



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, June 20, 2013, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

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 – 3:35 pm INTRODUCTIONS

- Document #108 – 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.

3:35 – 3:45 pm CONSENT DOCKET (#109 - #111)

- Document #109 – Approval of Minutes of May 16, 2013 Meeting
- Document #110 – Acceptance of Review of Expenditures for May 2013
- Document #111 – Contract Awards and Purchases
 - Item A: Servers, Network Storage, & Backup System
 - Item A.1: Cisco UCS Solution
 - Item A.2: Network Attached Storage
 - Item A.3: Cisco 10Gb Switches
 - Item A.4: Backup System Hardware & Software
 - Item B: All-in-One TouchScreen Computers
 - Item C: iPad Mini's
 - Item D: iPads for Libraries
 - Item E: Professional Services Contract for Jimmy Welch
 - Item F: Passenger Vans
 - Item G: Annual Renewal of Supply & Service Contracts
 - Item H: LaserJet Toner Cartridges & Toner Coll. Units

3:45 – 4:30 pm COMMITTEE REPORTS

- **EXECUTIVE SESSION** - To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)
- Document #112 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 10, 2013
- Document #113 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting June 4, 2013 ~ Nancy Anthony, Chair
- Document #114 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2013-2014
- Document #115 – Discussion, Consideration, and Possible Action: Report and Recommendations – Executive Director Search Committee meeting June 3, 2013

4:30 – 4:45 pm INFORMATION REPORTS

- Document #116 – MLS May 2013 Library Visits
- Document #117 – MLS May 2013 Circulation Report
- Document #118 – MLS May 2013 Computer Usage Report
- Document #119 – MLS May 2013 System Reserve Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

July 18, 2013
Edmond Library, 10 S. Boulevard, Edmond, OK 73034

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in June 2013:

<u>Employees</u>	<u>Years of Service</u>
Conrad J. Doty, Custodian, Bethany Library	45
Cheryl A. Mann, Circulation Control, IT Department	40
Sheila D. Fixel, Circulation Clerk, Del City Library	30
Warren Elliott Anderson, Circulation Clerk, Ralph Ellison Library	5

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

DATE: May 16, 2013

TIME: 3:30 pm

MEETING PLACE: The Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 9, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 14, 2013, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony, Disbursing Agent
Ralph Bullard
Allen Coffey
Deanna Hannah
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Kim Patterson
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Susan Tucker
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Cynthia Friedemann
Rozz Grigsby
Helene Harpman
Tracy McDaniel
Mukesh Patel
Hugh Rice
Vanna Shaw
Ray Vaughn
Stephanie West

Estimate of general public and staff attending: 16

I. The meeting was called to order at 3:33 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Anthony, Coffey, Hannah, Jimenez, Leslie, McCaleb, McGehee, Patterson, Shonts, Smith, Strube, Toland, Tucker, Cory. (Arrived: Bullard, 3:38 p.m.; Akadiri, 3:40 p.m.; Nelson, 3:46 p.m).

II. Mrs. Cory introduced Mr. Aaron Bluitt, Assistant Director of Library Operations. Mr. Bluitt welcomed the commission and provided information and a hand out on current and upcoming events at The Village Library.

III. Mrs. Cory called for the Presentation of Service certificates for May 2013: Suzette Vontell Felton, Associate Librarian, Midwest City Library – 5 years of service.

Mrs. Cory also recognized the following employees, who were unable to attend the Commission meeting: Maryl Baird, Library Aide, Ralph Ellison Library – 10 years of service; Mary Sholly, Conference Services Technician, Library Operations – 10 years of service; Jerry Leo O'Hare, Circulation Clerk, Bethany 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 #100 – Approval of Minutes of the April 18, 2013 Meeting; Document #101 – Acceptance of Expenditures for April 2013; Document #102 – Contract Awards & Purchases.

Mrs. Cory called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

VI. Mrs. Cory presented the Reports and Recommendations from Administration: Document #103 – Discussion Consideration & Possible Action: Capitol Hill Project Agreement.

Mrs. Morris stated the project agreement specifies the obligations of the city and the library concerning the Capitol Hill Library project. It also defines the level of funding that the library will provide for the architectural services and construction. Funding for this agreement is included in the FY 2012-13 budget. Questions and discussion followed.

Mrs. Nancy Anthony moved to approve the Capitol Hill Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County. Mr. Allen Coffey seconded. No further discussion. Motion passed unanimously.

VII. Mrs. Cory called on Mrs. Morris to present the Information Reports.

- ❖ Document #104 – MLS April 2013 Library Visits
- ❖ Document #105 – MLS April 2013 Circulation Report
- ❖ Document #106 – MLS April 2013 Computer Usage Report
- ❖ Document #107 – MLS April 2013 System Reserve Report

Mrs. Morris highlighted the continued increase in Library Visits on Sundays. Almonte's Library Visits continue to increase. Questions and discussion followed.

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

Mrs. Morris and Mrs. Diane Sarantakos, Director of Development, unveiled the replica of the selected public art for Warr Acres Library. The piece is titled "Mind Connect" by Artist, Randy Vaughn of Broken Arrow. The piece is metal and is 72" tall and will be placed in the

median between the parking lot and the drive at the Warr Acres Library. Questions and discussion followed.

Mrs. Morris was asked to attend the City Council meeting this past week and give a presentation of the new libraries within the system. Mrs. Morris shared the 3 ½ minute library advocacy video, Share your Story, with the city council. Mrs. Morris also provided the city council with some updated statistics on Almonte and Northwest Library.

Commission member, Cindy Friedemann, has been elected as Secretary/Treasurer of United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations) which is a division of the American Libraries Association (ALA). Todd Olberding, Director of Construction Management has been elected as an at large board member to the BES (Building and Equipment Section of the LAMA (Library Administrative/Management) division of ALA. Kim Terry, Director of Marketing, was elected to the Public Relations and Marketing division of ALA.

Mrs. Morris recently returned from National Library Legislative Day in Washington. She was able to meet with Representatives Bridenstine, Mullin, Lankford, and Coburn, as well as staff from other offices. One congressman commented that he was impressed with how effective we were and how well we spent taxpayer's dollars. As he said "Libraries are a good return on investment".

Mrs. Morris recommended Commission members who are in the downtown are drive by the Downtown Library to take a look at the much improved landscaping recently completed. Improvements could not be completed on all the landscape beds due to the impending work of Project 180 on Park Avenue. Mrs. Morris thanked the Oklahoma City Community Foundation via staff member, Brian Dougherty, who assisted with the landscaping plans and ideas.

IX. Mrs. Cory called for comments from Commission members.

X. The next Commission meeting will be held at Downtown Library on June 20, 2013.

There being no further business, the meeting was adjourned at 4:11 pm.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2013

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

For comparison 91.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2013.

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STATEMENT OF FINANCIAL CONDITION

May 31, 2013

ASSETS

	<u>Current Year</u>	<u>Previous Year</u>
CASH	\$ 7,065,829.84	\$ 12,140,287.53
INVESTMENTS (Schedule attached)	26,164,723.22	23,151,010.03
PREPAID ACCOUNTS	28,487.88	30,000.00
Total Assets	<u>\$33,259,040.94</u>	<u>\$ 35,321,297.56</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$383,704.60	\$300,132.00
Current Year Purchase Orders Outstanding	389,019.84	1,231,383.42
Previous Year Purchase Orders Outstanding	0.00	0.00
Checks Outstanding	283,435.06	369,018.09
Total Liabilities	1,056,159.50	1,900,533.51

FUND BALANCE:

Beginning of the Year	\$30,212,769.61	\$31,225,521.14
Add: Revenues		
Budgeted	30,098,924.18	29,370,220.12
Other	1,754,088.36	1,807,947.17
Less: Expenditures	<u>(29,862,900.71)</u>	<u>(28,982,924.38)</u>

Total Fund Balance	<u>32,202,881.44</u>	<u>33,420,764.05</u>
Total Liabilities, Deferred Revenue and Fund Balance	<u>\$33,259,040.94</u>	<u>\$ 35,321,297.56</u>

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

As of May 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	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2011	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
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
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
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Total Investments				<u>\$ 26,164,723.22</u>

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of May 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
BUDGETED:								
Current Year Ad Valorem Tax	\$27,784,378.00	\$ 242,879.57	\$ 29,316,532.18	105.51%	\$27,262,635.00	\$ 203,037.54	\$ 28,694,754.12	105.25%
State Aid	257,465.70	28,739.00	287,392.00	111.62%	290,807.00	-	257,466.00	88.54%
Fines	450,000.00	43,000.00	495,000.00	110.00%	474,660.00	22,000.00	418,000.00	88.06%
Total Budgeted Revenue	<u>\$ 28,491,843.70</u>	<u>\$ 314,618.57</u>	<u>\$ 30,098,924.18</u>	105.64%	<u>\$ 28,028,102.00</u>	<u>\$ 225,037.54</u>	<u>\$ 29,370,220.12</u>	104.79%
NOT BUDGETED:								
Prior Years Taxes		\$ 51,005.38	\$ 1,005,947.75			\$ 53,263.73	\$ 1,185,884.56	
Gifts and Lost Books Fees		0.00	112,000.00			0.00	0.00	
Investment Income		45,339.96	302,576.70			1,896.48	334,110.81	
Flexible Benefits Account Balance		0.00	3,231.33			0.00	1,393.69	
Sale of Surplus Equipment		800.00	36,044.26			0.00	16,803.79	
Insurance Reimbursements		0.00	0.00			0.00	118,056.54	
Miscellaneous		19,607.41	294,288.32			15,517.96	151,697.78	
Total Miscellaneous Revenue		<u>\$ 116,752.75</u>	<u>\$ 1,754,088.36</u>			<u>\$ 70,678.17</u>	<u>\$ 1,807,947.17</u>	
Total Revenue	<u>\$ 28,491,843.70</u>	<u>\$ 431,371.32</u>	<u>\$ 31,853,012.54</u>	111.80%	<u>\$ 28,028,102.00</u>	<u>\$ 295,715.71</u>	<u>\$ 31,178,167.29</u>	

METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES

May 31, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 11,322.18	\$ 3,039.13	\$ 961.40	\$ 13,399.91
810 Prepaid Fees	(18,563.12)	0.00	128.97	(18,692.09)
815 Fines	43,619.92	44,624.79	53,227.42	35,017.29
820 Copy	41,910.55	10,499.70	1,167.03	51,243.22
Total Revolving Funds	\$ 78,289.53	\$ 58,163.62	\$ 55,484.82	\$ 80,968.33
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<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 Memori	1,491.00	1,491.00	1,491.00	0.00
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
899 11/LET/Young Professional Adv	3,000.00	3,000.00	200.00	2,800.00
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
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
949 13/Dollar General/Mother Goose	5,000.00	5,000.00	5,000.00	0.00
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	12,190.48	1,124.52
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
965 13/Sonic/Summer Reading	20,000.00	20,000.00	20,000.00	0.00
987 12/LET/Read Y'all	6,000.00	6,000.00	4,097.00	1,903.00
<u>Friends Grants</u>				
875 08 Public Art	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
846 10 Public Art	3,000.00	3,000.00	2,575.86	424.14
916 12 Bench and Bike Rack	11,000.00	11,000.00	8,813.36	2,186.64
945 13 Staff Recognition	11,000.00	11,299.02	12,564.02	(1,265.00)
946 13 Come Read with Me	60,181.00	60,181.00	31,157.21	29,023.79
947 13 Lee Brawner Scholarships	12,000.00	12,000.00	12,000.00	0.00
948 13 Summer at the Library	67,300.00	67,300.00	22,921.62	44,378.38
950 13 SO Grand Opening	2,000.00	2,000.00	1,409.61	590.39
959 13 AL Renovation	25,000.00	25,000.00	24,783.93	216.07
960 13 Volunteer Transportation	500.00	500.00	24.00	476.00
961 13 After Hours	9,600.00	9,600.00	0.00	9,600.00
962 13 Popcorn Popper	1,000.00	1,000.00	0.00	1,000.00
964 13 Book Display	665.00	665.00	579.60	85.40
Total Grants				114,000.14
Total Special Funds				<u>\$ 194,968.47</u>

Metropolitan Library System
Statement of Encumbrances
Month of May 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	1,605,442.19	12,588,251.62	87.23	14,431,382.00	1,843,130.38
102	Wages - Part-time	245,043.59	1,846,354.98	73.39	2,515,721.00	669,366.02
103	Payroll Taxes	137,985.20	1,061,562.67	87.79	1,209,170.00	147,607.33
109	Workers Comp Insurance	18,548.00	167,988.00	76.27	220,247.00	52,259.00
112	Group Insurance	225,640.93	2,439,854.75	84.72	2,879,887.00	440,032.25
113	Employees' Retirement	105,703.57	1,855,116.68	95.33	1,946,094.00	90,977.32
114	Unemployment Compensation	.00	11,876.85	39.59	30,000.00	18,123.15
Total Personal Services		<u>2,338,363.48</u>	<u>19,971,005.55</u>	<u>85.96</u>	<u>23,232,501.00</u>	<u>3,261,495.45</u>

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.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	82,925.01	87.47	94,800.00	11,874.99
206	Rent of Equipment	.00	.00	.00	.00	.00
207	Janitorial Services	34,719.30	362,567.30	69.19	524,000.00	161,432.70
208	Maintenance of Facilities	38,725.70	330,637.54	49.43	668,909.00	338,271.46
211	Parking & Transportation	9,902.07	119,894.86	67.89	176,600.00	56,705.14
212	Travel Expenses	2,907.19	64,702.68	57.86	111,826.00	47,123.32
213	Professional Services	17,673.82	192,614.95	58.43	329,651.00	137,036.05
214	Security Services	38,651.96	387,215.99	68.64	564,110.00	176,894.01
216	Telephone Services	10,267.14	136,443.63	41.81	326,363.00	189,919.37
217	Electrical Services	31,366.89	461,613.80	68.21	676,709.00	215,095.20
218	Gas Services	2,878.57	38,588.91	49.64	77,734.00	39,145.09
219	Water & Garbage Services	5,074.01	75,629.14	90.03	84,008.00	8,378.86
220	Veolia Energy Services	13,901.60	171,069.08	86.43	197,939.00	26,869.92
226	Memberships	1,689.00	21,632.50	85.17	25,399.00	3,766.50
230	Other Library-Related Services	6,034.05	324,590.81	85.40	380,091.00	55,500.19
231	Automation Contractual	25,956.41	269,695.22	65.30	413,007.00	143,311.78
236	Network Catalog Services	5,994.45	60,890.54	74.26	82,000.00	21,109.46
Total Contractual Services		<u>253,173.41</u>	<u>3,330,350.96</u>	<u>67.07</u>	<u>4,965,343.00</u>	<u>1,634,992.04</u>

Metropolitan Library System
Statement of Encumbrances
Month of May 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	7,572.51	149,612.79	66.66	224,450.00	74,837.21
302	Postage	21,239.45	201,671.45	70.06	287,850.00	86,178.55
303	Supplies	28,821.48	388,034.15	77.73	499,202.00	111,167.85
310	Maintenance Supplies	5,785.47	55,912.16	75.56	74,000.00	18,087.84
312	Safety Supplies & Equipment	59.64	2,137.82	50.90	4,200.00	2,062.18
321	Gasoline & Oil	4,334.16	42,941.19	82.58	52,000.00	9,058.81
322	Vehicle Parts & Repairs	199.26	13,490.94	42.16	32,000.00	18,509.06
330	Programming Activities	14,378.14	269,427.44	76.22	353,470.00	84,042.56
331	Other Commodities	2,023.53	26,212.78	58.71	44,650.00	18,437.22
Total Commodities		84,413.64	1,149,440.72	73.13	1,571,822.00	422,381.28

Capital Outlays

401	Books & Materials	627,770.25	4,106,944.49	74.64	5,502,560.00	1,395,615.51
404	Governmental Documents	.00	1,500.00	22.39	6,700.00	5,200.00
405	Book Repairs & Bindings	724.39	724.39	38.13	1,900.00	1,175.61
407	Periodicals & Subscriptions	146.00	166,026.77	91.42	181,600.00	15,573.23
408	Furniture, Fixture, & Equip	6,996.40	145,539.20	43.27	336,342.00	190,802.80
409	Motor Vehicles	.00	20,988.47	34.98	60,000.00	39,011.53
410	Automation System & Equipment	1,223.81	424,596.03	47.71	890,000.00	465,403.97
450	Capital Projects	52,007.03	545,784.13	9.36	5,828,633.00	5,282,848.87
490	Capital Reserves - Current	.00	.00	.00	.00	.00
499	Reserve Carryover - Prior	.00	.00	.00	.00	.00
Total Capital Outlays		688,867.88	5,412,103.48	42.26	12,807,735.00	7,395,631.52
Total Budget		3,364,818.41	29,862,900.71	70.14	42,577,401.00	12,714,500.29

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
188	1001	Cash	\$ 19,812.19	
	1101	Investments	\$ 27.76	
	3602	Interest Income		\$ 19,839.95
		Interest from renewal of MECU CD		
189	1001	Cash	\$ 5,250.00	
	3602	Interest Income		\$ 5,250.00
		Interest on 313381vj1		
190	1001	Cash	\$ 10,300.00	
	3602	Interest Income		\$ 10,300.00
		Interest on 313380bp1		
191	1101	Investments	\$ 1,999,000.00	
	1001	Cash		\$ 1,999,000.00
		Purchase of 313382wy5		
192	1001	Cash	\$ 2,010,000.00	
	3602	Interest Income		\$ 10,000.00
	1101	Investments		\$ 2,000,000.00
		Called investment 3136g0hl8		
<u>Tax revenues</u>				
193	1001	Cash	\$ 188,580.96	
	1201	Ad Valorem Tax - Current year		\$ 137,575.58
	3601	Prior year Tax		\$ 51,005.38
		Ad Valorem Tax apportioned by County for 4/16 to 4/30		
194	1001	Cash	\$ 105,303.99	
	1201	Ad Valorem Tax - Current year		\$ 105,303.99
		Ad Valorem Tax apportioned by County for 5/1 to 5/15		
195	1001	Cash	\$ 28,739.00	
	3401	State Aid		\$ 28,739.00
		State Aid, 3rd payment		
<u>Miscellaneous revenue</u>				
196	1001	Cash	\$ 19,746.64	
	3605	Mic. Reimbursements		\$ 19,746.64
		AbiBow 20.03 LET-wages 4,925.00		
		LET-postage 29.64 cash-from desk 20.37		
		Scrap metal 13.02 unit petro 26.08		
		Café rent 500.00 Literacy Link 150.00		
		rent reimb 14,062.50 total \$ 19,746.64		

197	1001	Cash	\$	800.00	
	3606	Surplus Sale			\$ 800.00
		Late sale items			

Fines

198	1001	Cash	\$	43,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 43,000.00
		Fines transferred to General Fund in May			

Payable entries

199	3001	Current Year Reserv. for Appropriations.	\$	3,364,730.21	
	3011	Current Year P.O. Outstanding			\$ 3,364,730.21
		Purchase orders issued in May			
200	3011	Current Year P.O. Outstanding	\$	3,518,794.91	
	3021	Current Year Warrants Outstanding			\$ 3,518,794.91
		Checks issued in May			
201	3021	Current Year Warrants Outstanding	\$	3,486,045.64	
	1001	Cash			\$ 3,486,045.64
		Checks cleared Bank in May			

Bank interest and fees

202	1001	Cash			\$ 49.99
	3602	Bank Fees	\$	468.12	
	3602	Interest Income			\$ 418.13
		Interest and fees from GF checking account			
203	8000	Special Fund Cash			\$ 312.05
	8815	Bank Fees	\$	322.93	
	8815	Interest Income			\$ 10.88
		Interest and fees from SF checking account			

Special funds

204	8000	Special Fund Cash	\$	76,886.32	
	8815	Fines			\$ 25,569.81
	8820	Copy			\$ 10,499.70
	8805	Gift/Lost Books			\$ 3,039.06
	8810	Prepaid Fees	\$	128.97	
	8965	other			\$ 20,000.00
	8815	Credit card receipts			\$ 19,044.10
	8815	Credit card expenses	\$	1,137.38	
		Revenues of special funds received in May			
205	8000				\$ 103,696.71
	8815	Fines	\$	51,767.11	
	8820	Copy	\$	1,167.03	

8805	Gift/Lost Books	\$	961.40
8846		\$	2,575.86
8875		\$	500.00
8949		\$	1,364.63
8965		\$	19,999.93
8945		\$	1,325.00
8959		\$	9.70
8861		\$	182.08
8947		\$	3,362.57
8964		\$	579.60
8946		\$	135.92
8948		\$	19,753.25
8952		\$	12.63

Expenditures of special funds in May

Corrections, adjustments, and miscellaneous

206	3001	\$	0.10	
	3605			\$ 0.10
	8965	\$	0.07	
	8805			\$ 0.07

To correct out-of-balance to reserve and clear balance in 8965

Grand Total

\$ 14,982,771.90 \$ 14,982,771.90

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General Fund F.Y. 12-13

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-04902	Bank of Oklahoma	Payroll Transmittal-Chks	34,796.71	
		Payroll Transmittal-Chks	14,862.00	
		Payroll Transmittal-Chks	110.00	49,768.71
G-04903	Bank of Oklahoma	Federal Withholding Tax	57,506.85	
		Federal Withholding Tax	4,996.00	62,502.85
G-04904	Oklahoma Tax Commission	State Withholding Tax	17,505.00	
		State Withholding Tax	1,077.00	18,582.00
G-04905	Mun. Employees Credit Union	Employee Cr Union Deducts	11,944.08	
		Employee Cr Union Deducts	87.50	12,031.58
G-04906	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	50.50	697.00
G-04907	Clerk, U.S. District	Employee Deductions	246.75	246.75
G-04908	Mutual Assurance	Employee Deductions	175.00	175.00
G-04909	Bank of America	Payroll Transmittal-DDep	306,550.02	
		Payroll Transmittal-DDep	55,961.28	
		Payroll Transmittal-DDep	990.00	363,501.30
G-04910	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-04911	Nationwide Retirement Solution	Employee Deductions	5,447.34	5,447.34
G-04912	Transamerica Life Insurance Co	Employee Deductions	343.83	343.83
G-04913	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,015.59	4,015.59
G-04914	Bank of Oklahoma	Employee Flexplan Deposit	33,691.28	33,691.28
G-04915	Bank of Oklahoma	Employee Soc/Sec Deposits	31,146.35	
		Employee Medicare Deposit	5,171.77	
		Employee Medicare Deposit	7,284.25	
		Employee Medicare Deposit	1,209.60	
		Employer Soc/Sec Deposits	36,318.09	
		Employer Medicare Deposit	8,493.65	89,623.71
G-04916	MassMutual Financial Group	Employee Contrib -- DC PI	19,637.79	
		Employer Contrib -- DC PI	35,174.51	54,812.30
G-04917	Pioneer Credit Recovery	Employee Deductions	159.50	159.50
G-04918	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-04919	Administrative Services	Employee Deductions	1,505.27	1,505.27
G-04920	UNUM Life Insurance	Employee Deductions	1,288.60	
		Employee Deductions	37.30	1,325.90
G-04921	Metropolitan Library System	Professional Services	19.00	
		Supplies	42.27	
		Programming Activities	98.03	
		Programming Activities	88.22	
		Programming Activities	25.00	272.52
G-04922	Bradford Industrial Supply	Maintenance of Facilities	76.62	76.62
G-04923	O G & E	Electric Services	161.20	
		Electrical Services	1,222.07	1,383.27
G-04924	Oklahoma Natural Gas Co.	Gas Services	206.15	
		Gas Services	474.81	680.96
G-04925	Southwestern Stationers, Inc.	Safety Supplies	900.00	900.00
G-04926	Hunzicker Brothers, Inc.	Maintenance of Facilities	387.17	387.17
G-04927	EBSCO Subscription Services	Materials	32,544.00	32,544.00
G-04928	Gale/ Cengage Learning, Inc.	Materials	1,862.45	1,862.45
G-04929	UNUM Life Insurance	Grp L-T Disab Ins Prem	6,803.24	6,803.24
G-04930	Baker & Taylor Books	Materials	3,350.40	3,350.40
G-04931	Susan Ryan	Transportation	16.83	16.83
G-04932	CompSource Oklahoma	Workers Comp Insurance	13,348.00	13,348.00

General Fund F.Y. 12-13

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-04933	Thomson Reuters-West	Materials	770.00	770.00
G-04934	Taryn Kingery	Programming Activities	82.45	82.45
G-04935	Maintenance Connection	Maintenance of Facilities	1,797.30	1,797.30
G-04936	Upstart	Programming	36.40	36.40
G-04937	Recorded Books, LLC	Materials	1,281.37	1,281.37
G-04938	Mullin Plumbing West Division	Maintenance of Facilities	83.50	
		Maintenance of Facilities	83.50	
		Maintenance of Facilities	363.50	530.50
G-04939	Thorndike/Gale Group	Materials	946.38	946.38
G-04940	Brendan Parker	Programming Activities	350.00	350.00
G-04941	LexisNexis Matthew Bender	Materials	1,489.85	1,489.85
G-04942	Mutual Assurance	Grp Life AD&D Ins Prm-May	50,060.85	50,060.85
G-04943	Independent Stationers	Supplies	346.24	
		Supplies	4.16	350.40
G-04944	Walter Wayne McEvelly	Programming Activities	200.00	200.00
G-04945	Library Video Co.	Materials	2,755.40	2,755.40
G-04946	Morningstar	Materials	13,125.00	13,125.00
G-04947	Amigos Library Services	Network Catalog Services	280.00	280.00
G-04948	INTEGRIS Corporate Assistance	Group Insurance	1,062.00	1,062.00
G-04949	Debbie Langston	Programming Activities	60.00	60.00
G-04950	AT&T	Telephone Services	1,210.35	1,210.35
G-04951	Blackstone Audio Books	Materials	715.50	715.50
G-04952	Random House, Inc	Materials	1,415.25	1,415.25
G-04953	Brilliance Corporation	Materials	1,000.61	1,000.61
G-04954	Hobby Lobby	Programming Activities	28.95	28.95
G-04955	ALA Registration Dept	Professional Services	405.00	405.00
G-04956	Cable Organizer	Supplies	359.83	359.83
G-04957	Audio Editions	Materials	2,075.05	2,075.05
G-04958	OverDrive, Inc.	Network Catalog Services	1,744.50	
		Materials	11,031.46	12,775.96
G-04959	Findaway World, LLC	Materials	1,263.32	1,263.32
G-04960	AV Cafe Inc	Materials	631.64	631.64
G-04961	Ingram Library Service	Materials	1,472.04	1,472.04
G-04962	Learning Tree	Programming Activities	164.70	164.70
G-04963	Town of Luther	Water & Garbage Services	45.28	45.28
G-04964	Barnes & Noble, Inc.	Programming Activities	187.68	
		Programming Activities	73.44	
		Materials	3,495.81	3,756.93
G-04965	Evans Hardware	Maintenance of Facilities	6.79	6.79
G-04966	Carri Dolan	Programming Activities	60.00	60.00
G-04967	Batteries Sooner LLC	Maintenance of Facilities	33.08	33.08
G-04968	Michael Corley	Programming Activities	235.00	235.00
G-04969	Displays 2 Go	Supplies	78.75	78.75
G-04970	Natasha Corso	Programming Activities	800.00	800.00
G-04971	Quill Corporation	Programming Activities	103.41	103.41
G-04972	Ruby Soutiere	Transportation	24.98	24.98
G-04973	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-04974	MAC Systems, Inc.	Maintenance of Facilities	228.00	
		Maintenance of Facilities	645.00	873.00
G-04975	AudioGo	Materials	50.61	50.61
G-04976	Vance Hunt Libraries	Fixtures	5,606.00	5,606.00
G-04977	Amber Austin	Programming Activities	100.00	100.00

General Fund F.Y. 12-13

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-04978	City of Harrah	Water & Garbage Services	105.92	105.92
G-04979	Amazon/GE Money Bank	Programming	67.48	
		Supplies	27.52	
		Programming	25.39	120.39
G-04980	United Parcel Service	Postage	717.66	717.66
G-04981	John Wood	Transportation	21.13	21.13
G-04982	City of Choctaw	Water & Garbage Services	130.48	130.48
G-04983	Vision Service Plan of	Grp Vision Ins Prem-May	2,744.81	2,744.81
G-04984	Todd Olberding	Telephone Services	46.87	46.87
G-04985	Alice Murphy	Supplies	48.75	48.75
G-04986	Rose Rock Development Inc	Maintenance of Facilities	175.00	175.00
G-04987	Baker & Taylor Books	Materials	628.66	628.66
G-04988	Baker & Taylor Entertainment	Materials	1,283.66	
		Materials	3,138.66	
		Materials	488.45	4,910.77
G-04989	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	162,269.05	162,269.05
G-04990	Todd Podzemny	Transportation	15.93	
		Supplies	90.97	106.90
G-04991	Walmart Community/GEMB	Programming Activities	59.96	
		Programming Activities	58.84	
		Programming Activities	161.31	280.11
G-04992	Construction Building	Capital Projects	2,402.98	2,402.98
G-04993	Allied Waste Services #060	Garbage Service	1,166.73	
		Garbage Services	87.89	1,254.62
G-04994	Aaron Bluit	Transportation	131.36	131.36
G-04995	The Great Courses	Materials	214.92	214.92
G-04996	Michael Mones Pone	Programming Activities	150.00	150.00
G-04997	Leona Mitchell Bush	Programming Activities	750.00	750.00
G-04998	All Commercial Floors, Inc.	Capital Projects	1,595.00	1,595.00
G-04999	Stephen Ziegler	Programming Activities	100.00	100.00
G-05000	BMC Software, Inc.	Automation Contractual	2,943.00	2,943.00
G-05001	Gary B Stotler	Transportation	34.58	34.58
G-05002	Cintas Corporation 064	Maintenance of Facilities	629.65	629.65
G-05003	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	18.90	18.90
G-05004	Amy Thomas	Programming Activities	47.89	
		Supplies	21.50	69.39
G-05005	Baker & Taylor Books	Materials	1,085.76	
		Materials	1,552.38	
		Materials	1,251.92	
		Materials	2,961.57	
		Materials	4,364.40	
		Materials	4,011.22	
		Materials	3,123.24	
		Materials	5,143.88	23,494.37
G-05006	Baker & Taylor Books	Materials	724.23	
		Materials	2,050.83	
		Materials	2,519.06	
		Materials	17,912.12	23,206.24
G-05007	Baker & Taylor Books	Materials	1,412.88	1,412.88
G-05008	Kiona Millirons	Programming Activities	75.00	
		Programming Activities	400.00	475.00
G-05009	Personalized Prevention	Professional Services	707.00	707.00

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Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-05010	Baker & Taylor Entertainment	Materials	360.56	360.56
G-05011	R. Justin Herwig	Transportation	71.13	71.13
G-05012	O'Grady Publishing	Materials	55.00	55.00
G-05013	Savannah Mitchell	Programming Activities	400.00	400.00
G-05014	UNUM Life Insurance	Grp LTC Ins Prem-May	1,571.30	1,571.30
G-05015	Chris Kennedy	Transportation	29.38	29.38
G-05016	Emily Butterfield	Programming Activities	150.00	150.00
G-05017	Oklahoma Natural Gas Co.	Gas Services	89.06	
		Gas Services	189.42	278.48
G-05018	City of Oklahoma City	Water & Garbage Services	21.51	
		Water & Garbage Services	288.93	
		Water & Garbage Services	146.86	457.30
G-05019	Locke Supply Co.	Maintenance of Facilities	838.59	838.59
G-05020	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-05021	American Express	Automation Contractual	149.00	
		Travel Expenses	340.80	
		Professional Services	4.00	493.80
G-05022	Marilyn E. Backus	Transportation	16.52	16.52
G-05023	Mullin Plumbing West Division	Maintenance of Facilities	253.50	253.50
G-05024	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	6,394.50	6,394.50
G-05025	Anne G. Fischer	Telephone Services	50.00	
		Travel Expenses	505.98	555.98
G-05026	Janet Brooks	Transportation	27.87	27.87
G-05027	A T & T Mobility	Telephone Services	100.15	100.15
G-05028	Scott's Printing & Copying	Programming Activities	546.27	546.27
G-05029	Phyllis Davidson	Transportation	15.11	15.11
G-05030	Julie Ballou	Programming Activities	34.73	
		Supplies	30.26	64.99
G-05031	Melody A. Kellogg	Transportation	11.87	11.87
G-05032	Ling Y Miller	Programming Activities	150.00	150.00
G-05033	Landon Holman	Transportation	75.15	75.15
G-05034	Batteries Sooner LLC	Maintenance of Facilities	137.46	137.46
G-05035	Patricia Ortiz	Transportation	10.74	
		Transportation	8.19	18.93
G-05036	Andrea Emmons	Other Commodities	50.00	50.00
G-05037	Sally Gray	Supplies	64.83	64.83
G-05038	Crossings Community Church	Professional Services	520.00	520.00
G-05039	Crowe & Dunlevy	Professional Services	145.00	145.00
G-05040	Office Depot Credit Plan	Library-related Services	17.00	17.00
G-05041	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	2,764.00	4,587.95
G-05042	Walmart Community/GEMB	Programming Activities	222.07	
		Programming Activities	34.45	256.52
G-05043	John L. Hilbert	Programming Activities	126.68	
		Programming Activities	67.84	194.52
G-05044	OK County Master Gardeners	Programming Activities	14.54	14.54
G-05045	RESolutionsTECH Inc.	Professional Services	5,000.00	5,000.00
G-05046	Shauna Giles	Programming Activities	50.00	50.00
G-05047	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-05048	Cox Communications, Inc.	Telephone Services	1,030.42	1,030.42
G-05049	Target Bank	Supplies	32.58	32.58
G-05050	Christian Book Distributors	Books & Materials	55.64	55.64

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Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-05051	Erika Sterling	Maintenance of Facilities	240.00	240.00
G-05052	Star Bright Books, Inc.	Programming Activities	205.73	205.73
G-05053	Metropolitan Library System	Professional Services	30.96	
		Supplies	65.65	
		Supplies	46.62	
		Programming Activities	76.17	
		Other Commodities	129.06	
		Maintenance of Facilities	20.29	368.75
G-05054	O G & E	Electrical Services	4,167.59	
		Electrical Services	776.80	
		Electrical Services	1,445.34	
		Electrical Services	109.28	6,499.01
G-05055	City of the Village	Water & Garbage Services	91.41	91.41
G-05056	Triangle/A & E	Printing/Printing Supply	106.00	106.00
G-05057	Brodart Co.	Supplies	2,450.00	2,450.00
G-05058	Locke Supply Co.	Maintenance of Facilities	20.82	
		Maintenance of Facilities	12.57	
		Maintenance of Facilities	106.74	140.13
G-05059	Tech-Lock	Maintenance of Facilities	8.50	8.50
G-05060	The University of Oklahoma	Printing/Printing Supply	824.00	
		Printing/Printing Supply	1,907.00	2,731.00
G-05061	City of Edmond	Electrical Services	3,389.51	3,389.51
G-05062	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	4.24	39.24
G-05063	ALA Order Fulfillment	Programming	259.80	259.80
G-05064	United Refrigeration, Inc.	Maintenance of Facilities	44.35	
		Maintenance of Facilities	132.46	176.81
G-05065	Northwest Chamber	Memberships	250.00	250.00
G-05066	Fast Signs	Printing/Printing Supply	30.00	30.00
G-05067	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-05068	Nancy Lytle	Parking	108.38	108.38
G-05069	Jonathan Willis	Transportation	2.83	2.83
G-05070	Scott's Printing & Copying	Printing/Printing Supply	272.45	
		Printing/Printing Supply	314.67	587.12
G-05071	Walker Companies	Printing/Printing Supply	15.00	15.00
G-05072	Larry G. Johnson	Parking	108.38	108.38
G-05073	Lakeshore Learning Materials	Programming Activities	38.53	38.53
G-05074	Neopost, Inc.	Postage	192.00	192.00
G-05076	Victoria Dixon	Parking	108.38	108.38
G-05078	Melody A. Kellogg	Supplies	273.21	273.21
G-05079	Evans Hardware	Maintenance of Facilities	23.07	23.07
G-05080	Heidi A. Port	Transportation	58.42	58.42
G-05081	Kelley Riha	Transportation	64.47	64.47
G-05082	MAC Systems, Inc.	Maintenance of Facilities	373.00	373.00
G-05083	Joy E. Cavett	Programming Activities	150.00	
		Programming Activities	450.00	600.00
G-05084	City of Edmond	Water & Garbage Services	527.34	527.34
G-05085	Oklahoma County OSU Ext Ctr	Programming Activites	93.16	93.16
G-05086	Sally Gray	Transportation	14.69	14.69
G-05087	Amazon/GE Money Bank	Programming	281.48	281.48
G-05088	First Advantage	Professional Services	44.00	44.00
G-05089	United Parcel Service	Postage	521.46	521.46

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Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-05090	Oklahoma Press Service	Library-related Services	159.20	159.20
G-05091	Andrew N. Soliven	Parking	108.38	108.38
G-05092	Cheryl Pernel	Parking	108.38	108.38
G-05093	LaVetta Kinsey Dent	Supplies	66.66	66.66
G-05094	Walmart Community/GEMB	Programming Activities	22.25	
		Programming Activities	79.23	
		Programming Activities	35.26	
		Supplies	33.88	
		Supplies	19.44	190.06
G-05095	LaWana D. Morgan	Transportation	5.98	5.98
G-05096	Pamela Buchanan	Telephone Services	35.00	
		Transportation	9.32	44.32
G-05097	O'Reilly Automotive Stores,	Maintenance of Facilities	143.94	143.94
G-05098	Kevin Sendall	Transportation	86.90	86.90
G-05099	Darrie Breathwit	Programming Activities	60.59	60.59
G-05100	John Utley	Telephone Services	35.00	
		Transportation	23.73	58.73
G-05101	Melissa Weathers	Transportation	17.97	17.97
G-05102	Debra Lea Blakely	Other Commodities	50.00	50.00
G-05103	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-05104	Veolia Energy Oklahoma City,	Veolia Energy Services	13,901.60	13,901.60
G-05105	Christopher Carroll	Transportation	68.76	68.76
G-05106	Teresa Matthews	Supplies	67.14	67.14
G-05107	Sheldon Beach	Parking	108.38	108.38
G-05108	Knoll, Inc.	Furniture	619.65	619.65
G-05109	Kathy C. Brown	Programming Activities	43.75	43.75
G-05110	Gale/ Cengage Learning, Inc.	Materials	28,508.71	28,508.71
G-05111	Baker & Taylor Books	Materials	1,294.24	1,294.24
G-05112	Recorded Books, LLC	Materials	2,397.14	2,397.14
G-05113	Thorndike/Gale Group	Materials	1,270.10	1,270.10
G-05114	DVA, Inc	Materials	251.73	251.73
G-05115	Booklist Online/ALA	Materials	650.00	650.00
G-05116	Blackstone Audio Books	Materials	266.00	266.00
G-05117	Random House, Inc	Materials	1,977.25	1,977.25
G-05118	Ingram Library Service	Materials	559.34	559.34
G-05119	Audio Editions	Materials	1,382.07	1,382.07
G-05120	OverDrive, Inc.	Materials	4,071.98	4,071.98
G-05121	Metro Parking Garage	Parking	73.50	73.50
G-05122	AV Cafe Inc	Materials	117.92	117.92
G-05123	Ingram Library Service	Materials	982.94	982.94
G-05124	Center Point Large Print	Materials	1,793.88	1,793.88
G-05125	OPUBCO Communications Group	Materials	10,800.00	10,800.00
G-05126	AudioGo	Materials	227.35	227.35
G-05127	Baker & Taylor Entertainment	Materials	817.39	
		Materials	1,190.09	
		Materials	3,500.71	
		Materials	455.68	5,963.87
G-05128	Midwest Tape	Materials	295.86	295.86
G-05129	Indian Dance, LLC	Materials	100.00	100.00
G-05130	Baker & Taylor Books	Materials	1,346.54	
		Materials	1,407.13	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05130	Baker & Taylor Books	Materials	1,907.29	
		Materials	3,699.52	
		Materials	5,656.92	
		Materials	6,293.12	
		Materials	1,825.12	
		Materials	8,191.23	30,326.87
G-05131	Baker & Taylor Books	Materials	958.73	
		Materials	1,529.14	
		Materials	2,470.20	
		Materials	4,496.90	
		Materials	3,392.99	12,847.96
G-05132	Baker & Taylor Books	Materials	713.97	713.97
G-05133	Baker & Taylor Entertainment	Materials	2,601.40	2,601.40
G-05134	Mackin	Materials	61.74	61.74
G-05135	Grainger	Maintenance of Facilities	37.56	37.56
G-05136	O G & E	Electrical Services	2,279.14	2,279.14
G-05137	Oklahoma Natural Gas Co.	Gas Services	32.42	32.42
G-05138	City of Oklahoma City	Water & Garbage Services	193.20	
		Water & Garbage Services	161.34	
		Water & Garbage Services	505.58	
		Water & Garbage Services	255.58	1,115.70
G-05139	Southwestern Stationers, Inc.	Supplies	13.89	
		Printing/Printing Supply	1,128.00	1,141.89
G-05140	AT&T	Telephone Services	678.74	
		Telephone Services	841.01	
		Telephone Services	733.97	2,253.72
G-05141	Laurie F. Mack-Clark	Transportation	61.42	61.42
G-05142	Donna Morris	Travel Expenses	851.57	851.57
G-05143	Scott Rice Co. - OKC	Furniture	2,402.64	
		Furniture	4,786.95	7,189.59
G-05144	Mullin Plumbing West Division	Maintenance of Facilities	83.50	83.50
G-05145	Independent Stationers	Supplies	19.48	19.48
G-05146	Samaritan Technologies	Automation Contractual	5,400.00	5,400.00
G-05147	Hobby Lobby	Supplies	3.59	3.59
G-05148	Metro Parking Garage	Parking	72.50	72.50
G-05149	Fuelman	Gasoline & Oil	4,334.16	
		Vehicle Parts & Repairs	199.26	4,533.42
G-05150	General Lighting & Sign Serv.	Maintenance of Facilities	551.63	551.63
G-05151	Meghan Attalla	Programming Activities	83.13	83.13
G-05152	Jimmy Welch	Telephone Services	50.00	50.00
G-05153	CDW Government, Inc.	Automation	16,815.00	
		Automation	4,071.00	20,886.00
G-05154	Bank of America	Library-related Services	296.20	296.20
G-05155	Contractors Supply Co.	Maintenance of Facilities	6.00	6.00
G-05156	Kathryn Hatfield	Transportation	25.43	25.43
G-05157	Chase Card Services	Travel Expenses	259.80	
		Travel Expenses	392.80	
		Maintenance of Facilities	936.40	
		Telephone Services	94.98	
		Supplies	60.37	
		Programming	178.51	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-05157	Chase Card Services	Programming Activities	140.75	
		Supplies	129.26	
		Supplies	57.04	
		Programming	17.95	
		Programming	66.09	
		Programming	106.71	
		Supplies	418.70	
		Supplies	67.79	
		Supplies	15.28	
		Supplies	257.90	
		Supplies	236.18	
		Supplies	33.58	
		Supplies	56.25	
		Supplies	62.19	
		Supplies	380.35	
		Maintenance of Facilities	361.65	
		Maintenance of Facilities	473.46	
		Professional Services	151.00	
		Supplies	15.84	
		Memberships	230.00	
		Automation Contractual	69.95	
		Professional Services	95.00	
		Safety Supplies	25.98	
		Automation	1,400.15	
		Supplies	27.00	
		Other Commodities	300.00	
		Programming	128.26	
		Programming	132.21	
		Automation	288.00	
		Travel Expenses	259.80	
		Travel Expenses	461.80	8,388.98
G-05158	Alice Murphy	Other Commodities	452.81	452.81
G-05159	Creative Educational Strategie	Professional Services	1,600.00	1,600.00
G-05160	Engineered Equipment Inc.	Maintenance of Facilities	72.36	
		Maintenance of Facilities	226.08	
		Maintenance of Facilities	111.96	410.40
G-05161	Christian Book Distributors	Books & Materials	19.18	19.18
G-05162	Securitas Security USA, Inc.	Security Services	7,400.07	
		Security Services	1,907.15	
		Security Services	7,557.96	
		Security Services	2,239.55	19,104.73
G-05163	Emily Williams	Transportation	32.43	32.43
G-05164	Lloyd Lovely	Transportation	111.31	111.31
G-05165	Lisa Bradley	Transportation	8.76	8.76
G-05166	Shoplet	Supplies	357.61	
		Supplies	70.29	427.90
G-05167	Bank of Oklahoma	Payroll Transmittal-Chks	35,724.50	
		Payroll Transmittal-Chks	13,242.24	48,966.74
G-05168	Bank of Oklahoma	Federal Withholding Tax	60,436.85	
		Federal Withholding Tax	4,820.00	65,256.85
G-05169	Oklahoma Tax Commission	State Withholding Tax	18,347.00	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05169	Oklahoma Tax Commission	State Withholding Tax	1,129.00	19,476.00
G-05170	Mun. Employees Credit Union	Employee Cr Union Deducts	11,944.08	
		Employee Cr Union Deducts	87.50	12,031.58
G-05171	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	53.00	699.50
G-05172	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-05173	Mutual Assurance	Employee Deductions	2.50	2.50
G-05174	Bank of America	Payroll Transmittal-DDep	323,920.64	
		Payroll Transmittal-DDep	54,120.12	378,040.76
G-05175	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-05176	Nationwide Retirement Solution	Employee Deductions	5,447.34	5,447.34
G-05177	Transamerica Life Insurance Co	Employee Deductions	343.83	343.83
G-05178	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	3,983.19	3,983.19
G-05179	Bank of Oklahoma	Employee Flexplan Deposit	14,473.09	14,473.09
G-05180	Bank of Oklahoma	Employee Soc/Sec Deposits	32,482.40	
		Employee Soc/Sec Deposits	4,931.30	
		Employee Medicare Deposit	7,596.63	
		Employee Medicare Deposit	1,153.34	
		Employer Soc/Sec Deposits	37,413.78	
		Employer Medicare Deposit	8,750.01	92,327.46
G-05181	MassMutual Financial Group	Employee Contrib -- DC PI	19,778.21	
		Employer Contrib -- DC PI	35,389.18	55,167.39
G-05182	Pioneer Credit Recovery	Employee Deductions	156.00	156.00
G-05183	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05184	Administrative Services	Employee Deductions	1,516.62	1,516.62
G-05185	UNUM Life Insurance	Employee Deductions	16.70	16.70
G-05186	Metropolitan Library System	Maintenance of Facilities	54.00	
		Professional Services	87.25	
		Supplies	30.60	
		Programming Activities	35.51	
		Other Commodities	27.05	234.41
G-05187	Bradford Industrial Supply	Maintenance of Facilities	104.80	104.80
G-05188	O G & E	Electrical Services	651.41	
		Electrical Services	2,360.62	3,012.03
G-05189	Oklahoma Natural Gas Co.	Gas Services	419.18	419.18
G-05190	City of Bethany	Water & Garbage Services	126.55	126.55
G-05191	City of Oklahoma City	Water & Garbage Services	50.72	50.72
G-05192	Brodart Co.	Supplies	1,344.00	1,344.00
G-05193	Locke Supply Co.	Maintenance of Facilities	98.29	98.29
G-05194	Dagwell Dixie Inc	Maintenance of Facilities	134.45	134.45
G-05195	Demco	Supplies	14.23	14.23
G-05196	U.S. Postal Service	Postage	15,000.00	15,000.00
G-05197	ALA Order Fulfillment	Supplies	39.60	39.60
G-05198	Barbara Beasley	Other Commodities	188.00	
		Other Commodities	60.00	248.00
G-05199	Mullin Plumbing West Division	Maintenance of Facilities	83.50	83.50
G-05200	Denyvetta Davis	Transportation	98.54	98.54
G-05201	Staples Advantage	Supplies	21.80	21.80
G-05202	Pacesetters Consulting Group	Professional Services	600.00	600.00
G-05203	Independent Stationers	Supplies	19.54	
		Other Library Related Svc	56.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05203	Independent Stationers	Supplies	48.70	124.24
G-05204	Jonathan Willis	Telephone Services	35.00	35.00
G-05205	OCLC, Inc.	Network Catalog Services	3,969.95	3,969.95
G-05206	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	349.01	349.01
G-05207	Walker Companies	Supplies	33.75	
		Supplies	215.60	249.35
G-05208	Chickasaw Telecom, Inc.	Automation Contractual	536.00	536.00
G-05209	Ginger Waldrip	Programming Activities	200.00	200.00
G-05210	Amsterdam Printing	Supplies	857.81	857.81
G-05211	Deli Partners of Little Rock	Professional Services	194.22	194.22
G-05212	Kay L. Bauman	Parking	108.38	108.38
G-05213	WorthingtonDirect	Programming	297.22	297.22
G-05214	CDW Government, Inc.	Printing Supplies	1,424.18	
		Automation	16,111.50	
		Automation	66,547.50	84,083.18
G-05215	Batteries Sooner LLC	Maintenance of Facilities	49.75	49.75
G-05216	Ram Products	Maintenance of Facilities	423.13	423.13
G-05217	Displays 2 Go	Supplies	114.97	114.97
G-05218	OPUBCO Communications Group	Legal Advertising	194.60	194.60
G-05219	Patterson Medical Supply, Inc.	Supplies	50.00	50.00
G-05220	Contractors Supply Co.	Maintenance of Facilities	17.03	17.03
G-05221	Shanelle Jackson	Professional Services	180.00	180.00
G-05222	Andrea Emmons	Transportation	55.54	55.54
G-05223	ULINE	Supplies	101.07	101.07
G-05224	Amazon/GE Money Bank	Supplies	103.00	
		Supplies	50.22	153.22
G-05225	United Parcel Service	Postage	525.75	525.75
G-05226	Todd Olberding	Telephone Services	123.89	123.89
G-05227	Walmart Community/GEMB	Programming Activities	100.34	
		Maintenance of Facilities	85.61	
		Postage	46.00	
		Programming Activities	35.54	
		Maintenance of Facilities	16.94	284.43
G-05228	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-05229	Leona Mitchell Bush	Programming Activities	750.00	750.00
G-05230	Donna Morris	Transportation	450.00	450.00
G-05231	Stephen Ziegler	Programming Activities	100.00	100.00
G-05232	HPL Ventures LLC	Maintenance of Facilities	4,500.00	4,500.00
G-05233	Rondia K. Banks	Travel Expenses	123.17	123.17
G-05234	Cox Communications, Inc.	Telephone Services	12.89	12.89
G-05235	Bryan's Flooring	Capital Projects	107,020.00	107,020.00
G-05236	Securitas Security USA, Inc.	Security Services	8,017.09	
		Security Services	2,114.90	10,131.99
G-05237	Beatriz Meyer	Programming Activities	494.00	494.00
G-05238	Kone Inc	Maintenance of Facilities	905.33	905.33
G-05239	Smart Technologies	Automation Contractual	675.00	675.00
G-05240	Image Supply	Supplies	128.50	128.50
G-05241	Tyler Outdoor Advertising, LLC	Library-related Services	3,710.00	3,710.00
G-05242	Donna Hilton	Programming Activities	60.00	60.00
G-05243	Gale/ Cengage Learning, Inc.	Materials	1,139.57	1,139.57
G-05244	Baker & Taylor Books	Materials	636.29	636.29

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Number	Vendor/Payee	Purpose		Amount
G-05245	Recorded Books, LLC	Materials	9,940.87	9,940.87
G-05246	World Trade Press	Materials	2,100.00	2,100.00
G-05247	DVA, Inc	Materials	139.85	139.85
G-05248	Oxford University Press	Materials	3,605.00	3,605.00
G-05249	Blackstone Audio Books	Materials	541.00	541.00
G-05250	Random House, Inc	Materials	370.00	370.00
G-05251	Brilliance Corporation	Materials	3,395.57	3,395.57
G-05252	Ingram Library Service	Materials	3,268.31	3,268.31
G-05253	Audio Editions	Materials	444.61	444.61
G-05254	OverDrive, Inc.	Materials	5,389.72	5,389.72
G-05255	Findaway World, LLC	Materials	705.42	705.42
G-05256	Capstone	Materials	6,895.75	6,895.75
G-05257	AV Cafe Inc	Materials	4,063.86	4,063.86
G-05258	Ingram Library Service	Materials	1,577.34	1,577.34
G-05259	Center Point Large Print	Materials	1,753.17	1,753.17
G-05260	Scholastic Library	Materials	2,430.00	2,430.00
G-05261	Newsbank	Materials	48,560.00	48,560.00
G-05262	Info Group, Inc.	Materials	23,649.00	23,649.00
G-05263	Baker & Taylor Books	Materials	2,142.91	2,142.91
G-05264	Baker & Taylor Entertainment	Materials	1,649.79	
		Materials	7,174.09	
		Materials	1,411.90	10,235.78
G-05265	Midwest Tape	Materials	119.97	119.97
G-05266	Baker & Taylor Books	Materials	1,427.88	
		Materials	1,865.88	
		Materials	1,945.65	
		Materials	2,659.24	
		Materials	4,292.88	
		Materials	3,194.93	
		Materials	3,673.31	
		Materials	2,932.07	21,991.84
G-05267	Baker & Taylor Books	Materials	3,329.60	
		Materials	2,630.67	
		Materials	4,373.93	
		Materials	97.21	10,431.41
G-05268	Baker & Taylor Books	Materials	1,261.10	1,261.10
G-05269	Baker & Taylor Entertainment	Materials	2,645.28	2,645.28
G-05270	Mackin	Materials	243.40	243.40
G-05271	Bradford Industrial Supply	Maintenance of Facilities	209.60	209.60
G-05272	Grainger	Maintenance of Facilities	75.12	75.12
G-05273	O G & E	Electrical Services	10,415.11	
		Electrical Services	2,242.08	12,657.19
G-05274	Oklahoma Natural Gas Co.	Gas Services	206.72	206.72
G-05275	City of Oklahoma City	Water & Garbage Services	535.08	535.08
G-05276	City of Warr Acres	Water & Garbage Services	50.70	50.70
G-05277	Donna Morris	Telephone Services	50.00	50.00
G-05278	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-05279	United Refrigeration, Inc.	Maintenance of Facilities	3,862.35	
		Maintenance of Facilities	20.12	3,882.47
G-05280	Mullin Plumbing West Division	Maintenance of Facilities	123.50	123.50
G-05281	Staples Advantage	Capital Projects	671.06	671.06
G-05282	Shawver & Son	Maintenance of Facilities	1,646.12	1,646.12

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Number	Vendor/Payee	Purpose		Amount
G-05283	Linda Hyams	Telephone Services	35.00	
		Other Commodities	60.64	95.64
G-05284	Kristin Williamson	Programming Activities	32.32	
		Programming Activities	51.66	
		Programming Activities	62.42	146.40
G-05285	Francie Pendleton	Transportation	30.02	30.02
G-05286	Deli Partners of Little Rock	Professional Services	155.26	155.26
G-05287	OPUBCO Communications Group	Printing/Printing Supply	1,303.60	1,303.60
G-05288	Contractors Supply Co.	Maintenance of Facilities	45.81	45.81
G-05289	MAC Systems, Inc.	Maintenance of Facilities	2,081.00	2,081.00
G-05290	Andrea Emmons	Programming Activities	97.98	97.98
G-05291	Sally Gray	Other Commodities	46.15	
		Supplies	24.57	70.72
G-05292	Amazon/GE Money Bank	Programming	149.02	149.02
G-05293	United Parcel Service	Postage	5.37	5.37
G-05294	Southern Hardlines, Inc.	Maintenance of Facilities	16.56	16.56
G-05295	Alice Murphy	Supplies	32.50	32.50
G-05296	Walmart Community/GEMB	Professional Services	26.12	26.12
G-05297	Kimberly A Terry	Travel Expenses	347.80	347.80
G-05298	Preston Bell	Transportation	50.00	50.00
G-05299	Leadership Oklahoma City, Inc.	Professional Services	2,000.00	2,000.00
G-05300	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-05301	Bryan's Flooring	Capital Projects	43,185.00	43,185.00
G-05302	Maria Watkins	Transportation	35.65	35.65
G-05303	Crisis Prevention Institute,	Professional Services	543.72	543.72
G-05304	Metropolitan Library System	Professional Services	57.00	
		Postage	117.16	
		Supplies	72.48	
		Supplies	11.18	
		Programming Activities	46.53	
		Programming Activities	113.59	
		Programming Activities	18.21	436.15
G-05305	City of Del City	Rent of Buildings	400.00	400.00
G-05306	Bradford Industrial Supply	Maintenance of Facilities	40.58	40.58
G-05307	Grainger	Maintenance of Facilities	150.75	150.75
G-05308	O G & E	Electrical Services	870.07	
		Electrical Services	1,070.23	1,940.30
G-05309	Oklahoma Natural Gas Co.	Gas Services	84.05	
		Gas Services	123.74	
		Gas Services	409.46	
		Gas Services	55.94	
		Gas Services	57.77	
		Gas Services	174.58	
		Gas Services	250.71	1,156.25
G-05310	Brodart Co.	Supplies	21.00	
		Supplies	18.50	39.50
G-05311	Locke Supply Co.	Maintenance of Facilities	15.31	
		Maintenance of Facilities	95.74	
		Maintenance of Facilities	22.61	
		Maintenance of Facilities	65.20	
		Maintenance of Facilities	32.96	
		Maintenance of Facilities	74.10	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-05311	Locke Supply Co.	Maintenance of Facilities	43.77	
		Maintenance of Facilities	36.63	
		Maintenance of Facilities	6.41	392.73
G-05312	Tech-Lock	Maintenance of Facilities	30.00	30.00
G-05313	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-05314	American Library Association	Memberships	169.00	169.00
G-05315	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,158.36	1,158.36
G-05316	Mullin Plumbing West Division	Maintenance of Facilities	123.50	123.50
G-05317	Staples Advantage	Supplies	29.34	29.34
G-05318	Independent Stationers	Supplies	7.90	
		Supplies	25.58	33.48
G-05319	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-05320	Janet Brooks	Other Commodities	117.00	117.00
G-05321	Great American Glass & Tinting	Maintenance of Facilities	25.00	25.00
G-05322	Scott's Printing & Copying	Printing/Printing Supply	24.50	
		Printing/Printing Supply	488.93	513.43
G-05323	ALA Registration Dept	Professional Services	100.00	100.00
G-05324	Sum Total Systems, Inc.	Professional Services	802.50	802.50
G-05325	Employment Technologies Corp	Professional Services	450.00	450.00
G-05326	Amsterdam Printing	Supplies	915.46	915.46
G-05327	Dana Beach	Programming Activities	7.92	
		Supplies	181.25	189.17
G-05328	Susan Pierce	Programming Activities	504.00	504.00
G-05329	Oklahoma Building Services, Inc	Janitorial Services	25,688.98	
		Janitorial Services	3,606.15	
		Janitorial Services	3,411.67	
		Pest Control Service	1,015.00	
		Pest Control Service	450.00	
		Pest Control Service	260.00	34,431.80
G-05330	Rena Gibson	Professional Services	387.43	387.43
G-05331	Batteries Sooner LLC	Maintenance of Facilities	7.96	
		Maintenance of Facilities	154.90	
		Maintenance of Facilities	48.22	211.08
G-05332	Westlake Hardware	Maintenance of Facilities	10.48	10.48
G-05333	Andrea Emmons	Programming Activities	90.00	90.00
G-05334	Norman Supply Company	Maintenance of Facilities	19.94	
		Maintenance of Facilities	108.00	
		Maintenance of Facilities	828.21	956.15
G-05335	Amazon/GE Money Bank	Automation	947.73	947.73
G-05336	Association of Fundraising	Memberships	300.00	300.00
G-05337	United Parcel Service	Postage	663.91	663.91
G-05338	Carolyn K McCurry	Programming Activities	65.00	65.00
G-05339	Alice Murphy	Other Commodities	87.50	87.50
G-05340	Rose Rock Development Inc	Maintenance of Facilities	2,045.00	
		Maintenance of Facilities	1,485.00	3,530.00
G-05341	Walmart Community/GEMB	Other Commodities	116.30	116.30
G-05342	Leadership Oklahoma City, Inc.	Memberships	300.00	300.00
G-05343	OSU Entomology & Plant Path	Programming Activities	250.00	250.00
G-05344	Myra Cleveland	Programming Activities	240.00	240.00
G-05345	University of Oklahoma	Professional Services	75.00	75.00

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Number	Vendor/Payee	Purpose		Amount
G-05346	2M Solutions, Inc	Equipment	454.49	454.49
G-05347	OSU Int'l Ground Source Heat	Memberships	210.00	210.00
G-05348	AT&T	Telephone Services	113.61	113.61
G-05349	Lloyd Lovely	Travel Expenses	268.34	268.34
G-05350	Global Industrial Equipment	Maintenance of Facilities	122.51	122.51
G-05351	Shoplet	Supplies	230.00	230.00
G-05352	Kathy C. Brown	Programming Activities	43.75	43.75
G-05353	O G & E	Electrical Services	261.05	
		Electrical Services	1,223.76	1,484.81
G-05354	Oklahoma Natural Gas Co.	Gas Services	54.14	
		Gas Services	211.06	
		Gas Services	35.32	300.52
G-05355	City of Oklahoma City	Water & Garbage Services	45.75	
		Water & Garbage	141.53	187.28
G-05356	AT&T	Telephone Services	140.06	140.06
G-05357	Baker & Taylor Books	Materials	542.06	542.06
G-05358	The McGraw-Hill Global Educ.	Materials	9,174.67	9,174.67
G-05359	Kappa Publishing	Materials	95.89	95.89
G-05360	United Refrigeration, Inc.	Maintenance of Facilities	371.28	371.28
G-05361	Infobase Learning	Materials	32,111.72	32,111.72
G-05362	Recorded Books, LLC	Materials	46,569.62	46,569.62
G-05363	Johnstone Supply	Maintenance of Facilities	86.95	86.95
G-05364	Encyclopedia Britannica, Inc.	Materials	3,860.00	3,860.00
G-05365	Arphax Publishing Co	Materials	78.43	78.43
G-05366	Thorndike/Gale Group	Materials	13,097.34	13,097.34
G-05367	DVA, Inc	Materials	383.84	383.84
G-05368	Library Video Co.	Materials	239.40	239.40
G-05369	Priscilla Doss	Other Commodities	174.00	174.00
G-05370	Random House, Inc	Materials	1,765.50	1,765.50
G-05371	Ingram Library Service	Materials	681.09	681.09
G-05372	OKC Biz	Periodicals/Subscriptions	18.00	18.00
G-05373	Audio Editions	Materials	1,077.94	1,077.94
G-05374	Lakeshore Learning Materials	Programming	301.93	301.93
G-05375	OverDrive, Inc.	Materials	19,920.81	19,920.81
G-05376	Findaway World, LLC	Materials	10,193.09	10,193.09
G-05377	Center Point Large Print	Materials	684.24	684.24
G-05378	Deli Partners of Little Rock	Professional Services	155.26	155.26
G-05379	Scholastic Library	Materials	4,695.37	4,695.37
G-05380	Batteries Sooner LLC	Maintenance of Facilities	51.84	51.84
G-05381	OPUBCO Communications Group	Legal Advertisement	84.65	84.65
G-05382	Dowell Parking Center	Parking & Transportation	312.00	312.00
G-05383	John Wood	Transportation	33.79	33.79
G-05384	Baker & Taylor Entertainment	Materials	792.09	
		Materials	2,204.79	
		Materials	2,735.23	5,732.11
G-05385	AVL Systems Design	Automation Contractual	115.00	115.00
G-05386	Thomas P. Gallagher	Transportation	25.00	25.00
G-05387	Michaelle M Statham	Programming Activities	105.00	105.00
G-05388	Kathryn M Milton	Programming Activities	100.00	100.00
G-05389	Star Lighting	Maintenance of Facilities	74.75	
		Maintenance of Facilities	87.50	
		Maintenance of Facilities	87.50	249.75

General Fund F.Y. 12-13

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
G-05390	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-05391	Christian Book Distributors	Books & Materials	296.97	296.97
G-05392	Baker & Taylor Books	Materials	1,148.68	
		Materials	838.08	
		Materials	1,406.36	
		Materials	2,117.28	
		Materials	2,869.27	
		Materials	3,433.25	
		Materials	6,024.54	
		Materials	5,562.75	23,400.21
G-05393	Baker & Taylor Books	Materials	2,493.67	
		Materials	1,321.09	
		Materials	5,162.13	
		Materials	4,594.17	13,571.06
G-05394	Baker & Taylor Books	Materials	2,612.34	2,612.34
G-05395	COTPA-Sheridan & Walker	Parking & Transportation	1,095.00	
		Parking & Transportation	2,323.83	3,418.83
G-05396	Baker & Taylor Entertainment	Materials	1,066.11	1,066.11
G-05397	Mackin	Materials	146.74	146.74
G-05398	Value Line	Materials	21,000.00	21,000.00
G-05399	Bank of Oklahoma	Payroll Transmittal-Chks	37,981.85	
		Payroll Transmittal-Chks	15,396.90	53,378.75
G-05400	Bank of Oklahoma	Federal Withholding Tax	62,482.85	
		Federal Withholding Tax	5,080.00	67,562.85
G-05401	Oklahoma Tax Commission	State Withholding Tax	18,916.00	
		State Withholding Tax	1,206.00	20,122.00
G-05402	Mun. Employees Credit Union	Employee Cr Union Deducts	12,009.08	
		Employee Cr Union Deducts	87.50	12,096.58
G-05403	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-05404	Bank of America	Payroll Transmittal-DDep	329,653.06	
		Payroll Transmittal-DDep	54,041.07	383,694.13
G-05405	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-05406	Nationwide Retirement Solution	Employee Deductions	5,447.34	5,447.34
G-05407	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	3,904.51	3,904.51
G-05408	Bank of Oklahoma	Employee Flexplan Deposit	97.73	97.73
G-05409	Bank of Oklahoma	Employee Soc/Sec Deposits	33,009.60	
		Employee Soc/Sec Deposits	5,089.65	
		Employee Medicare Deposit	7,719.85	
		Employee Medicare Deposit	1,190.32	
		Employer Soc/Sec Deposits	38,099.23	
		Employer Medicare Deposit	8,910.44	94,019.09
G-05410	MassMutual Financial Group	Employee Contrib -- DC PI	19,639.94	
		Employer Contrib -- DC PI	35,139.88	54,779.82
G-05411	Love, Beal & Nixon, P.C.	Employee Deductions	268.61	268.61
G-05412	Pioneer Credit Recovery	Employee Deductions	153.93	153.93
G-05413	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05414	Administrative Services	Employee Deductions	11.35	11.35
G-05415	Illinois State Police Bureau	Professional Services	16.00	16.00
Total of FY 12-13 Warrants Issued				\$ 3,518,794.91

Special Funds

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
S-18674	Jeffery L. Tingle	Lost & Paid Item Returned	17.00	17.00
S-18675	Cheyila M. Hemphill &/or	Lost & Paid Item Returned	13.95	13.95
S-18676	Barbara S. Kidder	Lost & Paid Item Returned	3.00	3.00
S-18677	Lisa K. Miller	Lost & Paid Item Returned	11.60	11.60
S-18678	Dan I. Pilcher	Lost & Paid Item Returned	3.00	3.00
S-18679	Amy L. Wright	Lost & Paid Item Returned	18.55	18.55
S-18680	Priscilla K Mattinson	Lost & Paid Item Returned	34.60	34.60
S-18681	Council Grove of the DAR	Fines Account	20.00	20.00
S-18682	Standley Systems	Copier Maintenance	13.69	
		Copier Maintenance	4.66	18.35
S-18683	Joseph D Slack	Friends/Public Art	500.00	500.00
S-18684	Todd Jenkins	Friends/Public Art	500.00	500.00
S-18685	Randall D Vaughn	Friends/Public Art	500.00	500.00
S-18686	Oklahoma Tax Commission	State Sales Tax-April	44.82	44.82
S-18687	Oklahoma Tax Commission	State Sales Tax-April	1,005.92	1,005.92
S-18688	American Express	Dollar General/Mother Goo	711.06	711.06
S-18689	Scholastic Inc	13/Sonic Summer Reading	19,999.93	19,999.93
S-18690	Edward V. Whitson	Lost & Paid Item Returned	16.50	16.50
S-18691	Jesus Ivan Trevizo &/or	Lost & Paid Item Returned	9.95	9.95
S-18692	Jose L. Tellez Ramirez	Lost & Paid Item Returned	14.15	14.15
S-18693	Thomas L. Blalock	Lost & Paid Item Returned	3.00	3.00
S-18694	Jane M. Miller	Lost & Paid Item Returned	9.95	9.95
S-18695	Tanner S. Haskins &/or Chasity	Lost & Paid Item Returned	14.95	14.95
S-18696	Diannah M. McKinley	Lost & Paid Item Returned	3.00	3.00
S-18697	Karla K. Heird	Lost & Paid Item Returned	6.00	6.00
S-18698	Hunter D. Antonisse &/or	Lost & Paid Item Returned	3.00	3.00
S-18699	Kerry R. Kernaghan	Lost & Paid Item Returned	95.90	95.90
S-18700	Parker J. Hensley &/or Hanna K	Lost & Paid Item Returned	11.45	11.45
S-18701	Paul G. Kyle	Lost & Paid Item Returned	3.00	3.00
S-18702	Dollie R. McSpadden	Lost & Paid Item Returned	27.60	27.60
S-18703	Clynell Reinschmiedt	Lost & Paid Item Returned	38.25	38.25
S-18704	Hayden Hinkle &/or Aimee M.	Lost & Paid Item Returned	3.00	3.00
S-18706	Melanie H. Lawrence	Lost & Paid	3.00	3.00
S-18707	Oklahoma Dept. of Libraries	Books Lost Account	77.18	77.18
S-18708	Rachel G. Sine	Lost & Paid Item Returned	3.00	3.00
S-18709	Lisa D. Lang	Lost & Paid Item Returned	3.00	3.00
S-18710	Daniel K. Glass	Lost & Paid Item Returned	3.00	3.00
S-18711	OSU - Tulsa Library	Books Lost	24.95	24.95
S-18712	Metropolitan Library System	Fines Account	43,000.00	43,000.00
S-18713	Chase Card Services	Fines Account	164.20	164.20
S-18714	Standley Systems	Copier Maintenance	8.40	8.40
S-18715	National Cowboy & Western	Staff Recognition Dinner	1,325.00	1,325.00
S-18716	Christopher Carroll	Friends/Public Art	75.86	75.86
S-18717	Chase Card Services	Dollar General Grant	190.05	
		Dollar General	63.60	
		Dollar General Grant	146.87	
		Dollar General Grant	253.05	653.57
S-18718	Clynell Reinschmiedt	Lost & Paid Item Returned	4.65	4.65
S-18719	Eloana L. Rueckert	Lost & Paid Item Returned	9.15	9.15
S-18720	Jana R. Alexander	Lost & Paid Item Returned	15.99	15.99
S-18721	Sereena B. Spencer	Lost & Paid Item Returned	25.95	25.95
S-18722	Jonathan C. White	Lost & Paid Item Returned	14.95	14.95

Special Funds

Warrant Register

May 2013

Number	Vendor/Payee	Purpose		Amount
S-18723	Daniel A. Grissom &/or Heather	Lost & Paid Item Returned	3.00	3.00
S-18724	Ruby Farris &/or Laurie D.	Lost & Paid Item Returned	3.00	3.00
S-18725	Dekota Ford &/or Felicia	Lost & Paid Item Returned	3.00	3.00
S-18726	Payden E. Downey &/or David	Lost & Paid Item Returned	7.95	7.95
S-18727	Jennifer L. Wilkinson	Lost & Paid Item Returned	9.95	9.95
S-18728	Dena R. Gunter	Lost & Paid Item Returned	14.95	14.95
S-18729	Ray Farrell &/or Alyssa	Lost & Paid Item Returned	6.65	6.65
S-18730	Rebecca K. Maynor	Lost & Paid Item Returned	29.95	29.95
S-18731	Leslie Wilson	Lost & Paid Item Returned	21.90	21.90
S-18732	William J. Herndon &/or Jill W	Lost & Paid Item Returned	6.00	6.00
S-18733	Kali A. Stepp	Lost & Paid Item Returned	18.10	18.10
S-18734	Robert B. Emrich	Lost & Paid Item Returned	8.85	8.85
S-18735	ImageNet Consulting, LLC	Copier Maintenance	134.36	134.36
S-18736	Amazon/GE Money Bank	AL Renovation	9.70	9.70
S-18737	Displays 2 Go	Display Stand	182.08	182.08
S-18738	Randall D Vaughn	Public Art	1,500.00	1,500.00
S-18739	Christine Giles	Lost & Paid Item Returned	46.95	46.95
S-18740	Julie Watson	Lost & Paid Item Returned	25.80	25.80
S-18741	Sharon A. Nolan	Lost & Paid Item Returned	24.95	24.95
S-18742	Tomas Gonzalez, Jr.	Lost & Paid Item Returned	19.00	19.00
S-18743	Jennifer Adkisson	Lost & Paid Item Returned	13.95	13.95
S-18744	Rachel H. Esquivel	Lost & Paid Item Returned	35.00	35.00
S-18745	Anthony L. Sherfield	Lost & Paid Item Returned	11.95	11.95
S-18746	Leonela Mora &/or Maria Mora	Lost & Paid Item Returned	13.95	13.95
S-18747	Katrina E. Uhls	Lost & Paid Item Returned	14.95	14.95
S-18748	Nikki N. Nguyen &/or Cindy	Lost & Paid Item Returned	14.95	14.95
S-18749	Shawna L. McCalip	Lost & Paid Item Returned	22.65	22.65
S-18750	Ray Farrell &/or Alyssa	Lost & Paid Item Returned	12.95	12.95
S-18751	Jaon D. Burrell &/or Trina	Lost & Paid Item Returned	3.75	3.75
S-18752	Cavitt L. Greggs &/or Ladonna	Lost & Paid Item Returned	3.95	3.95
S-18753	Trina M. Burks	Lost & Paid Item Returned	10.00	10.00
S-18754	Holly A. Smith	Lost & Paid Item Returned	19.90	19.90
S-18755	Angela D. Chard	Lost & Paid Item Returned	14.95	14.95
S-18756	Imagination Promotional Group	Fines Account	8,582.91	8,582.91
S-18757	Jessica Morris	Lee Brawner Scholarship	600.00	600.00
S-18758	Linda Hyams	Lee Brawner Scholarship	900.00	900.00
S-18759	Rena Gibson	Lee Brawner Scholarship	1,412.57	1,412.57
S-18760	R. Justin Herwig	Lee Brawner Scholarship	450.00	450.00
S-18761	Demco	Friends	579.60	579.60
S-18762	Full Circle Bookstore	Come Read with Me	135.92	135.92
S-18763	Imagination Promotional Group	Summer at the Library	19,753.25	19,753.25
S-18764	Ingram Library Service	Materials	12.63	12.63
Total of Special Funds Warrants Issued				\$ 103,769.25

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.

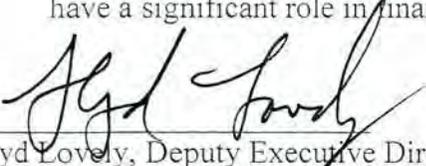


Donna Morris, Executive Director

6-13-13
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

6-13-13
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: SERVERS, NETWORK STORAGE, & BACKUP SYSTEM

Provided for in the FY2012-13 budget is the request for equipment and/or software that would provide file server services and backups for critical data and documents that currently reside on individual staff computers across the system. When meeting with vendors, we determined the solution that would best meet the library's needs would be to virtualize the servers, implement networked storage, and a backup system that provides the ability to backup all files in a time period when the library is closed without having to worry about it running into the next business day.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM A.1: CISCO UCS SOLUTION

The Cisco UCS Servers and VMWare VSphere product will allow the library to consolidate almost all of the servers and run them on virtualized machines. Virtualization of servers allows you to take full advantage of your hardware without purchasing additional hardware for a different function. You can set up an additional virtual server on the existing hardware and use it for the function needed. You can have Windows servers, Linux servers or other operating systems all running on the same hardware by setting up virtual servers.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. The State of Oklahoma has a state contract for Cisco equipment, Contract #ITSW1006C

Cisco UCS Solution	
Vendor	Price
Pinnacle Business Systems	\$28,357

RECOMMENDATION:

That the Commission approve the purchase of the Cisco UCS Solution in the amount of \$28,357. Funding for the purchase is provided for in the FY2012-13 budget, accounts 231 & 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM A.2: NETWORK ATTACHED STORAGE

The HP 3PAR 7200 is a combined hardware and software network storage system that will provide the network attached storage. The HP 3PAR will provide six terabytes of storage space which should cover growth for the next 3-5 years. The system is also expandable if needed. The price includes HP's installation service.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. The State of Oklahoma has a state contract for Cisco equipment, Contract #ITSW0206HP

HP 3PAR Network Storage & Installation	
Vendor	Price
Pinnacle Business Systems	\$64,111.59

RECOMMENDATION:

That the Commission approve the purchase of the HP 3PAR to Pinnacle Business Systems in the amount of \$64,111.59. Funding for the purchase is provided for in the FY2012-13 budget, accounts 231 & 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM A.3: CISCO 10GB SWITCHES

The Cisco 10Gb switches are one piece of the solution. They will connect the virtual servers and backup system to the network storage device. The switches will provide high speed communications between the network storage device and the virtual servers and backup unit.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. The State of Oklahoma has a state contract for Cisco equipment, Contract #ITSW1006C

Cisco 10Gb Switches	
Vendor	Price
Pinnacle Business Systems	\$15,510

RECOMMENDATION:

That the Commission approve the purchase of two Cisco 3750X 10Gb switches to Pinnacle Business Systems in the amount of \$15,510. Funding for the purchase is provided for in the FY2012-13 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM A.4: BACKUP SYSTEM HARDWARE & SOFTWARE

The HP StoreOnce Backup System and HP DataProtector Backup Software is the part of the solution that will provide the backups. The DataProtector software allows the library to backup multiple computers without having to purchase client licenses for each computer. The StoreOnce Backup System is the hardware device to which the data is copied.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. The State of Oklahoma has a state contract for Cisco equipment, Contract #ITSW0206HP

HP StoreOnce Backup System & HP DataProtector Backup Software	
Vendor	Price
Pinnacle Business Systems	\$50,512.30

RECOMMENDATION:

That the Commission approve the purchase of the HP StoreOnce Backup System & the HP DataProtector Backup Software to Pinnacle Business Systems in the amount of \$50,512.30. Funding for the purchase is provided for in the FY2012-13 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: ALL-IN-ONE TOUCHSCREEN COMPUTERS

Provided for in the FY2012-13 budget is the request for All-in-One TouchScreen computers. These computers will be used for the children's areas in all full-service libraries. The library will be purchasing 60 computers for the children's areas this fiscal year.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. The State of Oklahoma still participates in the Western States Contracting Alliance for computers under State Contract #SW206

All-in-One TouchScreen Computers	
Vendor	Price Each
Hewlett-Packard	\$ 979.04

RECOMMENDATION:

That the Commission approve the purchase of 60 microcomputers to Hewlett-Packard in the amount of \$58,742.40. Funding for the purchase is provided for in the FY2012-13 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: IPAD MINI'S

Provided for by a grant from the Friends of the Library is funding for iPad Mini's as Summer Reading Prizes.

CDWG was awarded a competitively bid contract with National Joint Powers Alliance on January 2, 2010. The contract includes Apple products and has been renewed each year thereafter.

Vendor	Qty	Cost	
		iPad Mini	Total
CDWG	40	\$308.75	\$12,350.00

RECOMMENDATION:

That the Commission approve the purchase of 40 iPad Mini's from CDWG in the amount of \$12,350.00. Adequate funding is available in special fund account 948.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM D: iPADS FOR LIBRARIES

Provided for in the FY2012-13 budget is the request for 36 iPads for the following libraries and departments; Downtown, Belle Isle, Bethany, Capitol Hill, Edmond, Midwest City, Ralph Ellison, Southern Oaks, Village, Warr Acres, Northwest, Almonte, and Materials Selection.

These are to be used as mobile computers for library staff when assisting customers, and for shelf management. The iPads will include AppleCare extended warranty.

CDWG was awarded a competitively bid contract with National Joint Powers Alliance on January 2, 2010. The contract includes Apple Products and has been renewed each year thereafter.

	Cost		
Vendor	Qty	iPad	Total
CDWG	36	\$559.33	\$20,135.88

RECOMMENDATION:

That the Commission approve the purchase of 36 iPads from CDWG in the amount of \$20,135.88. Funding for the purchase is provided for in the FY2012-13 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM E: PROFESSIONAL SERVICES CONTRACT WITH JIMMY C. WELCH FOR SOFTWARE SUPPORT AND TRANSITION FACILITATION

The Library wishes to contract with Jimmy C. Welch (consultant) for the support and maintenance of in-house developed software. In addition, the consultant will provide other processing and reporting functions that are critical to library operations. These programs have been developed, enhanced, and maintained by consultant for in excess of 30 years. The consultant is uniquely qualified to perform these services for the library as it transitions to new software systems. During the transition the consultant will write data extraction software to port existing data into new systems. The agreed upon fee for these services is \$7,050.94 per month.

RECOMMENDATION:

That the Commission award the contract for software support and transition facilitation to Jimmy C. Welch in the amount of \$7,050.94 per month (\$84,611.28/year). Funding for this contract will be provided in the FY 2013-14 budget, account 213.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM F: PASSENGER VANS

To be provided for in the FY2013-14 budget is the request for a new Dodge Caravan Minivan for the IT Division and a new Chevy C1500 passenger van for the Outreach Division. These vans will replace the flood damaged vans which were totaled. The replacement vans are the same models that were lost.

There is a state contract, SW035, for vehicle purchases. The Library's purchasing policy allows the Library to purchase off of any state contract. Bob Howard Dodge is the state vendor for the Dodge Caravan and Hudiburg Chevrolet is the state vendor for the Chevy C1500.

The table below shows the equipment that will be purchased and the pricing of the equipment:

Bob Howard - IT Division		Hudiburg - Outreach	
Description	Contract Price	Description	Contract Price
Dodge Caravan SE	\$20,502.00	Chevy C1500	\$19,115.00
U-Connect Hands-Free	\$655.50	Power Window & Locks	\$418.00
Rear Air	\$948.02	Rear AC & Heat	\$766.00
SXT Power Convenience	\$1,680.00	AM/FM CD MP3	\$500.00
Total	\$23,785.52	Total	\$20,799.00

RECOMMENDATION:

That the Commission approve the purchase of the Dodge Caravan from Bob Howard Dodge in the amount of \$23,785.52 and the purchase of the Chevy C1500 from Hudiburg Chevrolet in the amount of \$20,799.00. Funding for the purchase will be provided for in the FY13-14 budget, account 409.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM G: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS

The Library's purchasing policy requires that supply and service contracts be renewed annually by the Administration. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms and conditions stated below.

Contractor	Supply/Service	Award Date	Estimated Annual Cost	Account #
Oklahoma Building Service	Janitorial & Pest Control	5/11/11 Doc #103B	\$435,000	207
Securitas	Uniformed Security Officers	12/09/10 Doc #57B	\$530,000	214
BayScan	RFID Tags	6/21/12 Doc 110E	\$58,000	303
Reliance Label Solutions	Thermal Labels	Sole Source	\$12,000	303
Demco	Indestructible CD Cases	Sole Source	\$18,000	303
Brodart	SecureCase DVD Cases	6/16/11 Doc #114C	\$20,000	303
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$88,000	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	\$40,000	231
Southwest Paper	Copy Paper	6/16/11 Doc #114B	\$20,000	303
Rose Rock	Lawn Maintenance	6/21/12 Doc 110H	\$48,000	208

RECOMMENDATION:

That the Commission approve the renewal of the above contracts for the Fiscal Year 2013-2014. Funding for these contracts will be made available in the FY2013-14 budget.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM H : LASERJET TONER CARTRIDGES AND TONER COLLECTION UNITS

Provided for in the annual budget is the continuous requirement for LaserJet toner cartridges and toner collection units for the various Hewlett Packard printers throughout the library system. The total purchase cost of these toner cartridges and toner collection units exceeds the maximum open market amount allowed by the purchasing policy.

A pre-bid conference was held on Thursday, May 23, 2013. One vendor attended.

Specifications were prepared and bids were let for 21 days and were advertised for two days, (May 10 and 14, 2013), in the **Daily Oklahoman**. Bid packets were mailed to (15) prospective vendors. Bids were received and publicly opened on Thursday, May 30, 2013. Three vendors responded.

All vendors are located in Oklahoma County and meet specifications. Sunbelt Data Systems, Inc. is the best and lowest bidder.

LaserJet Toner Cartridges for Various Models

Vendor	HP Printer 2300 Series HPQ2610A	HP Printer 2400 Series HPQ6511X	HP Printer 4250/4350 Series HPQ5942A	HP Printer 2055DN Series HPCE505X	HP Printer M602N Series HPCE390X	HP Printer M401DN Series HPCF280A
A C E Supply & Service, Inc.	\$148.02	\$222.18	\$159.15	\$155.95	\$276.06	\$98.40
H & H Printer Services	\$131.09	\$196.78	\$139.54	\$136.73	\$244.48	\$87.16
Sunbelt Data Systems, Inc.	<u>\$126.50</u>	<u>\$195.25</u>	<u>\$135.99</u>	<u>\$133.35</u>	<u>\$235.95</u>	<u>\$84.50</u>

LaserJet Toner Cartridges for the Model HPCP3505DN Color Printer

Vendor	HP Printer HPQ6470A	HP Printer HPQ7581A	HP Printer HPQ7582A	HP Printer HPQ7583A
A C E Supply & Service, Inc.	\$141.23	\$181.65	\$181.65	\$181.65
H & H Printer Services	\$123.82	\$160.87	\$160.87	\$160.87
Sunbelt Data Systems, Inc.	<u>\$120.75</u>	<u>\$155.50</u>	<u>\$155.50</u>	<u>\$155.50</u>

LaserJet Toner Cartridges for the Model HPCP4005N Color Printer

Vendor	HP Printer HPCB400A	HP Printer HPCB401A	HP Printer HPCB402A	HP Printer HPCB403A
A C E Supply & Service, Inc.	\$172.62	\$256.83	\$256.83	\$256.83
H & H Printer Services	\$152.88	\$227.46	\$227.46	\$227.46
Sunbelt Data Systems, Inc.	<u>\$155.50</u>	<u>\$ 219.50</u>	<u>\$219.50</u>	<u>\$219.50</u>

LaserJet Toner Cartridges for the Model HPCP3525DN Color Printer

Vendor	HP Printer HPCE250X	HP Printer HPCE251A	HP Printer HPCE252A	HP Printer HPCE253A
A C E Supply & Service, Inc.	\$187.96	\$254.37	\$254.37	\$254.37
H & H Printer Services	\$166.47	\$225.28	\$225.28	\$225.28
Sunbelt Data Systems, Inc.	<u>\$160.75</u>	<u>\$217.50</u>	<u>\$217.50</u>	<u>\$217.50</u>

LaserJet Toner Cartridges/Toner Collection Units for the Model HPM551DN Color Printer

Vendor	HP Printer HPCE400X	HP Printer HPCE401A	HP Printer HPCE402A	HP Printer HPCE403A	Toner Collection Unit HPCE254A
A C E Supply & Service, Inc.	\$191.62	\$212.18	\$212.18	\$212.18	\$13.44
H & H Printer Services	\$169.71	\$187.91	\$187.91	\$187.91	\$11.91
Sunbelt Data Systems, Inc.	<u>\$163.75</u>	<u>\$181.50</u>	<u>\$181.50</u>	<u>\$181.50</u>	<u>\$13.15</u>

LaserJet Toner Cartridges/Toner Collection Units for the Model HP4525N Color Printer

Vendor	HP Printer HPCE260X	HP Printer HPCE261A	HP Printer HPCE262A	HP Printer HPCE263A	Toner Collection Unit HPCE265A
A C E Supply & Service, Inc.	\$241.55	\$276.79	\$276.79	\$276.79	\$19.59
H & H Printer Services	\$213.93	\$245.13	\$245.13	\$245.13	\$17.14
Sunbelt Data Systems, Inc.	<u>\$206.50</u>	<u>\$236.75</u>	<u>\$236.75</u>	<u>\$236.75</u>	<u>\$18.25</u>

RECOMMENDATION:

That the Commission awards the contract for LaserJet toner cartridges and toner collection units to Sunbelt Data Systems, Inc. in the amounts indicated above. Funding for these purchases is provided for the FY 2013-14 Budget, account 303.

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 10, 2013 for:

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports. If you need another copy, please notify the Director's Office)

- I. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits
With Reports and Recommendations from Administration:
 - ❖ Compensation & Benefit Plans

- II. Discussion, Consideration, and Possible Action: Recommendation regarding Compensation & Benefits for Executive Director

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval on June 4, 2013.

Minutes of the June 4, 2013, Finance Committee meeting are included.

COMMISSION ACTION:

To accept or approve the Administrative & Personnel Committee's recommendation to set compensation for Mrs. Donna Morris at \$215,000 effective October 1, 2013 through her anticipated retirement date of December 2014. Mrs. Morris' other present benefits, a \$450 car allowance and \$50 cell phone allowance, will not change.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Friday, May 10, 2013 TIME: 9:30 AM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, April 17, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 8, 2013, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Bose' Akadiri
Cynthia Friedemann
Mukesh Patel
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Ralph Bullard
Helene Harpman

ESTIMATE OF OTHERS PRESENT: 10

I. The meeting was called to order at 9:42 a.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Akadiri, Friedemann, Patel, and Rice.

II. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mrs. Lori Piccolo, Director of Human Resources, provided the details of the Compensation report and recommendations.

Mrs. Piccolo reported the library system continues to be the leader in-state among the major public library employers, which is and continues to be our goal. The employer outlook for 2013 is consistent compared to last year. In February, Oklahoma County approved a 2% across the board pay increase for employees, with an additional 3% designated to workers in specific departments. Mrs. Piccolo highlighted data received from the US Department of Labor's Bureau of Labor Statistics regarding Employer Costs. She also provided information on the Consumer Price Index. US Employers are predicted to increase base salaries on average of 3% and continue performance based increases averaging 0.1 to 4.7%.

After analyzing the data available Administration is recommending continuation of the current performance based merit increase schedule ranging from 0-3%, beginning July 1, 2013. The average MLS employee merit increase for FY 2012-13 was 2.37%. There are currently 56 employees who are maxed out within their salary range. Those employees receive a onetime bonus in lieu of a salary increase. The preliminary budget will reflect a 0% market adjustment due to the uncertain ad valorem tax revenue. Once the final numbers are received from the County, Administration may bring a recommendation to the A & P and Finance Committee prior to final budget approval for a possible market adjustment to be effective January 1, 2014. Questions and Discussion followed.

Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager, to provide the benefits portion of the report and recommendations.

Mrs. Hoffman provided a brief overview of the Plan performance.

- Paid medical and prescription drug claims (including Stop Loss Reimbursements) increased 0.2% over the prior year.
- Prescription Drug claims decreased 19%.
- Paid dental claims are on track to be 28% higher than last year.
- To date this year, there are four individuals with claims in excess of \$70,000 (Specific Stop Loss Deductible). The Stop Loss carrier has reimbursed \$177,824.
- The Total Plan Expenses were allocated as follows:
 - Stop Loss Coverage: 17.64%
 - Administration: 3.21%%
 - Claims: 77.73%
 - Ancillary Coverage (Group Term Life/AD&D): 1.42%
- The average age of our membership is 40.33.
- The Plan currently covers 411 members.
- The Provider networks and Lab Card program discounts saved the Plan 49.7% on billed charges.

Questions and Discussion followed.

Mrs. Hoffman reviewed and explained the recommended changes to the self-funded employee benefit plan.

Affordable Care Act (ACA) Mandated Changes:

1. Increase Annual Maximum Per Covered Person to \$2,000,000
2. Implement ACA *Expanded Access to Preventive Services for Women* provisions:
 - 100% coverage Generic & Brand w/no Generic; standard copayment for Brand w/Generic equivalent available.
3. Add provision for Annual Open Enrollment in June of each year (additions/changes effective July 1).

Recommendations:

1. Add retail pharmacy, point-of-sale coverage for vaccinations through MaxCare Rx; 100% coverage.
2. Add coverage for Colonoscopy & Mammogram for member's under age 50 that have a family history with cancer diagnosis, payable at standard benefit levels.

FLEXIBLE BENEFITS PLAN

ACA Mandated Change:

1. Decrease Medical Expense Reimbursement Account spending limit to \$2,500; after 2013, adjusted annually, indexed to inflation.

Recommendation:

1. To improve cost effectiveness, recommend implementation of administration through Third Party Administer with an estimated annual cost of \$4,200.

VISION INSURANCE

- Number of claims paid has increased 16.6%
- Number of covered persons has increased 8.0%
- Average claim cost has decreased 8.3%

Recommendation:

1. Increase examination copayment from \$10 to \$20; retain current rates for two years (07/01/13 – 06/30/15).

Discussion Followed.

Mrs. Hoffman provided information on the Wellness Program. The third annual A Healthy Me challenge was held in October 2012. There were 190 comprehensive biometric screenings administered and 83 Health Risk assessments completed. Thirty employees had at least one critical laboratory value identified as part of their biometric screening. Personalized Prevention projects a potential medical cost avoidance of \$175, 536 as a result of early identification and intervention with the individuals identified. Questions and Discussion followed.

Mrs. Hoffman referred to Workers' Compensation and reported State Bill 1062, which changes the current Workers' Compensation system from court-based to administrative was signed by the Governor on May 7 and will go into effect February 1, 2014. Administration will bring recommendations regarding Workers' Compensation to the A & P Committee prior to February 1.

Mr. Rice called for a motion from the Committee.

Mrs. Friedemann moved to recommend that the Finance committee incorporate the funds for the recommendations regarding Compensation and

Benefits into the FY 2013-14 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mr. Mukesh Patel seconded.

Mrs. Friedemann asked for clarification regarding recommendations for a market adjustment. Mrs. Morris stated Administration expects to receive final Ad Valorem numbers from the County in August. Once the estimate is received from the County, Administration will bring its recommendation to the A & P Committee, prior to Final Budget Approval.

No Further discussion; motion passed unanimously.

III. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Executive Session

Ms. Bose' Akadiri moved to go into Executive Session. Mr. Patel seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 10:18 a.m.

Mr. Rice called for a motion to reconvene.

Ms. Akadiri moved to reconvene in Open Meeting. Mr. Patel seconded. No further discussion. Motion passed unanimously.

The Committee reconvened in open meeting at 10:59 a.m.

Mrs. Friedemann moved to set compensation at \$215,000 effective October 1, 2013 through Mrs. Donna Morris' anticipated retirement date of December 2014. Her other present benefits, a \$450 car allowance and \$50 cell phone allowance, will not change. Mr. Patel seconded. No further discussion. Motion passed unanimously.

Mr. Rice called for questions or comments. Questions were raised regarding who will set the goals for the new Executive Director, once one has been hired. Mrs. Morris stated, currently the Executive Director sets her own goals. Ideally, it would be helpful to the new Executive Director to have some goals set by the commission. Mrs. Morris suggested the bylaws be revised to appoint an Executive Committee or a Governance Committee, which typically is composed of the officers of the commission as well as an at large member. That committee could set the goals for the new Executive Director and its recommendations would then go the full commission for final approval. Discussion continued. Mrs. Morris stated she would research and review the makeup of various Executive Committees and report back her findings. Mrs. Morris added, in order to revise the bylaws, a bylaws committee would need to be appointed by the Commission Chair.

No further discussion. The meeting was adjourned at 11:14 a.m.



Donna Morris,
Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met June 4, 2013, for:

(Please reference the A & P and Finance Committees' packets for the detailed reports.)

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 10, 2013
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2013-2014 Preliminary Budget

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMISSION ACTION:

1. To approve the Metropolitan Library System Preliminary Budget FY 2013-14 (**Document #114**).

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Tuesday, June 4, 2013 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, May 2, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 31, 2013, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

Rozz Grigsby

ESTIMATE OF OTHERS PRESENT: 15

- I. The meeting was called to order at 3:30 p.m. by Mrs. Nancy Anthony, Chair.
- II. Roll was called to establish a quorum. Present: Shonts, Smith, Toland, Anthony (Arrived: Coffey, 3:31 p.m).
- III. Mrs. Anthony referred to Report and Recommendations from the Administrative and Personnel Committee meeting held on May 10, 2013.

Mrs. Morris stated the A & P Committee met and reviewed Administration's recommendation relating to salaries and benefits. The committee also reviewed the Executive Director's annual evaluation, which will go to the Commission in June.

The preliminary budget includes the performance based merit increase ranging from 0 to 3%, which is the same as last year. However, currently the preliminary budget does not include a market adjustment. Last year's market adjustment was 3%. Because a flat budget is projected, a recommendation for a market adjustment was not included. Once the final numbers are received from the County, Administration may bring a recommendation to the committee for a possible market adjustment to be included in the final budget. Questions and discussion followed.

Mrs. Anthony suggested for future reports, the recommendations that come to the Finance committee and have a financial impact, whether plus or minus, should include an estimated total dollar amount on the cover page of the report.

Mrs. Anthony asked if there were any further questions relating to the recommendations from the A & P Committee.

Mrs. Anthony called for a motion.

Mrs. Judy Smith moved to approve the recommendations from the Administrative and Personnel Committee and recommend the Commission incorporate the funds for the Administration recommendation for 1: Compensation and 2: Benefits into the FY 2013-14 preliminary budget and that the Commission, by approval of the estimate of needs, approve the performance awards program and the plan changes in accordance with the funding level. Mr. Allen Coffey seconded. No further discussion. Motion passed unanimously.

- IV. Mrs. Anthony called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to present the overview of the Preliminary Budget.

Mr. Lovely began by summarizing the budget process. Questions and discussion followed.

Mr. Lovely then referred to page 1-3 of the FY 2013-14 Preliminary Budget. Mr. Lovely is estimating a 1.5% increase in Ad Valorem taxes. Mr. Lovely will receive the final assessment numbers from the county in late July or early August and will adjust the amount for the final budget at that time. Questions and discussion followed.

Mr. Lovely explained the carryover from prior year detailed on page 1-3, Comparative Schedule of Revenue Sources. The total FY 2013-14 proposed preliminary budget is \$56,488,905.

Per page 2-1, Overview of FY 2013-14 Proposed Preliminary Budget, the total budget consists of:

- \$ 36,642,645 for the operating budget
- \$ 6,228,024 for capital projects
- \$ 13,618,236 for reserves

The operating budget is a decrease of \$106,123.00 or (0.29)%, from last year's budget.

Mr. Lovely referred to page 2-4, Budget and Actual Comparisons, and reviewed the comparisons for FY 2013-14 and 2012-13.

He explained the proposed Salaries, Wages & Benefits costs which reflect a 2.19% increase over last fiscal year. \$172,000 of the increase is for performance increases. Performance increases range from 0-3% and are available to employees whose salaries are not maxed out. Employees who are maxed out are eligible for a onetime bonus of $\frac{3}{4}$ of the applicable performance increase. There are seven new positions, ranging from half time to full time that account for the remaining amount of the increase to salaries and benefits. Mr. Lovely reviewed the remaining accounts with significant changes as compared to last year's budget as shown on Pages 3-1 through 3-3. Questions and discussion followed.

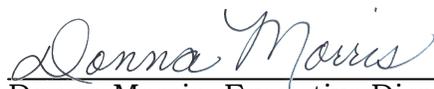
Mr. Lovely referred to page 3-5, and explained the Schedule of Cash Reserves. The proposed preliminary budget calls for a decrease of \$2,510,714 to cash reserves, for an estimated ending balance of \$13,618,236. The decrease is attributable to the reserve for additional locations and/or services and is no longer necessary. The reserve was previously utilized to fund the opening and beginning of operations of Almonte and Northwest. The reserve for an Integrated Library System has ended. The ILS software purchase is anticipated to occur in the next fiscal year and those previous reserve dollars have been moved into the new budget. Questions and discussion followed. Mr. Lovely stated the only increase to the reserves this year will be the yearly \$60,000 Reserve for an Extra Payday.

Mrs. Anthony suggested once a recommendation regarding the Integrated Library System is available, the Finance Committee should review in further detail prior to the contract award going to the full Commission.

Mrs. Anthony called for further questions and/or comments. Mrs. Anthony called for a motion on the FY 2013-14 Preliminary Budget.

Mrs. Beth Toland moved to approve the MLS FY 2013-14 Preliminary Budget. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

V. There being no further business, Mrs. Anthony adjourned the meeting at 4:15 p.m.



Donna Morris, Executive Director
(Secretary)

Preliminary Budget
FY 2012 – 2013
(July 1, 2012 to June 30, 2013)

Please remember to bring your
FY 2012-13 Preliminary Budget Binder
to Commission meeting June 21, 2012

REPORT AND RECOMMENDATION FROM THE EDSC

The Executive Director Search Committee met June 3, 2013 for:

- I. Discussion, consideration and possible action: Interview Prospective Search Firms
 - A. Bradbury Associates
 - B. John Keister & Associates
- II. Discussion, consideration and possible action: Recommendation to hire Search Firm

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

To approve modifying the previously presented draft contract and hire Bradbury Associates, as the search firm for the Executive Director Search.

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

EXECUTIVE DIRECTOR SEARCH COMMITTEE

Tuesday June 3, 2013 2:30 p.m
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County April 17, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 31, 2013, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Hugh Rice, Chair
Nancy Anthony
Susan Tucker
Karen Mariott (non-voting)
Lori Piccolo (non-voting)

COMMITTEE MEMBERS EXCUSED:

Cynthia Friedemann
Jose Jimenez

ESTIMATE OF OTHERS PRESENT: 4

I. The meeting was called to order at 2:30 p.m. by Mr. Hugh Rice, Chair.

Due to the absence of a quorum, Mr. Rice began by explaining to the committee members present his thoughts on how to proceed with the interviews of the search firms. Mr. Rice encouraged the committee members to actively ask questions as the interviews proceed. A list of suggested interview questions was provided to each committee member and is attached to the minutes.

Two firms were interviewed: Bradbury Associates and John Keister & Associates. Bradbury Associates interviewed in person and John Keister & Associates interviewed via Skype.

Mrs. Susan Tucker asked if either firm being interviewed has experience with library related searches. Mrs. Piccolo stated both firms specifically specialize in library searches. Mrs. Piccolo added if neither firm is a good fit for the Executive Director Search, the committee can go back and re-assess to come up with other possible search firms.

II. Mr. Rice called in Bradbury Associates. In Attendance for the firm were: Jobeth Bradbury, Dan Bradbury, and Karen Miller, who all have personal experience working in public libraries.

The second interview was with John Keister & Associates via Skype. Mr. John Kiestler has experience as a library board president and trustee.

In addition to the attached questions, Mr. Rice referred to the draft contracts for each firm and asked for input on modifying the contracts to allow the library system to begin its own search, if the selected firm is not successful in identifying a good fit for the Executive Director position. Both firms were open to modifying the contracts as suggested. If the library system decides at some point to begin its own search, the search firm would still seek out qualified candidates and present that information to the committee as it's received. If the committee chooses a candidate the search firm presents, the contract will be paid in full. If the committee decides to hire a candidate not recommended by the selected search firm, the contract will be paid up to an amount agreed to prior to beginning the search.

Each firm was given the opportunity to ask questions of the committee members.

At the conclusion of the interviews, Mr. Rice established a quorum. Present: Anthony, Tucker, and Rice.

Mr. Rice called for a motion.

Mrs. Nancy Anthony moved, based on the interviews and Mr. Rice's recommendation to modify the contract, to recommend to the commission to hire Bradbury Associates as the selected search firm for the Executive Director Search. Mrs. Susan Tucker seconded. No further discussion. Motion passed unanimously.

Mr. Rice adjourned the meeting at 4:24 p.m.



Maria Watkins,
Executive Assistant

Interview Questions for Executive Search Firm

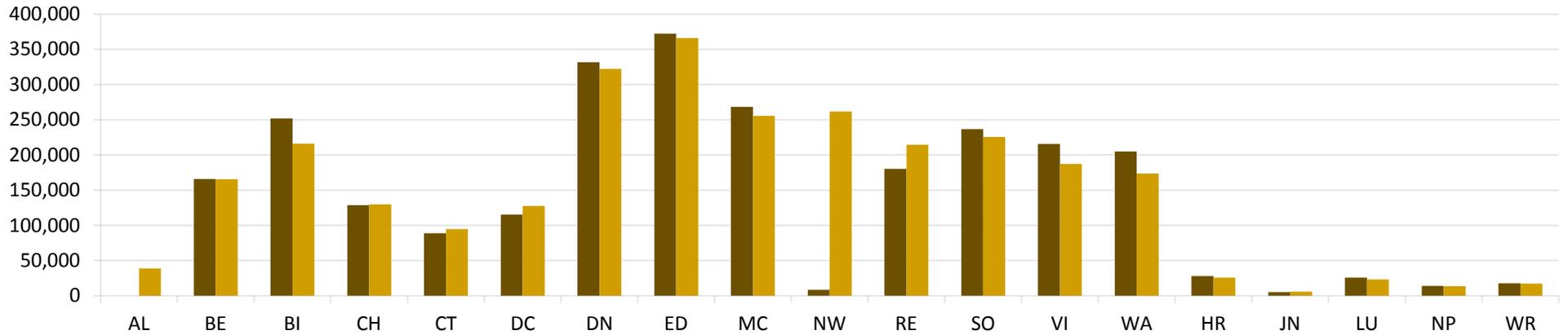
1. What is your search process (how do you identify and recruit a diverse slate of potential candidates)?
2. How/where would you advertise and post this position?
3. What is the market like right now for Executive Directors (is it tight/thin/competitive)?
4. Who in your firm would be directly responsible for conducting and managing the search?
What is their background and experience?
5. How would you obtain input from our administrative team members and the commission (describe how you perform organizational assessment/interviews and determine culture)?
6. How would you assess the candidates (how are the areas in our current Director's evaluation such as Administration, Leadership, Communication, Community Outreach, & Commission Relations assessed)?
7. Do you provide a written assessment on each candidate you recommend for interview?
8. How long would the search process take from start to finish (describe the phases of the search and timelines)?
9. How involved would you be in candidate salary negotiations?
10. What about service after completion of the search?
What is your guarantee (what happens if there are no qualified candidates or the selected candidate does not work out)?
11. What is the percentage of your placements that are still employed where you placed them two years later?
12. What similar/relevant searches have you successfully completed recently (have you had clients comparable to us in size/structure)?
13. What is your current search load?
14. Do you have a list of references we can speak to?

Library Visits Report

System Summary

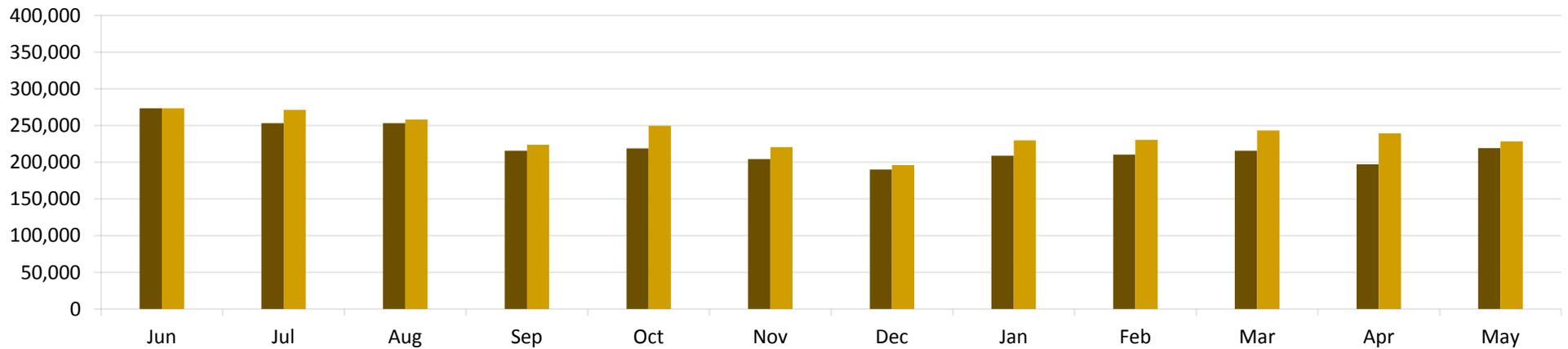
Visits by Library

■ June 1, 2011 - May 31, 2012 ■ June 1, 2012 - May 31, 2013



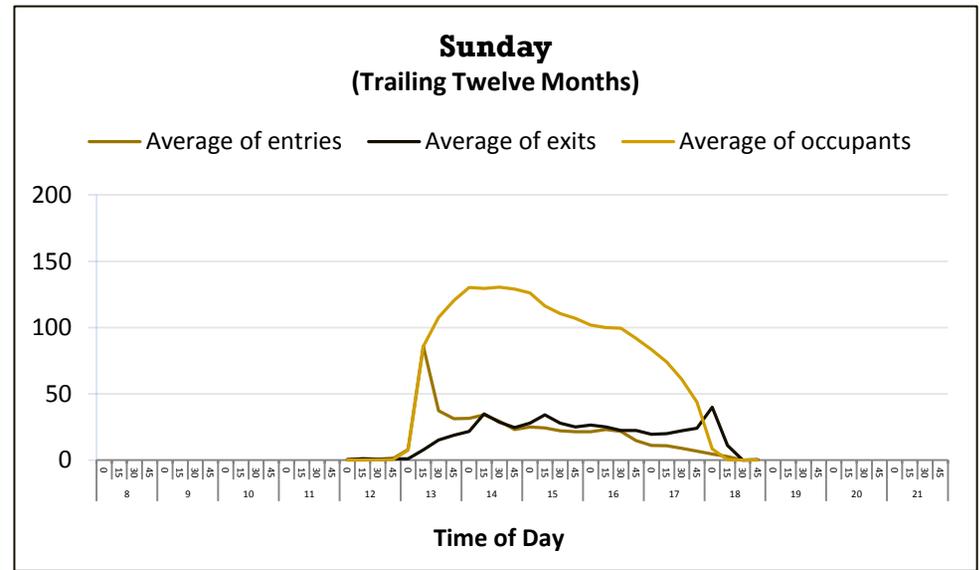
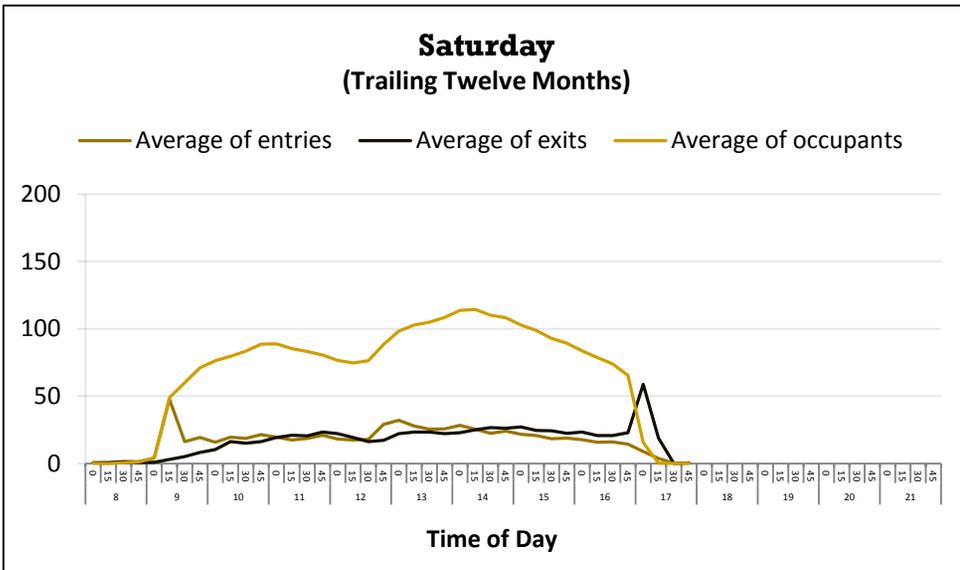
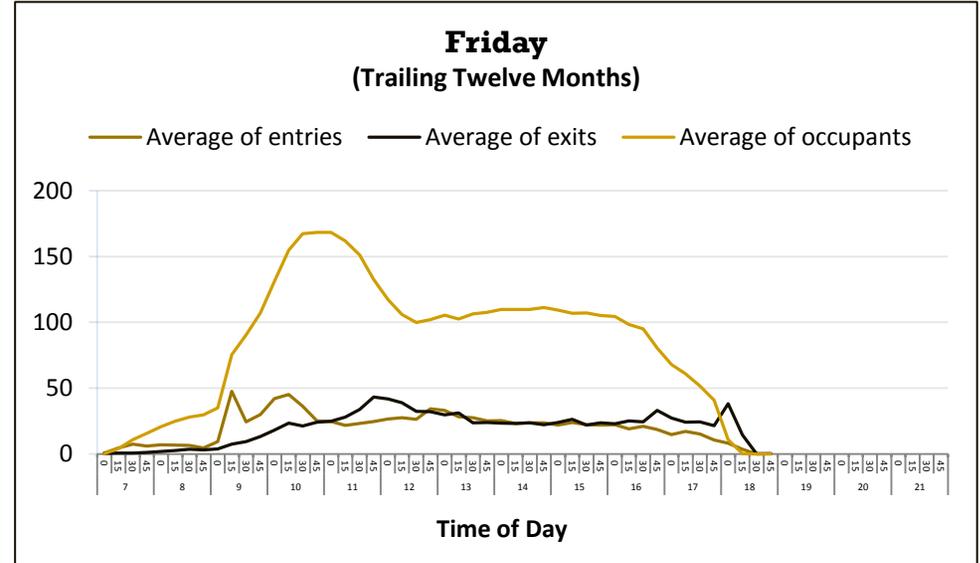
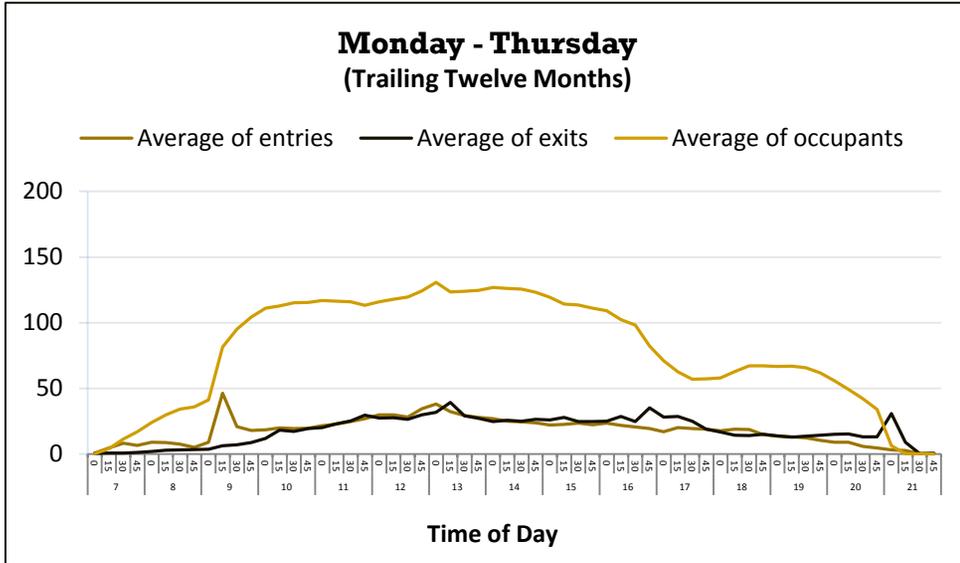
Visits by Month

■ June 1, 2011 - May 31, 2012 ■ June 1, 2012 - May 31, 2013



Library Visits Report

Visits Profile: DN



Library Visits Report

Data

July 1, 2012 - May 31, 2013 (91.67% 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>
AL	FY12	-	-	-	-	-	-	-	-	-	-	-	-	-
	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	-	38,716
	%													
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	230,906
	FY13	19,684	20,518	19,840	19,763	17,726	15,775	19,121	17,758	19,316	16,868	10,420	-	196,788
	%	-13.3%	-18.6%	-6.3%	-6.8%	-12.2%	-14.4%	-7.4%	-13.9%	-5.6%	-15.3%	-48.8%		-14.8%
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	147,725
	FY13	16,408	14,583	12,823	13,764	12,619	11,555	13,098	12,103	13,384	13,213	14,135	-	147,686
	%	-0.7%	-8.0%	-4.2%	1.7%	0.0%	-2.4%	1.3%	-5.3%	-0.7%	-3.9%	27.9%		0.0%
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	116,734
	FY13	11,751	12,690	13,965	11,278	10,524	8,748	9,596	9,763	9,781	10,306	9,504	-	117,906
	%	17.0%	13.3%	35.6%	-2.6%	0.6%	-9.7%	-11.4%	-10.9%	-7.9%	4.7%	-15.2%		1.0%
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	79,421
	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	-	85,172
	%	9.0%	2.9%	-1.8%	20.0%	12.6%	7.3%	11.8%	11.5%	10.6%	23.8%	-22.0%		7.2%
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	103,851
	FY13	12,301	11,238	10,155	11,098	9,778	8,498	9,553	9,779	10,213	10,672	10,867	-	114,153
	%	18.7%	1.7%	6.3%	15.8%	1.3%	-4.8%	-0.9%	3.4%	9.9%	65.4%	10.2%		9.9%
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	296,615
	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	-	296,152
	%	-17.4%	-14.0%	-2.8%	1.3%	-2.0%	2.0%	14.5%	6.0%	1.5%	12.1%	10.3%		-0.2%
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	329,103
	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	-	327,219
	%	1.6%	-2.6%	0.3%	5.1%	-2.3%	-0.6%	1.3%	-6.2%	-1.1%	4.7%	-6.4%		-0.6%
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	239,551
	FY13	25,032	24,228	20,677	23,176	20,529	17,559	20,235	19,040	20,925	19,586	19,159	-	230,146
	%	-1.0%	-4.5%	-6.5%	4.3%	-0.9%	-7.0%	-2.3%	-8.9%	-5.3%	-5.1%	-7.0%		-3.9%
NW	FY12	-	-	-	-	-	-	-	-	-	-	8,482	26,788	8,482
	FY13	26,552	22,353	21,191	22,414	19,712	17,024	20,881	20,638	21,754	21,417	20,851	-	234,786
	%											145.8%		

Library Visits Report

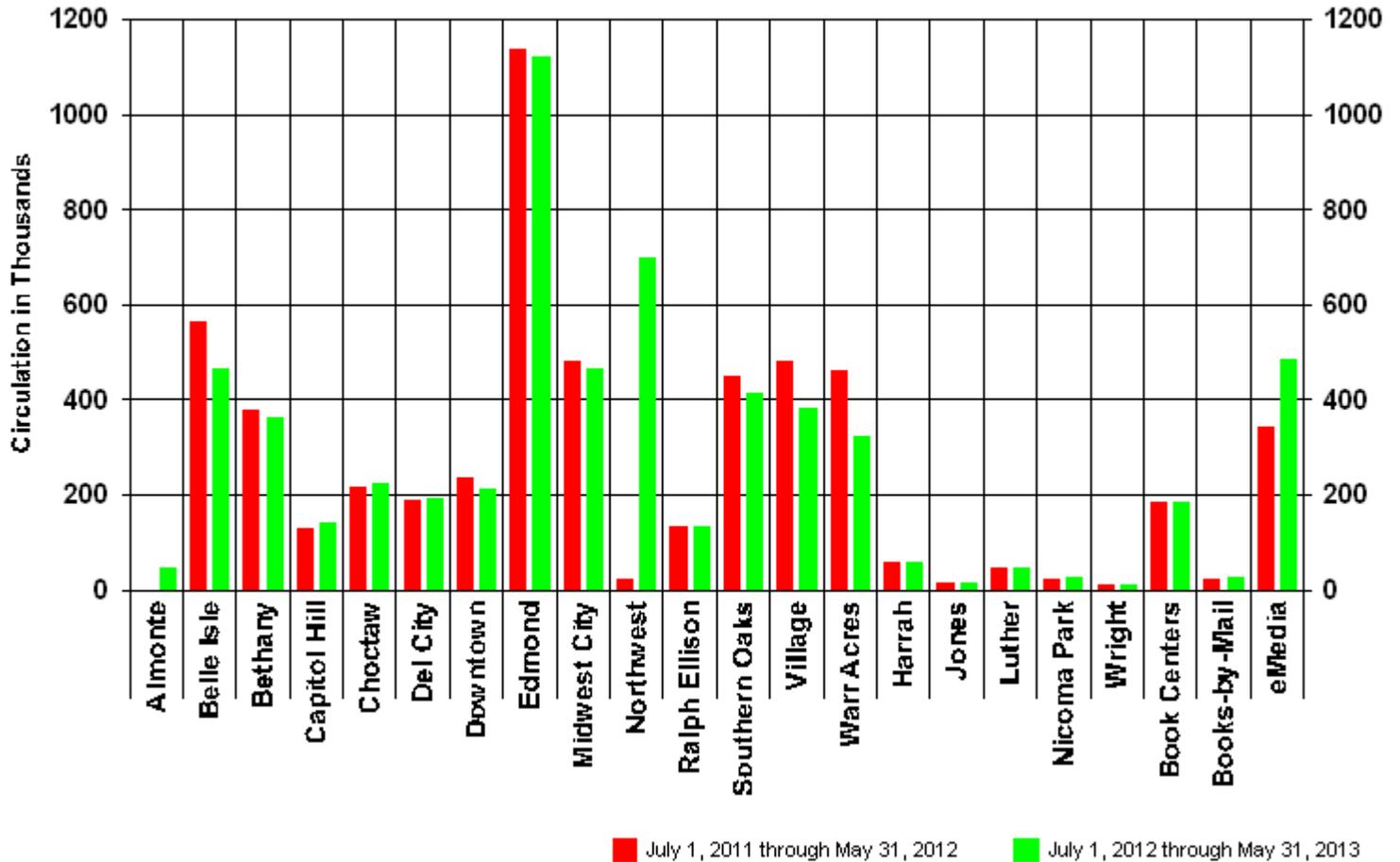
Data

July 1, 2012 - May 31, 2013 (91.67% 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>
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	162,308
	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	-	195,436
	%	13.9%	6.3%	16.2%	35.9%	25.3%	7.1%	18.8%	33.3%	30.9%	34.1%	8.2%		20.4%
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	213,792
	FY13	21,700	20,986	7,711	21,557	19,016	17,453	20,673	18,394	18,660	18,612	19,396	-	204,158
	%	2.1%	-4.2%	-59.9%	2.0%	2.5%	-4.9%	5.3%	0.9%	-1.5%	4.6%	3.5%		-4.5%
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	193,203
	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	14,919	15,198	14,703	15,261	-	168,476
	%	-7.5%	-14.7%	-10.7%	-7.3%	-12.6%	-19.5%	-12.4%	-16.2%	-16.1%	-15.7%	-9.3%		-12.8%
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	183,090
	FY13	16,706	16,314	14,778	15,682	13,496	11,749	13,434	13,317	13,814	13,841	14,088	-	157,218
	%	-19.6%	-18.8%	-13.3%	-1.8%	-13.7%	-17.8%	-17.3%	-19.0%	-18.4%	13.1%	-18.9%		-14.1%
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	25,254
	FY13	2,011	2,294	2,194	2,311	1,959	1,795	2,153	2,149	2,305	2,119	2,140	-	23,429
	%	-13.6%	-10.1%	33.2%	-0.7%	-12.7%	-26.5%	-7.2%	3.8%	-2.7%	-10.8%	-17.0%		-7.2%
JN	FY12	566	437	370	512	436	369	505	386	362	322	402	482	4,669
	FY13	501	483	411	528	386	362	461	559	573	473	580	-	5,318
	%	-11.6%	10.4%	11.1%	3.1%	-11.6%	-1.9%	-8.6%	44.9%	58.3%	46.6%	44.3%		13.9%
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	23,154
	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	1,717	1,864	2,114	1,738	-	21,180
	%	-20.5%	-1.9%	-1.5%	-12.0%	-3.2%	-1.7%	-2.9%	-11.4%	-6.4%	-4.1%	-23.0%		-8.5%
NP	FY12	1,294	1,114	1,113	968	966	1,032	884	1,057	1,505	1,119	1,435	1,706	12,487
	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	-	12,055
	%	14.3%	17.2%	-11.4%	10.6%	2.5%	-10.7%	21.1%	-5.5%	-31.7%	-17.5%	-10.8%		-3.5%
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	16,038
	FY13	1,283	1,509	1,187	1,684	1,848	1,628	1,499	1,406	1,453	1,198	1,167	-	15,862
	%	-19.7%	13.2%	-6.0%	8.5%	21.3%	-5.1%	-16.7%	-7.4%	1.8%	13.2%	-6.7%		-1.1%
SYS	FY12	253,144	253,330	215,617	218,802	204,139	190,178	208,859	210,207	215,557	197,222	219,328	273,343	2,386,383
	FY13	271,465	258,373	223,894	249,647	220,680	196,115	229,736	230,725	243,481	239,389	228,350	-	2,591,856
	%	7.2%	2.0%	3.8%	14.1%	8.1%	3.1%	10.0%	9.8%	13.0%	21.4%	4.1%		8.6%

Circulation Gains and Losses

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)



Circulation Gains and Losses

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

MAY 31, 2013		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Almonte	12	0	0	0	0	0	0	
	13	8387	27731	4630	16095	13017	43826	
		8387	27731	4630	16095	13017	43826	100.0
Belle Isle	12	36153	426415	11366	138902	47519	565317	
	13	20588	342803	6847	123128	27435	465931	
		-15565	-83612	-4519	-15774	-20084	-99386	-17.6
Bethany	12	19545	258006	8908	117825	28453	375831	
	13	22470	243708	10491	118836	32961	362544	
		2925	-14298	1583	1011	4508	-13287	-3.5
Capitol Hill	12	7190	80367	3940	47837	11130	128204	
	13	6147	81832	4324	58729	10471	140561	
		-1043	1465	384	10892	-659	12357	9.6
Choctaw	12	11314	130730	7417	83040	18731	213770	
	13	8620	132877	6051	90284	14671	223161	
		-2694	2147	-1366	7244	-4060	9391	4.4
Del City	12	12596	135335	5341	53708	17937	189043	
	13	11313	137067	5283	56778	16596	193845	
		-1283	1732	-58	3070	-1341	4802	2.5
Downtown	12	14277	178347	4229	56776	18506	235123	
	13	13959	158129	4359	51749	18318	209878	
		-318	-20218	130	-5027	-188	-25245	-10.7
Edmond	12	56193	643058	46775	495320	102968	1138378	
	13	54270	617157	44270	503933	98540	1121090	
		-1923	-25901	-2505	8613	-4428	-17288	-1.5
Midwest City	12	29688	338156	13117	144306	42805	482462	
	13	27220	321306	11865	142109	39085	463415	
		-2468	-16850	-1252	-2197	-3720	-19047	-3.9
Northwest	12	10170	10170	11048	11048	21218	21218	
	13	34520	392245	27493	304151	62013	696396	
		24350	382075	16445	293103	40795	675178	3182.1
Ralph Ellison	12	9029	99082	3506	33576	12535	132658	
	13	7079	95969	2848	36407	9927	132376	
		-1950	-3113	-658	2831	-2608	-282	-.2
Southern Oaks	12	28026	319370	10724	130277	38750	449647	
	13	24317	288404	8214	123832	32531	412236	
		-3709	-30966	-2510	-6445	-6219	-37411	-8.3
Village	12	28957	329784	12606	150428	41563	480212	
	13	23254	260176	10364	122897	33618	383073	
		-5703	-69608	-2242	-27531	-7945	-97139	-20.2

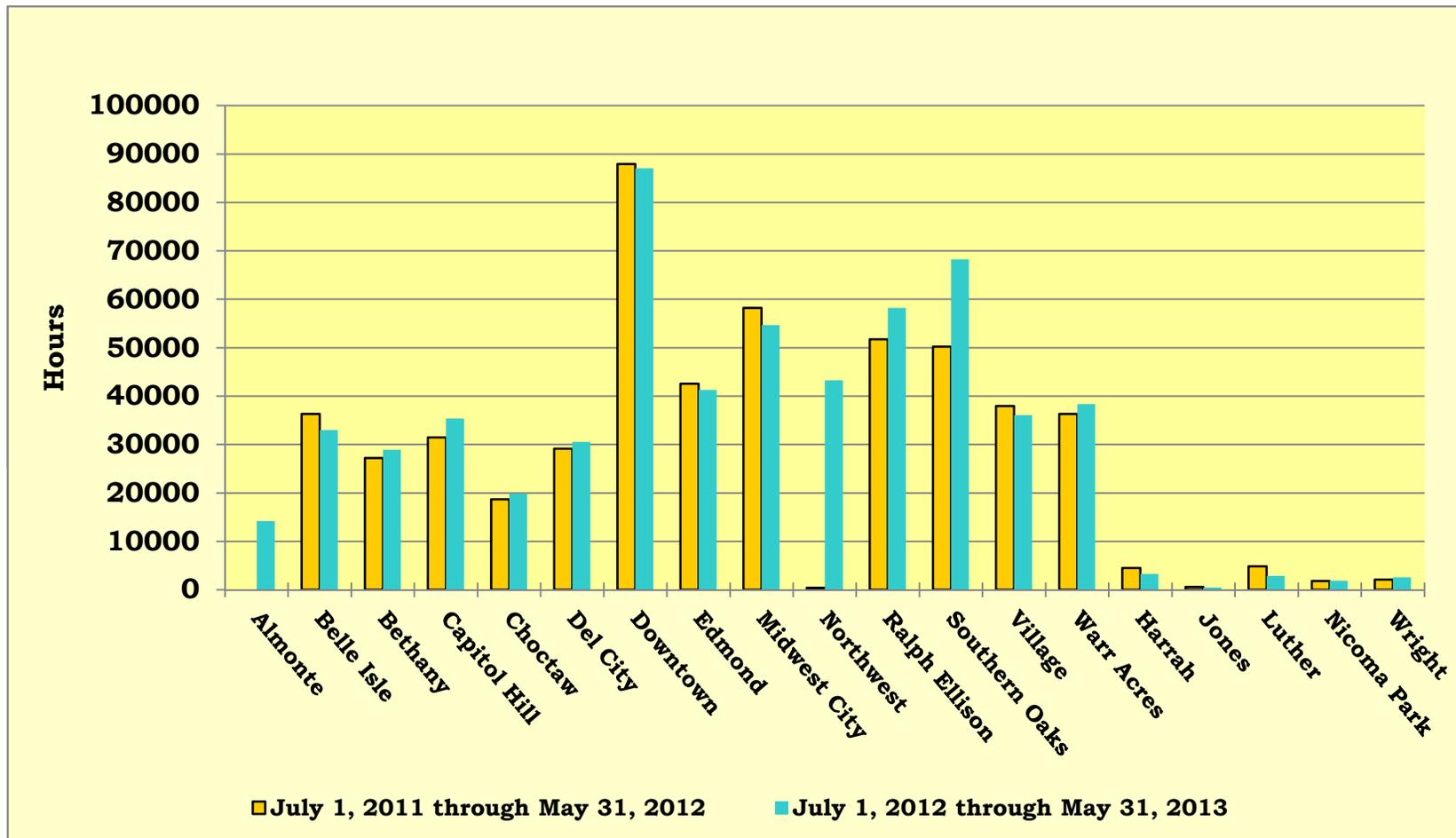
Circulation Gains and Losses

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

MAY 31, 2013		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	12	29903	326476	11051	133627	40954	460103	
	13	21068	235322	7943	87585	29011	322907	
		-8835	-91154	-3108	-46042	-11943	-137196	-29.8
EXTENSION LIBRARIES:								
Harrah	12	3760	40394	1671	16874	5431	57268	
	13	3243	39661	1642	19244	4885	58905	
		-517	-733	-29	2370	-546	1637	2.9
Jones	12	614	7937	402	4177	1016	12114	
	13	1101	8730	448	5131	1549	13861	
		487	793	46	954	533	1747	14.4
Luther	12	2400	30654	1157	13145	3557	43799	
	13	2770	30056	1502	15423	4272	45479	
		370	-598	345	2278	715	1680	3.8
Nicoma Park	12	1834	18300	557	5416	2391	23716	
	13	1872	18814	856	6281	2728	25095	
		38	514	299	865	337	1379	5.8
Wright	12	640	7778	168	2984	808	10762	
	13	439	6725	257	3405	696	10130	
		-201	-1053	89	421	-112	-632	-5.9
<u>OTHER:</u>								
Book Centers	12	10526	115126	6232	69126	16758	184252	
	13	10560	116704	6250	66599	16810	183303	
		34	1578	18	-2527	52	-949	-.5
Books-by-Mail	12	2139	22452	0	0	2139	22452	
	13	2138	23942	0	0	2138	23942	
		-1	1490	0	0	-1	1490	6.6
eMedia	12	37815	340521	0	0	37815	340521	
	13	48033	485072	0	0	48033	485072	
		10218	144551	0	0	10218	144551	42.4
TOTALS	12	352769	3858458	160215	1708392	512984	5566850	
	13	353368	4064430	165937	1952596	519305	6017026	
		599	205972	5722	244204	6321	450176	8.1

Total Computer Hours Used by Library

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)





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Total Computer Usage

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	12					.00						.00	
	13	189		3,624		3,676.61		821		13,312		14,186.38	
		189	100.0	3,624	100.0	3,676.61	100.0	821	100.0	13,312	100.0	14,186.38	100.0
BELLE ISLE	12	225		3,870		3,195.25		4,076		45,858		36,292.90	
	13	132		2,038		1,793.74		3,806		39,863		32,992.66	
		-93	-41.3	-1,832	-47.3	-1,401.51	-43.9	-270	-6.6	-5,995	-13.1	-3,300.24	-9.1
BETHANY	12	151		2,423		1,913.03		3,368		34,577		27,234.24	
	13	171		3,426		2,676.38		3,525		35,139		28,900.79	
		20	13.2	1,003	41.4	763.35	39.9	157	4.7	562	1.6	1,666.55	6.1
CAPITOL HILL	12	222		3,633		3,075.52		3,626		38,695		31,488.45	
	13	187		3,770		3,207.67		3,774		42,237		35,363.73	
		-35	-15.8	137	3.8	132.15	4.3	148	4.1	3,542	9.2	3,875.28	12.3
CHOCTAW	12	97		1,638		1,703.39		1,657		17,701		18,704.11	
	13	70		1,295		1,251.86		1,674		18,988		19,853.35	
		-27	-27.8	-343	-20.9	-451.53	-26.5	17	1.0	1,287	7.3	1,149.24	6.1
DEL CITY	12	212		3,359		2,804.08		2,948		36,366		29,160.85	
	13	196		3,327		2,706.01		3,424		37,095		30,520.64	
		-16	-7.5	-32	-1.0	-98.07	-3.5	476	16.1	729	2.0	1,359.79	4.7
DOWNTOWN	12	179		9,385		8,088.08		3,691		106,553		87,913.08	
	13	160		8,904		7,108.94		3,508		108,516		87,060.12	
		-19	-10.6	-481	-5.1	-979.14	-12.1	-183	-5.0	1,963	1.8	-852.96	-1.0
EDMOND	12	232		4,062		3,990.65		4,276		45,967		42,570.15	
	13	225		3,743		3,457.74		4,159		43,369		41,311.44	
		-7	-3.0	-319	-7.9	-532.91	-13.4	-117	-2.7	-2,598	-5.7	-1,258.71	-3.0
MIDWEST CITY	12	341		5,650		5,105.91		5,963		70,716		58,229.40	
	13	302		5,164		4,760.64		5,965		64,532		54,631.24	
		-39	-11.4	-486	-8.6	-345.27	-6.8	2	.0	-6,184	-8.7	-3,598.16	-6.2
NORTHWEST	12	182		610		440.19		182		610		440.19	
	13	240		3,918		4,223.14		4,360		41,323		43,273.43	
		58	31.9	3,308	542.3	3,782.95	859.4	4,178	2295.6	40,713	6674.3	42,833.24	9730.6

Total Computer Usage

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	12	267		5,652		4,995.35		4,458		63,272		51,729.70	
	13	214		5,383		4,641.69		4,661		70,753		58,233.70	
		-53	-19.9	-269	-4.8	-353.66	-7.1	203	4.6	7,481	11.8	6,504.00	12.6
SOUTHERN OAKS	12	319		5,602		4,689.86		5,151		60,900		50,214.06	
	13	348		8,074		6,842.56		6,410		77,788		68,278.48	
		29	9.1	2,472	44.1	2,152.70	45.9	1,259	24.4	16,888	27.7	18,064.42	36.0
VILLAGE	12	276		3,950		3,375.59		4,784		46,506		37,953.63	
	13	222		3,854		3,207.96		4,511		42,419		36,107.37	
		-54	-19.6	-96	-2.4	-167.63	-5.0	-273	-5.7	-4,087	-8.8	-1,846.26	-4.9
WARR ACRES	12	252		4,337		3,489.28		3,826		46,743		36,311.73	
	13	175		4,264		3,541.02		3,615		46,190		38,342.63	
		-77	-30.6	-73	-1.7	51.74	1.5	-211	-5.5	-553	-1.2	2,030.90	5.6
HARRAH	12	32		441		360.25		479		5,311		4,520.22	
	13	27		321		267.19		497		4,037		3,284.35	
		-5	-15.6	-120	-27.2	-93.06	-25.8	18	3.8	-1,274	-24.0	-1,235.87	-27.3
JONES	12	2		45		39.13		59		615		596.18	
	13	4		55		32.40		65		535		446.46	
		2	100.0	10	22.2	-6.73	-17.2	6	10.2	-80	-13.0	-149.72	-25.1
LUTHER	12	33		424		376.38		466		5,120		4,828.93	
	13	16		246		244.35		387		3,266		2,867.68	
		-17	-51.5	-178	-42.0	-132.03	-35.1	-79	-17.0	-1,854	-36.2	-1,961.25	-40.6
NICOMA PARK	12	16		218		196.72		181		1,960		1,824.40	
	13	7		167		144.66		187		1,979		1,882.62	
		-9	-56.3	-51	-23.4	-52.06	-26.5	6	3.3	19	1.0	58.22	3.2
WRIGHT	12	13		270		199.73		224		2,710		2,112.91	
	13	13		292		265.06		196		3,116		2,561.18	
			.0	22	8.1	65.33	32.7	-28	-12.5	406	15.0	448.27	21.2
TOTAL	12	3,051		55,569		48,038.39		49,415		630,180		522,125.13	
	13	2,898		61,865		54,049.62		55,545		694,457		600,098.25	
		-153	-5.0	6,296	11.3	6,011.23	12.5	6,130	12.4	64,277	10.2	77,973.12	14.9

Computer Usage by Adult Customers

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	12					.00						.00	
	13	135		2,403		2,577.92		604		8,875		9,974.48	
		135	100.0	2,403	100.0	2,577.92	100.0	604	100.0	8,875	100.0	9,974.48	100.0
BELLE ISLE	12	192		3,435		2,871.40		3,469		40,290		32,077.60	
	13	111		1,777		1,595.14		3,235		34,548		28,955.53	
		-81	-42.2	-1,658	-48.3	-1,276.26	-44.4	-234	-6.7	-5,742	-14.3	-3,122.07	-9.7
BETHANY	12	115		2,034		1,628.72		2,783		28,320		22,373.68	
	13	151		2,761		2,190.33		2,900		29,335		24,261.61	
		36	31.3	727	35.7	561.61	34.5	117	4.2	1,015	3.6	1,887.93	8.4
CAPITOL HILL	12	116		1,964		1,800.92		2,254		20,387		17,913.49	
	13	117		1,853		1,749.67		2,379		21,858		19,719.11	
		1	.9	-111	-5.7	-51.25	-2.8	125	5.5	1,471	7.2	1,805.62	10.1
CHOCTAW	12	64		1,033		1,064.54		1,227		12,672		13,132.41	
	13	49		784		707.23		1,205		12,601		12,788.35	
		-15	-23.4	-249	-24.1	-357.31	-33.6	-22	-1.8	-71	-.6	-344.06	-2.6
DEL CITY	12	148		2,565		2,143.15		2,331		28,551		23,073.58	
	13	160		2,504		2,054.49		2,638		26,808		22,245.95	
		12	8.1	-61	-2.4	-88.66	-4.1	307	13.2	-1,743	-6.1	-827.63	-3.6
DOWNTOWN	12	153		9,030		7,762.91		3,272		101,931		83,971.20	
	13	143		8,528		6,790.23		3,163		104,556		83,851.19	
		-10	-6.5	-502	-5.6	-972.68	-12.5	-109	-3.3	2,625	2.6	-120.01	-.1
EDMOND	12	203		3,421		3,317.71		3,638		39,326		36,242.79	
	13	191		3,193		2,936.35		3,462		36,951		34,800.89	
		-12	-5.9	-228	-6.7	-381.36	-11.5	-176	-4.8	-2,375	-6.0	-1,441.90	-4.0
MIDWEST CITY	12	263		4,241		3,814.19		4,804		53,180		44,592.76	
	13	236		4,209		3,820.22		4,801		49,324		41,834.40	
		-27	-10.3	-32	-.8	6.03	.2	-3	-.1	-3,856	-7.3	-2,758.36	-6.2
NORTHWEST	12	113		433		347.86		113		433		347.86	
	13	190		3,347		3,611.64		3,398		35,000		36,990.35	
		77	68.1	2,914	673.0	3,263.78	938.2	3,285	2907.1	34,567	7983.1	36,642.49	#####

Computer Usage by Adult Customers

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	12	208		3,837		3,417.82		3,359		41,658		35,537.93	
	13	174		4,025		3,502.86		3,534		49,003		41,065.53	
		-34	-16.3	188	4.9	85.04	2.5	175	5.2	7,345	17.6	5,527.60	15.6
SOUTHERN OAKS	12	245		4,015		3,389.49		3,877		43,119		36,415.61	
	13	248		4,036		3,686.29		4,622		45,786		42,155.00	
		3	1.2	21	.5	296.80	8.8	745	19.2	2,667	6.2	5,739.39	15.8
VILLAGE	12	232		3,167		2,662.86		3,888		35,265		28,793.97	
	13	174		3,161		2,578.83		3,705		33,661		27,728.58	
		-58	-25.0	-6	-.2	-84.03	-3.2	-183	-4.7	-1,604	-4.5	-1,065.39	-3.7
WARR ACRES	12	211		3,469		2,789.53		3,218		36,949		28,815.93	
	13	153		3,012		2,403.99		3,048		33,594		27,372.00	
		-58	-27.5	-457	-13.2	-385.54	-13.8	-170	-5.3	-3,355	-9.1	-1,443.93	-5.0
HARRAH	12	29		306		207.48		349		3,454		2,648.75	
	13	22		238		163.58		390		3,243		2,318.62	
		-7	-24.1	-68	-22.2	-43.90	-21.2	41	11.7	-211	-6.1	-330.13	-12.5
JONES	12	1		43		38.86		39		547		550.29	
	13	4		54		31.87		47		479		422.99	
		3	300.0	11	25.6	-6.99	-18.0	8	20.5	-68	-12.4	-127.30	-23.1
LUTHER	12	16		229		198.36		270		3,081		2,888.81	
	13	9		151		147.14		226		1,930		1,599.54	
		-7	-43.8	-78	-34.1	-51.22	-25.8	-44	-16.3	-1,151	-37.4	-1,289.27	-44.6
NICOMA PARK	12	11		183		176.88		146		1,718		1,641.80	
	13	7		142		128.77		148		1,787		1,751.35	
		-4	-36.4	-41	-22.4	-48.11	-27.2	2	1.4	69	4.0	109.55	6.7
WRIGHT	12	10		205		162.19		172		1,973		1,607.88	
	13	8		256		244.77		148		2,789		2,368.29	
		-2	-20.0	51	24.9	82.58	50.9	-24	-14.0	816	41.4	760.41	47.3
TOTAL	12	2,330		43,610		37,794.87		39,209		492,854		412,626.34	
	13	2,282		46,434		40,921.32		43,653		532,128		462,203.76	
		-48	-2.1	2,824	6.5	3,126.45	8.3	4,444	11.3	39,274	8.0	49,577.42	12.0

Computer Usage by Minor Customers

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	12					.00						.00	
	13	54		1,221		1,098.69		217		4,437		4,211.90	
		54	100.0	1,221	100.0	1,098.69	100.0	217	100.0	4,437		4,211.90	100.0
BELLE ISLE	12	33		435		323.85		607		5,568		4,215.30	
	13	21		261		198.60		571		5,315		4,037.13	
		-12	-36.4	-174	-40.0	-125.25	-38.7	-36	-5.9	-253	-4.5	-178.17	-4.2
BETHANY	12	36		389		284.31		585		6,257		4,860.56	
	13	20		665		486.05		625		5,804		4,639.18	
		-16	-44.4	276	71.0	201.74	71.0	40	6.8	-453	-7.2	-221.38	-4.6
CAPITOL HILL	12	106		1,669		1,274.60		1,372		18,308		13,574.96	
	13	70		1,917		1,458.00		1,395		20,379		15,644.62	
		-36	-34.0	248	14.9	183.40	14.4	23	1.7	2,071	11.3	2,069.66	15.2
CHOCTAW	12	33		605		638.85		430		5,029		5,571.70	
	13	21		511		544.63		469		6,387		7,065.00	
		-12	-36.4	-94	-15.5	-94.22	-14.7	39	9.1	1,358	27.0	1,493.30	26.8
DEL CITY	12	64		794		660.93		617		7,815		6,087.27	
	13	36		823		651.52		786		10,287		8,274.69	
		-28	-43.8	29	3.7	-9.41	-1.4	169	27.4	2,472	31.6	2,187.42	35.9
DOWNTOWN	12	26		355		325.17		419		4,622		3,941.88	
	13	17		376		318.71		345		3,960		3,208.93	
		-9	-34.6	21	5.9	-6.46	-2.0	-74	-17.7	-662	-14.3	-732.95	-18.6
EDMOND	12	29		641		672.94		638		6,641		6,327.36	
	13	34		550		521.39		697		6,418		6,510.55	
		5	17.2	-91	-14.2	-151.55	-22.5	59	9.2	-223	-3.4	183.19	2.9
MIDWEST CITY	12	78		1,409		1,291.72		1,159		17,536		13,636.64	
	13	66		955		940.42		1,164		15,208		12,796.84	
		-12	-15.4	-454	-32.2	-351.30	-27.2	5	.4	-2,328	-13.3	-839.80	-6.2
NORTHWEST	12	69		177		92.33		69		177		92.33	
	13	50		571		611.50		962		6,323		6,283.08	
		-19	-27.5	394	222.6	519.17	562.3	893	1294.2	6,146	3472.3	6,190.75	6705.0

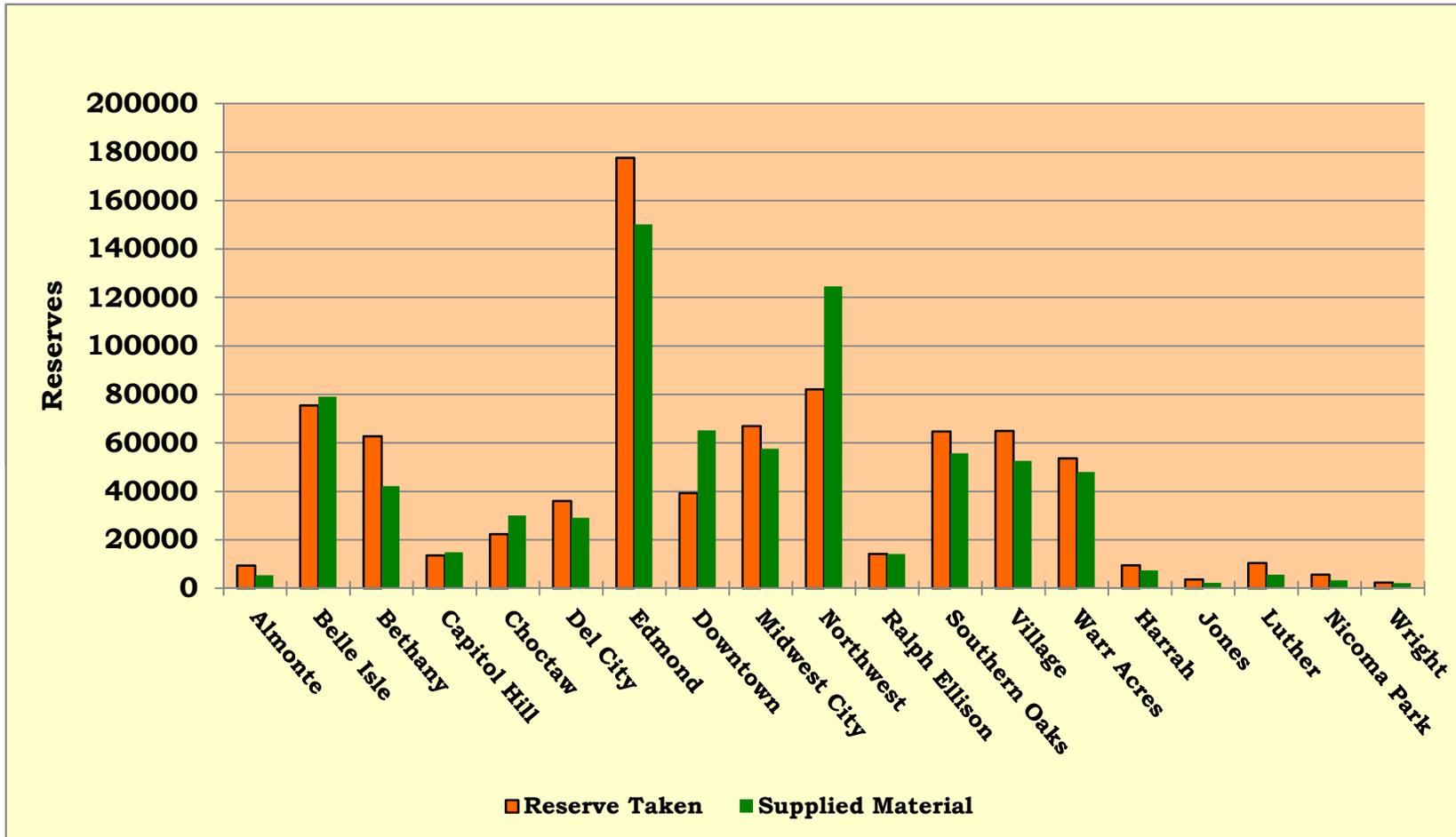
Computer Usage by Minor Customers

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

	FY	Month		Month		Month		Year		Year		Year	
		Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
RALPH ELLISON	12	59		1,815		1,577.53		1,099		21,614		16,191.77	
	13	40		1,358		1,138.83		1,127		21,750		17,168.17	
		-19	-32.2	-457	-25.2	-438.70	-27.8	28	2.5	136	.6	976.40	6.0
SOUTHERN OAKS	12	74		1,587		1,300.37		1,274		17,781		13,798.45	
	13	100		4,038		3,156.27		1,788		32,002		26,123.48	
		26	35.1	2,451	154.4	1,855.90	142.7	514	40.3	14,221	80.0	12,325.03	89.3
VILLAGE	12	44		783		712.73		896		11,241		9,159.66	
	13	48		693		629.13		806		8,758		8,378.79	
		4	9.1	-90	-11.5	-83.60	-11.7	-90	-10.0	-2,483	-22.1	-780.87	-8.5
WARR ACRES	12	41		868		699.75		608		9,794		7,495.80	
	13	22		1,252		1,137.03		567		12,596		10,970.63	
		-19	-46.3	384	44.2	437.28	62.5	-41	-6.7	2,802	28.6	3,474.83	46.4
HARRAH	12	3		135		152.77		130		1,857		1,871.47	
	13	5		83		103.61		107		794		965.73	
		2	66.7	-52	-38.5	-49.16	-32.2	-23	-17.7	-1,063	-57.2	-905.74	-48.4
JONES	12	1		2		.27		20		68		45.89	
	13			1		.53		18		56		23.47	
		-1	-100.0	-1	-50.0	.26	96.3	-2	-10.0	-12	-17.6	-22.42	-48.9
LUTHER	12	17		195		178.02		196		2,039		1,940.12	
	13	7		95		97.21		161		1,336		1,268.14	
		-10	-58.8	-100	-51.3	-80.81	-45.4	-35	-17.9	-703	-34.5	-671.98	-34.6
NICOMA PARK	12	5		35		19.84		35		242		182.60	
	13			25		15.89		39		192		131.27	
		-5	-100.0	-10	-28.6	-3.95	-19.9	4	11.4	-50	-20.7	-51.33	-28.1
WRIGHT	12	3		65		37.54		52		737		505.03	
	13	5		36		20.29		48		327		192.89	
		2	66.7	-29	-44.6	-17.25	-46.0	-4	-7.7	-410	-55.6	-312.14	-61.8
TOTAL	12	721		11,959		10,243.52		10,206		137,326		109,498.79	
	13	616		15,431		13,128.30		11,892		162,329		137,894.49	
		-105	-14.6	3,472	29.0	2,884.78	28.2	1,686	16.5	25,003	18.2	28,395.70	25.9

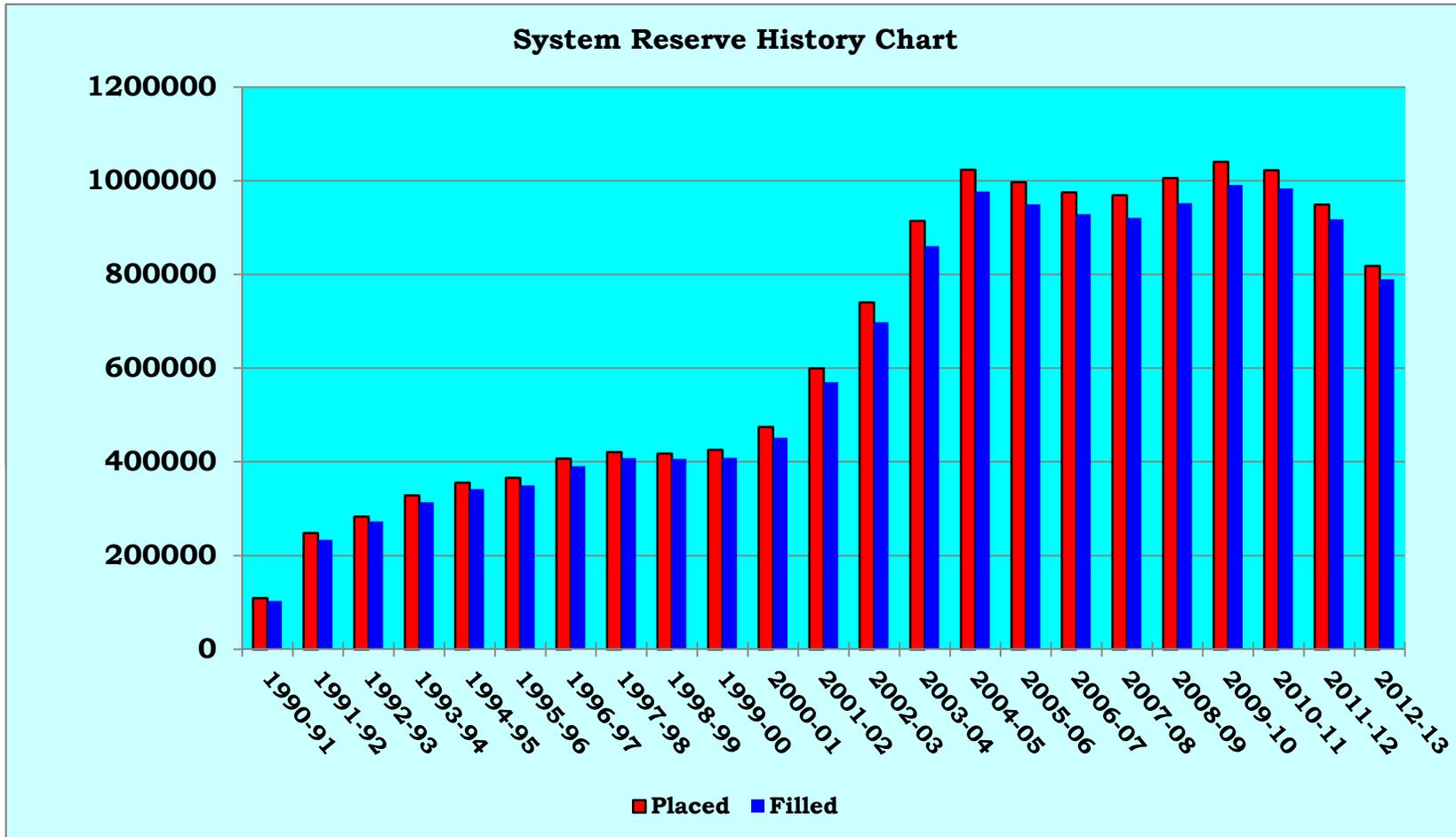
System Reserve Report

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)



System Reserve Report

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)



System Reserves Report

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	12						
	13	2,651	9,398		2,507	8,291	
		2,651	9,398		2,507	8,291	
BELLE ISLE	12	7,928	97,927		8,227	93,772	
	13	4,719	75,390		6,159	72,261	
		-3,209	-22,537	-23.0	-2,068	-21,511	-22.9
BETHANY	12	4,959	68,836		5,071	65,213	
	13	5,480	62,719		5,198	59,082	
		521	-6,117	-8.9	127	-6,131	-9.4
CAPITOL HILL	12	1,165	13,073		1,232	12,712	
	13	999	13,543		1,039	13,110	
		-166	470	3.6	-193	398	3.1
CHOCTAW	12	1,948	24,645		2,038	23,768	
	13	1,536	22,265		1,548	21,587	
		-412	-2,380	-9.7	-490	-2,181	-9.2
DEL CITY	12	3,647	41,730		3,485	38,370	
	13	2,892	36,010		2,783	33,960	
		-755	-5,720	-13.7	-702	-4,410	-11.5
EDMOND	12	16,696	194,536		17,144	188,488	
	13	14,891	177,590		14,638	172,235	
		-1,805	-16,946	-8.7	-2,506	-16,253	-8.6
DOWNTOWN	12	3,890	46,007		3,912	44,202	
	13	3,496	39,190		3,408	37,425	
		-394	-6,817	-14.8	-504	-6,777	-15.3
MIDWEST CITY	12	6,349	73,680		6,467	71,389	
	13	5,303	66,908		5,221	64,818	
		-1,046	-6,772	-9.2	-1,246	-6,571	-9.2
NORTHWEST	12	1,602	1,607		1,004	1,008	
	13	7,703	82,145		7,317	77,855	
		6,101	80,538	5011.7	6,313	76,847	7623.7
RALPH ELLISON	12	1,217	15,298		1,212	14,743	
	13	1,029	14,173		984	13,647	
		-188	-1,125	-7.4	-228	-1,096	-7.4
SOUTHERN OAKS	12	6,241	75,887		6,475	73,139	
	13	4,860	64,751		4,734	62,539	
		-1,381	-11,136	-14.7	-1,741	-10,600	-14.5

System Reserves Report

July 1, 2012 through May 31, 2013 (91.67% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	12	7,552	93,424		7,816	90,713	
	13	5,543	64,909		5,456	62,777	
		-2,009	-28,515	-30.5	-2,360	-27,936	-30.8
WARR ACRES	12	6,683	82,725		6,946	80,189	
	13	4,365	53,578		4,348	51,770	
		-2,318	-29,147	-35.2	-2,598	-28,419	-35.4
HARRAH	12	732	10,165		790	9,868	
	13	728	9,467		727	9,268	
		-4	-698	-6.9	-63	-600	-6.1
JONES	12	325	3,999		331	3,977	
	13	443	3,617		443	3,539	
		118	-382	-9.6	112	-438	-11.0
LUTHER	12	810	10,766		801	10,579	
	13	939	10,377		855	10,128	
		129	-389	-3.6	54	-451	-4.3
NICOMA PARK	12	540	6,052		615	5,842	
	13	473	5,603		480	5,492	
		-67	-449	-7.4	-135	-350	-6.0
WRIGHT	12	215	3,040		234	2,984	
	13	121	2,378		131	2,308	
		-94	-662	-21.8	-103	-676	-22.7
TOTAL	12	73,259	872,257		74,540	839,626	
	13	68,870	821,890		68,638	789,722	
		-4,389	-50,367	-5.8	-5,902	-49,904	-5.9

EXECUTIVE DIRECTOR'S REPORT

JUNE 2013

Storm Damage

The Library System was very fortunate in that we received somewhat minimal damage from the recent storms that swept across Oklahoma in late May. None of our libraries were seriously damaged although we did have flooding issues at Ralph Ellison and Downtown. As mentioned below, the storms caused power outages across the city and we had multiple libraries closed on June 1. The most serious damage was caused by the flooding in the alley behind the downtown library. 2 library vans were flooded in the high water and the insurance company declared both vehicles as total losses. Two library staffer's homes were destroyed; one staff spouse was injured at Plaza Towers Elementary and at least one other staff member had significant damage to their house and vehicle.

Evaluation of Primary Book Vendor

MLS policy SF200 Purchasing calls for an annual service evaluation of the primary book vendor. Karen Marriott, Deputy Executive Director/Materials and Outreach recently completed the evaluation for our primary book vendor, Baker & Taylor. This period encompasses July 1, 2012 through April 30, 2013. The evaluation indicated that B & T has met or exceeded requirements of the current contract. Highlights include:

- As of April 30, 2013, discounts received are 2.37% higher than estimated.
- Currently the fill rate is at 90% which is the requirement; but it is too early to determine if the overall fill rate will be 90% with so many orders still being processed. In FY-12; the final fill rate was 98.7%.
- Problems with receipt of materials have been low: 97.1% of invoices and 99.7% of materials received were without problems.
- Customer service response has been excellent with 100% of requests handled satisfactorily.

Ingram Library Services continues to be the only other vendor with sufficient inventory to handle our account and we continue to use them as a secondary vendor for some orders.

Based on this analysis, Baker & Taylor is still the best option for MLS and continues to be able to meet the library's needs. Therefore, we expect to renew the contract for the next fiscal year, as allowed by policy.

Summer Reading begins at all libraries

Summer reading got off to a somewhat slow start on June 1 due to the severe storms that raced through the area on the evening of May 31, 2013. 6 of our libraries were unable to open on that Saturday due to power outages and some minor flooding. Since that time, though, things are picking up and we expect to have another great year celebrating reading!

Capital Projects Update

- Oklahoma City is expected to approve the **Capitol Hill** Project Agreement and the contract with the selected architect, Guernsey at their regular council meeting on July 2.
- We have provided sample documents to **Del City** on architect selection, and project agreements, and are waiting to hear back from them.

- Studio, as the on call architect for OKC, is working on a proposal concerning remedies for **Downtown** water leaks.
- The project architect at Studio, who was working on **Jones**, has left the firm, so progress has been slowed. We are working with the new staff member and reviewing massing schemes (what the proposed building will look like).
- Library staff and OKC are continuing to work on unresolved problems at **Northwest** concerning landscaping and derrick glazing as well as some other issues.
- We are working with OKC to get the sewer issues at **Ralph Ellison** resolved and the renovation architect, FSB, has been called in to review the design and create plans to install a new sewer line.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Jones Library Over-site Committee Meeting
- OLA Legislative Meeting
- Participated in Governors Signing of HB1511
- Met with Incoming Friends President

FUTURE LIBRARY EVENTS OF SPECIAL NOTE:

Intro to Yoga with Cory

Monday, July 1, 2013

Time: 2:30pm-3:30pm

Location: Almonte

Adults

Learn the foundations of alignment, build the strength, and gain the flexibility we all associate with Yoga. Classes will cover breath work, joint health and stability, Asana (postures), and balance challenges. Beginners will feel welcome, and experienced Yogis will feel right at home. Can't wait to see you on the mat! (Participants must bring their own yoga mat, as the floor is carpeted.)

Wizard Rock

Friday, July 5, 2013

Time: 6:30pm-9:30pm

Location: Southern Oaks

Teens and adults

Voldemort can't stop the rock! Lineup: Tonks & the Aurors, Justin Finch-Fletchley & the Sugar Quills, and Kirstyn Hippe. These nerd rock YouTube all-stars will be singing about everyone's favorite boy wizard and other fun geeky stuff. The Southern Oaks Library is super excited to host this tour as the bands travel from Seattle to New York.

Salsa Dancing for Beginners

Friday, July 5, 2013

Time: 4:00pm-5:00pm

Location: Ralph Ellison

All Ages

Get in shape and have fun doing it. Learn some moves on Friday afternoon and practice them Friday night!

Riders on the Orphan Train

Wednesday, July 10, 2013

Time: 6:30pm-8:00pm

Location: Almonte

All Ages

The story of 250,000 children who were put on trains in New York and sent all over the U.S. from 1854 through 1929 to be given away, is told through music, a video presentation of archived photos, and recorded interviews with two survivors. The program will be followed by a question and answer session.

Co-Sponsor: Oklahoma Humanities Council.

Facebook Basics

Thursday, July 11, 2013

Time: 6:00pm-7:00pm

Location: Downtown

Teens and adults

Join our computer expert, Anthony Edwards, for an introductory class that will teach starting, maintaining, and the basic navigation of Facebook pages. This class will be held in the Route 66 Computer Lab. No registration necessary.

OKC Astronomy Club Observation

Thursday, July 18, 2013

Time: 6:00pm-8:00pm

Location: Midwest City

All Ages

Saturn, the Moon, and Venus!

The OKC Astronomy Club invites the public to visit and observe the vast reaches of the open skies!

Weather permitting; this event will take place outside of the library, starting at 6pm.

Watercoloring for Adults

Saturday, July 27, 2013

Time: 10:00am-12:00pm

Location: Midwest City

Adults

Adults get in touch with your artist side in this free watercolor class with all supplies furnished. Watercolor Artist Jim Pourtorkan will show us how to apply color and create a beautiful watercolor painting using some basic techniques. Students will complete a painting suitable for framing and/or gift giving during this 2 hour session. Class size is limited. Pre-registration is required, call 732-4828 to sign up.

Oklahoma Voices in Inspirational Fiction

Saturday, July 27, 2013

Time: 2:00pm-3:00pm

Location: Northwest

Adults

Curious about Inspirational Fiction? Come to the library to learn about this growing genre. Hear from published Oklahoman authors including Janet Lee Barton, Margaret Daley, Linda Goodnight, Rene Gutteridge, Julie Jarnagin, Regina Jennings, Vickie McDonough, Sharon Srock, Carla Stewart, Lacy Williams, And Kathleen Y'Bar

Librarian seeks photos, stories about old stores

Robert Medley Modified. June 10, 2013 at 12:18 am Published. June 10, 2013



OKLAHOMA CITY BUILDINGS / JOHN A. BROWN & CO. / DRY GOODS STORE / DEPARTMENT STORE / FORMERLY RORABAUGH - BROWNS D.G. CO.: John A. Brown's (John A. Brown Co. is later sold to Dayton Hudson Corp.) (Photo taken Jan. 20, 1971)

His fascination with old Oklahoma City department stores began more than two decades ago when he was in middle school.

Now librarian Ajax Delvecki, 39, is digging up the history of bygone downtown stores.

John A. Brown Department Store, Kerr's Department Store and Halliburton's once defined the character of Oklahoma City, Delvecki said.

"I've kind of been following this since I was at Harding Middle School," he said. "It started when John A. Brown went out of business in 1984."

Today Delvecki, who works at the Midwest City Library and lives in northwest Oklahoma City, is gathering memories and photographs of the stores for a book.

"It's just amazing to me that these stores were such a big part of Oklahoma City daily life," he said. "We are losing so much local history. These stores were just a big part of our community."

The history of John A. Brown, Kerr's and Halliburton's covers the days of a bustling downtown before the movement toward suburban growth, while capturing tales of homegrown success and economic downturns, Delvecki said.

Delvecki worked at the downtown Oklahoma City library before moving to England in 2010. He returned in 2012 with a renewed passion for local history, and now works at the Midwest City Library.

In the past, Oklahoma City was distinguished from Dallas

or Tulsa because of the different landmark stores, he said.

"It's important to keep up with our identity of where we came from and where we are going," Delvecki said.

The original John A. Brown store was at 221 W Main St. from 1915 until 1974. Kerr's was at 316 W Main St. from 1919 to 1966, and Halliburton's at 327 W Main St. from 1905 to 1960. His book will cover the stores histories in Oklahoma City and in Tulsa, he said.

Delvecki said he is looking for photographs, mementos and interviews from former staff and customers. He phone number is 420-6381; his email address is okcstores@yahoo.com.



Halliburton's Dry Goods Co. (Photo published 1-29-1964 in the Oklahoma City Times) (Date photo taken unknown) -

Summer library programs heat up

BY MATT PATTERSON mpatterson@opubco.com • Modified: June 5, 2013 at 12:05 am • Published: June 5, 2013



Brannah Talamantes, 11, used eggs filled with paint to create artwork last month at the Almonte Library in Oklahoma City. Photo By Steve Gooch, The Oklahoman
Steve Gooch - The Oklahoman



Brannah Talamantes, 11, throws an egg filled with paint at a piece of paper during an art activity at the Almonte Library. Such activities will continue throughout the summer. Photo By Steve Gooch, The Oklahoman **Steve Gooch - The Oklahoman**

School vacation has arrived for kids across the Oklahoma City area, and the Metropolitan Library System aims to keep them reading with summer reading programs.

Program games are available for early childhood, older children and teens. Readers reach different goals with each book they read. Parents and teens can sign up and obtain summer reading program game boards at their local library branches.

“We have lots of great prizes this year,” young adult services coordinator Emily Williams said. “Sonic has donated 14,000 books. We also have a lot of great activities and free music programs and concerts.”

The summer reading program started Saturday and runs through July 31. If participants reach their goals they get a free book. Reaching a second goal nets a book with coupons from area attractions. Teens get backpacks, and those in the early childhood program get a rubber duck.

This year's theme is “Dig Into Reading.”

“That's our motif that we will play off of as far as artwork and programming,” Williams said. “In a lot of the teen stuff we're doing a red dirt painting class and in another they will handle skeletons and learning about the science of bones and fossils.”

About 25,000 people participated in last summer's reading programs. Participation increases about 10 percent every year, Williams said.

Summer activities will include performances from Rhythmically Speaking, the Sugar Free All Stars and OKC Improv. For a complete schedule, go to www.metrolibrary.org.