



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

Thursday, August 22, 2013, 3:30 p.m.  
Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(Telephone: 843-9601)

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

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

Fran Cory, Chair

### **3:30 – 3:45 pm INTRODUCTIONS**

- Document #10 – Presentation of Service Certificates for Library Staff

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

### **3:45 – 3:55 pm CONSENT DOCKET (#11 - #13)**

- Document #11 – Approval of Minutes of July 18, 2013 Meeting
- Document #12 – Acceptance of Review of Expenditures for July 2013
- Document #13 – Contract Awards & Purchases
  - Item A: 19,500 GVW Utility Truck
  - Item B: Server, Switch, Storage and vSphere Installation & Integration Services

### **3:55 – 4:15 pm COMMITTEE REPORTS**

- Document # 14 – Administrative and Personnel Committee Minutes, July 11, 2013
- Document #15 – Discussion, Consideration and Possible Action: Report and Recommendations from Joint meeting of the Finance and Administrative & Personnel Committees, August 14, 2013
- Document #16 – Discussion, Consideration and Possible Action: Metropolitan Library System Fiscal Year 2013–2014 Final Budget

### **4:15 – 4:25 pm REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

- Document #17 – Discussion, Consideration and Possible Action: Approval of Jones Library Revised Project Agreement

### **4:25 – 4:45 pm INFORMATION REPORTS**

- Document #18 – MLS July 2013 Library Visits
- Document #19 – MLS July 2013 Circulation Report
- Document #20 – MLS July 2013 Computer Usage Report
- Document #21 – MLS July 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:***

September 19, 2013  
Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

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

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

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

Library System staff receiving Certificates of Service in August 2013:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Julia Ann Ballou, Manager of Library Operations, Northwest Library	20
Galen R. Kurth, Librarian, Southern Oaks Library	20
Vanessa Ann Spaeth, Library Aide, Choctaw Library	5

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

DATE: July 18, 2013

TIME: 3:30 pm

MEETING PLACE: Edmond 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 Edmond Library and Downtown Library, 300 Park Avenue, Oklahoma City, on July 16, 2013, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

PRESENT:

Nancy Anthony, Disbursing Agent  
Ralph Bullard  
Allen Coffey  
Deanna Hannah  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Tracy McGehee  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Jim Shonts  
Beth Toland  
Susan Tucker  
Judy Smith, Vice Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Bose' Akadiri  
Fran Cory, Chair  
Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Jose Jimenez  
Hugh Rice  
Vanna Shaw  
Alyne Strube  
Ray Vaughn  
Stephanie West

Estimate of general public and staff attending: 15

**I.** The meeting was called to order at 3:31 p.m. by Mrs. Judy Smith, Vice Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Coffey, Leslie, McCaleb, McDaniel, McGehee, Nelson, Patel, Patterson, Shonts, Toland, Tucker, Smith (Arrived: Hannah, 3:39; Harpman, 3:42).

**II.** Mrs. Smith introduced Mrs. Melody Kellogg, Manager of Library Operations for the Edmond Library. Mrs. Kellogg welcomed the Commission and provided details of current and upcoming events taking place at the Edmond Library.

**III.** Mrs. Smith called for the Presentation of Service Certificates for July 2013: Maria E. Watkins, Executive Assistant, Director's Office ~ 10 years of service.

Mrs. Smith also recognized the following employees who were unable to attend today's meeting: Kirstie Ann Brown, Library Aide, Southern Oaks Library ~ 5 years of service; Lena Munir Khader, Library Aide, Southern Oaks Library ~ 5 years of service.

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

**V.** Mrs. Smith presented the Consent Docket: Document #02 – Approval of Minutes June 20, 2013; Document #03 – Acceptance of Expenditures for June 2013.

Mrs. Smith called for a motion.

**Mrs. Beth Toland moved to accept the consent docket. Mr. Tracy McDaniel seconded. No further discussion. Motion passed unanimously.**

**VI.** Mrs. Smith referred to Document #04 – Administrative and Personnel Committee minutes, July 11, 2013. Mr. Hugh Rice, the Committee Chair is out-of-state and has been unable to review the minutes from the committee meeting. There is no commission action needed; therefore, the minutes will be included in the commission packet for August.

**VII.** Mrs. Smith referred to Special Presentation, *Summer Reading Update – Emily Williams, Young Adult Services Coordinator, Outreach Services.*

Mrs. Williams provided an update on the Summer Reading program. There are currently over 20,000 babies, children, and teens signed up for the program. Last year at this time, we had approximately 21,000 signed up. The small drop in sign-ups is attributable to the flooding and power outages that took place at the beginning of Summer Reading. A couple of the libraries were closed on June 1<sup>st</sup> and did not experience the large number of sign-ups that normally take place during the first two weeks. Since then, numbers have been consistently increasing and we are very close to where we were at this time last year. Discussion followed.

**VIII.** Mrs. Smith referred to the Information Reports.

- Document #05 – MLS June 2013 Circulation Report
- Document #06 – MLS June 2013 Computer Usage Report
- Document #07 – MLS June 2013 System Reserve Report
- Document #08 – MLS June 2013 Library Visit
- Document #09 – MLS Annual Furniture Equipment Inventory Report FY 12-13

Questions and Discussion followed.

**IX.** Mrs. Smith called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported there were three policies Administration needed to make minor housekeeping changes to; AL210 Library Cards, SH512 Firearms, and VG330 Open Records. Mrs. Morris explained the changes to each policy.

Director of Development, Diane Sarantakos has been selected to Leadership OKC's Class XXXI. MLS Alumni of the Leadership OKC program include Donna Morris, Denyveta Davis, Kim Terry and Emily Williams (LOYAL). Several commission members are also graduates of this outstanding program including Nancy Anthony and Bose` Akadiri.

Various staff members and Commission member Cindy Friedemann who is an officer of the United (trustee and friends section of ALA) attended the American Library Association annual conference in Chicago a few weeks ago. A number of MLS staffers are currently serving on various committees within the ALA structure.

Several meetings have been held regarding the Jones project and while the current scope of the project is over budget, the town of Jones and the Library are committed to resolve the issues and come up with a building design that we are all happy with. This might require some adjustments to the project agreement once a final scope is determined.

**X.** Mrs. Smith called for comments from Commissioners. Discussion followed.

**XI.** The next Commission meeting will be held at the Belle Isle Library on August 22, 2013.

There being no further business, the meeting was adjourned at 3:56 pm.

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Donna Morris, Executive Director  
(Secretary)

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

July 31, 2013

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

For comparison, 8.33% of the year has passed.

This is the first monthly report for 2013-14. The revenue budget and expenditure appropriations are based upon the Preliminary Budget approved by the Commission on June 20, 2013.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of July 2013.

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## STATEMENT OF FINANCIAL CONDITION

July 31, 2013

## ASSETS

	Current Year	Previous Year
CASH	\$ 1,951,280.09	\$ 15,200,448.88
INVESTMENTS (Schedule attached)	26,164,723.22	15,151,018.18
PREPAID ACCOUNTS	30,757.77	30,000.00
TAXES RECEIVABLE: 2013-14 Ad Valorem Tax	31,021,258.00	30,680,000.00
Less: Reserve for Delinquent Tax	(2,820,114.00)	(2,789,091.00)
Budgeted Tax Revenue	28,201,144.00	27,890,909.00
Less: Tax Received	0.00	0.00
	28,201,144.00	27,890,909.00
<b>Total Assets</b>	<b>\$56,347,905.08</b>	<b>\$ 58,272,376.06</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

## LIABILITIES:

Previous Year Reserve for Appropriations	\$556,295.86	\$645,032.04
Current Year Purchase Orders Outstanding	226,933.24	139,083.26
Previous Year Purchase Orders Outstanding	282,755.98	861,097.30
Checks Outstanding	342,014.14	303,145.69
<b>Total Liabilities</b>	<b>1,407,999.22</b>	<b>1,948,358.29</b>

## DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	28,201,144.00	27,890,909.00
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## FUND BALANCE:

Beginning of the Year	\$29,025,343.44	\$30,209,773.49
Add: Revenues		
Budgeted	60,000.00	51,000.00
Other	223,740.25	295,470.46
Less: Expenditures	(2,570,321.83)	(2,123,135.18)
<b>Total Fund Balance</b>	<b>26,738,761.86</b>	<b>28,433,108.77</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$56,347,905.08</b>	<b>\$ 58,272,376.06</b>



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

**As of July 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 July 31, 2013

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$28,201,144.00	\$ -	\$ -	0.00%	\$27,890,909.00	\$ -	\$ -	0.00%
State Aid	258,653.00	-	-	0.00%	257,466.60	-	-	0.00%
Fines	468,000.00	60,000.00	60,000.00	12.82%	481,194.00	51,000.00	51,000.00	10.60%
<b>Total Budgeted Revenue</b>	<b>\$ 28,927,797.00</b>	<b>\$ 60,000.00</b>	<b>\$ 60,000.00</b>	<b>0.21%</b>	<b>\$ 28,629,569.60</b>	<b>\$ 51,000.00</b>	<b>\$ 51,000.00</b>	<b>0.18%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 154,902.53	\$ 154,902.53			\$ 132,977.54	\$ 132,977.54	
Gifts and Lost Books Fees		0.00	0.00			50,000.00	50,000.00	
Investment Income		28,195.71	28,195.71			86,819.40	86,819.40	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		0.00	0.00			0.00	0.00	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		40,642.01	40,642.01			25,673.52	25,673.52	
<b>Total Miscellaneous Revenue</b>		<b>\$ 223,740.25</b>	<b>\$ 223,740.25</b>			<b>\$ 295,470.46</b>	<b>\$ 295,470.46</b>	
<b>Total Revenue</b>	<b>\$ 28,927,797.00</b>	<b>\$ 283,740.25</b>	<b>\$ 283,740.25</b>	<b>0.98%</b>	<b>\$ 28,629,569.60</b>	<b>\$ 346,470.46</b>	<b>\$ 346,470.46</b>	



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

July 31, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 17,362.60	\$ 4,853.98	\$ 389.04	\$ 21,827.54
810 Prepaid Fees	(19,112.03)	25.73	0.00	(19,086.30)
815 Fines	60,026.76	53,073.38	62,027.56	51,072.58
820 Copy	58,649.47	11,900.21	1,104.66	69,445.02
<b>Total Revolving Funds</b>	<b>\$ 116,926.80</b>	<b>\$ 69,853.30</b>	<b>\$ 63,521.26</b>	<b>\$ 123,258.84</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u><b>Special Grants</b></u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	1,000.00	0.00
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
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	12,322.12	992.88
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
987 12/LET/Read Y'all	6,000.00	6,000.00	4,097.00	1,903.00
<u><b>Friends Grants</b></u>				
846 10 Public Art	3,000.00	3,000.00	2,575.86	424.14
872 14 Our World	40,000.00	40,000.00	0.00	40,000.00
873 14 Come Read with Me	15,000.00	15,000.00	0.00	15,000.00
874 14 Brawner Scholarships	12,000.00	12,000.00	0.00	12,000.00
875 14 MTC Door Opener	4,000.00	4,000.00	0.00	4,000.00
876 14 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
916 12 Bench and Bike Rack	11,000.00	11,000.00	9,294.00	1,706.00
945 13 Staff Recognition	25,299.02	25,299.02	13,610.30	11,688.72
946 13 Come Read with Me	60,181.00	60,181.00	31,157.21	29,023.79
948 13 Summer at the Library	67,300.00	67,300.00	64,798.78	2,501.22
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 School	9,600.00	9,600.00	0.00	9,600.00
962 13 Popcorn Popper	1,000.00	1,000.00	954.03	45.97
964 13 Book Display	665.00	665.00	579.60	85.40
<b>Total Grants</b>				<b>224,977.27</b>
<b>Total Special Funds</b>				<b><u>\$ 348,236.11</u></b>



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

FY-14

**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	1,082,180.77	1,082,180.77	7.34	14,747,977.00	13,665,796.23
102	Wages - Part-time	179,104.47	179,104.47	6.96	2,573,725.00	2,394,620.53
103	Payroll Taxes	93,060.02	93,060.02	7.47	1,245,011.00	1,151,950.98
109	Workers' Comp. Insurance	14,000.00	14,000.00	6.84	204,648.00	190,648.00
112	Group Insurance	231,122.29	231,122.29	7.43	3,112,735.00	2,881,612.71
113	Employees' Retirement	71,511.96	71,511.96	3.58	1,998,785.00	1,927,273.04
114	Unemployment Compen.	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,670,979.51	1,670,979.51	6.99	23,912,881.00	22,241,901.49

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insu.	.00	.00	.00	271,506.00	271,506.00
205	Rent of Library Buildings	14,862.50	14,862.50	16.67	89,175.00	74,312.50
207	Janitorial Services	34,431.80	34,431.80	6.57	524,000.00	489,568.20
208	Maintenance of Facilities	25,370.25	25,370.25	4.40	576,656.00	551,285.75
211	Parking & Transportation	16,632.47	16,632.47	10.10	164,600.00	147,967.53
212	Travel Expenses	1,605.06	1,605.06	1.21	132,954.00	131,348.94
213	Professional Services	34,386.25	34,386.25	8.50	404,420.00	370,033.75
214	Security Services	31,503.27	31,503.27	6.80	463,406.00	431,902.73
216	Telephone Services	20,751.89	20,751.89	6.42	323,247.00	302,495.11
217	Electrical Services	51,138.88	51,138.88	7.80	655,455.00	604,316.12
218	Gas Services	1,250.37	1,250.37	2.52	49,696.00	48,445.63
219	Water & Garbage Services	7,231.34	7,231.34	7.66	94,431.00	87,199.66
220	Trigen Energy Services	16,000.00	16,000.00	6.85	233,541.00	217,541.00
226	Memberships	3,707.00	3,707.00	13.79	26,874.00	23,167.00
230	Other Library-Related Serv.	4,982.64	4,982.64	1.04	477,253.00	472,270.36
231	Automation Contractual	18,741.33	18,741.33	4.44	421,777.00	403,035.67
236	Network Catalog Services	7,449.22	7,449.22	8.08	92,250.00	84,800.78
Total Contractual Services		290,044.27	290,044.27	5.80	5,001,241.00	4,711,196.73

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

FY-14

**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	6,125.40	6,125.40	3.02	203,000.00	196,874.60
302	Postage	16,854.24	16,854.24	5.74	293,575.00	276,720.76
303	Supplies	29,360.63	29,360.63	6.55	448,149.00	418,788.37
310	Maintenance Supplies	11,793.60	11,793.60	15.72	75,000.00	63,206.40
312	Safety Supplies & Equip.	2,360.68	2,360.68	40.01	5,900.00	3,539.32
321	Gasoline & Oil	.00	.00	.00	56,000.00	56,000.00
322	Vehicle Parts & Repairs	2,132.67	2,132.67	6.66	32,000.00	29,867.33
330	Programming Activities	40,242.70	40,242.70	13.59	296,168.00	255,925.30
331	Other Commodities	455.63	455.63	1.07	42,574.00	42,118.37
Total Commodities		109,325.55	109,325.55	7.53	1,452,366.00	1,343,040.45

**Capital Outlays**

401	Books & Materials	124,264.96	124,264.96	2.39	5,190,000.00	5,065,735.04
404	Government Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,900.00	1,900.00
407	Periodicals & Subscriptions	265.00	265.00	.15	181,650.00	181,385.00
408	Furniture, Fixture, & Equip.	16,308.02	16,308.02	5.57	292,557.00	276,248.98
409	Motor Vehicles	46,134.52	46,134.52	46,134.52	.00	-46,134.52
410	Automation System & Equip.	.00	.00	.00	603,350.00	603,350.00
450	Capital Projects	313,000.00	313,000.00	5.03	6,228,024.00	5,915,024.00
490	Capital Reserves - Current	.00	.00	.00	-2,510,714.27	-2,510,714.27
499	Reserve Carryover - Prior	.00	.00	.00	16,128,950.12	16,128,950.12
Total Capital Outlays		499,972.50	499,972.50	1.91	26,122,416.85	25,622,444.35
Total Budget		2,570,321.83	2,570,321.83	4.55	56,488,904.85	53,918,583.02



**Monthly Journal Entries -- July 2013**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
1	1201	2013 Ad Valorem Tax	\$ 31,021,258.00	
	1251	Reserve for Delinquent Tax		\$ 2,820,114.00
	3900	Fund Balance	\$ 29,025,343.44	
	3401	Projected Mis. Revenue - State Aid	\$ 258,653.00	
	3403	Projected Mis. Revenue - Fines	\$ 468,000.00	
	3001	2013-14 Reserve for Appropriation		\$57,953,140.44
		Opening entry -- setting up appropriation based on preliminary budget approved by the Commission 6/20/13.		

**Investments**

2	1001	Cash	\$ 8,500.00	
	3602	Interest Income		\$ 8,500.00
		Interest from 313381xb6		
3	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		Interest from 3136fph9		

**Tax revenues**

4	1001	Cash	\$ 114,350.48	
	3601	Prior year Tax		\$ 114,350.48
		Ad Valorem Tax apportioned by County for 6/16 to 6/28		
5	1001	Cash	\$ 40,552.05	
	3601	Prior year Tax		\$ 40,552.05
		Ad Valorem Tax apportioned by County for 7/1 to 7/15		

**Miscellaneous revenue**

6	1001	Cash	\$ 40,812.16	
	3605	Mic. Reimbursements		\$ 40,812.16
		Insurance - Life:	9.60	LET 2,150.00
		OKC Almonte	7,031.25	LET 120.56
		Abibow	19.85	Friends 773.09
		Café	500.00	Friends 1,825.92
		Frates refund	832.00	Friends 150.34
		OCCC copies	203.02	Ins-Johnson 1,244.04
		Consortium	10,440.00	Insurance 72.00
		Badge	1.00	Ins-Lehr Patton 8,238.24
		Badge	1.00	ALA refund 169.00
		OKC Almonte	7,031.25	<b>total</b> \$ 40,812.16

Miscellaneous revenues



**Fines**

7	1001	Cash	\$	60,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 60,000.00
		Fines transferred to General Fund in July			

**Payable entries**

8	3001	Current Year Reserv. for Appropriations.	\$	2,570,321.83	
	3011	Current Year P.O. Outstanding			\$ 2,570,321.83
	3002	Prior Year Reserv. for Appropriations.	\$	556,355.85	
	3012	Prior Year P.O. Outstanding			\$ 556,355.85
		Purchase orders issued or cancelled in July			
9	3011	Current Year P.O. Outstanding	\$	2,343,388.59	
	3012	Prior Year P.O. Outstanding	\$	975,091.10	
	3021	Current Year Warrants Outstanding			\$ 3,318,479.69
		Checks issued in July			
10	3021	Current Year Warrants Outstanding	\$	3,287,201.65	
	1001	Cash			\$ 3,287,201.65
		Checks cleared Bank in July			

**Bank interest and fees**

11	1001	Cash			\$ 304.29
	3602	Bank Fees	\$	450.14	
	3602	Interest Income			\$ 145.85
		Interest and fees from GF checking account			
12	8000	Special Fund Cash			\$ 273.97
	8815	Bank Fees	\$	284.82	
	8815	Interest Income			\$ 10.85
		Interest and fees from SF checking account			

**Special funds**

13	8000	Special Fund Cash	\$	224,091.74	
	8815	Fines			\$ 31,255.21
	8820	Copy			\$ 11,900.21
	8805	Gift/Lost Books			\$ 4,853.98
	8810	Prepaid Fees			\$ 25.73
	8870				\$ 533.12
	8872				\$ 40,000.00
	8873				\$ 15,000.00
	8874				\$ 12,000.00
	8875				\$ 4,000.00
	8876				\$ 71,000.00
	8945				\$ 14,000.00
	8815	Credit card receipts			\$ 20,741.08
	8815	Credit card expenses	\$	1,217.59	
		Revenues of special funds received in July			

14	8000	Cash		\$	70,726.98
	8815		\$	60,525.15	
	8820	Copy	\$	1,104.66	
	8805	Gift/Lost Books	\$	389.04	
	8948		\$	7,708.13	
	8945		\$	1,000.00	

Expenditures of special funds in July

**Corrections, adjustments, and miscellaneous**

15	1001			\$	2,440.03
	3605		\$	170.14	
	1102		\$	2,269.89	

To correct for duplicate voided checks

16	3012		\$	1,112,651.71	
	3002				\$ 1,112,651.71
	3022		\$	308,296.06	
	3021				\$ 308,296.06

To move past year balances to current year

17	1001		\$	2,440.03	
	3605				\$ 2,440.03
	8870		\$	1,066.24	
	8815				\$ 1,066.24

Corrections to numbers 15 (already corrected) and 13 (entered backwards)

18	3605		\$	2,440.04	
	3021				\$ 2,440.04
	8815		\$	95.80	
	8000				\$ 95.80
	8815		\$	225.00	
	8005				\$ 225.00

Re-correct account 3605, record charges for new deposit slips, and change petty cash fund (lower)

Grand Total			\$	72,516,254.33	\$72,516,254.33
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General Fund F.Y. 13-14

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00001	City of Del City	Rent of Library Buildings	400.00	400.00
G-00002	City of Oklahoma City	Water & Garbage Services	255.58	255.58
G-00003	UNUM Life Insurance	Grp L-T Disab Ins Prm-Jul	6,744.62	6,744.62
G-00004	U.S. Postal Service	Postage	200.00	200.00
G-00005	Media Temple, Inc.	Automation Contractual	12.00	12.00
G-00006	INTEGRIS Corporate Assistance	Group Insurance	1,078.00	1,078.00
G-00007	AT&T	Telephone Services	1,210.35	1,210.35
G-00008	Metro Parking Garage	Parking	1,800.00	
		Parking	1,440.00	3,240.00
G-00009	Dowell Parking Center	Parking	312.00	312.00
G-00010	The State Chamber	Memberships	508.00	508.00
G-00011	Arts Council of Oklahoma City	Programming Activities	13,483.00	13,483.00
G-00012	SmithKor Investments LLC	Rent of Library Buildings	7,031.25	7,031.25
G-00013	Stephanie Anderson	Programming Activities	500.00	500.00
G-00014	Juggle Whatever	Programming Activities	150.00	150.00
G-00015	COTPA-Sheridan & Walker	Parking	1,245.00	
		Parking	2,658.35	3,903.35
G-00016	Savannah Mitchell	Programming Activities	100.00	100.00
G-00017	City of Oklahoma City	Water & Garbage Services	147.03	147.03
G-00018	Locke Supply Co.	Maintenance of Facilities	28.66	
		Maintenance of Facilities	25.56	
		Maintenance of Facilities	28.63	82.85
G-00019	City of Edmond	Electrical Services	3,853.13	3,853.13
G-00020	Blackbaud	Automation Contractual	5,250.00	5,250.00
G-00021	United Refrigeration, Inc.	Maintenance of Facilities	30.89	30.89
G-00022	Pacesetters Consulting Group	Professional Services	600.00	600.00
G-00023	Morningstar	Materials	135.00	135.00
G-00024	Debbie Langston	Programming Activities	70.00	70.00
G-00025	Apple-Eye Productions, LLC	Programming Activities	3,333.32	
		Programming Activities	1,666.68	5,000.00
G-00026	Samaritan Technologies	Automation Contractual	5,400.00	5,400.00
G-00027	R. R. Bowker, LLC	Materials	4,460.00	4,460.00
G-00028	Mergent Co., Inc.	Materials	15,003.00	15,003.00
G-00029	Sum Total Systems, Inc.	Professional Services	16,852.50	16,852.50
G-00030	James E. Nimmo	Parking & Transportation	50.00	50.00
G-00031	Adam Ledbetter	Programming Activities	200.00	200.00
G-00032	Baker & Taylor, Inc.	Materials	4,885.00	4,885.00
G-00033	Susan Pierce	Susan Pierce	1,350.00	1,350.00
G-00034	Angela Thornton	Other Commodities	70.26	70.26
G-00035	Steve's Wholesale Distributors	Maintenance of Facilities	82.21	82.21
G-00036	Newsbank	Materials	19,045.00	19,045.00
G-00037	Steve Crawford	Programming Activities	200.00	200.00
G-00038	City of Edmond	Water & Garbage Services	724.68	724.68
G-00039	Learning Express, LLC	Materials	9,945.00	9,945.00
G-00040	Cummins-Allison Corp	Mtc of Facilities-Jetscan	354.00	354.00
G-00041	Todd Olberding	Telephone Services	47.57	47.57
G-00042	Fiestas de Las Americas 2013	Programming Activities	235.00	235.00
G-00043	Oklahoma Historical Society	Periodicals/Subscriptions	40.00	40.00
G-00044	Walmart Community/GEMB	Programming Activities	38.96	38.96
G-00045	Yvonne Sharon McAndrew	Programming Activities	150.00	150.00
G-00046	Waste Connections of Oklahoma	Garbage Services	616.00	
		Garbage Services	54.00	670.00



General Fund F.Y. 13-14

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00047	Kiona Millirons	Programming Activities	325.00	325.00
G-00048	Personalized Prevention	Professional Services	707.00	707.00
G-00049	Donna Hilton	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-00050	Kid Shine, LLC	Programming Activities	199.00	199.00
G-00051	Kathy C. Brown	Programming Activities	43.75	43.75
G-00052	Bank of Oklahoma	Payroll Transmittal-Chks	37,790.79	
		Payroll Transmittal-Chks	13,617.37	
		Payroll Transmittal-Chks	110.00	51,518.16
G-00053	Bank of Oklahoma	Federal Withholding Tax	60,588.85	
		Federal Withholding Tax	5,367.00	65,955.85
G-00054	Oklahoma Tax Commission	State Withholding Tax	18,049.00	
		State Withholding Tax	1,297.00	19,346.00
G-00055	Mun. Employees Credit Union	Employee Cr Union Deducts	11,894.08	
		Employee Cr Union Deducts	87.50	11,981.58
G-00056	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	53.00	699.50
G-00057	Clerk, U.S. District	Employee Deductions	246.79	246.79
G-00058	Mutual Assurance	Employee Deductions	175.00	175.00
G-00059	Bank of America	Payroll Transmittal-DDep	312,135.67	
		Payroll Transmittal-DDep	61,169.29	
		Payroll Transmittal-DDep	880.00	374,184.96
G-00060	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00061	Nationwide Retirement Solution	Employee Deductions	5,637.32	5,637.32
G-00062	Transamerica Life Insurance Co	Employee Deductions	343.83	343.83
G-00063	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,019.15	4,019.15
G-00064	Bank of Oklahoma	Employee Flexplan Deposit	33,166.63	33,166.63
G-00065	Bank of Oklahoma	Employee Soc/Sec Deposits	32,064.20	
		Employee Soc/Sec Deposits	5,482.72	
		Employee Medicare Deposit	7,498.83	
		Employee Medicare Deposit	1,282.23	
		Employer Soc/Sec Deposits	37,547.18	
		Employer Medicare Deposit	8,781.27	92,656.43
G-00066	MassMutual Financial Group	Employee Contrib -- DC PI	20,305.28	
		Employer Contrib -- DC PI	36,412.64	56,717.92
G-00067	Love, Beal & Nixon, P.C.	Employee Deductions	67.18	67.18
G-00068	Pioneer Credit Recovery	Employee Deductions	158.93	158.93
G-00069	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-00070	Faber and Brand L.L.C.	Employee Deductions	276.30	276.30
G-00071	Administrative Services	Employee Deductions	1,511.24	1,511.24
G-00072	UNUM Life Insurance	Employee Deductions	1,305.30	
		Employee Deductions	37.30	1,342.60
G-00073	Mutual Assurance	Grp Life AD&D Ins Prm-JL	49,448.63	49,448.63
G-00074	Vision Service Plan of	Grp Vision Ins Prem-July	2,212.83	2,212.83
G-00075	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JL	169,029.21	169,029.21
G-00076	UNUM Life Insurance	Grp LTC Insurance Prm-JL	1,519.00	1,519.00
G-00077	O G & E	Electrical Services	117.06	
		Electrical Services	2,795.14	2,912.20
G-00078	Oklahoma Natural Gas Co.	Gas Services	44.04	44.04
G-00079	City of the Village	Water & Garbage Services	91.41	91.41
G-00080	The University of Oklahoma	Printing/Printing Supply	5,577.00	5,577.00
G-00081	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10



General Fund F.Y. 13-14

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00082	Kathryn Thurman	Programming Activities	75.00	75.00
G-00083	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00084	Independent Stationers	Supplies	9.19	
		Supplies	14.94	24.13
G-00085	Nancy Lytle	Parking & Transportation	108.38	108.38
G-00086	Scott's Printing & Copying	Printing/Printing Supply	271.33	271.33
G-00087	Hobby Lobby	Programming Activities	22.97	22.97
G-00088	Filtration Services Group, LLC	Maintenance of Facilities	78.96	78.96
G-00089	Ingram Library Service	Materials	49.55	49.55
G-00090	Larry G. Johnson	Parking & Transportation	108.38	108.38
G-00091	OverDrive, Inc.	Materials	7,864.85	7,864.85
G-00092	Victoria Dixon	Parking & Transportation	108.38	108.38
G-00093	Oklahoma City Zoo Educ. Dept.	Programming Activities	175.00	
		Programming Activities	100.00	275.00
G-00094	Evans Hardware	Maintenance of Facilities	9.58	
		Maintenance of Facilities	19.98	
		Maintenance of Facilities	14.37	43.93
G-00095	Batteries Sooner LLC	Maintenance of Facilities	202.05	202.05
G-00096	David Farris	Programming Activities	100.00	100.00
G-00097	Joy E. Cavett	Programming Activities	150.00	150.00
G-00098	Amazon/GE Money Bank	Supplies	35.99	
		Supplies	32.77	68.76
G-00099	Carolyn K McCurry	Programming Activities	55.00	55.00
G-00100	Rose Rock Development Inc	Maintenance of Facilities	950.00	950.00
G-00101	Cheryl Pernell	Parking & Transportation	108.38	108.38
G-00102	Walmart Community/GEMB	Programming Activities	91.40	
		Safety Supplies & Equip	63.52	154.92
G-00103	Megan Cox	Programming Activities	80.00	80.00
G-00104	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	95.84	95.84
G-00105	Donna Morris	Transportation	450.00	450.00
G-00106	Engineered Equipment Inc.	Maintenance of Facilities	267.92	267.92
G-00107	Ryan McKinley	Programming Activities	200.00	200.00
G-00108	Kelly D Smith	Programming Activities	60.00	60.00
G-00109	John Utley	Telephone Services	35.00	35.00
G-00110	Museum of Osteology	Programming Activities	625.00	
		Programming Activities	225.00	850.00
G-00111	Panacean Systems	Professional Services	7,050.94	7,050.94
G-00112	Oklahoma City Improv Found	Programming Activities	200.00	200.00
G-00113	City of Oklahoma City Public	Capital Projects	290,000.00	290,000.00
G-00114	Securitas Security USA, Inc.	Security Services	4,080.22	
		Security Services	631.56	4,711.78
G-00115	Juggle Whatever	Programming Activities	300.00	300.00
G-00116	H I S Paints	Maintenance of Facilities	34.40	34.40
G-00117	Sheldon Beach	Parking & Transportation	108.38	108.38
G-00118	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-00119	Savannah Mitchell	Programming Activities	200.00	200.00
G-00120	Donna Hilton	Programming Activities	100.00	100.00
G-00121	City of Oklahoma City	Water & Garbage Services	548.79	548.79
G-00122	United Refrigeration, Inc.	Maintenance of Facilities	325.51	325.51
G-00123	Linda Hyams	Travel Expense	308.46	308.46
G-00124	MPLC	Programming Activities	223.74	223.74
G-00125	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	260.60	260.60



General Fund F.Y. 13-14

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00126	Metro Parking Garage	Parking & Transportation	53.00	53.00
G-00127	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	225.00	360.00
G-00128	Michael Corley	Programming Activities	239.00	239.00
G-00129	Rainbow Resource Center, Inc	Books & Materials	301.50	
		Books & Materials	212.00	
		Books & Materials	106.00	619.50
G-00130	Bank of Oklahoma	Group Insurance	100.00	100.00
G-00131	Chase Card Services	Memberships	330.00	
		Supplies	46.92	
		Equipment	3,999.99	
		Travel	546.60	
		Other Library Related Svc	110.93	
		Automation Contractual	12.00	5,046.44
G-00132	Amazon/GE Money Bank	Programming	22.81	22.81
G-00133	Alice Murphy	Supplies	32.50	32.50
G-00134	Walmart Community/GEMB	Supplies	14.79	
		Equipment	147.79	162.58
G-00135	HPL Ventures LLC	Maintenance of Facilities	4,500.00	4,500.00
G-00136	Metropolitan Library System	Supplies	9.74	
		Programming Activities	70.58	80.32
G-00137	Bradford Industrial Supply	Maintenance of Facilities	584.00	
		Maintenance of Facilities	155.93	739.93
G-00138	O G & E	Electrical Services	2,312.62	
		Electrical Services	12,401.33	
		Electrical Services	3,751.49	
		Electrical Services	3,860.17	
		Electrical Services	2,191.97	24,517.58
G-00139	Oklahoma Natural Gas Co.	Gas Services	84.05	
		Gas Services	86.39	
		Gas Services	86.97	
		Gas Services	93.40	
		Gas Services	38.50	389.31
G-00140	City of Bethany	Water & Garbage Services	131.69	131.69
G-00141	City of Oklahoma City	Water & Garbage Services	57.58	57.58
G-00142	Locke Supply Co.	Maintenance of Facilities	31.59	31.59
G-00143	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00144	Gaylord Bros.	Supplies	28.53	28.53
G-00145	AT&T	Telephone Services	659.96	
		Telephone Services	809.91	
		Telephone Services	707.50	2,177.37
G-00146	Oklahoma Library Association	Professional Services	150.00	
		Memberships	1,350.00	1,500.00
G-00147	Baker & Taylor Books	Materials	7,946.92	7,946.92
G-00148	Standard & Poor's	Materials	487.50	487.50
G-00149	Del City Chamber of Commerce	Memberships	145.00	145.00
G-00150	Full Circle Bookstore	Programming Activities	1,129.14	1,129.14
G-00151	Amigos Library Services	Network Catalog Services	3,500.00	3,500.00
G-00152	Jonathan Willis	Telephone Services	35.00	35.00
G-00153	Filtration Services Group, LLC	Maintenance of Facilities	78.00	78.00
G-00154	OverDrive, Inc.	Materials	3,506.55	3,506.55
G-00155	Building Specialties	Maintenance of Facilities	190.08	190.08



General Fund F.Y. 13-14

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00156	Metro Parking Garage	Parking & Transportation	49.30	49.30
G-00157	Ingram Library Service	Materials	176.61	176.61
G-00158	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-00159	Debbie Robertus	Transportation	18.19	18.19
G-00160	Michael Corley	Programming Activities	230.00	230.00
G-00161	HR Specialist: Employment	Periodicals/Subscriptions	199.00	199.00
G-00162	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	350.00
G-00163	MAC Systems, Inc.	Maintenance of Facilities	298.00	298.00
G-00164	Novalco, Inc	Maintenance of Facilities	20.00	20.00
G-00165	Andrea Emmons	Programming Activities	16.12	16.12
G-00166	Amazon/GE Money Bank	Programming	98.43	98.43
G-00167	Lori Piccolo	Transportation	16.16	16.16
G-00168	United Parcel Service	Postage	7.47	
		Postage	506.83	514.30
G-00169	John Wood	Telephone Services	50.00	50.00
G-00170	Alice Murphy	Supplies	65.00	65.00
G-00171	Walmart Community/GEMB	Supplies	30.70	
		Equipment	119.64	
		Programming Activities	49.95	200.29
G-00172	Preston Bell	Parking & Transportation	50.00	50.00
G-00173	Oklahoma Heritage Association	Materials	172.81	172.81
G-00174	Randall D Vaughn	Maintenance of Facilities	1,800.00	1,800.00
G-00175	Scott Delsigne	Programmin Activities	125.00	125.00
G-00176	Tim Spindle	Memberships	90.00	90.00
G-00177	Cox Communications, Inc.	Telephone Services	12.58	12.58
G-00178	Baker & Taylor Books	Materials	888.08	888.08
G-00179	Baker & Taylor Books	Materials	1,652.87	1,652.87
G-00180	Clarissa Sharp	Programming Activities	100.00	100.00
G-00181	Rush Truck Center	Maintenance of Facilities	50.45	50.45
G-00182	Poetry	Periodicals/Subscriptions	26.00	26.00
G-00183	Kiona Millirons	Programming Activities	550.00	
		Programming Activities	100.00	
		Programming Activities	100.00	
		Programming Activities	125.00	875.00
G-00184	Personalized Prevention	Professional Services	707.00	707.00
G-00185	H I S Paints	Maintenance of Facilities	29.55	29.55
G-00186	Baker & Taylor Entertainment	Materials	165.42	165.42
G-00187	Savannah Mitchell	Programming Activities	100.00	100.00
G-00188	Comfort Inn @ Founders Towers	Programming Activities	402.00	402.00
G-00189	Shoplet	Supplies	28.95	28.95
G-00190	Oklahoma Natural Gas Co.	Gas Services	84.05	84.05
G-00191	City of Oklahoma City	Water & Garbage Services	1,037.28	1,037.28
G-00192	The University of Oklahoma	Printing/Printing Supply	15.00	15.00
G-00193	AT&T	Telephone Services	135.14	135.14
G-00194	Bill Warren Office Products	Supplies	34.25	34.25
G-00195	American Library Association	Memberships	250.00	250.00
G-00196	Upstart	Programming	70.70	70.70
G-00197	United Refrigeration, Inc.	Maintenance of Facilities	18.98	
		Maintenance of Facilities	9.21	28.19
G-00198	Scott's Printing & Copying	Printing/Printing Supply	237.57	237.57
G-00199	Dana Morrow	Other Commodities	66.37	66.37



General Fund F.Y. 13-14

**Warrant Register**

July 2013

Number	Vendor/Payee	Purpose		Amount
G-00200	Metro Parking Garage	Parking & Transportation	41.00	
		Parking & Transportaion	20.50	
		Parking & Transportation	20.50	82.00
G-00201	Oklahoma Building Services, Inc	Maintenance of Facilities	250.00	250.00
G-00202	Evans Hardware	Maintenance of Facilities	17.28	17.28
G-00203	Batteries Sooner LLC	Maintenance of Facilities	53.73	
		Maintenance of Facilities	63.00	116.73
G-00204	MAC Systems, Inc.	Maintenance of Facilities	108.00	108.00
G-00205	Oklahoma City Orchestra League	Programming Activities	100.00	100.00
G-00206	Irrigation Station, LLP	Maintenance of Facilities	16.96	16.96
G-00207	Accu Cut	Programming	64.00	64.00
G-00208	Garcia Tire Service, Inc.	Maintenance of Facilities	182.87	182.87
G-00209	Star Lighting	Maintenance of Facilities	157.82	
		Maintenance of Facilities	225.20	383.02
G-00210	Midwest City Municipal Auth	Professional Services	432.18	432.18
G-00211	Kelley Hoffman	Transporation	17.71	17.71
G-00212	AT&T	Telephone Services	118.80	118.80
G-00213	Bank of Oklahoma	Payroll Transmittal-Chks	33,703.29	
		Payroll Transmittal-Chks	14,874.17	48,577.46
G-00214	Bank of Oklahoma	Federal Withholding Tax	60,703.85	
		Federal Withholding Tax	5,786.00	66,489.85
G-00215	Oklahoma Tax Commission	State Withholding Tax	18,309.00	
		State Withholding Tax	1,400.00	19,709.00
G-00216	Mun. Employees Credit Union	Employee Cr Union Deducts	11,947.19	
		Employee Cr Union Deducts	87.50	12,034.69
G-00217	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	53.00	699.50
G-00218	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-00219	Bank of America	Payroll Transmittal-DDep	322,325.31	
		Payroll Transmittal-DDep	61,605.44	383,930.75
G-00220	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00221	Nationwide Retirement Solution	Employee Deductions	5,687.32	5,687.32
G-00222	Transamerica Life Insurance Co	Employee Deductions	343.83	343.83
G-00223	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,002.37	4,002.37
G-00224	Bank of Oklahoma	Employee Flexplan Deposit	13,185.23	13,185.23
G-00225	Bank of Oklahoma	Employee Soc/Sec Deposits	32,247.46	
		Employee Soc/Sec Deposits	5,626.40	
		Employee Medicare Deposit	7,541.65	
		Employee Medicare Deposit	1,315.85	
		Employer Soc/Sec Deposits	37,873.87	
		Employer Medicare Deposit	8,857.70	93,462.93
G-00226	MassMutual Financial Group	Employee Contrib -- DC PI	19,503.65	
		Employer Contrib -- DC PI	35,099.32	54,602.97
G-00227	Pioneer Credit Recovery	Employee Deductions	155.56	155.56
G-00228	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-00229	Faber and Brand L.L.C.	Employee Deductions	270.43	270.43
G-00230	Administrative Services	Employee Deductions	1,511.24	1,511.24
G-00231	Metropolitan Library System	Professional Services	76.00	
		Postage	82.76	
		Supplies	85.04	
		Programming Activities	124.35	
		Programming Activities	50.09	418.24



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Number	Vendor/Payee	Purpose		Amount
G-00232	City of Del City	Rent of Library Buildings	400.00	400.00
G-00233	O G & E	Electrical Services	1,795.71	
		Electrical Services	1,855.13	
		Electrical Services	656.44	
		Electrical Services	241.95	4,549.23
G-00234	Oklahoma Natural Gas Co.	Gas Services	35.80	
		Gas Services	20.30	
		Gas Services	48.44	
		Gas Services	96.15	
		Gas Services	105.12	305.81
G-00235	City of Oklahoma City	Water & Garbage Services	35.67	
		Water & Garbage Services	142.56	
		Water & Garbage Services	45.96	224.19
G-00236	Gaylord Bros.	Supplies	34.18	34.18
G-00237	Oriental Trading Company	Programming	72.18	72.18
G-00238	City of Warr Acres	Water & Garbage Services	53.20	53.20
G-00239	Standard Printing Co., Inc.	Supplies	868.50	868.50
G-00240	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00241	American Library Association	Memberships	169.00	169.00
G-00242	Upstart	Supplies	106.26	106.26
G-00243	Independent Stationers	Supplies	134.52	134.52
G-00244	Full Circle Bookstore	Programming Activities	167.40	167.40
G-00245	Karen L.Litteral	Transportation	12.43	12.43
G-00246	Walker Companies	Supplies	25.25	25.25
G-00247	Lakeshore Learning Materials	Programming	42.29	42.29
G-00248	Metro Parking Garage	Parking	1,890.00	
		Parking	1,440.00	3,330.00
G-00249	Critter Tales, Inc.	Programming Activities	150.00	150.00
G-00250	Oklahoma Building Services, Inc	Janitorial Services	25,688.98	
		Janitorial Services	3,606.15	
		Janitorial Services	3,411.67	
		Pest Control Services	1,015.00	
		Pest Control Service	450.00	
		Pest Control Services	260.00	34,431.80
G-00251	Jerry's Contracting	Maintenance of Facilities	900.00	900.00
G-00252	Oklahoma Museum Network	Programming Activities	875.00	875.00
G-00253	Pleasant Pools	Maintenance of Facilities	528.00	528.00
G-00254	Dowell Parking Center	Parking	312.00	312.00
G-00255	United Parcel Service	Postage	558.93	558.93
G-00256	Office Depot Credit Plan	Supplies	18.58	
		Supplies	34.94	53.52
G-00257	Rose Rock Development Inc	Lawn Service	2,045.00	
		Lawn Service	1,485.00	3,530.00
G-00258	Arts Council of Oklahoma City	Memberships	100.00	100.00
G-00259	Walmart Community/GEMB	Programming Activities	35.43	
		Library-related Services	149.14	
		Programming Activities	34.80	
		Programming Activities	10.14	229.51
G-00260	John L. Hilbert	Programming Activities	207.52	207.52
G-00261	Thomas P. Gallagher	Transportation	25.00	25.00
G-00262	SmithKor Investments LLC	Rent of Library Buildings	7,031.25	7,031.25
G-00263	Cory E Punto	Programming Activities	375.00	375.00



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Number	Vendor/Payee	Purpose		Amount
G-00264	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-00265	Securitas Security USA, Inc.	Security Services	7,707.54	
		Security Services	1,258.97	
		Security Services	7,674.30	
		Security Services	1,238.19	17,879.00
G-00266	Juggle Whatever	Programming Activities	100.00	100.00
G-00267	Maria Watkins	Transportation	16.95	16.95
G-00268	Mascots, Etc.	Programming Activities	250.00	250.00
G-00269	Sabre Technologies	Supplies	24.00	24.00
G-00270	COTPA-Sheridan & Walker	Parking	2,372.20	
		Parking	1,245.00	3,617.20
G-00271	Kathy C. Brown	Programming Activities	43.75	43.75
G-00272	Grainger	Maintenance of Facilities	117.00	117.00
G-00273	O G & E	Electrical Services	2,322.76	2,322.76
G-00274	City of Oklahoma City	Water & Garbage Services	263.75	263.75
G-00275	Brodart Co.	Supplies	1,214.64	1,214.64
G-00276	Demco	Supplies	64.38	64.38
G-00277	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00278	Gale/ Cengage Learning, Inc.	Materials	11,690.58	11,690.58
G-00279	Edmond Chamber of Commerce	Memberships	360.00	360.00
G-00280	United Refrigeration, Inc.	Maintenance of Facilities	66.36	66.36
G-00281	LexisNexis Matthew Bender	Materials	2,425.25	2,425.25
G-00282	Independent Stationers	Supplies	106.36	106.36
G-00283	Random House, Inc	Materials	720.00	720.00
G-00284	OCLC, Inc.	Materials	1,268.00	1,268.00
G-00285	Ingram Library Service	Materials	1,927.20	1,927.20
G-00286	OverDrive, Inc.	Materials	12,112.89	12,112.89
G-00287	Matthew Cotter	Telephone Services	35.00	35.00
G-00288	Ingram Library Service	Materials	952.67	952.67
G-00289	Grey House Publishing	Materials	915.00	915.00
G-00290	Evans Hardware	Maintenance of Facilities	23.13	23.13
G-00291	Scholastic Library	Materials	217.50	217.50
G-00292	Smith Farm & Garden	Maintenance of Facilities	29.68	29.68
G-00293	Westlake Hardware	Maintenance of Facilities	11.50	11.50
G-00294	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	573.87	573.87
G-00295	Rainbow Resource Center, Inc	Books & Materials	105.00	105.00
G-00296	Kellie Delaney	Memberships	90.00	90.00
G-00297	Baker & Taylor Entertainment	Materials	3,041.45	3,041.45
G-00298	Garcia Tire Service, Inc.	Maintenance of Facilities	548.61	
		Maintenance of Facilities	731.48	1,280.09
G-00299	Walmart Community/GEMB	Materials	160.00	160.00
G-00300	Baker & Taylor Books	Materials	4,467.25	4,467.25
G-00301	Baker & Taylor Books	Materials	5,415.29	5,415.29
G-00302	Baker & Taylor Books	Materials	1,748.18	1,748.18
G-00303	Meaghan Hunt Wilson	Programming Activities	94.18	94.18
G-00304	Baker & Taylor Entertainment	Materials	95.04	95.04
G-00305	R. Justin Herwig	Transportation	59.72	59.72

Total of FY 13-14 Warrants Issued \$ 2,343,388.59



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Number	Vendor/Payee	Purpose	Amount
G-05956	Metropolitan Library System	Professional Services	19.00
		Supplies	21.49
		Programming Activities	173.66
		Programming Activities	11.73
		Other Commodities	14.76
			240.64
G-05957	O G & E	Electric Services	342.74
		Electrical Services	2,842.66
			3,185.40
G-05958	Oklahoma Natural Gas Co.	Gas Services	124.89
		Gas Services	167.44
			292.33
G-05959	Locke Supply Co.	Maintenance of Facilities	84.01
G-05960	Demco	Supplies	295.77
		Supplies	168.20
		Supplies	118.92
			582.89
G-05961	Gaylord Bros.	Supplies	69.11
			69.11
G-05962	Gale/ Cengage Learning, Inc.	Materials	9,393.10
			9,393.10
G-05963	Weston Woods Accts Receivable	Materials	239.80
			239.80
G-05964	Baker & Taylor Books	Materials	268.17
G-05965	Susie Beasley	Transportation	54.64
		Supplies	146.22
		Programming Activities	298.63
		Programming Activities	150.18
			649.67
G-05966	United Refrigeration, Inc.	Maintenance of Facilities	149.77
			149.77
G-05967	Arphax Publishing Co	Materials	165.26
			165.26
G-05968	Thorndike/Gale Group	Materials	6,666.59
			6,666.59
G-05969	DVA, Inc	Materials	262.00
			262.00
G-05970	Independent Stationers	Supplies	47.40
			47.40
G-05971	Library Video Co.	Materials	189.60
			189.60
G-05972	Criss-Cross Numerical Direct.	Materials	9,391.93
			9,391.93
G-05973	Janet Brooks	Parking & Transportation	26.89
			26.89
G-05974	Random House, Inc	Materials	2,947.50
			2,947.50
G-05975	Ingram Library Service	Materials	5,560.15
			5,560.15
G-05976	Audio Editions	Materials	703.80
			703.80
G-05977	OverDrive, Inc.	Materials	12,393.93
			12,393.93
G-05978	Injoy Videos	Materials	14,774.01
			14,774.01
G-05979	Findaway World, LLC	Materials	377.93
			377.93
G-05980	Chickasaw Telecom, Inc.	Automation Contractual	770.50
			770.50
G-05981	Capstone	Materials	1,429.10
			1,429.10
G-05982	AV Cafe Inc	Materials	536.99
			536.99
G-05983	Ingram Library Service	Materials	313.19
			313.19
G-05984	Home Depot Credit Services	Maintenance of Facilities	29.97
			29.97
G-05985	Batteries Sooner LLC	Maintenance of Facilities	10.99
		Maintenance of Facilities	274.06
			285.05
G-05986	Amazon/GE Money Bank	Supplies	345.70
		Automation	20.05
		Supplies	241.46
		Supplies	79.27
		Supplies	11.67
		Supplies	419.59
			1,117.74
G-05987	Lori Piccolo	Other Commodities	65.00
			65.00
G-05988	City of Choctaw	Water & Garbage Services	102.39
			102.39
G-05989	World Book School & Library	Materials	6,838.00
			6,838.00
G-05990	Office Depot Credit Plan	Supplies	50.68
			50.68



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Number	Vendor/Payee	Purpose		Amount
G-05991	Alice Murphy	Supplies	19.50	19.50
G-05992	Baker & Taylor Books	Materials	2,844.21	2,844.21
G-05993	Baker & Taylor Entertainment	Materials	845.46	
		Materials	5,590.70	6,436.16
G-05994	The Meadows	Other Library Related Svc	43.12	
		Automation Contractual	43.12	86.24
G-05995	The Great Courses	Materials	1,469.15	1,469.15
G-05996	Pete Roberson	Transportation	45.93	45.93
G-05997	Third World Newsreel	Materials	590.00	590.00
G-05998	United States Holocaust	Materials	334.27	334.27
G-05999	Cambridge University Press	Materials	5,845.00	5,845.00
G-06000	Edie Daniel	Supplies	121.66	121.66
G-06001	Kelley Hoffman	Transportation	39.24	39.24
G-06002	Faith Centered Resources	Materials	979.31	979.31
G-06003	Baker & Taylor Books	Materials	1,262.56	
		Materials	777.54	
		Materials	1,246.90	
		Materials	1,739.01	
		Materials	2,667.02	
		Materials	5,590.50	
		Materials	7,877.20	
		Materials	5,411.52	
		Materials	3,950.40	
		Materials	2,121.01	
		Materials	6,668.04	
		Materials	5,743.89	
		Materials	3,394.78	48,450.37
G-06004	Baker & Taylor Books	Materials	1,229.47	
		Materials	4,230.44	
		Materials	4,604.02	
		Materials	7,169.71	
		Materials	1,409.33	18,642.97
G-06005	Baker & Taylor Books	Materials	1,412.97	1,412.97
G-06006	Baker & Taylor Entertainment	Materials	2,539.99	2,539.99
G-06007	Knoll, Inc.	Furniture	1,489.58	1,489.58
G-06008	Shoplet	Supplies	61.72	61.72
G-06009	Metropolitan Library System	Automation Contractual	8.98	
		Supplies	75.02	
		Programming Activities	7.03	
		Other Commodities	50.96	
		Professional Services	76.00	
		Supplies	30.25	
		Programming Activities	34.66	282.90
G-06010	O G & E	Electrical Services	2,095.79	2,095.79
G-06011	Oklahoma Natural Gas Co.	Gas Services	35.10	
		Gas Services	83.23	118.33
G-06012	City of Oklahoma City	Water & Garbage Services	21.75	21.75
G-06013	Demco	Programming	106.97	
		Supplies	4,575.00	4,681.97
G-06014	Gaylord Bros.	Supplies	344.92	344.92
G-06015	The University of Oklahoma	Printing/Printing Supply	100.00	100.00
G-06016	Standard Printing Co., Inc.	Supplies	868.50	868.50



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Number	Vendor/Payee	Purpose		Amount
G-06017	Weston Woods Accts Receivable	Materials	1,617.90	1,617.90
G-06018	Donna Morris	Travel Expenses	372.96	372.96
G-06019	Karen Marriott	Travel Expenses	312.00	312.00
G-06020	ABDO Publishing Company	Materials	1,454.78	1,454.78
G-06021	American Express	Automation Contractual	149.00	
		Supplies	41.10	
		Supplies	149.97	
		Programming	159.56	
		Programming	68.06	567.69
G-06022	Cheryl Mann	Transportation	5.09	5.09
G-06023	Charles S. Isaacs	Transportation	48.03	48.03
G-06024	Upstart	Programming	165.37	165.37
G-06025	Recorded Books, LLC	Materials	6,008.10	6,008.10
G-06026	Johnstone Supply	Maintenance of Facilities	36.29	36.29
G-06027	Discovery Education	Materials	194.45	194.45
G-06028	Thorndike/Gale Group	Materials	2,694.18	
		Materials	466.84	3,161.02
G-06029	Anne G. Fischer	Transportation	62.15	62.15
G-06030	Jonathan Willis	Transportation	68.70	68.70
G-06031	Diane Sarantakos	Travel Expenses	271.10	
		Transportation	66.36	337.46
G-06032	Blackstone Audio Books	Materials	152.00	152.00
G-06033	Random House, Inc	Materials	135.00	135.00
G-06034	A T & T Mobility	Telephone Services	95.89	95.89
G-06035	Brilliance Corporation	Materials	509.73	509.73
G-06036	Ingram Library Service	Materials	2,975.25	2,975.25
G-06037	Phyllis Davidson	Transportation	23.64	23.64
G-06038	Dana Morrow	Transportation	95.60	95.60
G-06039	James E. Nimmo	Parking & Transportation	100.00	100.00
G-06040	Audio Editions	Materials	1,044.30	1,044.30
G-06041	OverDrive, Inc.	Materials	7,590.27	7,590.27
G-06042	Findaway World, LLC	Materials	22,066.84	22,066.84
G-06043	Fuelman	Gasoline & Oil	3,127.81	
		Vehicle Parts & Repairs	47.00	3,174.81
G-06044	Positive Promotions	Programming	284.45	284.45
G-06045	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-06046	Matthew Cotter	Transportation	12.94	12.94
G-06047	Ingram Library Service	Materials	2,944.98	2,944.98
G-06048	Town of Luther	Water & Garbage Services	49.81	49.81
G-06049	Kay L. Bauman	Travel Expenses	276.50	276.50
G-06050	Landon Holman	Transportation	67.24	67.24
G-06051	Anita Roesler	Transportation	219.95	219.95
G-06052	The Library Store, Inc.	Supplies	130.64	130.64
G-06053	Angela Thornton	Transportation	88.58	88.58
G-06054	CDW Government, Inc.	Automation	5,593.30	
		Automation	5,593.30	
		Automation	5,033.97	
		Automation	3,915.31	
		Automation	3,953.00	
		Automation	1,796.78	25,885.66
G-06055	Displays 2 Go	Supplies	227.57	227.57
G-06056	Southwest Paper - OKC	Maintenance Supplies	4,167.00	4,167.00



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Number	Vendor/Payee	Purpose		Amount
G-06057	Ruby Soutiere	Transportation	5.93	5.93
G-06058	Kelley Riha	Transportation	398.83	398.83
G-06059	Kevin Colwell	Transportation	20.34	20.34
G-06060	Amazon/GE Money Bank	Supplies	261.03	
		Supplies	176.79	
		Programming	18.98	
		Supplies	129.99	
		Programming	195.96	782.75
G-06061	United Parcel Service	Postage	370.89	370.89
G-06062	Andrew N. Soliven	Transportation	30.91	30.91
G-06063	Devin McGhee	Other Commodities	72.98	72.98
G-06064	Baker & Taylor Books	Materials	2,193.35	2,193.35
G-06065	Baker & Taylor Entertainment	Materials	2,217.44	2,217.44
G-06066	Walmart Community/GEMB	Other Commodities	42.44	42.44
G-06067	John L. Hilbert	Programming Activities	225.63	225.63
G-06068	Pamela Buchanan	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-06069	Aaron Bluitt	Transportation	55.65	55.65
G-06070	SLRS, Inc.	Programming Activities	152.00	152.00
G-06071	2M Solutions, Inc	Equipment	3,884.41	3,884.41
G-06072	String Figure Store	Materials	443.45	443.45
G-06073	Baker & Taylor Books	Materials	1,184.06	
		Materials	2,305.64	
		Materials	10,262.15	
		Materials	5,974.68	
		Materials	1,596.77	21,323.30
G-06074	Baker & Taylor Books	Materials	1,005.72	
		Materials	4,297.70	5,303.42
G-06075	Baker & Taylor Books	Materials	2,293.28	2,293.28
G-06076	Rush Truck Center	Maintenance of Facilities	81.00	81.00
G-06077	Erika Sterling	Maintenance of Facilities	135.50	135.50
G-06078	Stacy Schrank	Travel Expenses	374.50	374.50
G-06079	Personalized Prevention	Professional Services	707.00	707.00
G-06080	Denise D. Ryan	Transportation	254.24	254.24
G-06081	Baker & Taylor Entertainment	Materials	223.36	223.36
G-06082	Mackin	Materials	59.80	59.80
G-06083	R. Justin Herwig	Transportation	93.00	93.00
G-06084	Chris Kennedy	Transportation	7.35	
		Other Commodities	155.00	
		Other Commodities	15.00	177.35
G-06085	Jennifer I. Jones	Transportation	44.07	44.07
G-06086	Knoll, Inc.	Furniture	1,494.44	1,494.44
G-06087	Shoplet	Supplies	46.49	
		Supplies	80.29	
		Supplies	227.60	354.38
G-06088	Kimberly A Terry	Travel Expenses	488.43	488.43
G-06089	City of Midwest City, Inc.	Water & Garbage Services	906.19	906.19
G-06090	O G & E	Electrical Services	7,466.25	
		Electrical Services	3,638.29	11,104.54
G-06091	City of Oklahoma City	Water & Garbage Services	174.50	
		Water & Garbage Services	930.65	
		Water & Garbage Services	600.90	1,706.05



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Number	Vendor/Payee	Purpose		Amount
G-06092	Brodart Co.	Supplies	1,001.00	
		Supplies	1,449.25	
		Programming	217.60	2,667.85
G-06093	Gaylord Bros.	Supplies	118.12	118.12
G-06094	Weston Woods Accts Receivable	Materials	149.75	149.75
G-06095	Susan Ryan	Transportation	8.49	8.49
G-06096	Charles S. Isaacs	Telephone Services	35.00	35.00
G-06097	Upstart	Programming	112.46	112.46
G-06098	Recorded Books, LLC	Materials	9,980.54	9,980.54
G-06099	Scott Rice Co. - OKC	Maintenance of Facilities	920.00	920.00
G-06100	Thorndike/Gale Group	Materials	12,881.50	12,881.50
G-06101	Anne G. Fischer	Travel Expenses	625.08	
		Travel Expenses	264.70	889.78
G-06102	Library Video Co.	Materials	2,147.05	2,147.05
G-06103	Liberty Flags Inc.	Supplies	110.30	110.30
G-06104	Blackstone Audio Books	Materials	2,207.38	2,207.38
G-06105	Random House, Inc	Materials	540.00	540.00
G-06106	Scott's Printing & Copying	Printing/Printing Supply	734.50	734.50
G-06107	Brilliance Corporation	Materials	794.69	794.69
G-06108	Ingram Library Service	Materials	3,863.96	3,863.96
G-06109	Audio Editions	Materials	3,232.10	3,232.10
G-06110	Findaway World, LLC	Materials	8,401.44	8,401.44
G-06111	Capstone	Materials	2,303.42	2,303.42
G-06112	AV Cafe Inc	Materials	90.86	90.86
G-06113	Ingram Library Service	Materials	375.34	375.34
G-06114	Women Make Movies	Materials	2,223.00	2,223.00
G-06115	Jana Hausburg	Transportation	11.41	11.41
G-06116	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-06117	Cox Media Oklahoma City	Library-related Services	9,240.00	9,240.00
G-06118	Dell Marketing L.P.	Automation	2,550.96	2,550.96
G-06119	Southwest Paper - OKC	Supplies	2,592.00	2,592.00
G-06120	Southwest Compressor, Inc.	Maintenance of Facilities	3,639.37	3,639.37
G-06121	Hewlett-Packard Co.	Automation	1,452.00	
		Automation	3,267.00	
		Automation	3,267.00	
		Automation	2,178.00	
		Automation	50,512.30	60,676.30
G-06122	AudioGo	Materials	280.00	280.00
G-06123	Novalco, Inc	Maintenance of Facilities	505.00	505.00
G-06124	City of Harrah	Water & Garbage Services	60.61	60.61
G-06125	Amazon/GE Money Bank	Programming	209.68	
		Programming	127.92	
		Programming	138.01	
		Supplies	355.65	
		Programming	24.30	
		Programming	17.84	
		Supplies	9.15	882.55
G-06126	First Advantage	Professional Services	36.00	36.00
G-06127	Crowe & Dunlevy	Professional Services	1,062.00	1,062.00
G-06128	Oklahoma Press Service	Library-related Services	158.30	158.30
G-06129	Rose Rock Development Inc	Maintenance of Facilities	287.50	287.50
G-06130	Baker & Taylor Books	Materials	2,899.19	2,899.19



General Fund F.Y. 12-13

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-06131	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	2,764.00	4,587.95
G-06132	KFOR-TV	Library-related Services	5,000.00	5,000.00
G-06133	Baker & Taylor Entertainment	Materials	2,016.25	
		Materials	5,642.81	7,659.06
G-06134	Walmart Community/GEMB	Supplies	19.88	
		Programming Activities	5.36	25.24
G-06135	Allied Waste Services #060	Garbage Service	253.60	253.60
G-06136	The Great Courses	Materials	89.00	89.00
G-06137	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-06138	Kevin Sendall	Transportation	100.17	100.17
G-06139	John Utley	Transportation	15.82	15.82
G-06140	Melissa Weathers	Transportation	14.06	14.06
G-06141	United States Holocaust	Materials	991.82	991.82
G-06142	Pinnacle Business Systems, Inc	Automation	5,143.40	
		Automation	15,512.00	20,655.40
G-06143	Moorlane Sutton Supply Inc	Maintenance of Facilities	18.00	18.00
G-06144	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-06145	Cox Communications, Inc.	Telephone Services	566.75	566.75
G-06146	Target Bank	Other Commodities	234.00	234.00
G-06147	Securitas Security USA, Inc.	Security Services	6,756.04	
		Security Services	1,790.81	
		Security Services	7,067.67	
		Security Services	1,857.29	
		Security Services	2,297.72	
		Security Services	660.65	20,430.18
G-06148	Baker & Taylor Books	Materials	1,572.49	
		Materials	3,147.87	
		Materials	1,210.08	
		Materials	2,310.62	
		Materials	6,312.44	
		Materials	8,593.72	
		Materials	5,405.46	
		Materials	5,621.51	
		Materials	4,221.80	
		Materials	2,123.67	
		Materials	2,650.36	43,170.02
G-06149	Baker & Taylor Books	Materials	1,008.52	
		Materials	2,728.93	
		Materials	5,061.29	
		Materials	636.06	9,434.80
G-06150	Lloyd Lovely	Transportation	90.40	90.40
G-06151	Veolia Energy Oklahoma City,	Veolia Energy Services	23,993.28	23,993.28
G-06152	Star Bright Books, Inc.	Programming	691.61	691.61
G-06153	Global Industrial Equipment	Capital Projects	5,194.47	
		Supplies	201.95	5,396.42
G-06154	Baker & Taylor Entertainment	Materials	669.98	669.98
G-06155	Mary J. Sholly	Transportation	52.32	52.32
G-06156	Comfort Inn @ Founders Towers	Programming	276.00	276.00
G-06157	Shopleet	Supplies	49.44	49.44
G-06158	Southwestern Stationers, Inc.	Supplies	389.20	389.20
G-06159	Anne G. Fischer	Telephone Services	50.00	50.00

General Fund F.Y. 12-13

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-06160	ERG International	Furniture	8,674.22	
		Furniture	1,149.25	9,823.47
G-06161	Copelin's Office Center	Supplies	751.20	751.20
G-06162	Jimmy Welch	Telephone Services	50.00	50.00
G-06163	Hewlett-Packard Co.	Automation	30,349.93	
		Automation	27,412.84	57,762.77
G-06164	Chase Card Services	Travel Expenses	926.54	
		Travel Expenses	348.03	
		Travel Expenses	884.64	
		Travel Expenses	694.91	
		Travel Expenses	694.91	
		Travel Expenses	348.04	
		Travel Expenses	926.54	
		Travel Expenses	973.12	
		Travel Expenses	221.16	
		Automation Contractual	24.00	
		Professional Services	479.20	
		Telephone Services	94.98	
		Supplies	161.64	
		Other Commodities	186.50	
		Programming	46.00	
		Professional Services	325.00	
		Programming	390.92	
		Supplies	154.95	
		Programming	159.59	
		Other Commodities	191.95	
		Other Commodities	117.95	
		Supplies	318.75	
		Programming	153.85	
		Supplies	243.96	
		Programming	272.62	
		Supplies	50.56	
		Supplies	155.40	
		Professional Services	895.00	
		Programming	81.84	
		Equipment	771.00	
		Supplies	60.29	
		Programming	29.95	
		Programming	333.17	
		Equipment	169.00	
		Equipment	192.91	
		Supplies	69.99	
		Supplies	99.99	
		Automation Contractual	69.95	
		Other Commodities	195.53	
		Travel Expenses	833.44	13,347.77
G-06165	United Parcel Service	Postage	328.54	328.54
G-06166	Emily Williams	Travel Expenses	383.00	383.00
G-06167	Stacy Schrank	Transportation	31.99	31.99
G-06168	Joe H Shelton	Programming Activities	60.15	60.15
G-06169	Metropolitan Library System	Automation Contractual	14.95	
		Library-related Services	30.00	

\*\* Continued \*\*



General Fund F.Y. 12-13

Warrant Register

July 2013

Number	Vendor/Payee	Purpose	Amount
** Continued **			
G-06169	Metropolitan Library System	Supplies	1.20
		Programming Activities	26.06
		Other Commodities	33.68
G-06170	Oklahoma Natural Gas Co.	Gas Services	83.23
G-06171	Brodart Co.	Supplies	1,030.00
		Supplies	3,003.00
G-06172	Demco	Supplies	2,096.51
		Supplies	366.26
G-06173	Recorded Books, LLC	Materials	1,411.20
G-06174	Tracy Stone	Travel Expenses	354.80
		Travel Expenses	1,154.80
G-06175	Arphax Publishing Co	Materials	213.68
G-06176	Thorndike/Gale Group	Materials	2,737.07
G-06177	Michael Owens	Professional Services	1,095.81
G-06178	Hambrick-Ferguson, Inc.	Maintenance of Facilities	1,130.10
G-06179	Staples Credit Plan	Supplies	74.97
G-06180	KTUZ	Library-related Services	1,440.00
G-06181	Linda Hyams	Telephone Services	35.00
G-06182	Blackstone Audio Books	Materials	266.00
G-06183	Random House, Inc	Materials	1,116.25
G-06184	Scott's Printing & Copying	Printing/Printing Supply	229.30
G-06185	OCLC, Inc.	Network Catalog Services	3,983.24
G-06186	Brilliance Corporation	Materials	5,767.25
G-06187	Ingram Library Service	Materials	1,219.84
G-06188	Julie Ballou	Travel Expenses	1,569.50
		Transportation	44.08
G-06189	Audio Editions	Materials	2,392.44
G-06190	Findaway World, LLC	Materials	13,015.08
G-06191	Capstone	Materials	18.52
G-06192	AV Cafe Inc	Materials	5,021.86
G-06193	Jana Hausburg	Travel Expenses	463.28
		Travel Expenses	247.50
G-06194	Center Point Large Print	Materials	399.06
G-06195	Pauline Rodriguez-Atkins	Travel Expenses	1,814.34
G-06196	Tracey Thompson	Travel Expenses	148.03
G-06197	Southwest Paper - OKC	Supplies	1,308.58
		Maintenance Supplies	2,269.84
G-06198	Bank of America	Library-related Services	231.02
G-06199	MAC Systems, Inc.	Maintenance of Facilities	485.00
		Maintenance of Facilities	228.00
G-06201	Andrea Emmons	Programming Activities	54.19
		Transportation	16.16
G-06202	Lori Piccolo	Travel Expenses	1,214.42
		Transportation	133.68
G-06203	Devin McGhee	Travel Expenses	373.76
G-06204	Baker & Taylor Books	Materials	1,055.61
G-06205	Baker & Taylor Entertainment	Materials	1,714.24
		Materials	2,022.23
G-06206	AVL Systems Design	Maintenance of Facilities	115.00
G-06207	Cynthia Friedemann	Travel Expenses	537.25
G-06208	Midwest Tape	Materials	329.89



General Fund F.Y. 12-13

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
G-06209	Magic 104.1 KMGL	Library-related Services	3,600.00	3,600.00
G-06210	The Glass Specialists, Inc.	Maintenance of Facilities	1,855.00	1,855.00
G-06211	United States Holocaust	Materials	325.22	325.22
G-06212	Julia McConnell	Travel Expenses	312.97	312.97
G-06213	Ana Romero	Transportation	60.91	60.91
G-06214	S & P Capital IQ	Books & Materials	14,349.52	14,349.52
G-06215	Faith Centered Resources	Materials	189.21	189.21
G-06216	Baker & Taylor Books	Materials	1,035.31	
		Materials	894.20	
		Materials	1,259.31	
		Materials	2,560.88	
		Materials	3,276.12	
		Materials	2,089.19	
		Materials	2,178.82	
		Materials	1,277.38	
		Materials	1,254.21	
		Materials	8,897.01	
		Materials	3,634.26	28,356.69
G-06217	Baker & Taylor Books	Materials	868.68	
		Materials	1,683.75	
		Materials	2,852.42	
		Materials	5,486.71	
		Materials	1,637.61	12,529.17
G-06218	Baker & Taylor Books	Materials	58.19	58.19
G-06219	Kone Inc	Maintenance of Facilities	975.00	
		Maintenance of Facilities	3,576.00	4,551.00
G-06220	Cox Systems Technology, Inc.	Maintenance of Facilities	1,300.00	1,300.00
G-06221	Mackin	Materials	1,042.92	1,042.92
G-06222	KOCO	Library-related Services	5,000.00	5,000.00
G-06223	Metropolitan Library System	Programming Activities	32.56	32.56
G-06224	Standard Printing Co., Inc.	Supplies	475.00	475.00
G-06225	Spaces, Inc.	Furniture	184.50	184.50
G-06226	Staples Credit Plan	Supplies	107.94	107.94
G-06227	Independent Stationers	Supplies	34.32	34.32
G-06228	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-06229	Office Depot Credit Plan	Supplies	25.94	
		Supplies	701.59	727.53
G-06230	Darrie Breathwit	Transportation	16.95	16.95
G-06231	Target Bank	Supplies	80.73	
		Supplies	104.49	185.22
G-06232	Recorded Books, LLC	Materials	983.01	983.01
G-06233	Thorndike/Gale Group	Materials	7,704.01	7,704.01
G-06234	Spaces, Inc.	Furniture	184.50	184.50
G-06235	Library Video Co.	Materials	269.55	269.55
G-06236	Blackstone Audio Books	Materials	1,448.76	1,448.76
G-06237	Random House, Inc	Materials	315.00	315.00
G-06238	Brilliance Corporation	Materials	3,358.64	3,358.64
G-06239	Ingram Library Service	Materials	1,938.79	1,938.79
G-06240	Audio Editions	Materials	1,208.95	1,208.95
G-06241	Findaway World, LLC	Materials	5,217.49	5,217.49
G-06242	AV Cafe Inc	Materials	13,280.43	13,280.43
G-06243	Jerod Gerfen	Travel Expenses	367.20	
	** Continued **			

General Fund F.Y. 12-13

**Warrant Register**

July 2013

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-06243	Jerod Gerfen	Travel Expenses	1,139.38	1,506.58
G-06244	Women Make Movies	Materials	297.00	297.00
G-06245	Center Point Large Print	Materials	4,808.82	4,808.82
G-06246	Hewlett-Packard Co.	Automation	62,562.74	62,562.74
G-06247	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	340.00	340.00
G-06248	Baker & Taylor Books	Materials	633.62	633.62
G-06249	Baker & Taylor Entertainment	Materials	1,267.03	
		Materials	3,659.37	4,926.40
G-06250	Midwest Tape	Materials	419.93	419.93
G-06251	The Great Courses	Materials	1,728.50	1,728.50
G-06252	Baker & Taylor Books	Materials	1,229.53	
		Materials	1,445.34	
		Materials	2,530.49	
		Materials	2,073.36	
		Materials	2,577.61	
		Materials	3,257.62	
		Materials	4,617.10	
		Materials	2,556.92	
		Materials	783.92	
		Materials	148.69	21,220.58
G-06253	Baker & Taylor Books	Materials	373.76	
		Materials	1,465.34	
		Materials	1,669.02	
		Materials	682.27	4,190.39
G-06254	Mackin	Materials	235.29	235.29
		Total of FY 12-13 Warrants Issued		\$ 975,091.10



Special Funds

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
S-18861	Kimberly F. Copeland	Lost & Paid Item Returned	15.00	15.00
S-18862	Tina S. Blaney	Lost & Paid Item Returned	5.00	5.00
S-18863	Alberto Velasquez &/or Yolanda	Lost & Paid Item Returned	11.95	11.95
S-18865	Jennifer B. Hernandez	Lost & Paid Item Returned	3.95	3.95
S-18866	Oklahoma Tax Commission	State Sales Tax-June	49.01	49.01
S-18867	Brandon L. Hoogeveen &/or	Lost & Paid Item Returned	37.00	37.00
S-18868	Ayla R. Walker	Lost & Paid Item Returned	9.99	9.99
S-18869	Angela S. Ogunbase	Lost & Paid Item Returned	8.95	8.95
S-18870	Abigayle D. McCurry & Kelly D.	Lost & Paid Item Returned	21.20	21.20
S-18871	Felix P. Linden, Jr.	Lost & Paid Item Returned	3.00	3.00
S-18872	Lisa M Self	Lost & Paid Item Returned	9.95	9.95
S-18873	Brandt A. Sherrill &/or	Lost & Paid Item Returned	13.75	13.75
S-18874	Peggy D. Boismier-Marlar	Lost & Paid Item Returned	5.95	5.95
S-18875	Xinlian Chen	Lost & Paid Item Returned	12.95	12.95
S-18876	Tulsa Library Trust	Books Lost Account	16.80	16.80
S-18877	Metropolitan Library System	Transfer of Fines & Fees	60,000.00	60,000.00
S-18878	Oklahoma Tax Commission	State Sales Tax-June	118.85	118.85
S-18879	Chase Card Services	Fines Account	158.90	
		Fines Account	177.40	336.30
S-18880	Oklahoma Tax Commission	State Sales Tax-June	859.31	859.31
S-18881	Standley Systems	Copier Maintenance	9.86	9.86
S-18882	Chase Card Services	Friends Summer at the Lib	1,341.00	
		Friends Summer at the Lib	233.00	
		Friends Summer at the Lib	132.79	
		Friends Summer at the Lib	2,904.20	
		Friends Summer at the Lib	2,224.95	
		Friends Summer at the Lib	872.19	7,708.13
S-18883	Sarah L. Lewis	Lost & Paid Item Returned	11.75	11.75
S-18884	San Antonio Public Library	Gifts & Books Lost Acct	29.95	29.95
S-18885	Alexis J. Aldrich &/or Mandy	Lost & Paid Item Returned	7.95	7.95
S-18886	Jennifer D. Moss	Lost & Paid Item Returned	3.00	3.00
S-18887	Brittany K. Palmer	Lost & Paid Item Returned	5.99	5.99
S-18888	Krystal Leyva &/or Geraldina	Lost & Paid Item Returned	12.95	12.95
S-18889	Robin M. Shelton	Lost & Paid Item Returned	10.95	10.95
S-18890	Elissa B. Karnowski	Lost & Paid Item Returned	3.00	3.00
S-18891	Jordan R. Satterlee	Lost & Paid Item Returned	11.75	11.75
S-18892	Stephen M. D. Coy	Lost & Paid Item Returned	3.00	3.00
S-18893	Stuart N. Manning &/or Richard	Lost & Paid Item Returned	16.95	16.95
S-18894	Van T. Hoang	Lost & Paid Item Returned	14.95	14.95
S-18895	Halie M. Shelton &/or Robin M.	Lost & Paid Item Returned	13.95	13.95
S-18896	Phyllis J. Graham	Lost & Paid Item Returned	3.00	3.00
S-18897	Jacqueline M. Henry	Lost & Paid Item Returned	4.95	4.95
S-18898	Myah J. Aldieri &/or Natalie A	Lost & Paid Item Returned	3.00	3.00
S-18899	Karen E. Brockwell	Lost & Paid Item Returned	28.55	28.55
S-18900	Carolina E. Myers	Lost & Paid Item Returned	3.00	3.00
S-18901	Agnes Ahn	Lost & Paid Item Returned	19.95	19.95
S-18902	Janice W. Callaway	Lost & Paid Item Returned	3.00	3.00
S-18903	Tanya J. Cromer	Lost & Paid Item Returned	10.80	10.80
S-18904	Moore Memorial Public Library	Gifts & Books Lost Acct	10.99	10.99
S-18905	ImageNet Consulting, LLC	Copier Maintenance	235.49	235.49
S-18906	Petroleum Club of Oklahoma	Freinds/Staff Recognition	1,000.00	1,000.00
S-18907	Dorothy C. Weaver	Lost & Paid Item Returned	8.95	8.95

Special Funds

Warrant Register

July 2013

Number	Vendor/Payee	Purpose		Amount
S-18908	Jamie D. Tayem	Lost & Paid Item Returned	18.95	18.95
S-18909	Thi K. Pham	Lost & Paid Item Returned	6.00	6.00
S-18910	Alyssa K.R. S. Baay	Lost & Paid Item Returned	3.00	3.00
S-18911	Anthony Q. Scott	Lost & Paid Item Returned	21.95	21.95
S-18912	Noelle S. White &/or Renee L.	Lost & Paid Item Returned	5.95	5.95
S-18913	Imanol A. Santizo &/or Ema E.	Lost & Paid Item Returned	3.00	3.00
S-18914	Andrew C. Chapman &/or Beth	Lost & Paid Item Returned	14.95	14.95
S-18915	Sharlotte M. Henry	Lost & Paid Item Returned	11.65	11.65
S-18916	Samantha G. C. Stone &/or	Lost & Paid Item Returned	22.90	22.90
S-18917	Cara C. Schmidt	Lost & Paid Item Returned	11.90	11.90
S-18918	Jonathan D. Hanser &/or Wendy	Lost & Paid Item Returned	3.00	3.00
S-18919	Casey M. Boyd	Lost & Paid Item Returned	3.00	3.00
S-18920	Hillary D. Streetman	Lost & Paid Item Returned	3.95	3.95
S-18921	Trinity A. Byrne	Lost & Paid Item Returned	3.00	3.00
S-18922	Logan C. Brown &/or Alyssa	Lost & Paid Item Returned	3.00	3.00
S-18923	Blake R. Hamrick	Lost & Paid Item Returned	7.85	7.85
S-18924	The American Board	Refund Meeting Room	30.00	30.00
S-18925	Huitt-Zollars Inc	Refund Meeting Room	40.00	40.00
Total of Special Funds Warrants Issued				\$ 70,948.77



I, Donna Morris, certify that:

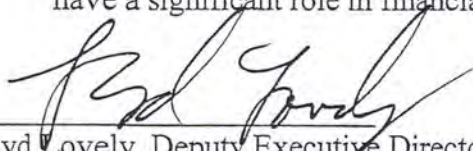
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

8-14-13  
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

8-14-13  
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: 19,500 GVW UTILITY TRUCK**

Provided for in the FY2013-14 budget is the request for a new 19,500 GVW utility truck. The truck will be used for the regular daily delivery/pickups at the libraries. This will replace a 2004 model that is no longer operational.

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 Hurley Ford is the state vendor for the Ford F-550.

A box body and lift gate will be purchased separately.

<b>Description</b>	<b>Contract Price</b>
Ford F-550	\$29,498.00

### **RECOMMENDATION:**

That the Commission approve the purchase of the Ford F-550 from Bob Hurley Ford in the amount of \$29,498.00. Funding for the purchase will be provided for in the FY13-14 budget, account 409.



## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: SERVER, SWITCH, STORAGE AND vSPHERE INSTALLATION & INTEGRATION SERVICES**

As part of the overall plan for better management, backup, and disaster recovery, the library has chosen to consolidate the individual physical servers we currently use and begin using virtual servers and storage along with an improved backup system to maintain a copy of users' files. The hardware and software has been purchased but to ensure that it is all integrated in a way that will be the most advantageous to the library, and for us to be able to fully manage the systems in the future, we determined that we need to contract for professional services to assist with the initial setup and integration.

Pinnacle Business Systems is a company based out of Edmond Oklahoma and has been in business since 1988. They have worked with both private and public sector companies in the Oklahoma City area and have good references from the companies that have done business with them. Based on these factors and that the equipment was purchased through Pinnacle, we recommend them for this project.

### **RECOMMENDATION:**

That the Commission approve the contract for professional installation and training services from Pinnacle Business Systems in the amount of \$12,500. Funding for the purchase is provided for in the FY2013-14 budget, account 231.

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **ADMINISTRATIVE & PERSONNEL COMMITTEE**

### **MINUTES**

DATE: Thursday, July 11, 2013 TIME: 2:00 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 23, 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 July 9, 2013, in conformity with the Oklahoma Open Meeting Act

### **COMMITTEE MEMBERS PRESENT:**

Bose' Akadiri  
Ralph Bullard  
Cynthia Friedemann  
Helen Harpman  
Hugh Rice, Chair

### **COMMITTEE MEMBERS EXCUSED:**

Mukesh Patel

### **OTHERS PRESENT:**

Patrick Williams, Grievant  
Rand Eddy, Attorney for Patrick Williams  
Adam Childers, Attorney for Metropolitan Library System  
Lloyd Lovely, Deputy Executive Director/Finance & Support  
Lori Piccolo, Director of Human Resources  
Maria Watkins, Executive Assistant



I. The meeting was called to order at 2:00 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Akadiri, Bullard, Friedemann, Harpman, Rice.

The grievant, Mr. Patrick Williams was present and represented by Attorney Rand Eddy.

Attorney Adam Childers, was present and represented the library system.

II. Mr. Rice explained the purpose and conduct for the grievance hearing. He asked if there were any objections. There were none.

III. Mr. Rice called on Attorney, Rand Eddy to present his case for the grievant Mr. Patrick Williams.

Mr. Rice then called on Attorney, Adam Childers to present his case for the Metropolitan Library System.

Each Attorney was allotted 20 minutes to present their cases and additionally allotted 10 minutes for closing statements.

Committee members were given the opportunity to ask questions of both parties and attorneys.

IV. Mr. Rice called for a motion to move into Executive Session to review the grievance of Patrick Williams, Director of Facilities Maintenance, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

**Mrs. Helene Harpman moved to go into Executive Session. Mrs. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.**

Mr. Rice asked for everyone except the Committee to leave the room.

The Committee went into Executive Session at 3:13 p.m.

**Ms. Bose' Akadiri moved to reconvene in open meeting. Mrs. Harpman seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened at 3:45 p.m.

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

**Ms. Akadiri moved that the Administrative and Personnel Committee uphold the termination on the basis that Mr. Williams failed his responsibility as a Manager. The Committee makes no decision to the alleged embezzlement of funds. Mrs.**

**Harpman seconded. No further discussion. Motion passed unanimously.**

**VI.** Mr. Rice called for a motion to adjourn the hearing.

**Ms. Akadiri moved to adjourn. Mrs. Harpman seconded. No further discussion. Motion passed unanimously.**

The meeting was adjourned at 3:55 p.m.

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Respectfully submitted by:

Maria Watkins,  
Executive Assistant



## **REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

### **The Finance and A&P Committee met August 14, 2013 for:**

- I. **Administrative & Personnel Committee:** Discussion, Consideration, and Possible Action: Approval of a market adjustment of 3% for all employees effective the first pay period in January, 2014.  
*(Market Adjustment of 3% was approved and is included in the proposed FY 2013-14 Final Budget)*
- II. **Finance Committee:** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Approval of FY 2013-14 Final 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 Final Budget FY 2013-14  
**(Document #16).**

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

**JOINT MEETING OF THE**  
**FINANCE AND ADMINISTRATIVE & PERSONNEL COMMITTEES**

**MINUTES**

DATE: Wednesday, August 14, 2013      TIME: 10:00 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, July 29, 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 August 12, 2013, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Finance Committee

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

A & P Committee

Hugh Rice, Chair  
Bose' Akadiri  
Ralph Bullard  
Helene Harpman

**COMMITTEE MEMBERS EXCUSED:**

A & P Committee

Cynthia Friedemann  
Mukesh Patel

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 8**



**I.** Mrs. Nancy Anthony called the meeting to order at 10:04 a.m. Roll was called to establish a quorum.

A&P Committee - Present: Akadiri, Bullard, Harpman, and Rice.

Finance Committee – Present: Coffey, Grigsby, Shonts, Smith, Toland, and Anthony.

**II.** Mrs. Anthony referred to the Administrative & Personnel Committee - Discussion, Consideration, and Possible Action: Report and Recommendation from Administration - Approval of a market adjustment of 3% for all employees effective the first pay period in January, 2014.

Mr. Hugh Rice, A & P Committee Chair, reported the A&P Committee met for the annual review of salaries and benefits in May. At that time, the ad valorem tax revenue was uncertain; therefore, a market adjustment was not included in the preliminary budget. The committee requested to review any recommendation regarding a possible market adjustment prior to Finance Committee review of the Final Budget.

Mr. Rice called on Mr. Lloyd Lovely, Deputy Executive Director/Finance to present the information regarding the ad valorem tax revenue.

Mr. Lovely stated the final assessment numbers from the county came in at \$6,011,682,126, which is 2.3% increase over last year. Last year's increase was 1.9%.

Mr. Lovely stated, if approved, the 3% market adjustment for all employees will amount to approximately \$250,000. Salary surveys have been conducted and Administration believes the requested market adjustment is well within the market range.

Mr. Rice asked if any of the committee members have any further questions of Mr. Lovely regarding the proposed market adjustment. There were no questions.

Mr. Rice called for a motion from the A&P Committee.

**Ms. Bose' Akadiri moved to approve a market adjustment of 3% for all employees effective the first pay period in January, 2014. Mrs. Helene Harpman seconded. No further discussion. Motion passed unanimously.**

**III.** Mrs. Anthony stated the proposed 3% has been included in the proposed final budget and in turn, would be approved as part of the final budget approval. Mrs. Anthony referred back to Mr. Lovely to continue the review of the budget.

In addition to the changes related to the market adjustment, Mr. Lovely reviewed the remaining list of operating expense changes included in the proposed final budget. He explained in detail some of the main changes from the preliminary budget.

<143,702>	Lower group insurance rates
23,000	Sewer pipe replacement at Ralph Ellison
25,000	Building Appraisals
22,500	Armchairs @ DN (carryover)

25,000	Workspace makeover @ DN (carryover)
105,000	Replacement of two storm damaged vehicles and one MTC box truck
25,000	Monument sign @ Midwest City (carryover)
30,000	Additional cost of new library for Jones due to changes in scope

Questions and discussion followed.

Mr. Lovely stated the proposed final budget of \$58,176,882 consists of \$36,956,460 for the operating budget, \$6,290,024 for capital projects, and \$14,930,398 for reserves. The operating budget is an increase of \$207,692 or 0.57% from last year's budget.

Mr. Lovely reviewed the allocation of reserves as detailed on page 3-5. Questions and discussion followed.

Mrs. Anthony called for a motion to approve the Fiscal Year 2013-14 Final Budget.

**Mrs. Beth Toland moved to approve the Metropolitan Library System proposed Final Budget for FY 2013-14 as presented, including the recommendation for a 3% market adjustment. Mrs. Judy Smith seconded. No further discussion. Motion passed unanimously.**

**IV.** There being no further business, Mrs. Anthony adjourned the meeting at 10:42 a.m.

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Donna Morris, Executive Director  
(Secretary)



**Final Budget**  
**FY 2013 – 2014**  
**(July 1, 2013 to June 30, 2014)**

**Please remember to bring your**  
**FY 2013-14 Final Budget Binder**  
**to the August 22, 2013**  
**Commission meeting @ Belle Isle Library**

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Jones Library Revised Project Agreement**

The Library System and the Town of Jones City need to revise the project agreement approved at the December 8, 2011 commission meeting. The revision is needed as the scope of work has changed slightly and revisions to the design fees and construction costs need to be amended.

This agreement details the obligations of the town and the library concerning the project.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

Approve the Revised Project Agreement between the Town of Jones City and the Metropolitan Library Commission of Oklahoma County.



**FUNDING OBLIGATIONS OF JONES**

By the execution of this Exhibit A, Amendment 1, Jones acknowledges that it has increased its funding obligation for the Jones Library from \$578,000 to \$678,000 (an increase of \$100,000).

**FUNDING OBLIGATIONS OF MLS.**

- A. MLS shall provide to the City funding, up to but not exceeding, \$275,000 (an increase of \$26,000) ~~249,000~~ for the new Jones Library in accordance with the Project Agreement dated December 8, 2011 and as described below:
- a. \$75,0000 (an increase of \$15,000), ~~60,000~~ for Architectural, Engineering, and Consulting design services required for the Jones Library Project including site survey, civil engineering, printing, consultants, site visitations and testing costs; and
  - b. \$200,000 (an increase of \$11,000) ~~189,000~~ for construction as further described below.
  - c. The funding described above shall be provided to the City 30 days prior to the execution of the contract for described work.
- B. These dollars shall not be used for the purchase of land or for any development outside of the tract of land set aside for the library.
- C. All MLS funds shall be placed in an interest bearing account and all interest earned shall be used for the construction of the Jones Library.
- D. Quarterly, the City shall provide MLS, an accounting of all funds held and expended on this project.

E. After completion of the project, the City shall return to MLS any unused funding provided by MLS. In no case shall the amount of funding provided by MLS exceed 30% of the construction costs. The project costs include all oversight, testing, design and construction. The cost used in this calculation excludes all land cost, all FF&E & all library materials cost any work not constructed on the library site.

**IN WITNESS WHEREOF**, the Metropolitan Library System adopts and approves this “Exhibit A” this \_\_\_\_\_ day of \_\_\_\_\_, 201~~3~~4.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

**IN WITNESS WHEREOF**, The Town of Jones City adopts and approves this “Exhibit A” this \_\_\_\_\_ day of \_\_\_\_\_, 201~~3~~4.

**The Town of Jones City**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Reviewed for form and legality this \_\_\_\_ day of \_\_\_\_\_, 201~~3~~4.

\_\_\_\_\_  
Jones Municipal Counselor

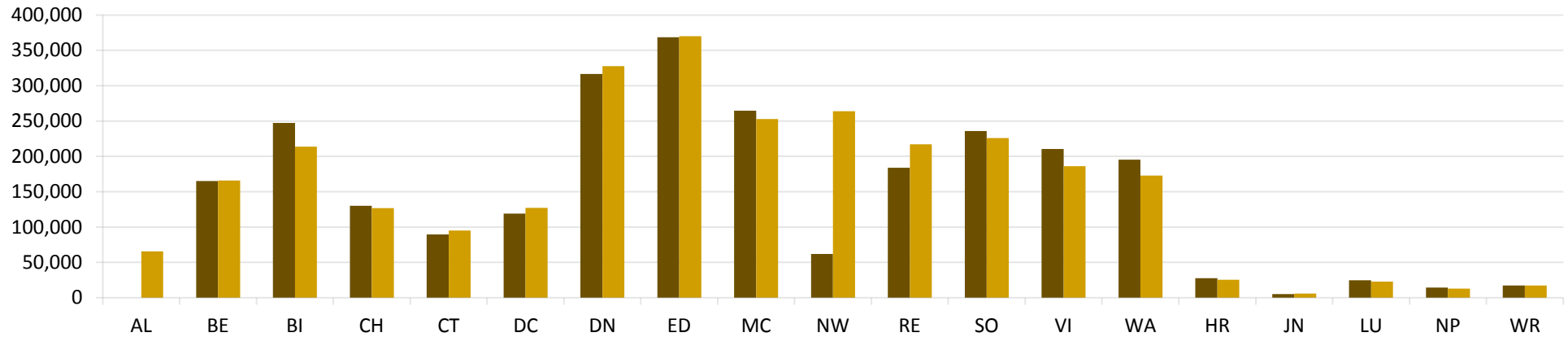


# Library Visits Report

## System Summary

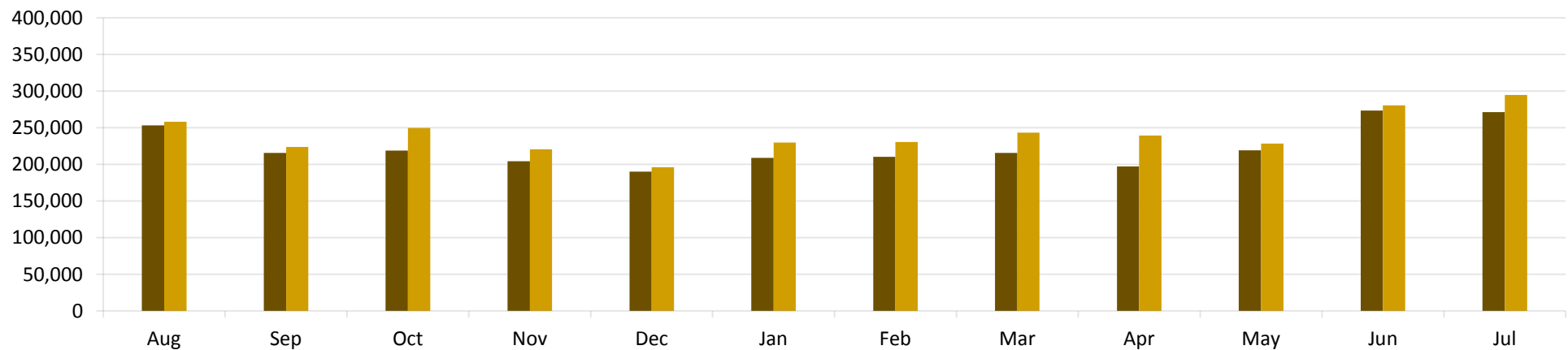
### Visits by Library

■ August 1, 2011 - July 31, 2012    ■ August 1, 2012 - July 31, 2013



### Visits by Month

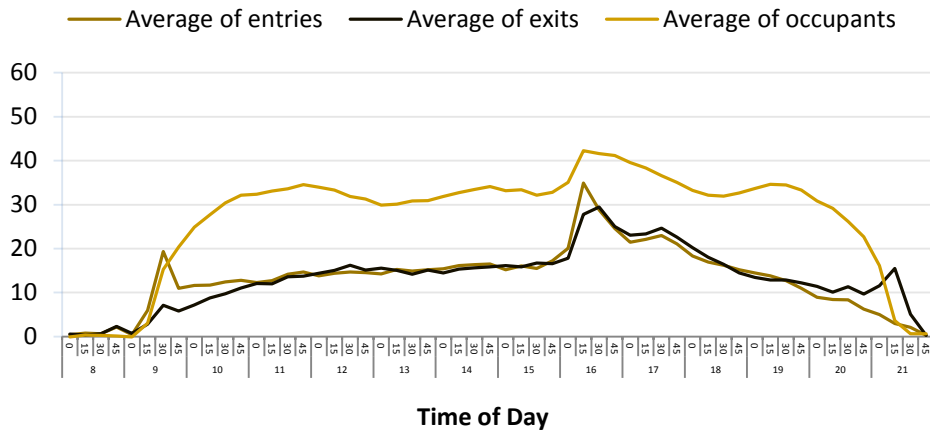
■ August 1, 2011 - July 31, 2012    ■ August 1, 2012 - July 31, 2013



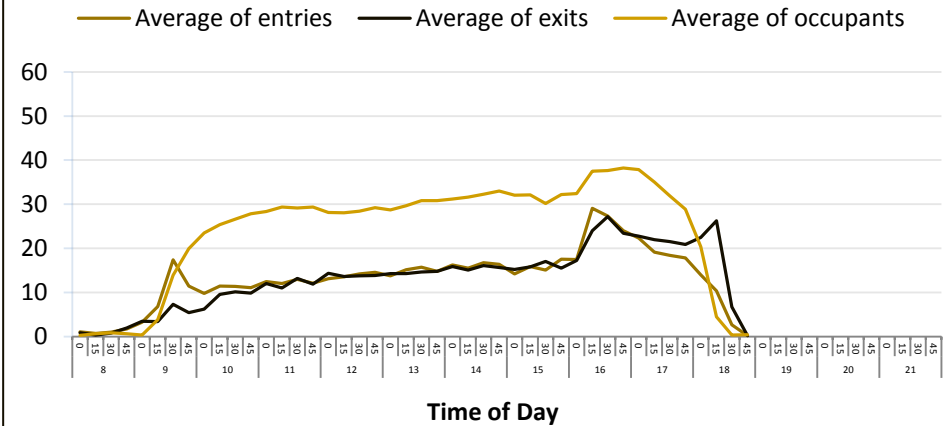
# Library Visits Report

## Visits Profile: BI

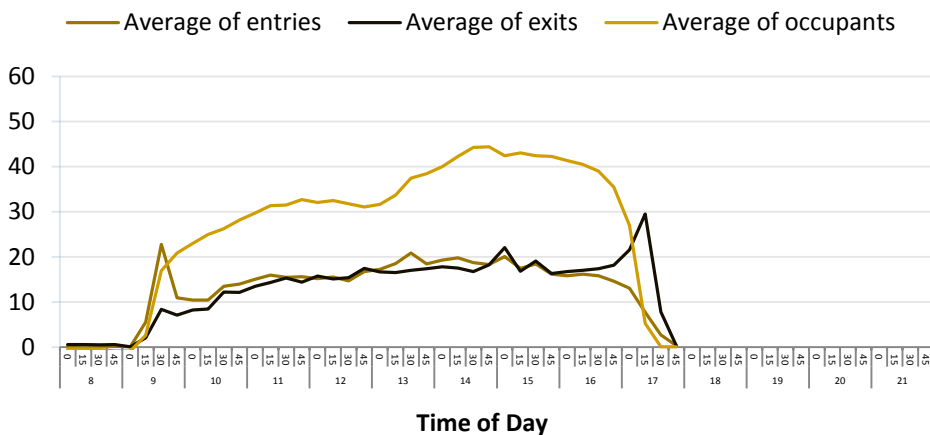
**Monday - Thursday**  
(Trailing Twelve Months)



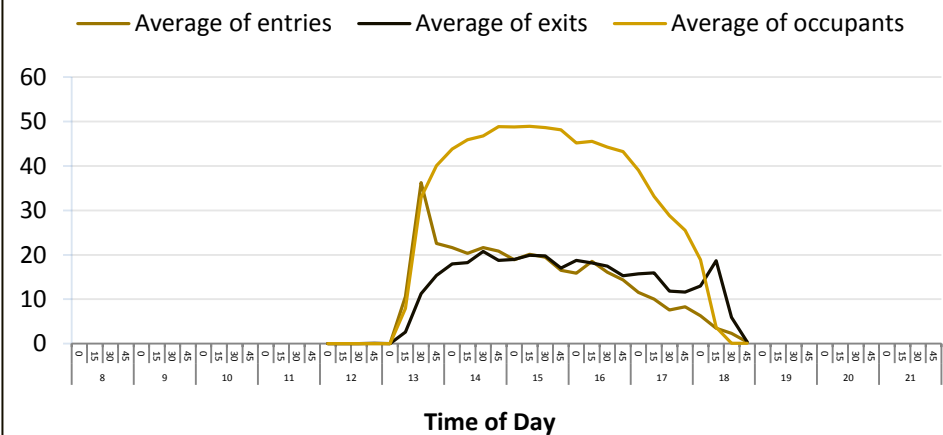
**Friday**  
(Trailing Twelve Months)



**Saturday**  
(Trailing Twelve Months)



**Sunday**  
(Trailing Twelve Months)





# Library Visits Report

## Data

July 1, 2013 - July 31, 2013 (8.33% of the 13-14 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	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	-
	FY14	14,363	-	-	-	-	-	-	-	-	-	-	-	14,363
	%													
BI	FY13	19,684	20,518	19,840	19,763	17,726	15,775	19,121	17,758	19,316	16,868	10,420	17,700	19,684
	FY14	18,988	-	-	-	-	-	-	-	-	-	-	-	18,988
	%	-3.5%												-3.5%
BE	FY13	16,408	14,583	12,823	13,764	12,619	11,555	13,098	12,103	13,384	13,213	14,135	16,774	16,408
	FY14	17,748	-	-	-	-	-	-	-	-	-	-	-	17,748
	%	8.2%												8.2%
CH	FY13	11,751	12,690	13,965	11,278	10,524	8,748	9,596	9,763	9,781	10,306	9,504	10,486	11,751
	FY14	10,265	-	-	-	-	-	-	-	-	-	-	-	10,265
	%	-12.7%												-12.7%
CT	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	9,268	9,167
	FY14	9,711	-	-	-	-	-	-	-	-	-	-	-	9,711
	%	5.9%												5.9%
DC	FY13	12,301	11,238	10,155	11,098	9,778	8,498	9,553	9,779	10,213	10,672	10,867	12,690	12,301
	FY14	12,801	-	-	-	-	-	-	-	-	-	-	-	12,801
	%	4.1%												4.1%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	28,393
	FY14	30,922	-	-	-	-	-	-	-	-	-	-	-	30,922
	%	8.9%												8.9%
ED	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	42,064	38,203
	FY14	38,981	-	-	-	-	-	-	-	-	-	-	-	38,981
	%	2.0%												2.0%
MC	FY13	25,032	24,228	20,677	23,176	20,529	17,559	20,235	19,040	20,925	19,586	19,159	22,975	25,032
	FY14	24,588	-	-	-	-	-	-	-	-	-	-	-	24,588
	%	-1.8%												-1.8%
NW	FY13	26,552	22,353	21,191	22,414	19,712	17,024	20,881	20,638	21,754	21,417	20,851	27,256	26,552
	FY14	28,307	-	-	-	-	-	-	-	-	-	-	-	28,307
	%	6.6%												6.6%

# Library Visits Report

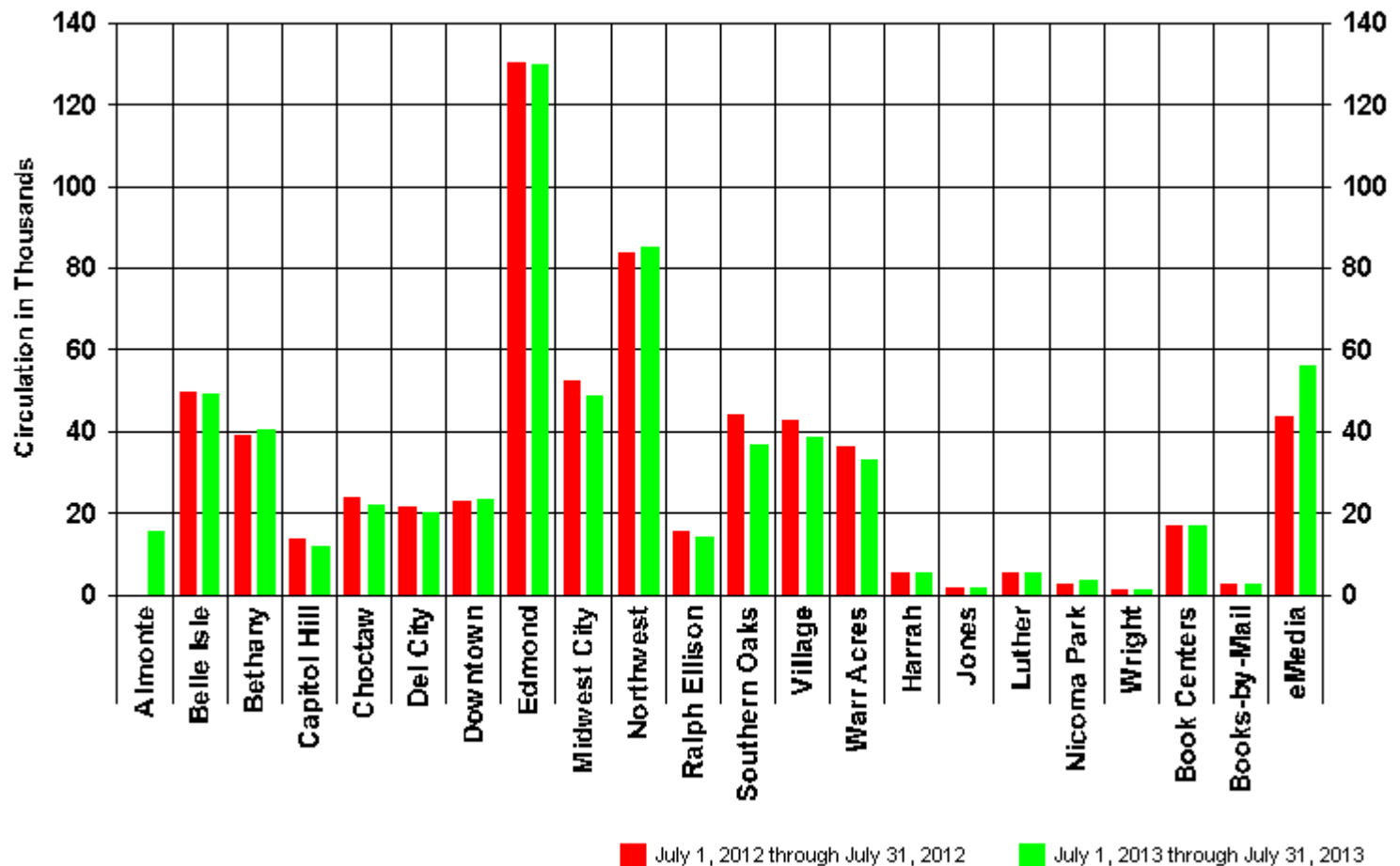
## Data

July 1, 2013 - July 31, 2013 (8.33% of the 13-14 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	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	19,398
	FY14	22,402	-	-	-	-	-	-	-	-	-	-	-	22,402
	%	15.5%												15.5%
SO	FY13	21,700	20,986	7,711	21,557	19,016	17,453	20,673	18,394	18,660	18,612	19,396	20,978	21,700
	FY14	22,592	-	-	-	-	-	-	-	-	-	-	-	22,592
	%	4.1%												4.1%
VI	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	14,919	15,198	14,703	15,261	17,268	18,823
	FY14	19,298	-	-	-	-	-	-	-	-	-	-	-	19,298
	%	2.5%												2.5%
WA	FY13	16,706	16,314	14,778	15,682	13,496	11,749	13,434	13,317	13,814	13,841	14,088	15,407	16,706
	FY14	17,109	-	-	-	-	-	-	-	-	-	-	-	17,109
	%	2.4%												2.4%
HR	FY13	2,011	2,294	2,194	2,311	1,959	1,795	2,153	2,149	2,305	2,119	2,140	2,113	2,011
	FY14	1,959	-	-	-	-	-	-	-	-	-	-	-	1,959
	%	-2.6%												-2.6%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	501
	FY14	480	-	-	-	-	-	-	-	-	-	-	-	480
	%	-4.1%												-4.1%
LU	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	1,717	1,864	2,114	1,738	1,955	2,072
	FY14	1,953	-	-	-	-	-	-	-	-	-	-	-	1,953
	%	-5.7%												-5.7%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	1,479
	FY14	1,023	-	-	-	-	-	-	-	-	-	-	-	1,023
	%	-30.9%												-30.9%
WR	FY13	1,283	1,509	1,187	1,684	1,848	1,628	1,499	1,406	1,453	1,198	1,219	1,370	1,283
	FY14	1,326	-	-	-	-	-	-	-	-	-	-	-	1,326
	%	3.3%												3.3%
SYS	FY13	271,465	258,373	223,894	249,647	220,680	196,115	229,736	230,725	243,481	239,389	228,402	280,442	271,465
	FY14	294,815	-	-	-	-	-	-	-	-	-	-	-	294,815
	%	8.6%												8.6%

## **Circulation Gains and Losses**

**July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)**

<b>JULY 31, 2013</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Almonte	13	0	0	0	0	0	0	
	14	9873	9873	5436	5436	15309	15309	
		<b>9873</b>	<b>9873</b>	<b>5436</b>	<b>5436</b>	<b>15309</b>	<b>15309</b>	<b>100.0</b>
Belle Isle	13	36686	36686	12797	12797	49483	49483	
	14	35148	35148	13866	13866	49014	49014	
		<b>-1538</b>	<b>-1538</b>	<b>1069</b>	<b>1069</b>	<b>-469</b>	<b>-469</b>	<b>-.9</b>
Bethany	13	25134	25134	13925	13925	39059	39059	
	14	25420	25420	14940	14940	40360	40360	
		<b>286</b>	<b>286</b>	<b>1015</b>	<b>1015</b>	<b>1301</b>	<b>1301</b>	<b>3.3</b>
Capitol Hill	13	8027	8027	5530	5530	13557	13557	
	14	6560	6560	5002	5002	11562	11562	
		<b>-1467</b>	<b>-1467</b>	<b>-528</b>	<b>-528</b>	<b>-1995</b>	<b>-1995</b>	<b>-14.7</b>
Choctaw	13	13189	13189	10718	10718	23907	23907	
	14	11788	11788	10241	10241	22029	22029	
		<b>-1401</b>	<b>-1401</b>	<b>-477</b>	<b>-477</b>	<b>-1878</b>	<b>-1878</b>	<b>-7.9</b>
Del City	13	14239	14239	7005	7005	21244	21244	
	14	12733	12733	7406	7406	20139	20139	
		<b>-1506</b>	<b>-1506</b>	<b>401</b>	<b>401</b>	<b>-1105</b>	<b>-1105</b>	<b>-5.2</b>
Downtown	13	15618	15618	7087	7087	22705	22705	
	14	16247	16247	7108	7108	23355	23355	
		<b>629</b>	<b>629</b>	<b>21</b>	<b>21</b>	<b>650</b>	<b>650</b>	<b>2.9</b>
Edmond	13	65190	65190	65203	65203	130393	130393	
	14	62138	62138	67751	67751	129889	129889	
		<b>-3052</b>	<b>-3052</b>	<b>2548</b>	<b>2548</b>	<b>-504</b>	<b>-504</b>	<b>-.4</b>
Midwest City	13	34195	34195	17981	17981	52176	52176	
	14	31194	31194	17563	17563	48757	48757	
		<b>-3001</b>	<b>-3001</b>	<b>-418</b>	<b>-418</b>	<b>-3419</b>	<b>-3419</b>	<b>-6.6</b>
Northwest	13	43866	43866	39896	39896	83762	83762	
	14	43286	43286	41944	41944	85230	85230	
		<b>-580</b>	<b>-580</b>	<b>2048</b>	<b>2048</b>	<b>1468</b>	<b>1468</b>	<b>1.8</b>
Ralph Ellison	13	10514	10514	4797	4797	15311	15311	
	14	9363	9363	4614	4614	13977	13977	
		<b>-1151</b>	<b>-1151</b>	<b>-183</b>	<b>-183</b>	<b>-1334</b>	<b>-1334</b>	<b>-8.7</b>
Southern Oaks	13	29710	29710	14282	14282	43992	43992	
	14	25108	25108	11695	11695	36803	36803	
		<b>-4602</b>	<b>-4602</b>	<b>-2587</b>	<b>-2587</b>	<b>-7189</b>	<b>-7189</b>	<b>-16.3</b>
Village	13	27342	27342	15157	15157	42499	42499	
	14	25165	25165	13434	13434	38599	38599	
		<b>-2177</b>	<b>-2177</b>	<b>-1723</b>	<b>-1723</b>	<b>-3900</b>	<b>-3900</b>	<b>-9.2</b>

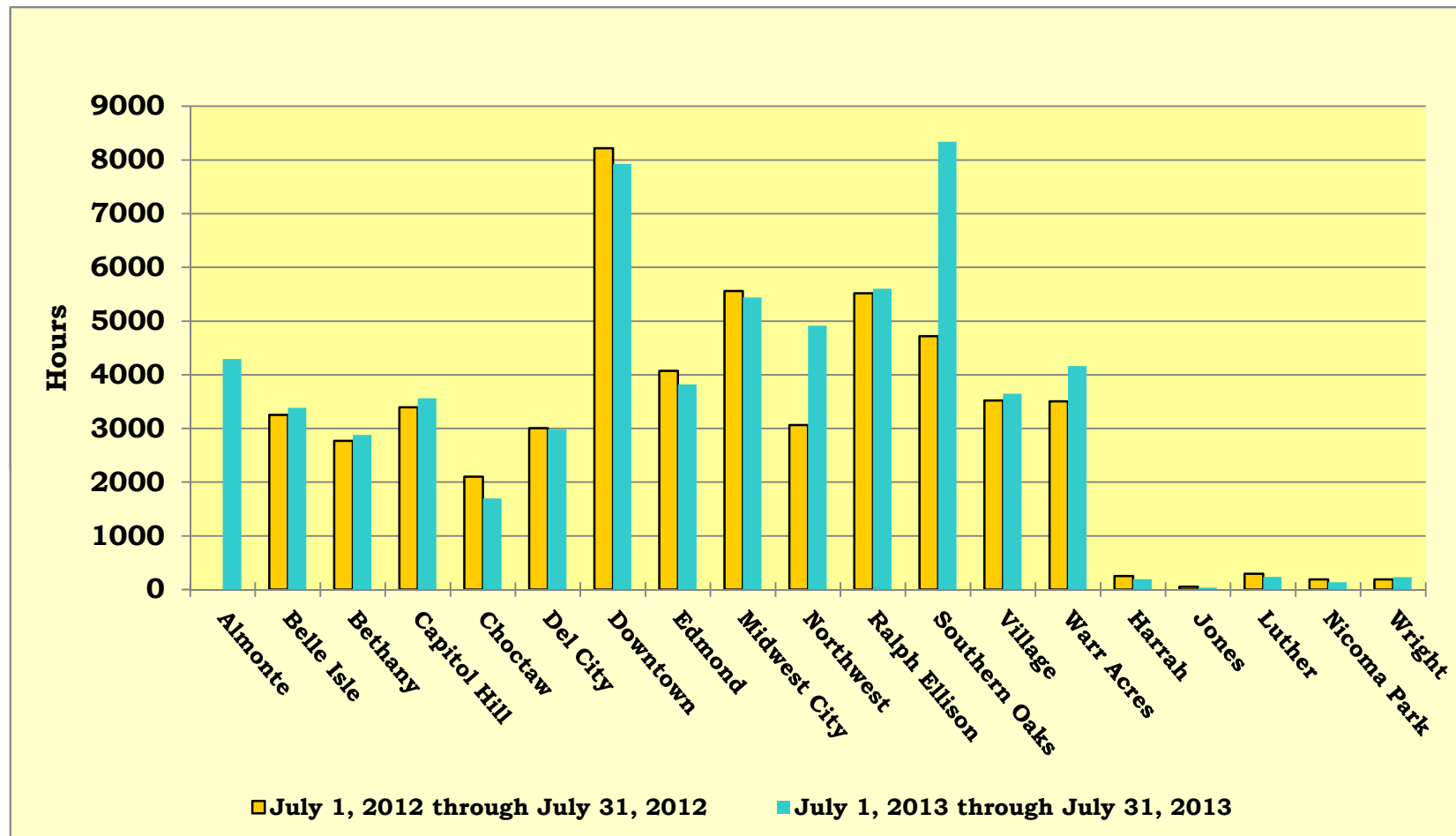
## **Circulation Gains and Losses**

**July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)**

<b>JULY 31, 2013</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Warr Acres	13	25104	25104	10913	10913	36017	36017	
	14	23052	23052	10015	10015	33067	33067	
		<b>-2052</b>	<b>-2052</b>	<b>-898</b>	<b>-898</b>	<b>-2950</b>	<b>-2950</b>	<b>-8.2</b>
<b>EXTENSION LIBRARIES:</b>								
Harrah	13	3572	3572	1575	1575	5147	5147	
	14	3342	3342	2025	2025	5367	5367	
		<b>-230</b>	<b>-230</b>	<b>450</b>	<b>450</b>	<b>220</b>	<b>220</b>	<b>4.3</b>
Jones	13	746	746	735	735	1481	1481	
	14	1163	1163	501	501	1664	1664	
		<b>417</b>	<b>417</b>	<b>-234</b>	<b>-234</b>	<b>183</b>	<b>183</b>	<b>12.4</b>
Luther	13	3039	3039	2198	2198	5237	5237	
	14	3267	3267	2106	2106	5373	5373	
		<b>228</b>	<b>228</b>	<b>-92</b>	<b>-92</b>	<b>136</b>	<b>136</b>	<b>2.6</b>
Nicoma Park	13	1660	1660	700	700	2360	2360	
	14	2099	2099	1385	1385	3484	3484	
		<b>439</b>	<b>439</b>	<b>685</b>	<b>685</b>	<b>1124</b>	<b>1124</b>	<b>47.6</b>
Wright	13	551	551	451	451	1002	1002	
	14	627	627	500	500	1127	1127	
		<b>76</b>	<b>76</b>	<b>49</b>	<b>49</b>	<b>125</b>	<b>125</b>	<b>12.5</b>
<b><u>OTHER:</u></b>								
Book Centers	13	10562	10562	6330	6330	16892	16892	
	14	10727	10727	6170	6170	16897	16897	
		<b>165</b>	<b>165</b>	<b>-160</b>	<b>-160</b>	<b>5</b>	<b>5</b>	<b>.0</b>
Books-by-Mail	13	2363	2363	0	0	2363	2363	
	14	2377	2377	0	0	2377	2377	
		<b>14</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>.6</b>
eMedia	13	43566	43566	0	0	43566	43566	
	14	56215	56215	0	0	56215	56215	
		<b>12649</b>	<b>12649</b>	<b>0</b>	<b>0</b>	<b>12649</b>	<b>12649</b>	<b>29.0</b>
TOTALS	13	414873	414873	237280	237280	652153	652153	
	14	416892	416892	243702	243702	660594	660594	
		<b>2019</b>	<b>2019</b>	<b>6422</b>	<b>6422</b>	<b>8441</b>	<b>8441</b>	<b>1.3</b>

## Total Computer Hours Used by Library

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)





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## Total Computer Usage

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	985		5,538		4,292.09		985		5,538		4,292.09	
		<b>985</b>	<b>100.0</b>	<b>5,538</b>	<b>100.0</b>	<b>4,292.09</b>	<b>100.0</b>	<b>985</b>	<b>100.0</b>	<b>5,538</b>	<b>100.0</b>	<b>4,292.09</b>	<b>100.0</b>
BELLE ISLE	13	1,064		3,925		3,250.93		1,064		3,925		3,250.93	
	14	954		4,440		3,382.48		954		4,440		3,382.48	
		<b>-110</b>	<b>-10.3</b>	<b>515</b>	<b>13.1</b>	<b>131.55</b>	<b>4.0</b>	<b>-110</b>	<b>-10.3</b>	<b>515</b>	<b>13.1</b>	<b>131.55</b>	<b>4.0</b>
BETHANY	13	901		3,495		2,772.45		901		3,495		2,772.45	
	14	959		3,847		2,877.67		959		3,847		2,877.67	
		<b>58</b>	<b>6.4</b>	<b>352</b>	<b>10.1</b>	<b>105.22</b>	<b>3.8</b>	<b>58</b>	<b>6.4</b>	<b>352</b>	<b>10.1</b>	<b>105.22</b>	<b>3.8</b>
CAPITOL HILL	13	873		4,361		3,396.91		873		4,361		3,396.91	
	14	796		4,950		3,563.39		796		4,950		3,563.39	
		<b>-77</b>	<b>-8.8</b>	<b>589</b>	<b>13.5</b>	<b>166.48</b>	<b>4.9</b>	<b>-77</b>	<b>-8.8</b>	<b>589</b>	<b>13.5</b>	<b>166.48</b>	<b>4.9</b>
CHOCTAW	13	463		1,790		2,103.87		463		1,790		2,103.87	
	14	529		1,776		1,698.53		529		1,776		1,698.53	
		<b>66</b>	<b>14.3</b>	<b>-14</b>	<b>-.8</b>	<b>-405.34</b>	<b>-19.3</b>	<b>66</b>	<b>14.3</b>	<b>-14</b>	<b>-.8</b>	<b>-405.34</b>	<b>-19.3</b>
DEL CITY	13	844		4,044		3,008.09		844		4,044		3,008.09	
	14	927		3,892		2,981.95		927		3,892		2,981.95	
		<b>83</b>	<b>9.8</b>	<b>-152</b>	<b>-3.8</b>	<b>-26.14</b>	<b>-.9</b>	<b>83</b>	<b>9.8</b>	<b>-152</b>	<b>-3.8</b>	<b>-26.14</b>	<b>-.9</b>
DOWNTOWN	13	1,024		9,801		8,217.29		1,024		9,801		8,217.29	
	14	1,053		10,463		7,927.20		1,053		10,463		7,927.20	
		<b>29</b>	<b>2.8</b>	<b>662</b>	<b>6.8</b>	<b>-290.09</b>	<b>-3.5</b>	<b>29</b>	<b>2.8</b>	<b>662</b>	<b>6.8</b>	<b>-290.09</b>	<b>-3.5</b>
EDMOND	13	1,084		4,385		4,073.25		1,084		4,385		4,073.25	
	14	1,126		4,074		3,822.83		1,126		4,074		3,822.83	
		<b>42</b>	<b>3.9</b>	<b>-311</b>	<b>-7.1</b>	<b>-250.42</b>	<b>-6.1</b>	<b>42</b>	<b>3.9</b>	<b>-311</b>	<b>-7.1</b>	<b>-250.42</b>	<b>-6.1</b>
MIDWEST CITY	13	1,533		7,410		5,559.58		1,533		7,410		5,559.58	
	14	1,575		7,158		5,438.35		1,575		7,158		5,438.35	
		<b>42</b>	<b>2.7</b>	<b>-252</b>	<b>-3.4</b>	<b>-121.23</b>	<b>-2.2</b>	<b>42</b>	<b>2.7</b>	<b>-252</b>	<b>-3.4</b>	<b>-121.23</b>	<b>-2.2</b>
NORTHWEST	13	991		3,301		3,065.04		991		3,301		3,065.04	
	14	1,397		4,780		4,915.49		1,397		4,780		4,915.49	
		<b>406</b>	<b>41.0</b>	<b>1,479</b>	<b>44.8</b>	<b>1,850.45</b>	<b>60.4</b>	<b>406</b>	<b>41.0</b>	<b>1,479</b>	<b>44.8</b>	<b>1,850.45</b>	<b>60.4</b>

## Total Computer Usage

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	1,351		7,167		5,516.80		1,351		7,167		5,516.80	
	14	1,356		7,091		5,603.27		1,356		7,091		5,603.27	
		<b>5</b>	<b>.4</b>	<b>-76</b>	<b>-1.1</b>	<b>86.47</b>	<b>1.6</b>	<b>5</b>	<b>.4</b>	<b>-76</b>	<b>-1.1</b>	<b>86.47</b>	<b>1.6</b>
SOUTHERN OAKS	13	1,340		6,207		4,719.61		1,340		6,207		4,719.61	
	14	1,655		10,277		8,339.72		1,655		10,277		8,339.72	
		<b>315</b>	<b>23.5</b>	<b>4,070</b>	<b>65.6</b>	<b>3,620.11</b>	<b>76.7</b>	<b>315</b>	<b>23.5</b>	<b>4,070</b>	<b>65.6</b>	<b>3,620.11</b>	<b>76.7</b>
VILLAGE	13	1,212		4,417		3,521.36		1,212		4,417		3,521.36	
	14	1,312		4,582		3,646.40		1,312		4,582		3,646.40	
		<b>100</b>	<b>8.3</b>	<b>165</b>	<b>3.7</b>	<b>125.04</b>	<b>3.6</b>	<b>100</b>	<b>8.3</b>	<b>165</b>	<b>3.7</b>	<b>125.04</b>	<b>3.6</b>
WARR ACRES	13	931		4,437		3,504.50		931		4,437		3,504.50	
	14	947		5,554		4,163.91		947		5,554		4,163.91	
		<b>16</b>	<b>1.7</b>	<b>1,117</b>	<b>25.2</b>	<b>659.41</b>	<b>18.8</b>	<b>16</b>	<b>1.7</b>	<b>1,117</b>	<b>25.2</b>	<b>659.41</b>	<b>18.8</b>
HARRAH	13	103		357		253.85		103		357		253.85	
	14	108		285		192.52		108		285		192.52	
		<b>5</b>	<b>4.9</b>	<b>-72</b>	<b>-20.2</b>	<b>-61.33</b>	<b>-24.2</b>	<b>5</b>	<b>4.9</b>	<b>-72</b>	<b>-20.2</b>	<b>-61.33</b>	<b>-24.2</b>
JONES	13	18		59		54.46		18		59		54.46	
	14	18		52		36.58		18		52		36.58	
			<b>.0</b>	<b>-7</b>	<b>-11.9</b>	<b>-17.88</b>	<b>-32.8</b>		<b>.0</b>	<b>-7</b>	<b>-11.9</b>	<b>-17.88</b>	<b>-32.8</b>
LUTHER	13	122		350		296.68		122		350		296.68	
	14	105		278		235.52		105		278		235.52	
		<b>-17</b>	<b>-13.9</b>	<b>-72</b>	<b>-20.6</b>	<b>-61.16</b>	<b>-20.6</b>	<b>-17</b>	<b>-13.9</b>	<b>-72</b>	<b>-20.6</b>	<b>-61.16</b>	<b>-20.6</b>
NICOMA PARK	13	46		204		189.28		46		204		189.28	
	14	49		181		136.14		49		181		136.14	
		<b>3</b>	<b>6.5</b>	<b>-23</b>	<b>-11.3</b>	<b>-53.14</b>	<b>-28.1</b>	<b>3</b>	<b>6.5</b>	<b>-23</b>	<b>-11.3</b>	<b>-53.14</b>	<b>-28.1</b>
WRIGHT	13	54		222		188.38		54		222		188.38	
	14	55		252		231.21		55		252		231.21	
		<b>1</b>	<b>1.9</b>	<b>30</b>	<b>13.5</b>	<b>42.83</b>	<b>22.7</b>	<b>1</b>	<b>1.9</b>	<b>30</b>	<b>13.5</b>	<b>42.83</b>	<b>22.7</b>
TOTAL	13	13,954		65,932		53,692.33		13,954		65,932		53,692.33	
	14	15,906		79,470		63,485.25		15,906		79,470		63,485.25	
		<b>1,952</b>	<b>14.0</b>	<b>13,538</b>	<b>20.5</b>	<b>9,792.92</b>	<b>18.2</b>	<b>1,952</b>	<b>14.0</b>	<b>13,538</b>	<b>20.5</b>	<b>9,792.92</b>	<b>18.2</b>



## Computer Usage by Adult Customers

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	683		2,959		2,419.86		683		2,959		2,419.86	
		<b>683</b>	<b>100.0</b>	<b>2,959</b>	<b>100.0</b>	<b>2,419.86</b>	<b>100.0</b>	<b>683</b>	<b>100.0</b>	<b>2,959</b>	<b>100.0</b>	<b>2,419.86</b>	<b>100.0</b>
BELLE ISLE	13	937		3,521		2,925.31		937		3,521		2,925.31	
	14	823		3,491		2,665.90		823		3,491		2,665.90	
		<b>-114</b>	<b>-12.2</b>	<b>-30</b>	<b>-.9</b>	<b>-259.41</b>	<b>-8.9</b>	<b>-114</b>	<b>-12.2</b>	<b>-30</b>	<b>-.9</b>	<b>-259.41</b>	<b>-8.9</b>
BETHANY	13	739		2,899		2,307.99		739		2,899		2,307.99	
	14	805		2,966		2,218.39		805		2,966		2,218.39	
		<b>66</b>	<b>8.9</b>	<b>67</b>	<b>2.3</b>	<b>-89.60</b>	<b>-3.9</b>	<b>66</b>	<b>8.9</b>	<b>67</b>	<b>2.3</b>	<b>-89.60</b>	<b>-3.9</b>
CAPITOL HILL	13	510		1,960		1,600.87		510		1,960		1,600.87	
	14	476		1,953		1,463.90		476		1,953		1,463.90	
		<b>-34</b>	<b>-6.7</b>	<b>-7</b>	<b>-.4</b>	<b>-136.97</b>	<b>-8.6</b>	<b>-34</b>	<b>-6.7</b>	<b>-7</b>	<b>-.4</b>	<b>-136.97</b>	<b>-8.6</b>
CHOCTAW	13	330		1,267		1,496.26		330		1,267		1,496.26	
	14	371		1,160		1,052.52		371		1,160		1,052.52	
		<b>41</b>	<b>12.4</b>	<b>-107</b>	<b>-8.4</b>	<b>-443.74</b>	<b>-29.7</b>	<b>41</b>	<b>12.4</b>	<b>-107</b>	<b>-8.4</b>	<b>-443.74</b>	<b>-29.7</b>
DEL CITY	13	618		2,671		1,989.29		618		2,671		1,989.29	
	14	691		2,687		2,111.54		691		2,687		2,111.54	
		<b>73</b>	<b>11.8</b>	<b>16</b>	<b>.6</b>	<b>122.25</b>	<b>6.1</b>	<b>73</b>	<b>11.8</b>	<b>16</b>	<b>.6</b>	<b>122.25</b>	<b>6.1</b>
DOWNTOWN	13	931		9,327		7,867.75		931		9,327		7,867.75	
	14	949		9,997		7,580.13		949		9,997		7,580.13	
		<b>18</b>	<b>1.9</b>	<b>670</b>	<b>7.2</b>	<b>-287.62</b>	<b>-3.7</b>	<b>18</b>	<b>1.9</b>	<b>670</b>	<b>7.2</b>	<b>-287.62</b>	<b>-3.7</b>
EDMOND	13	914		3,670		3,388.33		914		3,670		3,388.33	
	14	933		3,445		3,187.83		933		3,445		3,187.83	
		<b>19</b>	<b>2.1</b>	<b>-225</b>	<b>-6.1</b>	<b>-200.50</b>	<b>-5.9</b>	<b>19</b>	<b>2.1</b>	<b>-225</b>	<b>-6.1</b>	<b>-200.50</b>	<b>-5.9</b>
MIDWEST CITY	13	1,193		5,052		3,847.16		1,193		5,052		3,847.16	
	14	1,271		5,186		4,005.98		1,271		5,186		4,005.98	
		<b>78</b>	<b>6.5</b>	<b>134</b>	<b>2.7</b>	<b>158.82</b>	<b>4.1</b>	<b>78</b>	<b>6.5</b>	<b>134</b>	<b>2.7</b>	<b>158.82</b>	<b>4.1</b>
NORTHWEST	13	779		2,661		2,531.47		779		2,661		2,531.47	
	14	1,132		4,149		4,399.94		1,132		4,149		4,399.94	
		<b>353</b>	<b>45.3</b>	<b>1,488</b>	<b>55.9</b>	<b>1,868.47</b>	<b>73.8</b>	<b>353</b>	<b>45.3</b>	<b>1,488</b>	<b>55.9</b>	<b>1,868.47</b>	<b>73.8</b>

## Computer Usage by Adult Customers

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	943		4,143		3,277.75		943		4,143		3,277.75	
	14	1,005		4,506		3,609.01		1,005		4,506		3,609.01	
		<b>62</b>	<b>6.6</b>	<b>363</b>	<b>8.8</b>	<b>331.26</b>	<b>10.1</b>	<b>62</b>	<b>6.6</b>	<b>363</b>	<b>8.8</b>	<b>331.26</b>	<b>10.1</b>
SOUTHERN OAKS	13	970		3,722		2,913.20		970		3,722		2,913.20	
	14	1,169		4,834		4,032.22		1,169		4,834		4,032.22	
		<b>199</b>	<b>20.5</b>	<b>1,112</b>	<b>29.9</b>	<b>1,119.02</b>	<b>38.4</b>	<b>199</b>	<b>20.5</b>	<b>1,112</b>	<b>29.9</b>	<b>1,119.02</b>	<b>38.4</b>
VILLAGE	13	972		3,170		2,417.95		972		3,170		2,417.95	
	14	1,030		3,575		2,774.89		1,030		3,575		2,774.89	
		<b>58</b>	<b>6.0</b>	<b>405</b>	<b>12.8</b>	<b>356.94</b>	<b>14.8</b>	<b>58</b>	<b>6.0</b>	<b>405</b>	<b>12.8</b>	<b>356.94</b>	<b>14.8</b>
WARR ACRES	13	763		3,070		2,336.86		763		3,070		2,336.86	
	14	797		3,826		2,900.78		797		3,826		2,900.78	
		<b>34</b>	<b>4.5</b>	<b>756</b>	<b>24.6</b>	<b>563.92</b>	<b>24.1</b>	<b>34</b>	<b>4.5</b>	<b>756</b>	<b>24.6</b>	<b>563.92</b>	<b>24.1</b>
HARRAH	13	80		303		211.13		80		303		211.13	
	14	87		239		150.63		87		239		150.63	
		<b>7</b>	<b>8.8</b>	<b>-64</b>	<b>-21.1</b>	<b>-60.50</b>	<b>-28.7</b>	<b>7</b>	<b>8.8</b>	<b>-64</b>	<b>-21.1</b>	<b>-60.50</b>	<b>-28.7</b>
JONES	13	15		53		51.06		15		53		51.06	
	14	14		48		35.59		14		48		35.59	
		<b>-1</b>	<b>-6.7</b>	<b>-5</b>	<b>-9.4</b>	<b>-15.47</b>	<b>-30.3</b>	<b>-1</b>	<b>-6.7</b>	<b>-5</b>	<b>-9.4</b>	<b>-15.47</b>	<b>-30.3</b>
LUTHER	13	72		189		144.45		72		189		144.45	
	14	58		156		136.71		58		156		136.71	
		<b>-14</b>	<b>-19.4</b>	<b>-33</b>	<b>-17.5</b>	<b>-7.74</b>	<b>-5.4</b>	<b>-14</b>	<b>-19.4</b>	<b>-33</b>	<b>-17.5</b>	<b>-7.74</b>	<b>-5.4</b>
NICOMA PARK	13	36		179		173.77		36		179		173.77	
	14	33		118		85.26		33		118		85.26	
		<b>-3</b>	<b>-8.3</b>	<b>-61</b>	<b>-34.1</b>	<b>-88.51</b>	<b>-50.9</b>	<b>-3</b>	<b>-8.3</b>	<b>-61</b>	<b>-34.1</b>	<b>-88.51</b>	<b>-50.9</b>
WRIGHT	13	34		157		144.89		34		157		144.89	
	14	43		221		214.26		43		221		214.26	
		<b>9</b>	<b>26.5</b>	<b>64</b>	<b>40.8</b>	<b>69.37</b>	<b>47.9</b>	<b>9</b>	<b>26.5</b>	<b>64</b>	<b>40.8</b>	<b>69.37</b>	<b>47.9</b>
TOTAL	13	10,836		48,014		39,625.49		10,836		48,014		39,625.49	
	14	12,370		55,516		45,045.34		12,370		55,516		45,045.34	
		<b>1,534</b>	<b>14.2</b>	<b>7,502</b>	<b>15.6</b>	<b>5,419.85</b>	<b>13.7</b>	<b>1,534</b>	<b>14.2</b>	<b>7,502</b>	<b>15.6</b>	<b>5,419.85</b>	<b>13.7</b>

## Computer Usage by Minor Customers

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	302		2,579		1,872.23		302		2,579		1,872.23	
		<b>302</b>	<b>100.0</b>	<b>2,579</b>	<b>100.0</b>	<b>1,872.23</b>	<b>100.0</b>	<b>302</b>	<b>100.0</b>	<b>2,579</b>		<b>1,872.23</b>	<b>100.0</b>
BELLE ISLE	13	127		404		325.62		127		404		325.62	
	14	131		949		716.58		131		949		716.58	
		<b>4</b>	<b>3.1</b>	<b>545</b>	<b>134.9</b>	<b>390.96</b>	<b>120.1</b>	<b>4</b>	<b>3.1</b>	<b>545</b>	<b>134.9</b>	<b>390.96</b>	<b>120.1</b>
BETHANY	13	162		596		464.46		162		596		464.46	
	14	154		881		659.28		154		881		659.28	
		<b>-8</b>	<b>-4.9</b>	<b>285</b>	<b>47.8</b>	<b>194.82</b>	<b>41.9</b>	<b>-8</b>	<b>-4.9</b>	<b>285</b>	<b>47.8</b>	<b>194.82</b>	<b>41.9</b>
CAPITOL HILL	13	363		2,401		1,796.04		363		2,401		1,796.04	
	14	320		2,997		2,099.49		320		2,997		2,099.49	
		<b>-43</b>	<b>-11.8</b>	<b>596</b>	<b>24.8</b>	<b>303.45</b>	<b>16.9</b>	<b>-43</b>	<b>-11.8</b>	<b>596</b>	<b>24.8</b>	<b>303.45</b>	<b>16.9</b>
CHOCTAW	13	133		523		607.61		133		523		607.61	
	14	158		616		646.01		158		616		646.01	
		<b>25</b>	<b>18.8</b>	<b>93</b>	<b>17.8</b>	<b>38.40</b>	<b>6.3</b>	<b>25</b>	<b>18.8</b>	<b>93</b>	<b>17.8</b>	<b>38.40</b>	<b>6.3</b>
DEL CITY	13	226		1,373		1,018.80		226		1,373		1,018.80	
	14	236		1,205		870.41		236		1,205		870.41	
		<b>10</b>	<b>4.4</b>	<b>-168</b>	<b>-12.2</b>	<b>-148.39</b>	<b>-14.6</b>	<b>10</b>	<b>4.4</b>	<b>-168</b>	<b>-12.2</b>	<b>-148.39</b>	<b>-14.6</b>
DOWNTOWN	13	93		474		349.54		93		474		349.54	
	14	104		466		347.07		104		466		347.07	
		<b>11</b>	<b>11.8</b>	<b>-8</b>	<b>-1.7</b>	<b>-2.47</b>	<b>-.7</b>	<b>11</b>	<b>11.8</b>	<b>-8</b>	<b>-1.7</b>	<b>-2.47</b>	<b>-.7</b>
EDMOND	13	170		715		684.92		170		715		684.92	
	14	193		629		635.00		193		629		635.00	
		<b>23</b>	<b>13.5</b>	<b>-86</b>	<b>-12.0</b>	<b>-49.92</b>	<b>-7.3</b>	<b>23</b>	<b>13.5</b>	<b>-86</b>	<b>-12.0</b>	<b>-49.92</b>	<b>-7.3</b>
MIDWEST CITY	13	340		2,358		1,712.42		340		2,358		1,712.42	
	14	304		1,972		1,432.37		304		1,972		1,432.37	
		<b>-36</b>	<b>-10.6</b>	<b>-386</b>	<b>-16.4</b>	<b>-280.05</b>	<b>-16.4</b>	<b>-36</b>	<b>-10.6</b>	<b>-386</b>	<b>-16.4</b>	<b>-280.05</b>	<b>-16.4</b>
NORTHWEST	13	212		640		533.57		212		640		533.57	
	14	265		631		515.55		265		631		515.55	
		<b>53</b>	<b>25.0</b>	<b>-9</b>	<b>-1.4</b>	<b>-18.02</b>	<b>-3.4</b>	<b>53</b>	<b>25.0</b>	<b>-9</b>	<b>-1.4</b>	<b>-18.02</b>	<b>-3.4</b>



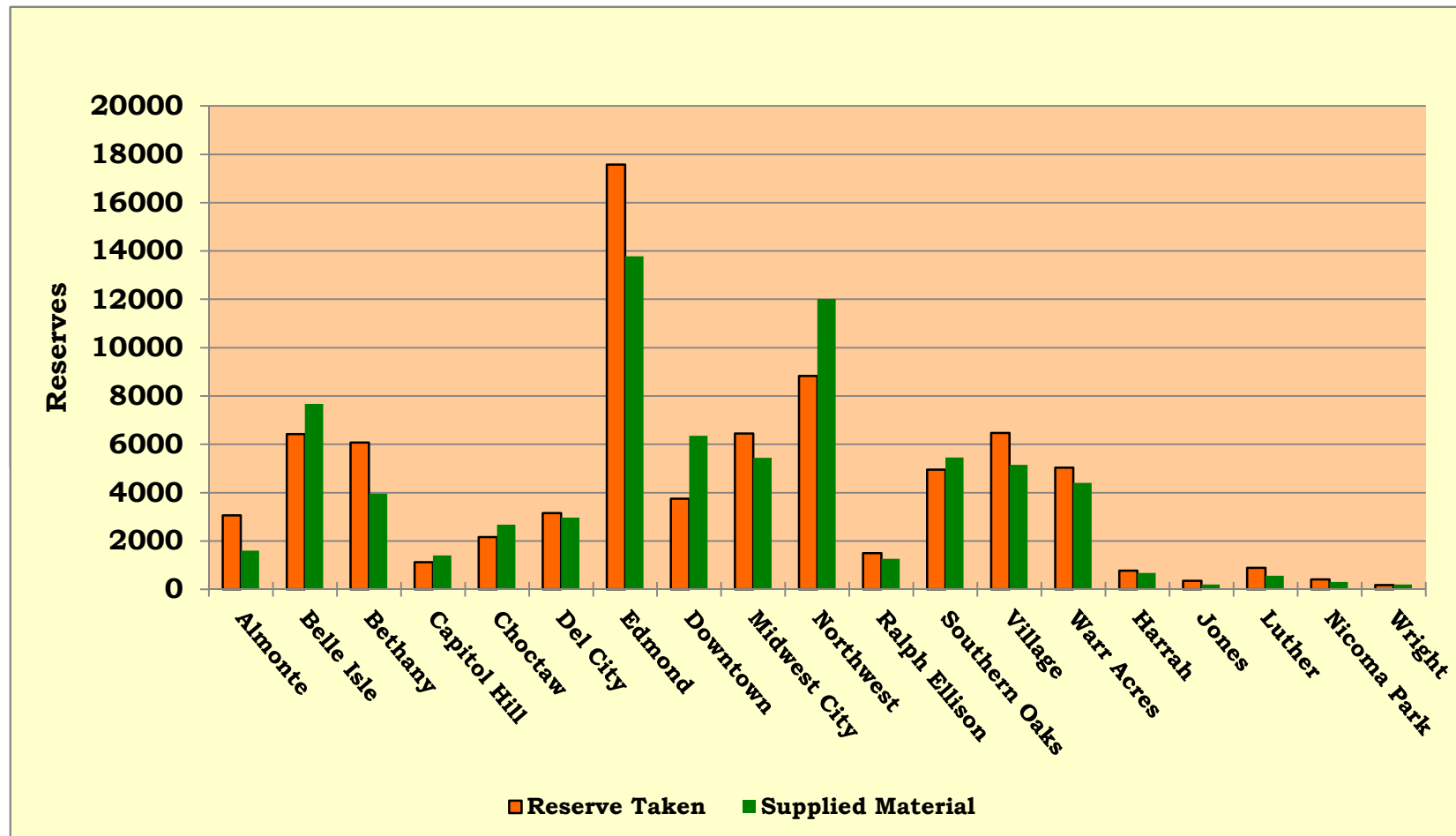
## Computer Usage by Minor Customers

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	408		3,024		2,239.05		408		3,024		2,239.05	
	14	351		2,585		1,994.26		351		2,585		1,994.26	
		<b>-57</b>	<b>-14.0</b>	<b>-439</b>	<b>-14.5</b>	<b>-244.79</b>	<b>-10.9</b>	<b>-57</b>	<b>-14.0</b>	<b>-439</b>	<b>-14.5</b>	<b>-244.79</b>	<b>-10.9</b>
SOUTHERN OAKS	13	370		2,485		1,806.41		370		2,485		1,806.41	
	14	486		5,443		4,307.50		486		5,443		4,307.50	
		<b>116</b>	<b>31.4</b>	<b>2,958</b>	<b>119.0</b>	<b>2,501.09</b>	<b>138.5</b>	<b>116</b>	<b>31.4</b>	<b>2,958</b>	<b>119.0</b>	<b>2,501.09</b>	<b>138.5</b>
VILLAGE	13	240		1,247		1,103.41		240		1,247		1,103.41	
	14	282		1,007		871.51		282		1,007		871.51	
		<b>42</b>	<b>17.5</b>	<b>-240</b>	<b>-19.2</b>	<b>-231.90</b>	<b>-21.0</b>	<b>42</b>	<b>17.5</b>	<b>-240</b>	<b>-19.2</b>	<b>-231.90</b>	<b>-21.0</b>
WARR ACRES	13	168		1,367		1,167.64		168		1,367		1,167.64	
	14	150		1,728		1,263.13		150		1,728		1,263.13	
		<b>-18</b>	<b>-10.7</b>	<b>361</b>	<b>26.4</b>	<b>95.49</b>	<b>8.2</b>	<b>-18</b>	<b>-10.7</b>	<b>361</b>	<b>26.4</b>	<b>95.49</b>	<b>8.2</b>
HARRAH	13	23		54		42.72		23		54		42.72	
	14	21		46		41.89		21		46		41.89	
		<b>-2</b>	<b>-8.7</b>	<b>-8</b>	<b>-14.8</b>	<b>-.83</b>	<b>-1.9</b>	<b>-2</b>	<b>-8.7</b>	<b>-8</b>	<b>-14.8</b>	<b>-.83</b>	<b>-1.9</b>
JONES	13	3		6		3.40		3		6		3.40	
	14	4		4		.99		4		4		.99	
		<b>1</b>	<b>33.3</b>	<b>-2</b>	<b>-33.3</b>	<b>-2.41</b>	<b>-70.9</b>	<b>1</b>	<b>33.3</b>	<b>-2</b>	<b>-33.3</b>	<b>-2.41</b>	<b>-70.9</b>
LUTHER	13	50		161		152.23		50		161		152.23	
	14	47		122		98.81		47		122		98.81	
		<b>-3</b>	<b>-6.0</b>	<b>-39</b>	<b>-24.2</b>	<b>-53.42</b>	<b>-35.1</b>	<b>-3</b>	<b>-6.0</b>	<b>-39</b>	<b>-24.2</b>	<b>-53.42</b>	<b>-35.1</b>
NICOMA PARK	13	10		25		15.51		10		25		15.51	
	14	16		63		50.88		16		63		50.88	
		<b>6</b>	<b>60.0</b>	<b>38</b>	<b>152.0</b>	<b>35.37</b>	<b>228.0</b>	<b>6</b>	<b>60.0</b>	<b>38</b>	<b>152.0</b>	<b>35.37</b>	<b>228.0</b>
WRIGHT	13	20		65		43.49		20		65		43.49	
	14	12		31		16.95		12		31		16.95	
		<b>-8</b>	<b>-40.0</b>	<b>-34</b>	<b>-52.3</b>	<b>-26.54</b>	<b>-61.0</b>	<b>-8</b>	<b>-40.0</b>	<b>-34</b>	<b>-52.3</b>	<b>-26.54</b>	<b>-61.0</b>
TOTAL	13	3,118		17,918		14,066.84		3,118		17,918		14,066.84	
	14	3,536		23,954		18,439.91		3,536		23,954		18,439.91	
		<b>418</b>	<b>13.4</b>	<b>6,036</b>	<b>33.7</b>	<b>4,373.07</b>	<b>31.1</b>	<b>418</b>	<b>13.4</b>	<b>6,036</b>	<b>33.7</b>	<b>4,373.07</b>	<b>31.1</b>

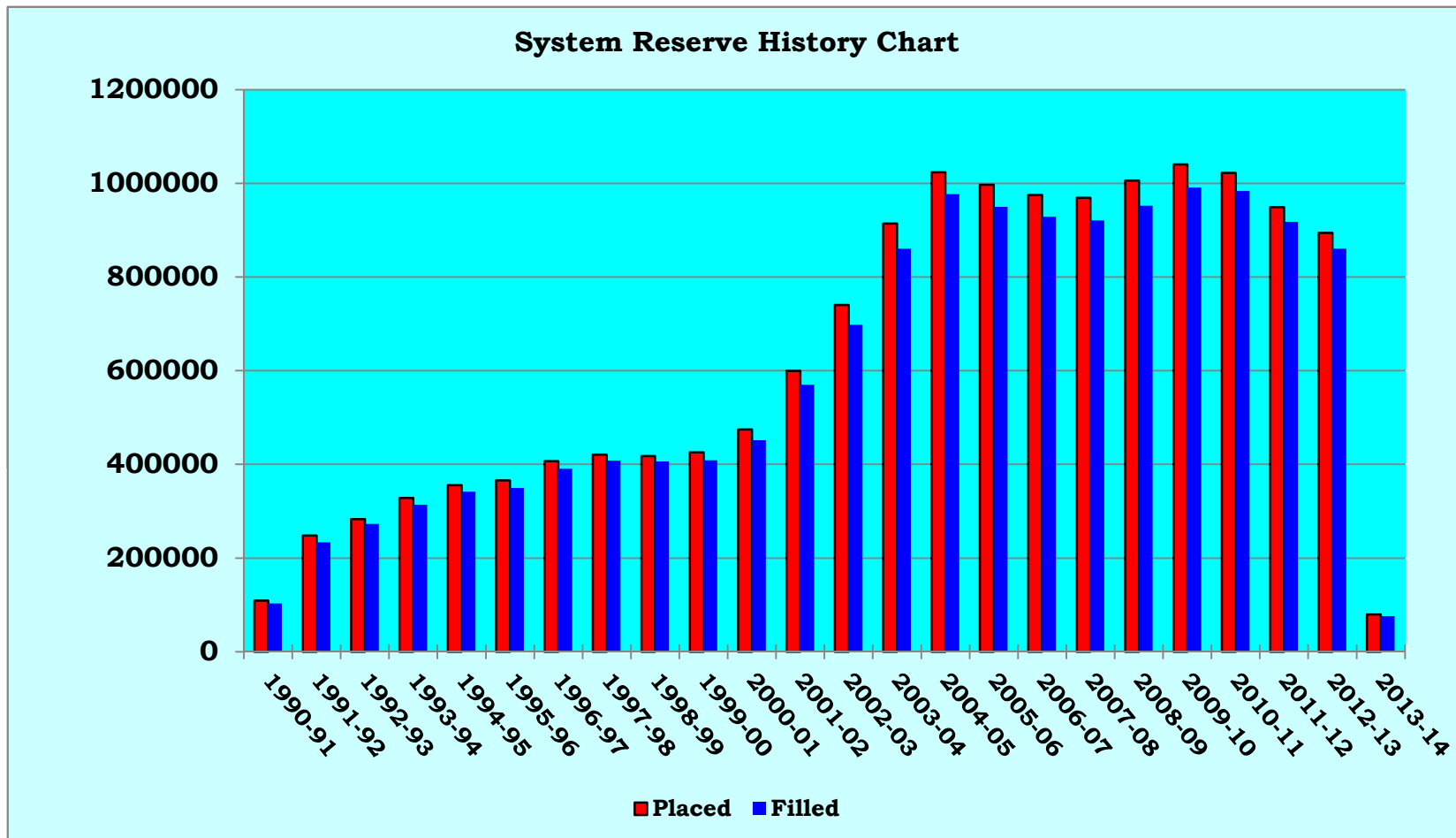
## System Reserve Report

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)



## System Reserve Report

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)





# System Reserves Report

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13						
	14	3,065	3,065		2,811	2,811	
		<b>3,065</b>	<b>3,065</b>		<b>2,811</b>	<b>2,811</b>	
BELLE ISLE	13	8,679	8,679		8,062	8,062	
	14	6,418	6,418		6,219	6,219	
		<b>-2,261</b>	<b>-2,261</b>	<b>-26.1</b>	<b>-1,843</b>	<b>-1,843</b>	<b>-22.9</b>
BETHANY	13	6,375	6,375		6,075	6,075	
	14	6,072	6,072		5,618	5,618	
		<b>-303</b>	<b>-303</b>	<b>-4.8</b>	<b>-457</b>	<b>-457</b>	<b>-7.5</b>
CAPITOL HILL	13	1,222	1,222		1,198	1,198	
	14	1,118	1,118		1,068	1,068	
		<b>-104</b>	<b>-104</b>	<b>-8.5</b>	<b>-130</b>	<b>-130</b>	<b>-10.9</b>
CHOCTAW	13	2,232	2,232		2,116	2,116	
	14	2,162	2,162		2,079	2,079	
		<b>-70</b>	<b>-70</b>	<b>-3.1</b>	<b>-37</b>	<b>-37</b>	<b>-1.7</b>
DEL CITY	13	3,924	3,924		3,588	3,588	
	14	3,148	3,148		3,084	3,084	
		<b>-776</b>	<b>-776</b>	<b>-19.8</b>	<b>-504</b>	<b>-504</b>	<b>-14.0</b>
EDMOND	13	18,518	18,518		17,500	17,500	
	14	17,577	17,577		16,906	16,906	
		<b>-941</b>	<b>-941</b>	<b>-5.1</b>	<b>-594</b>	<b>-594</b>	<b>-3.4</b>
DOWNTOWN	13	4,258	4,258		3,985	3,985	
	14	3,751	3,751		3,545	3,545	
		<b>-507</b>	<b>-507</b>	<b>-11.9</b>	<b>-440</b>	<b>-440</b>	<b>-11.0</b>
MIDWEST CITY	13	7,126	7,126		6,719	6,719	
	14	6,442	6,442		6,064	6,064	
		<b>-684</b>	<b>-684</b>	<b>-9.6</b>	<b>-655</b>	<b>-655</b>	<b>-9.7</b>
NORTHWEST	13	7,713	7,713		7,133	7,133	
	14	8,825	8,825		8,551	8,551	
		<b>1,112</b>	<b>1,112</b>	<b>14.4</b>	<b>1,418</b>	<b>1,418</b>	<b>19.9</b>
RALPH ELLISON	13	1,695	1,695		1,560	1,560	
	14	1,501	1,501		1,405	1,405	
		<b>-194</b>	<b>-194</b>	<b>-11.4</b>	<b>-155</b>	<b>-155</b>	<b>-9.9</b>
SOUTHERN OAKS	13	7,302	7,302		6,826	6,826	
	14	4,957	4,957		4,776	4,776	
		<b>-2,345</b>	<b>-2,345</b>	<b>-32.1</b>	<b>-2,050</b>	<b>-2,050</b>	<b>-30.0</b>

## System Reserves Report

July 1, 2013 through July 31, 2013 (8.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	6,979	6,979		6,674	6,674	
	14	6,471	6,471		5,882	5,882	
		<b>-508</b>	<b>-508</b>	<b>-7.3</b>	<b>-792</b>	<b>-792</b>	<b>-11.9</b>
WARR ACRES	13	5,826	5,826		5,502	5,502	
	14	5,031	5,031		4,940	4,940	
		<b>-795</b>	<b>-795</b>	<b>-13.6</b>	<b>-562</b>	<b>-562</b>	<b>-10.2</b>
HARRAH	13	710	710		682	682	
	14	766	766		707	707	
		<b>56</b>	<b>56</b>	<b>7.9</b>	<b>25</b>	<b>25</b>	<b>3.7</b>
JONES	13	370	370		361	361	
	14	354	354		349	349	
		<b>-16</b>	<b>-16</b>	<b>-4.3</b>	<b>-12</b>	<b>-12</b>	<b>-3.3</b>
LUTHER	13	958	958		931	931	
	14	884	884		893	893	
		<b>-74</b>	<b>-74</b>	<b>-7.7</b>	<b>-38</b>	<b>-38</b>	<b>-4.1</b>
NICOMA PARK	13	550	550		539	539	
	14	411	411		395	395	
		<b>-139</b>	<b>-139</b>	<b>-25.3</b>	<b>-144</b>	<b>-144</b>	<b>-26.7</b>
WRIGHT	13	163	163		168	168	
	14	179	179		188	188	
		<b>16</b>	<b>16</b>	<b>9.8</b>	<b>20</b>	<b>20</b>	<b>11.9</b>
TOTAL	13	85,382	85,382		80,354	80,354	
	14	79,865	79,865		76,147	76,147	
		<b>-5,517</b>	<b>-5,517</b>	<b>-6.5</b>	<b>-4,207</b>	<b>-4,207</b>	<b>-5.2</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**AUGUST 2013**

### ***Commission Reappointments***

I am pleased to announce that several commission members have been reappointed to new 3 year terms by their communities. Fran Cory, Jose Jimenez, Rozz Grigsby, Helene Harpman and Tracy McDaniel were unanimously reappointed by the Oklahoma City Council on July 16<sup>th</sup>. Beth Toland, Warr Acres; Judy Smith, Village; and Mukesh Patel, Del City; were also reappointed by their various municipalities. We are still waiting on word regarding other appointments. We are pleased that these commissioners will be with us for another 3 years!

### ***Edge Assessment***

MLS recently completed an online assessment for the Edge Initiative. This is a voluntary assessment program that provides libraries with benchmarks, best practices, tools and resources that support continuous improvement and reinvestment in public technology services. Edge helps libraries connect their services to community priorities.

Oklahoma is one of seven states to participate in the "soft launch" of this program. It will launch nationally next spring. It was developed by a national coalition of leading library and local government organizations, funded by the Bill and Melinda Gates Foundation and led by the Urban Libraries Council.

MLS achieved about 60% of the goals and benchmarks. Staff have been reviewing the results and recommendations and will be determining what training we might utilize from the Edge program to improve our community value, engagement with the community, and organization management, which are the 3 overarching Benchmarks.

### ***ILS Update***

We continue to finalize the RFP for our proposed Integrated Library System. Anne Fischer expects to have the document finalized by the week of August 12<sup>th</sup>. Vendors will have approximately 3 weeks to respond to the RFP, and then MLS will take several weeks to review the proposals. We believe that we will get proposals from 3 vendors. During the month of October we will have scripted interviews and demo for additional staff. The finance committee and staff will review the proposals following the demos and interviews and will make a recommendation for the final contract which will be included in the November commission packet.

### ***Capital Projects Update***

- The Ralph Ellison Sewer Repair project is going very well and is in fact a day or two ahead of schedule. If all goes well, work will be completed during the first week of September.



- Jones design work will move full speed ahead with the addition of some dollars from Jones and MLS (per project agreement included in this packet).
- One of our major projects for this year is recarpeting of the Downtown Library. Since this will be such a huge job, we are beginning planning early and will be meeting next week to walk through the areas downtown and review what needs or does not need new carpet.

## ***DIRECTOR OUTREACH ACTIVITIES***

- Attended Rotary 29 Club Meetings
- OLA Legislative Meeting
- Library Endowment Trust Task Force
- Attended meeting at Tinker Air Force Base & visited TAFB Library
- Meeting with Susan McVey from Okla. Depart. Of Libraries
- Attended Library Endowment Trust Executive Committee Meeting

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

### ***2nd Sunday Concert Series***

Sunday, September 8, 2013

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Our 2nd Sunday Concert performer is Michael Nigro, an acoustic guitarist from Southern California. The concert will be held in the atrium on the first floor of the library.

### ***Hispanic Heritage Month: Ballet Flamenco Espanol Folklorico***

Sunday, September 8, 2013

Time: 4:00pm-5:00pm

Location: Southern Oaks

All Ages

In celebration of National Hispanic Heritage Month we present the Ballet Flamenco Espanol Folklorico dance company. The touring company is dedicated to the preservation of Spanish dance and their program includes representations of the five provinces of Spain, and all 33 States of Mexico with wooden shoes, castanets and swords. Included in the programming are historical explanations of the dance and costuming and its connections to American history. Cosponsors: Oklahoma Arts Council and the National Endowment for the Arts.

*Several libraries will host Ballet Flamenco throughout September.*

### ***Yoga for Your Health***

Wednesdays, September 11-25, 2013

Time: 6:15pm-7:15pm

Location: Choctaw

Adults

The health benefits of yoga include stress reduction, the concentration required during yoga practice tends to focus your attention on the matter at hand, and thereby reducing the emphasis

you may be putting on the stress in your life. Shauna Leonard of Edmond, OK will lead these sessions. Classes are free and space is limited.

### ***Black History Documentary Club***

Saturday, September 14, 2013

Time: 1:00pm-3:00pm

Location: Ralph Ellison

Ages 13 - older

The Black History Documentary Club meets monthly to screen thought-provoking films.

September's selection is 500 Years Later, "a timeless compelling journey, infused with the spirit and music of liberation that chronicles the struggle of a people who have fought and continue to fight for the most essential human right – freedom.

### ***Banned Book Week Read-Out***

Saturday, September 28, 2013

Time: 2:00pm-4:00pm

Location: Midwest City

All Ages

The Midwest City Library will host a Read-Out during Banned Book Week. The purpose of a Read-Out is to create a greater awareness of the importance of reading. Reading about people, places and events in the world expands mental horizons. Like exercise for your muscles, reading keeps your brain active and fit all through life! Reading can be for entertainment, learning or self-discovery and can be shared with family, friends and strangers. Several local officials and educators will read portions of their favorite banned or challenged books. This program is free and open to the public.

### ***College Prep: Scholarship Paths***

Saturday, September 28, 2013

Time: 3:00pm-4:30pm

Location: Belle Isle

Teens and Adults

Interested in college? Don't know how you're going to afford it? Come join us for a discussion with scholarship expert Francesca James on how to pay for college.

# Library system announces online magazine option

BY MATT PATTERSON

Staff Writer  
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The Oklahoma City Metropolitan Library System is making it easier for magazine lovers to enjoy their favorite titles on personal devices, with the introduction of Zinio.

Users must first download an app to their personal tablets or phones and then download content through the library's Zinio page. Magazines that the library subscribes to will then be available for download from home, or at the nearest branch.

"We wanted to have more digital offerings for our customers," library spokeswoman Kim Terry said. "One of the things a lot of people like to do at the library is read magazines, which often get torn up easily with repeated use. Now anyone with a card can get their favorite magazine and take it home with them by downloading it."

The library has 250 magazine titles available for download. Branches will continue to carry hard copies of magazines as well, Terry said.

"I think we will always have the physical copies as long as they are still being published," Terry said. "We still have to pay for the subscription to allow customers to download them through Zinio."

So far, about 500 people have signed up for Zinio through the library, check-

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**KIM TERRY**  
SPOKESWOMAN,  
METROPOLITAN  
LIBRARY SYSTEM

ing out about 4,000 different magazine issues since the service became available in June. Terry said most of the magazines have been downloaded by women.

"Magazines have always had a special place in women's hearts," Terry said.

Those who need assistance with downloading and using Zinio can get their questions answered at a library branch, Terry said.

## Metro libraries offer children's screenings

Published: August 10, 2013

FROM STAFF REPORTS

The Child Guidance program at the Oklahoma City-County Health Department will offer developmental screenings for children, birth to 5 years old, at the following libraries and on the corresponding dates in August:

• **The Village Library:** 1 to 5 p.m. Wednesday.

• **Midwest City Library:** 1 to 5 p.m. Aug. 21.

• **Edmond Library:** 1 to 5 p.m. Aug. 21.

• **Warr Acres Library:** 9 a.m. to noon Aug. 23.

• **Southern Oaks Library:** 12:30 to 4:30 p.m. Aug. 28.

• **Northwest Library:** 9 a.m. to 1 p.m. Aug. 29.

These will be individual sessions of about one hour with a child development specialist, speech/language pathologist and/or a behavioral health specialist.

Sessions include discussions about the normal range of early development, as well as any questions the parent may have in the areas of speech, language, development and behavior.

Sessions are by appointment only. There is a small fee for screenings. Medicaid is accepted.

No person will be denied services for inability to pay.

Please call Child Guidance at 425-4412 to schedule an appointment.

### DEL CITY LIBRARY TO HOST SCREENING

**DEL CITY** — The Oklahoma City Metropolitan Library System will host a free screening of the film "Last Call at the Oasis" at 6 p.m. Tuesday at Del City Library, 4509 SE 15. The film presents facts about a possible shortage of clean water in the near future and what people can do to prevent the shortages. Refreshments, including water, will be served. Call the library at 672-1377 for more information on the film and the screening.