Todd Olberding met with Rick Cain of COPTA, regarding a new parking garage to be constructed Downtown. The parking garage will be at Colcord and Main and would allow for additional parking spaces for library employees and visitors. Negotiations are underway and are expected to be presented to the City Council in the next couple of weeks.

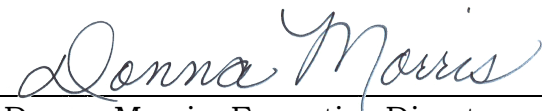
Studio Architects has been selected for the Jones Library Project and has been approved by the Town of Jones.

We are close to finalizing an agreement with the City to re-open the former temporary Almonte location. We are hopeful to bring the agreement to the commission in October.

XI. Mrs. Cory called for comments from Commissioners. Questions and discussion followed.

XII. The next Commission meeting will be held at the new Southern Oaks Library on October 18, 2012.

There being no further business, the meeting was adjourned at 4:18 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2012

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of September 2012.

For comparison 25.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2012.

[This page is intentionally left blank]

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

September 30, 2012

ASSETS

CASH		\$ 4,607,497.64
INVESTMENTS (Schedule attached)		21,153,419.09
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2012-13 Ad Valorem Tax	30,562,816.00	
Less: Reserve for Delinquent Tax	-2,778,438.00	
Budgeted Tax Revenue	27,784,378.00	
Less: Tax Received	0.00	
		27,784,378.00
Total Assets		<u>\$53,575,294.73</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2011-12 Reserve for Appropriations	\$382,968.71	
2012-13 Purchase Orders Outstanding	431,100.47	
2011-12 Purchase Orders Outstanding	260,535.94	
2011-13 Checks Outstanding	326,099.97	
Total Liabilities		1,400,705.09

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	27,784,378.00
-----------------------------	---------------

FUND BALANCE:

Beginning of the Year	\$30,214,507.42	
Add: Revenues		
Budgeted	145,000.00	
Other	787,396.75	932,396.75
Less: Expenditures	(6,756,692.53)	
Total Fund Balance		<u>24,390,211.64</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u>\$53,575,294.73</u>
---	-------------------------------

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

As of September 30, 2012

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	5/28/2010	5/28/2013	2.650%	240,000.00
CD - WeOKIE Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce	12/19/2011	12/19/2013	1.100%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Coppermark Bank	4/14/2012	12/14/2013	1.100%	100,373.24
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - Interbank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - First State Bank	3/20/2012	3/20/2014	1.220%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
Freddie Mac	12/28/2011	12/28/2015	1.050%	2,000,000.00
Freddie Mac	12/21/2011	12/21/2016	1.500%	2,000,000.00
Freddie Mac	12/28/2011	6/28/2018	2.000%	2,000,000.00
Freddie Mac	1/25/2012	1/25/2016	1.000%	2,000,000.00
FNMA	5/23/2012	11/23/2016	1.000%	2,000,000.00
Freddie Mac	8/7/2012	11/7/2017	1.000%	2,000,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	8/21/2012	11/21/2017	1.030%	2,000,000.00
Total Investments				<u>\$ 21,153,419.09</u>

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

September 1, 2012 to September 30, 2012

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2012 Ad Valorem Tax	\$27,890,909.00	\$ -	\$ -	0.00%
State Aid	257,466.60	-	-	0.00%
Fines	<u>481,194.00</u>	<u>45,000.00</u>	<u>145,000.00</u>	30.13%
Total Budgeted Revenue	<u><u>\$ 28,629,569.60</u></u>	<u><u>\$ 45,000.00</u></u>	<u><u>\$ 145,000.00</u></u>	0.51%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 128,654.94	\$ 485,185.30	
Gifts and Lost Books Fees		0.00	50,000.00	
Investment Income		2,951.35	107,760.74	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	0.00	
Miscellaneous		<u>117,736.95</u>	<u>144,450.71</u>	
Total Miscellaneous Revenue		<u><u>\$ 249,343.24</u></u>	<u><u>\$ 787,396.75</u></u>	
Total Revenue	<u><u>\$ 28,629,569.60</u></u>	<u><u>\$ 294,343.24</u></u>	<u><u>\$ 932,396.75</u></u>	3.26%

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

September 30, 2012

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 10,861.72	\$ 4,912.91	\$ 998.91	\$ 14,775.72
810 Prepaid Fees	(11,448.82)	0.00	286.98	(11,735.80)
815 Fines	45,545.85	38,700.78	46,565.80	37,680.83
820 Copy	35,599.58	9,436.92	2,779.68	42,256.82
Total Revolving Funds	\$ 80,558.33	\$ 53,050.61	\$ 50,631.37	\$ 82,977.57

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
----------------	-----------------	---------------------	--------------------	-------------------

Special Grants

860 10/LET/Special Grant	14,840.00	14,840.00	13,299.06	1,540.94
861 10/MWC/Florence Hughes Memorial	1,491.00	1,491.00	55.00	1,436.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
928 12/ODL/College Savings	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,263.11	236.89
933 12/LET/Aviation	5,738.00	5,738.00	0.00	5,738.00
934 12/MWC/Garden Restoration	25,000.00	25,000.00	12,938.23	12,061.77
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
936 12/Sonic/Books	25,000.00	25,000.00	24,923.00	77.00
944 09/LET/Gift Materials	33,563.00	33,563.00	33,355.05	207.95
949 13/Dollar General/Mother Goose	5,000.00	5,000.00	0.00	5,000.00
951 13/LET/WA Art	10,000.00	10,000.00	0.00	10,000.00
952 13/LET/Materials	13,315.00	13,315.00	0.00	13,315.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
982 13/OAC/Children's Music Fest	3,800.00	3,800.00	3,800.00	0.00
986 12/LET/ReadFest	10,000.00	10,000.00	9,905.46	94.54
987 12/LET/Read Y'all	6,000.00	6,000.00	4,097.00	1,903.00
989 12/LET/NW Grand Opening	5,000.00	5,000.00	4,052.70	947.30
991 12/LET/Programs-Technology	4,536.00	4,536.00	0.00	4,536.00

Grants - Friends of MLS, Previous Years

875 08 Public Art	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 500.00
846 10 Public Art	3,000.00	3,000.00	0.00	3,000.00
911 12 Staff Recognition	\$ 11,000.00	\$ 11,385.94	\$ 10,659.39	\$ 726.55
916 12 Bench and Bike Rack	11,000.00	11,000.00	2,646.34	8,353.66
918 12 Noon Tunes	11,000.00	11,827.21	11,827.21	0.00
921 12 Children's Author Visit	10,392.00	10,392.00	5,174.26	5,217.74

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
945	13 Staff Recognition	11,000.00	11,239.02	2,589.59	8,649.43
946	13 Come Read with Me	60,181.00	60,181.00	3,339.64	56,841.36
947	13 Lee Brawner Scholarships	12,000.00	12,000.00	46.93	11,953.07
948	13 Summer at the Library	67,300.00	67,300.00	0.00	67,300.00
950	13 SO Grand Opening	2,000.00	2,000.00	550.00	1,450.00
Total Grants					228,244.62
Total Special Funds					<u>\$ 311,222.19</u>

Metropolitan Library System
Statement of Encumbrances
Month of September 2012

FY-13

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	1,006,925.17	3,040,568.82	21.07	14,431,382.00	11,390,813.18
102	Wages - Part-time	142,365.90	457,442.48	18.18	2,515,721.00	2,058,278.52
103	Payroll Taxes	83,865.76	255,933.60	21.17	1,209,170.00	953,236.40
109	Workers Comp Insurance	17,168.00	47,368.00	21.51	220,247.00	172,879.00
112	Group Insurance	216,651.05	653,250.61	22.68	2,879,887.00	2,226,636.39
113	Employees' Retirement	64,854.56	195,223.18	10.03	1,946,094.00	1,750,870.82
114	Unemployment Compensation	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,531,830.44	4,649,786.69	20.01	23,232,501.00	18,582,714.31

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	1,218.00	.52	232,197.00	230,979.00
202	Liability/Life Insurance	.00	.00	.00	.00	.00
205	Rent of Library Buildings	400.00	16,443.76	17.35	94,800.00	78,356.24
206	Rent of Equipment	.00	.00	.00	.00	.00
207	Janitorial Services	32,469.80	97,409.40	18.59	524,000.00	426,590.60
208	Maintenance of Facilities	19,047.32	66,673.60	9.97	668,909.00	602,235.40
211	Parking & Transportation	10,524.23	35,906.53	20.33	176,600.00	140,693.47
212	Travel Expenses	3,150.00	8,447.58	7.55	111,826.00	103,378.42
213	Professional Services	19,561.00	44,942.80	13.63	329,651.00	284,708.20
214	Security Services	31,116.05	91,753.41	16.27	564,110.00	472,356.59
216	Telephone Services	9,995.50	49,246.96	15.09	326,363.00	277,116.04
217	Electrical Services	67,473.85	199,744.99	29.52	676,709.00	476,964.01
218	Gas Services	1,251.85	3,705.51	4.77	77,734.00	74,028.49
219	Water & Garbage Services	9,395.49	26,994.22	32.13	84,008.00	57,013.78
220	Veolia Energy Services	24,834.19	74,457.73	37.62	197,939.00	123,481.27
226	Memberships	3,659.00	9,151.00	36.03	25,399.00	16,248.00
230	Other Library-Related Services	18,652.59	45,674.74	12.02	380,091.00	334,416.26
231	Automation Contractual	18,389.68	46,263.37	11.20	413,007.00	366,743.63
236	Network Catalog Services	8,542.43	20,780.84	25.34	82,000.00	61,219.16
Total Contractual Services		278,462.98	838,814.44	16.89	4,965,343.00	4,126,528.56

Metropolitan Library System
Statement of Encumbrances
Month of September 2012

FY-13

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	9,995.57	27,487.10	12.25	224,450.00	196,962.90
302	Postage	25,361.94	64,968.27	22.57	287,850.00	222,881.73
303	Supplies	26,646.21	91,174.64	18.26	499,202.00	408,027.36
310	Maintenance Supplies	5,357.84	8,787.64	11.88	74,000.00	65,212.36
312	Safety Supplies & Equipment	900.00	900.00	21.43	4,200.00	3,300.00
321	Gasoline & Oil	4,816.99	12,849.75	24.71	52,000.00	39,150.25
322	Vehicle Parts & Repairs	728.03	8,360.93	26.13	32,000.00	23,639.07
330	Programming Activities	9,205.10	64,763.10	18.32	353,470.00	288,706.90
331	Other Commodities	950.26	5,765.78	12.91	44,650.00	38,884.22
Total Commodities		83,961.94	285,057.21	18.14	1,571,822.00	1,286,764.79

Capital Outlays

401	Books & Materials	259,180.08	636,000.29	11.56	5,502,560.00	4,866,559.71
404	Governmental Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,900.00	1,900.00
407	Periodicals & Subscriptions	3,743.40	30,366.31	16.72	181,600.00	151,233.69
408	Furniture, Fixture, & Equip	2,637.14	15,571.81	4.63	336,342.00	320,770.19
409	Motor Vehicles	.00	.00	.00	60,000.00	60,000.00
410	Automation System & Equipment	230,512.90	230,512.90	25.90	890,000.00	659,487.10
450	Capital Projects	52,629.59	70,582.88	1.21	5,828,633.00	5,758,050.12
490	Capital Reserves - Current	.00	.00	.00	.00	.00
499	Reserve Carryover - Prior	.00	.00	.00	.00	.00
Total Capital Outlays		548,703.11	983,034.19	7.68	12,807,735.00	11,824,700.81
Total Budget		2,442,958.47	6,756,692.53	15.87	42,577,401.00	35,820,708.47

Monthly Journal Entries -- September 2012

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
41	1201	2013 Ad Valorem Tax		\$ 117,184.00
	1251	Reserve for Delinquent Tax	\$ 10,653.00	
	3001	2012-13 Reserve for Appropriation	\$ 106,531.00	
		To adjust appropriation amount according to the final budget approved by the Commission 9/23/12		

Investments

42	1101	Investments	\$ 2,400.91	
	3602	Interest		\$ 2,400.91
		Renewed CD at Valliance Bank		

Tax revenues

43	1001	Cash	\$ 100,919.72	
	3601	Prior year Tax		\$ 100,919.72
		Ad Valorem Tax apportioned by County for 8/16 to 8/31		
44	1001	Cash	\$ 27,735.22	
	3601	Prior year Tax		\$ 27,735.22
		Ad Valorem Tax apportioned by County for 9/1 to 9/14		

Miscellaneous revenue

45	1001	Cash	\$ 122,470.88	
	3605	Mic. Reimbursements		\$ 122,470.88
		Copy fund	\$ 120,000.00	Café rent \$ 500.00
		Badges	\$ 2.00	Friends Reimb \$ 1,430.80
		LET Reimb	\$ 17.40	Unit Petroleum \$ 14.55
		Abibow	\$ 17.00	OK Museum ref \$ 175.00
		Ins - Courts	\$ 314.13	Total 122,470.88

Fines

46	1001	Cash	\$ 45,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 45,000.00
		Fines transferred to General Fund in September		

Payable entries

47	3001	Current Year Reserv. for Appropriations.	\$ 2,442,926.94	
	3011	Current Year P.O. Outstanding		\$ 2,442,926.94
	3002	Prior Year Reserv. for Appropriations.	\$ 55,716.96	
	3012	Prior Year P.O. Outstanding		\$ 55,716.96
		Purchase orders issued in September		

48	3011	Current Year P.O. Outstanding	\$	2,194,170.52	
	3021	Current Year Warrants Outstanding			\$ 2,194,170.52
	3012	Prior Year P.O. Outstanding	\$	272,975.18	
	3022	Prior Year Warrants Outstanding			\$ 272,975.18
		Checks issued in September			
49	3021	Current Year Warrants Outstanding	\$	2,395,683.82	
	1001	Cash			\$ 2,395,683.82
		Checks cleared Bank in September			

Bank interest and fees

50	1001	Cash	\$	550.44	
	3602	Bank Fees	\$	377.78	
	3602	Interest Income			\$ 928.22
		Interest and fees from GF checking account			
51	8000	Special Fund Cash			\$ 187.67
	8815	Bank Fees	\$	245.81	
	8815	Interest Income			\$ 58.14
		Interest and fees from SF checking account			

Special funds

52	8000	Special Fund Cash	\$	55,094.04	
	8815	Fines			\$ 23,588.84
	8820	Copy			\$ 9,436.92
	8805	Gift/Lost Books			\$ 3,836.14
	8810		\$	286.98	
	8918				\$ 827.21
	8982				\$ 3,800.00
	8815	charge card expenses	\$	1,161.89	
	8815	charge card revenue			\$ 15,053.80
		Revenues of special funds received in September			
53	8000				\$ 63,672.27
	8815		\$	45,158.10	
	8820		\$	2,779.68	
	8805		\$	998.91	
	8921		\$	2,727.44	
	8934		\$	2,176.74	
	8987		\$	4,097.00	
	8860		\$	5,127.04	
	8945		\$	57.36	
	8950		\$	550.00	
		Expenditures of special funds in September			

Corrections, adjustments, and miscellaneous

54	3001	2011-12 Reserve for Appropriation			\$ 4,733.93
	3605	Projected Mis. Revenue - State Aid	\$	4,733.93	
		To adjust beginning fund balance to match Estimate of Needs report - prior year adjustment			

55	8000	Cash	\$	1,076.77	
	8805	Current Year Warrants Outstanding			\$ 1,076.77
		To correct the account number used in prior month adjustment for petty cash			
56	3022	Prior Year Warrants Outstanding	\$	272,975.18	
	3021	Warrants Outstanding			\$ 272,975.18
		To consolidate current and prior year warrants outstanding into one account			
			\$	8,060,175.24	\$ 8,060,175.24

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00798	Bank of Oklahoma	Payroll Transmittal-Chks	32,148.74	
		Payroll Transmittal-Chks	14,249.27	
		Payroll Transmittal-Chks	110.00	46,508.01
G-00799	Bank of Oklahoma	Federal Withholding Tax	53,451.85	
		Federal Withholding Tax	4,413.00	57,864.85
G-00800	Oklahoma Tax Commission	State Withholding Tax	15,785.00	
		State Withholding Tax	907.00	16,692.00
G-00801	Mun. Employees Credit Union	Employee Cr Union Deducts	11,252.51	
		Employee Cr Union Deducts	87.50	11,340.01
G-00802	United Way of Central Oklahoma	Employee Deductions	585.81	
		Employee Deductions	18.00	603.81
G-00803	Clerk, U.S. District	Employee Deductions	80.32	
		Employee Deductions	80.32	
		Employee Deductions	80.32	240.96
G-00804	Mutual Assurance	Employee Deductions	170.00	170.00
G-00805	Bank of America	Payroll Transmittal-DDep	297,358.62	
		Payroll Transmittal-DDep	47,968.58	
		Payroll Transmittal-DDep	1,155.00	346,482.20
G-00806	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00807	Nationwide Retirement Solution	Employee Deductions	6,744.44	6,744.44
G-00808	Transamerica Life Insurance Co	Employee Deductions	315.39	315.39
G-00809	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,307.77	4,307.77
G-00810	Bank of Oklahoma	Employee Flexplan Deposit	32,683.38	32,683.38
G-00811	Bank of Oklahoma	Employee Soc/Sec Deposits	19,666.16	
		Employee Soc/Sec Deposits	3,033.30	
		Employee Medicare Deposit	6,890.44	
		Employee Medicare Deposit	1,047.29	
		Employer Soc/Sec Deposits	33,508.96	
		Employer Medicare Deposit	7,937.64	72,083.79
G-00812	MassMutual Financial Group	Employee Contrib -- DC PI	18,005.18	
		Employer Contrib -- DC PI	32,412.30	50,417.48
G-00813	Pioneer Credit Recovery	Employee Deductions	158.52	158.52
G-00814	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-00815	Randall S. Fudge	Employee Deductions	130.61	130.61
G-00816	Administrative Services	Employee Deductions	1,462.62	1,462.62
G-00817	UNUM Life Insurance	Employee Deductions	1,292.30	
		Employee Deductions	37.30	1,329.60
G-00818	Oklahoma Natural Gas Co.	Gas Services	35.10	35.10
G-00819	Tech-Lock	Maintenance of Facilities	600.00	
		Maintenance of Facilities	185.00	785.00
G-00820	Emsco Electric Supply	Maintenance of Facilities	351.12	351.12
G-00821	Charles S. Isaacs	Mileage	41.40	41.40
G-00822	ALA Order Fulfillment	Other Commodities	918.00	918.00
G-00823	CompSource Oklahoma	Workers Comp Insurance	15,704.00	15,704.00
G-00824	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00825	United Refrigeration, Inc.	Maintenance of Facilities	51.97	
		Maintenance of Facilities	846.54	898.51
G-00826	YALSA	Professional Services	299.00	299.00
G-00827	OKCMLC	Memberships	100.00	100.00
G-00828	Independent Stationers	Supplies	49.23	49.23
G-00829	Full Circle Bookstore	Programming Activities	142.94	142.94
G-00830	Janet Brooks	Transportation	27.93	27.93

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00831	INTEGRIS Corporate Assistance	Group Insurance	1,036.00	1,036.00
G-00832	OHC of the Southwest, P.A.	Professional Services	83.00	83.00
G-00833	Downtown College Consortium	Professional Services	80.00	80.00
G-00834	AT&T	Telephone Services	1,210.35	1,210.35
G-00835	Metro Parking Garage	Parking & Transportation	1,710.00	
		Parking & Transportation	1,440.00	3,150.00
G-00836	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	93.50	93.50
G-00837	Town of Luther	Water & Garbage Services	49.28	49.28
G-00838	Evans Hardware	Maintenance of Facilities	11.16	11.16
G-00839	Debbie Robertus	Transportation	3.39	3.39
G-00840	Batteries Sooner LLC	Maintenance of Facilities	36.10	36.10
G-00841	Advantage Laser Products, Inc.	Supplies	566.01	566.01
G-00842	OPUBCO Communications Group	Legal Notice	19.05	19.05
G-00843	Kellie Delaney	Professional Services	100.00	100.00
G-00844	United Parcel Service	Postage	323.98	323.98
G-00845	City of Choctaw	Water & Garbage Services	345.84	345.84
G-00846	Rose Rock Development Inc	Maintenance of Facilities	480.00	480.00
G-00847	Daniel Fields	Programming Activities	40.61	
		Programming Activities	20.97	
		Programming Activities	64.37	
		Programming Activities	22.55	148.50
G-00848	Walmart Community/GEMB	Supplies	47.88	
		Programming Activities	75.66	
		Supplies	119.62	243.16
G-00849	Allied Waste Services #060	Garbage Service	1,165.25	
		Water & Garbage Services	457.66	1,622.91
G-00850	Carol Hunter	Transportation	18.87	18.87
G-00851	Star Lighting	Maintenance of Facilities	114.00	114.00
G-00852	John Rahhal	Transportation	144.86	144.86
G-00853	Multnomah County Library	Other Commodities	45.00	45.00
G-00854	COTPA-Sheridan & Walker	Parking & Transportation	1,168.00	
		Parking & Transportation	2,392.52	3,560.52
G-00855	Star Bright Books, Inc.	Programming Activities	151.25	151.25
G-00856	Savannah Mitchell	Transportation	16.65	16.65
G-00857	Chris Kennedy	Transportation	29.42	29.42
G-00858	Eales Electronics Corp.	Maintenance of Facilities	150.00	150.00
G-00859	UNUM Life Insurance	Grp L-T Disab Ins Prem-SP	6,493.58	6,493.58
G-00860	Mutual Assurance	Grp Life AD&D Ins Prm-Sep	48,044.19	48,044.19
G-00861	Vision Service Plan of	Grp Vision Ins Prem-Sept.	2,746.40	2,746.40
G-00862	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Sep	155,362.57	155,362.57
G-00863	UNUM Life Insurance	Grp LTC Ins Prem-Sept.	1,572.50	1,572.50
G-00864	O G & E	Electrical Services	3,374.96	
		Electrical Services	11,737.01	15,111.97
G-00865	City of Oklahoma City	Water & Garbage Services	20.90	
		Water & Garbage Services	892.52	
		Water & Garbage Services	518.78	1,432.20
G-00866	City of the Village	Water & Garbage Services	91.41	91.41
G-00867	Brodart Co.	Supplies	914.75	
		Supplies	441.60	1,356.35
G-00868	Tech-Lock	Maintenance of Facilities	4.00	4.00
G-00869	Dernco	Supplies	18.94	18.94
G-00870	Gale Research	Materials	3,071.47	3,071.47

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00871	City of Edmond	Electrical Services	4,237.15	4,237.15
G-00872	ASTD Central Oklahoma Chapter	Memberships	50.00	50.00
G-00873	Weston Woods Accts Receivable	Materials	179.85	179.85
G-00874	Baker & Taylor Books	Materials	6,041.82	6,041.82
G-00875	J. Slobhan Morava	Transportation	66.02	66.02
G-00876	American Express	Summer Teen Party	331.95	
		Equipment	319.95	
		Other Library Related Svc	100.00	
		Automation Contractual	149.00	
		Supplies	168.50	
		Automation Contractual	615.57	
		Furniture,Fixture&Equip	371.95	
		Supplies	46.25	
		Professional Services	370.00	
		Automation Contractual	69.95	2,543.12
G-00877	Bill Warren Office Products	Supplies	72.25	72.25
G-00878	C & H Distributors, LLC	Supplies	191.08	191.08
G-00879	Recorded Books, LLC	Materials	1,470.21	1,470.21
G-00880	Denyvetta Davis	Travel Expenses	148.80	
		Transportation	126.48	275.28
G-00881	Gale Group	Materials	956.92	956.92
G-00882	Staples Advantage	Supplies	363.00	363.00
G-00883	Anne G. Fischer	Telephone Services	50.00	
		Transportation	97.57	147.57
G-00884	California Newsreel	Materials	234.55	234.55
G-00885	Independent Stationers	Other Library Related Svc	56.00	56.00
G-00886	Library Video Co.	Materials	1,577.05	1,577.05
G-00887	Full Circle Bookstore	Materials	56.40	56.40
G-00888	Nancy Lytle	Parking	108.38	108.38
G-00889	National Learning Corporation	Materials	88.36	88.36
G-00890	Diane Sarantakos	Transportation	16.65	
		Transportation	204.24	220.89
G-00891	Blackstone Audio Books	Materials	190.00	190.00
G-00892	Random House, Inc	Materials	1,466.25	1,466.25
G-00893	A T & T Mobility	Telephone Services	86.81	86.81
G-00894	Scott's Printing & Copying	Printing/Printing Supply	438.10	
		Printing/Printing Supply	844.37	
		Printing/Printing Supply	744.48	
		Printing/Printing Supply	420.08	2,447.03
G-00895	Brilliance Corporation	Materials	758.23	758.23
G-00896	Gateway Films/Vision Video	Materials	133.89	133.89
G-00897	Ingram Library Service	Materials	2,950.17	
		Materials	1,113.58	4,063.75
G-00898	R. R. Bowker, LLC	Materials	4,330.00	4,330.00
G-00899	Phyllis Davidson	Transportation	14.84	14.84
G-00900	Julie Ballou	Transportation	26.09	26.09
G-00901	Audio Editions	Materials	409.10	409.10
G-00902	OverDrive, Inc fka	Materials	15,779.27	15,779.27
G-00903	Finley & Cook	Professional Services	13,500.00	13,500.00
G-00904	Victoria Dixon	Parking	108.38	108.38
G-00905	AV Cafe Inc	Materials	1,506.60	1,506.60
G-00906	Specialty Roll Products	Maintenance Supplies	3,429.80	3,429.80

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00907	Ingram Library Service	Materials	1,177.65	1,177.65
G-00908	Melody A. Kellogg	Transportation	30.53	30.53
G-00909	Barnes & Noble, Inc.	Programming Activities	47.94	47.94
G-00910	Deli Partners of Little Rock	Programming Activities	298.60	298.60
G-00911	Kay L. Bauman	Parking	108.38	108.38
G-00912	Landon Holman	Transportation	73.82	73.82
G-00913	Aletha Williams	Programming Activities	100.00	100.00
G-00914	Herdi A. Port	Transportation	34.03	34.03
G-00915	ASTD	Memberships	199.00	199.00
G-00916	ProQuest	Materials	10,110.00	10,110.00
G-00917	Latino Community Development	Other Commodities	300.00	300.00
G-00918	Kelly Thompson	Programming Activities	120.00	120.00
G-00919	Ruby Soutiere	Transportation	22.94	22.94
G-00920	Kelley Riha	Transportation	73.98	73.98
G-00921	Neofunds by Neopost	Postage	4,000.00	4,000.00
G-00922	AudioGo	Materials	1,218.33	1,218.33
G-00923	Books in Motion	Materials	80.88	80.88
G-00924	City of Edmond	Water & Garbage Services	1,126.41	1,126.41
G-00925	Sally Gray	Transportation	12.77	12.77
G-00926	Kevin Colwell	Transportation	24.98	24.98
G-00927	ULINE	Supplies	49.40	49.40
G-00928	City of Harrah	Water & Garbage Services	82.83	82.83
G-00929	Francesca James	Programming Activities	75.00	75.00
G-00930	United Parcel Service	Postage	4.25	
		Postage	562.44	566.69
G-00931	John Wood	Transportation	19.43	19.43
G-00932	Andrew N. Soliven	Parking	108.38	108.38
G-00933	Devin McGhee	Transportation	33.69	33.69
G-00934	Baker & Taylor Books	Materials	222.54	222.54
G-00935	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	2,764.00	4,587.95
G-00936	Cheryl Pernel	Parking	108.38	108.38
G-00937	Baker & Taylor Entertainment	Materials	3,758.08	
		Materials	12,634.96	16,393.04
G-00938	Elisabeth Wright	Transportation	24.42	24.42
G-00939	City Paint Works LLC	Vehicle Parts & Repairs	800.80	
		Maintenance of Facilities	616.54	1,417.34
G-00940	Bruce E Benson	Programming Activities	300.00	300.00
G-00941	Imagenation Promotional Group	Library-related Services	1,125.00	1,125.00
G-00942	Pamela Buchanan	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	15.82	85.82
G-00943	The Great Courses	Materials	1,629.35	1,629.35
G-00944	SLRS, Inc.	Programming Activities	152.00	152.00
G-00945	Darrie Breathwit	Programming Activities	110.19	
		Programming Activities	65.49	175.68
G-00946	Oklahoma Heritage Association	Materials	339.64	339.64
G-00947	John Utley	Telephone Services	35.00	
		Transportation	23.31	58.31
G-00948	2M Solutions, Inc	Equipment	485.44	485.44
G-00949	Cox Communications, Inc.	Telephone Services	1,157.76	1,157.76
G-00950	Christian Book Distributors	Materials	66.55	66.55

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00951	Janeal Walker	Transportation	7.94	7.94
G-00952	Securitas Security USA, Inc.	Security Services	8,169.62	8,169.62
G-00953	Discount School Supply	Programming	36.64	36.64
G-00954	Baker & Taylor Books	Materials	3,039.37	
		Materials	7,445.33	
		Materials	8,066.74	
		Materials	8,267.01	
		Materials	6,656.87	
		Materials	1,960.50	35,435.82
G-00955	Baker & Taylor Books	Materials	4,959.25	
		Materials	6,375.36	
		Materials	4,424.69	
		Materials	6,975.94	
		Materials	157.56	22,892.80
G-00956	Baker & Taylor Books	Materials	2,359.66	2,359.66
G-00957	Sabre Technologies	Automation Contractual	1,260.00	1,260.00
G-00958	Kiona Millirons	Programming Activities	150.00	150.00
G-00959	Personalized Prevention	Professional Services	606.00	606.00
G-00960	Joe H Shelton	Parking	29.58	29.58
G-00961	Baker & Taylor Entertainment	Materials	1,992.72	1,992.72
G-00962	Mackin	Materials	593.25	593.25
G-00963	R. Justin Herwig	Transportation	95.74	95.74
G-00964	Sheldon Beach	Parking	108.38	108.38
G-00965	UNUM Life Insurance	Grp LTC Ins Prem-Sept.	23.60	23.60
G-00966	Shoplet	Supplies	75.39	75.39
G-00967	Kathy C. Brown	Programming Activities	43.75	43.75
G-00968	Oklahoma Natural Gas Co.	Gas Services	83.23	83.23
G-00969	Metropolitan Library System	Professional Services	57.00	
		Automation Contractual	10.32	
		Postage	55.00	
		Supplies	22.64	
		Supplies	49.35	
		Programming Activities	108.75	
		Other Commodities	28.64	
		Maintenance of Facilities	58.43	390.13
G-00970	Bradford Industrial Supply	Maintenance of Facilities	17.05	17.05
G-00971	Grainger	Maintenance of Facilities	227.00	
		Maintenance of Facilities	277.80	504.80
G-00972	O G & E	Electrical Services	4,051.83	
		Electric Services	178.05	
		Electrical Services	4,471.00	8,700.88
G-00973	Oklahoma Natural Gas Co.	Gas Services	123.23	123.23
G-00974	City of Bethany	Water & Garbage Services	141.97	141.97
G-00975	City of Oklahoma City	Water & Garbage Services	908.73	
		Water & Garbage Services	176.12	
		Water & Garbage Services	1,052.58	2,137.43
G-00976	Southwestern Stationers, Inc.	Safety Supplies&Equipment	900.00	
		Supplies	560.00	1,460.00
G-00977	Locke Supply Co.	Maintenance of Facilities	9.21	
		Maintenance of Facilities	50.97	
		Maintenance of Facilities	44.41	
		Maintenance of Facilities	12.11	116.70

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-00978	Tech-Lock	Maintenance of Facilities	159.00	
		Maintenance of Facilities	1,062.00	
		Maintenance of Facilities	149.00	1,370.00
G-00979	Forest Building Materials	Maintenance of Facilities	42.10	42.10
G-00980	Gaylord Bros.	Supplies	150.43	150.43
G-00981	The University of Oklahoma	Printing/Printing Supplie	662.00	662.00
G-00982	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-00983	AT&T	Telephone Services	678.96	
		Telephone Services	801.54	
		Telephone Services	733.61	2,214.11
G-00984	Central Oklahoma Winnelson	Maintenance of Facilities	727.36	727.36
G-00985	John R. Day	Mileage	143.97	143.97
G-00986	ALA Order Fulfillment	Supplies	46.80	46.80
G-00987	Gale Group	Materials	756.36	756.36
G-00988	JoNita Normore	Transportation	26.87	26.87
G-00989	Anne G. Fischer	Other Commodities	67.00	67.00
G-00990	Copelin's Office Center	Supplies	922.65	922.65
G-00991	Independent Stationers	Supplies	83.16	83.16
G-00992	Commercial Concepts, Inc.	Capital Projects	6,625.80	6,625.80
G-00993	OHC of the Southwest, P.A.	Professional Services	83.00	83.00
G-00994	Jonathan Willis	Telephone Services	35.00	35.00
G-00995	Linda Hyams	Telephone Services	35.00	35.00
G-00996	Scott's Printing & Copying	Printing/Printing Supply	68.20	
		Printing/Printing Supply	1,717.75	
		Printing/Printing Supply	355.20	
		Printing/Printing Supply	101.00	2,242.15
G-00997	Brilliance Corporation	Materials	252.87	252.87
G-00998	Hobby Lobby	Library-related Services	1,269.36	1,269.36
G-00999	ALA Advance Registration	Professional Services	333.00	333.00
G-01000	Filtration Services Group, LLC	Maintenance of Facilities	123.12	
		Maintenance of facilities	172.80	295.92
G-01001	Ingram Library Service	Materials	2,375.74	2,375.74
G-01002	OSCPA	Professional Services	15.00	15.00
G-01003	Larry G. Johnson	Parking	108.38	108.38
G-01004	OverDrive, Inc fka	Materials	3,024.52	3,024.52
G-01005	Findaway World, LLC	Materials	12,090.50	12,090.50
G-01006	Fuelman	Gasoline & Oil	4,751.09	
		Vehicle Parts & Repairs	153.21	
		Vehicle Parts & Repairs	111.47	5,015.77
G-01007	AV Cafe Inc	Materials	63.85	63.85
G-01008	Matthew Cotter	Telephone Services	35.00	35.00
G-01009	Ingram Library Service	Materials	364.51	364.51
G-01010	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-01011	Center Point Large Print	Materials	1,281.54	1,281.54
G-01012	Jimmy Welch	Telephone Services	50.00	50.00
G-01013	Evans Hardware	Maintenance of Facilities	17.16	17.16
G-01014	John Mark Dawson	Security Services	150.00	150.00
G-01015	Associated Appliance, Inc.	Maintenance of Facilities	86.73	86.73
G-01016	Joseph D Slack	Capital Projects	27,000.00	27,000.00
G-01017	Smith Farm & Garden	Maintenance of Facilities	120.55	120.55
G-01018	Steve's Wholesale Distributors	Maintenance of Facilities	9.35	9.35
G-01019	Jessica A Sheetz-Nguyen	Programming Activities	100.00	100.00

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-01020	Bank of America	Library-related Services	223.23	223.23
G-01021	Jerry's Contracting	Maintenance of Facilities	600.00	
		Capital Projects	725.00	1,325.00
G-01022	Postmaster	Postage	3,000.00	3,000.00
G-01023	MAC Systems, Inc.	Maintenance of Facilities	176.00	176.00
G-01024	Kellie Delaney	Travel Expenses	235.32	235.32
G-01025	Joy E. Cavett	Programming Activities	40.00	40.00
G-01026	Chase Card Services	Automation	34.63	
		Programming	26.89	
		Other Library Related Svc	1.98	
		Programming	18.99	
		Automation	111.20	
		Other Library Related Svc	48.45	
		Equipment	1,225.39	
		Supplies	159.21	
		Supplies	82.98	
		Other Library Related Svc	58.45	
		Memberships	51.00	
		Supplies	119.71	
		Equipment	526.84	
		Other Library Related Svc	20.45	
		Professional Services	333.00	2,819.17
G-01027	First Advantage	Professional Services	24.00	24.00
G-01028	Francesca James	Programming Activities	75.00	75.00
G-01029	United Parcel Service	Postage	366.94	366.94
G-01030	Oklahoma Press Service	Library-related Services	170.90	170.90
G-01031	AAA Landscape, Inc.	Capital Projects	180.00	180.00
G-01032	Andrew N. Soliven	Transportation	55.22	55.22
G-01033	Baker & Taylor Entertainment	Materials	1,013.22	
		Materials	2,537.68	3,550.90
G-01034	Walmart Community/GEMB	Supplies	15.80	
		Programming Activities	12.00	
		Postage	45.00	72.80
G-01035	Pro-Vigil, Inc.	Capital Projects	1,700.00	1,700.00
G-01036	The Meadows	Library-related Services	146.72	146.72
G-01037	High Plains Events, LLC	Programming Activities	25.00	25.00
G-01038	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	30.00	
		Vehicle Parts & Repairs	12.00	42.00
G-01039	Donna Morris	Transportation	450.00	450.00
G-01040	Star Lighting	Maintenance of Facilities	209.48	209.48
G-01041	Melissa Weathers	Transportation	22.51	22.51
G-01042	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-01043	Christian Book Distributors	Books & Materials	313.56	
		Books & Materials	182.91	496.47
G-01044	Securitas Security USA, Inc.	Security Services	8,048.30	
		Security Services	6,219.10	14,267.40
G-01045	Baker & Taylor Books	Materials	2,354.67	
		Materials	3,713.95	
		Materials	2,935.04	
		Materials	4,353.55	
		Materials	2,812.14	
		Materials	3,382.87	

** Continued **

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01045	Baker & Taylor Books	Materials	3,028.48	22,580.70
G-01046	Baker & Taylor Books	Materials	1,000.58	
		Materials	2,798.86	
		Materials	6,587.63	
		Materials	3,195.41	13,582.48
G-01047	Baker & Taylor Books	Materials	144.04	144.04
G-01048	Chase Card Services	Books & Materials	266.22	266.22
G-01049	Poetry	Periodicals/Subscriptions	24.00	24.00
G-01050	Kone Inc	Maintenance of Facilities	865.00	865.00
G-01051	Smart Technologies	Automation Contractual	3,852.50	3,852.50
G-01052	Lisa Bradley	Transportation	21.59	21.59
G-01053	Veolia Energy Oklahoma City,	Veolia Energy Services	24,834.19	24,834.19
G-01054	McBride Clinic, Inc.	Professional Services	222.00	222.00
G-01055	Baker & Taylor Entertainment	Materials	1,556.89	1,556.89
G-01056	Mackin	Materials	11.95	11.95
G-01057	Tyler Outdoor Advertising, LLC	Library-related Services	3,510.00	3,510.00
G-01058	Anna Todd	Programming Activities	71.01	71.01
G-01059	Suzette V. Felton	Transportation	8.88	8.88
G-01060	Bank of Oklahoma	Payroll Transmittal-Chks	34,488.63	
		Payroll Transmittal-Chks	14,961.87	49,450.50
G-01061	Bank of Oklahoma	Federal Withholding Tax	56,599.85	
		Federal Withholding Tax	4,300.00	60,899.85
G-01062	Oklahoma Tax Commission	State Withholding Tax	16,663.00	
		State Withholding Tax	892.00	17,555.00
G-01063	Mun. Employees Credit Union	Employee Cr Union Deducts	11,277.51	
		Employee Cr Union Deducts	87.50	11,365.01
G-01064	United Way of Central Oklahoma	Employee Deductions	585.81	
		Employee Deductions	20.50	606.31
G-01065	Clerk, U.S. District	Employee Deductions	78.60	
		Employee Deductions	78.60	
		Employee Deductions	78.60	235.80
G-01066	Bank of America	Payroll Transmittal-DDep	309,772.73	
		Payroll Transmittal-DDep	46,382.90	356,155.63
G-01067	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-01068	Nationwide Retirement Solution	Employee Deductions	6,744.44	6,744.44
G-01069	Transamerica Life Insurance Co	Employee Deductions	315.39	315.39
G-01070	Metro Library Sys Pension Trst	Employee Contrib -- DB Pl	4,321.84	4,321.84
G-01071	Bank of Oklahoma	Employee Flexplan Deposit	14,125.18	14,125.18
G-01072	Bank of Oklahoma	Employee Soc/Sec Deposits	20,265.62	
		Employee Soc/Sec Deposits	2,966.94	
		Employee Medicare Deposit	7,098.66	
		Employee Medicare Deposit	1,024.32	
		Employer Soc/Sec Deposits	34,295.97	
		Employer Medicare Deposit	8,123.19	73,774.70
G-01073	MassMutual Financial Group	Employee Contrib -- DC Pl	18,043.07	
		Employer Contrib -- DC Pl	32,442.26	50,485.33
G-01074	Pioneer Credit Recovery	Employee Deductions	155.27	155.27
G-01075	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-01076	Randall S. Fudge	Employee Deductions	157.02	157.02
G-01077	Administrative Services	Employee Deductions	1,440.71	
		Employee Deductions	5.93	1,446.64

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-01078	Metropolitan Library System	Parking	10.00	
		Automation Contractual	44.61	
		Postage	47.95	
		Supplies	146.46	
		Supplies	15.80	
		Programming Activities	84.29	
		Programming Activities	100.99	
		Other Commodities	55.24	505.34
G-01079	City of Del City	Rent of Buildings	400.00	400.00
G-01080	Grainger	Maintenance of Facilities	63.46	
		Maint. of Facilities	19.60	83.06
G-01081	O G & E	Electrical Services	15,910.80	
		Electrical Services	4,713.22	
		Electrical Services	2,245.78	22,869.80
G-01082	Oklahoma Natural Gas Co.	Gas Services	83.23	
		Gas Services	94.01	
		Gas Services	84.05	
		Gas Services	96.91	
		Gas Services	36.16	
		Gas Services	35.80	
		Gas Services	89.98	
		Gas Services	93.21	613.35
G-01083	City of Oklahoma City	Water & Garbage Services	912.33	912.33
G-01084	Southwestern Stationers, Inc.	Supplies	411.55	411.55
G-01085	Locke Supply Co.	Maintenance of Facilities	13.04	13.04
G-01086	Demco	Supplies	183.08	
		Supplies	192.78	375.86
G-01087	EBSCO Subscription Services	Periodicals/Subscriptions	1,459.75	
		Periodicals/Subscriptions	1,167.80	
		Periodical/Subscriptions	875.85	3,503.40
G-01088	Gale Research	Materials	767.60	767.60
G-01089	City of Warr Acres	Water & Garbage Services	81.95	81.95
G-01090	Standard Printing Co., Inc.	Supplies	1,208.00	
		Supplies	800.00	
		Supplies	475.20	2,483.20
G-01091	Baker & Taylor Books	Materials	3,080.06	3,080.06
G-01092	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01093	Standard & Poor's	Materials	4,057.90	4,057.90
G-01094	Bill Warren Office Products	Supplies	356.60	356.60
G-01095	TDS Telecom	Telephone Services	1,296.84	1,296.84
G-01096	Upstart	Programming Supplies	53.08	
		Programming Supplies	51.10	
		Programming Supplies	19.44	123.62
G-01097	Greater Oklahoma City	Memberships	3,000.00	3,000.00
G-01098	Gale Group	Materials	5,813.47	5,813.47
G-01099	The Norman Transcript	Periodicals/Subscriptions	216.00	216.00
G-01100	Independent Stationers	Supplies	140.10	140.10
G-01101	Priscilla Doss	Transportation	12.79	12.79
G-01102	Amigos Library Services	Network Catalog Services	4,700.00	
		Materials	369.75	5,069.75
G-01103	Liberty Flags Inc.	Maint. of Facilities	96.80	96.80
G-01104	USA Mobility Wireless, Inc	Telephone Services	95.04	95.04

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-01105	Blackstone Audio Books	Materials	240.00	240.00
G-01106	Random House, Inc	Materials	18.00	18.00
G-01107	Scott's Printing & Copying	Printing/Printing Supply	908.28	908.28
G-01108	OCLC, Inc:	Network Catalog Services	3,842.43	3,842.43
G-01109	Brilliance Corporation	Materials	134.48	134.48
G-01110	Filtration Services Group, LLC	Maintenance of Facilities	122.04	122.04
G-01111	Ingram Library Service	Materials	204.20	204.20
G-01112	Candace McDaniel	Other Commodities	86.05	86.05
G-01113	Dana Morrow	Travel Expenses	1,110.38	1,110.38
G-01114	James E. Nimmo	Transportation	150.00	150.00
G-01115	Audio Editions	Materials	798.03	798.03
G-01116	OverDrive, Inc fka	Materials	3,087.49	3,087.49
G-01117	Russell Interiors	Capital Projects	1,790.00	1,790.00
G-01118	Ginger Waldrip	Programming Activities	100.00	
		Programming Activities	200.00	300.00
G-01119	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	93.50	93.50
G-01120	AV Cafe Inc	Materials	553.13	553.13
G-01121	Ingram Library Service	Materials	359.97	359.97
G-01122	Center Point Large Print	Materials	760.95	760.95
G-01123	Susan Pierce	Programming Activities	448.00	448.00
G-01124	Cisco-Eagle, Inc.	Furniture, Fixture & Equip	1,092.92	1,092.92
G-01125	Anita Roesler	Transportation	136.70	136.70
G-01126	Oklahoma Building Services, Inc	Janitorial Services	25,166.98	
		Janitorial Services	3,606.15	
		Janitorial Services	2,026.67	
		Pest Control Service	1,015.00	
		Pest Control Service	450.00	
		Pest Control Service	205.00	32,469.80
G-01127	Evans Hardware	Maintenance of Facilities	29.33	
		Maintenance of Facilities	30.66	59.99
G-01128	Batteries Sooner LLC	Maintenance of Facilities	203.73	
		Maintenance of Facilities	41.37	245.10
G-01129	Jerry's Contracting	Capital Projects	1,800.00	1,800.00
G-01130	Bank of Oklahoma	Group Insurance	107.21	107.21
G-01131	Dowell Parking Center	Parking & Transportation	312.00	312.00
G-01132	AudioGo	Materials	97.41	97.41
G-01133	Joy E. Cavett	Programming Activities	450.00	
		Programming Activities	40.00	490.00
G-01134	Public Relations Society	Professional Services	285.00	285.00
G-01135	Amazon/GE Money Bank	Equipment	512.91	
		Equipment	549.82	
		Capital Projects	259.98	
		Programming	153.02	
		Supplies	156.28	
		Equipment	191.88	
		Supplies	171.62	1,995.51
G-01136	United Parcel Service	Postage	6.83	
		Postage	5.37	
		Postage	691.95	704.15
G-01137	John Wood	Telephone Services	50.00	50.00
G-01138	Carolyn K McCurry	Programming Activities	75.00	75.00
G-01139	Office Depot Credit Plan	Supplies	97.01	

** Continued **

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01139	Office Depot Credit Plan	Printing Supplies	272.18	369.19
G-01140	Alice Murphy	Supplies	16.25	16.25
G-01141	Rose Rock Development Inc	Maintenance of Facilities	287.50	
		Maintenance of Facilities	1,695.00	
		Maintenance of Facilities	1,485.00	3,467.50
G-01142	James Reynolds	Programming Activities	78.75	78.75
G-01143	Kathy Huber	Programming Activities	211.10	211.10
G-01144	Baker & Taylor Entertainment	Materials	1,664.18	
		Materials	1,721.33	3,385.51
G-01145	Chelsea Isaacs	Programming Activities	350.00	350.00
G-01146	Betsy Randolph Books LLC	Materials	144.00	144.00
G-01147	Oklahoma A+ Schools	Professional Services	25.00	25.00
G-01148	Preston Bell	Transportation	50.00	50.00
G-01149	Imagination Promotional Group	Other Commodities	320.70	
		Library-related Services	1,761.38	2,082.08
G-01150	Thomas P. Gallagher	Transportation	25.00	25.00
G-01151	O'Reilly Automotive Stores,	Maintenance of Facilities	12.99	12.99
G-01152	Star Lighting	Maintenance of Facilities	129.39	129.39
G-01153	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	300.00	
		Programming Activities	380.00	930.00
G-01154	Kelley Hoffman	Transportation	29.61	29.61
G-01155	Oklahoma City Police Dept.	Maintenance of Facilities	27.00	
		Maintenance of Facilities	34.00	61.00
G-01156	AT&T	Telephone Services	87.90	87.90
G-01157	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-01158	Baker & Taylor Books	Materials	2,031.80	
		Materials	3,103.55	
		Materials	2,447.44	
		Materials	1,830.85	
		Materials	4,309.17	
		Materials	2,737.35	16,460.16
G-01159	Baker & Taylor Books	Materials	2,704.17	
		Materials	1,697.53	
		Materials	6,590.04	
		Materials	7,360.91	18,352.65
G-01160	Baker & Taylor Books	Materials	766.12	766.12
G-01161	Emily Williams	Transportation	21.37	21.37
G-01162	Sabre Technologies	Supplies	6,183.00	6,183.00
G-01163	Kiona Millirons	Programming Activities	300.00	
		Programming Activities	100.00	400.00
G-01164	Baker & Taylor Entertainment	Materials	184.09	184.09
G-01165	Provantage	Other Library Related Svc	424.65	424.65
G-01166	Mackin	Materials	319.62	319.62
G-01167	Kathy C. Brown	Programming Activities	43.75	43.75
G-01168	Metropolitan Library System	Professional Services	76.00	
		Postage	26.00	
		Supplies	60.63	
		Supplies	65.62	
		Programming Activities	102.52	
		Programming Activities	145.99	

** Continued **

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01168	Metropolitan Library System	Programming Activities	21.75	498.51
G-01169	City of Midwest City, Inc.	Water & Garbage Services	1,333.87	1,333.87
G-01170	O G & E	Electrical Services	632.54	
		Electrical Services	2,397.47	
		Electrical Services	3,516.16	6,546.17
G-01171	Oklahoma Natural Gas Co.	Gas Services	130.45	
		Gas Services	20.30	150.75
G-01172	City of Oklahoma City	Water & Garbage Services	50.22	50.22
G-01173	Tech-Lock	Maintenance of Facilities	22.00	22.00
G-01174	Demco	Supplies	390.81	
		Supplies	2,287.50	2,678.31
G-01175	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01176	Gaylord Bros.	Furniture	523.10	523.10
G-01177	AT&T	Telephone Services	140.82	140.82
G-01178	Bill Warren Office Products	Supplies	134.75	134.75
G-01179	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01180	CompSource Oklahoma	Workers Comp Insurance	15,664.00	15,664.00
G-01181	American Library Association	Memberships	250.00	250.00
G-01182	Barbara Beasley	Transportation	21.92	21.92
G-01183	Blackbaud	Automation Contractual	5,000.00	5,000.00
G-01184	Denyvetta Davis	Travel Expenses	850.28	
		Transportation	93.38	943.66
G-01185	Randy Wayland	Programming Activities	61.25	61.25
G-01186	Full Circle Bookstore	Programming Activities	929.78	929.78
G-01187	Rosemary Czarski	Postage	76.00	76.00
G-01188	A. R. K. Ramos Fondry &	Capital Projects	1,883.52	1,883.52
G-01189	Summit Mailing Systems, Inc.	Postage	258.95	258.95
G-01190	Lakeshore Learning Materials	Programming Activities	38.97	38.97
G-01191	Metro Parking Garage	Parking & Transportation	1,710.00	
		Parking & Transportation	1,440.00	3,150.00
G-01192	Matthew Cotter	Telephone Services	35.00	35.00
G-01193	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-01194	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-01195	Made By Me Publications, Inc.	Programming Activities	100.00	100.00
G-01196	Evans Hardware	Maintenance of Facilities	10.47	10.47
G-01197	Southwest Paper - OKC	Maint. Supplies	5,269.62	5,269.62
G-01198	Cintas	Maintenance of Facilities	111.74	111.74
G-01199	United Parcel Service	Postage	420.47	420.47
G-01200	Cheryl Pernell	Transportation	3.89	3.89
G-01201	The Meadows	Programming Activities	98.08	98.08
G-01202	RM Luna Co., Inc.	Capital Projects	493.00	493.00
G-01203	ROI: Richard Oberbruner Improv	Professional Services	750.00	750.00
G-01204	John Rahhal	Transportation	60.33	60.33
G-01205	University of Oklahoma	Professional Services	900.00	900.00
G-01206	Downtown Tire & Auto Svc, Inc.	Gasoline & Oil	42.53	42.53
G-01207	Michael Price	Programming Activities	150.00	150.00
G-01208	Cox Communications, Inc.	Telephone Service	10.06	10.06
G-01209	Billie Stone Fogarty	Professional Services	200.00	200.00
G-01210	Securitas Security USA, Inc.	Security Services	8,075.34	8,075.34
G-01211	Smart Technologies	Automation Contractual	846.99	846.99
G-01212	Erika Sterling	Maintenance of Facilities	120.00	
	** Continued **			

General Fund F.Y. 12-13

Warrant Register

September 2012

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01212	Erika Sterling	Maintenance of Facilities	251.40	
		Maintenance of Facilities	63.45	
		Maintenance of Facilities	231.98	
		Maintenance of Facilities	148.00	814.83
G-01213	Kiona Millirons	Programming Activities	150.00	150.00
G-01214	Provantage	Automation	624.26	624.26
G-01215	Shoplet	Supplies	68.40	68.40
Total of FY 12-13 Warrants Issued			\$ 2,194,170.52	

General Fund F.Y. 11-12

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-06165	Downtown College Consortium	Professional Services	92.00	92.00
G-06166	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-06167	Grainger	Maintenance of Facilities	165.60	165.60
G-06168	Demco	Capital Projects	4,598.00	4,598.00
G-06169	American Express	Programming Supplies	44.95	44.95
G-06170	Recorded Books, LLC	Materials	5,374.20	5,374.20
G-06171	Gale Group	Materials	179.14	179.14
G-06172	Library Video Co.	Materials	51.80	51.80
G-06173	Blackstone Audio Books	Materials	180.00	180.00
G-06174	Ingram Library Service	Materials	450.32	450.32
G-06175	Audio Editions	Materials	652.56	652.56
G-06176	AV Cafe Inc	Materials	72.77	72.77
G-06177	Baker & Taylor Books	Materials	8,539.92	8,539.92
G-06178	Baker & Taylor Entertainment	Materials	1,731.34	1,731.34
G-06179	Baker & Taylor Books	Materials	906.25	
		Materials	1,552.18	
		Materials	3,910.92	
		Materials	3,465.32	
		Materials	2,000.23	
		Materials	2,252.21	
		Materials	155.05	14,242.16
G-06180	Baker & Taylor Books	Materials	1,243.85	
		Materials	2,517.65	
		Materials	107.54	3,869.04
G-06181	Baker & Taylor Books	Materials	28.95	28.95
G-06182	Mackin	Materials	262.91	262.91
G-06183	Gale Group	Materials	361.20	361.20
G-06184	Brilliance Corporation	Materials	2,505.54	2,505.54
G-06185	Ingram Library Service	Materials	144.21	144.21
G-06186	Findaway World, LLC	Materials	405.05	405.05
G-06187	Lori Piccolo	Other Commodities	72.00	72.00
G-06188	Baker & Taylor Books	Materials	6,287.01	6,287.01
G-06189	Baker & Taylor Entertainment	Materials	1,626.68	1,626.68
G-06190	Construction Building	Capital Projects	15,825.00	15,825.00
G-06191	Faith Centered Resources	Materials	13.93	13.93
G-06192	Baker & Taylor Books	Materials	1,125.40	
		Materials	2,752.27	
		Materials	1,030.64	
		Materials	80.41	4,988.72
G-06193	Baker & Taylor Books	Materials	730.35	730.35
G-06194	Krueger International, Inc.	Capital Projects	861.00	861.00
G-06195	Smart Technologies	Capital Projects	6,892.00	6,892.00
G-06196	Knoll, Inc.	Furniture	100.00	100.00
G-06197	Bill Warren Office Products	Capital Projects	18,668.82	18,668.82
G-06198	Recorded Books, LLC	Materials	657.60	657.60
G-06199	Random House, Inc	Materials	2,022.75	2,022.75
G-06200	Brilliance Corporation	Materials	1,963.88	1,963.88
G-06201	Ingram Library Service	Materials	94.61	94.61
G-06202	Audio Editions	Materials	1,019.75	1,019.75
G-06203	Center Point Large Print	Materials	931.14	931.14
G-06204	ULINE	Capital Projects	1,963.11	1,963.11
G-06205	Crowe & Dunlevy	Professional Services	399.78	399.78

General Fund F.Y. 11-12

Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
G-06206	Baker & Taylor Entertainment	Materials	516.01	516.01
G-06207	Baker & Taylor Books	Materials	1,425.84	
		Materials	1,407.86	
		Materials	391.84	3,225.54
G-06208	Baker & Taylor Books	Materials	572.90	572.90
G-06209	Solomon Bassoff	Capital Projects	24,600.00	24,600.00
G-06210	CDW Government, Inc.	Automation System	847.57	
		Automation	2,789.94	3,637.51
G-06211	Bibliotheca ITG, LLC	Capital Projects	131,303.43	131,303.43
Total of FY 11-12 Warrants Issued				\$ 272,975.18

Special Funds

Warrant Register

September 2012

Number	Vendor/Payee	Purpose	Amount	Amount
S-17929	Standley Systems	Copier Maintenance	47.07	
		Copier Maintenance	3.19	
		Copier Maintenance	19.67	
		Copier Maintenance	12.73	
		Copier Usage	265.00	
		Copier Usage	306.07	653.73
S-17930	ImageNet Consulting, LLC	Copier Maintenance	82.43	
		Copier Maintenance	37.80	
		Copier Maintenance	82.43	202.66
S-17931	Carmen T Bernier Grand	Friends Children's Author	2,700.00	2,700.00
S-17932	Shenea Harris	Lost & Paid Item Returned	3.00	3.00
S-17933	Patricia A. Slattery	Lost & Paid Item Returned	3.50	3.50
S-17934	Eileen J. Curtis	Lost & Paid Item Returned	14.95	14.95
S-17935	William G. Flora	Lost & Paid Item Returned	15.95	15.95
S-17936	Iris G. Brooks	Lost & Paid Item Returned	4.00	4.00
S-17937	Ashley M. Ingalsbe	Lost & Paid Item Returned	33.90	33.90
S-17938	Negeen M. Sobhani	Lost & Paid Item Returned	14.55	14.55
S-17939	Chelsi M. Carr	Lost & Paid Item Returned	10.95	10.95
S-17940	Heather E. Johnson	Lost & Paid Item Returned	15.95	15.95
S-17941	William J. Early	Lost & Paid Item Returned	3.00	3.00
S-17942	Tanner Hicks	Lost & Paid Item Returned	3.00	3.00
S-17943	Johnnie L. Fowler	Lost & Paid Item Returned	3.00	3.00
S-17944	Lori A. Mullooly	Lost & Paid Item Returned	19.95	19.95
S-17945	Heather J. Gould	Lost & Paid Item Returned	49.90	49.90
S-17946	Margaret K. Stewart	Lost & Paid Item Returned	34.90	34.90
S-17947	Claire L. Reeder	Lost & Paid Item Returned	16.85	16.85
S-17948	Grace D. Garwood	Lost & Paid Item Returned	3.00	3.00
S-17949	Jean E. Johnson	Lost & Paid Item Returned	110.80	110.80
S-17950	Derrick D Butler	MC Garden Restoration	250.00	250.00
S-17951	The University of Oklahoma	12/LET/Read Y'all	4,097.00	4,097.00
S-17952	Joyce A. Helms	Lost & Paid Item Returned	3.10	3.10
S-17953	Oklahoma Tax Commission	State Sales Tax-August	57.21	57.21
S-17954	Chara S. Watson	Lost & Paid Item Returned	4.55	4.55
S-17955	Carol A. McElroy	Lost & Paid Item Returned	3.95	3.95
S-17956	Kolby J. Gill	Lost & Paid Item Returned	3.00	3.00
S-17957	Rachel G. Sine	Lost & Paid Item Returned	19.55	19.55
S-17958	Larry J. Frame	Lost & Paid Item Returned	21.85	21.85
S-17959	Faye M. Kelly	Lost & Paid Item Returned	17.00	17.00
S-17960	Sandi L. Vaughn	Lost & Paid Item Returned	12.65	12.65
S-17961	Matthew O. Fox	Lost & Paid Item Returned	7.95	7.95
S-17962	Charlotte R. Maughan	Lost & Paid Item Returned	89.25	89.25
S-17963	John J. Read	Lost & Paid Item Returned	3.00	3.00
S-17964	John Melvin Davis	Lost & Paid Item Returned	16.75	16.75
S-17965	Mekenzie R. Fox	Lost & Paid Item Returned	15.95	15.95
S-17967	Cassandra Brown	Lost & Paid Item Returned	4.45	4.45
S-17968	Audrey N. Bain	Lost & Paid Item Returned	11.95	11.95
S-17969	Penny S. Corbin	Lost & Paid Item Returned	22.95	22.95
S-17970	Metropolitan Library System	Transfer of Fines & Fees	45,000.00	45,000.00
S-17971	Chase Card Services	Fines Account	158.10	158.10
S-17972	Oklahoma Tax Commission	State Sales Tax-August	877.86	877.86
S-17973	Standley Systems	Copier Maintenance	8.40	8.40
S-17974	ImageNet Consulting, LLC	Copier Maintenance	60.26	60.26

Special Funds

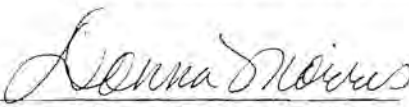
Warrant Register

September 2012

Number	Vendor/Payee	Purpose		Amount
S-17975	Minick Materials	MC Garden Restoration	655.56	655.56
S-17976	Diamond Electric	MC Garden Restoration	200.00	200.00
S-17977	Jerry's Contracting	MC Garden Restoration	550.00	550.00
S-17978	2M Solutions, Inc	MWC Garden Restoration	521.18	521.18
S-17979	Robert L. Hampton, Jr.-Charter	10/LET/Special Grant	4,700.00	4,700.00
S-17980	Rhonda J. Turley	Lost & Paid Item Returned	28.45	28.45
S-17981	Thanh Minh Vu	Lost & Paid Item Returned	14.95	14.95
S-17982	Jose G. Brito	Lost & Paid Item Returned	11.95	11.95
S-17983	Madison R. Vanwinkle	Lost & Paid Item Returned	25.95	25.95
S-17984	Ryan W. Hayhurst	Lost & Paid Item Returned	15.00	15.00
S-17985	Mark S. Latham	Lost & Paid Item Returned	15.00	15.00
S-17986	Tawauna C. Tehlar	Lost & Paid Item Returned	3.00	3.00
S-17987	Laduana M. Fitzpatrick	Lost & Paid Item Returned	6.95	6.95
S-17988	George L. Sunderland, Jr.	Lost & Paid Item Returned	3.00	3.00
S-17989	Tammie L. Runnels	Lost & Paid Item Returned	19.95	19.95
S-17990	Joseph G. Thomas	Lost & Paid Item Returned	3.00	3.00
S-17991	Amanda J. Campbell	Lost & Paid Item Returned	6.95	6.95
S-17992	Rebecca J. Hammond	Lost & Paid Item Returned	13.00	13.00
S-17993	Jana Hausburg	Friends Children's Author	27.44	27.44
S-17994	Candace McDaniel	Staff Recognition	57.36	57.36
S-17995	Christopher G. Wiser	SO Grand Opening	400.00	400.00
S-17996	Kiona Millirons	SO Grand Opening	150.00	150.00
S-17997	Minick Materials	Special Grant	427.04	427.04
S-17998	Leah M. Duke	Lost & Paid Item Returned	8.00	8.00
S-17999	Carl R. Cobb	Lost & Paid Item Returned	7.95	7.95
S-18000	Danielle L. Howard	Lost & Paid Item Returned	11.95	11.95
S-18001	Patrick A. Doyle	Lost & Paid Item Returned	16.95	16.95
S-18002	Christopher A. Vargo	Lost & Paid Item Returned	3.00	3.00
S-18003	Manuel Velarda Barraza	Lost & Paid Item Returned	3.00	3.00
S-18004	Jeannine E. Heinen	Lost & Paid Item Returned	5.95	5.95
S-18005	Julia M. Wingate	Lost & Paid Item Returned	3.00	3.00
S-18006	David G. Holder	Lost & Paid Item Returned	27.95	27.95
S-18007	Daryn L. Isenberg	Lost & Paid Item Returned	26.95	26.95
S-18008	Katherine L.B. Etzkorn	Lost & Paid Item Returned	19.95	19.95
S-18009	Sarah R. Foy	Lost & Paid Item Returned	3.00	3.00
S-18010	Sonja L. Wall	Lost & Paid Item Returned	12.95	12.95
S-18011	Mesa Public Library	Gifts & Books Lost Acct.	69.95	69.95
S-18012	Amazon/GE Money Bank	Supplies	167.49	167.49
S-18013	Standley Systems	Copier Usage	294.91	
		Copier Usage	311.71	606.62
S-18014	ImageNet Consulting, LLC	Copier Maintenance	82.43	
		Copier Maintenance	37.80	
		Copier Maintenance	82.43	202.66
Total of Special Funds Warrants Issued				\$ 63,737.32

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

10/9/12
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

10/9/12
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: FURNITURE FOR EDMOND LIBRARY

Provided for in the FY2012-13 budget is funding for new lounge chairs for the Edmond Library. The current Acadia lounge chairs were purchased in July of 2000, are worn and frayed.

Charles Alan lounge chairs were chosen to replace the current chairs. Charles Alan is on the University of Oklahoma Institutional Furniture Contract #R-10122-10. Spaces is the local dealer on the contract for Charles Alan furniture.

Qty	Item	Price
8	Evans II Lounge@1171.10	\$9,368.80
6	Merced Lounge@1294.45	\$7,766.70
6	Evans II Lounge w/tablet@1360.18	\$8,161.08
2	Evans II Lounge w/tablet@1376.85	\$2,753.70
	Freight	\$2,593.22
	Total	\$30,643.50

Note: The price for the Evans II Lounge with tablet vary due to different fabric selections.

RECOMMENDATION:

That the Commission award the contract for the Charles Evans furniture to Spaces, Inc. in the amount of \$30,643.50. Adequate funding is available in the FY 2012-2013 budget, account 408.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: PURCHASE AND INSTALLATION OF PROJECTORS

Provided for in the FY2012-13 budget is the request for replacement of eight projectors for the Downtown Library. The current projectors were installed when the building originally opened and are technologically outdated.

Specifications were prepared and bids were let for 23 days and advertised for two days in The Oklahoman. Bid packets were provided to 12 prospective bidders.

A pre-bid conference was held on October 4th, 2012. Four vendors attended.

Bids were received and publicly opened on October 10th. Three vendors responded.

Purchase and Installation of 8 Projectors*	
Vendor	Total Cost
Ford Audio Video	\$21,995.34
AVL Systems Design	\$26,865.37
Cory's Audio Visual	\$33,843.39

*A detailed tabulation is attached.

The bid specifications include a provision that requires all projectors must have motorized zoom, focus, and lens shift control from the remote control. This requirement is necessary as all of the projectors are mounted on lifts that descend from the ceiling. The low bidder, Ford Audio Video, does not meet this requirement. Therefore AVL Systems Design is the lowest bidder that meets all specifications.

RECOMMENDATION:

That the Commission award the bid for the purchase and installation of projectors to AVL Systems Design in the amount of \$26,865.37. Adequate funding is available in the FY 2012-2013 budget, account 450

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: PROFESSIONAL SERVICES AGREEMENT FOR LIBRARY SERVICES

The Library wishes to contract with the City of Oklahoma City to provide library services to the near-southwest quadrant of Oklahoma City. The temporary location of the Southern Oaks Library in the Almonte shopping center showed the area to be underserved and over the course of the 13 months of occupancy, many new users came to the Almonte location for library services.

MLS met with Oklahoma City officials and discussed ways that this location could continue to meet the needs of the residents. Historically Oklahoma City has provided at its expense the space and/or buildings for the operation of library services within the City of Oklahoma City.

This agreement outlines the responsibilities and terms of the agreement between Oklahoma City and MLS in the operation of this facility.

RECOMMENDATION:

That the Commission approve the agreement with the City of Oklahoma City to provide library services from the Almonte location.

**PROFESSIONAL SERVICES AGREEMENT FOR LIBRARY SERVICES
METROPOLITAN LIBRARY COMMISSION AND
OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

This Agreement is made and entered into this _____ day of _____, 2012, by and between Oklahoma City Municipal Facilities Authority, a public trust ("OCMFA"), and the Metropolitan Library Commission of Oklahoma County, Oklahoma a/k/a Metropolitan Library System ("MLS").

WITNESSETH:

WHEREAS, MLS operates libraries under 65 O.S. §4-101 *et seq.* operating public libraries for the benefit of the citizens of Oklahoma City and Oklahoma County; and

WHEREAS, MLS has long desired to provide library services to the near-southwest quadrant of Oklahoma City; and

WHEREAS, MLS established a temporary library location at 2914 S.W. 59th Street, Oklahoma City, OK, in the Almonte Shopping Center ("Almonte Library"), while awaiting the re-opening of the newly renovated Southern Oaks Library located at 6900 S. Walker in Oklahoma City; and

WHEREAS, the Almonte Library has proven to be such a huge success with a significant increase in the number of new customers; and

WHEREAS, MLS is desirous of continuing its library services at the Almonte Library for at least five (5) more years; and

WHEREAS, the City of Oklahoma City has historically provided at its expense the space and/or buildings for the operation of library services by MLS within the City of Oklahoma City and also in Oklahoma County; and

WHEREAS, MLS currently leases the Almonte Library and pays to the owner thereof monthly rent in the amount of \$7,031.25, which amount will increase by two percent (2%) each year during MLS's tenancy; and

WHEREAS, MLS would like to continue leasing the Almonte Library space, but is unable without financial assistance from OCMFA, the beneficiary of which is the City of Oklahoma City ("City"); and

WHEREAS, MLS may spend in excess of \$750,000.00 annually in order to provide long-term library services at the Almonte Library and asks for OCMFA to provide financial assistance on a monthly basis during the duration of MLS's tenancy of the Almonte Library; and

WHEREAS, the parties recognize that the City and its citizens will receive substantial public benefits by the operation of the Almonte Library by MLS during the term of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows.

1. Term. The initial term of this Agreement shall be for five (5) years. The Agreement may be extended by mutual agreement of the parties for five (5) additional one (1) year terms upon sixty (60) days written notice by MLS of its intent to renew and written acceptance by OCMFA. This Agreement may be terminated upon one hundred twenty (120) days written notice to either party for any reason or no reason. **However, should MLS cease to operate the Almonte Library, this Agreement shall terminate automatically.**
2. Consideration. During the term of this Agreement, MLS shall provide educational and other library services at the Almonte Library to the citizens of Oklahoma City. In consideration thereof, OCMFA shall pay MLS on a monthly basis, upon submission of an invoice complying with the requirements of the Oklahoma City Municipal Code, Section 2-801. During the term of this Agreement, OCMFA shall pay monthly to MLS an amount equivalent to the monthly rent paid by MLS to Roaring Fork Associates, LLC, the owner of the building which houses the Almonte Library.
3. Authorization, Validity and Binding Nature. This Agreement is a legal, valid and binding obligation of the MLS enforceable in accordance with its terms, the making and performance of which has been duly authorized by all necessary Commission actions.
4. No Unlawful Purpose. In using OCMFA funds to provide library services pursuant to this Agreement, MLS shall comply with all applicable federal, state and local laws.
5. Insurance.
 - 5.1 Before this Agreement shall become effective, MLS shall provide the City with a certificate of insurance on OCMFA's form evidencing MLS's coverage. The insurance requirements set forth herein shall not be deemed to limit or define the obligations of the Agreement set forth in this paragraph. Further, the termination, cancellation or expiration of this Agreement shall not affect the obligations and rights established by the

Agreement which the parties expressly agree will survive completion, cancellation, termination and expiration.

5.2 MLS shall obtain and furnish to OCMFA current copies of certificates of insurance as set forth below. The required insurance shall be maintained in full force and effect for the term of the Agreement. MLS shall maintain insurance, written with an insurance company acceptable to the City, for the coverages and amounts of coverages not less than those set forth below. The amounts of such coverage shall be:

5.2.1 All risk property insurance for personal property owned by MLS in an amount equal to the full replacement value of the inventory, equipment and fixtures owned by MLS at the Almonte Library.

5.2.2 Adequate worker's compensation coverage to comply with state laws and employer's liability in the minimum amount of \$100,000.

5.2.3 Commercial general liability coverage sufficient to meet the OCMFA's maximum liability under the Governmental Tort Claims Act (51 O.S. §151 *et seq.*) and any amendment or addition thereto. All insurance provided hereunder shall name the City as an additional insured.

5.2.4 The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation or termination of this Agreement. All policies shall remain in full force and effect until expiration or termination of this Agreement.

5.2.5 The lapse of any of the insurance coverages required above is deemed to be a breach of this Agreement. OCMFA may, at its option, suspend, cancel or terminate this Agreement until there is full compliance with this paragraph, or cancel and/or seek damages for the breach of this Agreement.

6. Notices.

6.1. Method of Giving Notice. All notices required or options granted under this Agreement shall be given or exercised in writing, and will be deemed to be properly served if (i) sent by certified mail with return receipt requested, (ii) sent by receipted overnight delivery service or (iii) personally delivered to the address hereinafter identified. Except as herein otherwise specifically provided to the contrary, the effective date of such notice or exercise of any option will be the date which is stamped by the United States Postal Service on the envelope enclosing same as the date

received by the addressee, the date of the receipt for the overnight delivery or the date on which personal delivery is made, as appropriate. The parties hereto will not refuse to accept delivery of said notices.

- 6.2. Method of Giving Notice. For the purpose of notice given under this Agreement, the parties may be notified as follows:

OCMFA: Oklahoma City Municipal Facilities Authority
Attention: Mr. James D. Couch, City Manager
200 N. Walker Ave.
Oklahoma City, OK 73102
Telephone: 405-297-2345
Fax: 405-297-2474

MLS: Metropolitan Library Commission of Oklahoma County
Attention: Ms. Donna Morris, Executive Director
300 Park Avenue
Oklahoma City, OK 73102
Telephone: 405-606-3725
Fax: 405-606-3722

7. Miscellaneous.

- 7.1 Force Majeure. Failure in performance by either party hereunder shall not be deemed a default or breach hereunder and the non-occurrence of any condition hereunder shall not give rise to any right otherwise provided herein when such failure or non-occurrence is due to war; insurrection; strikes; lock outs; riots; floods; earthquakes; fires; acts of God; acts of the public enemy; epidemics; quarantine restrictions; freight embargoes; lack of transportation; governmental restrictions; unusually severe weather or any other causes beyond control, and without the fault, of the party claiming an extension of time to perform.
- 7.2. No Partnership. Nothing herein contained will be deemed to construe the creation of a partnership or joint venture.
- 7.3. Entire Agreement. It is intended by the parties that this Agreement will supersede, nullify and void any previous agreements, contracts and supplements thereto between the parties herein or their predecessors and interests.
- 7.4. Binding Effect. This Agreement and any renewal or extension thereof will be binding upon and insure to the benefit of the parties hereto, their respective successors and assigns.

- 7.5. Non-waiver. The failure of either party, at any time or times hereafter, to require strict performance by the other party of any provision of this Agreement will not constitute a waiver or affect or diminish any right of any party thereafter to demand strict compliance and performance therewith. Any suspension or waiver by the party of a default of any occasion under this Agreement will not suspend, constitute a waiver or affect any other default by the other party.
- 7.6. Governing Law. This Agreement and any performance under this Agreement shall be construed, and enforced with and governed by, the laws of the State of Oklahoma.
- 7.7. Remedies Cumulative. No remedy conferred under this Agreement shall be exclusive of any other remedy, and each remedy shall be cumulative and shall be in addition to every other remedy provided for in this Agreement or now or hereafter existing at law, in equity, by statute or otherwise. The election of one or more remedies by a party hereto shall not be deemed, and shall not constitute, a waiver of that party's right to pursue any other available remedy or remedies.
- 7.8. Severability. If any one or more of the covenants, agreements or provisions of this Agreement shall be determined by a court of competent jurisdiction to be invalid, the invalidity of such covenants, agreements and provisions shall in no way affect the validity or effectiveness of the remainder of this Agreement and this Agreement shall continue in force to the fullest extent permitted by law.
- 7.9. Whole Agreement and Amendments. This written Agreement between the OCMFA and MLS constitutes the entire understanding between the parties and no other documents or oral discussions shall modify this written Agreement. Should it become the desire of both parties to amend this Agreement, such agreement shall be in writing and must be signed by both parties in order to have legal effect.

IN WITNESS WHEREOF, the Metropolitan Library System adopts and approves this Agreement this _____ day of _____, 2012 .

Metropolitan Library Commission
of Oklahoma County, Oklahoma

By: _____
Chair

ATTEST:

Secretary

IN WITNESS WHEREOF, Oklahoma City Municipal Facilities Authority adopts and approves this Agreement this _____ day of _____, 2012.

Oklahoma City Municipal Facilities
Authority, a public trust

By: _____
Chairman

ATTEST:

City Clerk

Reviewed for form and legality.

Assistant Municipal Counselor

REQUEST TO DECLARE VEHICLES SURPLUS

The Administration wishes to dispose of the vehicles in accordance with Commission policy by offering them for "Sealed Bid Sale" to the general public. Since the last sale dated, April 29, 2008, the following vehicles have been purchased: 2009 GMC 5500 2 Ton Truck, 2010 Ford E-150 ½ Ton Passenger Van, 2010 Ford F150 Truck, 2010 Dodge Grand Caravan SE, 2 each of the 2011 Isuzu NRR, 2012 Dodge Caravan SE, 2012 Ford F-250 ¾ Ton Truck.

Money received from the sealed bid sale will be placed in the general fund. Notice of the Sealed Bid Sale will be published in the local papers and posted for public information at all library locations.

Inventory Number	Description	Mileage
26737	2000 Ford F-150 ½ Ton Truck & Lift Gate	105,697
29069	2002 Dodge Ram 2500 Full Passenger Van	48,582
29326	2002 Chevrolet Venture Van	77,227
30512	2004 GMC 5500 1-1/2 Ton Truck w/14' Van Box Body & Lift Gate	153,176
40644	1999 Chevrolet 3500 1 Ton C&C Truck w/20' Van Box Body & Lift Gate	102,211

RECOMMENDATION:

That the Commission declares the 1999 Chevrolet 3500, 2000 Ford F-150, 2002 Dodge Ram 2500, 2002 Chevrolet Venture and 2004 GMC 5500 to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, October 3, 2012 TIME: 3:30 PM
MEETING PLACE: Downtown Library
 300 Park Avenue
 Oklahoma City, OK 73102
 (405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, September 19, 2012. 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 October 1, 2012, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Bose' Akadiri
Ralph Bullard
Cynthia Friedemann
Helene Harpman
Mukesh Patel
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

ESTIMATE OF OTHERS PRESENT: 4

- I.** The meeting was called to order at 3:30 p.m., by Mr. Hugh Rice.
- II.** Roll was called to establish a quorum. Present: Akadiri, Bullard, Friedemann, Harpman, Patel, Rice.
- III.** Mr. Rice acknowledged Mr. Ellington Woody in attendance as well as Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support and Mrs. Lori Piccolo, Director of Human Resources.

Mr. Rice explained to Mr. Woody the Due Process procedure and called on him to present his grievance to the committee.

Mr. Woody stated a representative of his with the NAACP was supposed to attend the hearing today and was unable to, due to an illness. Mr. Woody stated his representative requested the hearing be postponed until next week, when he is able to attend. Mr. Rice asked Mr. Woody if he believes the hearing would be unfair without his representative in attendance. Mr. Woody concurred that he does believe it would be unfair. Mr. Rice informed Mr. Woody if the committee does agree to postpone the hearing until a later date, it will not be guaranteed when the hearing will be scheduled for and that it will most likely not be next week and it could be the end of October or November before it is rescheduled. Mr. Rice asked Mr. Woody if he understood and Mr. Woody concurred. Questions and discussion followed.

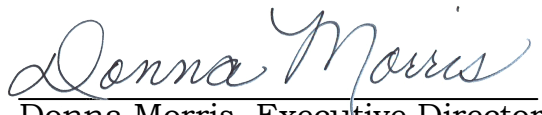
Mr. Rice called for a motion from the committee.

Mrs. Helene Harpman moved to approve the request of Mr. Ellington Woody to postpone the grievance hearing to allow his representative be in attendance. Mrs. Friedemann seconded.

Mr. Rice added, once the hearing is rescheduled, in the unlikely event that Mr. Woody would again need to postpone, as a courtesy, he will need to provide an advance notice of two or three days. Mr. Woody agreed.

No further discussion motion passed unanimously.

- IV.** Mr. Rice adjourned the meeting at 3:38 p.m.


Donna Morris, Executive Director
(Secretary)

ACCEPTANCE OF ANNUAL AUDIT

The Auditor's Report will be emailed to each commission member prior to the October Commission Meeting. The printed report will be brought to the meeting.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

ALMONTE LEASE

The library system wishes to continue to provide service to customers in the near-southwest quadrant of Oklahoma City. The library leased space in the Almonte shopping center from Roaring Fork LLC to provide temporary service to the area while the Southern Oaks Library was undergoing renovation.

The City of Oklahoma City has agreed to pay the lease costs for this new library to serve this underserved area of OKC. Since the MLS has had a very successful relationship with Roaring Fork for the last 15 months; the city desires the library contract with Roaring fork and the monthly costs will be reimbursed to the library by the city.

In addition, Roaring Fork has agreed to build out the needed changes and repairs to reopen the library (this includes new carpeting and some minor modifications to spaces). This cost is also included in the lease agreement.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the commission approve the proposed lease agreement. Build out costs will be paid for by the library and the city will reimburse the library for the monthly lease costs. Adequate funds are available in the FY2012-13 budget.

LEASE

THIS LEASE is made and entered into this ____day of _____, 2012, by and between **ROARING FORK ASSOCIATES, L.L.C.**, an Oklahoma Limited Liability Company, hereinafter called "Landlord", and **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY aka METROPOLITAN LIBRARY SYSTEM herein known as MLS**, hereinafter called "Tenant".

For and in consideration of the covenants and conditions herein contained, Landlord does hereby lease to Tenant the following described real property located in Oklahoma County, State of Oklahoma:

Description: A building space of approximately 12,500 sq. ft. at 2914 S.W. 59th Street, Oklahoma City, Oklahoma, in the Almonte Shopping Center (see plot plan attached hereto as Schedule "A"), with all the rights, easements and appurtenances thereto, hereinafter called the "Premises", and all upon the terms, provisions and conditions hereinafter set forth.

1. TERM: This lease shall be for a basic term of twelve (12) months beginning on the ____ day of _____, 2012 (such date hereinafter referred to as "Commencement Date"). Upon full execution of this Lease, Tenant shall be permitted to enter the Premises for the purpose of storing and/or installing fixtures and equipment, receiving merchandise and preparing for opening of business. After initial basic term tenant shall have the right to extend said Lease for five (5) additional terms of twelve (12) months each at the end of each term upon written notification to Landlord ninety (90) days prior to the end of the basic term or extension thereof. Rent during each additional 12 month extension after basic term will increase at a rate of 2% annually over the prior 12 month rental amount.

Should this lease begin on a day other than the first day of a calendar month, then the days for such partial month shall be added to said basic term so that this total term will include the basic term plus the partial month.

2. RENT: Beginning on the Commencement Date, Tenant shall pay Landlord, as base rent for the Premises for year one (1) of the basic term a rental amount of Eighty Four Thousand Three Hundred Seventy Five & No/100 Dollars (\$84,375.00), payable in monthly installments of **\$7,031.25** in advance on or before the first day of each month. In the event this lease begins on a day other than the first day of the calendar month, the monthly installment for that month shall be a prorated portion of the monthly installment provided for herein, based upon a thirty (30) day month and payable on or before said beginning date.

3. ADDITIONAL RENT: Intentionally Deleted

4. SALES REPORTS: Intentionally Deleted

5. USE: It is agreed that the Premises shall be used by the Tenant only for the purpose of conducting therein a **Metropolitan Library**. Except as may be otherwise provided herein, Tenant expressly agrees that Tenant will occupy all of the Premises and conduct the aforesaid business during the full term hereof. Tenant may make such other use of the Premises as Landlord expressly agrees to in writing, not to be unreasonably withheld. Tenant shall comply with all applicable laws, ordinances and regulations affecting the use, cleanliness, safety and occupation of the Premises. No auctions, liquidations or “going out of business” sales shall be conducted in the Premises without first obtaining Landlord’s written consent. Furthermore, Tenant agrees to abide to and be bound by the rules and regulations of the Shopping Center as listed on Schedule “B” attached hereto and made a part hereof.

6. LIBRARY HOURS: As soon as it is feasible following delivery of the Premises to Tenant, Tenant shall open the library. The Tenant will provide actual hours of operations to the Landlord prior to the opening of the Library.

7. MAINTENANCE AND REPAIRS: Landlord shall keep in good condition and repair the roof, foundation and exterior walls. Provided however, Tenant shall be responsible for any damage caused to the roof, foundation and/or exterior walls if such damage is caused by negligence or fault of Tenant, or if such damage is caused by unauthorized breaking and entering, burglary or attempted burglary. Tenant shall keep in good order, condition and repair the balance of the Premises, including, but not limited to, the repair and replacement of all plumbing (including clogged drains), sprinkler systems, electrical, gas, air conditioning, heating systems and installations, exterior advertising signs, exterior and interior doors and door closures, windows and casements, plate glass (including replacement when necessary with glass of the same specification), storefront and all interior painting finishes including wall, ceiling and floor coverings and painting. Tenant shall maintain in good condition items of any nature whatsoever installed or placed by Tenant anywhere in the Shopping Center outside the Premises. At the termination of the Lease, Tenant will remove its signage and Landlord, at the sole expense of Tenant, will restore and paint the exterior where such signage was located. The term “Shopping Center” as heretofore and hereinafter used shall mean the area outlined in green on Schedule “A” attached hereto and made a part hereof and shall include the common areas as designated from time to time by Landlord for the common use and good of the tenants. As such, Landlord reserves the right to alter, amend or designate what is to be included in the definition of “Shopping Center”.

Tenant, or its agents, representatives, or contractors shall not walk upon the roof of the Shopping Center or make any repairs or installations upon or through the roof or exterior walls of the Leased Premises, without prior written consent of Landlord. All of Tenants work or repairs which effect the integrity and warranty of the roof or exterior wall of the Leased Premises, including, but not limited to, venting, opening, sealing, waterproofing or altering of the roof shall be performed by Landlord’s roofing contractor at Tenant’s expense and all other work or repairs, which are conducted upon the roof shall be done under the supervision of Landlord’s roofing contractor. If Tenant, or its assign, representatives or contractors performs any work or repair

upon the roof of the Shopping Center, Tenant will be responsible for any damage or costs associated with said work or repairs.

Tenant agrees to be responsible for sweeping and cleaning the sidewalks in front of the Premises and the alleyway in the rear of the Premises and to provide and maintain rodent-proof refuse receptacles for Tenant's own use in the event any refuse is temporarily stored outside of the Premises, and Tenant shall not place or permit the placement of any items or materials including trash, boxes, etc., outside the Premises without Landlord's consent, except in such containers. Tenant shall be responsible for removal from the Shopping Center Tenant's refuse, trash and other materials to be discarded or stored outside the Premises. At Landlord's request, Tenant shall appropriately enclose said receptacles with a screen type wall or fence in order to prevent unsightly views by the public.

8. COMMON USER: Landlord hereby grants to Tenant, and the agents, servants, employees, suppliers, customers and invitees of Tenant the nonexclusive rights of common user with others of adjacent automobile parking area and sidewalks, as well as the approaches and entrances to the Premises.

9. EMPLOYEE PARKING: Tenant agrees that Tenant will require all of Tenant's employees to park their personal automobiles in the parking areas designated by Landlord in order that the parking space most convenient for customers will be available to customers at all times.

10. ADVERTISING: It is agreed by the parties that in order to maintain harmony of all interior and exterior advertising in the Shopping Center, any advertising, displays or signs placed on or attached to any portion of the Premises must be approved by Landlord in writing in advance of the actual installation thereof by Tenant. It is further agreed that the Tenant shall not be entitled to place any advertising or displays in any other location in the Shopping Center unless the Tenant has the prior written consent of the Landlord for said displays. It is further agreed that Tenant's storefront signage shall comply with specifications of Schedule "C" attached hereto and made a part hereof, unless variance is specifically consented to in writing by Landlord. Should Tenant fail to comply with this provision, Landlord shall have the right to physically remove advertising or displays or signs which Landlord, at its discretion, shall determine not in compliance with this provision. At the termination of Tenant's occupancy on the Premises, for whatever reason, Landlord may, at Landlord's option, require Tenant to remove any or all of the signage placed on or around the Premises.

11. EMERGENCY REPAIRS: In the event of an emergency, or if Landlord fails to make repairs within a reasonable period of time after receiving written notice from Tenant, Tenant may make any such reasonable repairs required to be made by Landlord and pay any reasonable expense related thereto; and upon receiving notice from Tenant of the amount so expended, Landlord shall pay Tenant the cost of such repairs within a reasonable time.

12. ALTERATIONS: Tenant will not alter or remodel the Premises in any manner without first obtaining Landlord's written approval, which approval will not be unreasonably

withheld. In the event Tenant shall alter or remodel a portion of the Premises which the Landlord is required to maintain pursuant to this lease, and said alterations and/or remodeling are in contravention to the terms of this paragraph, then and in that event in addition to the other remedies provided for in this lease, the Landlord will not be required to maintain the altered portion of the Premises or any other portion affected by such alterations until the Tenant has secured the Landlord's written approval of said alterations. Tenant shall not at any time permit any lien or claim to be filed against the Premises or any other part of the Shopping Center on account of any expenses or charges because of Tenant's maintenance, repairs, remodeling, alterations or other work of Tenant (whether authorized or not). In the event such a lien or claim should be filed, Tenant, at Landlord's request, shall immediately have such lien removed by payment, by bond or other means acceptable to Landlord.

13. DESTRUCTION OF PREMISES: Should the Premises be damaged or destroyed by fire, explosion, wind storm, or any other casualty or combination thereof during the term of this lease, Landlord shall, at Landlord's option, exercisable by written notice to Tenant within thirty (30) days after such damage or destruction, either terminate this lease or proceed to repair and rebuild the damaged or destroyed Premises upon the same plan as existed immediately prior to such damage or destruction. During such period of time as the Premises shall be rendered untenable to the extent that the business of the Tenant is materially impaired, payment of the minimum rent shall be proportionally abated in accordance with use until the Premises have been put in complete repair. Tenant shall not be entitled to compensation from Landlord for damages on account of inconvenience, annoyance or loss of business during any period of repair or reconstruction.

14. UTILITY CHARGES: Tenant shall pay all service charges for water, telephone, electricity, gas and garbage, or any other utility charge that may accrue by reason of the occupancy and/or use of the Premises by Tenant, and Tenant shall not at any time permit any lien or claim to be filed against the Premises, Shopping Center, or any part thereof, on account of any expenses or charges for utility services. In the event such a lien or claim should be filed or made, then in that event, Tenant shall, at Landlord's request, have same removed by payment, by bond or other means acceptable to Landlord.

15. TAXES: During the term of this lease, Landlord shall pay and discharge all ad valorem taxes, property taxes, special assessments, or any other taxes ("Property Taxes") levied or assessed against the Shopping Center.

16. LIENS FOR RENT: Intentionally Deleted

17. INDEMNITY: Intentionally Deleted

18. LIABILITY INSURANCE: Tenant will take out and maintain, at its own cost and expense, comprehensive general liability insurance (with no deductible) coverage in a minimum amount of \$500,000.00 combined single limit, which comprehensive general liability policy shall at a minimum include: (i) coverage for personal injury, bodily injury and death, property damage; and (ii) contractual liability coverage insuring the obligation of Tenant under the terms

of this lease. Tenant also will take out and maintain, at its own cost and expense, worker's compensation coverage as required by law and employer's liability coverage with a limit of at least \$1,000,000.00. Such policy shall name Landlord (and any of its affiliates, subsidiaries, successors and assigns designated by Landlord) and Tenant as the insured. Such policy shall contain a cross liability endorsement. Tenant shall furnish to Landlord a certificate of such insurance, which certificate shall provide for thirty (30) days prior written notice to Landlord before cancellation, or material change. Said insurance shall be written by a company approved by Landlord.

19. INSURANCE SUBROGATION: Landlord releases and discharges Tenant from all liability which may arise out of the loss or destruction, by fire or other casualty, of the Premises, or any part thereof, caused by the act or omission of Tenant or its agent or employees. Tenant releases and discharges Landlord from all liability which may arise out of the loss or destruction by fire or other casualty of its business, inventory or any other property of Tenant which may be located upon the Premises, caused by the act or omission of Landlord or its agents. Each of the parties agree to give notice of this provision to all companies which issue a policy of fire or extended casualty insurance upon the Premises or any of the contents.

20. INSURANCE: During the term of this lease, Landlord may, at Landlord's option, obtain and maintain general liability insurance and property insurance covering all risk of physical loss or damage to Landlord's interest in the Shopping Center.

21. DEFAULT: In the event of default in the performance of any covenant to be performed by the Tenant, Landlord may enforce the performance of this lease by any remedy available in law or equity. In addition to pursuing any remedies available in law or equity, and without limitation of such remedies, Landlord shall specifically have the right to either:
(Revised Formatting)

- a. Terminate the lease at Landlord's discretion if such default continues for a period of ten (10) days in respect of the covenant to pay rent or for a period of thirty (30) days in respect to any other covenant, after Landlord notifies Tenant of such default. Upon failure of Tenant to cure such default within the allotted time, this lease shall cease and terminate at Landlord's option, without further demand or notice, and Landlord shall have the right to re-enter and take possession of the Premises or any part thereof and repossess same and expel the Tenant and remove the effects of the Tenant with force, if necessary, without being deemed guilty of trespass or a forcible entry and detainer and without prejudice to any remedies for arrears of rent or preceding breach of covenants. In such event, the Landlord shall be entitled to recover from Tenant all damages incurred by the Landlord by reason of Tenant's default, including but not limited to, the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, cost of repairs of damages to Premises, reasonable attorney's fees, any real estate commission actually paid, a prorata portion of any Tenant allowance paid by Landlord or the cost of Tenant improvements made by Landlord (such proration being an amount equal to said allowance or cost of

improvements times a fraction, the numerator being the number of months remaining on the term of the lease at the time of termination and the denominator being the initial number of months for the entire term of the lease) and any rental sums payable under the lease, including Tenant's proportionate share of any Percentage Rent as set forth in this lease; or

- b. If such default continues for a period of ten (10) days in respect of the covenant to pay rent or for a period of thirty (30) days in respect to any other covenant (after Landlord notifies Tenant of such default) then, at Landlord's option, without terminating the lease, Landlord may reenter and take possession of the premises or any part thereof and repossess same and expel the Tenant and remove the effects of the Tenant with force, if necessary, without being deemed guilty of trespass or a forcible entry and detainer and without prejudice to any remedies for arrears of rent or preceding breach or covenants. In such event, the Landlord shall be entitled to recover from Tenant all damages incurred by the Landlord by reason of Tenant's default, including but not limited to, the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, cost of repairs of damages to Premises, reasonable attorney's fees, any real estate commission actually paid, a prorate portion of any Tenant allowance paid by Landlord or the cost of Tenant improvements made by Landlord (such proration being an amount equal to said allowance or cost of improvements times a fraction, the numerator being the number of months remaining on the term of the lease at the time of re-entry and the denominator being the initial number of months for the entire term of the lease) and any rental sums payable under the lease, including Tenant's proportionate share of any Percentage Rent as set forth in this lease and the unpaid rent for the balance of the term of this lease. Further, the Landlord may relet the Premises or any part thereof on behalf of Tenant for such terms and such rentals and upon such conditions as the Landlord, at its sole discretion, may deem advisable, with the right to make alterations and repairs to the Premises all at the Tenant's expense. No such re-entry or taking possession shall be construed as an election on Landlord's part to terminate this lease unless written notice of such express intention is given to the Tenant; or
- c. In the event of abandonment or surrender of the Premises by Tenant, whether voluntary or otherwise, which is coupled with a default in the performance of any covenant to be performed by Tenant, the Landlord may at its option without notice of any kind, take possession of the Premises and remove the effects of the Tenant with force, if necessary, without being deemed guilty of trespass or a forcible entry and detainer and without prejudice to any remedies for arrears of rent or proceeding breach of covenants. In such event, Landlord may relet the same at the best rent and upon the best terms obtainable, for the account of Tenant solely and exclusively in mitigation of damages, and Tenant shall, upon demand, made good any deficiency during the remainder of the term of this lease. In addition, Landlord shall be entitled to recover from Tenant all damages incurred by reason

of Tenant's default, including but not limited to, cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration to the Premises, cost of repairs of damages to Premises, reasonable attorney's fees, any real estate commission actually paid, a prorata portion of any Tenant allowance paid by Landlord or the cost of Tenant improvements made by landlord (such proration being an amount equal to said allowance or cost of improvements times a fraction, the numerator being the number of months remaining on the term of the lease at the time of abandonment or surrender and the denominator being the initial number of months for the entire term of the lease) and any rental sums payable under the lease, including Tenant's proportionate share of any Percentage Rent as set forth in this lease.

Tenant expressly waives any and all damages by reason of re-entry by Landlord, or the agent or attorney of Landlord, under this lease, or by reason of any warrant or proceedings, by way of sequestration which Landlord may employ to recover possession.

Notwithstanding the above, upon the occurrence of a default, Landlord shall also have the option of declaring all rent reserved for the term of this lease in its entirety to be immediately due and payable, in addition to any and all remedies provided to Landlord by the provisions of this lease or by the laws of this state.

In the event the Landlord shall default in any covenant required by Landlord to be performed hereunder, Tenant shall give Landlord notice of such default in writing and in the event that such default be not corrected or cure of such default not be commenced within thirty (30) days of the receipt of said notice by Landlord, Tenant may correct the default and deduct a reasonable cost thereof from rent due or to become due.

22. WAIVER OF BREACH: Any assent or waiver, expressed or implied by the Landlord to any breach by Tenant of any covenant or condition herein contained, shall operate as assent or waiver only in the specific instance and shall not be construed as an assent or waiver of any such covenant or condition generally or of any subsequent breach of the covenants and conditions hereof.

23. BANKRUPTCY: Neither this lease nor any interest therein nor any estate hereby created shall pass to any trustee or receive in bankruptcy or to any other receiver or assignee for the benefit of creditors or otherwise by operation of law.

Should Tenant make an assignment for the benefit of creditors, or in the event of an appointment of a receiver for Tenant, Landlord may declare this lease terminated, and upon five (5) days notice to Tenant may immediately, or at any time thereafter, re-enter and take possession of said Premises, without further notice.

In the event of the filing of any petition in bankruptcy by or with respect to Tenant, or adjudication in bankruptcy against Tenant and should the Tenant be in default of any other provision of this lease, such filing and/or adjudication shall be deemed to constitute a breach of

this lease by Tenant and, at the option of Landlord, this lease shall become and be terminated. Notwithstanding any other provision herein contained to the contrary, Landlord shall forthwith upon such termination be entitled to recover damages for such breach in an amount equal to the then present worth of the rent reserved in this lease for the residue of the term thereof, less the then present worth of the then fair rental value of the Premises for the residue of said term.

24. ASSIGNMENT OR SUBLEASE: Tenant may not assign this lease or any interest therein, sublet the Premises or any part thereof, pledge or hypothecate its leasehold interest or grant any concession or license within the Premises without the prior written consent of the Landlord. Any such assignment or subletting, etc., without such written consent from Landlord shall be void and the Landlord shall have the option in such event to terminate this lease. In the event Landlord consents to such assignment or sublease, Tenant shall, nevertheless, remain liable for the payment of all rent required to be paid hereunder and for the performance of all the terms, covenants and conditions herein undertaken by Tenant. Any assignee or sublessee of this lease shall, by reason of such assignment or sublease, be considered as having assumed and become bound by all of the Tenant's obligations hereunder. Any assignee or sublessee shall take the lease and assignment or sublease subject to all prior breaches of the Tenant's covenants herein and shall be liable therefor in the same manner as the Tenant or prior assignee or sublessee responsible therefor.

Anything contained hereinabove or hereinafter to the contrary notwithstanding, this lease shall not be assigned to (or the Premises sublet to) any tax exempt entity as defined in Section 168 (J) (4) of the Internal Revenue Code of 1954, as amended, or any similar successor section without express written consent of the Landlord; and Landlord shall be under no obligation to show cause or justification for withholding of such consent.

25. SURRENDER OF POSSESSION: Tenant shall, at the termination of this lease, peacefully quit, surrender and deliver up to Landlord the Premises in as good condition as they are at the commencement of the term hereof, usual wear and tear from a permitted use thereof and damage or destruction of the Premises by fire, the elements, acts of God, civil riot, war, insurrection or unavoidable casualty excepted.

26. PERSONAL PROPERTY OF TENANT: Personal property which may from time to time be placed in or on the Premises by the Tenant shall remain the property of Tenant who shall have the right to remove a part or all of such property at any time, provided Tenant shall not be in default under this lease. Any damage to the Premises as a result of attaching fixtures, equipment, or any personal property to the Premises, or removal of the same, shall be repaired by Tenant at Tenant's sole expense. All personal property not removed by Tenant from the Premises within five (5) days after the end of the lease term will be conclusively presumed to have been abandoned by Tenant and Landlord may, at Landlord's option, thereafter take possession of such property and either declare the same to be the property of Landlord or, at the expense of Tenant, dispose of such property in any manner and for such consideration as Landlord, in Landlord's sole discretion, deems advisable.

27. WASTE: During the term of this lease, Tenant will not commit nor suffer to be committed any waste on or of the Premises and Tenant shall not remove or destroy any improvements on the Premises or damage or alter the same without first obtaining the written consent of Landlord.

28. BLOCKING AREAS OF COMMON USER: Tenant agrees that Tenant's property will not be placed upon the sidewalks and other areas of common user adjacent to the Premises in such manner as to inhibit or obstruct passageway along such sidewalks or areas of common user by customers of Tenant or other occupants of the Shopping Center of which the Premises are a part. Tenant further agrees, in this connection, that Landlord shall be the sole arbiter of whether such inhibition or obstruction is occurring.

29. ATTORNEY FEES: Each party hereto agrees to pay to the other all reasonable attorneys' fees, costs and expenses which shall be made or incurred by the other in enforcing any of the obligations under this lease in all cases in which it shall be determined that the party against whom enforcement is sought is at fault.

30. HOLDING OVER: If Tenant continues to occupy Premises after the end of the lease term, such holding over will, unless otherwise agreed by the Landlord in writing, constitute a tenancy at will at a daily rental of 1/30 of twice the greater of the fair market rental per month for similar retail space (as determined by Landlord), or the monthly minimum rent and otherwise subject to all of the other provisions set forth herein as they would apply to the tenancy at will on a daily basis. Tenant hereby indemnifies and agrees to hold Landlord harmless against any cost, expense, damages, or other liability, including, without limitation, the cost of defending any claim or action by any third party, resulting from Tenant's continued occupancy of the Premises after the end of the lease term, including any loss of rent during a vacancy period caused by Landlord's loss of a tenant due to Tenant's holdover.

31. RECORDING OF LEASE: This lease shall not be filed for record. If recording of the pertinent provisions is desired by either party, the parties will execute a short form of lease for such purposes which in no event shall exceed one page (size 8- 1/2 inches by 14 inches) in length, including acknowledgments, such short form of lease to be typewritten and single spaced. In the event such a short form of this lease is recorded, then Tenant agrees to execute a release and acknowledgment of termination in recordable form upon termination of this lease.

32. NOTICES AND PLACES OF RENT PAYMENT: All notices required or options granted under this lease shall be given or exercised in writing, and shall be deemed to be properly served if delivered in writing personally or sent by registered or certified mail with return receipt requested, to Landlord at 1033 N W Grand Blvd., Oklahoma City, Oklahoma, 73118, and to Tenant Attention MS Donna Morris, Executive Director, Metropolitan Library System at 300 Park Avenue , Oklahoma City, Oklahoma 73102. Except as herein otherwise specifically provided to the contrary, the effective date of such notice or option shall be the date on which the same notice or option is deposited in a post office of the United States Postal Service, postage prepaid.

All checks for rent due under this lease shall be payable to the parties named as Landlord herein and mailed to Landlord at 1033 N.W. Grand Blvd., Oklahoma City, Oklahoma, 73118, until such time as Landlord advises Tenant in writing of a different mailing address.

Tenant does hereby acknowledge that timely payment of all rentals and other sums to be paid by Tenant pursuant to this lease is a material part of the consideration for leasing by Landlord to Tenant of the Premises and time is of the essence in the payment of all rentals and other sums herein provided for. It is therefore specifically understood and agreed by Tenant that in the event Tenant fails to pay when due any monthly rent installment, additional rent or Percentage Rent, or any other sums herein provided for, the Landlord may make or assess a late charge of ten percent (10%) of the amount of each delinquent payment. For each thirty (30) day period or portion thereof that payment of any rental installment or other sum as herein provided for is deferred beyond its due date, said amount shall bear interest at the rate of three and seventy-five hundredths percent (3.75%) per month. Any assessment of late charges by Landlord shall be considered for all purposes as additional rental under the terms of this lease and shall be added to and payable with the next maturing monthly rental installment following such assessment. Assessment by Landlord of a late charge as herein provided shall be without prejudice to any remedies provided under the default paragraph above or by law for default in the terms and provisions hereof. No assessment, payment or acceptance of a later charge shall operate as a waiver or estoppel of the right of Landlord to declare a default hereunder or to pursue any default remedies provided by this lease or by law. If any amounts contracted for, charged or received under this lease shall exceed the maximum permitted by the applicable Oklahoma law now or hereinafter enacted, then in such event (i) neither the Tenant nor any other person or entity now or hereinafter liable for such payment shall be obligated to pay said amount to the extent it is in excess of the maximum amount permitted by Oklahoma law; (ii) any such excess which may have been collected shall either be applied as a credit against the then unpaid amounts under this lease or if all amounts shall have been paid, it shall be refunded; and (iii) the amounts charged hereunder shall thereby automatically be reduced to the maximum allowed under Oklahoma law.

33. AMENDMENT: The covenants and conditions herein and Schedules "A", "B", and "C" attached, are the full and complete terms of this lease. No alterations, amendments or modifications of this lease shall affect the rights and duties of the parties hereto unless such alterations, amendments or modifications are reduced to writing, dated and signed by the parties.

33. CUMULATIVE RIGHTS: The various rights, powers, elections and remedies of Landlord contained in this lease are cumulative and no one of these is exclusive of the other or exclusive of any rights or priorities allowed by law, and no rights, powers, elections and/or remedies shall be exhausted by being exercised on one or more occasions.

35. INVALIDATION: Should any clause or provision of this lease be invalid, void or voidable for any reason, such invalid, void or voidable clause or provision shall not affect the

whole of this instrument, but the balance of the provisions hereof shall remain in full force and effect.

36. SECTION HEADINGS: The brief section headings used in this lease do not form a part of the lease. Such section headings are solely for convenient reference and are not to be used in construing this lease.

37. INSPECTION OF PREMISES: Landlord shall have the right to enter upon the Premises at all reasonable hours for the purpose of inspecting same. Landlord has the right, in the event Tenant does not maintain the Premises as required herein, after giving Tenant the required written notice, to order such repairs as are deemed necessary by Landlord, and to charge the cost of such repairs to Tenant, said cost to be added to the amount due as the next month's rent.

38. MERCHANTS ASSOCIATION: N/A

39. SUCCESSOR IN INTEREST: This lease shall inure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, personal representatives, successors and assigns. If either Landlord or Tenant be comprised of more than one person, the covenants on the part of each of them shall be the joint and several covenants of each and all of them.

40. SUBORDINATION OF LEASE: This lease and Tenant's rights hereunder are and will remain subject and subordinate to each and every mortgage (and all voluntary advances thereon) that may now or hereafter encumber the Premises, and to all increases, renewals, recastings, modifications, consolidations, participations, replacements, and extensions thereof (collectively referred to as the "Mortgage" which, as used herein, also includes a trust indenture and a deed of trust). If the holder of a mortgage becomes the owner of the Premises by reason of foreclosure or acceptance of a deed in lieu of foreclosure, at such holder's election, Tenant will be bound to such holder or its designee under all terms and conditions of this lease, and Tenant will be deemed to have attorned to and recognized such holder or its designee as Landlord's successor-in-interest for the remainder of the term.

The foregoing is self-operative and no further instrument of subordination and/or attornment will be necessary unless required by Landlord or the holder of a mortgage, in which case Tenant, within ten (10) days after written request, will execute and deliver without charge any documents acceptable to Landlord or such holder in order to confirm the subordination and/or attornment set forth above. As used in this subparagraph and in the paragraph above, whenever the context allows, the words "holder of a mortgage" (or words of similar import) also include a purchaser of the Premises at a foreclosure sale.

However, should the holder of a mortgage request that this lease and Tenant's rights hereunder be made superior, rather than subordinate, to the mortgage, then Tenant, within ten (10) days after written request, will execute and deliver without charge an agreement reflecting same in such form acceptable to the holder of the mortgage.

If Tenant fails to execute and deliver any documents as and when required by the above, then, notwithstanding any other provision of this lease, without the requirement of notice from Landlord, such failure will constitute a default under this lease beyond any applicable grace period entitling Landlord to the same rights and remedies as if such default were with respect to non-payment of Minimum Rent.

With respect to each mortgage that may encumber the Premises at or after the Commencement Date, Landlord agrees that promptly following its receipt of written request by Tenant, Landlord will (one time only) ask the holder of the mortgage to grant Tenant a "non-disturbance agreement" in the usual form of such holder. The term "non-disturbance agreement", as used herein means, in general, an agreement that as long as Tenant is not in default under this lease, this lease will not be terminated if such holder acquires title to the Premises by reason of foreclosure proceedings or acceptance of a deed in lieu of foreclosure, provided that Tenant attorns to such holder in accordance with its requirements. Except for making such written request, Landlord will be under no duty or obligation hereunder, nor will the failure or refusal of such holder to grant a non-disturbance agreement render Landlord liable to Tenant or affect this lease in any manner. Tenant will bear all costs and expenses (including attorney's fees) of such holder in connection with a non-disturbance agreement.

41. DEPOSIT FOR RENOVATIONS: Concurrently with Tenant's execution of this lease, Tenant has deposited in a joint escrow account at MIDFIRST in the names of the both the Landlord and the Tenant the sum of seventy-five thousand dollars and no cents \$ 75,000.00 to be held as security for the faithful performance by Tenant of all the terms, covenants, and conditions of this lease to be kept and performed by Tenant or Landlord during the term hereof. Expenditure of these funds must be approved in writing by the Landlord and the Tenant. If Tenant defaults with respect to any provision of this lease, including, but not limited to the provisions relating to the payments of rent, Landlord may (but shall not be required to) use, apply or retain all or any part of this escrow deposit for the payment of any rent or any other sum in default., The Tenant shall be entitled to interest on fund held in said escrow deposit. If the Renovation costs for the work defined in this agreement are less than the said escrow account, any balance thereof shall be returned to Tenant within thirty (30) days following the settlement of all costs associated with the Renovations of the space.

42. RENOVATION OF LEASED PREMISES: The Tenant agrees to accept Premises in an "as is" condition, except as modified below. Additionally the Tenant acknowledges that any improvements, maintenance or repairs to the Premises will be at Tenant's sole expense. As such, Landlord makes no representations, warranties or guarantees as to the condition of the Premises of whatsoever nature and disclaims any such warranties including any warranty of fitness for a particular purpose and any implied warranty and Tenant acknowledges same by execution of this lease.

There are certain renovations which are needed before the library can be reopened. The Landlord shall perform all work or improvements as defined in Schedules "D - MLS SK AL-001

ALMONTE RENOVATIONS dated October 10, 2012, including, if needed, a Certification of Occupancy. The Tenant and the Landlord with work together to determine the final scope and cost of the work. Prior to Landlord or Tenant performing any work or improvements, Landlord or Tenant must obtain the Tenant or the Landlord's written approval for such work or improvements. Tenant shall be responsible for all costs related thereto including, but not limited to, architectural fees, materials, labor, insurance and delays related to Tenant's work. The cost of the work shall not, unless mutually agreed to, not exceed seventy-five thousand (\$75,000.00) dollars and shall be paid for with the funds described on paragraph 41 Deposit for Renovations.

Tenant shall not at any time permit any lien or claim to be filed against the Premises or any other part of the Shopping Center on account of any expenses or charges because of Tenant's work. In the event such a lien or claim should be filed, Tenant, at Landlord's request, shall immediately have such lien removed by payment, by bond or other means acceptable to Landlord.

Tenant agrees to pay all services charges or costs for water, electricity, telephone, gas or any other utility charge that may accrue by reason of Tenant's work.

Tenant shall not be considered an agent or representative of the Landlord and the Tenant shall not hold itself out as being an agent of or acting on behalf of the Landlord in accomplishing Tenant's work.

All plans and specifications for the improvement must be submitted to the Landlord and the Tenant for approval prior to work thereon beginning.

43. NO REPRESENTATIONS BY LANDLORD: Tenant acknowledges that neither Landlord or its affiliates or agents have made any agreements, representations, warranties or promises with respect to the Premises/or the building of which they are a part, or with respect to present or future rents, expenses, operations, tenancies or any other matter. Except as herein expressly set forth, Tenant relied on no statement of Landlord or its agents for that purpose.

44. BROKERAGE: Tenant agrees to indemnify Landlord from all claims for commissions or other compensation asserted by any person employed or retained by Tenant with respect to the lease of the Premises.

45. EASEMENTS: Landlord may from time to time grant reasonable utility easements across the Premises to serve the Premises and adjoining property, provided Tenant's use and occupancy is not materially disturbed thereby.

46. LANDLORD'S TRANSFER: If Landlord transfers the Landlord's interest in the Premises, Landlord will thereby be released from any obligation hereunder accruing from and after such transfer, and Tenant agrees to attorn to and look solely to the transferee for the performance of such obligations. The agreement of Tenant to attorn to the Transferee of Landlord will survive any termination of rights of Landlord in the Premises and Tenant agrees to

execute and deliver to the transferee of Landlord, within ten (10) days after written request therefor, all instruments which might be required by Landlord to confirm such attornment.

47. SUBSTITUTION OF PREMISES: Intentionally Deleted.

IN WITNESS WHEREOF, the parties hereto have executed this lease the day and year first above written.

“LANDLORD”:

ROARING FORK ASSOCIATES, L.L.C.,

an Oklahoma Limited Liability Company

By: **CHARGER ASSOCIATES, L.L.C.,**

an Oklahoma Limited Liability Company,

Managing Member

By: _____

Tom Blanton, Manager

“TENANT”:

Metropolitan Library Commission of Oklahoma County

By: _____, Chair



SCHEDULE "B"

ALMONTE SHOPPING CENTER

RULES AND REGULATIONS

Tenant shall, at all time during the term of the Lease:

1. Use, maintain and occupy the Premises in a careful, safe, proper and lawful manner, keep the Premises and its appurtenances in a clean and safe condition.
2. Keep all glass in the doors and windows of the Premises clean and in good repair.
3. Not place, maintain or sell any merchandise in any vestibule or entry to the Premises, on the sidewalks adjacent to the Premises, or elsewhere on the outside of the Premises without the prior written consent of Landlord.
4. Keep Premises in a clean, orderly and sanitary condition, free of insects, rodents, vermin and other pests.
5. Not permit undue accumulation of garbage, trash, rubbish and other refuse in the Premises, and place refuse in designated containers outside Premises. The rodent-proof refuse receptacles (dumpsters) required under the Lease shall not exceed 5'6" in height.
6. Not use, permit or suffer the use of any apparatus or instruments for musical or other sound reproduction or transmission in such manner that the sound emanating therefrom or caused thereby shall be audible beyond the interior of the Premises.
7. Keep all mechanical apparatus free of vibration and noise that may be transmitted beyond the confines of the Premises.
8. Not cause or permit objectionable odors to emanate from the Premises.
9. Not overload the floors or electrical wiring and not install any additional electrical wiring or plumbing without Landlord's prior written consent.
10. Not use show windows in the Premises for any purpose other than display of merchandise in a neat and attractive manner.
11. Not conduct, permit or suffer any public or private auction sale to be conducted on or from the Premises.

ROARING FORK ASSOCIATES / MLS Lease
ALMONTE SHOPPING CENTER
SCHEDULE "B"
RULES AND REGULATIONS

12. Not solicit business in the common areas of the Shopping Center or distribute handbills or other advertising material in the common areas and if this provision is violated, the Tenant shall pay Landlord the cost of collecting same from the common areas for trash disposal.
13. Use for office, clerical or other non-selling purpose only such space in the Premises as is reasonable required for Tenant's business therein, and not perform any office or clerical function in the Premises for any other store.
14. Not use the plumbing facilities in the Premises for any purpose other than that for which they were constructed, or dispose of any foreign substances therein, whether through the utilization of "garbage disposal" units or otherwise. If Tenant uses the Premises for the sale, preparation, or service of food for on-premises or off-premises consumption, Tenant shall install such greasetraps as shall be necessary or desirable to prevent the accumulation of grease or other wastes in the plumbing facilities servicing the Premises.

The Landlord reserves the right to make such other rules and regulations as in its sole judgement may from time to time be needed for the safety, care and cleanliness of the Premises, and for the preservation of good order therein.

SCHEDULE "C"

ALMONTE SHOPPING CENTER

SIGN CRITERIA

GENERAL INTENT

These criteria have been established with the intent of assuring visual harmony and uniformity for the mutual benefit of all Tenants. Conformance to these criteria will be enforced by the owner and any nonconforming or unapproved signs will be brought into conformance at the expense of the Tenant.

GENERAL REQUIREMENTS

- A. Tenant shall submit before fabrication a detailed drawing and layout of proposed sign to the Landlord for approval. These drawings must include location, size, and style of lettering, material, installation details, color selections, and logo design.
- B. All permits for signs and their installation shall be obtained and paid for by the Tenant.
- C. The Tenant's sign contractor shall be responsible for the fulfillment of all requirements and specifications.
- D. All signs must be approved by the City prior to fabrication if required.
- E. The size, location, design, color, texture, and materials of these signs shall in no way detract from the design of the Shopping Center and the surrounding properties.

FASCIA SIGNS

- A. Upper case letters shall be a maximum of 24" and minimum of 18" in height; and lower case letters (etc.) 18" and 12", unless variance is specifically approved by the Landlord.
- B. The color of the face of the sign shall conform to the overall color scheme of the center. Tenant may use white letters on the fascia sign.
- C. Signs with 2 lines of copy must conform to 24" maximum letter height for both lines.
- D. In no case shall the overall length of the sign exceed two-thirds of the width of the storefront.
- E. Total area of sign to be centered both vertically and horizontally within fascia area.
- F. Signage to appear on the vertical portion of the fascia.

ROARING FORK ASSOCIATES / MLS Lease
ALMONTE SHOPPING CENTER
SCHEDULE "C"
SIGN CRITERIA

RESTRICTIONS

- A. Vertical copy or signs projecting perpendicular to the building are not permitted.
- B. Manufacturer's decals, hours of business, telephone numbers, etc. shall be similar to the other MLS library location. All "SALE" signs, etc. are not permitted on exterior or interior glass. Such advertising material must be set back 24" from glass surface.
- C. Advertising devices such as attraction boards, posters, banners, and flags will not be permitted.
- D. Painted, flashing, animated, audible, revolving, or other signs that create the illusion of animation are not permitted.
- E. Exposed bulb signs are not permitted.
- F. No exposed junction boxes, lamps, tubing, conduits, raceways, or neon crossovers of any type are permitted.
- G. Copy of Tenant's sign shall not include the product sold except as part of the Tenant's name or insignia.
- H. No labels will be permitted on the exposed surface of signs except those required by local ordinance, which shall be applied in an inconspicuous location.
- I. Luminous vacuum-formed type plastic letters, panels, or logos and reverse channel type letters with silhouette illumination will not be permitted.
- J. Cabinets, ballast boxes, supports, transformers and other equipment shall all be concealed.
- K. Floodlighting of sign will not be permitted.
- L. No advertising placards, pennants, banners, names, insignia, trademarks, or other descriptive materials shall be affixed or maintained upon the glass panes and supports of the display windows and doors, the storefront wall or the exterior walls of the building; except for 30 days before and 30 days after the opening of the Tenant's space.
- M. Exterior restaurant menus or changeable letters or signs will not be permitted.
- N. Tenant's sign contractor will repair any damage to all in-place construction caused by this work.

ROARING FORK ASSOCIATES / MLS Lease
ALMONTE SHOPPING CENTER
SCHEDULE "C"
SIGN CRITERIA

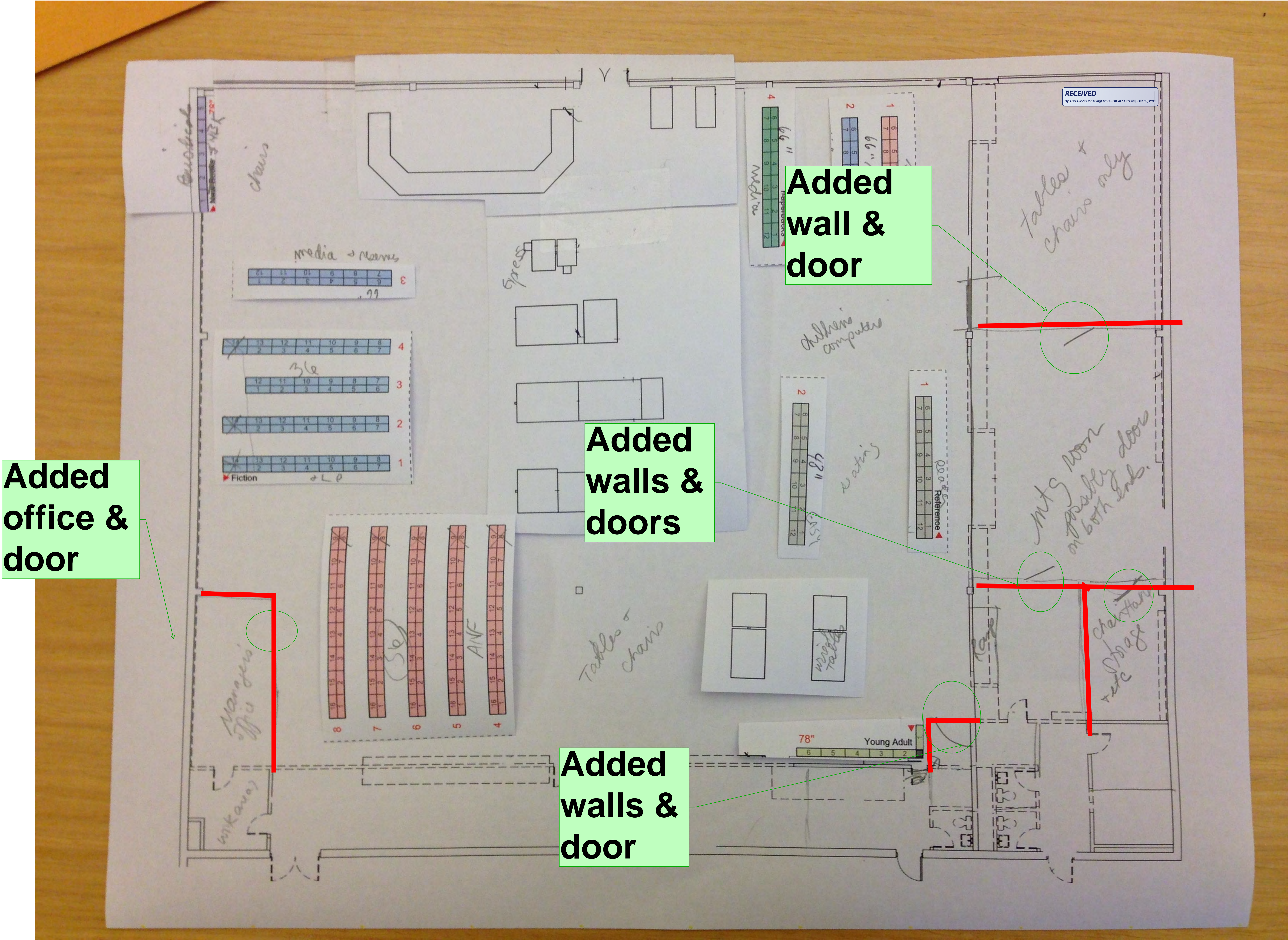
- O. All penetrations of the building structure required for sign installation must be neatly sealed in a watertight condition and match the finish of the fascia.
- P. The Landlord reserves the right to modify the criteria above for Tenants have 5,000 or more square feet of gross leasable area only as regards permission for exterior sign designs.
- Q. Legal name of the Tenant will be permitted. Advertising copy of any kind will not be permitted.

FABRICATION REQUIREMENTS

- A. Depth of letter not to exceed 5".
- B. Color of returns to have a finish that will last the life of the Lease of the particular Tenant.

INSTALLATION REQUIREMENTS

- A. The Tenant's sign contractor must seal off and touch up all holes in fascia and rear of each letter of the sign to be sure that no moisture can penetrate the sign or the fascia.
- B. All signs must comply with all applicable building codes.



METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2013 PROPOSED MEETING DATES

<u>2013 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 17	Ralph Ellison	2000 NE 23rd, Oklahoma City 424-1437
February 21	Del City	4509 SE 15 th , Del City 672-1377
March 21	Midwest City	8143 E. Reno, Midwest City 732-4828
April 18	Northwest	5600 NW122 nd , Oklahoma City 606-3580
May 16	The Village	10307 N. Penn., Oklahoma City 755-0710
June 20	Downtown	300 Park Ave., Oklahoma City 231-8650
July 18	Edmond	10 S. Boulevard, Edmond 341-9282
August 22*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 19	Ralph Ellison Choctaw-Host	2000 NE 23rd, Oklahoma City 424-1437
October 17	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
November 21	Northwest Warr Acres-Host	5600 NW 122 nd , Oklahoma City 606-3580
December 12**	Capitol Hill	334 SW 26 th , Oklahoma City 634-6308

****Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2013 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Holidays	Monday	31-Dec, 2012	Dec 31-Jan 6		Close at 6:00 pm
	Tuesday	1-Jan	Dec 31-Jan 6	Yes	
Martin Luther King, Jr. Day	Monday	21-Jan	Jan 21-27	Yes	
Easter	Sunday	31-Mar	Mar 25-31		
Memorial Day	Sunday	26-May	May 20-26		
	Monday	27-May	May 27-Jun 2	Yes	
Independence Day	Thursday	4-Jul	Jul 1-7	Yes	
Labor Day	Sunday	1-Sep	Aug 26-Sept 1		
	Monday	2-Sep	Sept 2-8	Yes	
Staff Development Day	Monday	14-Oct	Oct 14-20		Staff attend Focus
Thanksgiving Holidays	Wednesday	27-Nov	Nov 25-Dec 1		Close at 6:00 pm
	Thursday	28-Nov	Nov 25-Dec 1	Yes	
	Friday	29-Nov	Nov 25-Dec 1	Yes	
Christmas Holidays	Tuesday	24-Dec	Dec 23-29	Yes	
	Wednesday	25-Dec	Dec 23-29	Yes	

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.

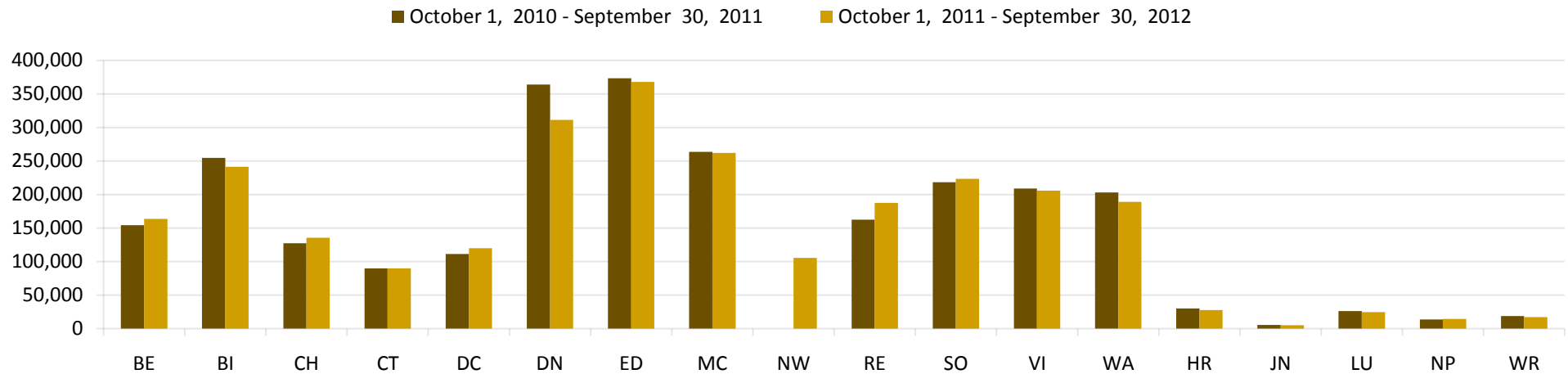
RECOMMENDATION:

That the Commission approves the MLS 2013 Holiday and Closing Schedule as presented.

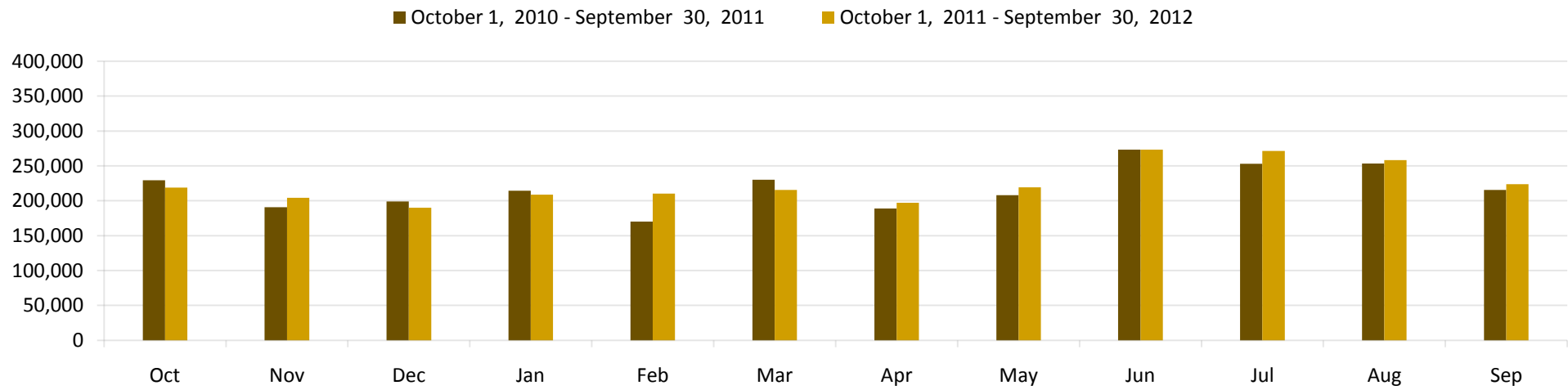
Library Visits Report

System Summary

Visits by Library



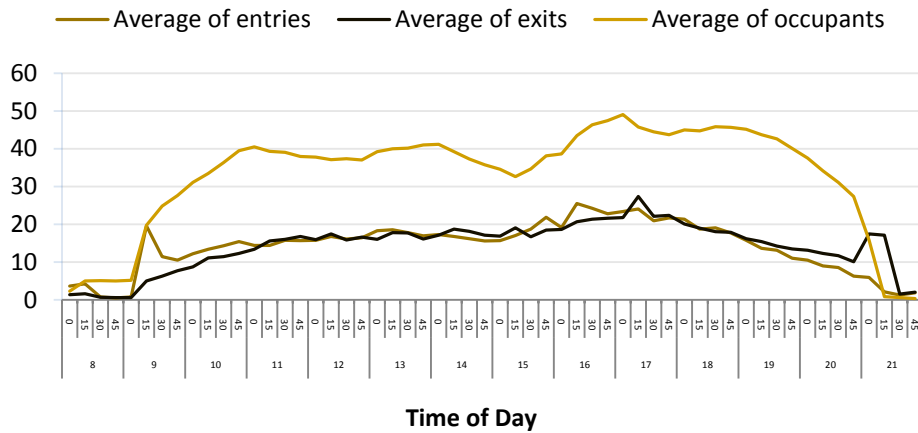
Visits by Month



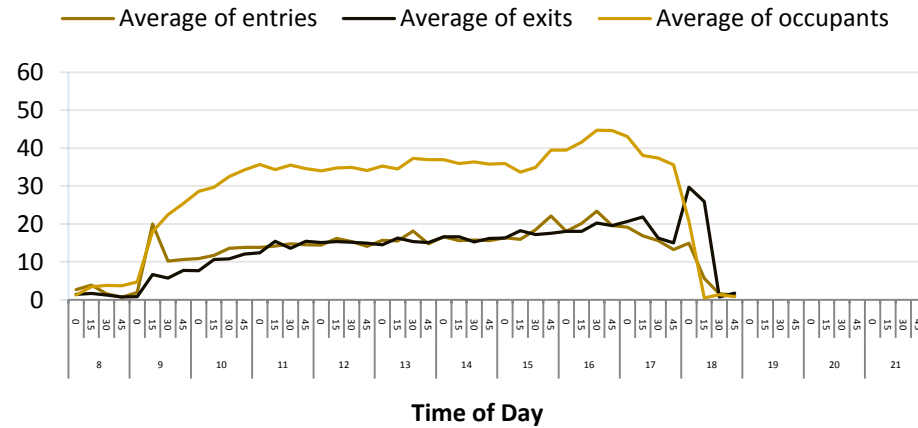
Library Visits Report

Visits Profile: SO

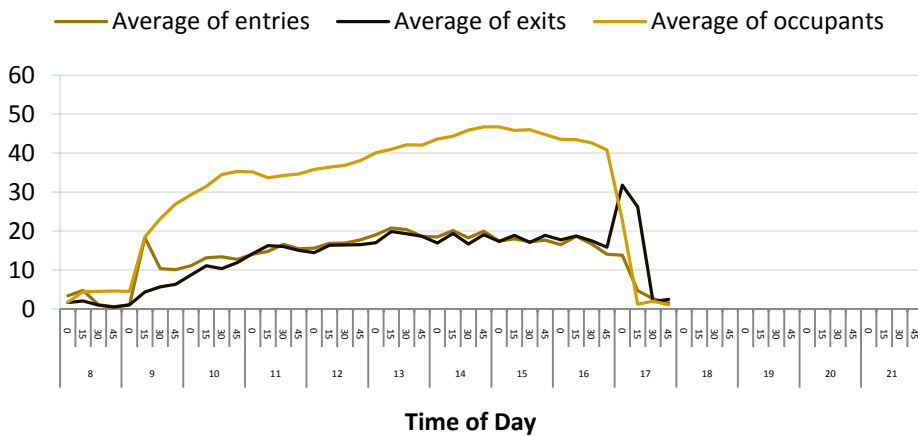
Monday - Thursday
(Trailing Twelve Months)



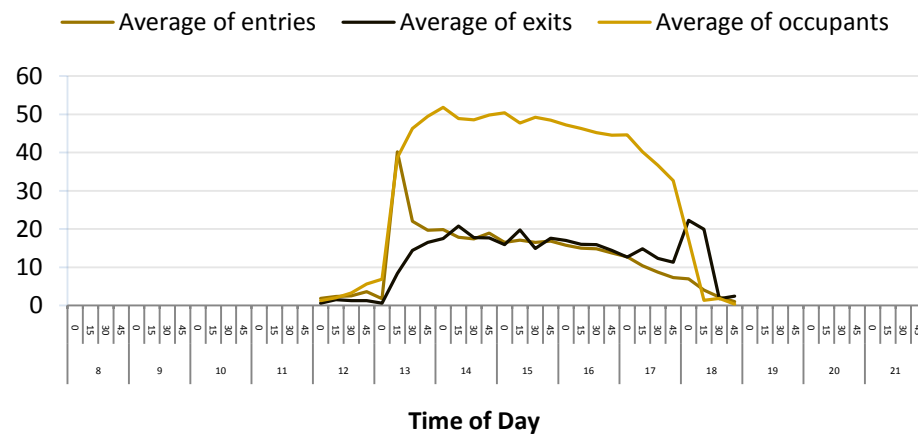
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2012 - September 30, 2012 (25.00% of the 12-13 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>
BI	FY12	22,714	25,210	21,178	21,200	20,197	18,423	20,647	20,621	20,459	19,920	20,337	19,344	69,102
	FY13	19,684	20,518	19,840	-	-	-	-	-	-	-	-	-	60,041
	%	-13.3%	-18.6%	-6.3%										-13.1%
BE	FY12	16,525	15,844	13,379	13,529	12,624	11,836	12,935	12,776	13,482	13,747	11,048	17,694	45,748
	FY13	16,408	14,583	12,823	-	-	-	-	-	-	-	-	-	43,814
	%	-0.7%	-8.0%	-4.2%										-4.2%
CH	FY12	10,042	11,205	10,300	11,582	10,466	9,687	10,830	10,954	10,625	9,839	11,205	11,791	31,546
	FY13	11,751	12,690	13,965	-	-	-	-	-	-	-	-	-	38,406
	%	17.0%	13.3%	35.6%										21.7%
CT	FY12	8,410	7,976	7,617	7,109	6,490	6,160	6,816	6,962	7,228	6,713	7,941	9,504	24,002
	FY13	9,167	8,206	7,478	-	-	-	-	-	-	-	-	-	24,850
	%	9.0%	2.9%	-1.8%										3.5%
DC	FY12	10,365	11,054	9,557	9,584	9,654	8,928	9,644	9,461	9,297	6,451	9,857	13,412	30,975
	FY13	12,301	11,238	10,155	-	-	-	-	-	-	-	-	-	33,694
	%	18.7%	1.7%	6.3%										8.8%
DN	FY12	34,380	34,266	27,714	27,466	25,745	23,459	24,006	24,929	26,398	23,905	24,348	26,164	96,360
	FY13	28,393	29,480	26,945	-	-	-	-	-	-	-	-	-	84,818
	%	-17.4%	-14.0%	-2.8%										-12.0%
ED	FY12	37,611	33,871	29,621	29,275	27,804	23,892	28,654	29,921	30,052	28,128	30,273	38,864	101,103
	FY13	38,203	33,006	29,711	-	-	-	-	-	-	-	-	-	100,920
	%	1.6%	-2.6%	0.3%										-0.2%
MC	FY12	25,287	25,380	22,111	22,226	20,723	18,880	20,721	20,899	22,089	20,630	20,606	25,399	72,778
	FY13	25,032	24,228	20,677	-	-	-	-	-	-	-	-	-	69,938
	%	-1.0%	-4.5%	-6.5%										-3.9%
NW	FY12	-	-	-	-	-	-	-	-	-	-	8,482	26,788	-
	FY13	26,552	22,353	21,191	-	-	-	-	-	-	-	-	-	70,096
	%													
RE	FY12	17,028	18,189	13,981	14,917	13,288	14,055	14,646	14,253	14,272	13,328	14,352	19,205	49,197
	FY13	19,398	19,333	16,247	-	-	-	-	-	-	-	-	-	54,978
	%	13.9%	6.3%	16.2%										11.7%

Library Visits Report

Data

July 1, 2012 - September 30, 2012 (25.00% of the 12-13 Fiscal Year)

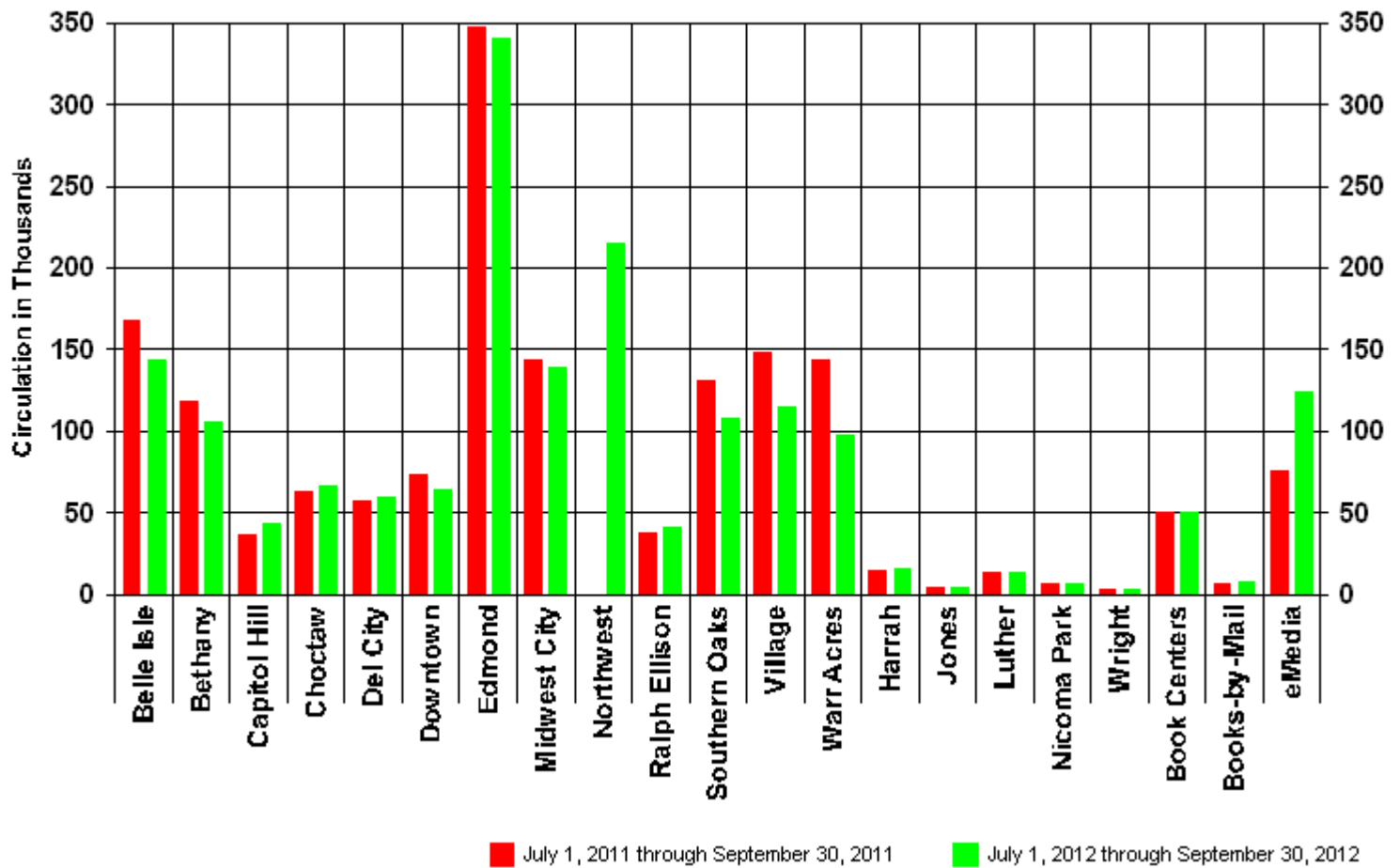
SO ^{††}		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
	FY12	21,258	21,911	19,219	21,137	18,548	18,350	19,639	18,233	18,950	17,797	18,749	21,594	62,388
	FY13	21,700	20,986	7,711	-	-	-	-	-	-	-	-	-	50,398
	%	2.1%	-4.2%	-59.9%										-19.2%
VI	FY12	20,343	20,349	17,490	17,292	15,872	14,936	16,737	17,794	18,117	17,446	16,827	18,814	58,182
	FY13	18,823	17,358	15,621	-	-	-	-	-	-	-	-	-	51,802
	%	-7.5%	-14.7%	-10.7%										-11.0%
WA	FY12	20,789	20,103	17,055	15,976	15,638	14,292	16,253	16,433	16,932	12,239	17,380	16,236	57,947
	FY13	16,706	16,314	14,778	-	-	-	-	-	-	-	-	-	47,798
	%	-19.6%	-18.8%	-13.3%										-17.5%
HR	FY12	2,329	2,551	1,647	2,327	2,243	2,444	2,321	2,070	2,368	2,375	2,578	2,584	6,527
	FY13	2,011	2,294	2,194	-	-	-	-	-	-	-	-	-	6,498
	%	-13.6%	-10.1%	33.2%										-0.4%
JN	FY12	566	437	370	512	436	369	505	386	362	322	402	482	1,374
	FY13	501	483	411	-	-	-	-	-	-	-	-	-	1,395
	%	-11.6%	10.4%	11.1%										1.5%
LU	FY12	2,607	2,537	2,004	2,151	1,923	1,719	1,821	1,938	1,993	2,204	2,257	2,256	7,148
	FY13	2,072	2,489	1,974	-	-	-	-	-	-	-	-	-	6,535
	%	-20.5%	-1.9%	-1.5%										-8.6%
NP	FY12	1,294	1,114	1,113	968	966	1,032	884	1,057	1,505	1,119	1,435	1,706	3,521
	FY13	1,479	1,306	986	-	-	-	-	-	-	-	-	-	3,772
	%	14.3%	17.2%	-11.4%										7.1%
WR	FY12	1,598	1,333	1,262	1,552	1,524	1,716	1,800	1,519	1,427	1,058	1,251	1,507	4,193
	FY13	1,283	1,509	1,187	-	-	-	-	-	-	-	-	-	3,979
	%	-19.7%	13.2%	-6.0%										-5.1%
SYS	FY12	253,144	253,330	215,617	218,802	204,139	190,178	208,859	210,207	215,557	197,222	219,328	273,343	722,091
	FY13	271,465	258,373	223,894	-	-	-	-	-	-	-	-	-	753,732
	%	7.2%	2.0%	3.8%										4.4%

† Southern Oaks Library closed September 10, 2012 through September 24, 2012 in order to move its collection to the newly renovated facility.

‡ Data collection at the newly renovated facility began September 26, 2012.

Circulation Gains and Losses

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)



Circulation Gains and Losses

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

SEPTEMBER 30, 2012		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Belle Isle	12	37068	124623	12873	43370	49941	167993	
	13	33919	106354	12424	36934	46343	143288	
		-3149	-18269	-449	-6436	-3598	-24705	-14.7
Bethany	12	24173	79165	11289	39096	35462	118261	
	13	21554	69653	11068	35792	32622	105445	
		-2619	-9512	-221	-3304	-2840	-12816	-10.8
Capitol Hill	12	7028	22980	4130	13096	11158	36076	
	13	9462	25454	6442	17367	15904	42821	
		2434	2474	2312	4271	4746	6745	18.7
Choctaw	12	12684	38714	7550	24520	20234	63234	
	13	12562	39317	8067	27246	20629	66563	
		-122	603	517	2726	395	3329	5.3
Del City	12	13066	40629	5175	16296	18241	56925	
	13	13144	41314	5445	17911	18589	59225	
		78	685	270	1615	348	2300	4.0
Downtown	12	16511	54858	4480	18296	20991	73154	
	13	15120	46092	5366	17542	20486	63634	
		-1391	-8766	886	-754	-505	-9520	-13.0
Edmond	12	56956	192171	45166	155800	102122	347971	
	13	54555	181150	45939	159825	100494	340975	
		-2401	-11021	773	4025	-1628	-6996	-2.0
Midwest City	12	30326	99538	13368	43520	43694	143058	
	13	28484	94593	12510	44071	40994	138664	
		-1842	-4945	-858	551	-2700	-4394	-3.1
Northwest	12	0	0	0	0	0	0	
	13	36013	120119	26748	94900	62761	215019	
		36013	120119	26748	94900	62761	215019	100.0
Ralph Ellison	12	8954	27741	2561	9512	11515	37253	
	13	9265	29983	3069	11452	12334	41435	
		311	2242	508	1940	819	4182	11.2
Southern Oaks	12	29807	93538	12250	37803	42057	131341	
	13	14367	73371	7025	34649	21392	108020	
		-15440	-20167	-5225	-3154	-20665	-23321	-17.8
Village	12	30515	99852	13454	48301	43969	148153	
	13	23564	76726	11173	38072	34737	114798	
		-6951	-23126	-2281	-10229	-9232	-33355	-22.5
Warr Acres	12	29220	99755	12956	43612	42176	143367	
	13	21678	70219	8170	27273	29848	97492	
		-7542	-29536	-4786	-16339	-12328	-45875	-32.0

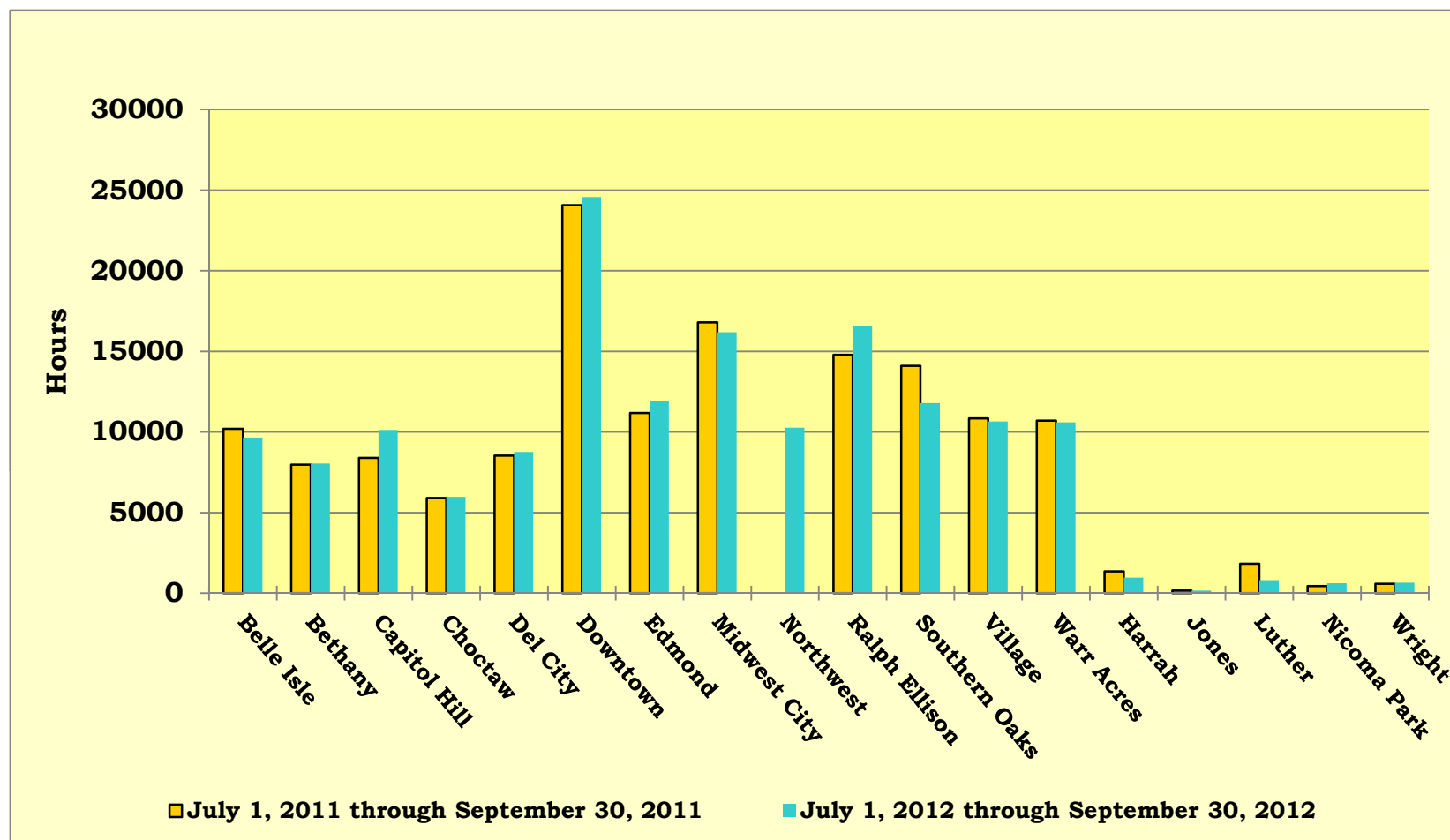
Circulation Gains and Losses

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

SEPTEMBER 30, 2012		<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>
<u>EXTENSION LIBRARIES:</u>								
Harrah	12	2783	10533	1078	4315	3861	14848	
	13	3719	11081	1631	4693	5350	15774	
		936	548	553	378	1489	926	6.2
Jones	12	671	2439	347	1398	1018	3837	
	13	759	2086	531	1533	1290	3619	
		88	-353	184	135	272	-218	-5.7
Luther	12	2644	9100	1261	4475	3905	13575	
	13	2712	8409	1431	4967	4143	13376	
		68	-691	170	492	238	-199	-1.5
Nicoma Park	12	1507	4918	388	1652	1895	6570	
	13	1530	4951	390	1598	1920	6549	
		23	33	2	-54	25	-21	-.3
Wright	12	556	2324	276	862	832	3186	
	13	571	1730	251	1011	822	2741	
		15	-594	-25	149	-10	-445	-14.0
<u>OTHER:</u>								
Book Centers	12	10420	31006	6310	19056	16730	50062	
	13	10541	31639	6335	18962	16876	50601	
		121	633	25	-94	146	539	1.1
Books-by-Mail	12	1753	6260	0	0	1753	6260	
	13	2316	7048	0	0	2316	7048	
		563	788	0	0	563	788	12.6
eMedia	12	24495	75441	0	0	24495	75441	
	13	38596	124560	0	0	38596	124560	
		14101	49119	0	0	14101	49119	65.1
TOTALS	12	341137	1115585	154912	524980	496049	1640565	
	13	354431	1165849	174015	595798	528446	1761647	
		13294	50264	19103	70818	32397	121082	7.4

Total Computer Hours Used by Library

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)



This page is intentionally blank

Total Computer Usage

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	397		4,139		3,194.29		2,060		13,456		10,190.83	
	13	335		3,771		3,029.21		2,014		11,889		9,644.54	
		-62	-15.6	-368	-8.9	-165.08	-5.2	-46	-2.2	-1,567	-11.6	-546.29	-5.4
BETHANY	12	344		3,192		2,546.08		1,724		10,355		7,962.51	
	13	341		3,009		2,474.77		1,699		9,917		8,039.19	
		-3	-.9	-183	-5.7	-71.31	-2.8	-25	-1.5	-438	-4.2	76.68	1.0
CAPITOL HILL	12	373		3,534		2,825.73		1,660		10,968		8,394.25	
	13	436		4,227		3,189.19		1,836		12,921		10,130.76	
		63	16.9	693	19.6	363.46	12.9	176	10.6	1,953	17.8	1,736.51	20.7
CHOCTAW	12	173		1,868		1,824.62		861		5,611		5,911.60	
	13	155		1,666		1,731.09		870		5,279		5,967.51	
		-18	-10.4	-202	-10.8	-93.53	-5.1	9	1.0	-332	-5.9	55.91	.9
DEL CITY	12	262		3,592		2,745.48		1,425		10,976		8,534.06	
	13	311		3,308		2,613.19		1,633		11,268		8,764.41	
		49	18.7	-284	-7.9	-132.29	-4.8	208	14.6	292	2.7	230.35	2.7
DOWNTOWN	12	356		9,702		7,923.17		1,991		31,806		24,069.27	
	13	307		9,901		7,618.47		1,792		30,701		24,580.55	
		-49	-13.8	199	2.1	-304.70	-3.8	-199	-10.0	-1,105	-3.5	511.28	2.1
EDMOND	12	420		4,075		3,629.65		2,158		13,586		11,180.20	
	13	405		3,771		3,546.97		2,084		12,727		11,952.46	
		-15	-3.6	-304	-7.5	-82.68	-2.3	-74	-3.4	-859	-6.3	772.26	6.9
MIDWEST CITY	12	579		6,855		5,310.16		2,962		21,834		16,802.05	
	13	535		5,839		4,793.07		2,956		20,908		16,192.89	
		-44	-7.6	-1,016	-14.8	-517.09	-9.7	-6	-.2	-926	-4.2	-609.16	-3.6
NORTHWEST	12					.00						.00	
	13	417		3,492		3,607.39		1,970		10,429		10,273.33	
		417	100.0	3,492	100.0	3,607.39	100.0	1,970	100.0	10,429	100.0	10,273.33	100.0
RALPH ELLISON	12	401		5,658		4,690.80		2,308		19,401		14,791.66	
	13	425		5,981		5,040.06		2,480		20,766		16,592.59	
		24	6.0	323	5.7	349.26	7.4	172	7.5	1,365	7.0	1,800.93	12.2

Total Computer Usage

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	466		5,410		4,504.56		2,481		17,639		14,110.17	
	13	298		2,296		2,123.72		2,349		14,789		11,792.02	
		-168	-36.1	-3,114	-57.6	-2,380.84	-52.9	-132	-5.3	-2,850	-16.2	-2,318.15	-16.4
VILLAGE	12	448		4,237		3,499.05		2,360		13,920		10,847.92	
	13	422		4,042		3,355.60		2,296		13,121		10,658.75	
		-26	-5.8	-195	-4.6	-143.45	-4.1	-64	-2.7	-799	-5.7	-189.17	-1.7
WARR ACRES	12	349		4,491		3,427.96		1,895		14,500		10,703.96	
	13	300		4,361		3,358.63		1,766		13,568		10,596.05	
		-49	-14.0	-130	-2.9	-69.33	-2.0	-129	-6.8	-932	-6.4	-107.91	-1.0
HARRAH	12	34		370		289.74		234		1,592		1,347.25	
	13	47		371		311.83		226		1,189		968.46	
		13	38.2	1	.3	22.09	7.6	-8	-3.4	-403	-25.3	-378.79	-28.1
JONES	12	6		64		65.43		34		175		159.68	
	13	6		43		49.18		33		151		155.91	
			.0	-21	-32.8	-16.25	-24.8	-1	-2.9	-24	-13.7	-3.77	-2.4
LUTHER	12	37		463		483.50		257		1,937		1,820.72	
	13	40		276		211.10		216		996		801.54	
		3	8.1	-187	-40.4	-272.40	-56.3	-41	-16.0	-941	-48.6	-1,019.18	-56.0
NICOMA PARK	12	13		138		115.27		85		454		438.98	
	13	20		192		225.75		90		597		620.34	
		7	53.8	54	39.1	110.48	95.8	5	5.9	143	31.5	181.36	41.3
WRIGHT	12	28		218		171.27		116		725		572.75	
	13	15		276		213.34		101		808		644.25	
		-13	-46.4	58	26.6	42.07	24.6	-15	-12.9	83	11.4	71.50	12.5
TOTAL	12	4,686		58,006		47,246.76		24,611		188,935		147,837.86	
	13	4,815		56,822		47,492.56		26,411		192,024		158,375.55	
		129	2.8	-1,184	-2.0	245.80	.5	1,800	7.3	3,089	1.6	10,537.69	7.1

Computer Usage by Adult Customers

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	314		3,593		2,812.10		1,722		11,784		8,988.08	
	13	270		3,253		2,663.01		1,697		10,380		8,527.19	
		-44	-14.0	-340	-9.5	-149.09	-5.3	-25	-1.5	-1,404	-11.9	-460.89	-5.1
BETHANY	12	297		2,687		2,131.38		1,411		8,089		6,216.65	
	13	276		2,575		2,142.26		1,386		8,383		6,859.83	
		-21	-7.1	-112	-4.2	10.88	.5	-25	-1.8	294	3.6	643.18	10.3
CAPITOL HILL	12	241		1,780		1,598.16		1,004		5,249		4,370.02	
	13	277		2,306		1,822.94		1,137		6,542		5,439.73	
		36	14.9	526	29.6	224.78	14.1	133	13.2	1,293	24.6	1,069.71	24.5
CHOCTAW	12	127		1,437		1,399.17		625		4,091		4,204.20	
	13	104		1,208		1,256.24		614		3,755		4,205.19	
		-23	-18.1	-229	-15.9	-142.93	-10.2	-11	-1.8	-336	-8.2	.99	.0
DEL CITY	12	208		2,911		2,239.01		1,103		8,707		6,738.32	
	13	251		2,486		1,990.97		1,238		7,997		6,252.44	
		43	20.7	-425	-14.6	-248.04	-11.1	135	12.2	-710	-8.2	-485.88	-7.2
DOWNTOWN	12	312		9,326		7,619.61		1,737		30,250		22,865.72	
	13	272		9,457		7,284.35		1,604		29,156		23,381.30	
		-40	-12.8	131	1.4	-335.26	-4.4	-133	-7.7	-1,094	-3.6	515.58	2.3
EDMOND	12	351		3,528		3,151.70		1,827		11,520		9,494.14	
	13	329		3,213		3,025.87		1,736		10,680		9,892.80	
		-22	-6.3	-315	-8.9	-125.83	-4.0	-91	-5.0	-840	-7.3	398.66	4.2
MIDWEST CITY	12	481		5,190		4,109.26		2,370		15,555		12,186.61	
	13	422		4,337		3,589.92		2,311		14,890		11,654.13	
		-59	-12.3	-853	-16.4	-519.34	-12.6	-59	-2.5	-665	-4.3	-532.48	-4.4
NORTHWEST	12					.00						.00	
	13	303		2,898		3,012.51		1,532		8,660		8,683.35	
		303	100.0	2,898	100.0	3,012.51	100.0	1,532	100.0	8,660	100.0	8,683.35	100.0
RALPH ELLISON	12	308		3,765		3,324.19		1,672		11,797		9,657.90	
	13	331		4,070		3,495.64		1,810		13,153		10,777.72	
		23	7.5	305	8.1	171.45	5.2	138	8.3	1,356	11.5	1,119.82	11.6

Computer Usage by Adult Customers

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	349		3,921		3,362.27		1,823		12,035		9,951.53	
	13	190		1,498		1,445.01		1,718		9,660		7,917.67	
		-159	-45.6	-2,423	-61.8	-1,917.26	-57.0	-105	-5.8	-2,375	-19.7	-2,033.86	-20.4
VILLAGE	12	369		3,232		2,681.34		1,898		10,465		8,207.12	
	13	333		3,102		2,510.30		1,850		9,889		7,760.90	
		-36	-9.8	-130	-4.0	-171.04	-6.4	-48	-2.5	-576	-5.5	-446.22	-5.4
WARR ACRES	12	286		3,836		2,918.08		1,569		11,734		8,622.91	
	13	246		3,275		2,534.53		1,469		10,087		7,718.41	
		-40	-14.0	-561	-14.6	-383.55	-13.1	-100	-6.4	-1,647	-14.0	-904.50	-10.5
HARRAH	12	23		239		180.84		166		1,056		848.16	
	13	36		273		178.08		168		918		654.56	
		13	56.5	34	14.2	-2.76	-1.5	2	1.2	-138	-13.1	-193.60	-22.8
JONES	12	5		52		57.99		23		145		142.12	
	13	3		33		43.66		24		131		146.01	
		-2	-40.0	-19	-36.5	-14.33	-24.7	1	4.3	-14	-9.7	3.89	2.7
LUTHER	12	22		312		332.80		138		1,013		990.54	
	13	25		155		109.63		118		535		397.42	
		3	13.6	-157	-50.3	-223.17	-67.1	-20	-14.5	-478	-47.2	-593.12	-59.9
NICOMA PARK	12	12		128		109.38		71		393		382.63	
	13	16		180		216.66		72		541		580.48	
		4	33.3	52	40.6	107.28	98.1	1	1.4	148	37.7	197.85	51.7
WRIGHT	12	21		173		148.80		79		522		433.74	
	13	11		233		184.92		70		662		553.64	
		-10	-47.6	60	34.7	36.12	24.3	-9	-11.4	140	26.8	119.90	27.6
TOTAL	12	3,726		46,110		38,176.08		19,238		144,405		114,300.39	
	13	3,695		44,552		37,506.50		20,554		146,019		121,402.77	
		-31	-.8	-1,558	-3.4	-669.58	-1.8	1,316	6.8	1,614	1.1	7,102.38	6.2

Computer Usage by Minor Customers

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	83		546		382.19		338		1,672		1,202.75	
	13	65		518		366.20		317		1,509		1,117.35	
		-18	-21.7	-28	-5.1	-15.99	-4.2	-21	-6.2	-163	-9.7	-85.40	-7.1
BETHANY	12	47		505		414.70		313		2,266		1,745.86	
	13	65		434		332.51		313		1,534		1,179.36	
		18	38.3	-71	-14.1	-82.19	-19.8		.0	-732	-32.3	-566.50	-32.4
CAPITOL HILL	12	132		1,754		1,227.57		656		5,719		4,024.23	
	13	159		1,921		1,366.25		699		6,379		4,691.03	
		27	20.5	167	9.5	138.68	11.3	43	6.6	660	11.5	666.80	16.6
CHOCTAW	12	46		431		425.45		236		1,520		1,707.40	
	13	51		458		474.85		256		1,524		1,762.32	
		5	10.9	27	6.3	49.40	11.6	20	8.5	4	.3	54.92	3.2
DEL CITY	12	54		681		506.47		322		2,269		1,795.74	
	13	60		822		622.22		395		3,271		2,511.97	
		6	11.1	141	20.7	115.75	22.9	73	22.7	1,002	44.2	716.23	39.9
DOWNTOWN	12	44		376		303.56		254		1,556		1,203.55	
	13	35		444		334.12		188		1,545		1,199.25	
		-9	-20.5	68	18.1	30.56	10.1	-66	-26.0	-11	-.7	-4.30	-.4
EDMOND	12	69		547		477.95		331		2,066		1,686.06	
	13	76		558		521.10		348		2,047		2,059.66	
		7	10.1	11	2.0	43.15	9.0	17	5.1	-19	-.9	373.60	22.2
MIDWEST CITY	12	98		1,665		1,200.90		592		6,279		4,615.44	
	13	113		1,502		1,203.15		645		6,018		4,538.76	
		15	15.3	-163	-9.8	2.25	.2	53	9.0	-261	-4.2	-76.68	-1.7
NORTHWEST	12					.00						.00	
	13	114		594		594.88		438		1,769		1,589.98	
		114	100.0	594	100.0	594.88	100.0	438	100.0	1,769		1,589.98	100.0
RALPH ELLISON	12	93		1,893		1,366.61		636		7,604		5,133.76	
	13	94		1,911		1,544.42		670		7,613		5,814.87	
		1	1.1	18	1.0	177.81	13.0	34	5.3	9	.1	681.11	13.3

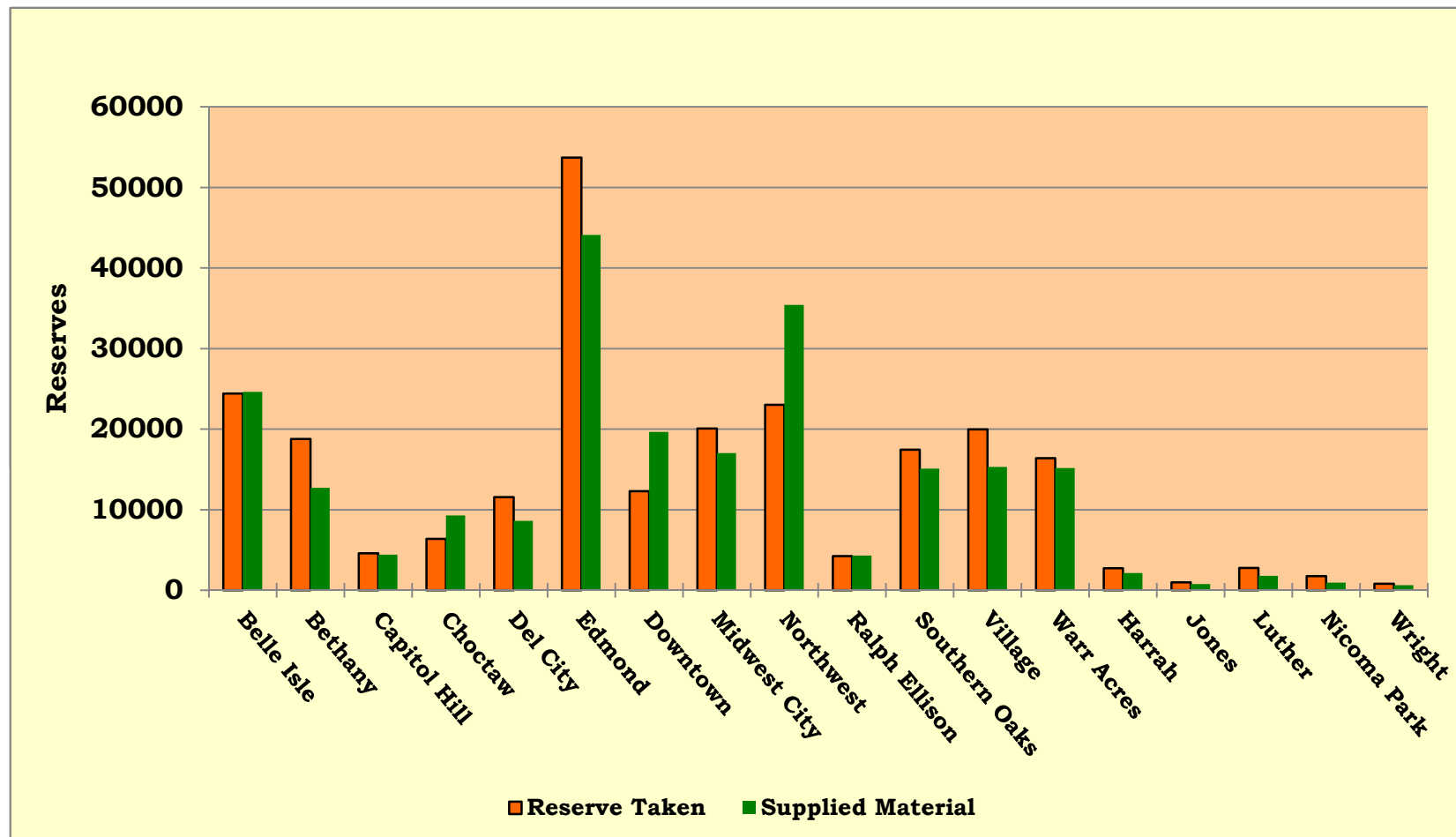
Computer Usage by Minor Customers

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	117		1,489		1,142.29		658		5,604		4,158.64	
	13	108		798		678.71		631		5,129		3,874.35	
		-9	-7.7	-691	-46.4	-463.58	-40.6	-27	-4.1	-475	-8.5	-284.29	-6.8
VILLAGE	12	79		1,005		817.71		462		3,455		2,640.80	
	13	89		940		845.30		446		3,232		2,897.85	
		10	12.7	-65	-6.5	27.59	3.4	-16	-3.5	-223	-6.5	257.05	9.7
WARR ACRES	12	63		655		509.88		326		2,766		2,081.05	
	13	54		1,086		824.10		297		3,481		2,877.64	
		-9	-14.3	431	65.8	314.22	61.6	-29	-8.9	715	25.8	796.59	38.3
HARRAH	12	11		131		108.90		68		536		499.09	
	13	11		98		133.75		58		271		313.90	
			.0	-33	-25.2	24.85	22.8	-10	-14.7	-265	-49.4	-185.19	-37.1
JONES	12	1		12		7.44		11		30		17.56	
	13	3		10		5.52		9		20		9.90	
		2	200.0	-2	-16.7	-1.92	-25.8	-2	-18.2	-10	-33.3	-7.66	-43.6
LUTHER	12	15		151		150.70		119		924		830.18	
	13	15		121		101.47		98		461		404.12	
			.0	-30	-19.9	-49.23	-32.7	-21	-17.6	-463	-50.1	-426.06	-51.3
NICOMA PARK	12	1		10		5.89		14		61		56.35	
	13	4		12		9.09		18		56		39.86	
		3	300.0	2	20.0	3.20	54.3	4	28.6	-5	-8.2	-16.49	-29.3
WRIGHT	12	7		45		22.47		37		203		139.01	
	13	4		43		28.42		31		146		90.61	
		-3	-42.9	-2	-4.4	5.95	26.5	-6	-16.2	-57	-28.1	-48.40	-34.8
TOTAL	12	960		11,896		9,070.68		5,373		44,530		33,537.47	
	13	1,120		12,270		9,986.06		5,857		46,005		36,972.78	
		160	16.7	374	3.1	915.38	10.1	484	9.0	1,475	3.3	3,435.31	10.2

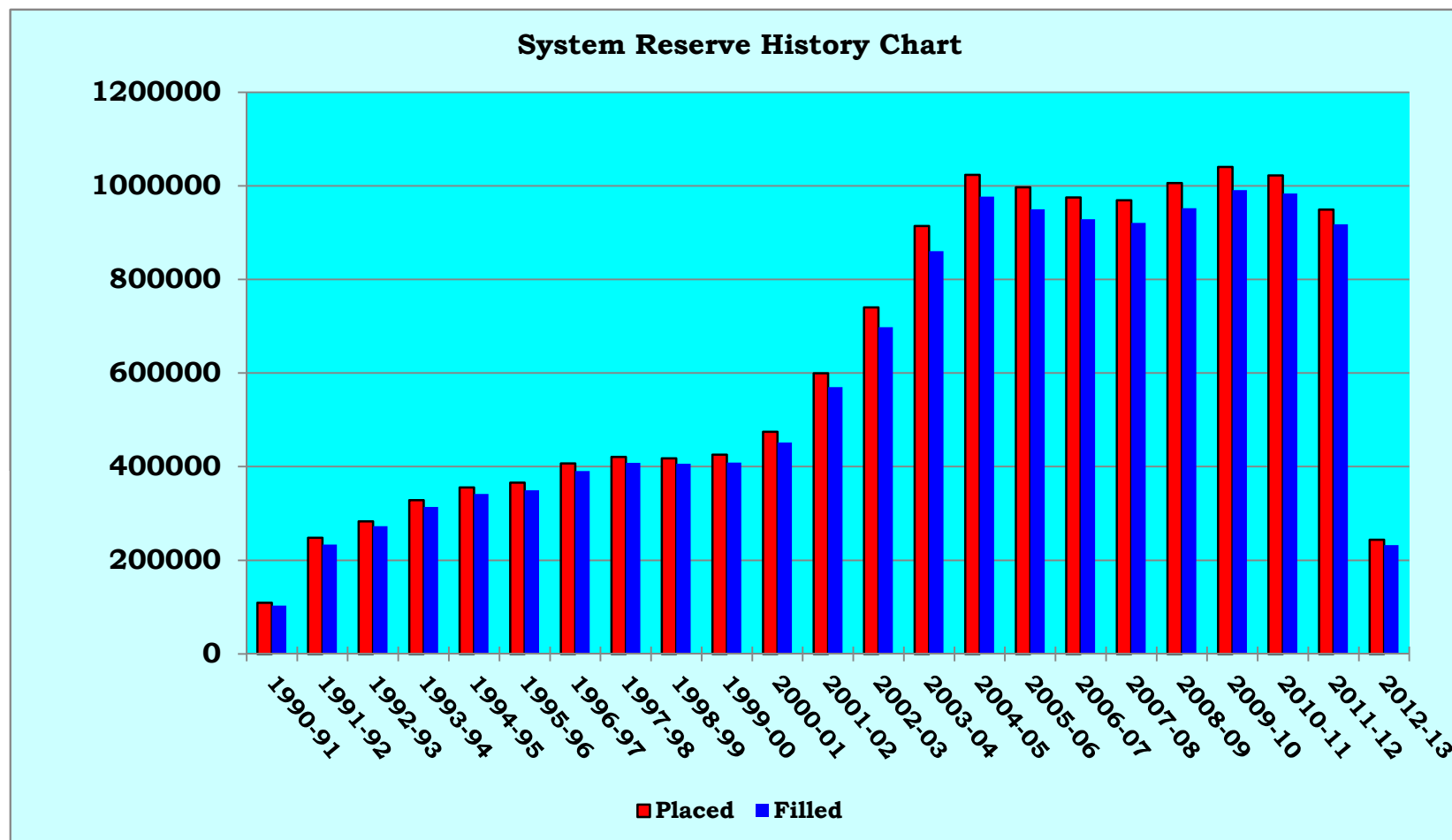
System Reserve Report

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)



System Reserve Report

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)



System Reserves Report

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	12	8,948	29,732		8,559	28,459	
	13	7,669	24,436		7,182	23,110	
		-1,279	-5,296	-17.8	-1,377	-5,349	-18.8
BETHANY	12	6,392	20,808		6,228	19,656	
	13	5,921	18,767		5,540	17,687	
		-471	-2,041	-9.8	-688	-1,969	-10.0
CAPITOL HILL	12	1,112	4,067		1,114	3,984	
	13	1,851	4,584		1,751	4,334	
		739	517	12.7	637	350	8.8
CHOCTAW	12	2,404	7,634		2,355	7,369	
	13	2,017	6,391		1,876	6,095	
		-387	-1,243	-16.3	-479	-1,274	-17.3
DEL CITY	12	4,255	12,780		3,743	11,314	
	13	3,619	11,551		3,409	10,748	
		-636	-1,229	-9.6	-334	-566	-5.0
EDMOND	12	17,866	59,252		17,795	57,358	
	13	16,879	53,698		15,876	51,306	
		-987	-5,554	-9.4	-1,919	-6,052	-10.6
DOWNTOWN	12	3,965	13,927		3,914	13,456	
	13	3,930	12,308		3,646	11,630	
		-35	-1,619	-11.6	-268	-1,826	-13.6
MIDWEST CITY	12	6,423	21,725		6,382	21,093	
	13	6,044	20,087		5,822	19,267	
		-379	-1,638	-7.5	-560	-1,826	-8.7
NORTHWEST	12						
	13	7,507	23,019		6,956	21,642	
		7,507	23,019		6,956	21,642	
RALPH ELLISON	12	1,357	4,353		1,307	4,168	
	13	1,224	4,243		1,211	4,113	
		-133	-110	-2.5	-96	-55	-1.3
SOUTHERN OAKS	12	7,139	22,248		6,821	21,107	
	13	3,501	17,450		3,544	16,684	
		-3,638	-4,798	-21.6	-3,277	-4,423	-21.0
VILLAGE	12	8,406	29,068		8,333	27,685	
	13	6,069	19,964		5,815	19,003	
		-2,337	-9,104	-31.3	-2,518	-8,682	-31.4

System Reserves Report

July 1, 2012 through September 30, 2012 (25.00% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
WARR ACRES	12	7,676	25,939		7,603	25,130	
	13	5,132	16,384		4,808	15,654	
		-2,544	-9,555	-36.8	-2,795	-9,476	-37.7
HARRAH	12	823	2,836		842	2,758	
	13	1,041	2,731		1,014	2,645	
		218	-105	-3.7	172	-113	-4.1
JONES	12	348	1,135		328	1,125	
	13	326	1,000		326	983	
		-22	-135	-11.9	-2	-142	-12.6
LUTHER	12	963	3,163		986	3,138	
	13	906	2,773		917	2,787	
		-57	-390	-12.3	-69	-351	-11.2
NICOMA PARK	12	549	1,672		456	1,495	
	13	513	1,768		500	1,687	
		-36	96	5.7	44	192	12.8
WRIGHT	12	319	837		310	819	
	13	329	804		311	749	
		10	-33	-3.9	1	-70	-8.5
TOTAL	12	79,716	263,752		77,791	252,584	
	13	75,011	244,177		71,108	232,233	
		-4,705	-19,575	-7.4	-6,683	-20,351	-8.1

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 2012

Farewell and Welcome

Greg Womack, long time Commission member representing the city of Edmond resigned from the Commission in August of 2012. Greg's resignation letter said "It is with deep regret that I ask you to accept my intent to not be re-appointed to the Metropolitan Library Commission. I have enjoyed my service on the Commission and getting to know the MLS staff and Commission members. My heart is to serve on the Commission, but my schedule is not allowing it." Greg was appointed in August of 2000 and has served as a valuable member of the Finance Committee since 2001. We will miss him on the Commission and wish him well.

The city of Edmond appointed Stephanie West to replace Greg Womack as the Edmond representative at their meeting on September 24, 2012.

Stephanie is a wife, mother (of four) and grandmother of four. She is a graduated home educator, co-founder of the Annual Winter Ball, serves on the Edmond Character Council, Arts Revealing the Son foundation and is active in the community as a volunteer for various civic groups. Her daughter, Emoly West, was Miss Oklahoma 2010.

Welcome Stephanie!

MLS receives award in conjunction with our Wellness program

I am pleased to announce that MLS has received from the Central Oklahoma American Heart Association, the American Heart Association Gold Fit-Friendly Worksite Award. We will receive a recognition letter and plaque from the national association and also a web link to all of the Fit –Friendly Worksite downloadable files and instructions for usage. We are hopeful that the designation will further promote our wellness initiative.

Thank you to Library Endowment Trust and Friends of the Library

I was once again honored to be named one of the Journal Record's 50 Women Making a Difference as part of their annual Woman of the Year program. The Trust and Friends each purchased a table for the dinner and gala which was held on October 4th, 2012. MLC Commission chair, Fran Cory was a guest at the event as well as Trust President Robert Clements and his wife Sody, and Friends President, Steve Bolton. Also joining us at our tables was Vice President/Development for St. Anthony Foundation, Sherry Rhodes, and Pioneer Library System Executive Director, Anne Masters. My thanks to both of the library's wonderful support organizations for making it possible for my family and library colleagues to attend the event. The honor really belongs to our outstanding MLS staff and commission and is recognition of the outstanding work that we do at the library, the services we provide to our community, and the value of those services to our customers. Thank you.

Southern Oaks Opening - Big Success

We had an excellent grand re-opening of the Southern Oaks Library on September 25. A number of library commissioners were present and helped mayor Mick Cornett cut the ribbon. About 100 eager library customers listened to comments and information about the new library and then made their way to the public computers, book shelves and comfortable reading areas. Artist Joe Slack was present to answer questions about the wonderful pieces of art that adorn the front entrance, the back window areas and

hanging from the soffits and columns inside. It is a lovely renovation and very well done. We thank Oklahoma City, architects, ADG; contractors Anderson and House, for their excellent work on the project.

Energy Cost Spreadsheet Available

At the request of several commissioners, Lloyd will have available at this month's meeting a detailed analysis of the energy costs for each library. The Business office prepares this report monthly and if any commissioner is interested in getting an electronic copy, please let us know. The report is somewhat long, so we would prefer to provide electronic copies in the future.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Legislative Meeting
- Met with OKC Public Works Staff
- Attended the Women of the Year Banquet
- Met with Gus Pekara Director of Downtown College
- Met with new Edmond commission member Stephanie West
- Southern Oaks Grand Opening
- Attended the Latino Annual Luncheon
- Meeting with OU School of Library Science Alumni Board
- Library Endowment Trust meeting
- Friends Of Library Executive Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE:

Salute to Veterans Concert with the Tinker Flying High Band

Thursday, November 1, 2012

Time: 6:00pm-7:30pm

Location: Choctaw

All Ages

Special program honoring veterans with a "Salute to Veterans Musical Concert " with the Tinker AFB Flying High Band. Honor Guard and local dignitaries will be present for a special commemoration.

Genticorum: Musique traditionnelle du Québec by Quebec's Premier Traditional Trio

Sunday, November 4, 2012

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

This Canadian trio is known for their intricate fiddle and flute work, beautiful vocal harmonies, and energetic foot percussions. The trio is the premier interpreter of Quebecois tunes and folk songs. Cosponsors: Oklahoma Arts Council and the National Endowment for the Arts.

Grief Recovery Method Outreach Program

Wednesday, November 7, 2012

Time: 3:00pm-5:00pm and 6-8pm

Location: Northwest

Adults

The Northwest Library and Crossroads Hospice have partnered to offer The Grief Recovery Method Outreach Program. This program provides a safe environment for participants to take the actions of The

Grief Recovery Method. Participants will look at old beliefs about dealing with loss, look at what losses have affected their lives, and learn new tools and skills designed to help uncover, share, and let go of unexpressed feelings and emotions due to a death, a divorce, or other major loss. We are currently offering two sessions, 3-5 PM and 6-8 PM. Contact Jo Clipson at 632-9631 for more information and to sign up. Cosponsor: Crossroads Hospice.

Native American Celebration 2012

Sunday, November 11, 2012

Time: 2:00pm-3:00pm

Location: Midwest City

All Ages

To celebrate Native American Month, the Midwest City Library will host a First American performance. Spirit Cry is a contemporary Native American band from Oklahoma. Band members are of Choctaw/Chickasaw/Wyandotte Tribes. Musical Instruments range from the traditional powwow drum and Native flute to the modern electric guitar and bass. The music will carry you back through the distance of time to the Trail of Tears through the removal and struggle of our ancestors to the place we now exist. If you listen close, you can hear the...Spirit Cry.

Native American Tribes of Oklahoma

Monday, November 12, 2012

Time: 6:00pm-8:00pm

Location: Ralph Ellison

Adults

The Native American Tribes of Oklahoma

Join Frank Davenport from the Oklahoma Historical Society as he presents his lecture on "The Rise and Fall of Indian Territory." Mr. Davenport will also discuss the resources available at the Oklahoma Historical Society Research Library and the genealogy tools available from the Metropolitan Library System so you can start researching your Native American heritage.

Cosponsor: Oklahoma History Center.

Yoga Maya Class

Tuesday, November 13, 2012

Time: 5:30pm-6:30pm

Location: Belle Isle

Teens and up

This five-week program will involve yoga lessons, or sutras, along with meditation and tai-chi. If you have a mat, you may bring it, but it's not required. You may want to bring a pillow if kneeling is difficult. Space is limited, so sign up at the Information Desk.

Amazing Maisy

Thursday, November 15, 2012

Time: 6:30pm-7:30pm

Location: Northwest

All Ages

Come learn about the Amazing Maisy! Maisy is a golden retriever and beloved pet of Steve Webster. Over time, Maisy became blind. Maisy and Steve now work as a therapy dog team certified by HALO. Come learn how Maisy and Steve's family helped her overcome her disability to do what others told them was impossible! Cosponsor: HALO.



German Contreras reads to his daughter Natali Contreras, 3, Tuesday during the grand reopening of Southern Oaks Library in Oklahoma City.

PHOTO BY BRYAN TERRY, THE OKLAHOMAN

Larger, renovated library boosts services for children

BY MATT PATTERSON

Staff Writer
mpatterson@opubco.com

Within minutes of the reopening of the Southern Oaks Library on Tuesday afternoon, Betty Best was on her way out the door with a book.

Best was one of the first customers to see the remodeled library after the ribbon-cutting ceremony. She lives across the street and had visited the branch at 6900 S Walker at least twice a week before it closed in May 2011.

"I watched all of the construction from my house," she said. "I saw the red tile come off the building, and I saw it go back on. But it's nice to have it open again. It's a fabulous

library."

Best checked out a book on Tuesday about developing better eating habits. She said she often checks out books for her husband, who has Parkinson's disease. His favorite subjects are cars and guns.

"Reading keeps his mind alive," she said.

Areas for kids, youths

Branch Manager Randy Wayland was busy helping visitors as soon as the ribbon was cut. He said his favorite things about the remodeled library are the new sections for children and teens.

"This is the first time we've really had a teens and kids area in this branch," he said. "Before, they were off in a corner,

but now they have their own environment."

Wayland said those areas are important in keeping libraries relevant to a younger generation.

"Kids are so tech-savvy these days, we need to keep up," Wayland said. "This is a good way to do that. Libraries are more than just books today. They're computers and Wi-Fi and our new Play-away devices."

About the project

Southern Oaks was built in 1975. The \$2.65 million renovation expanded its size from 16,000 to 20,000 square feet and doubled the number of computers available to visitors to 42. A drive-up book return was added along with ren-

ONLINE

To watch a video about the library, scan the QR code below, or go to NewsOK.com.



ovated restrooms, among other improvements.

The renovation was paid for by a \$1.8 million city bond issue passed in 2000. The Metropolitan Library System contributed an additional \$850,000.

Since the library had been closed, a temporary branch was opened in the Almonte Shopping Center at 2914 SW 59. Mayor Mick Cornett said that branch will remain open to better serve the library system's patrons.

Electronic audio device proves popular at metropolitan libraries



Oklahoma City Library Marketing Director Kim Terry on Friday shows one of the new Playaway devices used to listen to audiobooks.

PHOTO BY DAVID MCDANIEL, THE OKLAHOMAN

BY NASREEN IQBAL

Staff Writer
niqbal@opubco.com

An electronic device the size of a deck of playing cards and containing up to 80 hours of preloaded audio content is available now for loan from the Oklahoma County Metropolitan Area Library System.

The so-called Playaway provides all the audio for a narrated book without the need to juggle multiple discs or cassettes. The user must provide headphones and batteries.

"It's just kind of been a hit here. It's great for a lot of people who are not fortunate enough to afford an MP3 player or an iPod," library spokeswoman Kim Terry said.

"People love it because you can walk, work out, travel, drive, do just about anything and listen to a book at the same time."

The Playaway includes an automatic bookmark feature that allows the listener to automatically pick up where he left off listen-

ing. The listener can move back and forth within or between chapters and alter the speed of a narrator's voice.

During the past year, the library system has purchased 3,296 Playaways for a total of \$160,151.

"One great thing about Playaway is that it is just one device," Terry said. "Our books on CDs sometimes have nine CDs and we'll just get back eight because the person who checked the CD out lost or misplaced one; with this it's much easier to keep track of."

"If the library that a person wants to get a Playaway from doesn't have any yet, they can request that our library sends it to them," she said.

The library will continue to offer audio books on CD. These devices are meant as a supplement.

Terry said Playaways have gained popularity among library users and employees alike. Other public libraries throughout the state also are beginning

to carry them, she said.

"I remember walking into the storage room and seeing one of our employees organizing new books while listening to her Playaway," Terry said.

Chelsi House who works at the downtown branch circulation desk said she prefers using a Playaway because it allows her to listen to her favorite stories at times that are most convenient to her.

"I was pleasantly surprised by the sound quality," House said. "It's clear and easy to follow. I listen when I'm on the treadmill."

Playaway's social media manager, Jamie Belardo, said the device is different from an iPod because the Playaway comes pre-loaded and does not require the user to download any information.

"Unlike an mp3 player or an iPod, this comes pre-loaded and is fully accessible to the user," Belardo said.

They are not designed to be reprogrammed.

NEW SCULPTURES UNVEILED AT LATTING NORTHWEST LIBRARY



The sculpture Collared Lizard by Solomon Bassoff was unveiled this week at the entrance of the Patience S. Latting Northwest Library in Oklahoma City.

PHOTOS BY PAUL B. SOUTHERLAND, THE OKLAHOMAN

FROM STAFF REPORTS

The Patience S. Latting Northwest Library at 5600 NW 122 has a new array of sculptures outside the building. They were unveiled this week.

The sculptures are the work of California artist Solomon Bassoff of Faduucci Studio. One of the sculptures is of native Oklahoman Lucille Mulhall, a rodeo performer at the turn of the 20th century. She is seen toting books by Oklahoma authors Joy Harjo, S.E. Hinton, Louis L'Amour and Michael Wallis.

The other sculptures are of official Oklahoma animals including the raccoon, the state's official furbearing animal; a collared lizard, the state's official reptile; and a saurophaganax, the state's official fossil.



Left: The sculpture Raccoon by Solomon Bassoff is displayed in the patio reading area at the Patience S. Latting Northwest Library.



The sculpture Saurophaganax maximus by Solomon Bassoff is situated outside the Patience S. Latting Northwest Library.