



# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 21, 2013, 3:30 p.m.  
Del City Library  
4509 SE 15th  
Del City, OK 73115  
(Telephone: 672-1377)

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

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

Fran Cory, Chair

## **3:30 – 3:45 pm INTRODUCTIONS**

- Document #70 – Presentation of Service Certificates for Library Staff

**COMMENTS FROM GENERAL PUBLIC** (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

## **3:45 – 4:00 pm CONSENT DOCKET (#71 - #73)**

- Document #71 – Approval of Minutes of January 17, 2013 Meeting
- Document #72 – Acceptance of Review of Expenditures for January 2013
- Document #73 – Contract Awards and Purchases
  - Item A: Copiers
  - Item B: Minivan
  - Item C: Carpet Installation at Belle Isle and Choctaw Libraries
  - Item D: Summer Reading Materials

## **4:00 – 4:15 pm COMMITTEE REPORTS**

- Document #74 – Discussion Consideration, and Possible Action – Report and Recommendations from Executive Director Search Committee ~ Hugh Rice, chair

## **4:15 – 4:30 pm SPECIAL PRESENTATIONS**

- *Friends Annual Booksale* – Diane Sarantakos, Director of Development

## **4:30 – 4:40 pm INFORMATION REPORTS**

- Document #75 – MLS Annual Statistical Report
- Document #76 – MLS January 2013 Library Visits
- Document #77 – MLS January 2013 Circulation Report
- Document #78 – MLS January 2013 Computer Usage Report
- Document #79 – MLS January 2013 System Reserve Report

## **4:40 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT**

## **4:50 – 4:55 pm COMMISSION CHAIR'S REPORT**

- MLC 2013 Standing Committee Assignments

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

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

March 21, 2013  
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in February 2013:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Cheryll Renee Jones, Librarian, Southern Oaks Library	10
David Wayne Rushing, Library Aide, Midwest City Library	5

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

DATE: January 17, 2013      TIME: 3:30 pm

MEETING PLACE: Ralph Ellison 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 Ralph Ellison Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 15, 2013, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

PRESENT:

Bose' Akadiri  
Nancy Anthony  
Allen Coffey  
Deanna Hannah  
Helene Harpman  
Jose Jimenez  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Tracy McGehee  
Lori Nelson  
Mukesh Patel  
Hugh Rice  
Vanna Shaw  
Jim Shonts  
Judy Smith  
Alyne Strube  
Beth Toland  
Ray Vaughn  
Stephanie West  
Fran Cory  
Donna Morris, Executive Director  
(Secretary)

EXCUSED:

Ralph Bullard  
Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Kim Patterson  
Susan Tucker

Estimate of general public and staff attending: 20

**I.** The meeting was called to order at 3:31 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Anthony, Coffey, Hannah, Jimenez, Leslie, McCaleb, McDaniel, McGehee, Patel, Rice, Shaw, Shonts, Smith, Strube, Toland, Vaughn, West, Cory. (Arrived: Akadiri, 3:33; Harpman, 3:36; Nelson, 3:45).

**II.** Mrs. Cory introduced Mr. Michael Owens, Manager of Library Operations for the Ralph Ellison Library. Mr. Owens welcomed the commission and provided details of the current and upcoming events taking place at Ralph Ellison.

**III.** Mrs. Cory called for the Presentation of Service certificates for January 2013: Jim Nimmo, Library Aide, Downtown Library ~ 20 years of service; Timothy Fisher, Librarian, Downtown Library ~ 15 years of service; Larry "Buddy" Johnson, Oklahoma Coordinator, Downtown Library ~ 15 years of service; Grant Yokley, Extension Specialist, Luther Library ~ 5 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the meeting: Victoria Dixon, Librarian, Downtown Library ~ 15 years of service; Kathy Fritsch, Library Aide, Belle Isle Library ~ 15 years of service; Denise Lukes, Materials Selections Technician, Materials Selection ~ 15 years of service; Edward Ahad Marand, Circulation Clerk, Edmond Library ~ 15 years of service; Lisa Walker, Purchasing Specialist, Business Office ~ 15 years of service; Kelley Hoffman, Benefits Manager, Human Resources ~ 10 years of service; Diane Rice, Librarian, Circulation Clerk, The Village Library ~ 10 years of service; Geraldine Adams, Librarian, Southern Oaks Library ~ 5 years of service; Deborah Austin- Munden, Circulation Clerk, The Village Library ~ 5 years of service; Dennis Delano, Extension Specialist, Luther Library ~ 5 years of service; Adelaida "Ada" Harrarias, Library Aide, Del City Library ~5 years of service; Sharon Young, Circulation Clerk, Edmond Library ~ 5 years of service.

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

**V.** Mrs. Cory presented the Consent Docket: Document #54 – Approval of Minutes of November 15, 2012 Meeting; Document #55 – Acceptance of Review of Expenditures for November 2012; Document #56 –Acceptance of Review of Expenditures for December 2012; Document #57 – Contract Awards and Purchases.

Mrs. Cory called for a motion.

**Mrs. Nancy Anthony moved to accept the consent docket. Mr. Mukesh Patel seconded. No discussion; motion passed unanimously.**

**VI.** Mrs. Cory referred to Document #58 – Minutes of A & P Committee, meeting November 28, 2012~Hugh Rice, Chair

Mr. Hugh Rice provided the report from the Administrative and Personnel Committee grievance hearing. No action is needed from the Commission.

**VII.** Mrs. Cory referred to Document #59 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee ~ Jose Jimenez, Chair.

Mr. Jose Jimenez reported that the Nominating Committee met via teleconference on December 10, 2012 to discuss the recommendation of officers for the 2013 term of the Metropolitan Library Commission. The nominating committee is recommending the following individuals to be presented to the library commission for approval.

- Chair, Fran Cory
- Vice-Chair, Judy Smith
- Disbursing Agent, Nancy Anthony

The three individuals recommended have all agreed to serve for the coming year.

Mrs. Cory called for nominations from the Commission floor. There were none.

**The motion coming from the Nominating Committee is to elect Mrs. Fran Cory, Chair; Mrs. Judy Smith, Vice-Chair; and Mrs. Nancy Anthony, Disbursing Agent to serve one-year terms for the Metropolitan Library Commission. A motion coming from Committee requires no second. Motion passed unanimously.**

**VIII.** Mrs. Cory called for Special Presentations – *eBook Ad* – Kim Terry, Marketing & Communications Director.

Ms. Kim Terry presented a 30 second eBook commercial developed and produced by the Marketing Department with assistance from the Web Development Manager. The commercial began airing on December 17 on Cox cable, Fox, and the CW Network and was geared towards young adults between the ages of 18 and 35, who would typically own an e-reader device and purchase books through various outlets. The goal of the commercial was to send the message that eBooks can be checked out for free through the library, with a library card. Statistics show that approximately one week prior to the commercial being aired, on average there were about 20 new customers every day. Approximately three days after the commercials began airing, we recorded about 40 new customers every day, and on Christmas Day, there were 169 new customers.

Mrs. Cory called on Mrs. Anita Roesler, Senior Services Coordinator, Outreach Services for the *Winter ReadFest* presentation. Mrs. Roesler stated this is the 10<sup>th</sup> year for *Winter ReadFest* and she outlined the changes in this year's program in relation to previous years. Last year the program was revised to include anyone over the age of 18. Mrs. Roesler also detailed the various prizes that participants are eligible to win. Questions and Discussion followed.

Mrs. Cory called on Mrs. Penny McCaleb to introduce the next guest. Mrs. McCaleb introduced Mrs. Carol Troy, chair for the 2013 *Literary Voices* event, which will take place on Thursday, April 18, and feature guest speaker/Author David McCullough.

Mrs. Troy provided information on Author David McCullough and passed around a couple of his books. Mr. McCullough is a member of the Library Commission in his hometown in Connecticut. The day following the *Literary Voices* event, Mr. McCullough will be reading to children at the newly renovated Southern Oaks Library. Discussion followed. Invitations will be sent out at the beginning of March. Regular tickets are \$175 and Patron tickets are \$275.

Mrs. Morris announced the Friends of the Metropolitan Library System have been selected as the recipient of the Lee B. Brawner Award, and will be recognized at the *Literary Voices* event.

**IX.** Mrs. Cory called on Mrs. Morris to present the Information Reports.

- ❖ Document #60 – MLS Strategic Plan-Year 5 Highlights & End Point Evaluation Survey Results ~ Kay Bauman, Deputy Executive Director/Library Operations

Mrs. Bauman stated the 2007-2012 Strategic Plan has concluded and the final telephone survey has been conducted with a summary of the results included in the commission packets. The final year highlights have also been included in the packets. In addition to those survey results and highlights Mrs. Bauman shared a video, looking back at the success of the strategic plan through the customer's perspective. At the conclusion of the

video, Mrs. Bauman stated the Strategic Plan provides the system continuity and reminds MLS staff how we all work together to provide great library service. We have now begun on our new Strategic Plan.

- ❖ Document #61 – MLS 2012 Annual Report
- ❖ Document #62 – MLS November 2012 Library Visits
- ❖ Document #63 – MLS November 2012 Circulation Report
- ❖ Document #64 – MLS November 2012 Computer Usage Report
- ❖ Document #65 – MLS November 2012 System Reserve Report
- ❖ Document #66 – MLS December 2012 Library Visits
- ❖ Document #67 – MLS December 2012 Circulation Report
- ❖ Document #68 – MLS December 2012 Computer Usage Report
- ❖ Document #69 – MLS December 2012 System Reserve Report

Questions and discussion followed.

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

The Almonte Library will open on February 4<sup>th</sup>. A reception will be held on Tuesday, February 19<sup>th</sup> from 3 to 5 p.m. Invitations will be sent to the commission for the reception.

LaVerne Taylor, a long time supporter of the Belle Isle Library, passed away in February 2012. Mrs. Taylor left a donation to the Library Endowment Trust in the amount of \$1.4 million. This is the largest donation the library system has ever received.

Mrs. Marie Leonard wanted to thank The Village Library by bequeathing a portion of her estate to the Library Endowment Trust for the amount of \$28,113.90. She requested the distribution be exclusively used at The Village Library.

Lloyd Lovely, Donna Morris, Karen Marriott, Kay Bauman and Anne Fischer have worked on identifying prospective vendors for a new ILS system. Request for Information was sent out on January 2<sup>nd</sup> and are due back to Anne Fischer February 8, 2013. Our goal is to have a bid for the commission to approve in June.

**XI.** Mrs. Cory announced she will be making the Standing Committee assignments at next month's meeting. Mrs. Cory asked commission members to contact her if they would like to make any changes on the committees they currently serve.

Mrs. Cory announced an Executive Director Search Committee has been formed. Mr. Hugh Rice will serve as chair. Also serving on the committee; Cynthia Friedemann, Jose Jimenez, Nancy Anthony, Susan Tucker. Two non-voting staff members on the Committee are; Karen Marriott and Lori Piccolo.

**XII.** The next Commission meeting will be held at the Del City Library on February 21, 2013.

There being no further business, the meeting was adjourned at 4:31 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

January 31, 2013

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2013.

For comparison 58.33% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of January 2013.

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STATEMENT OF FINANCIAL CONDITION

January 31, 2013

ASSETS

	Current Year	Previous Year
CASH	\$15,438,316.10	\$ 9,907,250.87
INVESTMENTS (Schedule attached)	22,160,055.76	28,907,424.39
PREPAID ACCOUNTS	30,000.00	30,000.00
TAXES RECEIVABLE: Ad Valorem Tax	30,562,816.00	29,988,898.00
Less: Reserve for Delinquent Tax	-2,778,438.00	-2,726,263.00
Budgeted Tax Revenue	27,784,378.00	27,262,635.00
Less: Tax Received	-23,378,431.05	-22,596,636.93
	4,405,946.95	4,665,998.07
<b>Total Assets</b>	<b>\$42,034,318.81</b>	<b>\$ 43,510,673.33</b>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

<b>LIABILITIES:</b>		
Previous Year Reserve for Appropriations	\$369,313.54	\$282,622.96
Current Year Purchase Orders Outstanding	484,077.19	917,612.54
Previous Year Purchase Orders Outstanding	48,417.24	27,884.10
Checks Outstanding	203,451.60	185,416.47
<b>Total Liabilities</b>	1,105,259.57	1,413,536.07
<b>DEFERRED TAX REVENUE:</b>		
Current Year Ad Valorem Tax	4,405,946.95	4,665,998.07
<b>FUND BALANCE:</b>		
Beginning of the Year	\$30,212,769.61	\$31,225,521.14
Add: Revenues		
Budgeted	23,691,431.05	22,882,636.93
Other	1,410,997.23	1,317,016.57
Less: Expenditures	(18,792,085.60)	(17,994,035.45)
<b>Total Fund Balance</b>	36,523,112.29	37,431,139.19
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$42,034,318.81</b>	<b>\$ 43,510,673.33</b>

METROPOLITAN LIBRARY SYSTEM  
 GENERAL FUND  
 SCHEDULE OF INVESTMENT

As of January 31, 2013

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
FNMA	9/30/2010	12/30/2015	2.000%	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
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
FNMA	1/23/2013	10/22/2015	0.500%	2,006,247.78
FHLB	1/30/2013 #	10/30/2017	0.850%	2,000,000.00
Total Investments				<u>\$ 22,160,055.76</u>

METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of January 31, 2013

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b>BUDGETED:</b>								
Current Year Ad Valorem Tax	\$27,784,378.00	\$ 13,418,800.84	\$ 23,378,431.05	84.14%	\$27,262,635.00	\$ 8,859,941.42	\$ 22,596,636.93	82.89%
State Aid	257,465.70	-	-	0.00%	290,807.00	-	-	0.00%
Fines	450,000.00	40,000.00	313,000.00	69.56%	474,660.00	27,000.00	286,000.00	60.25%
<b>Total Budgeted Revenue</b>	<b>\$ 28,491,843.70</b>	<b>\$ 13,458,800.84</b>	<b>\$ 23,691,431.05</b>	<b>83.15%</b>	<b>\$ 28,028,102.00</b>	<b>\$ 8,886,941.42</b>	<b>\$ 22,882,636.93</b>	<b>81.64%</b>
<b>NOT BUDGETED:</b>								
Prior Years Taxes		\$ 115,875.21	\$ 830,436.53			\$ 65,251.47	\$ 800,175.37	
Gifts and Lost Books Fees		0.00	112,000.00			0.00	0.00	
Investment Income		30,740.08	216,373.93			40,260.34	277,384.41	
Flexible Benefits Account Balance		0.00	3,231.33			0.00	1,042.28	
Sale of Surplus Equipment		0.00	35,244.26			0.00	16,803.79	
Insurance Reimbursements		0.00	0.00			0.00	118,056.54	
Miscellaneous		30,836.78	213,711.18			35,602.17	103,554.18	
<b>Total Miscellaneous Revenue</b>		<b>\$ 177,452.07</b>	<b>\$ 1,410,997.23</b>			<b>\$ 141,113.98</b>	<b>\$ 1,317,016.57</b>	
<b>Total Revenue</b>	<b>\$ 28,491,843.70</b>	<b>\$ 13,636,252.91</b>	<b>\$ 25,102,428.28</b>	<b>88.10%</b>	<b>\$ 28,028,102.00</b>	<b>\$ 9,028,055.40</b>	<b>\$ 24,199,653.50</b>	

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

January 31, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ (1,622.49)	\$ 4,134.73	\$ 942.11	\$ 1,570.13
810 Prepaid Fees	(17,979.07)	0.00	189.93	(18,169.00)
815 Fines	40,895.57	54,275.84	41,281.41	53,890.00
820 Copy	24,472.30	10,571.42	1,098.43	33,945.29
<b>Total Revolving Funds</b>	<b>\$ 45,766.31</b>	<b>\$ 68,981.99</b>	<b>\$ 43,511.88</b>	<b>\$ 71,236.42</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b>GRANTS:</b>				
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
861 10/MWC/Florence Hughes Memoriz	1,491.00	1,491.00	0.00	1,491.00
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	487.50	5,250.50
934 12/MWC/Garden Restoration	25,000.00	25,000.00	18,327.73	6,672.27
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
944 09/LET/Gift Materials	33,563.00	33,563.00	33,563.28	(0.28)
949 13/Dollar General/Mother Goose	5,000.00	5,000.00	2,770.00	2,230.00
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	10,930.71	2,384.29
954 13/OAC/Perpetual Motion Tour	3,600.00	3,600.00	3,600.00	0.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
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

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
916 12 Bench and Bike Rack	11,000.00	11,000.00	8,813.36	2,186.64
921 12 Children's Author Visit	10,392.00	10,392.00	5,856.72	4,535.28

Grants - Friends of MLS, Current Fiscal Year

945 13 Staff Recognition	11,000.00	11,299.02	11,239.02	60.00
946 13 Come Read with Me	60,181.00	60,181.00	6,080.38	54,100.62
947 13 Lee Brawner Scholarships	12,000.00	12,000.00	8,637.43	3,362.57

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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	1,409.61	590.39
958 13 CH Book Purchase	2,000.00	2,000.00	1,998.09	1.91
959 13 AL Renovation	25,000.00	25,000.00	6,175.40	18,824.60
<b>Total Grants</b>				194,746.74
<b>Total Special Funds</b>				<u>\$ 265,983.16</u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
 Month of January 2013

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	1,081,208.90	7,734,932.35	53.60	14,431,382.00	6,696,449.65
102	Wages - Part-time	144,549.14	1,129,898.49	44.91	2,515,721.00	1,385,822.51
103	Payroll Taxes	90,183.93	649,760.32	53.74	1,209,170.00	559,409.68
109	Workers Comp Insurance	13,981.00	109,823.00	49.86	220,247.00	110,424.00
112	Group Insurance	221,774.67	1,533,817.35	53.26	2,879,887.00	1,346,069.65
113	Employees' Retirement	70,347.95	1,573,162.26	80.84	1,946,094.00	372,931.74
114	Unemployment Compensation	.00	6,027.46	20.09	30,000.00	23,972.54
Total Personal Services		1,622,045.59	12,737,421.23	54.83	23,232,501.00	10,495,079.77

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	50.00	229,639.00	98.90	232,197.00	2,558.00
202	Liability/Life Insurance	.00	.00	.00	.00	.00
205	Rent of Library Buildings	7,431.25	46,168.76	48.70	94,800.00	48,631.24
206	Rent of Equipment	.00	.00	.00	.00	.00
207	Janitorial Services	32,469.80	227,288.60	43.38	524,000.00	296,711.40
208	Maintenance of Facilities	26,968.60	191,781.46	28.67	668,909.00	477,127.54
211	Parking & Transportation	10,377.72	79,347.07	44.93	176,600.00	97,252.93
212	Travel Expenses	10,631.92	28,625.05	25.60	111,826.00	83,200.95
213	Professional Services	15,960.84	143,269.02	43.46	329,651.00	186,381.98
214	Security Services	29,262.39	228,665.68	40.54	564,110.00	335,444.32
216	Telephone Services	11,438.49	94,555.08	28.97	326,363.00	231,807.92
217	Electrical Services	27,141.21	337,980.97	49.94	676,709.00	338,728.03
218	Gas Services	8,223.00	20,142.74	25.91	77,734.00	57,591.26
219	Water & Garbage Services	4,751.29	57,189.26	68.08	84,008.00	26,818.74
220	Veolia Energy Services	7,592.65	125,107.04	63.20	197,939.00	72,831.96
226	Memberships	785.00	17,572.50	69.19	25,399.00	7,826.50
230	Other Library-Related Services	19,925.43	258,059.39	67.89	380,091.00	122,031.61
231	Automation Contractual	56,757.40	211,844.81	51.29	413,007.00	201,162.19
236	Network Catalog Services	4,086.97	41,174.45	50.21	82,000.00	40,825.55
Total Contractual Services		273,853.96	2,338,410.88	47.09	4,965,343.00	2,626,932.12

**Metropolitan Library System**  
**Statement of Encumbrances**  
 Month of January 2013

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	7,555.03	64,795.60	28.87	224,450.00	159,654.40
302	Postage	20,437.06	131,232.44	45.59	287,850.00	156,617.56
303	Supplies	85,845.19	269,897.33	54.07	499,202.00	229,304.67
310	Maintenance Supplies	6,864.99	34,588.71	46.74	74,000.00	39,411.29
312	Safety Supplies & Equipment	.00	1,076.58	25.63	4,200.00	3,123.42
321	Gasoline & Oil	3,188.32	27,809.64	53.48	52,000.00	24,190.36
322	Vehicle Parts & Repairs	1,545.18	10,401.56	32.50	32,000.00	21,598.44
330	Programming Activities	50,375.88	176,401.89	49.91	353,470.00	177,068.11
331	Other Commodities	949.13	15,733.45	35.24	44,650.00	28,916.55
Total Commodities		176,760.78	731,937.20	46.57	1,571,822.00	839,884.80

**Capital Outlays**

401	Books & Materials	521,097.59	2,152,967.48	39.13	5,502,560.00	3,349,592.52
404	Governmental Documents	.00	1,500.00	22.39	6,700.00	5,200.00
405	Book Repairs & Bindings	.00	.00	.00	1,900.00	1,900.00
407	Periodicals & Subscriptions	1,870.88	164,852.02	90.78	181,600.00	16,747.98
408	Furniture, Fixture, & Equip	38,723.17	112,609.04	33.48	336,342.00	223,732.96
409	Motor Vehicles	.00	.00	.00	60,000.00	60,000.00
410	Automation System & Equipment	94,773.24	319,823.68	35.94	890,000.00	570,176.32
450	Capital Projects	113,839.50	232,564.07	3.99	5,828,633.00	5,596,068.93
490	Capital Reserves - Current	.00	.00	.00	.00	.00
499	Reserve Carryover - Prior	.00	.00	.00	.00	.00
Total Capital Outlays		770,304.38	2,984,316.29	23.30	12,807,735.00	9,823,418.71
Total Budget		2,842,964.71	18,792,085.60	44.14	42,577,401.00	23,785,315.40

Monthly Journal Entries -- January 2013

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b>Investments</b>				
111	1101	Investment	\$ 2,000,388.89	
	1001	Cash		\$ 2,000,388.89
		Purchase FHLB 313381PA7		
112	1001	Cash	\$ 1,020,000.00	
	1101	Investment		\$ 1,000,000.00
	3602	Interest Income		\$ 20,000.00
		FHLB 3133XP3H5 Sold		
113	1101	Investments	\$ 2,006,247.78	
	1001	Cash		\$ 2,006,247.78
		Purchase Fannie Mae 3135G0QB2		
114	1001	Cash	\$ 2,010,000.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 10,000.00
		Freddie Mac 313G#JB7 call		
115	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchased FHLB313381XB6		
<b>Tax revenues</b>				
116	1001	Cash	\$ 7,621,315.67	
	1201	Ad Valorem Tax - Current year		\$ 7,621,315.67
		Ad Valorem Tax apportioned by County for 12/26 to 12/31		
117	1001	Cash	\$ 116,004.76	
	3601	Prior year Tax		\$ 115,875.21
	1201	Ad Valorem Tax - Current year		\$ 129.55
		Ad Valorem Tax apportioned by County for 12/17 to 12/31		
118	1001	Cash	\$ 4,976,641.39	
	1201	Ad Valorem Tax - Current year		\$ 4,976,641.39
		Ad Valorem Tax apportioned by County for 1/1 to 1/04		
119	1001	Cash	\$ 530,686.98	
	1201	Ad Valorem Tax - Current year		\$ 530,686.98
		Ad Valorem Tax apportioned by County for 1/7 to 1/11		

**Miscellaneous revenue**

120	1001	Cash			\$	2,554.60	
	3605	Mic. Reimbursements					\$ 2,554.60
		Shipping Refund	90.00	Abibow		15.52	
		Badges	3.00	Donnelly Refund		462.09	
		LET	29.50	Rent CB		500.00	
		Surplus Sale	150.00	Rebates		65.88	
		Ford Audio Refund	199.80	Badges	\$	2.00	
		Christian Book Refund	3.91	Insurance	\$	1,002.90	
		Redeposit NSF	30.00				
				<b>Total</b>	\$	<b>2,554.60</b>	

**Fines**

121	1001	Cash			\$	40,000.00	
	3403	Projected Mic. Revenue - Fines					\$ 40,000.00
		Fines transferred to General Fund in Jan.					

**Payable entries**

122	3001	Current Year Reserv. for Appropriations.			\$	2,842,964.71	
	3011	Current Year P.O. Outstanding					\$ 2,842,964.71
	3002	Prior Year Reserv. for Appropriations.			\$	788.34	
	3012	Prior Year P.O. Outstanding					\$ 788.34
		Purchase orders issued in January					
123	3011	Current Year P.O. Outstanding			\$	2,617,283.53	
	3012	Prior Year P.O. Outstanding			\$	5,015.57	
	3021	Current Year Warrants Outstanding					\$ 2,622,299.10
		Checks issued in January					
124	3021	Current Year Warrants Outstanding			\$	6,177,585.00	
	1001	Cash					\$ 6,177,585.00
		Checks cleared Bank in January					

**Bank interest and fees**

125	1001	Cash			\$	740.08	
	3602	Bank Fees			\$	417.71	
	3602	Interest Income					\$ 1,157.79
		Interest and fees from GF checking account					
126	8000	Special Fund Cash					\$ 177.48
	8815	Bank Fees			\$	199.20	
	8815	Interest Income					\$ 21.72
		Interest and fees from SF checking account					

Special funds

127	8000	Special Fund Cash	\$	71,430.53	
	8815	Special Fund Accounts			\$ 32,504.07
	8820				\$ 10,571.42
	8805				\$ 4,134.73
	8810		\$	189.93	
	8860		\$	55.00	
	8861				\$ 55.00
	8954				\$ 3,600.00
	8815	Credit card receipts			\$ 21,720.05
	8815	Credit card fees	\$	909.81	
		Revenues of special fund received			
128	8000	Special Fund Cash			\$ 65,209.20
	8815	Special Fund Accounts	\$	40,172.40	
	8820		\$	1,098.43	
	8805		\$	942.11	
	8947		\$	8,590.50	
	8946		\$	464.30	
	8952		\$	2,986.06	
	8916		\$	2,010.00	
	8959		\$	6,175.40	
	8949		\$	2,770.00	
		Expenditures of special fund			

Corrections, adjustments, and miscellaneous

129	1001	Cash			\$ 21.00
	3605	Miscellaneous income	\$	30.00	
	3605	Miscellaneous income Corrections to misc revenue			\$ 9.00
130	3021				\$ 3,600,000.00
	1001	Adjust checks cleared	\$	3,600,000.00	
131	1001	Cash	\$	29,150.00	
	3605	Mic. Reimbursements			\$ 28,125.00
	3605	Mic. Reimbursements Almonte Rent & Room Rental			\$ 1,025.00
132	1001	Cash	\$	290,027.25	
	8815	Advalorem Tax Current Year Record Tax Revenue			\$ 290,027.25
133	8815	Special Fund Account	\$	290,027.25	
	1201	Advalorem Tax Curr Correct acct coding error			\$ 290,027.25

134	3605	Miscellaneous Income	\$	895.76		
	1001	Cash			\$	895.76
	3011	Current Year P.O. Outstanding	\$	6,786.54		
	3001	Current Year Reserve for Appropriation,			\$	6,647.60
	3605	Miscellaneous Income			\$	138.94
		Corrections to outstanding purchase orders				
135	8000	Special Fund Cash	\$	30.00		
	8815	Special Fund Account			\$	30,00
		NSF				
		Grand Total			<u>\$</u>	<u>38,323,575.48</u>
					<u>\$</u>	<u>38,323,575.48</u>

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General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-02803	Metropolitan Library System	Supplies	140.00	140.00
G-02804	O G & E	Electric Services	247.91	
		Electrical Services	1,342.14	1,590.05
G-02805	Oklahoma Natural Gas Co.	Gas Services	303.66	
		Gas Services	138.84	
		Gas Services	537.12	
		Gas Services	61.28	1,040.90
G-02806	City of Oklahoma City	Water & Garbage Services	27.71	
		Water & Garbage Services	282.73	310.44
G-02807	Locke Supply Co.	Maintenance of Facilities	4.13	
		Maintenance of Facilities	121.74	
		Maintenance of Facilities	153.46	279.33
G-02808	Emsco Electric Supply	Maintenance of Facilities	32.96	
		Maintenance of Facilities	44.29	77.25
G-02809	Demco	Supplies	551.90	
		Supplies	14.69	566.59
G-02810	Standard Printing Co., Inc.	Supplies	970.20	
		Supplies	450.00	1,420.20
G-02811	Weston Woods Accts Receivable	Materials	697.44	697.44
G-02812	Baker & Taylor Books	Materials	7,426.50	7,426.50
G-02813	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02814	American Express	Programming Supplies	41.93	
		Professional Services	239.00	
		Travel Expenses	568.20	
		Automation Contractual	149.00	
		Professional Services	2.00	1,000.13
G-02815	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	15.54	50.54
G-02816	CompSource Oklahoma	Workers Comp Insurance	19,181.00	19,181.00
G-02817	Recorded Books, LLC	Materials	6,853.26	6,853.26
G-02818	Gale Group	Materials	1,821.65	1,821.65
G-02819	Sam Moore Architect	Professional Services	100.00	100.00
G-02820	Live Oak Media	Materials	209.65	209.65
G-02821	Kimbo Educational	Materials	22.45	22.45
G-02822	Library Video Co.	Materials	1,243.58	1,243.58
G-02823	INTEGRIS Corporate Assistance	Group Insurance	1,032.00	1,032.00
G-02824	Liberty Flags Inc.	Supplies	41.80	41.80
G-02825	Debbie Langston	Programming Activities	60.00	60.00
G-02826	Shawver & Son	Maintenance of Facilities	2,350.00	
		Maintenance of Facilities	593.41	2,943.41
G-02827	Linda Hyams	Transportation	100.79	100.79
G-02828	AT&T	Telephone Services	1,210.35	1,210.35
G-02829	Random House, Inc	Materials	1,545.00	1,545.00
G-02830	A T & T Mobility	Telephone Services	100.42	100.42
G-02831	Brilliance Corporation	Materials	272.72	272.72
G-02832	Filtration Services Group, LLC	Maintenance of Facilities	42.44	
		Maintenance of Facilities	112.24	154.68
G-02833	Ingram Library Service	Materials	4,114.90	4,114.90
G-02834	Sum Total Systems, Inc.	Professional Services	9,788.30	9,788.30
G-02835	Audio Editions	Materials	2,988.17	2,988.17
G-02836	OverDrive, Inc.	Materials	25,137.89	25,137.89
G-02837	Findaway World, LLC	Materials	327.53	327.53

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-02838	Metro Parking Garage	Parking	20.50	20.50
G-02839	Capstone	Materials	4,918.79	4,918.79
G-02840	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-02841	AV Cafe Inc	Materials	1,677.46	1,677.46
G-02842	Ingram Library Service	Materials	2,122.66	2,122.66
G-02843	Oklahoma Secretary of State	Notary Renewal Fee	20.00	20.00
G-02844	Town of Luther	Water & Garbage Services	45.28	45.28
G-02845	Cherokee Building Materials	Maintenance of Facilities	116.94	116.94
G-02846	Barnes & Noble, Inc.	Materials	84.20	84.20
G-02847	Center Point Large Print	Materials	1,364.22	1,364.22
G-02848	Studio Architecture PC	Capital Projects	6,357.50	6,357.50
G-02849	Landon Holman	Transportation	42.74	42.74
G-02850	Anita Roesler	Transportation	58.44	58.44
G-02851	Jimmy Welch	Transportation	83.11	83.11
G-02852	OPUBCO Communications Group	Materials	307.45	307.45
G-02853	Oklahoma Building Services, Inc	Maintenance of Facilities	112.50	112.50
G-02854	Evans Hardware	Maintenance of Facilities	3.58	
		Maintenance of Facilities	35.20	
		Maintenance of Facilities	9.29	48.07
G-02855	Batteries Sooner LLC	Maintenance of Facilities	177.99	
		Maintenance of Facilities	51.84	229.83
G-02856	Heidi A. Port	Transportation	50.67	50.67
G-02857	Southwest Paper - OKC	Maint. of Facilities	1,457.50	1,457.50
G-02858	Westlake Hardware	Maintenance of Facilities	5.16	5.16
G-02859	Cintas	Maintenance of Facilities	100.00	100.00
G-02860	Ruby Soutiere	Transportation	3.50	3.50
G-02861	Kelley Riha	Transportation	15.71	15.71
G-02862	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-02863	AudioGo	Materials	173.74	173.74
G-02864	Kevin Colwell	Transportation	14.99	14.99
G-02865	City of Harrah	Water & Garbage Services	77.95	77.95
G-02866	Amazon/GE Money Bank	Supplies	22.69	22.69
G-02867	Roaring Fork Associates, LLC	Capital Projects	49,597.00	49,597.00
G-02868	United Parcel Service	Postage	776.57	776.57
G-02869	City of Choctaw	Water & Garbage Services	630.52	630.52
G-02870	Abolghasem Siavashi	Transportation	5.00	5.00
G-02871	Baker & Taylor Books	Materials	4,564.79	4,564.79
G-02872	Baker & Taylor Entertainment	Materials	1,672.52	
		Materials	1,709.77	
		Materials	7,965.13	
		Materials	8,327.46	19,674.88
G-02873	Library Video Network	Materials	206.00	206.00
G-02874	Walmart Community/GEMB	Supplies	50.83	
		Furn, Fixture & Equip	72.76	
		Other Commodities	11.36	134.95
G-02875	Logan Joseph Fish	Programming Activities	500.00	500.00
G-02876	AVL Systems Design	Automation	4,894.73	4,894.73
G-02877	Midwest Tape	Materials	659.89	659.89
G-02878	Allied Waste Services #060	Garbage Service	1,160.96	
		Garbage Services	87.46	1,248.42
G-02879	Pamela Buchanan	Transportation	97.24	97.24
G-02880	Streets Mechanical	Maintenance of Facilities	29,827.00	29,827.00

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-02881	Aaron Bluit	Transportation	265.79	265.79
G-02882	Kevin Sendall	Transportation	67.32	67.32
G-02883	Marquis Who's Who	Materials	330.00	330.00
G-02884	Star Lighting	Maintenance of Facilities	33.76	33.76
G-02885	Cintas Corporation 064	Maintenance of Facilities	485.22	485.22
G-02886	2M Solutions, Inc	Equipment	422.34	422.34
G-02887	Michael Price	Programming Activities	200.00	200.00
G-02888	Christian Book Distributors	Books & Materials	43.44	43.44
G-02889	Janeal Walker	Transportation	15.03	15.03
G-02890	Securitas Security USA, Inc.	Security Services	7,541.33	
		Security Services	698.04	
		Security Services	7,521.36	
		Security Services	698.04	
		Security Services	5,422.28	
		Security Services	465.36	22,346.41
G-02891	Baker & Taylor Books	Materials	1,006.60	
		Materials	2,180.52	
		Materials	792.38	
		Materials	2,249.37	
		Materials	3,758.66	
		Materials	4,484.68	
		Materials	8,920.49	
		Materials	8,445.94	
		Materials	9,677.10	
		Materials	6,222.99	
		Materials	1,439.52	49,178.25
G-02892	Baker & Taylor Books	Materials	756.30	
		Materials	1,914.42	
		Materials	5,687.68	
		Materials	15,970.67	
		Materials	2,359.72	26,688.79
G-02893	Baker & Taylor Books	Materials	1,250.55	1,250.55
G-02894	Oklahoma Accountancy Board	Memberships	50.00	50.00
G-02895	Christopher Carroll	Transportation	67.59	67.59
G-02896	Stacy Schrank	Travel Expenses	333.95	333.95
G-02897	Baker & Taylor Entertainment	Materials	5,222.28	5,222.28
G-02898	Mackin	Materials	385.40	385.40
G-02899	R. Justin Herwig	Transportation	52.39	52.39
G-02900	Mary J. Sholly	Programming Activities	50.62	50.62
G-02901	Kathy C. Brown	Programming Activities	43.75	43.75
G-02902	Bank of Oklahoma	Payroll Transmittal-Chks	34,750.09	
		Payroll Transmittal-Chks	13,530.69	
		Payroll Transmittal-Chks	110.00	48,390.78
G-02903	Bank of Oklahoma	Federal Withholding Tax	57,188.85	
		Federal Withholding Tax	3,873.00	61,061.85
G-02904	Oklahoma Tax Commission	State Withholding Tax	17,417.00	
		State Withholding Tax	826.00	18,243.00
G-02905	Mun. Employees Credit Union	Employee Cr Union Deducts	12,039.51	
		Employee Cr Union Deducts	87.50	12,127.01
G-02906	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	50.50	697.00
G-02907	Clerk, U.S. District	Employee Deductions	80.73	

\*\* Continued \*\*

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-02907	Clerk, U.S. District	Employee Deductions	80.73	
		Employee Deductions	80.73	242.19
G-02908	Mutual Assurance	Employee Deductions	177.50	177.50
G-02909	Bank of America	Payroll Transmittal-DDep	308,927.82	
		Payroll Transmittal-DDep	43,728.45	
		Payroll Transmittal-DDep	1,155.00	353,811.27
G-02910	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-02911	Nationwide Retirement Solution	Employee Deductions	6,734.44	6,734.44
G-02912	Transamerica Life Insurance Co	Employee Deductions	350.05	350.05
G-02913	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,239.13	4,239.13
G-02914	Bank of Oklahoma	Employee Flexplan Deposit	33,499.75	33,499.75
G-02915	Bank of Oklahoma	Employee Soc/Sec Deposits	31,400.02	
		Employee Soc/Sec Deposits	4,168.88	
		Employee Medicare Deposit	7,343.56	
		Employee Medicare Deposit	975.01	
		Employer Soc/Sec Deposits	35,568.87	
		Employer Medicare Deposit	8,318.49	87,774.83
G-02916	MassMutual Financial Group	Employee Contrib -- DC PI	19,506.33	
		Employer Contrib -- DC PI	35,057.31	54,563.64
G-02917	Pioneer Credit Recovery	Employee Deductions	159.50	159.50
G-02918	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-02919	United States Treasury	Employee Deductions	75.00	75.00
G-02920	Randall S. Fudge	Employee Deductions	207.49	207.49
G-02921	Administrative Services	Employee Deductions	1,465.55	1,465.55
G-02922	UNUM Life Insurance	Employee Deductions	1,305.30	
		Employee Deductions	37.30	1,342.60
G-02923	UNUM Life Insurance	Grp L-T Disab Ins Prem	6,596.00	6,596.00
G-02924	Mutual Assurance	Grp Life AD&D Ins Prm-JAN	49,561.76	49,561.76
G-02925	Vision Service Plan of	Grp Vision Ins Prem-Jan.	2,771.80	2,771.80
G-02926	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JAN	158,954.41	158,954.41
G-02927	UNUM Life Insurance	Grp LTC Ins Prem-Jan.	1,593.70	1,593.70
G-02928	O G & E	Electrical Services	3,993.80	
		Electrical Services	813.05	
		Electrical Services	1,369.37	
		Electrical Services	127.15	6,303.37
G-02929	Oklahoma Natural Gas Co.	Gas Services	391.68	391.68
G-02930	City of Bethany	Water & Garbage Services	121.41	121.41
G-02931	City of Oklahoma City	Water & Garbage Services	18.08	
		Water & Garbage Services	357.31	
		Water & Garbage Services	174.91	
		Water & Garbage Services	176.98	
		Water & Garbage Services	249.38	976.66
G-02932	City of the Village	Water & Garbage Services	91.41	91.41
G-02933	Southwestern Stationers, Inc.	Printing/Printing Supply	672.00	672.00
G-02934	Locke Supply Co.	Maintenance of Facilities	11.40	
		Maintenance of Facilities	50.46	
		Maintenance of Facilities	31.08	92.94
G-02935	Emsco Electric Supply	Maintenance of Facilities	62.75	62.75
G-02936	Demco	Supplies	53.45	
		Supplies	52.84	106.29
G-02937	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-02938	Gaylord Bros.	Supplies	30.55	30.55
G-02939	Gale Research	Materials	13,386.90	13,386.90
G-02940	The University of Oklahoma	Printing/Printing Supply	647.00	647.00
G-02941	AT&T	Telephone Services	677.93	
		Telephone Services	836.00	
		Telephone Services	733.34	2,247.27
G-02942	City of Edmond	Electrical Services	3,490.84	3,490.84
G-02943	Alma L. Brown	Programming Activities	28.55	
		Programming Activities	41.17	69.72
G-02944	Donna Morris	Telephone Services	50.00	50.00
G-02945	Standard & Poor's	Materials	3,732.90	3,732.90
G-02946	Cheryl Mann	Transportation	5.00	5.00
G-02947	West Group Payment Center	Periodicals/Subscriptions	474.48	
		Materials	2,229.50	2,703.98
G-02948	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02949	Barbara Beasley	Supplies	74.98	
		Supplies	32.26	
		Transportation	22.20	129.44
G-02950	United Refrigeration, Inc.	Maintenance of Facilities	224.59	224.59
G-02951	CCH Incorporated	Materials	193.56	193.56
G-02952	Recorded Books, LLC	Materials	1,161.65	1,161.65
G-02953	Kapco	Supplies	161.94	161.94
G-02954	Johnstone Supply	Maintenance of Facilities	455.90	455.90
G-02955	Mullin Plumbing West Division	Maintenance of Facilities	123.50	123.50
G-02956	Gale Group	Materials	343.72	343.72
G-02957	Hunter's Battery Warehouse	Maintenance of Facilities	79.95	79.95
G-02958	Salem Press Accounting Office	Materials	695.00	695.00
G-02959	Anne G. Fischer	Telephone Services	50.00	50.00
G-02960	Full Circle Bookstore	Programming Activities	51.97	
		Materials	36.00	87.97
G-02961	Nancy Lytle	Parking	108.38	108.38
G-02962	Morningstar	Materials	170.00	170.00
G-02963	Janet Brooks	Transportation	20.57	20.57
G-02964	Safeguard Business Systems	Supplies	200.00	200.00
G-02965	Shawver & Son	Maintenance of Facilities	462.00	
		Maintenance of Facilities	267.84	729.84
G-02966	Linda Hyams	Telephone Services	35.00	35.00
G-02967	Random House, Inc	Materials	773.40	773.40
G-02968	Scott's Printing & Copying	Printing/Printing Supply	1,361.61	
		Printing/Printing Supply	919.02	2,280.63
G-02969	OCLC, Inc.	Network Catalog Services	4,086.97	4,086.97
G-02970	Brilliance Corporation	Materials	2,916.09	2,916.09
G-02971	Lyric Theatre of Oklahoma	Programming Activities	8,253.50	8,253.50
G-02972	ahal Process, Inc.	Books & Materials	30.00	30.00
G-02973	Gateway Films/Vision Video	Materials	1,937.09	1,937.09
G-02974	Filtration Services Group, LLC	Maintenance of Facilities	50.78	
		Maintenance of Facilities	90.48	141.26
G-02975	Ingram Library Service	Materials	2,119.91	2,119.91
G-02976	Phyllis Davidson	Transportation	14.84	14.84
G-02977	OKC Biz	Periodicals/Subscriptions	18.00	18.00
G-02978	Mergent Co., Inc.	Materials	5,218.00	5,218.00
G-02979	Harrah Chamber of Commerce	Memberships	25.00	25.00

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Number	Vendor/Payee	Purpose		Amount
G-02980	Audio Editions	Materials	172.09	172.09
G-02981	Larry G. Johnson	Parking	108.38	108.38
G-02982	Lynda G. Bahr	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	105.00
G-02983	Findaway World, LLC	Materials	1,191.38	1,191.38
G-02984	Victoria Dixon	Parking	108.38	108.38
G-02985	Fuelman	Gasoline & Oil	3,188.32	
		Vehicle Parts & Repairs	70.07	3,258.39
G-02986	Capstone	Materials	1,667.77	1,667.77
G-02987	AV Cafe Inc	Materials	2,278.03	2,278.03
G-02988	Ingram Library Service	Materials	1,717.75	1,717.75
G-02989	Melody A. Kellogg	Transportation	16.65	16.65
G-02990	Jimmy Welch	Telephone Services	50.00	50.00
G-02991	Cox Media Oklahoma City	Library-related Services	7,400.00	7,400.00
G-02992	Scholastic Library	Materials	1,815.10	1,815.10
G-02993	Batteries Sooner LLC	Maintenance of Facilities	29.34	
		Maintenance of Facilities	35.97	65.31
G-02994	Contractors Supply Co	Maintenance of Facilities	46.50	46.50
G-02995	MAC Systems, Inc.	Maintenance of Facilities	272.00	272.00
G-02996	Bank of Oklahoma	Employer FICA Deposits	6.96	6.96
G-02997	Chase Card Services	Automation Contractual	24.95	
		Automation	110.29	
		Automation	404.99	
		Supplies	69.89	
		Programming	20.95	
		Automation Contractual	69.95	
		Professional Services	120.00	
		Supplies	59.99	
		Furniture	102.20	
		Other Commodities	87.50	
		Professional Services	1,195.00	
		Supplies	591.32	
		Supplies	132.74	
		Supplies	299.95	
		Professional Services	880.00	
		Professional Services	60.00	
		Automation	83.66	
		Supplies	31.13	
		Other Library Related Svc	825.00	5,169.51
G-02998	City of Edmond	Water & Garbage Services	398.92	398.92
G-02999	Amazon/GE Money Bank	Supplies	250.00	
		Supplies	69.00	319.00
G-03001	United Parcel Service	Postage	288.28	288.28
G-03002	Oklahoma Press Service	Library-related Services	125.00	125.00
G-03003	Shren Sylvester	Transportation	22.60	22.60
G-03004	Andrew N. Soliven	Parking	108.38	
		Transportation	27.75	136.13
G-03005	ABC-CLIO,LLC	Materials	87.09	87.09
G-03006	Devin McGhee	Transportation	12.77	12.77
G-03007	World Book School & Library	Materials	17,081.00	17,081.00
G-03008	Office Depot Credit Plan	Supplies	41.98	41.98

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Number	Vendor/Payee	Purpose		Amount
G-03009	Ann Meeks	Professional Services	70.00	70.00
G-03010	Gourmet Gallery	Programming Activities	950.00	950.00
G-03011	Alice Murphy	Supplies	32.50	32.50
G-03012	James Reynolds	Programming Activities	25.00	25.00
G-03013	Baker & Taylor Books	Materials	3,241.63	3,241.63
G-03014	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	2,764.00	4,587.95
G-03015	Cheryl Pernel	Parking	108.38	108.38
G-03016	Baker & Taylor Entertainment	Materials	1,162.92	
		Materials	819.02	
		Materials	3,038.97	
		Materials	1,705.01	6,725.92
G-03017	Oklahoma Historical Society	Periodicals/Subscriptions	180.00	180.00
G-03018	Shawnee News - Star	Periodicals/Subscriptions	182.40	182.40
G-03019	Kimberly A Terry	Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	150.00
G-03020	Rainbow Print Plasticards	Supplies	14,280.00	14,280.00
G-03021	Pamela Buchanan	Telephone Services	35.00	35.00
G-03022	Streets Mechanical	Maintenance of Facilities	1,525.00	1,525.00
G-03023	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-03024	Oklahoma State Council for	Professional Services	300.00	300.00
G-03025	Shanna Block	Other Commodities	40.00	40.00
G-03026	Star Lighting	Maintenance of Facilities	202.00	202.00
G-03027	John Utley	Telephone Services	35.00	
		Transportation	65.21	100.21
G-03028	Melissa Weathers	Transportation	21.82	21.82
G-03029	Bettye Wedgeworth	Materials	315.00	315.00
G-03030	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-03031	Cox Communications, Inc.	Telephone Services	1,029.76	1,029.76
G-03032	Baker & Taylor Books	Materials	1,092.61	
		Materials	1,059.95	
		Materials	1,997.17	
		Materials	1,435.61	
		Materials	3,321.48	
		Materials	5,486.61	
		Materials	2,702.45	
		Materials	2,523.93	
		Materials	3,518.42	
		Materials	9,418.17	
		Materials	2,563.92	35,120.32
G-03033	Baker & Taylor Books	Materials	2,451.29	
		Materials	4,095.54	
		Materials	2,295.29	
		Materials	4,360.38	13,202.50
G-03034	Baker & Taylor Books	Materials	26.54	26.54
G-03035	Chase Card Services	Books & Materials	915.09	
		Programming Activities	520.50	1,435.59
G-03036	Maria Watkins	Transportation	26.33	26.33
G-03037	Mascots, Etc.	Programming Activities	75.00	75.00
G-03038	McAlester News Capital	Periodicals/Subscriptions	153.00	153.00
G-03039	Erika Sterling	Maintenance of Facilities	43.50	43.50

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Number	Vendor/Payee	Purpose		Amount
G-03040	Veolia Energy Oklahoma City,	Veolia Energy Services	7,592.65	7,592.65
G-03041	Personalized Prevention	Professional Services	2,500.00	2,500.00
G-03042	KOCB c/o WICS TV	Library-related services	4,625.00	4,625.00
G-03043	Baker & Taylor Entertainment	Materials	543.24	543.24
G-03044	Mackin	Materials	563.34	563.34
G-03045	Sheldon Beach	Parking	108.38	108.38
G-03046	Tyler Outdoor Advertising, LLC	Library-related Services	3,510.00	3,510.00
G-03047	Crisis Prevention Institute,	Professional Services	1,853.00	1,853.00
G-03048	Chris Kennedy	Supplies	139.74	
		Transportation	42.24	
		Supplies	31.29	213.27
G-03049	Oklahoma Department of Labor	Maintenance of Facilities	25.00	
		Maintenance of Facilities	50.00	75.00
G-03050	Shoplet	Supplies	29.84	29.84
G-03051	Metropolitan Library System	Postage	63.85	
		Supplies	24.90	
		Programming Activities	84.68	
		Programming Activities	54.89	
		Programming Activities	90.87	
		Programming Activities	55.60	
		Other Commodities	20.93	395.72
G-03052	Bradford Industrial Supply	Maintenance of Facilities	105.74	105.74
G-03053	O G & E	Electrical Services	1,880.89	
		Electrical Services	352.74	
		Electrical Services	2,642.62	4,876.25
G-03054	Oklahoma Natural Gas Co.	Gas Services	31.85	
		Gas Services	652.17	684.02
G-03055	City of Oklahoma City	Water & Garbage Services	47.29	47.29
G-03056	Brodart Co.	Supplies	50.16	
		Supplies	2,450.00	2,500.16
G-03057	Southwestern Stationers, Inc.	Supplies	78.29	
		Supplies	2,643.10	2,721.39
G-03058	Locke Supply Co.	Maintenance of Facilities	41.62	41.62
G-03059	Tech-Lock	Maintenance of Facilities	103.00	103.00
G-03060	Demco	Supplies	173.24	
		Supplies	4,575.00	4,748.24
G-03061	Gaylord Bros.	Supplies	2,478.66	2,478.66
G-03062	Oklahoma Library Association	Professional Services	240.00	240.00
G-03063	Central Oklahoma Winnelson	Maintenance of Facilities	1,036.38	1,036.38
G-03064	J. Siobhan Morava	Mileage	18.10	18.10
G-03065	Bill Warren Office Products	Supplies	1,682.90	1,682.90
G-03066	The Norman Transcript	Subscriptions	216.00	216.00
G-03067	BLR	Supplies	313.95	313.95
G-03068	Spaces, Inc.	Furniture	1,821.50	1,821.50
G-03069	Independent Stationers	Supplies	29.09	
		Supplies	12.66	
		Supplies	1,509.12	1,550.87
G-03070	Full Circle Bookstore	Programming Activities	120.00	120.00
G-03071	Great American Glass & Tinting	Maintenance of Facilities	1,282.50	
		Maintenance of Facilities	570.50	1,853.00
G-03072	Liberty Flags Inc.	Supplies	222.90	222.90
G-03073	OHC of the Southwest, P.A.	Professional Services	166.00	166.00

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Number	Vendor/Payee	Purpose		Amount
G-03074	Shawver & Son	Maintenance of Facilities	200.79	200.79
G-03075	Jonathan Willis	Telephone Services	35.00	35.00
G-03076	USA Mobility Wireless, Inc	Telephone Services	95.04	95.04
G-03077	DWe Williams	Programming Activities	3,000.00	3,000.00
G-03078	Ginger Waldrip	Programming Activities	200.00	200.00
G-03079	Oklahoma Secretary of State	Library-Related Services	20.00	20.00
G-03080	Jana Hausburg	Transportation	18.09	18.09
G-03081	Kay L. Bauman	Parking	108.38	
		Professional Services	225.00	333.38
G-03082	Jamshid Pourtorkan	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-03083	Evans Hardware	Maintenance of Facilities	14.37	14.37
G-03084	Quill Corporation	Supplies	214.92	214.92
G-03085	Bank of America	Library Related Services	226.06	226.06
G-03086	ExaminerEnterprise	Subscriptions	192.00	192.00
G-03087	Beacon Publishing Company	Subscriptions	50.00	50.00
G-03088	Choctaw Chamber of Commerce	Memberships	125.00	125.00
G-03089	Andrea Emmons	Programming Activities	105.88	105.88
G-03090	Oklahoma County OSU Ext Ctr	Programming Activities	119.46	119.46
G-03091	First Advantage	Professional Services	18.00	18.00
G-03092	Crowe & Dunlevy	Professional Services	2,532.00	2,532.00
G-03093	United Parcel Service	Postage	853.53	853.53
G-03094	John Wood	Transportation	22.37	22.37
G-03095	Alice Murphy	Supplies	32.50	
		Programming Activities	120.00	152.50
G-03096	Walmart Community/GEMB	Supplies	25.92	
		Supplies	75.05	100.97
G-03097	Jeremy A Lusk	Programming Activities	50.00	50.00
G-03098	Preston Bell	Transportation	50.00	50.00
G-03099	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	515.66	515.66
G-03100	Michaelle M Statham	Programming Activities	60.00	60.00
G-03101	3Branch Products, Inc.	Supplies	175.97	175.97
G-03102	Katrina Lacher	Programming Activities	100.00	100.00
G-03103	Donna Morris	Transportation	450.00	450.00
G-03104	Melissa Weathers	Memberships	70.00	70.00
G-03105	Louise Goldberg	Programming Activities	300.00	300.00
G-03106	2M Solutions, Inc	Equipment	273.70	273.70
G-03107	Susan H. Wood	Programming Activities	250.00	250.00
G-03108	Cox Communications, Inc.	Telephone Services	12.86	12.86
G-03109	Janeal Walker	Memberships	70.00	70.00
G-03110	Securitas Security USA, Inc.	Security Services	5,865.55	
		Security Services	527.69	6,393.24
G-03111	Kone Inc	Maintenance of Facilities	865.00	865.00
G-03112	COTPA-Sheridan & Walker	Parkin Coupons	500.00	500.00
G-03113	Kathy C. Brown	Programming Activities	43.75	43.75
G-03114	O G & E	Electrical Services	10,889.94	
		Electrical Services	1,715.44	12,605.38
G-03115	Oklahoma Natural Gas Co.	Gas Services	707.61	
		Gas Services	564.58	
		Gas Services	116.62	
		Gas Services	338.57	
		Gas Services	783.52	2,510.90

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Number	Vendor/Payee	Purpose		Amount
G-03116	Demco	Supplies	16.74	16.74
G-03117	Gale Research	Materials	311.60	311.60
G-03118	City of Warr Acres	Water & Garbage Services	49.45	49.45
G-03119	Baker & Taylor Books	Materials	821.53	821.53
G-03120	Susan Ryan	Transportation	5.29	5.29
G-03121	TDS Telecom	Telephone Services	1,301.58	1,301.58
G-03122	Recorded Books, LLC	Materials	2,079.00	2,079.00
G-03123	Gale Group	Materials	12,501.63	12,501.63
G-03125	Hal Leonard Corporation	Materials	21.68	21.68
G-03126	Library Video Co.	Materials	487.70	487.70
G-03127	Full Circle Bookstore	Programming Activities	950.00	950.00
G-03128	Liberty Flags Inc.	Supplies	30.75	30.75
G-03129	Cattlemen's Steakhouse Inc	Programming Activities	950.00	950.00
G-03130	Random House, Inc	Materials	190.00	190.00
G-03131	Brilliance Corporation	Materials	90.70	90.70
G-03132	Hobby Lobby	Programming Activities	112.52	112.52
G-03133	Ingram Library Service	Materials	514.57	514.57
G-03134	Audio Editions	Materials	2,265.14	2,265.14
G-03135	OverDrive, Inc.	Materials	5,080.55	5,080.55
G-03136	Findaway World, LLC	Materials	15,171.65	15,171.65
G-03137	Chickasaw Telecom, Inc.	Automation Contractual	38,188.35	38,188.35
G-03138	Capstone	Materials	159.60	159.60
G-03139	Pearl's Restaurant Group	Programming Activities	1,900.00	1,900.00
G-03140	AV Cafe Inc	Materials	71.23	71.23
G-03141	Ingram Library Service	Materials	866.08	866.08
G-03142	Barnes & Noble, Inc.	Materials	2,191.51	2,191.51
G-03143	Center Point Large Print	Materials	3,498.30	3,498.30
G-03144	Schiffer Publishing	Materials	134.62	134.62
G-03145	Dana Beach	Memberships	70.00	70.00
G-03146	Susan Pierce	Programming Activities	560.00	560.00
G-03147	Scholastic Library	Materials	1,740.94	1,740.94
G-03148	Sharon A. Nolan	Programming Activities	66.61	66.61
G-03149	AudioGo	Materials	677.80	677.80
G-03150	Senior Connection	Materials	50.00	50.00
G-03151	Roaring Fork Associates, LLC	Rent of Library Buildings	7,031.25	7,031.25
G-03152	John Wood	Telephone Services	50.00	50.00
G-03153	Baker & Taylor Books	Materials	2,927.59	2,927.59
G-03154	Baker & Taylor Entertainment	Materials	3,114.66	
		Materials	1,510.26	
		Materials	2,884.76	
		Materials	7,965.44	
		Materials	879.66	16,354.78
G-03155	Walmart Community/GEMB	Programming Activities	82.31	82.31
G-03156	Thomas P. Gallagher	Transportation	25.00	25.00
G-03157	The Great Courses	Materials	389.60	389.60
G-03158	Swadley's Restaurant-Rockwell	Programming Activities	950.00	950.00
G-03159	A Good Egg Dining Group	Programming Activities	1,900.00	1,900.00
G-03160	Johnnie's Restaurant	Programming Activities	950.00	950.00
G-03161	AT&T	Telephone Services	87.93	87.93
G-03162	Baker & Taylor Books	Materials	1,933.52	
		Materials	1,058.18	
		Materials	1,206.15	

\*\* Continued \*\*

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-03162	Baker & Taylor Books	Materials	2,772.44	
		Materials	2,916.54	
		Materials	4,802.91	
		Materials	3,336.30	
		Materials	2,001.83	
		Materials	2,364.28	22,392.15
G-03163	Baker & Taylor Books	Materials	551.38	
		Materials	3,294.65	
		Materials	2,415.62	
		Materials	2,529.93	8,791.58
G-03164	Baker & Taylor Books	Materials	1,135.11	1,135.11
G-03165	Bedre Chocolates	Programming Activities	950.00	950.00
G-03166	Baker & Taylor Entertainment	Materials	113.23	113.23
G-03167	Mackin	Materials	2,658.67	2,658.67
G-03168	Lindsay Jones Egle	Mileage	32.88	32.88
G-03169	Bank of Oklahoma	Payroll Transmittal-Chks	34,957.22	
		Payroll Transmittal-Chks	15,117.36	50,074.58
G-03170	Bank of Oklahoma	Federal Withholding Tax	60,469.85	
		Federal Withholding Tax	4,835.00	65,304.85
G-03171	Oklahoma Tax Commission	State Withholding Tax	18,360.00	
		State Withholding Tax	1,007.00	19,367.00
G-03172	Mun. Employees Credit Union	Employee Cr Union Deducts	11,895.51	
		Employee Cr Union Deducts	87.50	11,983.01
G-03173	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	53.00	699.50
G-03174	Clerk, U.S. District	Employee Deductions	78.88	
		Employee Deductions	78.88	
		Employee Deductions	78.88	236.64
G-03175	Bank of America	Payroll Transmittal-DDep	327,114.99	
		Payroll Transmittal-DDep	50,295.04	377,410.03
G-03176	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-03177	Nationwide Retirement Solution	Employee Deductions	6,734.44	6,734.44
G-03178	Transamerica Life Insurance Co	Employee Deductions	343.83	343.83
G-03179	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,279.20	4,279.20
G-03180	Bank of Oklahoma	Employee Flexplan Deposit	14,739.13	14,739.13
G-03181	Bank of Oklahoma	Employee Soc/Sec Deposits	32,722.57	
		Employee Soc/Sec Deposits	4,793.18	
		Employee Medicare Deposit	7,652.76	
		Employee Medicare Deposit	1,121.03	
		Employer Soc/Sec Deposits	37,515.72	
		Employer Medicare Deposit	8,773.89	92,579.15
G-03182	MassMutual Financial Group	Employee Contrib -- DC PI	19,665.07	
		Employer Contrib -- DC PI	35,290.64	54,955.71
G-03183	Pioneer Credit Recovery	Employee Deductions	156.00	156.00
G-03184	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-03185	United States Treasury	Employee Deductions	75.00	75.00
G-03186	Administrative Services	Employee Deductions	1,500.27	1,500.27
G-03187	Metropolitan Library System	Professional Services	19.00	
		Postage	18.00	
		Supplies	55.97	
		Programming Activities	87.55	

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-03187	Metropolitan Library System	Programming Activities	43.15	
		Other Commodities	19.05	
		Professional Services	38.00	
		Postage	14.00	
		Supplies	150.58	
		Programming Activities	131.24	576.54
G-03188	City of Del City	Rent of Buildings	400.00	400.00
G-03189	Grainger	Maintenance of Facilities	138.72	138.72
G-03190	O G & E	Electrical Services	235.91	
		Electrical Services	1,635.17	1,871.08
G-03191	Oklahoma Natural Gas Co.	Gas Services	84.05	
		Gas Services	1,689.06	
		Gas Services	227.72	
		Gas Services	710.40	
		Gas Services	285.12	
		Gas Services	190.41	3,186.76
G-03192	City of Oklahoma City	Water & Garbage Services	20.63	
		Water & Garbage Services	45.75	
		Water & Garbage	129.13	
		Water & Garbage Services	559.88	755.39
G-03193	Locke Supply Co.	Maintenance of Facilities	71.11	71.11
G-03194	Tech-Lock	Maintenance of Facilities	5.00	
		Maintenance of Facilities	142.00	147.00
G-03195	Demco	Supplies	121.35	
		Supplies	72.26	
		Supplies	41.95	235.56
G-03196	Gale Research	Materials	23,625.00	23,625.00
G-03197	AT&T	Telephone Services	140.78	140.78
G-03198	Oklahoma Library Association	Professional Services	65.00	
		Professional Services	140.00	
		Professional Services	180.00	
		Professional Services	290.00	675.00
G-03199	Harper Collins Publishers	Programming	2,997.00	2,997.00
G-03200	Baker & Taylor Books	Materials	3,562.41	3,562.41
G-03201	Bill Warren Office Products	Supplies	25.92	
		Supplies	194.88	220.80
G-03202	Charles S. Isaacs	Automation Contractual	105.96	105.96
G-03203	Infobase Learning	Materials	13,366.20	13,366.20
G-03204	Recorded Books, LLC	Materials	2,489.61	2,489.61
G-03205	Oklahoma City Museum of Art	Programming Activities	1,615.00	1,615.00
G-03206	Gale Group	Materials	932.14	932.14
G-03207	Western Concepts Restaurant Gr	Programming Activities	1,900.00	1,900.00
G-03208	The Norman Transcript	Periodicals/Subscriptions	216.00	216.00
G-03209	Anne G. Fischer	Automation Contractual	69.75	69.75
G-03210	BayScan Technologies	Automation	5,715.00	5,715.00
G-03211	Independent Stationers	Supplies	36.72	36.72
G-03212	Library Video Co.	Materials	89.85	89.85
G-03213	Full Circle Bookstore	Programming Activities	83.10	
		Materials	143.60	226.70
G-03214	Shawver & Son	Maintenance of Facilities	870.84	870.84
G-03215	Oklahoma History Center	Programming Activities	950.00	950.00

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-03216	Blackstone Audio Books	Materials	64.00	64.00
G-03217	Random House, Inc	Materials	316.50	316.50
G-03218	Brilliance Corporation	Materials	412.25	412.25
G-03219	ALA Advance Registration	Professional Services	740.00	
		Professional Services	225.00	965.00
G-03220	Ingram Library Service	Materials	269.02	269.02
G-03221	Walker Companies	Supplies	106.38	106.38
G-03222	Audio Editions	Materials	1,713.17	1,713.17
G-03223	OverDrive, Inc.	Materials	14,616.02	
		Materials	5,763.37	20,379.39
G-03224	Findaway World, LLC	Materials	7,592.36	7,592.36
G-03225	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-03226	MTM Recognition Corporation	Other Commodities	5.00	5.00
G-03227	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	123.50	123.50
G-03228	AV Cafe Inc	Materials	1,580.51	1,580.51
G-03229	Ingram Library Service	Materials	1,373.62	1,373.62
G-03230	General Lighting & Sign Serv.	Maintenance of Facilities	231.57	231.57
G-03231	Barnes & Noble, Inc.	Supplies	4,218.00	
		Materials	2,872.78	7,090.78
G-03232	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-03233	Evans Hardware	Maintenance of Facilities	20.28	
		Maintenance of Facilities	16.56	36.84
G-03234	Batteries Sooner LLC	Maintenance of Facilities	99.56	99.56
G-03235	Displays 2 Go	Furniture	583.22	583.22
G-03236	Oklahoma Zoological Society	Programming Activities	1,330.00	1,330.00
G-03237	National Cowboy & Western	Programming Activities	1,425.00	1,425.00
G-03238	Contractors Supply Co.	Maintenance of Facilities	31.38	31.38
G-03239	Jerry's Contracting	Maintenance of Facilities	800.00	
		Maintenance of Facilities	325.00	1,125.00
G-03240	Oklahoma Center for Nonprofits	Professional Services	270.00	270.00
G-03241	Deep Fork Dining Group	Programming Activities	1,900.00	1,900.00
G-03242	MAC Systems, Inc.	Maintenance of Facilities	312.00	
		Maintenance of Facilities	108.00	
		Maintenance of Facilities	750.10	1,170.10
G-03243	Dowell Parking Center	Parking & Transportation	312.00	312.00
G-03244	Novalco, Inc	Maintenance of Facilities	922.00	922.00
G-03245	Amazon/GE Money Bank	Supplies	40.99	40.99
G-03246	Crowe & Dunlevy	Professional Services	1,223.34	
		Professional Services	123.00	1,346.34
G-03247	United Parcel Service	Postage	6.08	
		Postage	295.62	301.70
G-03248	C. L. Frates & Co.	Bldg, Prop, Auto Ins	50.00	50.00
G-03249	Alice Murphy	Supplies	32.50	32.50
G-03250	Rose Rock Development Inc	Maintenance of Facilities	1,695.00	
		Maintenance of Facilities	1,485.00	3,180.00
G-03251	Baker & Taylor Books	Materials	1,335.04	1,335.04

General Fund F.Y. 12-13

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
G-03252	Baker & Taylor Entertainment	Materials	472.01	
		Materials	3,690.85	
		Materials	396.83	4,559.69
G-03253	Walmart Community/GEMB	Other Commodities	82.98	82.98
G-03254	LaWana D. Morgan	Transportation	8.48	8.48
G-03255	Construction Building	Maintenance of Facilities	46.26	
		Maintenance of Facilities	735.00	781.26
G-03256	Hydronic Systems, Inc.	Maintenance of Facilities	568.53	568.53
G-03257	Streets Mechanical	Maintenance of Facilities	1,406.00	1,406.00
G-03258	Tracy Anne Genheimer	Programming Activities	62.50	62.50
G-03259	Bryon A Dickens	Programming Activities	100.00	100.00
G-03260	Roger Kimball	Programming Activities	200.00	200.00
G-03261	Gladys S Lewis	Materials	80.00	80.00
G-03262	City of OK City Development	Professional Services	20.00	20.00
G-03263	Scott Delsigne	Programming Activities	100.00	100.00
G-03264	Accuity, Inc.	Materials	1,157.00	1,157.00
G-03265	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-03266	Cox Communications, Inc.	Telephone Service	10.06	10.06
G-03267	Securitas Security USA, Inc.	Security Services	7,495.64	
		Security Services	698.04	8,193.68
G-03268	Baker & Taylor Books	Materials	2,301.53	
		Materials	1,279.73	
		Materials	2,444.13	
		Materials	3,430.28	
		Materials	5,004.84	
		Materials	3,947.75	
		Materials	1,951.35	
		Materials	4,051.87	24,411.48
G-03269	Baker & Taylor Books	Materials	897.86	
		Materials	1,528.33	
		Materials	3,205.35	
		Materials	3,715.76	9,347.30
G-03270	Baker & Taylor Books	Materials	895.21	895.21
G-03271	Lloyd Lovely	Transportation	27.75	27.75
G-03272	Sabre Technologies	Automation	2,520.00	2,520.00
G-03273	COTPA-Sheridan & Walker	Parking & Transportation	1,168.00	
		Parking & Transportation	2,406.65	3,574.65
G-03274	Erika Sterling	Maintenance of Facilities	360.00	360.00
G-03275	Baker & Taylor Entertainment	Materials	517.08	517.08
G-03276	Mackin	Materials	1,202.82	1,202.82
G-03277	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
Total of FY 12-13 Warrants Issued				\$ 2,617,283.53

General Fund F.Y. 11-12

**Warrant Register**

January 2013

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06285	Ingram Library Service	Materials	118.17	118.17
G-06286	Todd Olberding	Travel Expenses	688.42	688.42
G-06287	Karen L.Litteral	Programming Activities	117.79	117.79
G-06288	Vance Hunt & Associates, Inc.	Furniture	3,306.00	3,306.00
G-06289	Knoll, Inc.	Capital Projects	547.73	
		Capital Projects	355.25	902.98
		Total of FY 11-12 Warrants Issued		\$ 5,133.36

Special Funds

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
S-18271	Standley Systems	Copier Maintenance	31.40	
		Copier Maintenance	4.35	
		Copier Maintenance	13.07	
		Copier Maintenance	9.23	
		Copier Maintenance	4.47	62.52
S-18272	Jessica Morris	Lee Brawner Scholarship	600.00	600.00
S-18273	Linda Hyams	Lee Brawner Scholarship	900.00	900.00
S-18274	Rena Gibson	Lee Brawner Scholarship	1,800.00	1,800.00
S-18275	Heidi Wells	Lee Brawner Scholarship	990.50	990.50
S-18276	Janeal Walker	Lee Brawner Scholarship	1,200.00	1,200.00
S-18277	R. Justin Herwig	Lee Brawner Scholarship	900.00	900.00
S-18278	ImageNet Consulting, LLC	Copier Maintenance	82.43	
		Copier Maintenance	37.80	
		Copier Maintenance	82.43	202.66
S-18279	Walmart Community/GEMB	Come Read With Me	277.76	277.76
S-18280	Gale Group	Materials	475.06	475.06
S-18281	Baker & Taylor Books	Materials	198.95	198.95
S-18282	Baker & Taylor Books	Materials	683.43	683.43
S-18283	Newegg, Inc.	AL Renovation	175.00	175.00
S-18284	Debra B. Logan	Lost & Paid Item Returned	13.85	13.85
S-18285	Teresa Z. Fife	Lost & Paid Item Returned	12.00	12.00
S-18286	Cheryl A. Hill	Lost & Paid Item Returned	48.90	48.90
S-18287	Lori B. Peterson	Lost & Paid Item Returned	12.99	12.99
S-18288	Cynthia C. Roberts	Lost & Paid Item Returned	31.95	31.95
S-18289	Sarah L. Lewis	Lost & Paid Item Returned	12.95	12.95
S-18290	Vertis L. Pace	Lost & Paid Item Returned	10.95	10.95
S-18291	Katherine L.B. Etzkorn	Lost & Paid Item Returned	24.95	24.95
S-18292	Larra A. Willis	Lost & Paid Item Returned	14.95	14.95
S-18293	Linda Reid	Lost & Paid Item Returned	31.95	31.95
S-18294	Katrin Green	Lost & Paid Item Returned	22.15	22.15
S-18295	Laverta J. Nero	Lost & Paid Item Returned	15.95	15.95
S-18296	Dorothy -Marie A. Bennett	Lost & Paid Item Returned	11.95	11.95
S-18297	Ashley L. Malwick	Lost & Paid Item Returned	6.00	6.00
S-18298	Samantha L. Noble	Lost & Paid Item Returned	56.10	56.10
S-18299	Sean Janosek	Lost & Paid Item Returned	3.00	3.00
S-18300	Todd P. Swindall, Jr.	Lost & Paid Item Returned	27.45	27.45
S-18301	Briaunna J. Ingram	Lost & Paid Item Returned	9.95	9.95
S-18302	Regina S. Hartley	Lost & Paid Item Returned	11.75	11.75
S-18303	Taylor L. Knight	Lost & Paid Item Returned	14.95	14.95
S-18304	Jean Kobs	Lost & Paid Item Returned	14.95	14.95
S-18305	Ida J. Welton	Lost & Paid Item Returned	3.00	3.00
S-18306	Sarah D. Stone	Lost & Paid Item Returned	6.95	6.95
S-18307	Ben M. Ferrari	Lost & Paid Item Returned	6.15	6.15
S-18308	Holly R. Webb	Lost & Paid Item Returned	3.00	3.00
S-18309	Jean Garrett	Lost & Paid Item Returned	14.95	14.95
S-18310	Jennifer K. Block	Lost & Paid Item Returned	37.90	37.90
S-18311	Donna R. Adamek	Lost & Paid Item Returned	15.95	15.95
S-18312	Margaret T. Connell	Lost & Paid Item Returned	5.95	5.95
S-18313	Barbara J. Culbertson	Lost & Paid Item Returned	11.35	11.35
S-18314	Lezlie Carter	Room Rental	20.00	20.00
S-18315	Chase Card Services	Fines Account	152.40	152.40
S-18316	Derovations Corporation	12/Firends Bike Rack	2,010.00	2,010.00

Special Funds

Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
S-18317	Standley Systems	Copier Maintenance	3.67	
		Copier Maintenance	18.86	
		Copier Maintenance	6.54	29.07
S-18318	ImageNet Consulting, LLC	Copier Maintenance	96.82	96.82
S-18319	Kristin Williamson	Lee Brawner Scholarship	400.00	400.00
S-18320	Suzette V. Felton	Lee Brawner Scholarship	1,200.00	1,200.00
S-18321	Gale Group	Materials	247.92	247.92
S-18322	Baker & Taylor Books	Materials	124.38	124.38
S-18323	Baker & Taylor Books	Materials	184.07	184.07
S-18324	Gaylord Bros.	Furniture	460.08	460.08
S-18325	Chase Card Services	AL Renovation	1,670.95	
		SL Renovation	435.06	
		AL Renovation	222.60	2,328.61
S-18326	Oklahoma Tax Commission	State Sales Tax-December	43.90	
		State Sales Tax-December	17.60	61.50
S-18327	Dana Beach	Lost & Paid Item Returned	34.90	34.90
S-18328	Kathryn E Soucek	Lost & Paid Item Returned	3.00	3.00
S-18329	Alexis K.M. McDaniel or Devon	Lost & Paid Item Returned	6.00	6.00
S-18330	Ami R. H. Murphy	Lost & Paid Item Returned	24.95	24.95
S-18331	Andrew F. Barnes	Lost & Paid Item Returned	3.00	3.00
S-18333	Ryne Green	Lost & Paid Item Returned	21.25	21.25
S-18334	Tayyip Oral	Lost & Paid Item Returned	6.00	6.00
S-18335	Danne L. Johnson	Lost & Paid Item Returned	5.99	5.99
S-18336	Chipper L. A'Hearn or Dorraine	Lost & Paid Item Returned	6.00	6.00
S-18337	Janetta R. Sledge	Lost & Paid Item Returned	6.95	6.95
S-18338	Kelly R. Rice	Lost & Paid Item Returned	11.95	11.95
S-18339	Janice E. Telford	Lost & Paid Item Returned	3.00	3.00
S-18340	Gwendolyn Wilson	Lost & Paid Item Returned	9.50	9.50
S-18341	Gregory D. Wilson	Lost & Paid Item Returned	21.95	21.95
S-18342	Jennifer Colburn	Lost & Paid Item Returned	3.00	3.00
S-18343	Sky J. Deer	Lost & Paid Item Returned	7.95	7.95
S-18344	Lauren M. Boyce	Lost & Paid Item Returned	3.00	3.00
S-18345	Michelle A. Komarek	Lost & Paid Item Returned	3.00	3.00
S-18346	Metropolitan Library System	Transfer of Fines & Fees	40,000.00	40,000.00
S-18347	Oklahoma Tax Commission	State Sales Tax-December	707.36	707.36
S-18348	Andrea Emmons	Lee Brawner Scholarship	600.00	600.00
S-18349	Gale Group	Materials	810.96	810.96
S-18350	Baker & Taylor Books	Materials	98.99	98.99
S-18351	Topeka & Shawnee	Books Lost Account	14.99	14.99
S-18352	Kathleen J. Santos	Lost & Paid Item Returned	7.15	7.15
S-18353	Irving Public Library	Payment for ILL Lost Item	34.95	34.95
S-18354	Timothy Lyon	Lost & Paid Item Returned	3.00	3.00
S-18355	Mesa Public Library	Books Lost Account	19.95	19.95
S-18356	Evelyn R. Al-Batati	Lost & Paid Item Returned	13.95	13.95
S-18357	Lasonya R. Hamilton	Lost & Paid Item Returned	11.95	11.95
S-18358	Gary D. Pfeiffer	Lost & Paid Item Returned	22.00	22.00
S-18359	Tanda K. Maguire	Lost & Paid Item Returned	3.00	3.00
S-18360	Mary Ann H. Brown	Lost & Paid Item Returned	26.95	26.95
S-18361	Carrie K. Nichols	Lost & Paid Item Returned	13.55	13.55
S-18362	Jean M. Francis	Lost & Paid Item Returned	4.95	4.95
S-18363	Brittany K. Palmer	Lost & Paid Item Returned	5.99	5.99
S-18364	George P. Taylor	Lost & Paid Item Returned	26.95	26.95

Special Funds

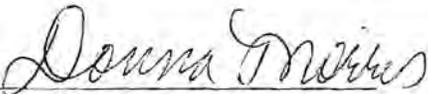
Warrant Register

January 2013

Number	Vendor/Payee	Purpose		Amount
S-18365	Sonja L. Young	Lost & Paid Item Returned	16.95	16.95
S-18366	Becky R. Schubert	Lost & Paid Item Returned	3.00	3.00
S-18367	Ashley S. Riley	Lost & Paid Item Returned	3.00	3.00
S-18368	Johnathan A. Bindel	Lost & Paid Item Returned	6.00	6.00
S-18369	Samuel J. Mauer	Lost & Paid Item Returned	3.00	3.00
S-18370	Mary Lauren Humphreys	Lost & Paid Item Returned	21.95	21.95
S-18371	Justin T. Smith	Lost & Paid Item Returned	14.95	14.95
S-18372	Highlands Ranch Library	Books Lost Account	16.00	16.00
S-18373	Metropolitan Library System	Friends/Come Read with Me	22.51	22.51
S-18374	Hobby Lobby	13 Come Read With Me	164.03	164.03
S-18375	Betsy Diamant-Cohen	General/Mother Goose	2,770.00	2,770.00
S-18376	Baker & Taylor Books	Materials	155.12	155.12
S-18377	Baker & Taylor Books	Materials	7.18	7.18
S-18378	Demco	AL Renovation	3,208.50	3,208.50
S-18379	ULINE	AL Renovation	178.21	178.21
Total of Special Funds Warrants Issued				\$ 65,494.00

I, Donna Morris, certify that:

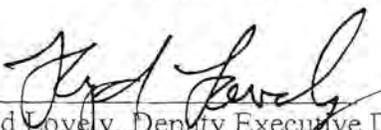
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered 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

2-13-13  
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

2-13-13  
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: COPIERS**

The Library wishes to purchase two new Savin MP4002sp copiers and one new Savin MP2852sp copier. These copiers will replace two copiers in the Downtown Library and one at the Service Center.

Standley Systems is the local Savin dealer and was awarded the Oklahoma State Wide contract for copiers #SW171.

<b>Model</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
Savin MP4002sp	2	\$5,393.13	\$10,786.26
Savin MP2852sp	1	\$4,539.32	\$4,539.32
Total			\$15,325.58

### **RECOMMENDATION:**

That the Commission award the contract for the purchase of the 3 Savin copiers to Standley Systems in the amount of \$15,325.58. Funding for this purchase is available in special fund account 820.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM B: MINIVAN**

Provided for in the FY2012-13 budget is the request for a new Minivan for the Maintenance Division. The Minivan will be used for maintenance deliveries to the libraries.

There is a state contract for vehicle purchase. The state contract is SW0035. The Dodge Caravan SE is listed on the State Contract. The Library's purchasing policy allows the Library to purchase off of any state contract.

Bob Howard Auto is on this state contract as a vendor.

<b>Quantity</b>	<b>Description</b>	<b>Contract Price</b>
1	Dodge Caravan SE	\$20,949.00

### **RECOMMENDATION:**

That the Commission approve the purchase of the Dodge Caravan SE from Bob Howard Auto in the amount of \$20,949.00. Funding for the purchase is provided for in the FY12-13 budget, account 409.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM C: CARPET INSTALLATION AT BELLE ISLE AND CHOCTAW LIBRARIES**

Provided for in the FY2012-13 budget is funding for carpet replacement at the Belle Isle and Choctaw Libraries. The carpet selected was from Milliken.

Milliken was awarded a competitively bid contract with National Joint Powers Alliance (NJPA) on March 20, 2012. Milliken will use a local dealer, Bryan's Carpet, for the installation.

The proposals are based on NJPA pricing for materials and labor.

Library	Total Bid Price
Belle Isle	\$107,430
Choctaw	\$43,185
Total	\$150,615

### **RECOMMENDATION:**

That the Commission award the contract for the carpet replacement for the Belle Isle and Choctaw Libraries to Milliken in the amount of \$150,615. Adequate funding is available in the FY 2012-2013 budget, account 450.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM D: SUMMER READING MATERIALS**

Provided for in the FY2012-13 budget is the request for materials for the Summer Reading Program.

Specifications were prepared and bid packets were sent to three prospective bidders. A pre-bid conference was scheduled on February 5, 2013. One vendor attended.

A bid opening was held on February 12, 2013. One bid was received. The tabulation is as follows:

<b>Vendor</b>	<b>Total Bid</b>
University Printing Services	\$37,679.00

### **RECOMMENDATION:**

That the Commission approve the purchase of the Summer Reading Materials to University Printing Services in the amount of \$37,679.00. Funding for the purchase is provided for in the FY2012-13 budget, account 301.

## **EXECUTIVE DIRECTOR SEARCH COMMITTEE**

The Executive Director Search Committee will be meeting prior to the Commission meeting on Thursday, February 21<sup>st</sup> at 2:00 p.m.

The Committee will be reviewing and discussing the following agenda items and will bring any recommended action to the commission following the committee meeting.

- I.** Discussion, consideration and possible action: Executive Director Search Timeline (see exhibit A – proposed timeline)
- II.** Discussion, consideration and possible action: Proposed Recruitment Process
  - A. Determine if position should be advertised without hiring a consultant or search firm.
  - B. If yes, should we at the same time prepare a list of consultants and search firms to hire in case the committee's efforts are not successful? If the committee's efforts are not successful, what is the timeline to switch to hire a consultant or search firm?
  - C. Draft preferred qualities for Executive Director
  - D. Determine starting salary range
  - E. Authorize Draft of Recruitment Brochure



Report  
Statistical  
Annual  
FY11-12



Metropolitan  
Library System

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# ABOUT THIS REPORT

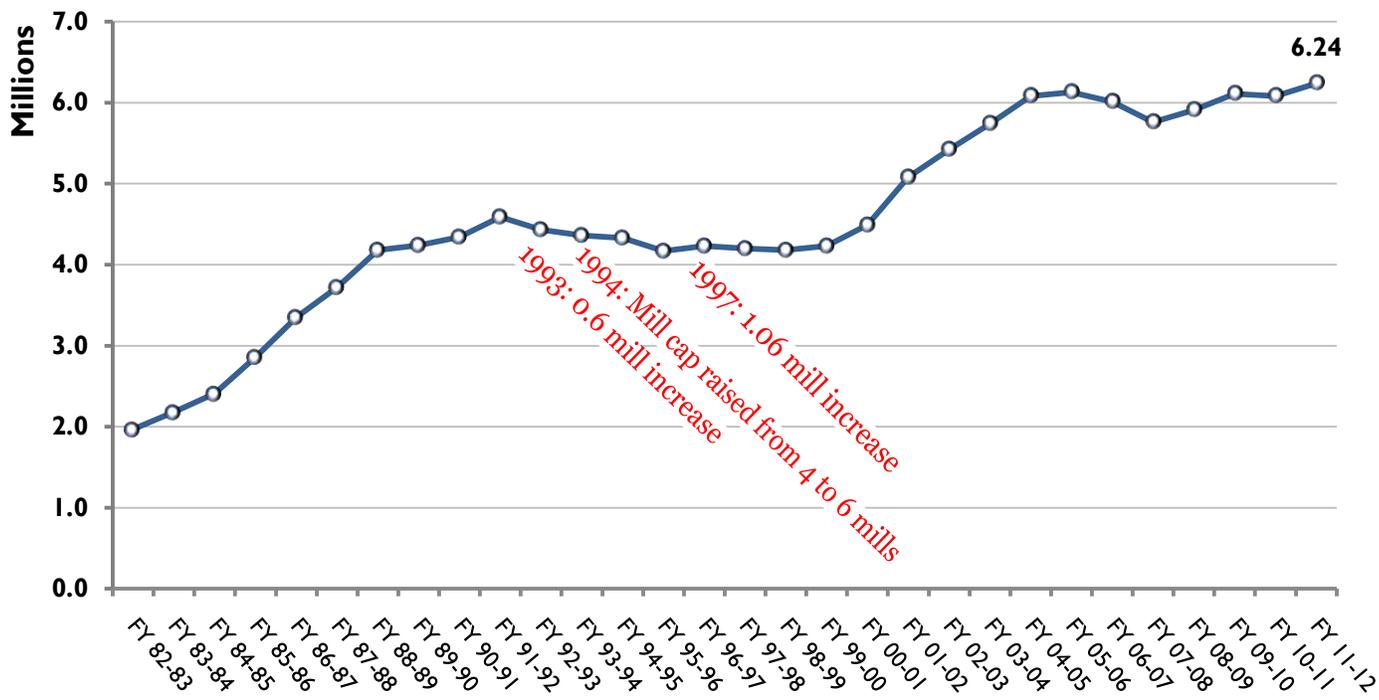
The Annual Statistical Report is a fixture of our yearly reporting practices. The Planning Department begins the process at the close of each fiscal year by **gathering the past year's data**. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is one of the requirements for MLS to be eligible for state aid in the coming year (\$287,392 in FY11-12). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted to various agencies and organizations thereafter.

The Annual Statistical Report is intended to provide a fiscal year summary to the staff and Commission and to serve as a record for reference in future years. Some elements of this report vary from year to year but, where possible, numbers are placed in historical context to illustrate multi-year trends. These trends are the result of a combination of factors that can be broadly classified as either stemming from library policies and available resources or as the effects of larger social, demographic, and/or technological developments.

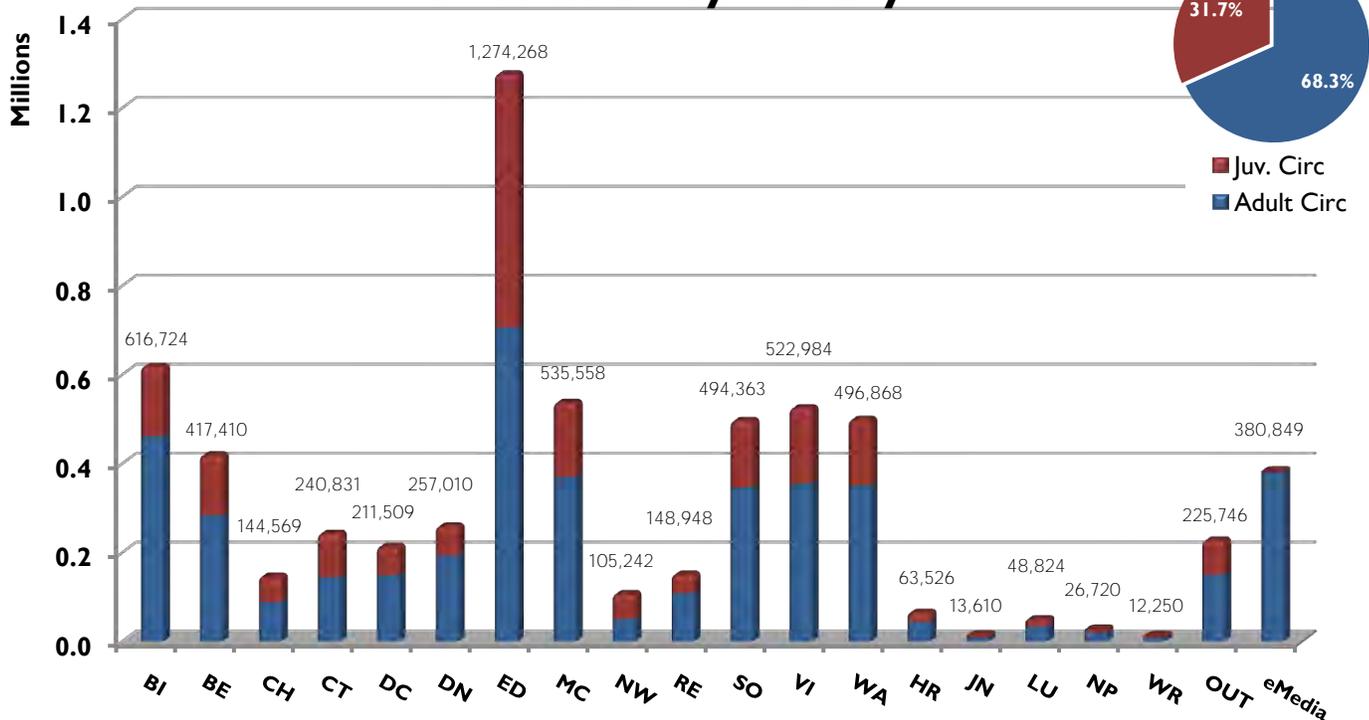
Finally, as we continue marketing the library to promote controlled and sustainable growth, there are considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to regard the results presented as a balancing of the resources used to fulfill our mission of **providing materials, services and programs to Oklahoma County's diverse community**.

# CIRCULATION

## Circulation History

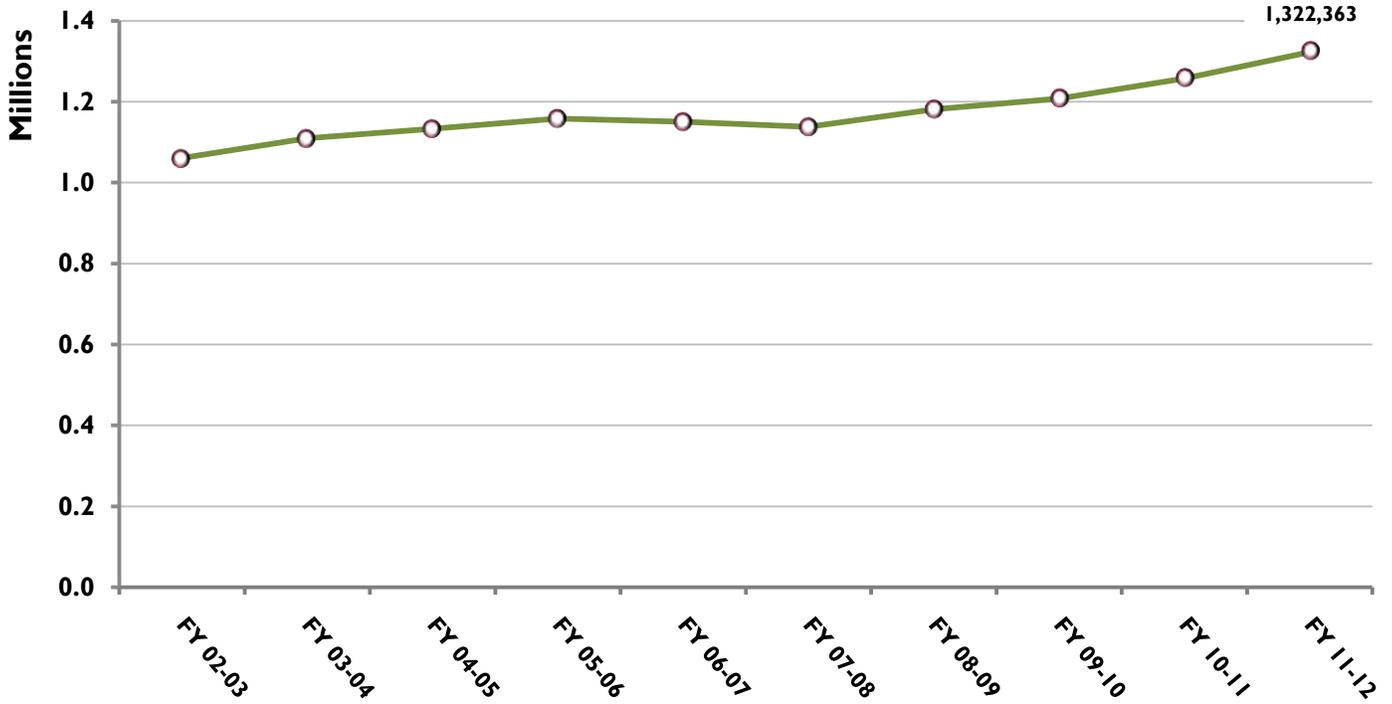


## Circulation by Library

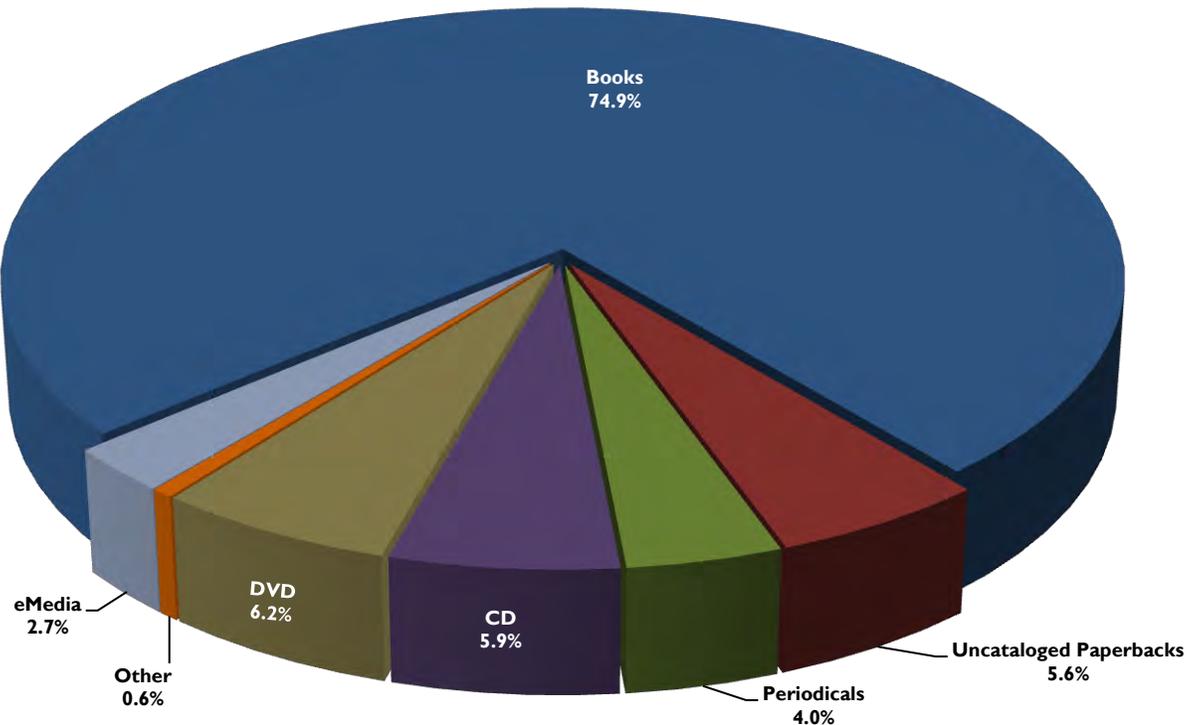


# INVENTORY

## Inventory History

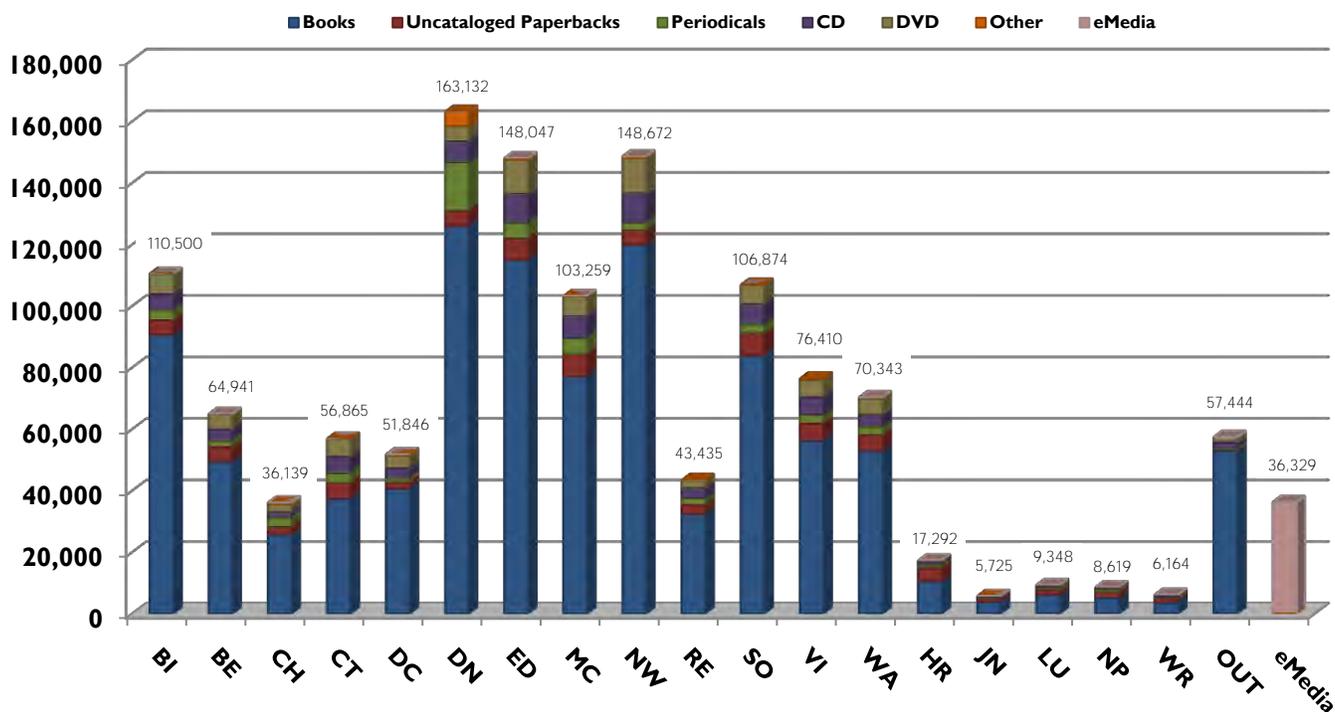


## System Collection by Format

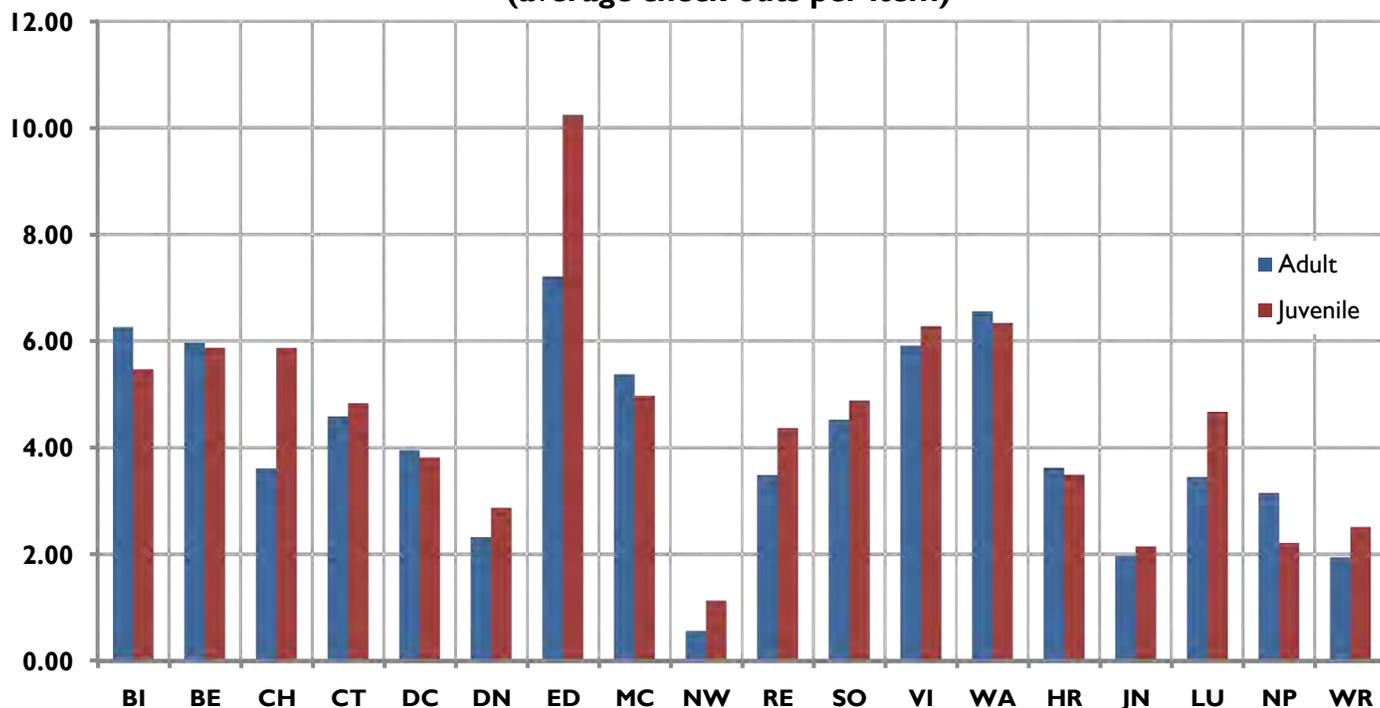


# LIBRARY INVENTORIES

## Library Inventories by Format

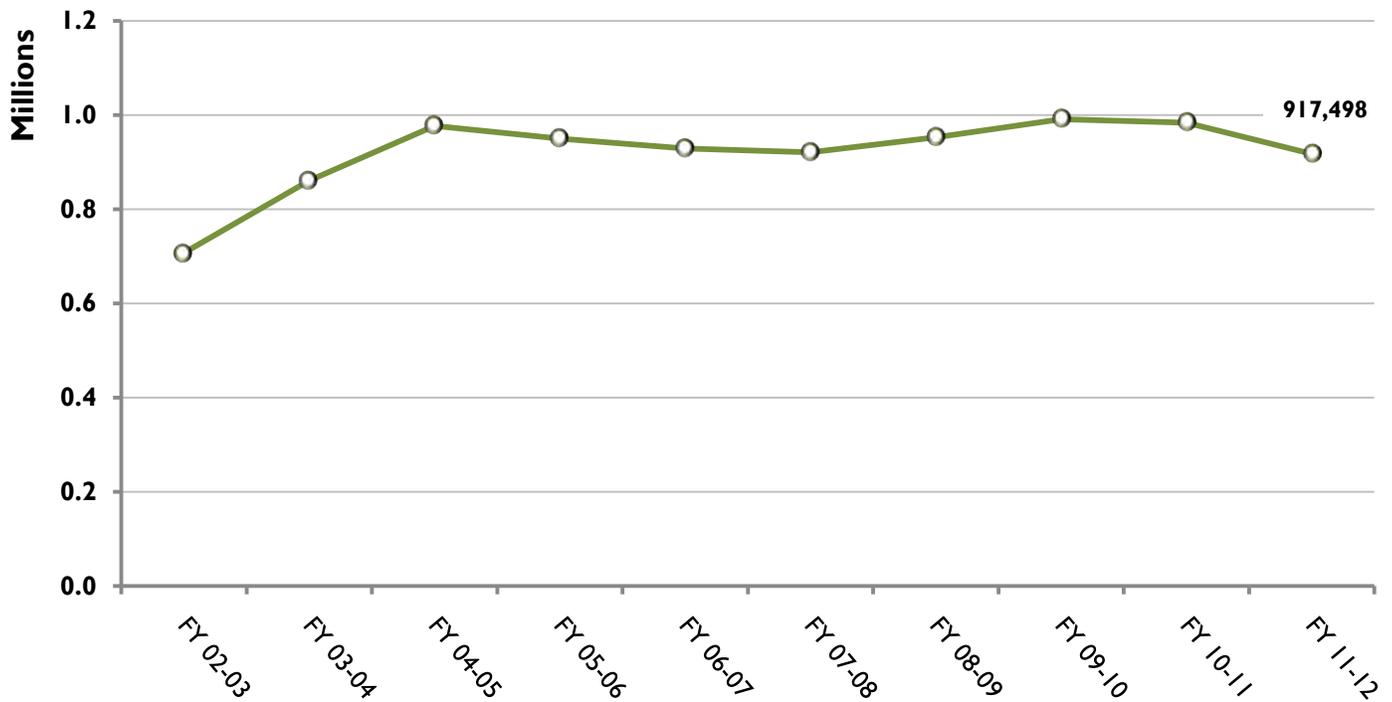


## Collection Turns by Library (average check-outs per item)

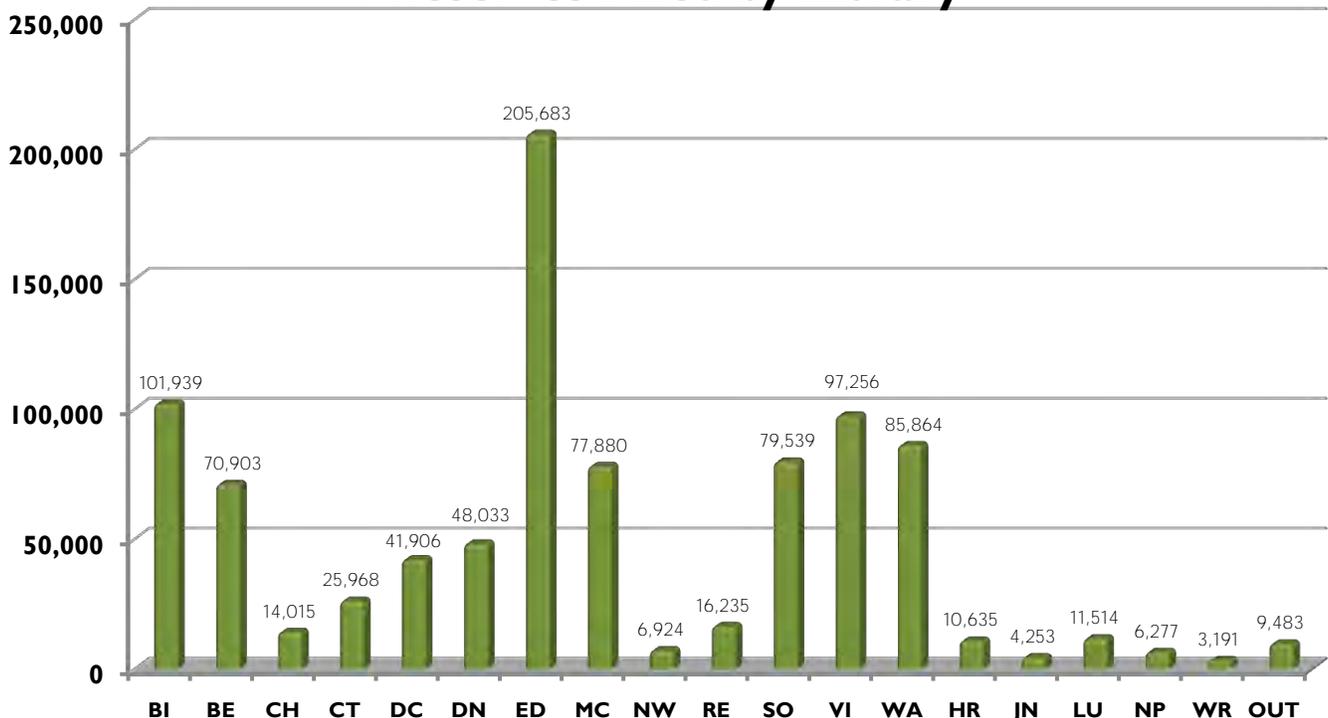


# RESERVES

## Reserves Filled History

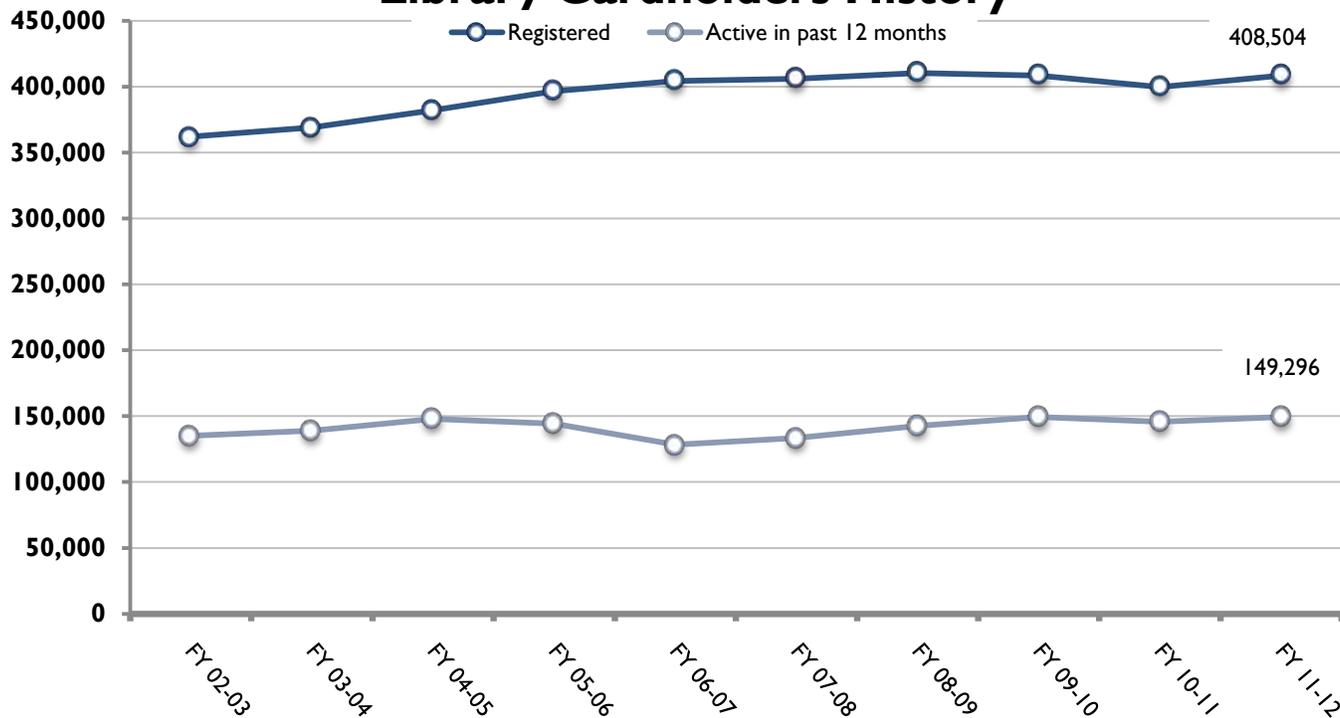


## Reserves Filled by Library

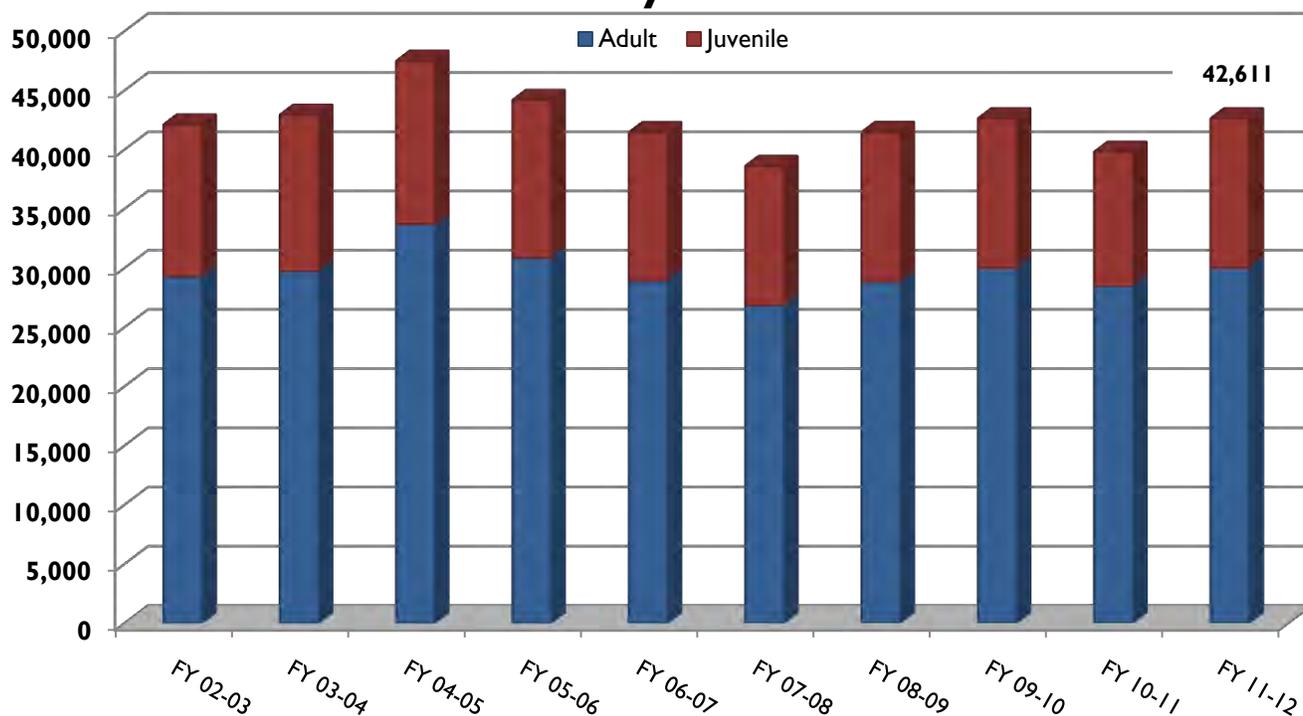


# LIBRARY CARDS

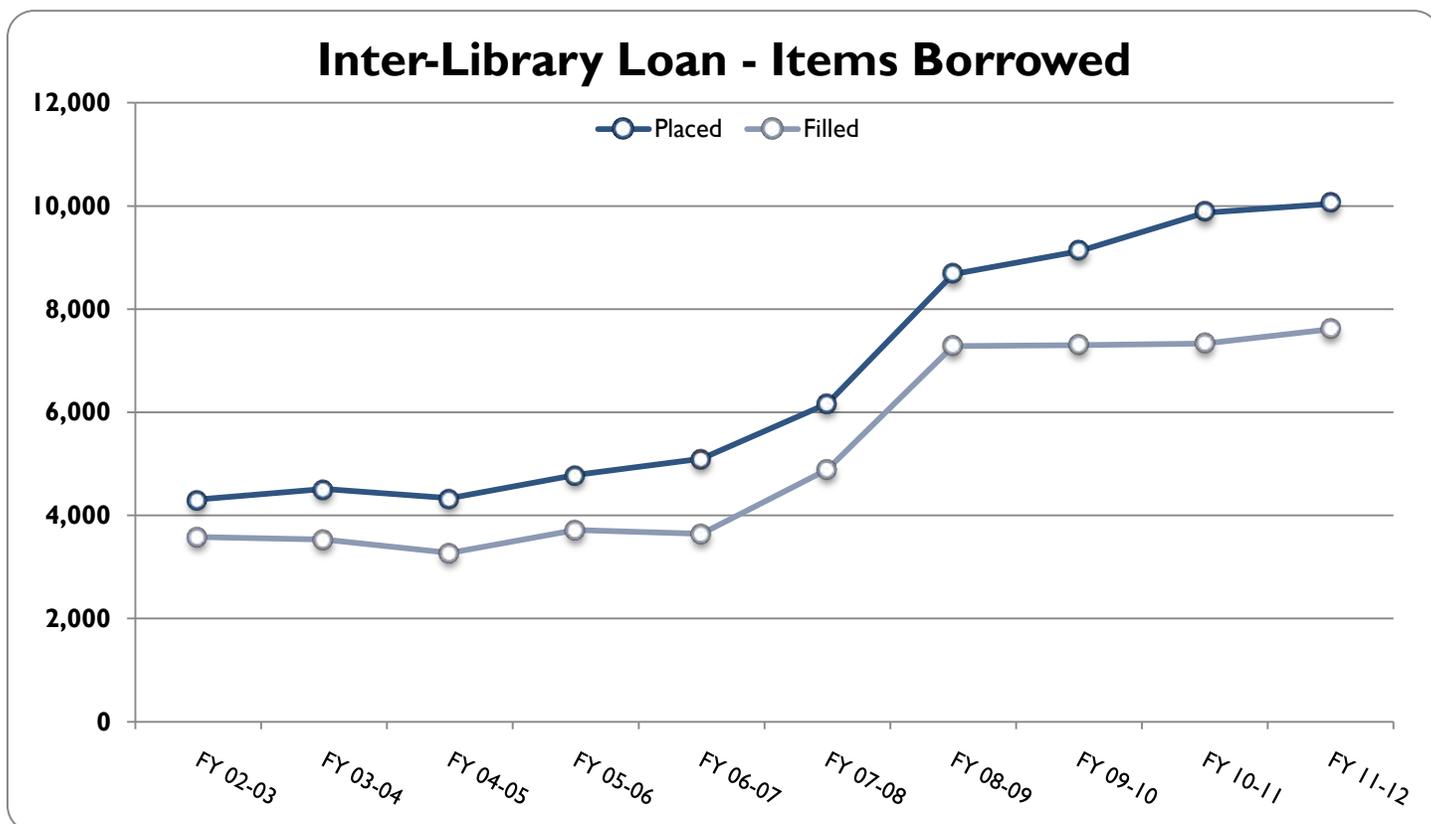
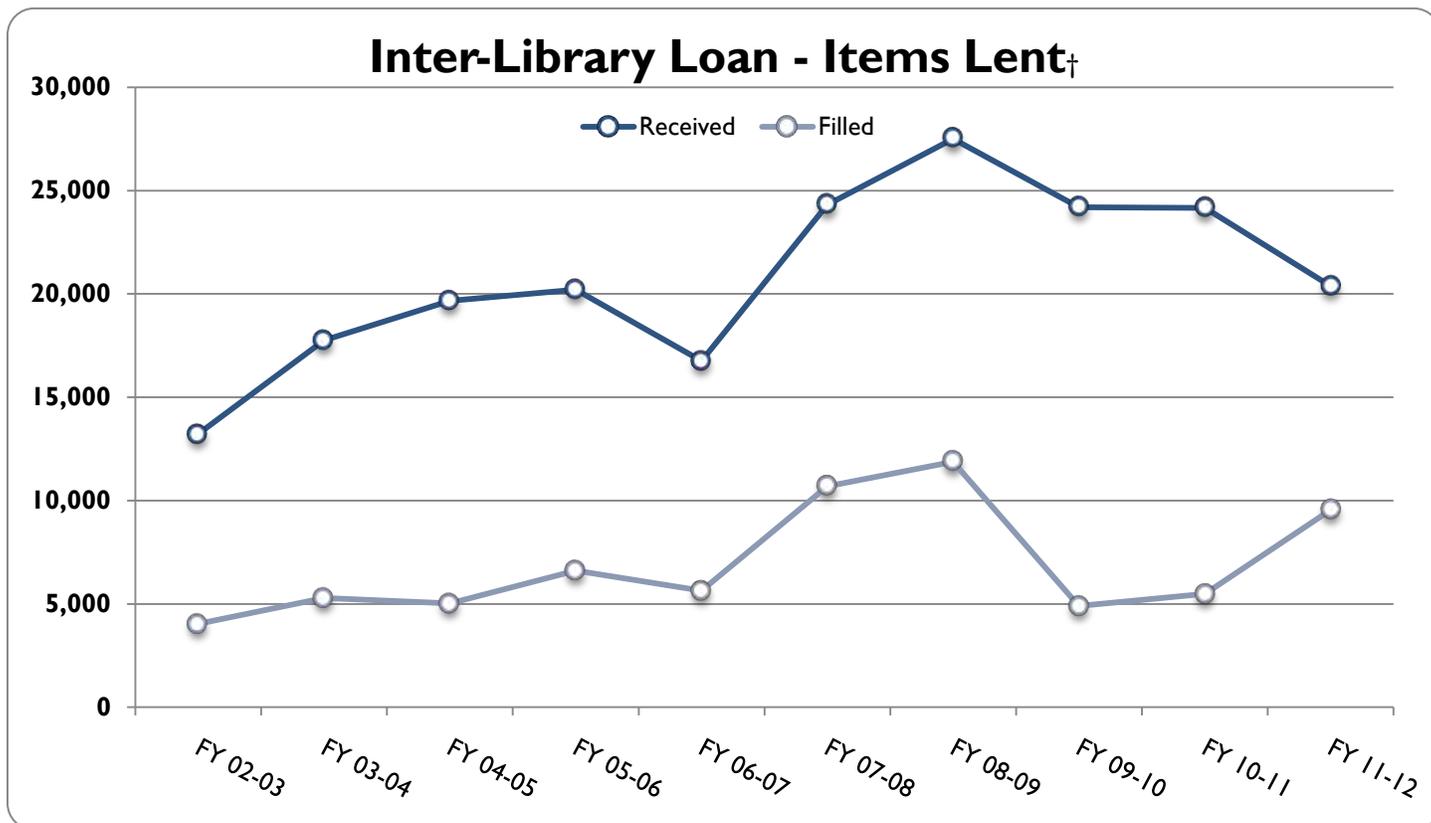
## Library Cardholders History



## New Library Cards Issued



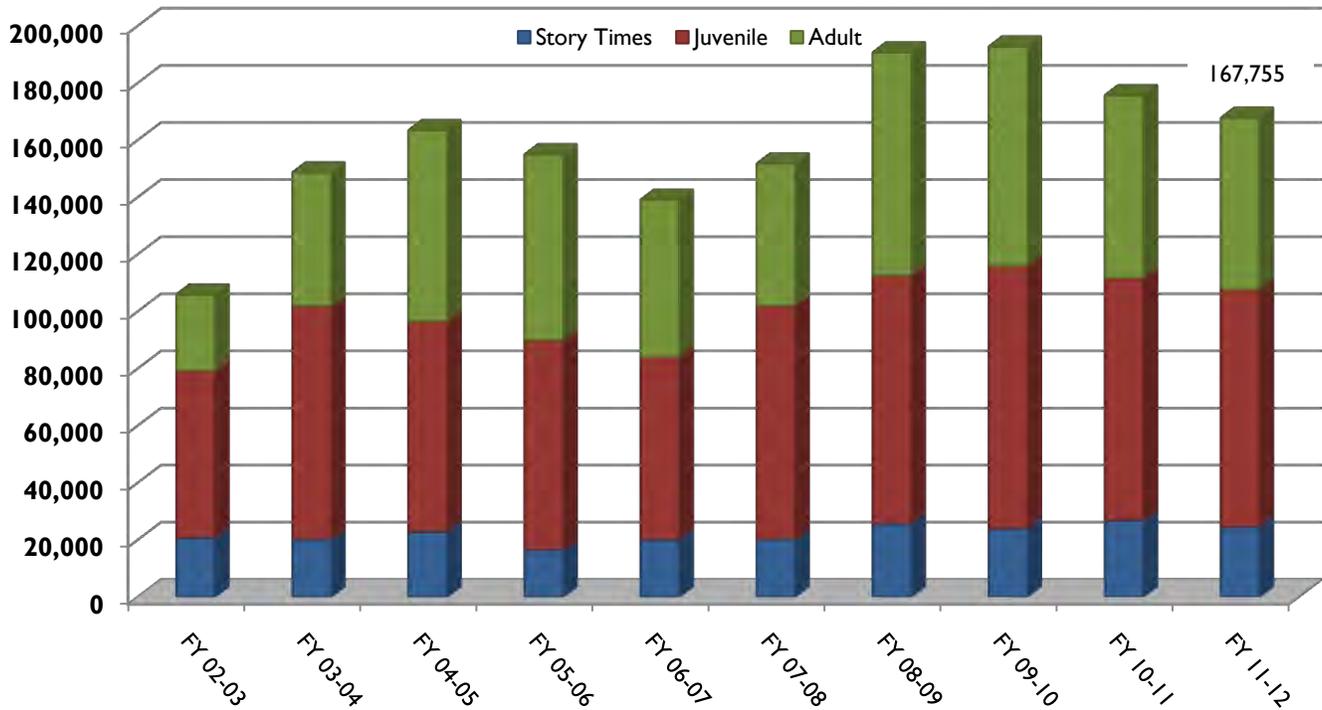
# INTER-LIBRARY LOANS



†ODL's Agent ILL system was discontinued in 2009 which eliminated many duplicate requests. ILL lending was also suspended for 2 months during the move to the service center.

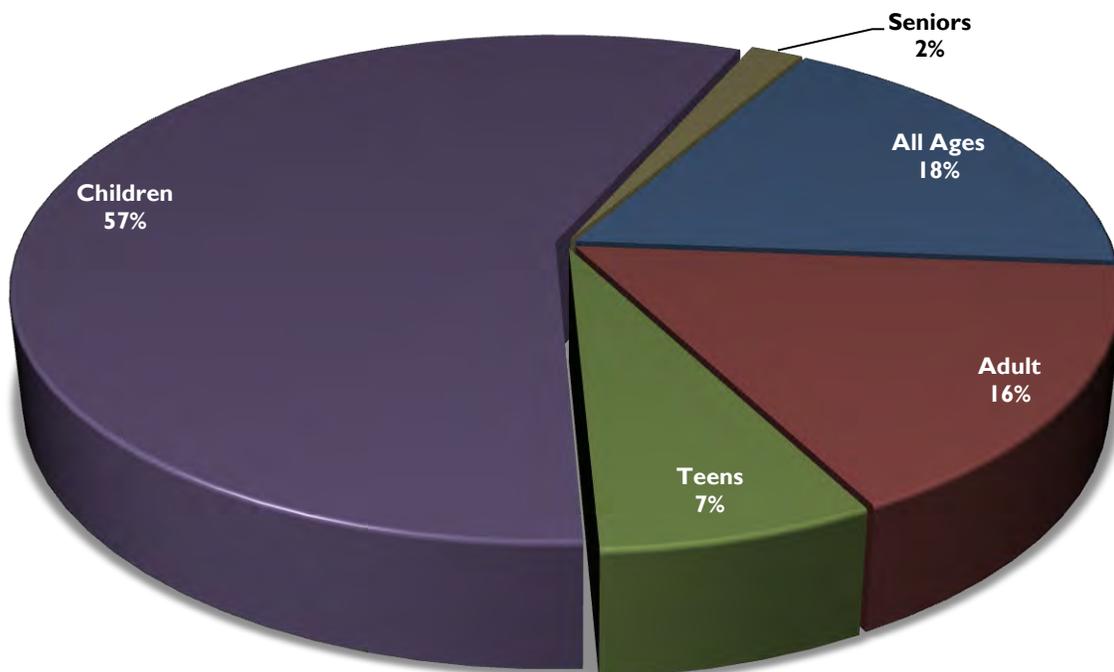
# PROGRAM ATTENDANCE

## Program Attendance History



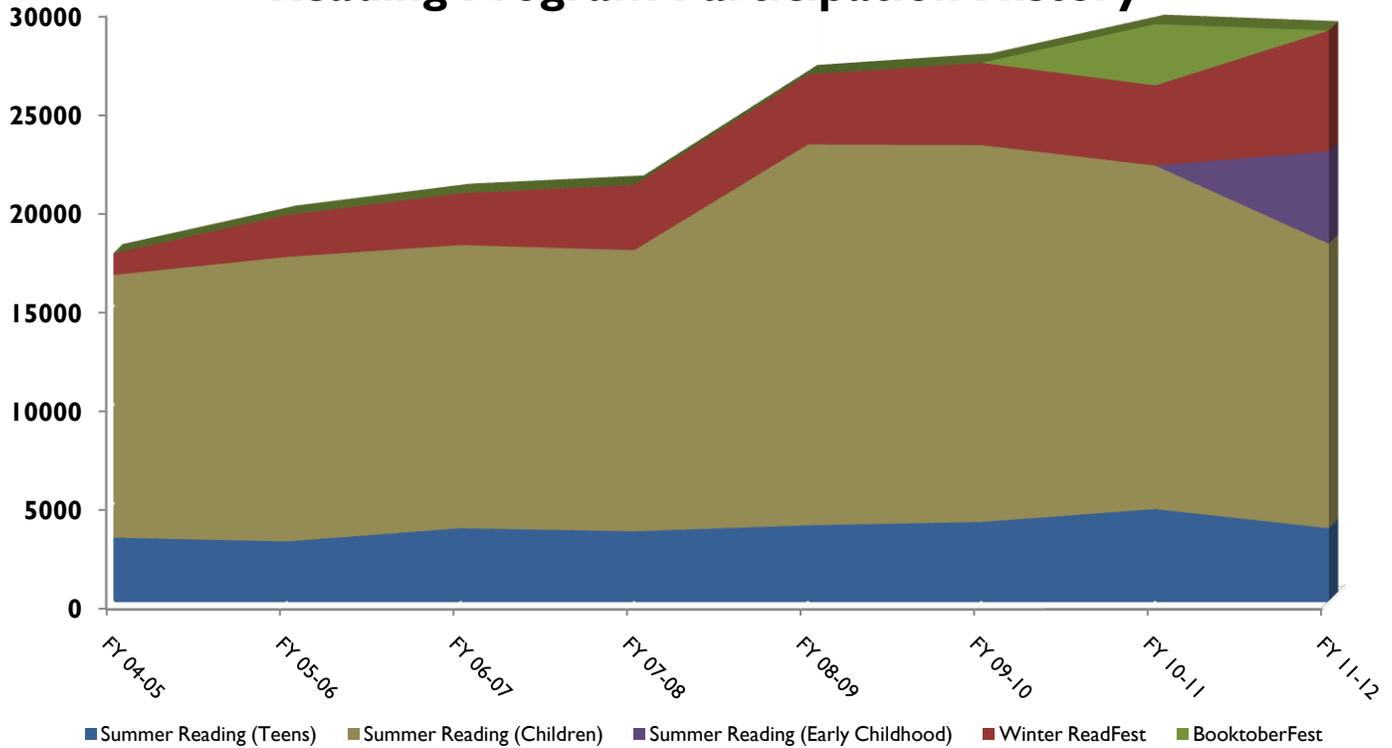
## Program Attendance by Intended Audience

FY11-12 Total Attendance = 167,755

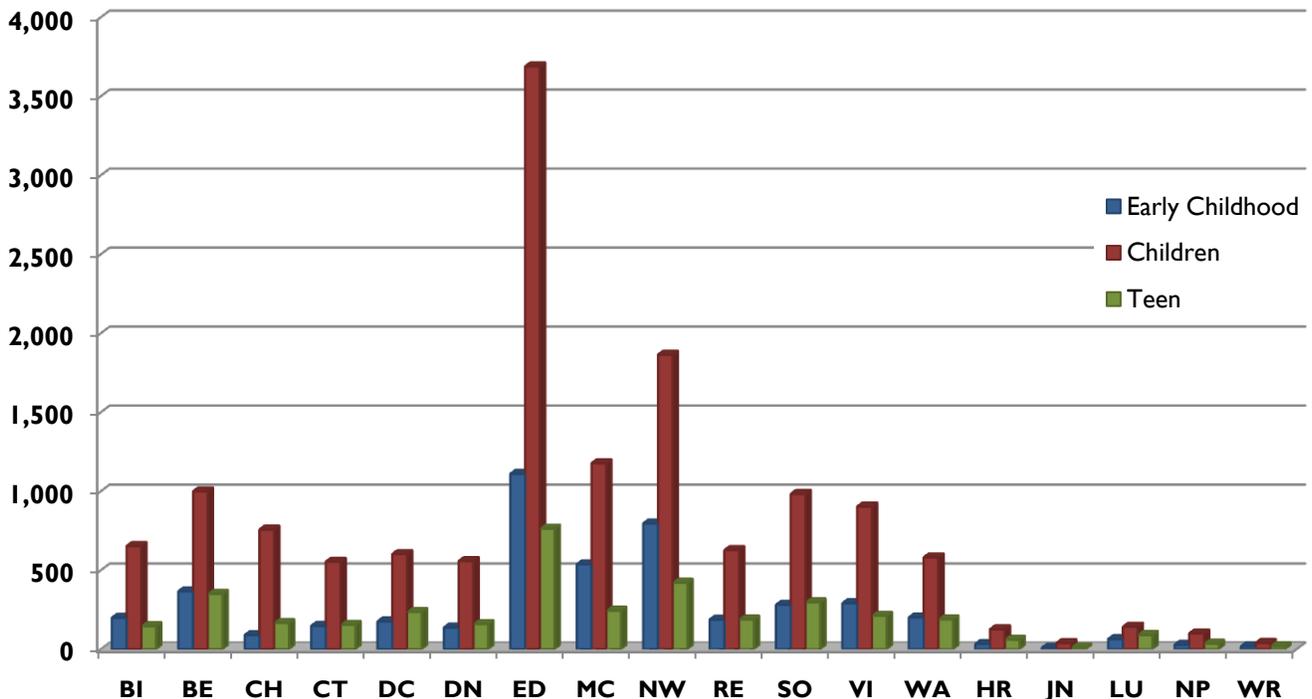


# READING PROGRAMS

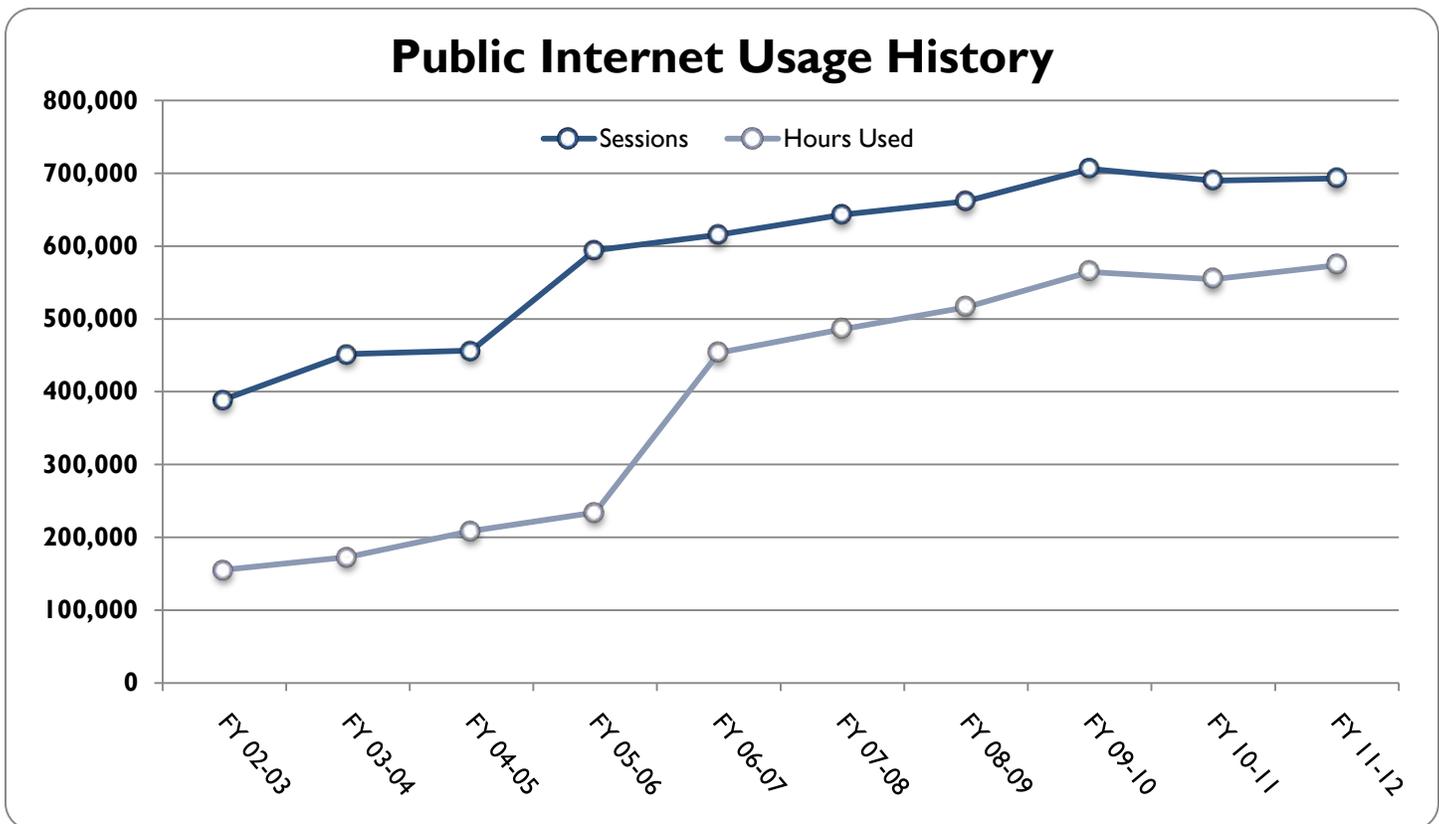
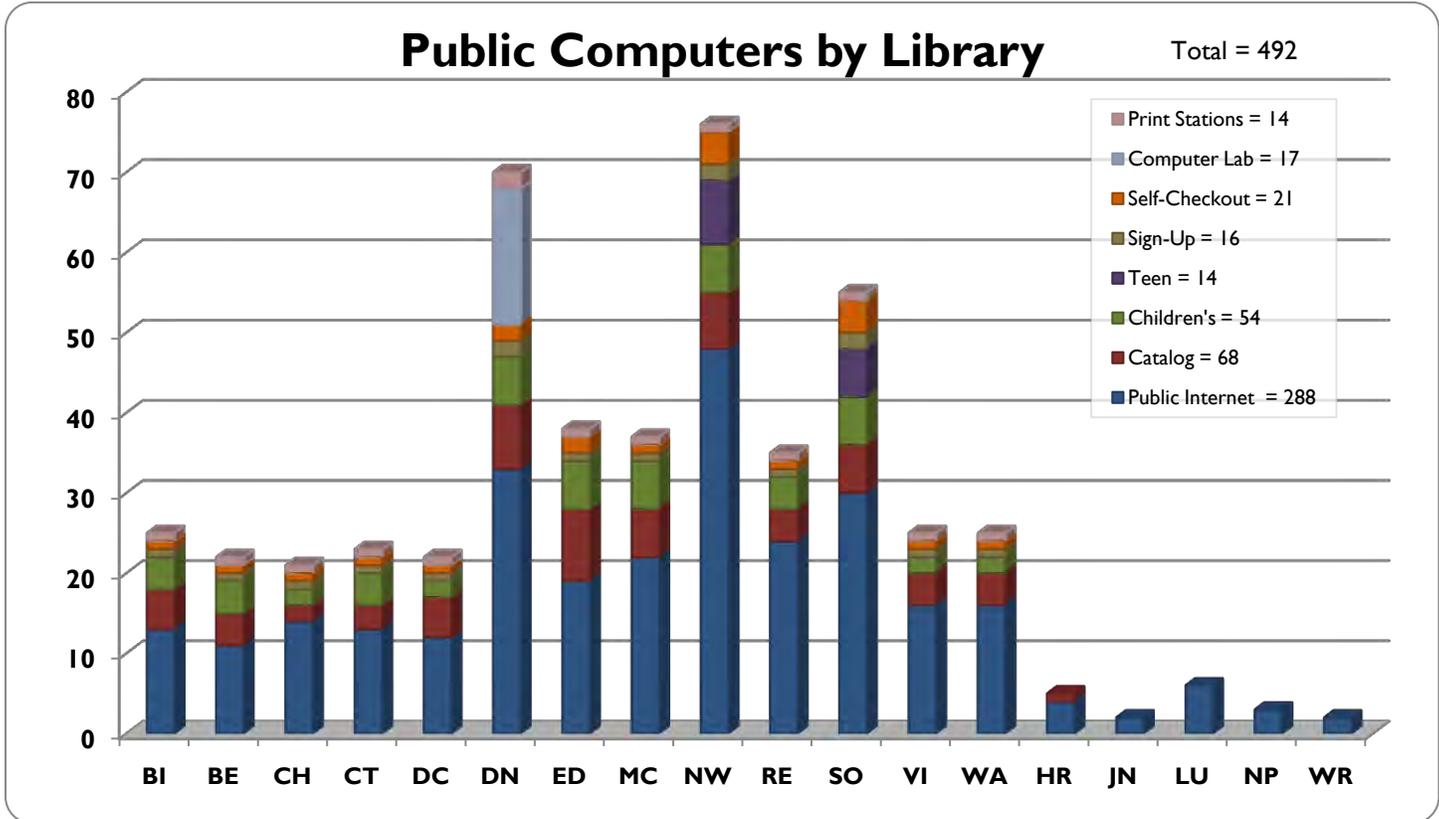
## Reading Program Participation History



## Summer Reading Sign-ups by Library

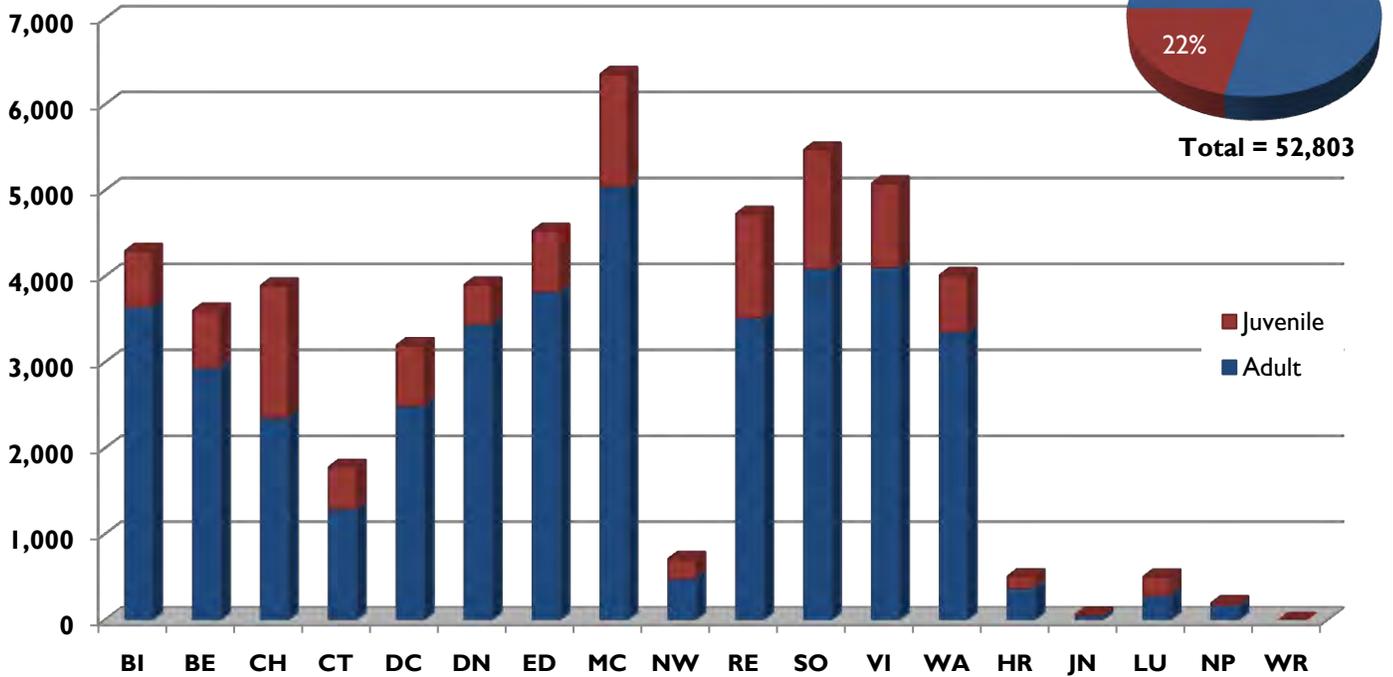


# COMPUTER USAGE HISTORY

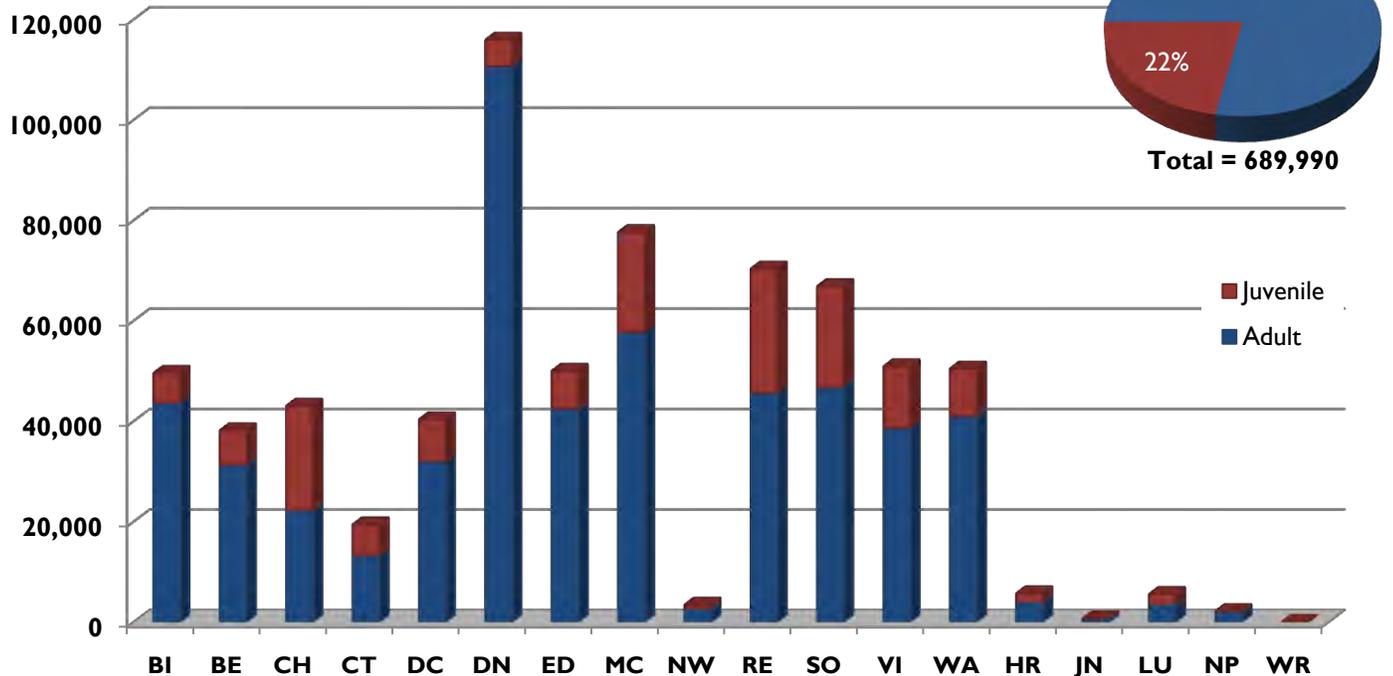


# PUBLIC INTERNET USAGE

## Unique Customers by Library



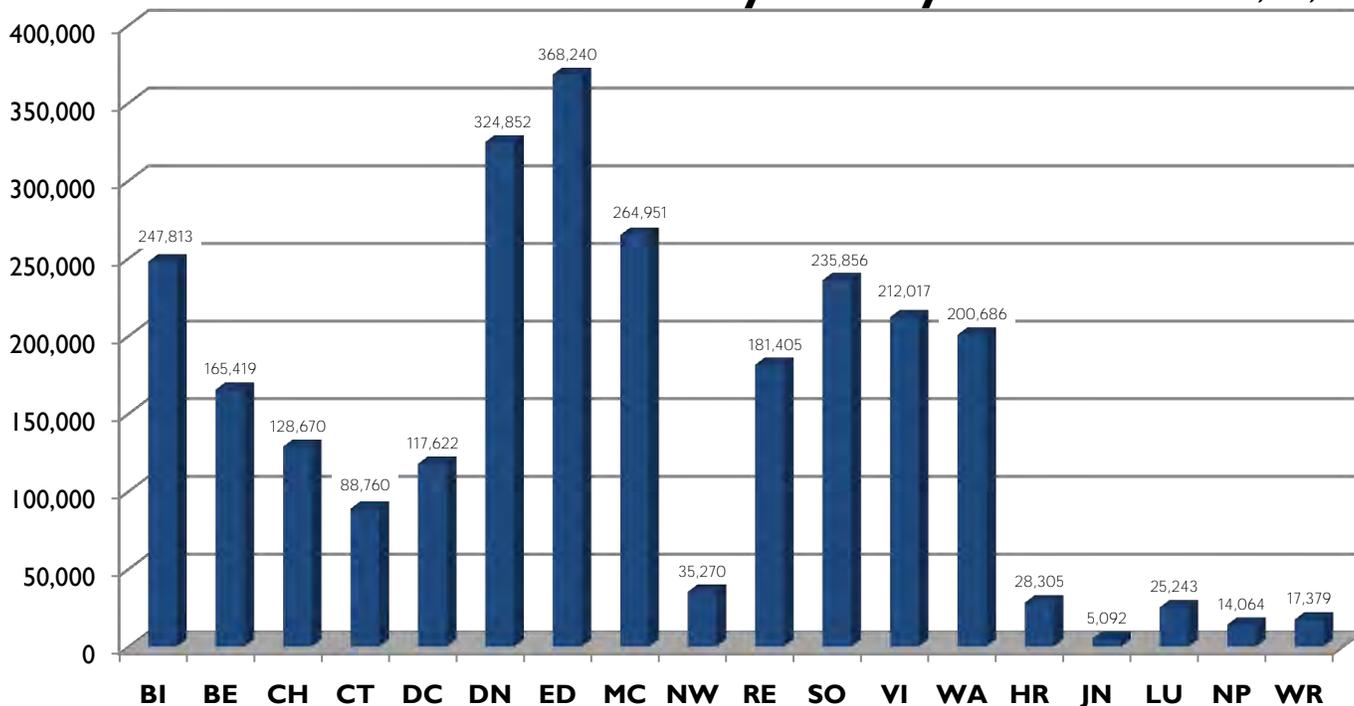
## Customer Sessions by Library



# CUSTOMER VISITS

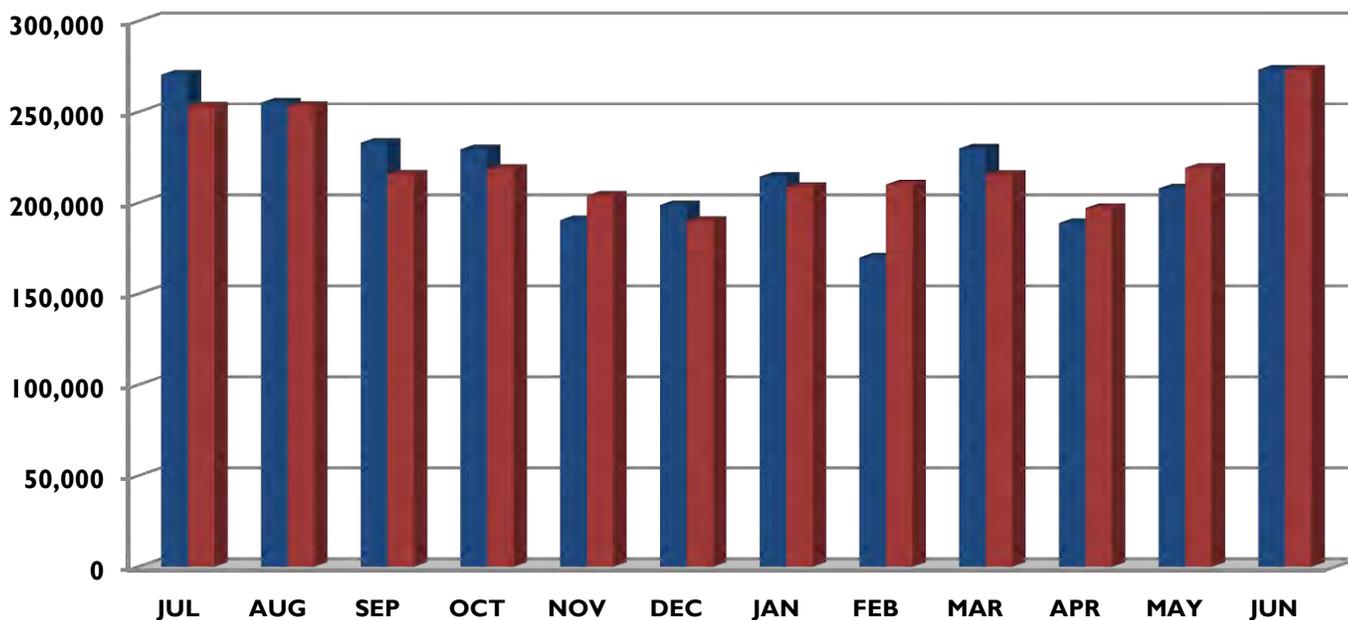
## Total Visits by Library

Total = 2,661,644



## Total Visits by Month

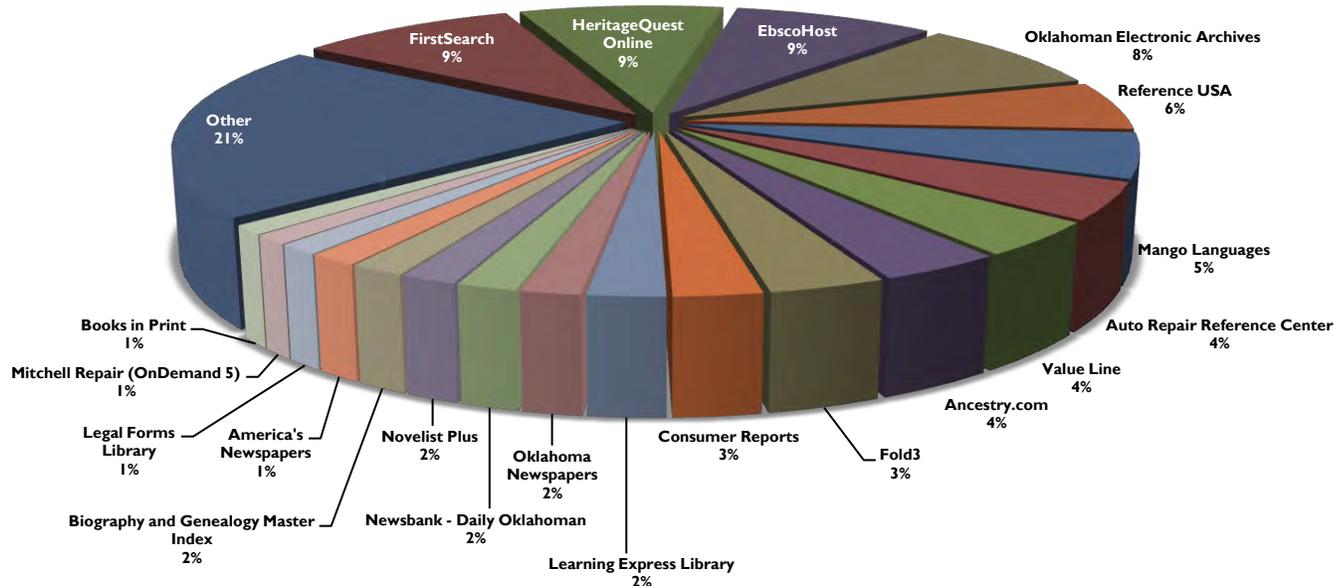
FY11 FY12



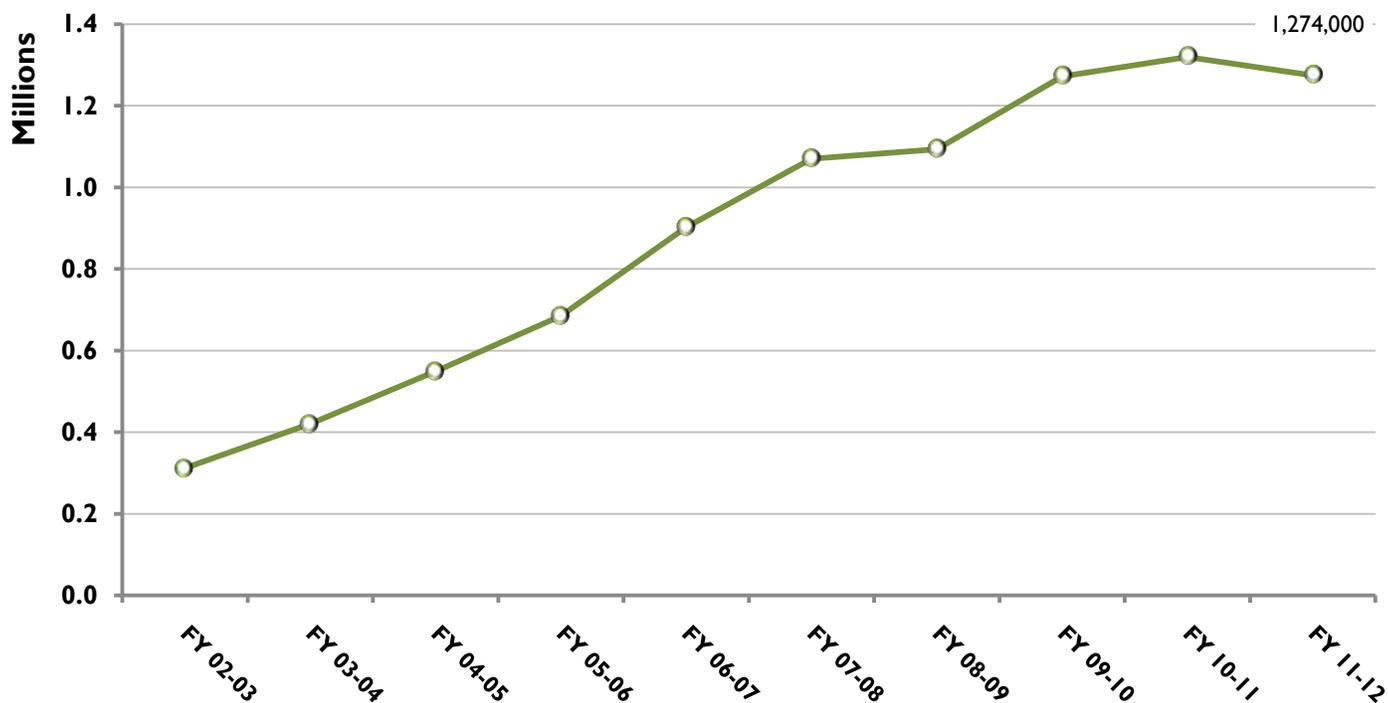
# DATABASES AND WEBSITE

## Database Visits

Total = 191,847



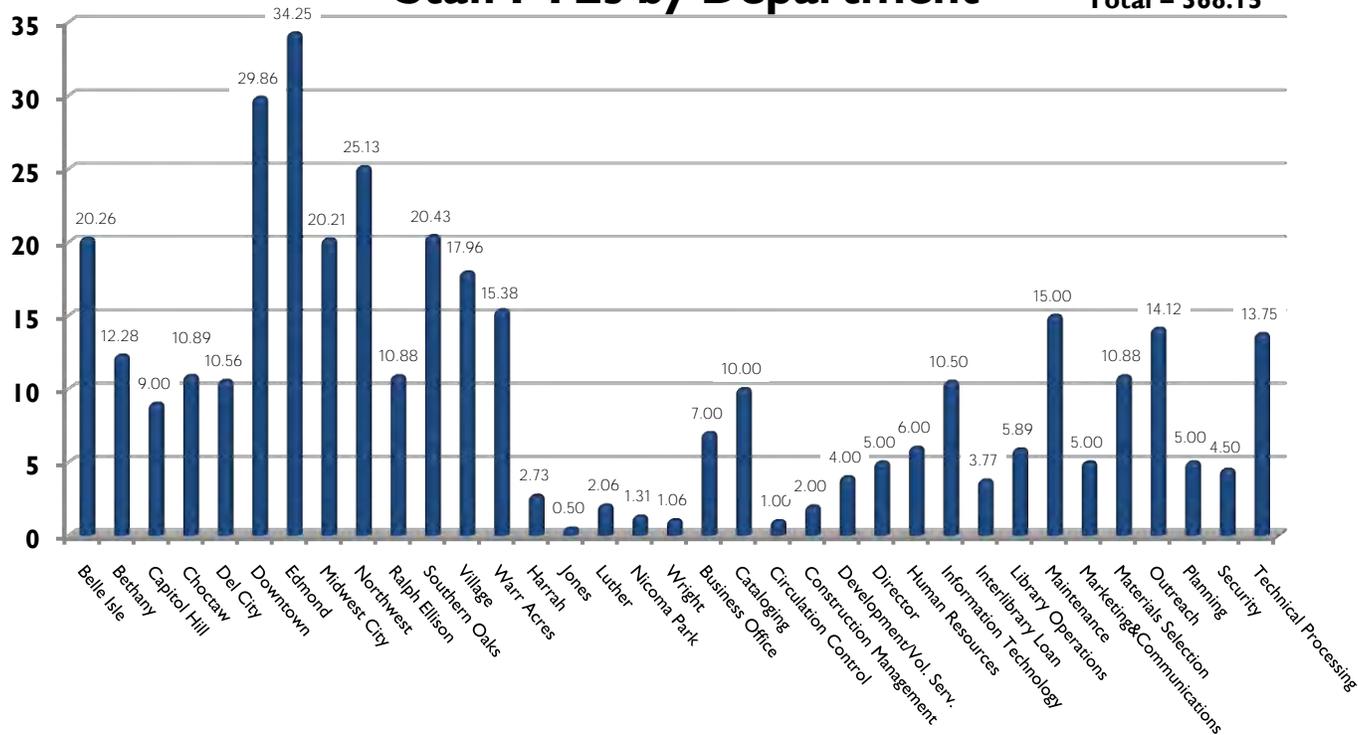
## Metrolibrary.org Homepage Visits



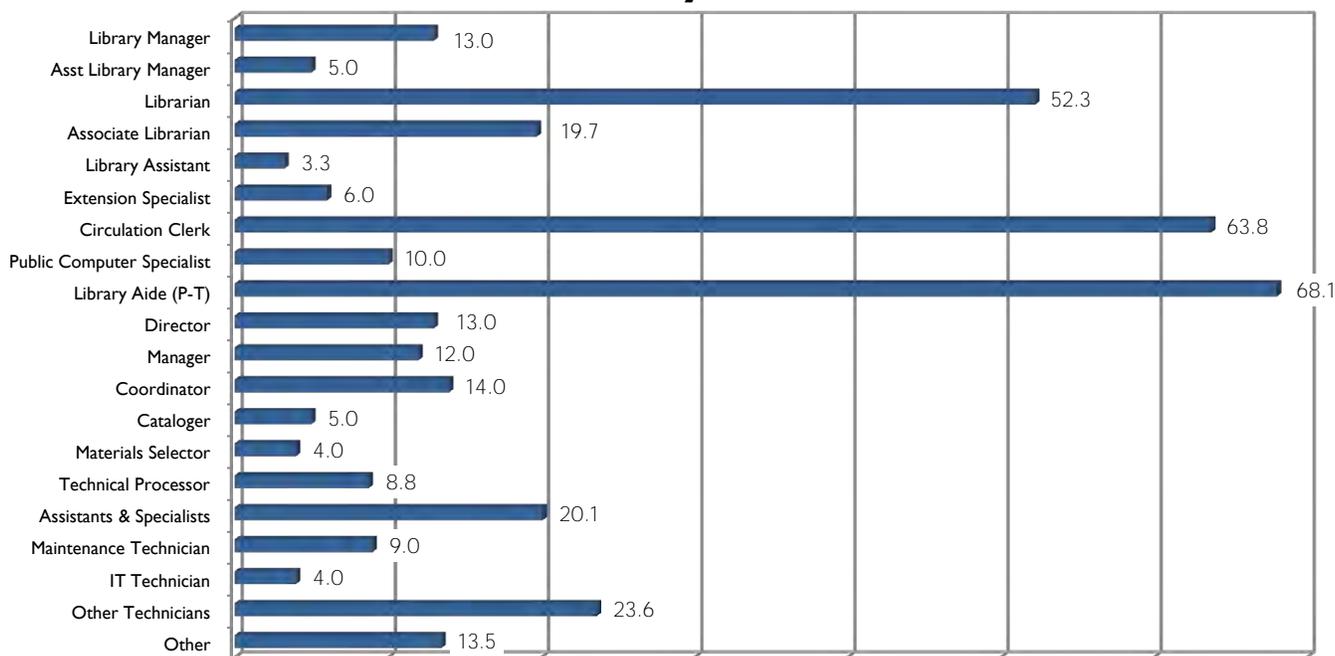
# MLS STAFF

## Staff FTEs by Department

Total = 368.15



## Staff FTEs by Position



# CONCLUSION

Fiscal year 2011-**2012** marked the Metropolitan Library System's continued expansion of library materials and services in Oklahoma County. Facility improvements, increased materials holdings, additional electronic media and online content, and the introduction of new and improved community programs represent a few of the many ongoing projects designed to provide increased value to our community now and for years to come.

6,237,809 items were borrowed or renewed during the 2011-2012 fiscal year, a quantity roughly equivalent to 8.52 transactions for each resident of Oklahoma County. These transactions constitute a 2.54% increase over that which was observed during the previous fiscal year.

Specifically, the Metropolitan Library System eMedia inventory grew by 92.85% to 36,329 items during Fiscal Year 2011-2012. This collection continued its growth in popularity, with the number of items borrowed or renewed increasing by 144.26% to 380,849 transactions during the period.

The Patience S. Latting Northwest Library opened its doors to the community on May 22, 2012. In the 37 days between this date and the end of the fiscal year, 105,242 items were borrowed or renewed, resulting in an average of 277.68 transactions per hour for this location alone.

The number of new library cards issued during the 2011-2012 fiscal year increased by 7.08%, with adult and juvenile new library cards increasing by 5.30% and 11.57%, respectively. As a result, the total number of registered borrowers increased by 2.21% over the previous fiscal year, a portion of which being due to the Southern Oaks Library's temporary facility.

Located in the Almonte shopping center, at SE 59th and May Avenue, new library cards issued at the temporary Southern Oaks facility increased 18.53% over the original location, during the previous fiscal year; illustrating how even seemingly short distances can dramatically impact the availability of library materials and services to the citizens of Oklahoma County.

Finally, in May of 2012, the addition of 6,682 annual operating hours throughout the Metropolitan Library System significantly increased the public's ability to access the varied library materials and services provided to our respective communities.

As has been clearly demonstrated through the data collected during fiscal year 2011-2012, the Metropolitan Library System continues to provide library services to the citizens of Oklahoma County in the variety of ways and formats in which they prefer. In the coming years, the Metropolitan Library System will continue to upgrade and expand its facilities, materials, and services in order to grow alongside the evolving needs of our diverse community.

Prepared by: Planning Services

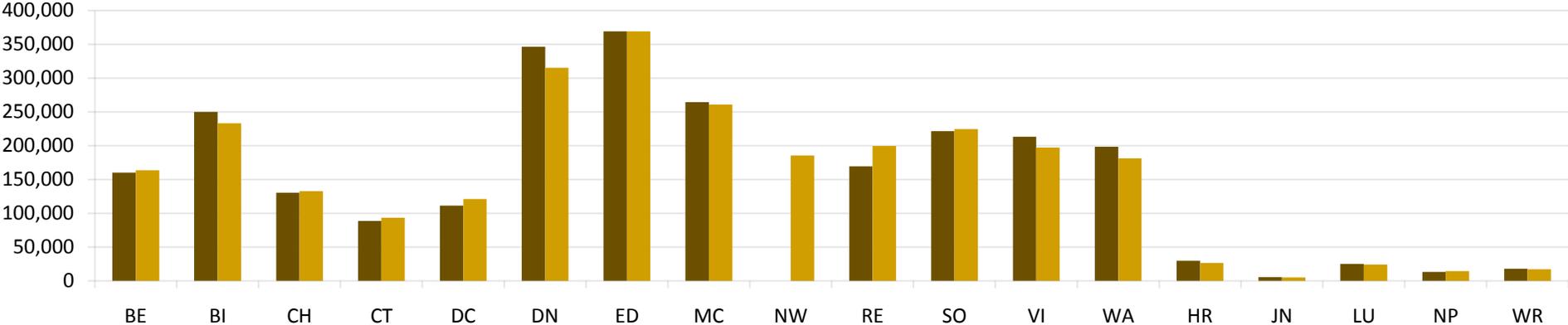
February 2013

# Library Visits Report

## System Summary

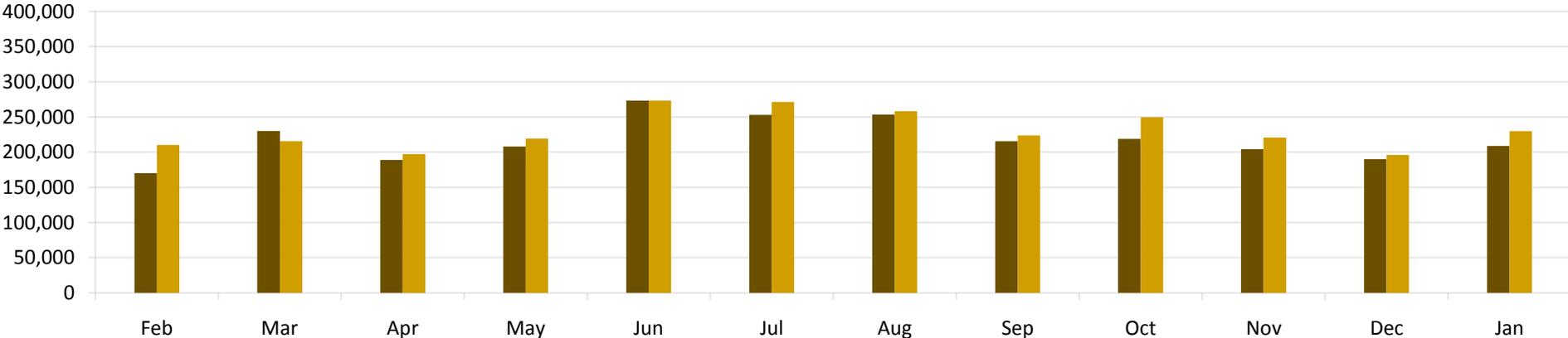
### Visits by Library

■ February 1, 2011 - January 31, 2012    ■ February 1, 2012 - January 31, 2013



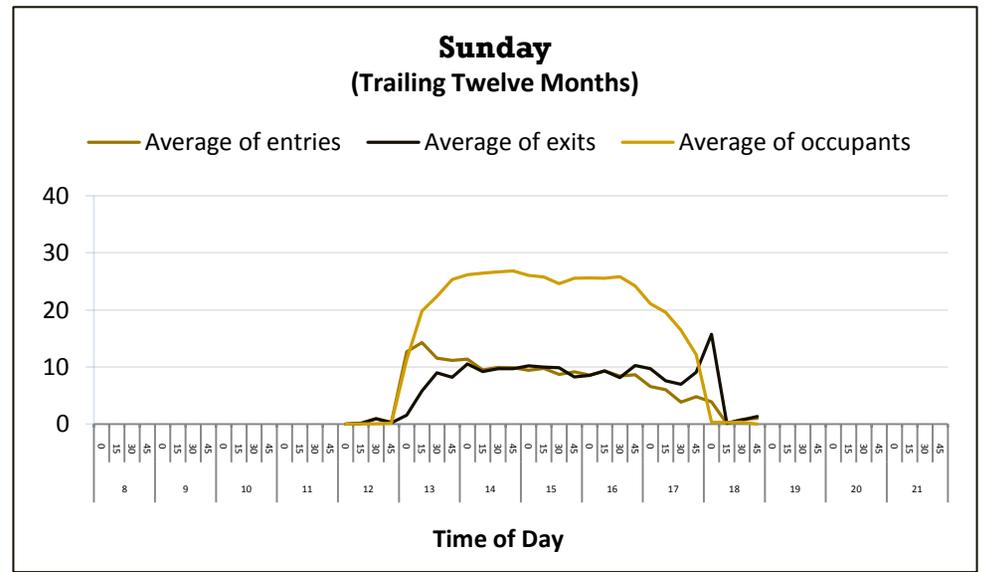
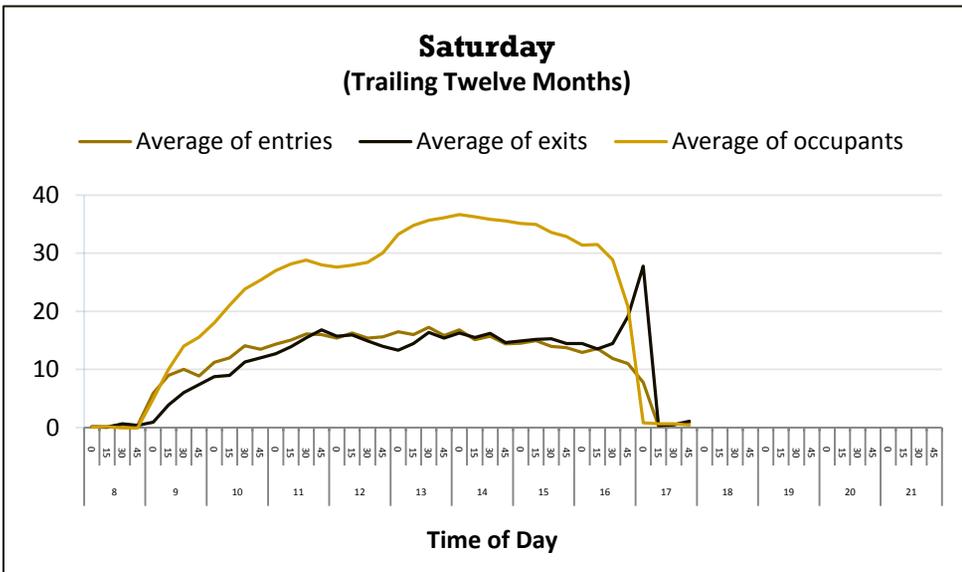
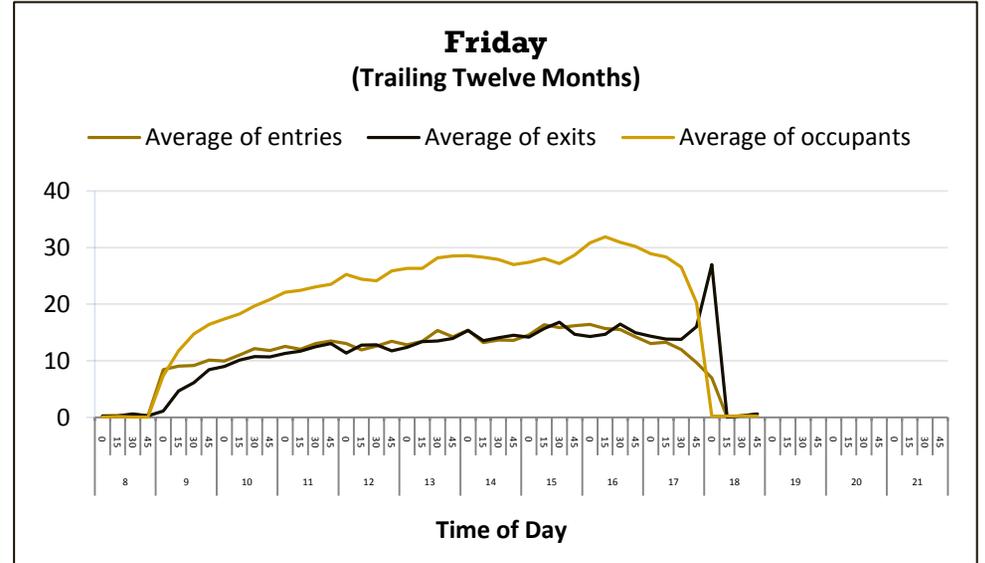
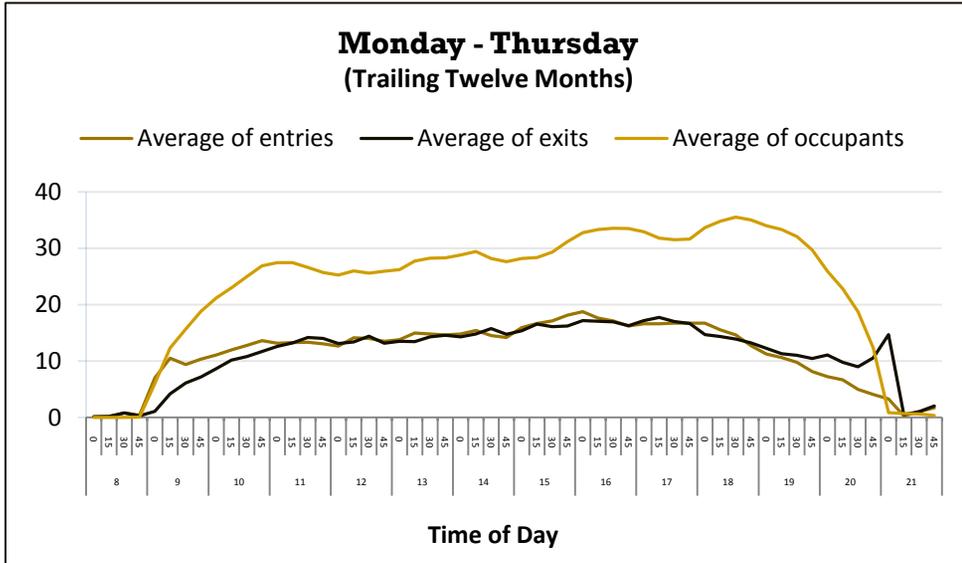
### Visits by Month

■ February 1, 2011 - January 31, 2012    ■ February 1, 2012 - January 31, 2013



# Library Visits Report

## Visits Profile: WA



# Library Visits Report

## Data

July 1, 2012 - January 31, 2013 (58.33% 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	149,569
	FY13	19,684	20,518	19,840	19,763	17,726	15,775	19,121	-	-	-	-	-	132,426
	%	-13.3%	-18.6%	-6.3%	-6.8%	-12.2%	-14.4%	-7.4%						
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	96,672
	FY13	16,408	14,583	12,823	13,764	12,619	11,555	13,098	-	-	-	-	-	94,851
	%	-0.7%	-8.0%	-4.2%	1.7%	0.0%	-2.4%	1.3%						
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	74,111
	FY13	11,751	12,690	13,965	11,278	10,524	8,752	9,596	-	-	-	-	-	78,557
	%	17.0%	13.3%	35.6%	-2.6%	0.6%	-9.6%	-11.4%						
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	50,577
	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	-	-	-	-	-	54,920
	%	9.0%	2.9%	-1.8%	20.0%	12.6%	7.3%	11.8%						
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	68,784
	FY13	12,301	11,238	10,155	11,098	9,778	8,505	9,553	-	-	-	-	-	72,628
	%	18.7%	1.7%	6.3%	15.8%	1.3%	-4.7%	-0.9%						
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	197,035
	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	-	-	-	-	-	189,277
	%	-17.4%	-14.0%	-2.8%	1.3%	-2.0%	2.0%	14.5%						
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	210,728
	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	-	-	-	-	-	211,639
	%	1.6%	-2.6%	0.3%	5.1%	-2.3%	-0.6%	1.3%						
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	155,327
	FY13	25,032	24,228	20,677	23,176	20,529	17,559	20,244	-	-	-	-	-	151,444
	%	-1.0%	-4.5%	-6.5%	4.3%	-0.9%	-7.0%	-2.3%						
NW	FY12	-	-	-	-	-	-	-	-	-	-	8,482	26,788	-
	FY13	26,552	22,353	21,191	22,414	19,712	17,029	20,881	-	-	-	-	-	150,132
	%													
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	106,104
	FY13	19,398	19,333	16,247	20,278	16,643	15,058	17,397	-	-	-	-	-	124,354
	%	13.9%	6.3%	16.2%	35.9%	25.3%	7.1%	18.8%						

# Library Visits Report

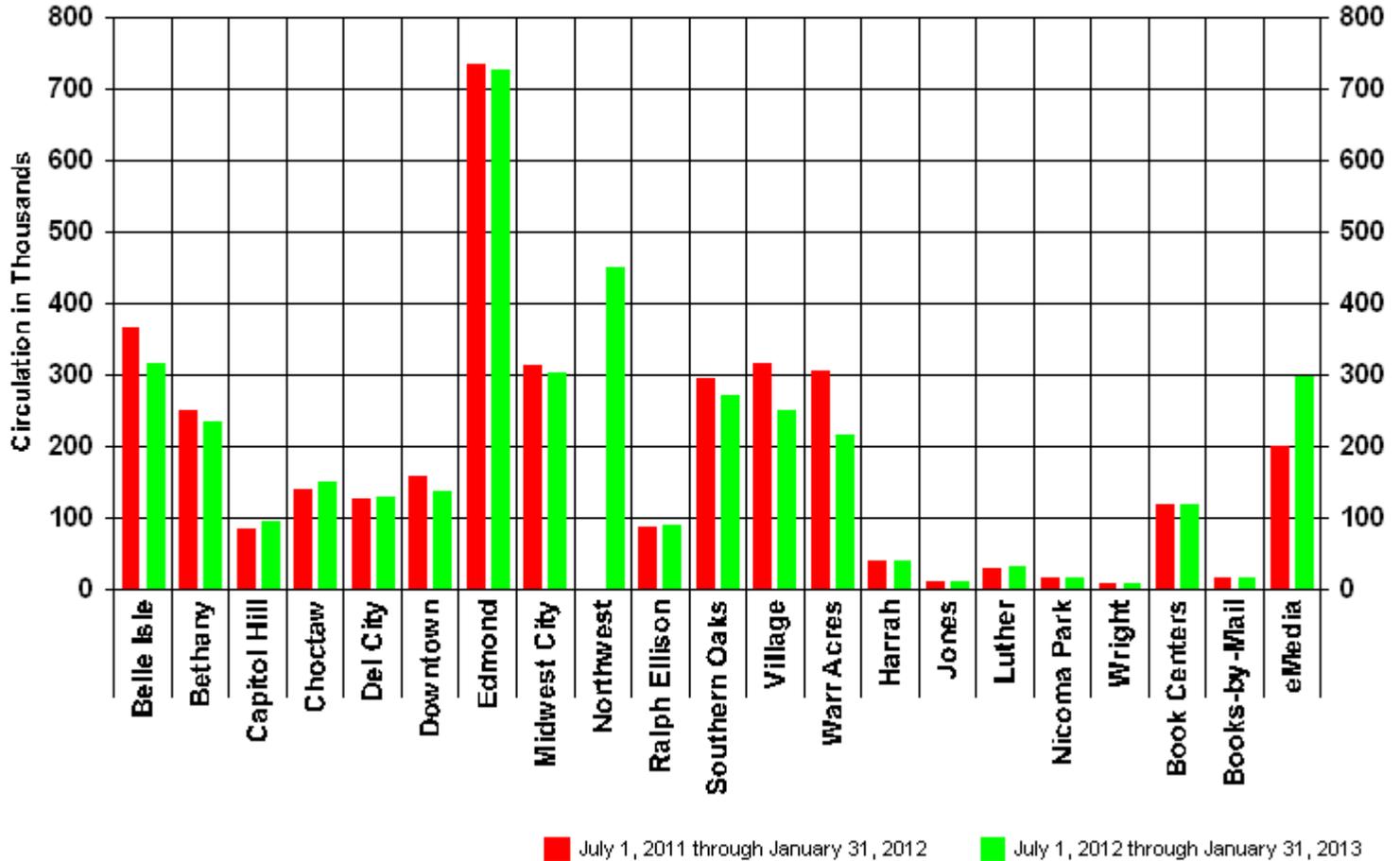
## Data

July 1, 2012 - January 31, 2013 (58.33% 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>
SO	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	140,062
	FY13	21,700	20,986	7,711	21,557	19,016	17,453	20,673	-	-	-	-	-	129,096
	%	2.1%	-4.2%	-59.9%	2.0%	2.5%	-4.9%	5.3%						-7.8%
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	123,019
	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	-	-	-	-	-	108,395
	%	-7.5%	-14.7%	-10.7%	-7.3%	-12.6%	-19.5%	-12.4%						-11.9%
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	120,106
	FY13	16,706	16,314	14,778	15,682	13,496	11,750	13,434	-	-	-	-	-	102,160
	%	-19.6%	-18.8%	-13.3%	-1.8%	-13.7%	-17.8%	-17.3%						-14.9%
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	15,862
	FY13	2,011	2,294	2,194	2,311	1,959	1,795	2,153	-	-	-	-	-	14,716
	%	-13.6%	-10.1%	33.2%	-0.7%	-12.7%	-26.5%	-7.2%						-7.2%
JN	FY12	566	437	370	512	436	369	505	386	362	322	402	482	3,196
	FY13	501	483	411	528	386	362	461	-	-	-	-	-	3,133
	%	-11.6%	10.4%	11.1%	3.1%	-11.6%	-1.9%	-8.6%						-2.0%
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	14,762
	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	-	-	-	-	-	13,747
	%	-20.5%	-1.9%	-1.5%	-12.0%	-3.2%	-1.7%	-2.9%						-6.9%
NP	FY12	1,294	1,114	1,113	968	966	1,032	884	1,057	1,505	1,119	1,435	1,706	7,371
	FY13	1,479	1,306	986	1,071	990	921	1,071	-	-	-	-	-	7,825
	%	14.3%	17.2%	-11.4%	10.6%	2.5%	-10.7%	21.1%						6.2%
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	10,783
	FY13	1,283	1,509	1,187	1,684	1,848	1,628	1,499	-	-	-	-	-	10,638
	%	-19.7%	13.2%	-6.0%	8.5%	21.3%	-5.1%	-16.7%						-1.3%
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	1,544,069
	FY13	271,465	258,373	223,894	249,647	220,680	196,133	229,745	-	-	-	-	-	1,649,938
	%	7.2%	2.0%	3.8%	14.1%	8.1%	3.1%	10.0%						6.9%

## Circulation Gains and Losses

**July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)**





## Circulation Gains and Losses

**July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)**

<b>JANUARY 31, 2013</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
Belle Isle	12	38938	275839	11871	90332	50809	366171	
	13	32580	233550	11370	81942	43950	315492	
		<b>-6358</b>	<b>-42289</b>	<b>-501</b>	<b>-8390</b>	<b>-6859</b>	<b>-50679</b>	<b>-13.8</b>
Bethany	12	22906	171113	9532	77906	32438	249019	
	13	22426	156243	10892	77244	33318	233487	
		<b>-480</b>	<b>-14870</b>	<b>1360</b>	<b>-662</b>	<b>880</b>	<b>-15532</b>	<b>-6.2</b>
Capitol Hill	12	7261	51532	4487	30893	11748	82425	
	13	7491	54865	5795	38603	13286	93468	
		<b>230</b>	<b>3333</b>	<b>1308</b>	<b>7710</b>	<b>1538</b>	<b>11043</b>	<b>13.4</b>
Choctaw	12	12254	85678	7247	53304	19501	138982	
	13	12257	89359	8694	60262	20951	149621	
		<b>3</b>	<b>3681</b>	<b>1447</b>	<b>6958</b>	<b>1450</b>	<b>10639</b>	<b>7.7</b>
Del City	12	12277	89916	4784	35101	17061	125017	
	13	12665	90825	5183	37362	17848	128187	
		<b>388</b>	<b>909</b>	<b>399</b>	<b>2261</b>	<b>787</b>	<b>3170</b>	<b>2.5</b>
Downtown	12	16803	118878	4707	37816	21510	156694	
	13	14434	102188	3586	34670	18020	136858	
		<b>-2369</b>	<b>-16690</b>	<b>-1121</b>	<b>-3146</b>	<b>-3490</b>	<b>-19836</b>	<b>-12.7</b>
Edmond	12	58436	416221	40966	318635	99402	734856	
	13	55536	398763	41890	326719	97426	725482	
		<b>-2900</b>	<b>-17458</b>	<b>924</b>	<b>8084</b>	<b>-1976</b>	<b>-9374</b>	<b>-1.3</b>
Midwest City	12	29939	219262	11688	91912	41627	311174	
	13	29846	209094	12013	92710	41859	301804	
		<b>-93</b>	<b>-10168</b>	<b>325</b>	<b>798</b>	<b>232</b>	<b>-9370</b>	<b>-3.0</b>
Northwest	12	0	0	0	0	0	0	
	13	34916	253450	26039	197012	60955	450462	
		<b>34916</b>	<b>253450</b>	<b>26039</b>	<b>197012</b>	<b>60955</b>	<b>450462</b>	<b>100.0</b>
Ralph Ellison	12	9311	64268	3465	22396	12776	86664	
	13	9325	64978	3026	24301	12351	89279	
		<b>14</b>	<b>710</b>	<b>-439</b>	<b>1905</b>	<b>-425</b>	<b>2615</b>	<b>3.0</b>
Southern Oaks	12	28418	208081	11605	84722	40023	292803	
	13	30353	186796	12152	83659	42505	270455	
		<b>1935</b>	<b>-21285</b>	<b>547</b>	<b>-1063</b>	<b>2482</b>	<b>-22348</b>	<b>-7.6</b>
Village	12	28912	215454	12665	99073	41577	314527	
	13	23490	168778	10926	79881	34416	248659	
		<b>-5422</b>	<b>-46676</b>	<b>-1739</b>	<b>-19192</b>	<b>-7161</b>	<b>-65868</b>	<b>-20.9</b>
Warr Acres	12	29041	214619	11600	89468	40641	304087	
	13	21036	155681	7750	58315	28786	213996	
		<b>-8005</b>	<b>-58938</b>	<b>-3850</b>	<b>-31153</b>	<b>-11855</b>	<b>-90091</b>	<b>-29.6</b>

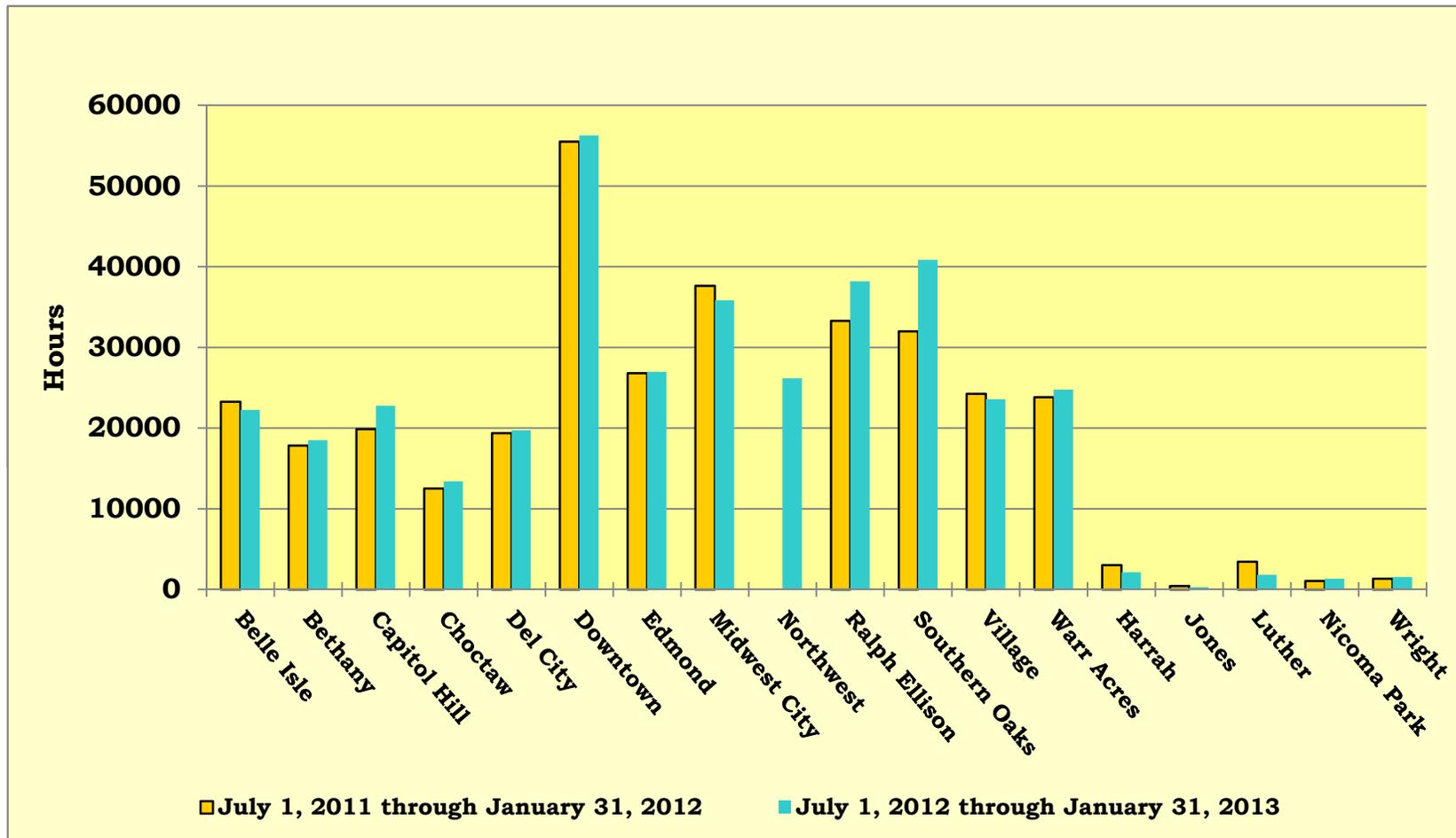
## Circulation Gains and Losses

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

JANUARY 31, 2013		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	12	3705	26392	1574	10881	5279	37273	
	13	3455	26016	1861	11690	5316	37706	
		<b>-250</b>	<b>-376</b>	<b>287</b>	<b>809</b>	<b>37</b>	<b>433</b>	<b>1.2</b>
Jones	12	935	5467	339	2790	1274	8257	
	13	737	4878	399	3387	1136	8265	
		<b>-198</b>	<b>-589</b>	<b>60</b>	<b>597</b>	<b>-138</b>	<b>8</b>	<b>.1</b>
Luther	12	2594	20123	1077	8956	3671	29079	
	13	2800	19155	1234	9936	4034	29091	
		<b>206</b>	<b>-968</b>	<b>157</b>	<b>980</b>	<b>363</b>	<b>12</b>	<b>.0</b>
Nicoma Park	12	1681	11171	571	3369	2252	14540	
	13	1674	11533	691	3830	2365	15363	
		<b>-7</b>	<b>362</b>	<b>120</b>	<b>461</b>	<b>113</b>	<b>823</b>	<b>5.7</b>
Wright	12	845	5054	336	2120	1181	7174	
	13	835	4501	350	2307	1185	6808	
		<b>-10</b>	<b>-553</b>	<b>14</b>	<b>187</b>	<b>4</b>	<b>-366</b>	<b>-5.1</b>
<b><u>OTHER:</u></b>								
Book Centers	12	10546	73088	6292	44302	16838	117390	
	13	10668	74192	5391	42424	16059	116616	
		<b>122</b>	<b>1104</b>	<b>-901</b>	<b>-1878</b>	<b>-779</b>	<b>-774</b>	<b>-.7</b>
Books-by-Mail	12	1953	14002	0	0	1953	14002	
	13	2131	15044	0	0	2131	15044	
		<b>178</b>	<b>1042</b>	<b>0</b>	<b>0</b>	<b>178</b>	<b>1042</b>	<b>7.4</b>
eMedia	12	38340	198025	0	0	38340	198025	
	13	51503	295653	0	0	51503	295653	
		<b>13163</b>	<b>97628</b>	<b>0</b>	<b>0</b>	<b>13163</b>	<b>97628</b>	<b>49.3</b>
TOTALS	12	355095	2484183	144806	1103976	499901	3588159	
	13	380158	2615542	169242	1266254	549400	3881796	
		<b>25063</b>	<b>131359</b>	<b>24436</b>	<b>162278</b>	<b>49499</b>	<b>293637</b>	<b>8.2</b>

## Total Computer Hours Used by Library

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)





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## Total Computer Usage

**July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	291		4,116		3,194.85		3,174		29,884		23,259.92	
	13	239		3,992		3,208.70		3,046		27,282		22,230.73	
		<b>-52</b>	<b>-17.9</b>	<b>-124</b>	<b>-3.0</b>	<b>13.85</b>	<b>.4</b>	<b>-128</b>	<b>-4.0</b>	<b>-2,602</b>	<b>-8.7</b>	<b>-1,029.19</b>	<b>-4.4</b>
BETHANY	12	241		3,064		2,414.93		2,647		22,801		17,821.83	
	13	268		3,207		2,683.39		2,702		22,334		18,505.33	
		<b>27</b>	<b>11.2</b>	<b>143</b>	<b>4.7</b>	<b>268.46</b>	<b>11.1</b>	<b>55</b>	<b>2.1</b>	<b>-467</b>	<b>-2.0</b>	<b>683.50</b>	<b>3.8</b>
CAPITOL HILL	12	283		3,418		2,836.86		2,783		25,019		19,868.63	
	13	250		3,604		3,161.67		2,954		27,373		22,774.17	
		<b>-33</b>	<b>-11.7</b>	<b>186</b>	<b>5.4</b>	<b>324.81</b>	<b>11.4</b>	<b>171</b>	<b>6.1</b>	<b>2,354</b>	<b>9.4</b>	<b>2,905.54</b>	<b>14.6</b>
CHOCTAW	12	105		1,439		1,422.05		1,286		11,868		12,525.21	
	13	112		1,796		1,901.31		1,313		12,368		13,381.18	
		<b>7</b>	<b>6.7</b>	<b>357</b>	<b>24.8</b>	<b>479.26</b>	<b>33.7</b>	<b>27</b>	<b>2.1</b>	<b>500</b>	<b>4.2</b>	<b>855.97</b>	<b>6.8</b>
DEL CITY	12	210		3,396		2,642.89		2,296		25,244		19,374.01	
	13	235		3,326		2,787.30		2,665		24,484		19,728.78	
		<b>25</b>	<b>11.9</b>	<b>-70</b>	<b>-2.1</b>	<b>144.41</b>	<b>5.5</b>	<b>369</b>	<b>16.1</b>	<b>-760</b>	<b>-3.0</b>	<b>354.77</b>	<b>1.8</b>
DOWNTOWN	12	232		9,227		7,712.50		2,923		69,892		55,497.71	
	13	231		10,278		8,132.37		2,737		70,508		56,273.51	
		<b>-1</b>	<b>-4</b>	<b>1,051</b>	<b>11.4</b>	<b>419.87</b>	<b>5.4</b>	<b>-186</b>	<b>-6.4</b>	<b>616</b>	<b>.9</b>	<b>775.80</b>	<b>1.4</b>
EDMOND	12	291		4,420		4,025.66		3,365		29,913		26,806.50	
	13	264		4,069		3,854.86		3,253		28,383		26,993.67	
		<b>-27</b>	<b>-9.3</b>	<b>-351</b>	<b>-7.9</b>	<b>-170.80</b>	<b>-4.2</b>	<b>-112</b>	<b>-3.3</b>	<b>-1,530</b>	<b>-5.1</b>	<b>187.17</b>	<b>.7</b>
MIDWEST CITY	12	381		5,806		5,026.98		4,595		46,901		37,612.60	
	13	388		5,511		4,839.69		4,655		44,018		35,827.34	
		<b>7</b>	<b>1.8</b>	<b>-295</b>	<b>-5.1</b>	<b>-187.29</b>	<b>-3.7</b>	<b>60</b>	<b>1.3</b>	<b>-2,883</b>	<b>-6.1</b>	<b>-1,785.26</b>	<b>-4.7</b>
NORTHWEST	12					.00						.00	
	13	290		3,922		4,171.92		3,285		25,425		26,164.41	
		<b>290</b>	<b>100.0</b>	<b>3,922</b>	<b>100.0</b>	<b>4,171.92</b>	<b>100.0</b>	<b>3,285</b>	<b>100.0</b>	<b>25,425</b>	<b>100.0</b>	<b>26,164.41</b>	<b>100.0</b>
RALPH ELLISON	12	281		5,922		4,631.76		3,501		42,407		33,286.38	
	13	246		6,702		5,546.24		3,721		47,218		38,181.01	
		<b>-35</b>	<b>-12.5</b>	<b>780</b>	<b>13.2</b>	<b>914.48</b>	<b>19.7</b>	<b>220</b>	<b>6.3</b>	<b>4,811</b>	<b>11.3</b>	<b>4,894.63</b>	<b>14.7</b>

## Total Computer Usage

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	337		5,289		4,387.74		3,938		39,599		31,993.28	
	13	595		8,331		7,547.53		4,788		47,137		40,854.04	
		<b>258</b>	<b>76.6</b>	<b>3,042</b>	<b>57.5</b>	<b>3,159.79</b>	<b>72.0</b>	<b>850</b>	<b>21.6</b>	<b>7,538</b>	<b>19.0</b>	<b>8,860.76</b>	<b>27.7</b>
VILLAGE	12	315		4,018		3,273.23		3,669		30,172		24,232.65	
	13	311		3,781		3,388.74		3,558		27,673		23,577.96	
		<b>-4</b>	<b>-1.3</b>	<b>-237</b>	<b>-5.9</b>	<b>115.51</b>	<b>3.5</b>	<b>-111</b>	<b>-3.0</b>	<b>-2,499</b>	<b>-8.3</b>	<b>-654.69</b>	<b>-2.7</b>
WARR ACRES	12	283		4,294		3,299.47		2,947		31,413		23,837.78	
	13	278		4,290		3,561.20		2,842		30,652		24,770.19	
		<b>-5</b>	<b>-1.8</b>	<b>-4</b>	<b>-1.1</b>	<b>261.73</b>	<b>7.9</b>	<b>-105</b>	<b>-3.6</b>	<b>-761</b>	<b>-2.4</b>	<b>932.41</b>	<b>3.9</b>
HARRAH	12	22		478		416.93		364		3,538		3,025.72	
	13	42		381		288.27		370		2,677		2,154.43	
		<b>20</b>	<b>90.9</b>	<b>-97</b>	<b>-20.3</b>	<b>-128.66</b>	<b>-30.9</b>	<b>6</b>	<b>1.6</b>	<b>-861</b>	<b>-24.3</b>	<b>-871.29</b>	<b>-28.8</b>
JONES	12	3		73		76.81		52		439		418.88	
	13	4		43		43.28		49		324		293.07	
		<b>1</b>	<b>33.3</b>	<b>-30</b>	<b>-41.1</b>	<b>-33.53</b>	<b>-43.7</b>	<b>-3</b>	<b>-5.8</b>	<b>-115</b>	<b>-26.2</b>	<b>-125.81</b>	<b>-30.0</b>
LUTHER	12	21		344		353.46		363		3,573		3,433.04	
	13	22		308		283.89		319		2,164		1,827.90	
		<b>1</b>	<b>4.8</b>	<b>-36</b>	<b>-10.5</b>	<b>-69.57</b>	<b>-19.7</b>	<b>-44</b>	<b>-12.1</b>	<b>-1,409</b>	<b>-39.4</b>	<b>-1,605.14</b>	<b>-46.8</b>
NICOMA PARK	12	14		206		154.81		130		1,152		1,067.56	
	13	12		155		134.98		153		1,371		1,343.76	
		<b>-2</b>	<b>-14.3</b>	<b>-51</b>	<b>-24.8</b>	<b>-19.83</b>	<b>-12.8</b>	<b>23</b>	<b>17.7</b>	<b>219</b>	<b>19.0</b>	<b>276.20</b>	<b>25.9</b>
WRIGHT	12	14		264		210.03		186		1,697		1,325.12	
	13	8		266		214.71		162		1,959		1,560.16	
		<b>-6</b>	<b>-42.9</b>	<b>2</b>	<b>.8</b>	<b>4.68</b>	<b>2.2</b>	<b>-24</b>	<b>-12.9</b>	<b>262</b>	<b>15.4</b>	<b>235.04</b>	<b>17.7</b>
TOTAL	12	3,324		55,774		46,080.96		38,219		415,512		335,386.82	
	13	3,795		63,962		55,750.05		42,572		443,350		376,441.64	
		<b>471</b>	<b>14.2</b>	<b>8,188</b>	<b>14.7</b>	<b>9,669.09</b>	<b>21.0</b>	<b>4,353</b>	<b>11.4</b>	<b>27,838</b>	<b>6.7</b>	<b>41,054.82</b>	<b>12.2</b>

## Computer Usage by Adult Customers

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	243		3,635		2,844.13		2,681		26,221		20,513.46	
	13	208		3,512		2,856.65		2,566		23,560		19,394.10	
		<b>-35</b>	<b>-14.4</b>	<b>-123</b>	<b>-3.4</b>	<b>12.52</b>	<b>.4</b>	<b>-115</b>	<b>-4.3</b>	<b>-2,661</b>	<b>-10.1</b>	<b>-1,119.36</b>	<b>-5.5</b>
BETHANY	12	202		2,614		2,065.84		2,179		18,361		14,384.76	
	13	231		2,812		2,359.87		2,215		18,732		15,564.88	
		<b>29</b>	<b>14.4</b>	<b>198</b>	<b>7.6</b>	<b>294.03</b>	<b>14.2</b>	<b>36</b>	<b>1.7</b>	<b>371</b>	<b>2.0</b>	<b>1,180.12</b>	<b>8.2</b>
CAPITOL HILL	12	186		2,038		1,798.92		1,716		12,654		10,872.66	
	13	172		1,992		1,845.89		1,871		14,407		12,726.43	
		<b>-14</b>	<b>-7.5</b>	<b>-46</b>	<b>-2.3</b>	<b>46.97</b>	<b>2.6</b>	<b>155</b>	<b>9.0</b>	<b>1,753</b>	<b>13.9</b>	<b>1,853.77</b>	<b>17.0</b>
CHOCTAW	12	85		1,082		1,072.49		940		8,633		8,995.16	
	13	89		1,116		1,115.35		935		8,393		8,906.58	
		<b>4</b>	<b>4.7</b>	<b>34</b>	<b>3.1</b>	<b>42.86</b>	<b>4.0</b>	<b>-5</b>	<b>-0.5</b>	<b>-240</b>	<b>-2.8</b>	<b>-88.58</b>	<b>-1.0</b>
DEL CITY	12	165		2,720		2,156.16		1,809		20,110		15,557.97	
	13	184		2,475		2,116.81		2,014		17,361		14,135.39	
		<b>19</b>	<b>11.5</b>	<b>-245</b>	<b>-9.0</b>	<b>-39.35</b>	<b>-1.8</b>	<b>205</b>	<b>11.3</b>	<b>-2,749</b>	<b>-13.7</b>	<b>-1,422.58</b>	<b>-9.1</b>
DOWNTOWN	12	216		8,903		7,425.34		2,571		66,726		52,919.62	
	13	211		9,936		7,827.31		2,481		67,839		54,130.41	
		<b>-5</b>	<b>-2.3</b>	<b>1,033</b>	<b>11.6</b>	<b>401.97</b>	<b>5.4</b>	<b>-90</b>	<b>-3.5</b>	<b>1,113</b>	<b>1.7</b>	<b>1,210.79</b>	<b>2.3</b>
EDMOND	12	249		3,845		3,482.03		2,841		25,462		22,798.78	
	13	221		3,579		3,370.36		2,722		24,174		22,592.42	
		<b>-28</b>	<b>-11.2</b>	<b>-266</b>	<b>-6.9</b>	<b>-111.67</b>	<b>-3.2</b>	<b>-119</b>	<b>-4.2</b>	<b>-1,288</b>	<b>-5.1</b>	<b>-206.36</b>	<b>-0.9</b>
MIDWEST CITY	12	320		4,669		4,082.93		3,701		34,769		28,457.80	
	13	326		4,451		3,893.10		3,707		32,712		26,791.38	
		<b>6</b>	<b>1.9</b>	<b>-218</b>	<b>-4.7</b>	<b>-189.83</b>	<b>-4.6</b>	<b>6</b>	<b>0.2</b>	<b>-2,057</b>	<b>-5.9</b>	<b>-1,666.42</b>	<b>-5.9</b>
NORTHWEST	12					.00						.00	
	13	230		3,397		3,651.09		2,561		21,493		22,452.62	
		<b>230</b>	<b>100.0</b>	<b>3,397</b>	<b>100.0</b>	<b>3,651.09</b>	<b>100.0</b>	<b>2,561</b>	<b>100.0</b>	<b>21,493</b>	<b>100.0</b>	<b>22,452.62</b>	<b>100.0</b>
RALPH ELLISON	12	218		4,242		3,431.88		2,609		27,266		22,740.72	
	13	194		5,055		4,136.56		2,793		31,866		26,246.22	
		<b>-24</b>	<b>-11.0</b>	<b>813</b>	<b>19.2</b>	<b>704.68</b>	<b>20.5</b>	<b>184</b>	<b>7.1</b>	<b>4,600</b>	<b>16.9</b>	<b>3,505.50</b>	<b>15.4</b>

## Computer Usage by Adult Customers

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	264		4,073		3,383.59		2,925		27,870		23,100.28	
	13	456		5,352		5,020.65		3,457		28,822		26,258.10	
		<b>192</b>	<b>72.7</b>	<b>1,279</b>	<b>31.4</b>	<b>1,637.06</b>	<b>48.4</b>	<b>532</b>	<b>18.2</b>	<b>952</b>	<b>3.4</b>	<b>3,157.82</b>	<b>13.7</b>
VILLAGE	12	258		3,207		2,651.60		2,958		22,343		18,042.88	
	13	276		3,076		2,677.93		2,928		21,413		17,610.62	
		<b>18</b>	<b>7.0</b>	<b>-131</b>	<b>-4.1</b>	<b>26.33</b>	<b>1.0</b>	<b>-30</b>	<b>-1.0</b>	<b>-930</b>	<b>-4.2</b>	<b>-432.26</b>	<b>-2.4</b>
WARR ACRES	12	243		3,673		2,795.52		2,470		25,516		19,319.94	
	13	237		3,176		2,580.88		2,392		22,812		18,013.43	
		<b>-6</b>	<b>-2.5</b>	<b>-497</b>	<b>-13.5</b>	<b>-214.64</b>	<b>-7.7</b>	<b>-78</b>	<b>-3.2</b>	<b>-2,704</b>	<b>-10.6</b>	<b>-1,306.51</b>	<b>-6.8</b>
HARRAH	12	12		279		207.82		256		2,262		1,801.17	
	13	31		316		204.92		288		2,212		1,589.00	
		<b>19</b>	<b>158.3</b>	<b>37</b>	<b>13.3</b>	<b>-2.90</b>	<b>-1.4</b>	<b>32</b>	<b>12.5</b>	<b>-50</b>	<b>-2.2</b>	<b>-212.17</b>	<b>-11.8</b>
JONES	12	2		68		73.97		35		385		384.93	
	13	4		38		42.56		38		287		277.54	
		<b>2</b>	<b>100.0</b>	<b>-30</b>	<b>-44.1</b>	<b>-31.41</b>	<b>-42.5</b>	<b>3</b>	<b>8.6</b>	<b>-98</b>	<b>-25.5</b>	<b>-107.39</b>	<b>-27.9</b>
LUTHER	12	17		238		239.91		206		2,076		1,979.88	
	13	15		174		156.64		182		1,212		964.36	
		<b>-2</b>	<b>-11.8</b>	<b>-64</b>	<b>-26.9</b>	<b>-83.27</b>	<b>-34.7</b>	<b>-24</b>	<b>-11.7</b>	<b>-864</b>	<b>-41.6</b>	<b>-1,015.52</b>	<b>-51.3</b>
NICOMA PARK	12	10		174		142.37		104		1,008		962.51	
	13	11		142		128.56		119		1,236		1,251.53	
		<b>1</b>	<b>10.0</b>	<b>-32</b>	<b>-18.4</b>	<b>-13.81</b>	<b>-9.7</b>	<b>15</b>	<b>14.4</b>	<b>228</b>	<b>22.6</b>	<b>289.02</b>	<b>30.0</b>
WRIGHT	12	14		196		165.08		139		1,181		976.30	
	13	7		253		208.70		121		1,708		1,409.84	
		<b>-7</b>	<b>-50.0</b>	<b>57</b>	<b>29.1</b>	<b>43.62</b>	<b>26.4</b>	<b>-18</b>	<b>-12.9</b>	<b>527</b>	<b>44.6</b>	<b>433.54</b>	<b>44.4</b>
TOTAL	12	2,704		45,656		38,019.58		30,140		322,843		263,808.82	
	13	3,103		50,852		44,193.83		33,390		340,239		290,314.85	
		<b>399</b>	<b>14.8</b>	<b>5,196</b>	<b>11.4</b>	<b>6,174.25</b>	<b>16.2</b>	<b>3,250</b>	<b>10.8</b>	<b>17,396</b>	<b>5.4</b>	<b>26,506.03</b>	<b>10.0</b>

## Computer Usage by Minor Customers

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	48		481		350.72		493		3,663		2,746.46	
	13	31		480		352.05		480		3,722		2,836.63	
		<b>-17</b>	<b>-35.4</b>	<b>-1</b>	<b>-.2</b>	<b>1.33</b>	<b>.4</b>	<b>-13</b>	<b>-2.6</b>	<b>59</b>	<b>1.6</b>	<b>90.17</b>	<b>3.3</b>
BETHANY	12	39		450		349.09		468		4,440		3,437.07	
	13	37		395		323.52		487		3,602		2,940.45	
		<b>-2</b>	<b>-5.1</b>	<b>-55</b>	<b>-12.2</b>	<b>-25.57</b>	<b>-7.3</b>	<b>19</b>	<b>4.1</b>	<b>-838</b>	<b>-18.9</b>	<b>-496.62</b>	<b>-14.4</b>
CAPITOL HILL	12	97		1,380		1,037.94		1,067		12,365		8,995.97	
	13	78		1,612		1,315.78		1,083		12,966		10,047.74	
		<b>-19</b>	<b>-19.6</b>	<b>232</b>	<b>16.8</b>	<b>277.84</b>	<b>26.8</b>	<b>16</b>	<b>1.5</b>	<b>601</b>	<b>4.9</b>	<b>1,051.77</b>	<b>11.7</b>
CHOCTAW	12	20		357		349.56		346		3,235		3,530.05	
	13	23		680		785.96		378		3,975		4,474.60	
		<b>3</b>	<b>15.0</b>	<b>323</b>	<b>90.5</b>	<b>436.40</b>	<b>124.8</b>	<b>32</b>	<b>9.2</b>	<b>740</b>	<b>22.9</b>	<b>944.55</b>	<b>26.8</b>
DEL CITY	12	45		676		486.73		487		5,134		3,816.04	
	13	51		851		670.49		651		7,123		5,593.39	
		<b>6</b>	<b>13.3</b>	<b>175</b>	<b>25.9</b>	<b>183.76</b>	<b>37.8</b>	<b>164</b>	<b>33.7</b>	<b>1,989</b>	<b>38.7</b>	<b>1,777.35</b>	<b>46.6</b>
DOWNTOWN	12	16		324		287.16		352		3,166		2,578.09	
	13	20		342		305.06		256		2,669		2,143.10	
		<b>4</b>	<b>25.0</b>	<b>18</b>	<b>5.6</b>	<b>17.90</b>	<b>6.2</b>	<b>-96</b>	<b>-27.3</b>	<b>-497</b>	<b>-15.7</b>	<b>-434.99</b>	<b>-16.9</b>
EDMOND	12	42		575		543.63		524		4,451		4,007.72	
	13	43		490		484.50		531		4,209		4,401.25	
		<b>1</b>	<b>2.4</b>	<b>-85</b>	<b>-14.8</b>	<b>-59.13</b>	<b>-10.9</b>	<b>7</b>	<b>1.3</b>	<b>-242</b>	<b>-5.4</b>	<b>393.53</b>	<b>9.8</b>
MIDWEST CITY	12	61		1,137		944.05		894		12,132		9,154.80	
	13	62		1,060		946.59		948		11,306		9,035.96	
		<b>1</b>	<b>1.6</b>	<b>-77</b>	<b>-6.8</b>	<b>2.54</b>	<b>.3</b>	<b>54</b>	<b>6.0</b>	<b>-826</b>	<b>-6.8</b>	<b>-118.84</b>	<b>-1.3</b>
NORTHWEST	12					.00						.00	
	13	60		525		520.83		724		3,932		3,711.79	
		<b>60</b>	<b>100.0</b>	<b>525</b>	<b>100.0</b>	<b>520.83</b>	<b>100.0</b>	<b>724</b>	<b>100.0</b>	<b>3,932</b>		<b>3,711.79</b>	<b>100.0</b>
RALPH ELLISON	12	63		1,680		1,199.88		892		15,141		10,545.66	
	13	52		1,647		1,409.68		928		15,352		11,934.79	
		<b>-11</b>	<b>-17.5</b>	<b>-33</b>	<b>-2.0</b>	<b>209.80</b>	<b>17.5</b>	<b>36</b>	<b>4.0</b>	<b>211</b>	<b>1.4</b>	<b>1,389.13</b>	<b>13.2</b>

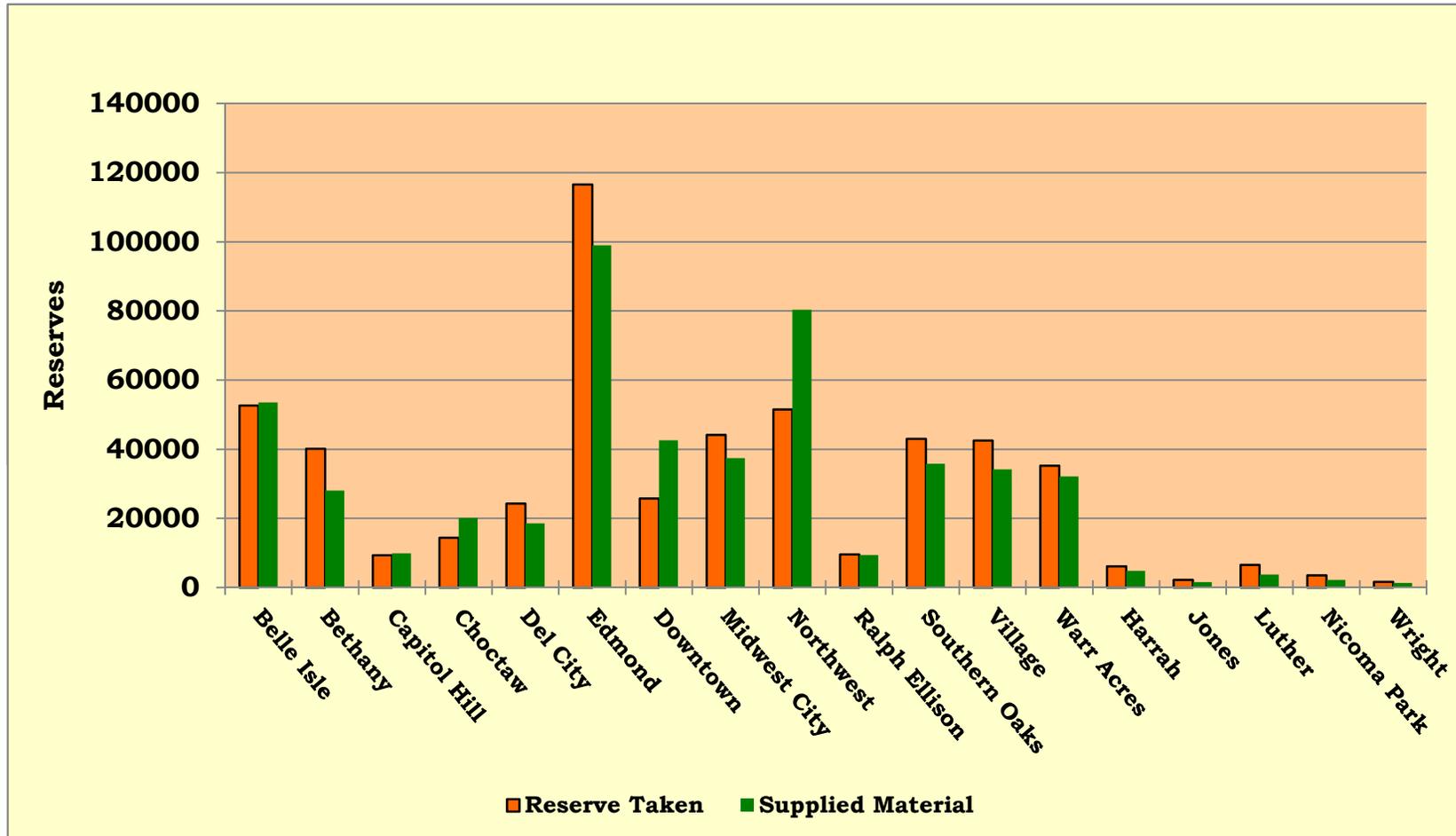
## Computer Usage by Minor Customers

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	73		1,216		1,004.15		1,013		11,729		8,893.00	
	13	139		2,979		2,526.88		1,331		18,315		14,595.94	
		<b>66</b>	<b>90.4</b>	<b>1,763</b>	<b>145.0</b>	<b>1,522.73</b>	<b>151.6</b>	<b>318</b>	<b>31.4</b>	<b>6,586</b>	<b>56.2</b>	<b>5,702.94</b>	<b>64.1</b>
VILLAGE	12	57		811		621.63		711		7,829		6,189.77	
	13	35		705		710.81		630		6,260		5,967.34	
		<b>-22</b>	<b>-38.6</b>	<b>-106</b>	<b>-13.1</b>	<b>89.18</b>	<b>14.3</b>	<b>-81</b>	<b>-11.4</b>	<b>-1,569</b>	<b>-20.0</b>	<b>-222.43</b>	<b>-3.6</b>
WARR ACRES	12	40		621		503.95		477		5,897		4,517.84	
	13	41		1,114		980.32		450		7,840		6,756.76	
		<b>1</b>	<b>2.5</b>	<b>493</b>	<b>79.4</b>	<b>476.37</b>	<b>94.5</b>	<b>-27</b>	<b>-5.7</b>	<b>1,943</b>	<b>32.9</b>	<b>2,238.92</b>	<b>49.6</b>
HARRAH	12	10		199		209.11		108		1,276		1,224.55	
	13	11		65		83.35		82		465		565.43	
		<b>1</b>	<b>10.0</b>	<b>-134</b>	<b>-67.3</b>	<b>-125.76</b>	<b>-60.1</b>	<b>-26</b>	<b>-24.1</b>	<b>-811</b>	<b>-63.6</b>	<b>-659.12</b>	<b>-53.8</b>
JONES	12	1		5		2.84		17		54		33.95	
	13			5		.72		11		37		15.53	
		<b>-1</b>	<b>-100.0</b>		<b>.0</b>	<b>-2.12</b>	<b>-74.6</b>	<b>-6</b>	<b>-35.3</b>	<b>-17</b>	<b>-31.5</b>	<b>-18.42</b>	<b>-54.3</b>
LUTHER	12	4		106		113.55		157		1,497		1,453.16	
	13	7		134		127.25		137		952		863.54	
		<b>3</b>	<b>75.0</b>	<b>28</b>	<b>26.4</b>	<b>13.70</b>	<b>12.1</b>	<b>-20</b>	<b>-12.7</b>	<b>-545</b>	<b>-36.4</b>	<b>-589.62</b>	<b>-40.6</b>
NICOMA PARK	12	4		32		12.44		26		144		105.05	
	13	1		13		6.42		34		135		92.23	
		<b>-3</b>	<b>-75.0</b>	<b>-19</b>	<b>-59.4</b>	<b>-6.02</b>	<b>-48.4</b>	<b>8</b>	<b>30.8</b>	<b>-9</b>	<b>-6.3</b>	<b>-12.82</b>	<b>-12.2</b>
WRIGHT	12			68		44.95		47		516		348.82	
	13	1		13		6.01		41		251		150.32	
		<b>1</b>	<b>100.0</b>	<b>-55</b>	<b>-80.9</b>	<b>-38.94</b>	<b>-86.6</b>	<b>-6</b>	<b>-12.8</b>	<b>-265</b>	<b>-51.4</b>	<b>-198.50</b>	<b>-56.9</b>
TOTAL	12	620		10,118		8,061.38		8,079		92,669		71,578.00	
	13	692		13,110		11,556.22		9,182		103,111		86,126.79	
		<b>72</b>	<b>11.6</b>	<b>2,992</b>	<b>29.6</b>	<b>3,494.84</b>	<b>43.4</b>	<b>1,103</b>	<b>13.7</b>	<b>10,442</b>	<b>11.3</b>	<b>14,548.79</b>	<b>20.3</b>

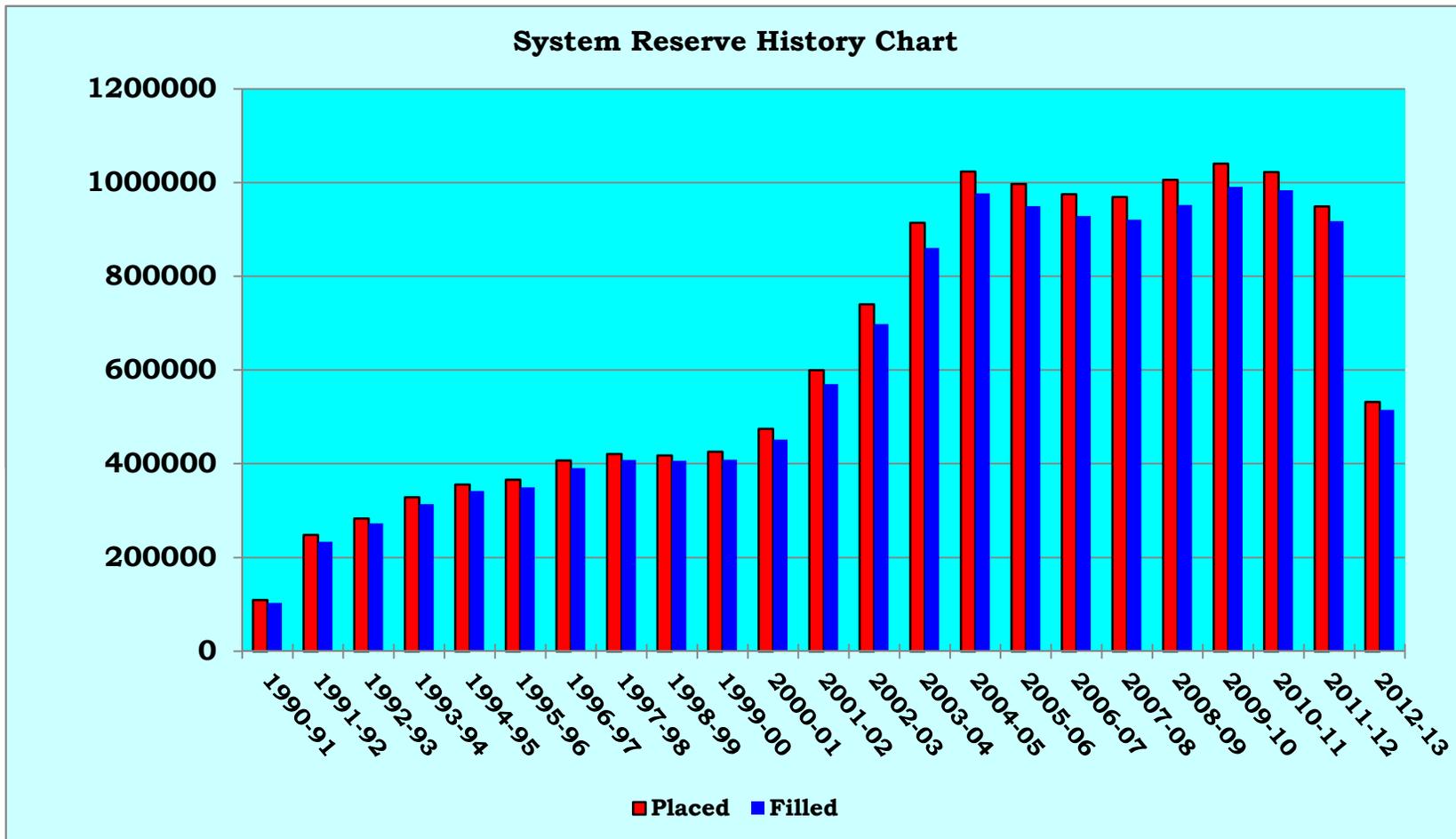
# System Reserve Report

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)



# System Reserve Report

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)



# System Reserves Report

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	12	9,495	64,229		8,903	61,496	
	13	7,752	52,614		7,228	50,360	
		<b>-1,743</b>	<b>-11,615</b>	<b>-18.1</b>	<b>-1,675</b>	<b>-11,136</b>	<b>-18.1</b>
BETHANY	12	6,291	45,216		6,209	43,127	
	13	5,751	40,104		5,455	38,135	
		<b>-540</b>	<b>-5,112</b>	<b>-11.3</b>	<b>-754</b>	<b>-4,992</b>	<b>-11.6</b>
CAPITOL HILL	12	1,170	8,624		1,086	8,405	
	13	1,311	9,328		1,229	9,000	
		<b>141</b>	<b>704</b>	<b>8.2</b>	<b>143</b>	<b>595</b>	<b>7.1</b>
CHOCTAW	12	2,478	16,391		2,399	15,812	
	13	2,132	14,401		2,019	13,992	
		<b>-346</b>	<b>-1,990</b>	<b>-12.1</b>	<b>-380</b>	<b>-1,820</b>	<b>-11.5</b>
DEL CITY	12	4,080	27,689		3,715	25,155	
	13	3,495	24,303		3,158	22,998	
		<b>-585</b>	<b>-3,386</b>	<b>-12.2</b>	<b>-557</b>	<b>-2,157</b>	<b>-8.6</b>
EDMOND	12	18,818	127,136		17,854	123,166	
	13	17,053	116,539		16,357	113,006	
		<b>-1,765</b>	<b>-10,597</b>	<b>-8.3</b>	<b>-1,497</b>	<b>-10,160</b>	<b>-8.2</b>
DOWNTOWN	12	4,406	30,419		4,171	29,257	
	13	3,822	25,756		3,620	24,739	
		<b>-584</b>	<b>-4,663</b>	<b>-15.3</b>	<b>-551</b>	<b>-4,518</b>	<b>-15.4</b>
MIDWEST CITY	12	6,599	48,266		6,428	46,914	
	13	6,697	44,188		6,337	42,840	
		<b>98</b>	<b>-4,078</b>	<b>-8.4</b>	<b>-91</b>	<b>-4,074</b>	<b>-8.7</b>
NORTHWEST	12	1	1				
	13	7,883	51,531		7,413	49,077	
		<b>7,882</b>	<b>51,530</b>	<b>#####</b>	<b>7,413</b>	<b>49,077</b>	
RALPH ELLISON	12	1,554	10,126		1,511	9,708	
	13	1,455	9,590		1,361	9,230	
		<b>-99</b>	<b>-536</b>	<b>-5.3</b>	<b>-150</b>	<b>-478</b>	<b>-4.9</b>
SOUTHERN OAKS	12	7,179	49,272		6,953	47,368	
	13	7,060	42,966		6,704	41,373	
		<b>-119</b>	<b>-6,306</b>	<b>-12.8</b>	<b>-249</b>	<b>-5,995</b>	<b>-12.7</b>
VILLAGE	12	8,648	61,878		8,460	60,157	
	13	6,300	42,543		6,214	41,400	
		<b>-2,348</b>	<b>-19,335</b>	<b>-31.2</b>	<b>-2,246</b>	<b>-18,757</b>	<b>-31.2</b>

## System Reserves Report

July 1, 2012 through January 31, 2013 (58.33% of the 12-13 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
WARR ACRES	12	7,943	55,926		7,683	54,222	
	13	5,058	35,270		4,998	34,353	
		<b>-2,885</b>	<b>-20,656</b>	<b>-36.9</b>	<b>-2,685</b>	<b>-19,869</b>	<b>-36.6</b>
HARRAH	12	967	6,778		973	6,570	
	13	844	6,118		791	6,018	
		<b>-123</b>	<b>-660</b>	<b>-9.7</b>	<b>-182</b>	<b>-552</b>	<b>-8.4</b>
JONES	12	443	2,764		441	2,729	
	13	379	2,196		382	2,172	
		<b>-64</b>	<b>-568</b>	<b>-20.5</b>	<b>-59</b>	<b>-557</b>	<b>-20.4</b>
LUTHER	12	1,085	7,218		1,013	7,114	
	13	1,159	6,526		1,098	6,446	
		<b>74</b>	<b>-692</b>	<b>-9.6</b>	<b>85</b>	<b>-668</b>	<b>-9.4</b>
NICOMA PARK	12	613	3,684		542	3,571	
	13	511	3,542		473	3,543	
		<b>-102</b>	<b>-142</b>	<b>-3.9</b>	<b>-69</b>	<b>-28</b>	<b>-.8</b>
WRIGHT	12	389	2,032		360	1,982	
	13	237	1,649		237	1,590	
		<b>-152</b>	<b>-383</b>	<b>-18.8</b>	<b>-123</b>	<b>-392</b>	<b>-19.8</b>
TOTAL	12	82,923	573,353		79,472	552,352	
	13	79,750	534,285		75,875	515,282	
		<b>-3,173</b>	<b>-39,068</b>	<b>-6.8</b>	<b>-3,597</b>	<b>-37,070</b>	<b>-6.7</b>

## EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2013

### *Almonte Opening*

As you know, we opened Almonte on Monday, February 4<sup>th</sup>. We got excellent media coverage and business has been good. Hope to see many of you on the 19<sup>th</sup> as we hold a reception to welcome the library to our system!

### *Friends Booksale this month!*

As presented earlier, the annual Friends of the Library Booksale will be held on Saturday, February 23 and Sunday, February 24<sup>th</sup>. Hours are 9:00am to 5:30pm. The presale party for members only is on Friday, February 22 from 5:00pm to 9:00pm. Once again, the friends will have a wide variety of materials for sale at bargain prices. Make sure to come and shop!

### *MLS wins Addy Awards!*

The Marketing and Communications department won six ADDY awards for creative promotions taking place in 2012. The ADDY Awards are the OKC advertising industry's largest and most representative competition. The winning entries are: The Belle of Amherst (poster), Literary Voices-Mary Higgins Clark Program & Bookmark, the October issue of *info* magazine, Dystopias and Desserts (poster for Edmond Library), Facebook/Twitter Social Media Promotions (Cover Illustrations), Download eBooks commercial. The ADDY Awards gala will be held on Saturday, February 23 and the Friends of the Library graciously agreed to sponsor a table so that staff can attend.

Attached to this report is the award winning entries. Congratulations to our talented Marketing staff!

### *Integrated Library System update*

We received 5 responses to the RFI sent to potential ILS vendors. The task force will be reviewing these as to the vendor's response to information and their ability to do the required tasks in preparation for the request for proposals and bid process.

### *Capital Projects Update*

Work continues on the 3 active projects: **Jones, Capitol Hill and Del City**. We expect to receive final schematic design plans for **Jones** next week and construction is still on schedule to begin in the fall of 2013. Status on the other two projects remains the same as reported last month.

Staff does plan 2 major carpet replacements this year at Choctaw and Belle Isle. As you might recall, these are major operations that require the library to shut down for about a week. We expect these projects to take place in late spring.

## ***DIRECTOR OUTREACH ACTIVITIES***

- Attended Rotary 29 Club Meetings
- OLA Legislative Meeting
- Attended American Library Midwinter Convention
- Attended State of the City Luncheon
- Tour Almonte Library Site
- OU Library Alumni Bd. Meeting
- Literacy Meeting at Okla. City Community Foundation
- Meeting with Friends of MLS & Library Endowment Trust
- Jones Bldg. Committee Meeting
- Spoke to Leadership OKC Group

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

### ***Mike Wimmer Art Exhibit: "Home Run: The Story of Babe Ruth"***

Exhibit: March 1-15

Time: 9:00am

Location: Northwest

Oklahoma's own award-winning artist and illustrator Mike Wimmer has illustrated many books for children, including *Home Run: The Story of Babe Ruth* by Robert Burleigh, which was named an ALA Notable Children's Book. Exhibit includes 17 paintings of original artwork for Home Run and will be on display from March 1 through 15.

### ***Gem & Mineral Demo Day at the Library***

Saturday, March 2, 2013

Time: 10:00am-3:00pm

Location: Choctaw

All Ages

Members of the Shawnee Gem and Mineral Club will provide an overview of the club's activities. Demonstrations of jewelry making and many facets of gems/minerals will be presented. This event is a come and go affair. No registration necessary. School-aged children and young adults are welcome. Cosponsor: Shawnee Gem and Mineral Club

### ***Reduxion Theatre presents: Love's Labour's Lost by William Shakespeare***

Saturday, March 2, 2013

Time: 1:00pm-3:00pm

Location: Southern Oaks

Ages 12 to Adult

Reduxion Theatre sets Shakespeare's vibrant comedy of love and loss in 1953 Spain, incorporating period music performed live, absurdist comedy and the romance of mid-century European royalty. A perfect family "Spanish Holiday" of which Audrey Hepburn would approve. Reduxion Theatre, Oklahoma Arts Council, and National Endowment for the Art.

### ***eMedia for Adults***

Monday, March 4, 2013

Time: 6:30pm-8:00pm

Location: Village

## Adults

Learn how to download eBooks and digital audio books from the library to your Nook or Kindle. Free individualized instruction evenings from 6:30 to 8:30 pm or Saturdays. Bring your laptop, eReader and a cable to connect them. Come in or call to make an appointment for your instruction time. Village Library 755-0710.

### ***Salsa Dancing for Beginners***

Tuesday, March 5, 2013

Time: 6:30pm-7:30pm

Location: Ralph Ellison

Ages 16 and older

Looking for a fun way to stay in shape? Want to learn some new moves on the dance floor? Then let instructor Aletha Williams get you started in our Salsa Dancing for Beginners class, Tuesday nights all month long. Sign up at 606-3457.

### ***Irish Folk Dancing***

Monday, March 11, 2013

Time: 6:00pm-7:00pm

Location: Del City

All Ages

Let Oklahoma Academy of Irish Dance get your toes tappin' and your hands clappin' as they perform a variety of Irish dances from the old style ceili (folk) dances to the newer step dances. You will see dancers perform in soft shoes as well as hard shoes and even get a chance to learn a step yourself! Cosponsored by The Oklahoma Academy of Irish Dance.

### ***Steampunk Tea***

Saturday, March 16, 2013

Time: 2:00pm-4:00pm

Location: Belle Isle

Teens and adults

Take a time when steam power was cutting edge technology, such as in Victorian England or America in the 19th century. Now apply that technology to the world of the future, as in the novels of Jules Verne or H.G. Wells. That way of seeing things, and the culture that fosters it, is steampunk. This month's topic: Automatons, What they are and how to make them. Cosponsor: Octopodicon.

### ***Rae Carson Author Visit***

Wednesday, March 27, 2013

Time: 9:00am-10:00am

Location: Bethany

Teens and adults

Rae Carson will visit the library to talk about her books and answer questions about being a bestselling YA fantasy author! Her first novel, *The Girl of Fire and Thorns*, was a finalist for the Morris, Cybils, and Andre Norton Award, and was named to ALA's Top Ten Best Fiction for Young Adult's list.

# New Almonte Library set to open Monday

## FROM STAFF REPORTS

When the Southern Oaks Library was closed for renovation, the Metropolitan Library System opened a temporary branch in the Almonte Shopping Center.

The location at 2914 SW 59 was so popular with patrons that library officials decided to make it a permanent full-service branch after some remodeling and rearranging.

The revamped Almonte Library will open at 9 a.m.

Monday, with a grand opening celebration planned Feb. 19.

During the Almonte site's 10-month run substituting for Southern Oaks, 5,606 library cards were issued there.

"We realized how underserved the area was," said Donna Morris, the library system's executive director.

The library will be open 70 hours per week and will have 18 computers and free wireless Internet.

## EVENT

### A SINGING CELEBRATION

"Swingin' and Singin' in Deep Deuce with Alan and Kizzie Ledbetter" will be presented at Metropolitan Library System library branches throughout February to commemorate Black History Month.

The presentation, offered by Rhythmically Speaking, pays homage to the musical life in Oklahoma City's Deep Deuce community and will feature blues, jazz and contemporary music by the Ledbetters.

They will perform at 2 p.m. Saturday at Warr Acres Library, 5901 NW 63; 6 p.m. Monday at Choctaw Library, 2525 Muzzy; and 6:30 p.m. Tuesday at Belle Isle Library, 5501 N Villa.

For more presentation dates and times, go to [www.metrolibrary.org](http://www.metrolibrary.org).



Alexander Lopez reads with Elmerta Haxton during a tutoring session at the Capitol Hill Library.

PHOTOS BY SARAH PHIPPS, THE OKLAHOMAN

## CAPITOL HILL LIBRARY'S FOCUS IS TO HELP STUDENTS, FAMILIES

**BY MATT PATTERSON**

Staff Writer  
mpatterson@pubco.com

Libraries aren't just places for books anymore. They're a place where kids can go to learn and have their minds stimulated through activities or get some help with math homework.

Capitol Hill librarian Jennifer Jones isn't afraid to think outside the box. The library has hosted events ranging from Read Like a Super Hero Day to book giveaways.

With two nearby elementary schools, Jones



Dyana Palma reads with Stephanie Sells at the Capitol Hill Library.

**SEE LIBRARY, PAGE 10A**

# Library: Goal is to find best ways to serve area's families

FROM PAGE 9A

knows kids will naturally congregate at a library on weekday afternoons, so she wanted to make sure there was something to offer.

"A lot of our kids have parents who are working, and they don't have a lot to do after school," Jones said. "They come here and hang out until their parents get them. We typically have a pretty good after-school crowd, and that's an opportunity for us."

The tutoring program has been a success. Volunteer tutors are usually available four days a week, Jones said. They assist students with homework in all subjects, but special attention is given to reading.

"We've been doing it since September of 2011, and it's gone really well," Jones said. "We've had some good people who have volunteered to tutor, and we of course are always looking for more people willing to help out."

Staying relevant also means adapting to the needs of customers. Capitol Hill serves a large Hispanic population, and branch manager Jana Hausburg said the concept of a library is new to some. The branch has several Spanish speakers on staff.

"Many of our customers are renters and are very mobile and come and go throughout the year, so we have a challenge in educating them on what the library is all about," Hausburg said.

"In Mexico and Central America, the concept of public libraries in communities is unfamiliar."

Besides offering homework help, the library hosts a biweekly book club where kids read a book and then discuss it. Kids who stay in the program get free pizza. Also offered are a video game fest, reading to dogs and book giveaways, funded by a grant to the library.

The way Jones sees it, all are investments in a child's future. The only requirement is that they participate in the process.

"I think that's the purpose of our job, and it definitely matters to me," Jones said. "I think this is a population that is underserved in many ways, but while we are here we might as well give them every opportunity available."



Brandon Palma reads with Stephanie Sells during a book club meeting at the Capitol Hill Library.

PHOTO BY SARAH PHIPPS,  
THE OKLAHOMAN

## AT A GLANCE

The Capitol Hill Library is at 334 SW 26 in Oklahoma City. Its hours are 9 a.m. to 9 p.m. Monday through Thursday, 9 a.m. to 6 p.m. Friday, 9 a.m. to 5 p.m. Saturday and 1 to 6 p.m. Sunday. For more information on the Capitol Hill Library's programs, call 634-6308.

EDMOND LIBRARY PRESENTS

# DYSTOPIAS and Desserts

Join us for a Superabundance of Terrific Desserts (some without sugar) and a Discussion about Great Dystopian Reads for Teens. We'll have refreshments to try and books to check out. Hey, it's all Games and no Hunger!

The session and snacks are free – for Teens only

**TUESDAY  
JANUARY 15 | 7pm**

**EDMOND LIBRARY**  
10 S. BOULEVARD | 341-9282  
www.metrolibrary.org

# The Belle of AMHERST

**WEDNESDAY FEBRUARY 15 2pm**  
**WEDNESDAY FEBRUARY 15 7pm**  
**THURSDAY FEBRUARY 16 1pm**  
**THURSDAY FEBRUARY 16 7pm**

Come dwell in possibilities with Emily Dickinson.  
Actress Ginger Grace presents a one-woman play by William Luce about the eccentric American poet with a gift for lyrical beauty and a wicked sense of humor. The play lasts approximately 75 minutes. All performances are free and open to the public.

<b>Del City Library</b> 4509 SE 15th 672-1377	<b>Edmond Library</b> 10 S. Boulevard 341-9282	<b>Village Library</b> 10307 N. Penn 755-0710	<b>Belle Isle Library</b> 5501 N. Villa 843-9601
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www.metrolibrary.org

**info**  
METROPOLITAN LIBRARY SYSTEM  
magazine

OCTOBER 2012

KEEPING YOU INFORMED

**Inside info:**  
Art For Everyone p.10  
Calendar of Library Events p.12

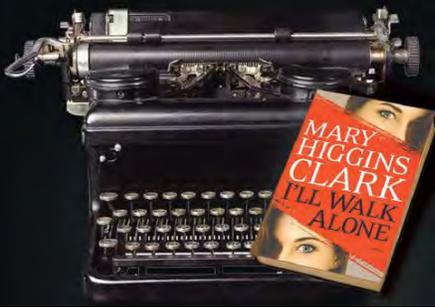
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# MARY HIGGINS CLARK

literary  
voices



# METROPOLITAN LIBRARY COMMISSION

## APPOINTMENTS TO STANDING COMMITTEES February 2013 ~ February 2014

### STANDING COMMITTEE

### TYPICAL AREAS OF RESPONSIBILITY

#### Administrative & Personnel Committee

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

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

#### Finance Committee

Nancy Anthony, Chair  
Allen Coffey  
Rozz Grigsby  
Jim Shonts  
Judy Smith  
Beth Toland

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

#### Long-Range Planning Committee

Penny McCaleb, Chair  
Deanna Hannah  
Tracy McDaniel  
Tracy McGehee  
Alyne Strube  
Beth Toland  
Susan Tucker

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

#### Public Services Committee

Jose Jimenez, Chair  
Carolyn Leslie  
Lori Nelson  
Kim Patterson  
Vanna Shaw  
Stephanie West

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

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