



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, September 19, 2013, 3:30 p.m.
Ralph Ellison Library
2000 NE 23rd
Oklahoma City, OK 73111
(Telephone: 424-1437)

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 #22 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#23 - #26)

- Document #23 – Approval of Minutes of August 22, 2013 Meeting
- Document #24 – Acceptance of Review of Expenditures for August 2013
- Document #25 – Contract Awards & Purchases
 - Item A: Lawn Maintenance
 - Item B: Purchase & Installation of Audio Visual System for Northwest Library
 - Item C: Purchase & Installation of Wireless Microphones
- Document #26 – Request to Declare Furniture & Equipment Surplus

4:00 – 4:15 pm COMMITTEE REPORTS

- Document # 27 –Executive Director Search Committee meeting, - August 29, 2013

4:15 – 4:30 pm INFORMATION REPORTS

- Document #28 – MLS August 2013 Library Visits
- Document #29 – MLS August 2013 Circulation Report
- Document #30 – MLS August 2013 Computer Usage Report
- Document #31 – MLS August 2013 System Reserve Report

4:30 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

October 17, 2013
Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in September 2013:

<u>Employees</u>	<u>Years of Service</u>
Susie L. Beasley, Librarian, Choctaw Library	35
Teresa R. Matthews, Librarian, Edmond Library	10
Burton D. Thurmond, Library Aide, Edmond Library	10
Emily R. Williams, Young Adult Service Coordinator, Outreach Services	10
Myra Dawn Dover, Library Aide, Capitol Hill Library	5
Kristin Lynn Hill, Data Entry Technician, Tech. Processing	5
Jennifer Irene Jones, Associate Librarian, Capitol Hill Library	5
Robin C. Sagel, Library Aide, Midwest City Library	5
Darin Ray Smith, Library Aide, Downtown Library	5

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

DATE: August 22, 2013

TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 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 Belle Isle Library and Downtown Library, 300 Park Avenue, Oklahoma City, on August 20, 2013, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Allen Coffey
Cynthia Friedemann
Rozz Grigsby
Helene Harpman
Jose Jimenez
Carolyn Leslie
Tracy McDaniel
Lori Nelson
Mukesh Patel
Kim Patterson
Hugh Rice
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Stephanie Tucker
Ray Vaughn
Stephanie West
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose Akadiri
Mick Cornett, Mayor of Oklahoma City
Deanna Hannah
Penny McCaleb
Tracy McGehee
Vanna Shaw

Estimate of general public and staff attending: 17

I. The meeting was called to order at 3:30 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Coffey, Friedemann, Grigsby, Harpman, Leslie, Patel, Patterson, Rice, Shonts, Smith, Strube, Toland, Tucker, Vaughn, West, Cory (Arrived: Nelson, 3:32; McDaniel, 3:37; Jimenez, 3:50).

II. Mrs. Cory introduced Ms. Priscilla Doss, Manager of Library Operations for the Belle Isle Library. Ms. Doss welcomed the commission and provided details of current and upcoming events taking place at the Belle Library.

III. Mrs. Cory called for the Presentation of Service certificates for August 2013: Julie Ann Ballou, Manager of Library Operations, Northwest Library ~ 20 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the meeting: Galen R. Kurth, Librarian, Southern Oaks Library ~ 20 years of service; Vanessa Ann Spaeth, Library Aide, Choctaw Library ~ 5 years of service.

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

V. Mrs. Cory presented the Consent Docket: Document #11 – Approval of Minutes of July 18, 2013; Document #12 – Acceptance of Review of Expenditures for July 2013; Document #13 – Contract Awards & Purchases.

Mrs. Cory called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Ray Vaughn seconded. No discussion, motion passed unanimously.

VI. Mrs. Cory referred to Committee Reports: Document #14 – Administrative and Personnel Committee Minutes, July 11, 2013

Mr. Hugh Rice, Administrative & Personnel Committee Chair reported the committee met for a grievance hearing on July 11. The grievant, Mr. Patrick Williams and his attorney Mr. Rand Eddy were both present as well as the library system's attorney Mr. Adam Childers. Both parties presented their cases to the committee. In conclusion, the committee upheld the termination on the basis that Mr. Williams failed his responsibility as a Manager.

VII. Mrs. Cory referred to Document #15 – Discussion, Consideration, and Possible Action: Report & Recommendations from Joint meeting of the Finance and Administrative & Personnel Committees, August 14, 2013 and Document #16 ~ Metropolitan Library System Fiscal Year 2013 – 2014 Final Budget.

Mrs. Anthony, Finance Committee chair, referred to Mr. Rice, A&P Committee Chair to report on the A&P recommendation to the Finance Committee.

Mr. Rice reported the A&P Committee met in conjunction with the Finance Committee and its task was to review the recommendation of a market adjustment to be included in the Final Budget. A market adjustment was not included in the Preliminary Budget because of the uncertainty of Ad Valorem Revenue. The final assessment numbers from the county came in at a 2.3% increase over last year; therefore, the committee recommended the Finance Committee include a 3% market adjustment in the final budget. The market adjustment for all employees will be effective the first pay period in January 2014.

Mrs. Anthony then referred to the proposed Final Budget (Document#16), which includes the recommended 3% market adjustment, and provided a brief review. She highlighted some of the proposed changes in the operating budget from the preliminary budget which includes some carryover items from last fiscal year. Discussion followed.

Mrs. Anthony concluded the operating budget increased \$207,692, which amounts to an increase of approximately 0.57% from last year's budget. Questions and Discussion followed.

The motion coming from committee is to approve the Metropolitan Library System Final Budget FY 2013-14. A motion coming from committee requires no second. Motion passed; 20 – yes, 1 - abstain.

VIII. Mrs. Cory referred to Document #17 – Discussion, Consideration and Possible Action: Approval of Jones Library Revised Project Agreement.

Mrs. Donna Morris reported the scope of work for the Jones Library has changed slightly since it was approved at the December 8th commission meeting. There have been revisions to the design fees and construction costs in the original project agreement. Therefore the library system and the Town of Jones City need to revise the project agreement. Mrs. Morris stated a grammatical error was noted on page 2; Item E and will be corrected in the final agreement. Discussion followed.

Mrs. Judy Smith moved to accept the Revised Project Agreement. Mr. Tracy McDaniel seconded. No further discussion, motion passed unanimously.

IX. Mrs. Cory called on Mrs. Morris to present the 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

Questions and discussion followed.

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

Mrs. Morris reported several commission members have been reappointed to the commission. Fran Cory, Jose Jimenez, Rozz Grigsby, Helene Harpman and Tracy McDaniel were reappointed by the Oklahoma City Council. Beth Toland, Warr Acres; Judy Smith, Village; and Mukesh Patel, Del City were also reappointed by their municipalities.

The library system recently completed an online assessment for the Edge Initiative. The initiative is to improve digital literacy and technology across the country. Oklahoma is one of seven states to participate in the "soft launch" of the 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 and is.

Mrs. Morris reported the RFP for the proposed Integrated Library System (ILS) was completed today and expected to go out soon. Vendors will have approximately 3 weeks to respond to the RFP. The Finance Committee and staff will review the proposals following demos and interviews from vendors and a recommendation for the final contract is expected to be included in the November Commission packet.

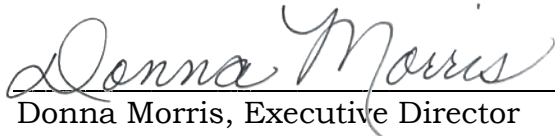
Mrs. Morris reported the sewer repair at Ralph Ellison Library is complete.

The re-carpeting of the Downtown Library will take place this year. It will be a major project. We will be meeting in the next week to walk through the areas downtown and review the new carpeting needs.

XI. Mrs. Cory called from comments from commissioners. Questions and discussion followed.

XII. The next Commission meeting will be held at the Ralph Ellison Library on September 19, 2013.

There being no further business, the meeting was adjourned at 4:10 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

August 31, 2013

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

For comparison, 16.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of August 2013.

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STATEMENT OF FINANCIAL CONDITION

August 31, 2013

ASSETS

	Current Year	Previous Year
CASH	\$ 1,996,983.69	\$ 6,706,505.20
INVESTMENTS (Schedule attached)	24,164,723.22	21,151,018.18
PREPAID ACCOUNTS	30,757.77	30,000.00
TAXES RECEIVABLE: 2013-14 Ad Valorem Tax	31,260,747.00	30,680,000.00
Less: Reserve for Delinquent Tax	(2,841,886.00)	(2,789,091.00)
Budgeted Tax Revenue	28,418,861.00	27,890,909.00
Less: Tax Received	0.00	0.00
	28,418,861.00	27,890,909.00
Total Assets	\$54,611,325.68	\$ 55,778,432.38

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$381,965.03	\$438,685.67
Current Year Purchase Orders Outstanding	333,322.66	182,344.05
Previous Year Purchase Orders Outstanding	210,238.36	477,794.16
Checks Outstanding	141,510.13	254,638.09
Total Liabilities	1,067,036.18	1,353,461.97

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	28,418,861.00	27,890,909.00
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FUND BALANCE:

Beginning of the Year	\$29,031,368.56	\$30,209,773.49
Add: Revenues		
Budgeted	111,000.00	100,000.00
Other	919,756.79	538,053.51
Less: Expenditures	(4,936,696.85)	(4,313,765.59)
Total Fund Balance	25,125,428.50	26,534,061.41

Total Liabilities, Deferred Revenue and Fund Balance	\$54,611,325.68	\$ 55,778,432.38
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of August 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
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>\$ 24,164,723.22</u>

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

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
BUDGETED:								
Current Year Ad Valorem Tax	\$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	51,000.00	111,000.00	23.72%	481,194.00	49,000.00	100,000.00	20.78%
Total Budgeted Revenue	\$ 28,927,797.00	\$ 51,000.00	\$ 111,000.00	0.38%	\$ 28,629,569.60	\$ 49,000.00	\$ 100,000.00	0.35%
NOT BUDGETED:								
Prior Years Taxes		\$ 243,320.27	\$ 398,222.80			\$ 223,552.82	\$ 356,530.36	
Gifts and Lost Books Fees		0.00	0.00			0.00	50,000.00	
Investment Income		91,389.03	119,584.74			17,989.99	104,809.39	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		931.35	931.35			0.00	0.00	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		360,375.89	401,017.90			10,470.24	26,713.76	
Total Miscellaneous Revenue		\$ 696,016.54	\$ 919,756.79			\$ 252,013.05	\$ 538,053.51	
Total Revenue	\$ 28,927,797.00	\$ 747,016.54	\$ 1,030,756.79	3.56%	\$ 28,629,569.60	\$ 301,013.05	\$ 638,053.51	

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

August 31, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 21,827.54	\$ 4,738.07	\$ 1,086.09	\$ 25,479.52
810 Prepaid Fees	(19,086.30)	0.00	256.17	(19,342.47)
815 Fines	50,751.78	48,319.41	53,009.70	46,061.49
820 Copy	69,445.02	12,300.05	1,746.80	79,998.27
Total Revolving Funds	\$122,938.04	\$ 65,357.53	\$ 56,098.76	\$132,196.81
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
871 14/LET/Zinio	4,123.00	4,123.00	1,126.41	2,996.59
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	5,500.00	4,500.00
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	4,420.00	1,580.00
<u>Friends Grants</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	10,358.88	641.12
945 13 Staff Recognition	25,299.02	25,371.52	13,762.73	11,608.79
946 13 Come Read with Me	60,181.00	60,181.00	35,304.49	24,876.51
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	1,001.00	(1.00)
964 13 Book Display	665.00	665.00	665.00	0.00
Total Grants				216,726.40
Total Special Funds				<u>\$348,923.21</u>

Metropolitan Library System
Statement of Encumbrances
Month of August 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	1,069,496.57	2,151,677.34	14.38	14,963,591.00	12,811,913.66
102	Wages - Part-time	170,878.96	349,983.43	13.40	2,611,763.00	2,261,779.57
103	Payroll Taxes	90,623.44	183,683.46	14.75	1,245,011.00	1,061,327.54
109	Workers' Comp. Insurance	14,000.00	28,000.00	13.68	204,648.00	176,648.00
112	Group Insurance	231,384.84	462,507.13	15.58	2,969,033.00	2,506,525.87
113	Employees' Retirement	69,988.18	141,500.14	7.08	1,998,785.00	1,857,284.86
114	Unemployment Compen.	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,646,371.99	3,317,351.50	13.81	24,022,831.00	20,705,479.50

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insu.	.00	.00	.00	271,506.00	271,506.00
205	Rent of Library Buildings	7,431.25	22,293.75	25.00	89,175.00	66,881.25
207	Janitorial Services	33,909.80	68,341.60	13.04	524,000.00	455,658.40
208	Maintenance of Facilities	31,863.33	57,377.08	9.56	600,156.00	542,778.92
211	Parking & Transportation	9,923.78	26,556.25	16.13	164,600.00	138,043.75
212	Travel Expenses	781.13	2,386.19	1.79	132,954.00	130,567.81
213	Professional Services	27,697.88	62,084.13	14.46	429,420.00	367,335.87
214	Security Services	31,893.82	63,397.09	13.68	463,406.00	400,008.91
216	Telephone Services	10,103.60	30,855.49	9.52	324,027.00	293,171.51
217	Electrical Services	55,853.71	106,992.59	16.32	655,455.00	548,462.41
218	Gas Services	1,218.75	2,469.12	4.97	49,696.00	47,226.88
219	Water & Garbage Services	8,393.30	15,624.64	16.55	94,431.00	78,806.36
220	Trigen Energy Services	23,289.77	39,289.77	16.82	233,541.00	194,251.23
226	Memberships	1,472.00	5,179.00	19.00	27,259.00	22,080.00
230	Other Library-Related Serv.	15,344.38	20,327.02	4.26	477,253.00	456,925.98
231	Automation Contractual	34,927.78	53,669.11	12.72	421,777.00	368,107.89
236	Network Catalog Services	4,039.32	11,488.54	12.45	92,250.00	80,761.46
Total Contractual Services		298,143.60	588,331.37	11.65	5,050,906.00	4,462,574.63

Metropolitan Library System
Statement of Encumbrances
Month of August 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	6,603.97	12,729.37	6.27	203,000.00	190,270.63
302	Postage	21,380.87	38,235.11	13.02	293,575.00	255,339.89
303	Supplies	21,419.06	50,779.69	11.33	448,149.00	397,369.31
310	Maintenance Supplies	4,016.58	15,810.18	21.08	75,000.00	59,189.82
312	Safety Supplies & Equip.	-69.65	2,291.03	38.83	5,900.00	3,608.97
321	Gasoline & Oil	3,526.80	3,526.80	6.30	56,000.00	52,473.20
322	Vehicle Parts & Repairs	250.61	2,383.28	7.45	32,000.00	29,616.72
330	Programming Activities	11,578.17	51,770.87	17.48	296,168.00	244,397.13
331	Other Commodities	3,448.08	3,953.71	9.29	42,574.00	38,620.29
Total Commodities		72,154.49	181,480.04	12.50	1,452,366.00	1,270,885.96

Capital Outlays

401	Books & Materials	272,762.71	397,027.67	7.65	5,190,000.00	4,792,972.33
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	22,424.81	22,689.81	12.49	181,650.00	158,960.19
408	Furniture, Fixture, & Equip.	5,087.57	21,395.59	6.26	341,757.00	320,361.41
409	Motor Vehicles	40,222.00	86,356.52	82.24	105,000.00	18,643.48
410	Automation System & Equip.	.00	.00	.00	603,350.00	603,350.00
450	Capital Projects	9,064.35	322,064.35	5.12	6,290,024.00	5,967,959.65
490	Capital Reserves - Current	.00	.00	.00	-1,198,551.76	-1,198,551.76
499	Reserve Carryover - Prior	.00	.00	.00	16,128,950.12	16,128,950.12
Total Capital Outlays		349,561.44	849,533.94	3.07	27,650,779.36	26,801,245.42
Total Budget		2,366,231.52	4,936,696.85	8.49	58,176,882.36	53,240,185.51

Monthly Journal Entries -- August 2013

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
24	1201	2013 Ad Valorem Tax	\$ 239,489.00	
	1251	Reserve for Delinquent Tax		\$ 21,772.00
	3001	2012-13 Reserve for Appropriation		\$ 217,717.00
		To adjust appropriation amount according to the final budget approved by the Commission 9/23/12		

Investments

25	1001	Cash	\$ 10,000.00	
	3602	Interest Income		\$ 10,000.00
		Interest from 3134g3zq6		
26	1001	Cash	\$ 2,067,888.89	
	3602	Interest		\$ 67,888.89
	1101	Investments		\$ 2,000,000.00
		Sold investment 3136fph9		
27	1001	Cash	\$ 14,000.00	
	3602	Interest Income		\$ 14,000.00
		Interest from 3134g3a83		

Tax revenues

28	1001	Cash	\$ 166,833.22	
	3601	Prior year Tax		\$ 166,833.22
		Ad Valorem Tax apportioned by County for 7/16 to 7/31		
29	1001	Cash	\$ 76,487.05	
	3601	Prior year Tax		\$ 76,487.05
		Ad Valorem Tax apportioned by County for 8/1 to 8/15		

Miscellaneous revenues

30	1001	Cash			\$	367,622.35		
	3606						\$	931.35
	3605	Mic. Reimbursements					\$	366,691.00
		ins-W. Farmer	19.20	café rent	\$	500.00		
		ins-E. Clark	8.96	OKC bldg refunds		363,590.14		
		Christian Books ref	2.70	LET postage		4.14		
		badge	1.00	Friends		1,478.68		
		Independent-rebate	36.18	OKC room rental	\$	1,050.00		
				total	\$	366,691.00		

Fines

31	1001	Cash	\$	51,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 51,000.00
		Fines transferred to General Fund in August			

Payable entries

32	3001	Current Year Reserv. for Appropriations.	\$	2,366,375.02	
	3011	Current Year P.O. Outstanding			\$ 2,366,375.02
	3002	Prior Year Reserv. for Appropriations.	\$	174,390.82	
	3012	Prior Year P.O. Outstanding			\$ 174,390.82
		Purchase orders issued in August			
33	3011	Current Year P.O. Outstanding	\$	2,259,985.60	
	3012	Prior Year P.O. Outstanding	\$	247,138.44	
	3021	Current Year Warrants Outstanding			\$ 2,507,124.04
		Checks issued in August			
34	3021	Current Year Warrants Outstanding	\$	2,707,628.05	
	1001	Cash			\$ 2,707,628.05
		Checks cleared Bank in August			

Bank interest and fees

35	1001	Cash			\$ 499.86
	3602	Bank Fees	\$	548.65	
	3602	Interest Income			\$ 48.79
		Interest and fees from GF checking account			
36	8000	Special Fund Cash			\$ 280.81
	8815	Bank Fees	\$	292.81	
	8815	Interest Income			\$ 12.00
		Interest and fees from SF checking account			

Special funds

37	8000	Special Fund Cash	\$	67,233.13	
	8815	Fines			\$ 27,271.58
	8820	Copy			\$ 12,300.05
	8805	Gift/Lost Books			\$ 4,738.07
	8810	Prepaid Fees	\$	256.17	
	8871	other			\$ 4,123.00
	8945				\$ 72.50
	8815	Credit card receipts			\$ 21,035.83
	8815	Credit card expenses	\$	1,391.73	
	8005	Petty cash	\$	660.00	
		Revenues of special funds received in August			

38	8000	Special funds cash			\$ 66,604.42
	8815	Fines	\$	51,325.16	
	8820	Copy	\$	1,746.80	
	8805	Gift/Lost Books	\$	1,086.09	
	8946		\$	4,147.28	
	8916		\$	1,064.88	
	8871		\$	1,126.41	
	8987		\$	323.00	
	8962		\$	46.97	
	8964		\$	85.40	
	8945		\$	152.43	
	8951		\$	5,500.00	
		Expenditures of special funds in August			

Corrections, adjustments, and miscellaneous

39	3605	Miscellaneous revenue	\$	289.99	
	3002	Previous year reserve for appropriation			\$ 59.99
	3012	Prior year purchase orders			\$ 230.00
	3605	Miscellaneous revenue	\$	6,025.12	
	3001	Reserve for appropriation			\$ 6,025.12
		to reclassify current year revenue to previous year and balance the previous year's accts pay.			
		Grand Total		<u>\$ 10,652,651.46</u>	<u>\$10,652,651.46</u>

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General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00306	Metropolitan Library System	Library-related Services	20.57	
		Safety Equipment	20.56	
		Supplies	16.94	
		Programming Activities	105.81	163.88
G-00307	City of Midwest City, Inc.	Water & Garbage Services	862.83	862.83
G-00308	O G & E	Electrical Services	371.16	
		Electrical Services	3,817.40	4,188.56
G-00309	Oklahoma Natural Gas Co.	Gas Services	83.81	
		Gas Services	39.12	
		Gas Services	101.01	
		Gas Services	35.10	
		Gas Services	83.23	342.27
G-00310	Southwestern Stationers, Inc.	Supplies	1,372.50	1,372.50
G-00311	Locke Supply Co.	Maintenance of Facilities	20.75	
		Maintenance of Facilities	18.02	
		Maintenance of Facilities	15.97	
		Maintenance of Facilities	74.78	129.52
G-00312	Tech-Lock	Maintenance of Facilities	12.25	12.25
G-00313	Demco	Supplies	24.77	
		Supplies	31.47	56.24
G-00314	Gaylord Bros.	Supplies	247.91	247.91
G-00315	Oriental Trading Company	Programming	53.00	53.00
G-00316	American Express	Professional Services	299.00	
		Automation Contractual	149.00	448.00
G-00317	Barbara Beasley	Postage	25.80	25.80
G-00318	Denyvretta Davis	Transportation	107.46	107.46
G-00319	BLR	Professional Services	397.00	397.00
G-00320	Independent Stationers	Supplies	28.55	
		Supplies	671.28	699.83
G-00321	Nancy Lytle	Parking	108.38	108.38
G-00322	Janet Brooks	Transportation	10.98	10.98
G-00323	INTEGRIS Corporate Assistance	Group Insurance	1,074.00	1,074.00
G-00324	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	1,545.00	1,545.00
G-00325	Debbie Langston	Programming Activities	70.00	70.00
G-00326	Shawver & Son	Maintenance of Facilities	252.00	
		Maintenance of Facilities	885.16	1,137.16
G-00327	Diane Sarantakos	Transportation	151.64	151.64
G-00329	AT&T	Telephone Services	1,210.35	1,210.35
G-00330	Random House, Inc	Materials	300.00	300.00
G-00331	A T & T Mobility	Telephone Services	99.23	99.23
G-00332	Scott's Printing & Copying	Printing/Printing Supply	24.50	24.50
G-00333	Ingram Library Service	Materials	324.26	324.26
G-00334	Walker Companies	Supplies	23.95	23.95
G-00335	Larry G. Johnson	Parking	108.38	108.38
G-00336	OverDrive, Inc.	Materials	16,001.85	
		Materials	5,615.63	21,617.48
G-00337	Finley & Cook	Professional Services	9,500.00	9,500.00
G-00338	Metro Parking Garage	Parking	20.50	20.50
G-00339	Walker Group	Supplies	528.10	528.10
G-00340	Ingram Library Service	Materials	782.64	782.64
G-00341	Melody A. Kellogg	Transportation	73.73	73.73
G-00342	Town of Luther	Water & Garbage Services	41.60	41.60

General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00343	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-00344	Evans Hardware	Maintenance of Facilities	20.98	20.98
G-00345	Tracey Thompson	Transportation	123.17	123.17
G-00346	Batteries Sooner LLC	Maintenance of Facilities	4.99	
		Maintenance of Facilities	151.84	
		Maintenance of Facilities	159.80	316.63
G-00347	Heidi A. Port	Transportation	41.92	41.92
G-00348	Steve's Wholesale Distributors	Maintenance of Facilities	429.40	429.40
G-00349	Westlake Hardware	Maintenance of Facilities	5.49	
		Maintenance of Facilities	11.96	17.45
G-00350	Contractors Supply Co.	Maintenance of Facilities	8.47	8.47
G-00351	Cintas	Maintenance of Facilities	125.00	125.00
G-00352	Jerry's Contracting	Maintenance of Facilities	1,250.00	1,250.00
G-00353	Ruby Soutiere	Transportation	9.88	9.88
G-00354	Kelley Riha	Transportation	175.83	175.83
G-00355	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-00356	Kellie Delaney	Transportation	30.91	30.91
G-00357	Novalco, Inc	Maintenance of Facilities	105.00	105.00
G-00358	Andrea Emmons	Programming Activities	40.63	40.63
G-00359	City of Harrah	Water & Garbage Services	232.10	232.10
G-00360	Amazon/GE Money Bank	Supplies	37.98	
		Programming	27.57	
		Supplies	22.46	
		Supplies	69.94	
		Programming	48.40	
		Supplies	53.34	
		Supplies	76.49	
		Equipment	533.90	
		Programming	57.83	
		Supplies	87.69	
		Supplies	25.26	1,040.86
G-00361	Crowe & Dunlevy	Professional Services	1,353.61	1,353.61
G-00362	United Parcel Service	Postage	467.01	467.01
G-00363	Carolyn K McCurry	Programming Activities	130.00	130.00
G-00364	City of Choctaw	Water & Garbage Services	523.05	523.05
G-00365	Todd Olberding	Transportation	46.82	46.82
G-00366	Cheryl Pernell	Parking	108.38	108.38
G-00367	Baker & Taylor Entertainment	Materials	4,925.90	4,925.90
G-00368	Walmart Community/GECRB	Programming Activities	40.07	40.07
G-00369	The Meadows	Automation Contractual	100.80	100.80
G-00370	AVL Systems Design	Capital Projects	3,000.00	3,000.00
G-00371	Papa John's Pizza	Programming Activities	108.96	108.96
G-00372	Aaron Bluitt	Transportation	130.96	
		Other Commodities	13.63	144.59
G-00373	Fire Suppression Specialist, L	Maintenance of Facilities	55.00	55.00
G-00374	FOLIO Treasurer	Memberships	10.00	
		Memberships	100.00	110.00
G-00375	Engineered Equipment Inc.	Maintenance of Facilities	72.36	72.36
G-00376	Society for Human Resource	Memberships	180.00	180.00
G-00377	Star Lighting	Maintenance of Facilities	1,105.60	1,105.60
G-00378	Cintas Corporation 064	Maintenance of Facilities	584.75	584.75

General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00379	Sunbelt Data Systems Inc	Supplies	12,915.00	
		Supplies	4,744.10	17,659.10
G-00380	Waste Connections of Oklahoma	Garbage Services	740.42	
		Garbage Services	54.00	794.42
G-00381	Panacean Systems	Professional Services	7,050.94	7,050.94
G-00382	Denise M Kennemer	Programming Activities	100.00	
		Programming Activities	50.00	150.00
G-00383	Diverse Media, Inc.	Materials	123.47	123.47
G-00384	Tim Spindle	Transportation	16.39	16.39
G-00385	Joey's Pizzeria	Programming Activities	69.96	69.96
G-00386	Int'l Foundation for Cultural	Memberships	180.00	180.00
G-00387	Baker & Taylor Books	Materials	3,564.18	
		Materials	2,888.76	6,452.94
G-00388	Baker & Taylor Books	Materials	2,660.48	
		Materials	284.02	2,944.50
G-00389	Baker & Taylor Books	Materials	695.84	695.84
G-00390	Trane Co.	Maintenance of Facilities	240.99	240.99
G-00391	Emily Williams	Transportation	77.57	77.57
G-00392	Diane Sharp	Transportation	16.95	16.95
G-00393	Kiona Millirons	Programming Activities	100.00	100.00
G-00394	Baker & Taylor Entertainment	Materials	554.18	554.18
G-00395	Provantage	Automation	381.00	381.00
G-00396	Sheldon Beach	Parking	108.38	108.38
G-00397	Chris Kennedy	Transportation	21.47	21.47
G-00398	Lindsay Jones Egle	Transportation	19.85	19.85
G-00400	Shoplet	Supplies	99.66	99.66
G-00401	Bank of Oklahoma	Payroll Transmittal-Chks	29,050.13	
		Payroll Transmittal-Chks	15,149.74	
		Payroll Transmittal-Chks	110.00	44,309.87
G-00402	Bank of Oklahoma	Federal Withholding Tax	58,805.85	
		Federal Withholding Tax	5,419.00	64,224.85
G-00403	Oklahoma Tax Commission	State Withholding Tax	17,698.00	
		State Withholding Tax	1,275.00	18,973.00
G-00404	Mun. Employees Credit Union	Employee Cr Union Deducts	12,082.19	
		Employee Cr Union Deducts	87.50	12,169.69
G-00405	United Way of Central Oklahoma	Employee Deductions	646.50	
		Employee Deductions	50.50	697.00
G-00406	Clerk, U.S. District	Employee Deductions	246.79	246.79
G-00407	Mutual Assurance	Employee Deductions	172.50	172.50
G-00408	Bank of America	Payroll Transmittal-DDep	314,661.87	
		Payroll Transmittal-DDep	57,798.71	
		Payroll Transmittal-DDep	770.00	373,230.58
G-00409	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00410	Nationwide Retirement Solution	Employee Deductions	5,784.34	5,784.34
G-00411	Transamerica Life Insurance Co	Employee Deductions	341.28	341.28
G-00412	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,037.21	4,037.21
G-00413	Bank of Oklahoma	Employee Flexplan Deposit	33,325.34	33,325.34
G-00414	Bank of Oklahoma	Employee Soc/Sec Deposits	31,110.72	
		Employee Soc/Sec Deposits	5,356.15	
		Employee Medicare Deposit	7,350.22	
		Employee Medicare Deposit	1,252.63	
		Employer Soc/Sec Deposits	36,466.97	

** Continued **

General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-00414	Bank of Oklahoma	Employer Medicare Deposit	8,603.07	90,139.76
G-00415	MassMutual Financial Group	Employee Contrib -- DC PI	19,578.48	
		Employer Contrib -- DC PI	35,314.16	54,892.64
G-00416	Pioneer Credit Recovery	Employee Deductions	158.93	158.93
G-00417	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-00418	Faber and Brand L.L.C.	Employee Deductions	276.30	276.30
G-00419	Administrative Services	Employee Deductions	1,525.50	1,525.50
G-00420	UNUM Life Insurance	Employee Deductions	1,305.30	
		Employee Deductions	37.30	1,342.60
G-00421	Bank of Oklahoma	Payroll Transmittal-Chks	358.08	358.08
G-00422	Bank of Oklahoma	Federal Withholding Tax	18.00	18.00
G-00423	Oklahoma Tax Commission	State Withholding Tax	2.00	2.00
G-00424	Bank of Oklahoma	Employee Soc/Sec Deposits	25.38	
		Employee Medicare Deposit	5.94	
		Employer Soc/Sec Deposits	25.39	
		Employer Medicare Deposit	5.93	62.64
G-00425	UNUM Life Insurance	Grp L-T Disab Ins Prm-Aug	6,719.96	6,719.96
G-00426	Mutual Assurance	Grp Life AD&D Ins Prm-AG	49,552.09	49,552.09
G-00427	Vision Service Plan of	Grp Vision Ins Prem-Aug.	2,728.37	2,728.37
G-00428	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-AG	168,541.82	168,541.82
G-00429	UNUM Life Insurance	Grp LTC Insurance Prm-AG	1,514.60	1,514.60
G-00430	Metropolitan Library System	Parking	10.00	
		Postage	6.29	
		Supplies	38.88	
		Programming Activities	71.92	127.09
G-00431	Bradford Industrial Supply	Maintenance of Facilities	9.65	9.65
G-00432	O G & E	Electrical Services	2,141.12	
		Electrical Services	7,955.34	
		Electrical Services	125.84	
		Electrical Services	2,860.80	13,083.10
G-00433	City of Oklahoma City	Water & Garbage Services	21.75	
		Water & Garbage Services	1,506.10	
		Water & Garbage Services	153.23	1,681.08
G-00434	Brodart Co.	Supplies	1,288.00	
		Supplies	2,450.00	
		Supplies	21.54	3,759.54
G-00435	Locke Supply Co.	Maintenance of Facilities	17.65	17.65
G-00436	Dagwell Dixie Inc	Maintenance of Facilities	14.82	14.82
G-00437	Demco	Supplies	1,364.00	1,364.00
G-00438	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-00439	City of Edmond	Electrical Services	4,435.16	4,435.16
G-00440	South OKC Chamber of Commerce	Memberships	325.00	
		Programming Activities	300.00	625.00
G-00441	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	93.06	128.06
G-00442	American Library Association	Memberships	338.00	338.00
G-00443	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00444	Jonathan Willis	Transportation	24.41	24.41
G-00445	Scott's Printing & Copying	Printing/Printing Supply	225.57	
		Printing/Printing Supply	195.15	420.72
G-00446	Filtration Services Group, LLC	Maintenance of Facilities	187.11	187.11

General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00447	Phyllis Davidson	Transportation	34.32	34.32
G-00448	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	646.44	646.44
G-00449	Neopost, Inc.	Postage	192.00	192.00
G-00450	Victoria Dixon	Parking	108.38	108.38
G-00451	Fuelman	Gasoline & Oil	3,526.80	
		Vehicle Parts & Repairs	50.74	3,577.54
G-00452	Porch School Supply	Programming Activities	30.42	
		Programming	24.87	55.29
G-00453	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00454	Matthew Cotter	Transportation	37.12	37.12
G-00455	L. E. Acker Co.	Maintenance of Facilities	36.20	36.20
G-00456	Landon Holman	Transportation	63.28	63.28
G-00457	Oklahoma Building Services, Inc	Maintenance of Facilities	650.00	650.00
G-00458	Evans Hardware	Maintenance of Facilities	89.20	89.20
G-00459	Displays 2 Go	Supplies	290.06	290.06
G-00460	Southwest Paper - OKC	Maintenance Supplies	11,556.00	11,556.00
G-00461	Steve's Wholesale Distributors	Maintenance of Facilities	159.00	159.00
G-00462	Westlake Hardware	Maintenance of Facilities	12.99	12.99
G-00463	Patterson Medical Supply, Inc.	Safety Supplies & Equip.	834.45	834.45
G-00464	Contractors Supply Co.	Maintenance of Facilities	1.85	1.85
G-00465	City of Edmond	Water & Garbage Services	1,011.72	1,011.72
G-00466	United Parcel Service	Postage	8.59	
		Postage	694.62	703.21
G-00467	Oklahoma Press Service	Library-Related Services	172.70	172.70
G-00468	Office Depot Credit Plan	Supplies	50.61	
		Supplies	59.98	
		Library-related services	16.33	126.92
G-00469	Alice Murphy	Supplies	65.00	65.00
G-00470	Walmart Community/GECRB	Programming Activities	31.89	
		Other Commodities	215.67	247.56
G-00471	Pamela Buchanan	Telephone Services	35.00	
		Transportation	40.96	75.96
G-00472	Kelly D Smith	Programming Activities	60.00	60.00
G-00473	Cintas Corporation 064	Maintenance of Facilities	676.94	676.94
G-00474	Laura McMurtry	Transportation	38.48	38.48
G-00475	Laser Quest	Other Commodities	1,138.00	1,138.00
G-00476	Kone Inc	Maintenance of Facilities	975.00	975.00
G-00477	Veolia Energy Oklahoma City,	Trigen Energy Services	23,289.77	23,289.77
G-00478	Personalized Prevention	Professional Services	707.00	
		Professional Services	402.50	1,109.50
G-00479	Gas & Supply	Maintenance of Facilities	63.50	63.50
G-00480	Savannah Mitchell	Programming Activities	125.00	125.00
G-00481	JobDig/LinkUp	Library-related services	298.00	298.00
G-00482	Strategic Government Resources	Professional Services	7,193.00	7,193.00
G-00483	Metropolitan Library System	Professional Services	57.00	57.00
G-00484	Grainger	Maintenance of Facilities	44.73	44.73
G-00485	O G & E	Electrical Services	3,828.04	3,828.04
G-00486	Oklahoma Natural Gas Co.	Gas Services	31.17	31.17
G-00487	City of Oklahoma City	Water & Garbage Services	168.30	
		Water & Garbage Services	759.15	927.45
G-00488	City of the Village	Water & Garbage Services	91.41	91.41
G-00489	EBSCO Subscription Services	Materials	6,175.00	6,175.00

General Fund F.Y. 13-14

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00490	Baker & Taylor Books	Materials	7,961.74	7,961.74
G-00491	Recorded Books, LLC	Materials	906.67	906.67
G-00492	Mardel, Inc.	Materials	1,543.46	1,543.46
G-00493	Random House, Inc	Materials	353.25	353.25
G-00494	Scott's Printing & Copying	Printing/Printing Supply	134.04	134.04
G-00495	Ingram Library Service	Materials	1,183.71	1,183.71
G-00496	Audio Editions	Materials	683.01	683.01
G-00497	Findaway World, LLC	Materials	2,605.75	2,605.75
G-00498	AV Cafe Inc	Materials	149.62	149.62
G-00499	Ingram Library Service	Materials	320.26	320.26
G-00500	Cox Media Oklahoma City	Library-related Services	6,600.00	6,600.00
G-00501	Batteries Sooner LLC	Maintenance of Facilities	10.95	
		Maintenance of Facilities	159.80	
		Maintenance of Facilities	9.95	180.70
G-00502	Steve's Wholesale Distributors	Maintenance of Facilities	11.35	11.35
G-00503	ASTD	Memberships	199.00	199.00
G-00504	Bank of America	Library-related Services	239.55	239.55
G-00505	Chase Card Services	Telephone Services	93.23	
		Supplies	436.68	
		Programming	101.33	
		Supplies	33.24	
		Programming	56.75	
		Supplies	25.94	
		Furniture	1,970.32	
		Other Commodities	94.00	
		Maintenance of Facilities	297.59	
		Maintenance of Facilities	199.99	
		Maintenance Supplies	237.60	
		Automation Contractual	69.95	
		Automation Contractual	228.00	
		Maintenance of Supplies	88.46	
		Automation Contractual	24.00	3,957.08
G-00506	First Advantage	Professional Services	36.00	36.00
G-00507	Crystal Suppes	Transportation	16.95	16.95
G-00508	Baker & Taylor Books	Materials	1,311.56	1,311.56
G-00509	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	2,764.00	4,587.95
G-00510	Baker & Taylor Entertainment	Materials	2,691.16	2,691.16
G-00511	Engineered Equipment Inc.	Maintenance of Facilities	158.40	158.40
G-00512	Society for Human Resource	Memberships	180.00	180.00
G-00513	Library Ideas LLC	Materials	71,400.00	71,400.00
G-00514	Cox Communications, Inc.	Telephone Services	563.01	563.01
G-00515	Baker & Taylor Books	Materials	4,009.70	
		Materials	1,630.22	
		Materials	4,763.29	10,403.21
G-00516	Baker & Taylor Books	Materials	1,842.62	
		Materials	6,594.87	8,437.49
G-00517	Baker & Taylor Books	Materials	761.58	761.58
G-00518	Stacy Schrank	Transportatin	29.38	29.38
G-00519	Baker & Taylor Entertainment	Materials	357.71	357.71
G-00520	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-00521	Bradford Industrial Supply	Maintenance of Facilities	50.46	50.46

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Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-00522	Grainger	Maintenance Supplies	390.96	
		Maintenance of Facilities	315.12	706.08
G-00523	O G & E	Electrical Services	2,227.60	
		Electrical Services	11,626.07	
		Electrical Services	3,679.70	
		Electrical Services	3,728.07	
		Electrical Services	2,147.04	23,408.48
G-00524	Oklahoma Natural Gas Co.	Gas Services	83.71	
		Gas Services	86.00	169.71
G-00525	City of Bethany	Water & Garbage Services	141.97	141.97
G-00526	City of Oklahoma City	Water & Garbage Services	969.08	
		Water & Garbage Services	449.34	
		Water & Garbage Services	57.58	1,476.00
G-00527	Triangle/A & E	Capital Projects	64.35	64.35
G-00528	Southwestern Stationers, Inc.	Supplies	599.40	
		Supplies	14.98	614.38
G-00529	Locke Supply Co.	Maintenance of Facilities	18.19	
		Maintenance of Facilities	54.18	72.37
G-00530	Gaylord Bros.	Supplies	210.72	210.72
G-00531	Gale/ Cengage Learning, Inc.	Materials	1,633.52	1,633.52
G-00532	AT&T	Telephone Services	659.99	
		Telephone Services	809.24	
		Telephone Services	708.58	2,177.81
G-00533	Alma L. Brown	Programming Activities	14.86	
		Programming Activities	12.06	
		Programming Activities	11.37	38.29
G-00534	Baker & Taylor Books	Materials	7,335.56	7,335.56
G-00535	Susan Ryan	Transportation	3.92	3.92
G-00536	Recorded Books, LLC	Materials	799.87	799.87
G-00537	DVA, Inc	Materials	986.23	986.23
G-00538	Mutual Assurance	Group Insurance	374.00	374.00
G-00539	Ebrahim Ejtehadi	Programming Activities	27.24	27.24
G-00540	Crestline	Programming	379.84	379.84
G-00541	Independent Stationers	Supplies	24.85	
		Supplies	21.10	
		Supplies	13.68	59.63
G-00542	Chicago Tribune	Periodicals/Subscriptions	468.52	468.52
G-00543	Debbie Langston	Programming Activities	105.00	105.00
G-00544	Diane Sarantakos	Other Commodities	44.08	44.08
G-00545	Linda Hyams	Telephone Services	35.00	35.00
G-00546	Blackstone Audio Books	Materials	219.78	219.78
G-00547	Cheryll Jones	Programming Activities	62.99	62.99
G-00548	Scott's Printing & Copying	Printing/Printing Supply	454.14	454.14
G-00549	OCLC, Inc.	Network Catalog Services	3,994.27	3,994.27
G-00550	Ingram Library Service	Materials	985.54	985.54
G-00551	Oklahoma Gazette	Periodicals/Subscriptions	60.00	60.00
G-00552	OSCPA	Professional Services	200.00	200.00
G-00553	OverDrive, Inc.	Materials	6,969.38	6,969.38
G-00554	Findaway World, LLC	Materials	561.48	561.48
G-00555	Employment Technologies Corp	Professional Services	450.00	450.00
G-00556	Ingram Library Service	Materials	2,038.43	2,038.43
G-00557	Voss Lighting	Maintenance Supplies	940.32	940.32

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Number	Vendor/Payee	Purpose		Amount
G-00558	Cherokee Building Materials	Maintenance of Facilities	167.21	167.21
G-00559	Perry Publishing Co.	Periodicals/Subscriptions	140.00	140.00
G-00560	Dana Beach	Programming Activities	25.00	25.00
G-00561	Kay L. Bauman	Transportation	76.28	76.28
G-00562	Cisco-Eagle, Inc.	Supplies	80.00	80.00
G-00563	Angela Thornton	Transportation	14.69	14.69
G-00564	Evans Hardware	Maintenance of Facilities	44.94	
		Maintenance of Facilities	6.29	
		Maintenance of Facilities	13.48	
		Maintenance of Facilities	22.98	87.69
G-00565	Batteries Sooner LLC	Maintenance of Facilities	13.93	
		Maintenance of Facilities	10.99	
		Maintenance of Facilities	105.43	
		Maintenance of Facilities	5.99	
		Maintenance of Facilities	1,101.05	
		Maintenance of Facilities	89.94	1,327.33
G-00566	ProQuest	Periodicals/Subsc	21,756.29	21,756.29
G-00567	Contractors Supply Co.	Maintenance of Facilities	13.08	13.08
G-00568	Sharon A. Nolan	Programming Activities	74.35	
		Programming Activities	121.89	196.24
G-00569	MAC Systems, Inc.	Maintenance of Facilities	237.00	
		Maintenance of Facilities	90.00	
		Maintenance of Facilities	140.00	
		Maintenance of Facilities	451.00	918.00
G-00570	Joy E. Cavett	Programming Activities	150.00	150.00
G-00571	Andrea Emmons	Programming Activities	39.71	
		Transportation	30.06	69.77
G-00572	Amazon/GE Money Bank	Supplies	96.20	
		Automation	31.48	
		Supplies	56.04	183.72
G-00573	United Parcel Service	Postage	7.63	
		Postage	602.81	610.44
G-00574	John Wood	Telephone Services	50.00	50.00
G-00575	Carolyn K McCurry	Programming Activities	130.00	130.00
G-00576	Baker & Taylor Entertainment	Materials	10,611.47	
		Materials	2,094.40	12,705.87
G-00577	Walmart Community/GECRB	Programming Activities	21.55	
		Programming Activities	28.69	
		Programming Activities	29.90	
		Professional Services	27.88	
		Programming Activities	45.02	
		Supplies	9.94	162.98
G-00578	John L. Hilbert	Programming Activities	179.83	179.83
G-00579	Midwest Tape	Materials	979.51	979.51
G-00580	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-00581	Kevin Sendall	Transportation	91.53	91.53
G-00582	Donna Morris	Transportation	450.00	450.00
G-00583	Darrie Breathwit	Programming Activities	93.76	93.76
G-00584	Engineered Equipment Inc.	Maintenance of Facilities	135.84	
		Maintenance of Facilities	111.96	
		Maintenance of Facilities	79.92	327.72
G-00585	Van Bielstein	Other Commodities	25.00	25.00

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Number	Vendor/Payee	Purpose		Amount
G-00586	Star Lighting	Maintenance of Facilities	193.50	193.50
G-00587	John Utley	Telephone Services	35.00	
		Transportation	47.46	82.46
G-00588	Help Services, LLC	Maintenance of Facilities	300.00	300.00
G-00589	2M Solutions, Inc	Equipment	663.00	663.00
G-00590	Amy Thomas	Programming Activities	6.99	6.99
G-00591	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-00592	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	
		Maintenance of Facilities	65.00	82.00
G-00593	Morrison Supply Company	Maintenance of Facilities	165.75	165.75
G-00594	Cox Communications, Inc.	Telephone Services	12.58	12.58
G-00595	Christian Book Distributors	Books & Materials	53.45	53.45
G-00596	Securitas Security USA, Inc.	Security Services	7,653.52	
		Security Services	1,258.97	
		Security Services	7,354.36	
		Security Services	1,238.19	
		Security Services	6,311.45	
		Security Services	1,421.01	25,237.50
G-00597	Discount School Supply	Programming	56.79	56.79
G-00598	Baker & Taylor Books	Materials	2,892.83	
		Materials	2,526.44	
		Materials	2,312.50	
		Materials	291.67	8,023.44
G-00599	Baker & Taylor Books	Materials	2,860.67	
		Materials	2,849.46	5,710.13
G-00600	Baker & Taylor Books	Materials	507.67	507.67
G-00601	Chase Card Services	Books & Materials	297.43	297.43
G-00602	Juggle Whatever	Programming Activities	35.00	35.00
G-00603	Conrad Doty	Supplies	19.96	19.96
G-00604	Lloyd Lovely	Telephone Services	40.00	40.00
G-00605	Sarkeys Foundation	Professional Services	398.00	398.00
G-00606	Kiona Millirons	Programming Activities	50.00	50.00
G-00607	Baker & Taylor Entertainment	Materials	936.16	936.16
G-00608	Shoplet	Supplies	27.13	27.13
G-00609	Bank of Oklahoma	Payroll Transmittal-Chks	31,740.89	
		Payroll Transmittal-Chks	15,860.34	47,601.23
G-00610	Bank of Oklahoma	Federal Withholding Tax	60,477.85	
		Federal Withholding Tax	5,244.00	65,721.85
G-00611	Oklahoma Tax Commission	State Withholding Tax	18,234.00	
		State Withholding Tax	1,170.00	19,404.00
G-00612	Mun. Employees Credit Union	Employee Cr Union Deducts	12,082.19	
		Employee Cr Union Deducts	87.50	12,169.69
G-00613	United Way of Central Oklahoma	Employee Deductions	621.50	
		Employee Deductions	50.50	672.00
G-00614	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-00615	Bank of America	Payroll Transmittal-DDep	321,639.51	
		Payroll Transmittal-DDep	55,613.88	377,253.39
G-00616	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00617	Nationwide Retirement Solution	Employee Deductions	5,784.34	5,784.34
G-00618	Transamerica Life Insurance Co	Employee Deductions	342.98	342.98
G-00619	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	3,966.97	3,966.97

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Number	Vendor/Payee	Purpose		Amount
G-00620	Bank of Oklahoma	Employee Flexplan Deposit	13,294.88	13,294.88
G-00621	Bank of Oklahoma	Employee Soc/Sec Deposits	31,567.39	
		Employee Soc/Sec Deposits	5,238.39	
		Employee Medicare Deposit	7,491.05	
		Employee Medicare Deposit	1,225.12	
		Employer Soc/Sec Deposits	36,805.82	
		Employer Medicare Deposit	8,716.26	91,044.03
G-00622	MassMutual Financial Group	Employee Contrib -- DC PI	19,264.50	
		Employer Contrib -- DC PI	34,674.02	53,938.52
G-00623	Pioneer Credit Recovery	Employee Deductions	155.56	155.56
G-00624	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-00625	Faber and Brand L.L.C.	Employee Deductions	270.43	270.43
G-00626	Americash Loans, LLC	Employee Deductions	266.02	266.02
G-00627	Administrative Services	Employee Deductions	1,513.64	1,513.64
G-00628	Metropolitan Library System	Professional Services	114.00	
		Postage	59.80	173.80
G-00629	City of Del City	Rent of Library Buildings	400.00	400.00
G-00630	O G & E	Electrical Services	1,807.41	
		Electrical Services	1,935.03	
		Electrical Services	642.28	
		Electrical Services	2,219.32	
		Electrical Services	207.31	6,811.35
G-00631	Oklahoma Natural Gas Co.	Gas Services	91.66	
		Gas Services	35.80	
		Gas Services	86.00	
		Gas Services	20.30	
		Gas Services	45.88	
		Gas Services	94.24	
		Gas Services	93.72	
		Gas Services	88.82	
		Gas Services	90.84	
		Gas Services	38.59	685.85
G-00632	City of Oklahoma City	Water & Garbage Services	142.56	
		Water & Garbage Services	45.96	188.52
G-00633	Brodart Co.	Supplies	4,025.00	4,025.00
G-00634	Tech-Lock	Maintenance of Facilities	1.80	1.80
G-00635	Oriental Trading Company	Programming	35.74	35.74
G-00636	City of Warr Acres	Water & Garbage Services	53.20	53.20
G-00637	AT&T	Telephone Services	136.74	136.74
G-00638	Oklahoma Library Association	Professional Services	900.00	900.00
G-00639	United Refrigeration, Inc.	Maintenance of Facilities	451.07	451.07
G-00640	Recorded Books, LLC	Materials	1,255.67	1,255.67
G-00641	World Trade Press	Materials	7,221.38	7,221.38
G-00642	The Penworthy Co.	Materials	4,375.98	4,375.98
G-00643	Denyveta Davis	Travel Expenses	490.00	490.00
G-00644	Thorndike/Gale Group	Materials	944.70	944.70
G-00645	DVA, Inc	Materials	660.00	660.00
G-00646	Mutual Assurance	Professional Services	1,770.00	1,770.00
G-00647	Spaces, Inc.	Furniture	76.50	76.50
G-00648	Priscilla Doss	Transportation	18.02	18.02
G-00649	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-00650	Random House, Inc	Materials	30.00	30.00

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Number	Vendor/Payee	Purpose		Amount
G-00651	Scott's Printing & Copying	Printing/Printing Supply	543.24	543.24
G-00652	Brilliance Corporation	Materials	1,029.50	1,029.50
G-00653	Ingram Library Service	Materials	2,626.04	2,626.04
G-00654	James E. Garling	Programming Activities	300.00	300.00
G-00655	Dana Morrow	Transportation	114.98	114.98
G-00656	Audio Editions	Materials	231.89	231.89
G-00657	OverDrive, Inc.	Materials	2,259.38	2,259.38
G-00658	Findaway World, LLC	Materials	655.06	655.06
G-00659	Ginger Waldrip	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-00660	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00661	AV Cafe Inc	Materials	2,139.37	2,139.37
G-00662	Ingram Library Service	Materials	1,431.55	1,431.55
G-00663	General Lighting & Sign Serv.	Maintenance of Facilities	445.34	445.34
G-00664	Center Point Large Print	Materials	1,342.08	1,342.08
G-00665	New Forums Press	Materials	322.86	322.86
G-00666	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	
		Programming Activities	1,400.00	
		Programming Activities	150.00	2,054.00
G-00667	Oklahoma Building Services, Inc	Janitorial Services	25,166.98	
		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	33,909.80
G-00668	Evans Hardware	Maintenance of Facilities	13.66	
		Maintenance of Facilities	55.98	69.64
G-00669	Debra Jackson	Transportation	11.41	11.41
G-00670	Southwest Paper - OKC	Maintenance Supplies	1,518.74	1,518.74
G-00671	Steve's Wholesale Distributors	Maintenance of Facilities	32.37	32.37
G-00672	Jerry's Contracting	Maintenance of Facilities	300.00	300.00
G-00673	Dowell Parking Center	Parking	312.00	312.00
G-00674	Christopher G Wiser	Programming Activities	500.00	500.00
G-00675	Oklahoma County OSU Ext Ctr	Programming Activities	98.67	98.67
G-00676	Amazon/GE Money Bank	Supplies	144.04	144.04
G-00677	United Parcel Service	Postage	417.65	417.65
G-00678	Devin McGhee	Memberships	90.00	90.00
G-00679	Rose Rock Development Inc	Lawn Service	2,045.00	
		Lawn Service	1,785.00	3,830.00
G-00680	Monty Harper Productions	Programming Activities	500.00	500.00
G-00681	Baker & Taylor Entertainment	Materials	4,264.11	
		Materials	4,584.30	8,848.41
G-00682	Walmart Community/GEGRB	Programming Activities	96.98	
		Maintenance of Facilities	71.31	
		Maintenance of Facilities	54.10	222.39
G-00683	Megan Cox	Programming Activities	120.00	120.00
G-00684	Preston Bell	Transportation	50.00	50.00
G-00685	Thomas P. Gallagher	Transportation	25.00	25.00
G-00686	O'Reilly Automotive Stores,	Maintenance of Facilities	128.90	128.90
G-00687	American Library Association	Library-related Services	203.50	203.50
G-00688	Star Lighting	Maintenance of Facilities	527.52	

** Continued **

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August 2013

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00688	Star Lighting	Maintenance of Facilities	406.30	933.82
G-00689	SmithKor Investments LLC	Rent of Library Buildings	7,031.25	7,031.25
G-00690	Kamran Baradaran	Programming Activities	125.00	125.00
G-00691	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	49.55	49.55
G-00692	A-Team Plumbing	Maintenance of Facilities	800.00	
		Maintenance of Facilities	2,400.00	3,200.00
G-00693	CareerTrack	Professional Services	199.00	199.00
G-00694	Ana Romero	Transportation	41.08	41.08
G-00695	Whispering Wind	Materials	179.70	179.70
G-00696	Kelley Hoffman	Transportation	11.75	11.75
G-00697	Faith Centered Resources	Materials	45.77	45.77
G-00698	AT&T	Telephone Services	123.51	123.51
G-00699	Bonnie Templin	Programming Activities	22.72	22.72
G-00700	Red Dirt Rangers	Programming Activities	1,000.00	1,000.00
G-00701	Sacred Alchemy, Inc.	Professional Services	275.00	275.00
G-00702	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-00703	Baker & Taylor Books	Materials	3,169.99	
		Materials	6,353.17	
		Materials	1,515.66	
		Materials	2,822.11	
		Materials	3,440.85	17,301.78
G-00704	Baker & Taylor Books	Materials	4,231.31	
		Materials	2,969.23	
		Materials	2,725.86	9,926.40
G-00705	Baker & Taylor Books	Materials	2,435.09	2,435.09
G-00706	Juggle Whatever	Programming Activities	150.00	150.00
G-00707	Trane Co.	Maintenance of Facilities	991.37	991.37
G-00708	COTPA-Sheridan & Walker	Parking	2,216.93	
		Parking	1,162.00	3,378.93
G-00709	Erika Sterling	Maintenance of Facilities	120.00	
		Maintenance of Facilities	240.00	360.00
G-00710	Baker & Taylor Entertainment	Materials	790.26	790.26
G-00711	R. Justin Herwig	Telephone Services	35.00	35.00
G-00712	Knoll, Inc.	Furniture	619.65	619.65
Total of FY 13-14 Warrants Issued				\$ 2,259,985.60

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Number	Vendor/Payee	Purpose		Amount
G-06255	Metropolitan Library System	Supplies	25.99	25.99
G-06256	Demco	Supplies	29.15	29.15
G-06257	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-06258	American Express	Travel Expenses	1,158.20	
		Programming	279.86	
		Travel Expenses	376.80	1,814.86
G-06259	CompSource Oklahoma	Workers Comp Insurance	12,661.00	12,661.00
G-06260	Recorded Books, LLC	Materials	1,113.00	1,113.00
G-06261	Arphax Publishing Co	Materials	117.96	117.96
G-06262	Films for the Humanities	Materials	427.79	427.79
G-06263	Denyveta Davis	Travel Expenses	344.50	344.50
G-06264	Thorndike/Gale Group	Materials	478.05	478.05
G-06265	Fast Signs	Capital Projects	377.75	377.75
G-06266	Blackstone Audio Books	Materials	502.38	502.38
G-06267	Brilliance Corporation	Materials	879.67	879.67
G-06268	Ingram Library Service	Materials	1,298.91	1,298.91
G-06269	Audio Editions	Materials	895.55	895.55
G-06270	Findaway World, LLC	Materials	1,256.16	1,256.16
G-06271	Capstone	Materials	1,463.18	1,463.18
G-06272	AV Cafe Inc	Materials	1,079.09	1,079.09
G-06273	Kellie Delaney	Transportation	26.95	26.95
G-06274	Baker & Taylor Books	Materials	3,902.16	3,902.16
G-06275	Baker & Taylor Entertainment	Materials	1,195.98	
		Materials	2,856.77	4,052.75
G-06276	Midwest Tape	Materials	1,414.71	1,414.71
G-06277	Pinnacle Business Systems, Inc	Automation	28,357.00	28,357.00
G-06278	Baker & Taylor Books	Materials	1,019.84	
		Materials	2,120.58	
		Materials	1,272.86	
		Materials	3,612.67	
		Materials	4,642.81	
		Materials	3,071.15	
		Materials	4,977.11	
		Materials	97.55	20,814.57
G-06279	Baker & Taylor Books	Materials	1,026.22	
		Materials	2,098.11	
		Materials	1,344.78	4,469.11
G-06280	Star Bright Books, Inc.	Programming Activities	59.17	59.17
G-06281	Baker & Taylor Entertainment	Materials	20.12	20.12
G-06282	Mackin	Materials	68.70	68.70
G-06283	The University of Oklahoma	Printing/Printing Supply	322.50	322.50
G-06284	AVID Products	Automation Contractual	501.60	501.60
G-06285	A. Rifkin Co.	Supplies	982.40	
		Supplies	316.28	1,298.68
G-06286	XPEDX	Supplies	397.62	397.62
G-06287	Teresa Matthews	Travel Expenses	281.80	
		Travel Expenses	1,274.06	1,555.86
G-06288	Knoll, Inc.	Capital Projects	619.65	619.65
G-06289	Recorded Books, LLC	Materials	1,142.77	1,142.77
G-06290	Films for the Humanities	Materials	106.95	106.95
G-06291	Thorndike/Gale Group	Materials	1,156.70	1,156.70

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Number	Vendor/Payee	Purpose		Amount
G-06292	Blackstone Audio Books	Materials	1,572.44	1,572.44
G-06293	Random House, Inc	Materials	230.50	230.50
G-06294	Ingram Library Service	Materials	105.11	105.11
G-06295	Audio Editions	Materials	1,950.86	1,950.86
G-06296	AV Cafe Inc	Materials	3,273.85	3,273.85
G-06297	Chase Card Services	Supplies	257.90	257.90
G-06298	Baker & Taylor Books	Materials	2,291.62	2,291.62
G-06299	Baker & Taylor Entertainment	Materials	805.12	
		Materials	881.14	1,686.26
G-06300	Baker & Taylor Books	Materials	661.53	
		Materials	2,075.73	
		Materials	1,306.12	
		Materials	1,031.46	
		Materials	3,157.89	
		Materials	3,182.20	
		Materials	4,328.35	
		Materials	10,560.69	
		Materials	2,881.15	29,185.12
G-06301	Baker & Taylor Books	Materials	682.77	
		Materials	1,572.97	
		Materials	2,364.88	
		Materials	869.25	5,489.87
G-06302	Baker & Taylor Entertainment	Materials	30.54	30.54
G-06303	Mackin	Materials	268.64	268.64
G-06304	Recorded Books, LLC	Materials	17,150.60	17,150.60
G-06305	Thorndike/Gale Group	Materials	2,913.52	2,913.52
G-06306	Spaces, Inc.	Furniture	3,912.08	
		Furniture	75.00	3,987.08
G-06307	Library Video Co.	Materials	103.60	103.60
G-06308	Samaritan Technologies	Automation	1,250.00	1,250.00
G-06309	Linda Hyams	Professional Services	900.00	900.00
G-06310	Blackstone Audio Books	Materials	266.00	266.00
G-06311	Scott's Printing & Copying	Printing/Printing Supply	328.80	328.80
G-06312	Ingram Library Service	Materials	214.70	214.70
G-06313	Audio Editions	Materials	1,011.13	1,011.13
G-06314	Findaway World, LLC	Materials	1,403.74	1,403.74
G-06315	MAC Systems, Inc.	Maintenance of Facilities	123.00	
		Maintenance of Facilities	72.00	195.00
G-06316	Vance Hunt Libraries	Equipment	1,332.00	1,332.00
G-06317	Andrea Emmons	Professional Services	600.00	600.00
G-06318	Baker & Taylor Books	Materials	21.60	21.60
G-06319	Baker & Taylor Entertainment	Materials	1,860.02	1,860.02
G-06320	AVL Systems Design	Maintenance of Facilities	1,842.18	1,842.18
G-06321	Midwest Tape	Materials	539.91	539.91
G-06322	Darrie Breathwit	Programming Activities	35.98	35.98
G-06323	Baker & Taylor Books	Materials	1,227.99	
		Materials	965.47	
		Materials	930.33	
		Materials	1,918.01	
		Materials	2,791.21	
		Materials	2,093.02	
		Materials	1,255.96	11,181.99

General Fund F.Y. 12-13

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
G-06324	Baker & Taylor Books	Materials	497.72	
		Materials	983.82	
		Materials	316.74	1,798.28
G-06325	Scholastic Book Fairs	Programming Activities	5,685.00	5,685.00
G-06326	Mackin	Materials	95.00	95.00
G-06327	Recorded Books, LLC	Materials	5,108.59	5,108.59
G-06328	Thorndike/Gale Group	Materials	2,193.78	2,193.78
G-06329	DVA, Inc	Materials	17.94	17.94
G-06330	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	1,824.50	
		Maintenance of Facilities	1,500.00	3,324.50
G-06331	Spaces, Inc.	Furniture	76.50	76.50
G-06332	Blackstone Audio Books	Materials	224.88	224.88
G-06333	Random House, Inc	Materials	1,248.75	1,248.75
G-06334	Brilliance Corporation	Materials	1,359.45	1,359.45
G-06335	Cable Organizer	Supplies	85.40	85.40
G-06336	Audio Editions	Materials	1,491.57	1,491.57
G-06337	OverDrive, Inc.	Network Catalog Services	2,265.00	2,265.00
G-06338	Findaway World, LLC	Materials	9,336.62	9,336.62
G-06339	AV Cafe Inc	Materials	71.25	71.25
G-06340	Ingram Library Service	Materials	372.56	372.56
G-06341	Center Point Large Print	Materials	4,735.26	4,735.26
G-06342	Oklahoma Literacy Coalition	Memberships	40.00	
		Programming Activities	190.00	230.00
G-06343	Baker & Taylor Books	Materials	3,265.72	3,265.72
G-06344	Baker & Taylor Entertainment	Materials	1,930.04	
		Materials	202.42	2,132.46
G-06345	Baker & Taylor Books	Materials	1,054.45	
		Materials	1,392.75	
		Materials	1,495.09	
		Materials	2,132.82	
		Materials	2,499.21	
		Materials	1,945.36	10,519.68
G-06346	Baker & Taylor Books	Materials	1,418.50	
		Materials	554.67	
		Materials	51.56	2,024.73
G-06347	Star Bright Books, Inc.	Programming Activities	682.15	
		Programming Activities	68.63	750.78
G-06348	Mackin	Materials	91.62	91.62
Total of FY 12-13 Warrants Issued				\$ 247,138.44

Special Funds

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
S-18926	Amy L Palumbo	Lost & Paid Item Returned	26.95	26.95
S-18927	Michelle A. Seright	Lost & Paid Item Returned	14.95	14.95
S-18928	Anthony Q. Scott	Lost & Paid Item Returned	21.95	21.95
S-18929	Jeff W. White	Lost & Paid Item Returned	3.95	3.95
S-18930	Cecil L. Marsh Sr.	Lost & Paid Item Returned	14.95	14.95
S-18931	Jana E. Waltman	Lost & Paid Item Returned	13.95	13.95
S-18932	Savannah S. Leck &/or Ashley	Lost & Paid Item Returned	8.15	8.15
S-18933	Abra G. Figueroa	Lost & Paid Item Returned	24.35	24.35
S-18934	Kenadi J. Marshall &/or Kelli	Lost & Paid Item Returned	3.00	3.00
S-18935	Arianna S. Popoola &/or Ijeoma	Lost & Paid Item Returned	3.00	3.00
S-18936	Corrina G. Smith	Lost & Paid Item Returned	9.95	9.95
S-18937	Catherine H. Engel &/or Polly	Lost & Paid Item Returned	9.00	9.00
S-18938	Rosemary S. Abbott	Lost & Paid Item Returned	25.60	25.60
S-18939	Brittany J. Frazier	Lost & Paid Item Returned	13.95	13.95
S-18940	Dakota E. Champeau	Lost & Paid Item Returned	15.00	15.00
S-18941	Beverly M. Kornfeld	Lost & Paid Item Returned	6.00	6.00
S-18942	Lamari S. McNeal &/or Lalonda	Lost & Paid Item Returned	6.00	6.00
S-18943	Christina A. Whitford	Lost & Paid Item Returned	3.00	3.00
S-18944	Aja D. Urioste	Lost & Paid Item Returned	3.00	3.00
S-18945	Sarah M. Cooper	Lost & Paid Item Returned	13.45	13.45
S-18946	Christian J. Powell &/or	Lost & Paid Item Returned	19.90	19.90
S-18947	Reagan N. Burks &/or Trina M.	Lost & Paid Item Returned	10.05	10.05
S-18948	Elizabeth A. Kickham	Lost & Paid Item Returned	3.95	3.95
S-18949	Earl F. Kirkpatrick	Lost & Paid Item Returned	11.65	11.65
S-18950	Standley Systems	Copier Maintenance	40.12	
		Copier Maintenance	6.45	
		Copier Maintenance	14.69	
		Copier Maintenance	13.14	
		Copier Maintenance	2.30	
		Copier Usage	218.43	
		Copier Usage	334.45	
		Copier Maintenance	25.49	
		Copier Maintenance	5.00	
		Copier Maintenance	6.26	
		Copier Maintenance	5.01	
		Copier Maintenance	24.19	695.53
S-18951	Barnes & Noble, Inc.	Friends/Come Read With Me	4,127.60	4,127.60
S-18952	Walmart Community/GECRB	Friends/Come Read with Me	19.68	19.68
S-18953	Julie E. Marquardt	Lost & Paid Item Returned	3.00	3.00
S-18954	Mary Jo Meacham	Lost & Paid Item Returned	22.95	22.95
S-18955	Christine L. Parmer	Lost & Paid Item Returned	3.00	3.00
S-18956	Sarinporn Detphong	Lost & Paid Item Returned	38.75	38.75
S-18957	Tom Green County Library	Books Lost Account	20.95	20.95
S-18958	Darin K. Herndon	Lost & Paid Item Returned	3.00	3.00
S-18959	Anaya Sardis &/or Keisha	Lost & Paid Item Returned	3.00	3.00
S-18960	Ryan A. Dewey	Lost & Paid Item Returned	36.95	36.95
S-18961	Jadyn G. Barger &/or Jessica R	Lost & Paid Item Returned	3.00	3.00
S-18962	Yuming Zhu	Lost & Paid Item Returned	10.55	10.55
S-18963	Kelly E. Davis	Lost & Paid Item Returned	12.95	12.95
S-18964	Terri L. Lowe	Lost & Paid Item Returned	61.99	61.99
S-18965	Esther Louann Woodward	Lost & Paid Item Returned	6.95	6.95
S-18966	Merl E. Kardokus	Lost & Paid Item Returned	3.00	3.00

Special Funds

Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
S-18967	Texas Tech University	Books Lost Account	125.00	125.00
S-18968	Thanh Cong Ta &/or Van Thanh	Lost & Paid Item Returned	3.00	3.00
S-18969	Oklahoma Correctional	Friends/Bench & Bike Rack	1,064.88	1,064.88
S-18970	Scott's Printing & Copying	14/LET Zinio	1,126.41	1,126.41
S-18971	John O Jernigan	12/LET/Read Y'all	123.00	123.00
S-18972	Oklahoma Tax Commission	State Sales Tax-July	50.65	50.65
S-18973	Oklahoma Tax Commission	State Sales Tax-July	895.08	895.08
S-18974	Standley Systems	Copier Maintenance	6.82	6.82
S-18975	Ellen L. Newman &/or Shane L.	Lost & Paid Item Returned	6.95	6.95
S-18976	Joyce H. Gully	Lost & Paid Item Returned	7.95	7.95
S-18977	Hannah M. Sherwin	Lost & Paid Item Returned	7.95	7.95
S-18978	Georgiana T. Peterson	Lost & Paid Item Returned	20.95	20.95
S-18979	Jade E. Davis	Lost & Paid Item Returned	17.00	17.00
S-18980	Pamela K. Ross	Lost & Paid Item Returned	9.95	9.95
S-18981	Troiann F. Burk	Lost & Paid Item Returned	14.95	14.95
S-18982	Isabel Gonzalez &/or Juana	Lost & Paid Item Returned	3.00	3.00
S-18983	Mary F. Hess	Lost & Paid Item Returned	6.00	6.00
S-18984	William R. Low	Lost & Paid Item Returned	12.55	12.55
S-18985	Scott B. Wilson	Lost & Paid Item Returned	18.95	18.95
S-18986	Jeffrey W. Bush	Lost & Paid Item Returned	3.00	3.00
S-18987	David W. McCuiston	Lost & Paid Item Returned	17.00	17.00
S-18988	Nashay M. Dillard	Lost & Paid Item Returned	3.00	3.00
S-18989	Emarie D. Ardry	Lost & Paid Item Returned	14.95	14.95
S-18990	Honnold/Mudd Library	Gifts & Books Lost Acct	100.00	100.00
S-18991	Patty A. Williamson	Lost & Paid Item Returned	3.00	3.00
S-18992	Damian L. Stanart &/or Mary E.	Lost & Paid Item Returned	13.95	13.95
S-18993	Metropolitan Library System	Transfer of Fines & Fees	51,000.00	51,000.00
S-18994	Chase Card Services	Fines Account	179.10	179.10
S-18995	ImageNet Consulting, LLC	Copier Maintenance	149.37	149.37
S-18996	Friends of the Metro. Library	13/Friends/Popcorn Popper	46.97	46.97
S-18997	Friends of the Metro. Library	13/Friends Book Display	85.40	85.40
S-18998	The Journal Record	12/LET/Read Ya'll	200.00	200.00
S-18999	Betty L. Woody	Lost & Paid Item Returned	13.90	13.90
S-19000	Irving Public Library	Books Lost Account	27.95	27.95
S-19001	Becky R. Schubert	Lost & Paid Item Returned	41.55	41.55
S-19002	Jennifer A. Hanks	Lost & Paid Item Returned	3.00	3.00
S-19003	Jessica A. Bond & Cynthia J.	Lost & Paid Item Returned	3.00	3.00
S-19004	Lilly Roberson	Lost & Paid Item Returned	3.00	3.00
S-19005	Stacy D. Parker	Lost & Paid Item Returned	11.95	11.95
S-19006	Ryan T. Child	Lost & Paid Item Returned	3.00	3.00
S-19007	Holly Leung	Lost & Paid Item Returned	3.00	3.00
S-19008	David L. Calhoun	Lost & Paid Item Returned	10.95	10.95
S-19009	Jesiane Lino	Lost & Paid Item Returned	3.00	3.00
S-19010	Sally B. Gilbert	Lost & Paid Item Returned	3.00	3.00
S-19011	Robert E. Precure	Lost & Paid Item Returned	3.00	3.00
S-19012	KangKang Zhou	Lost & Paid Item Returned	3.00	3.00
S-19013	Jeanette K. Felder	Lost & Paid Item Returned	10.95	10.95
S-19014	Autumn Marie Shawver	Lost & Paid Item Returned	13.95	13.95
S-19015	Weston E. Gardner	Lost & Paid Item Returned	5.30	5.30
S-19016	Jordan N. Bailey	Lost & Paid Item Returned	15.95	15.95
S-19017	Emma R. Salim &/or Lisa A.	Lost & Paid Item Returned	6.00	6.00
S-19018	Mae Lois Shaw	Lost & Paid Item Returned	3.00	3.00

Special Funds

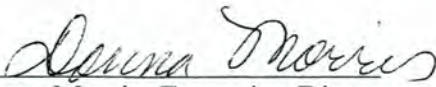
Warrant Register

August 2013

Number	Vendor/Payee	Purpose		Amount
S-19019	Alvin A. Vence	Lost & Paid Item Returned	7.35	7.35
S-19020	Jamie L. Graham	Lost & Paid Item Returned	14.20	14.20
S-19021	Tempe L. Knopp	Lost & Paid Item Returned	3.00	3.00
S-19022	Peggy A. Nason	Lost & Paid Item Returned	10.95	10.95
S-19023	Deli Partners of Little Rock	OLA Luncheon	146.06	146.06
S-19024	Hobby Lobby	14/ Staff Recognition	22.19	22.19
S-19025	Candace McDaniel	14/ Staff Recognition	57.83	57.83
S-19026	Walmart Community/GECRB	14/ Staff Recognition	72.41	72.41
S-19027	Randall D. Vaughn	13/LET/WA Art	5,500.00	5,500.00
Total of Special Funds Warrants Issued				\$ 66,717.77

I, Donna Morris, certify that:

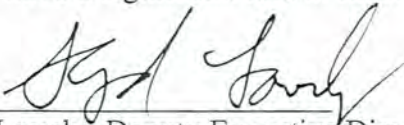
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

9-10-13
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

9-10-13
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: LAWN MAINTENANCE

Provided for in the FY2013-14 budget is the request for lawn maintenance for twelve libraries throughout the system. The libraries are: Belle Isle, Bethany, Capitol Hill, Choctaw, Downtown, Maintenance Center, Northwest, Ralph Ellison, Southern Oaks, Village, Warr Acres, and Wright.

Specifications were prepared and bids were let for 27 days and advertised for two days in The Oklahoman. Bid packets were provided to 7 prospective bidders.

A pre-bid conference was held on August 27th, 2013. Two vendors attended.

Bids were received and publicly opened on September 9th, 2013. Two vendors responded.

Vendor	Annual Maintenance for Twelve Libraries
Myers Landscape	\$69,820.00
Reliable Lawn Care	\$114,187.00

RECOMMENDATION:

That the Commission award the contract for lawn maintenance to Myers Landscape in the amount of \$69,820.00. Adequate funding is available in the FY2013-14 budget, account 208.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: PURCHASE & INSTALLATION OF AUDIO VISUAL SYSTEM FOR NORTHWEST LIBRARY

Provided for in the FY2013-14 budget are funds for the purchase and installation of an audio visual system for the Northwest Library. This is the initial installation of an AV system in the new library.

AVL Systems Design acted as consultant and prepared the technical specifications and drawings. The bid was let for 23 days and advertised for two days in The Oklahoman. Bid packets were provided to 12 prospective bidders. Included in the bid specifications is the requirement that bidders must be within a 125 mile radius. This requirement was included to ensure the contractor could respond promptly to any issues after installation that required their on-site presence.

A pre-bid conference was held on August 19th, 2013. Two vendors attended.

Bids were received and publicly opened on September 6, 2013. Four vendors responded.

Purchase and Installation – Audio Visual System for Northwest Library	
Vendor	Total Cost
McClelland Sound	\$77,716.00
Ford Audio Video	\$83,976.00
Summit Integration Systems	\$95,685.56
Electra Link	\$97,593.60

McClelland Sound is located in Wichita, Kansas and does not meet the requirement that bidders be within a 125 mile radius.

RECOMMENDATION:

That the Commission award the bid for the purchase and installation of the audio visual system for the Northwest Library to Ford Audio Video in the amount of \$83,976.00. Adequate funding is available in the FY 2013-2014 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: PURCHASE & INSTALLATION OF WIRELESS MICROPHONES

Provided for in the FY2013-14 budget is the request for replacement of the wireless microphone system for the Downtown Library. The current wireless microphones are 700 MHz. The use of wireless microphones in this frequency band was banned by the FCC.

Specifications were prepared and bids were let for 27 days and advertised for two days in The Oklahoman. Bid packets were provided to 5 prospective bidders.

A pre-bid conference was held on August 28th, 2013. No vendors attended.

Bids were received and publicly opened on September 10th, 2013. Three vendors responded.

Purchase and Installation of Wireless Microphones for Downtown Library	
Vendor	Total Cost
AVL Systems Design	\$18,841.20
Legacy Consulting	\$20,546.25

RECOMMENDATION:

That the Commission award the bid for the purchase and installation of wireless microphones to AVL Systems Design in the amount of \$18,841.20. Adequate funding is available in the FY 2013-2014 budget, account 408.

REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS

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

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

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

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

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

Qty	Description
1	Bench
1	Book Truck, Wood
1	Cabinet, Map
2	Chair, Lounge
20	Chair, Straight, with Arms
2	Chair, Straight, without Arms
17	Chair, Swivel, with Arms
1	Computer Hardware, Printer
1	Computer Room Equipment
131	Computer, Micro, Base Unit

Qty	Description
8	Computer, Micro, Monitor(ELO's)
2	Couch, Lounge Type
2	Displayer, CD
1	Lectern
2	Locker, Full Length
1	Surveillance Equipment
1	Television
**	Miscellaneous Monitors(127)
**	Miscellaneous Furniture and Equipment
**	Miscellaneous Shelving

**Each individual item valued under \$500

RECOMMENDATION:

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

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

EXECUTIVE DIRECTOR SEARCH COMMITTEE

Thursday, August 29, 2013 3:30 p.m
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County August 15, 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 27, 2013, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

ESTIMATE OF OTHERS PRESENT: 3

MLC – September 19, 2013
MLS – Executive Director Search Committee, August 29, 2013

Prepared by: Executive Assistant
Page 1 of 3

I. The meeting was called to order at 3:30 p.m. by Mr. Hugh Rice, Chair.

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

II. Mr. Rice introduced Bradbury Associates; Mrs. Jobeth Bradbury and Mr. Dan Bradbury. The Executive Director Search Committee conducted interviews of two search firms in June. At the conclusion of the interviews, the committee voted to hire Bradbury Associates for the upcoming Executive Director Search. The recommendation was then presented to the Commission, and approved unanimously.

III. Mr. Rice referred to agenda. He called on Bradbury Associates to present its recommendations regarding the agenda items.

Item A: Structure for the Search and Roles – Composition of the Search Committee

Mr. Bradbury recommended the search committee work through the process of narrowing down the field of candidates to three to four finalists. The committee will then present those finalists to the full commission, at which time the commission will become an active part in the final interview process. The key is to keep the full commission updated on the committee's efforts during the search process. Mrs. Nancy Anthony stated all committee meeting agenda's and notices are sent to all commission members and can attend any of those open meetings. The minutes of all committee meetings are also provided to the full commission as well as a verbal report from the committee chair. Questions and discussion followed.

Item B: Discussion and Confirmation of Tentative Schedule: Review the revised search schedule

Mr. Bradbury reviewed the draft schedule of the entire process as a reminder for the committee members. Prior to the beginning of the search, Bradbury Associates would like to meet with commission members and staff members. They would like to set up focus groups and visit various library locations to get a good sense of each area. Attribute surveys are sent to the full commission, which list approximately 30 attributes of a strong library director. The commission members would then rank what they believe the top 5 attributes should be. The information is summarized and a report is provided to the search committee. Questions and discussion followed. Mr. Rice suggested the current evaluation criteria for the Executive Director also be provided to Bradbury and included in the surveys.

Item C: Marketing Plan: Review marketing/advertising plan and confirm budget

Mr. Bradbury stated once a recruitment announcement has been drafted, it will be sent to the search committee for possible suggested changes. Once the announcement is finalized, the recruitment will begin. Bradbury has approximately 45 library specific websites the position will be posted on to. A page will also be created on Bradbury's website dedicated to the Executive Director position and the community of Oklahoma City. Supplemental links to various cultural and recreational amenities, Oklahoma Government, School Districts, and the Chamber of Commerce, will be included. This information gives candidates a good sense of the community and the library system. Recruitment is also advertised heavily through the Urban Libraries Council Leadership, as well as various other leadership programs in surrounding states. Discussion followed.

Item D: Review Search Process

Typically, the search process takes approximately 7 to 10 weeks. By the time the search closes, it is anticipated there will be approximately 15 to 20 qualified candidates for the position. Bradbury will ask the candidates to provide a cover letter and resume. The candidates will also be asked to complete a questionnaire based on the library system. Bradbury will then conduct phone conversations with each applicant. Once Bradbury completes the search, all of the documents for each candidate will be presented to the search committee for review. Bradbury will then schedule a second visit to Oklahoma City to work with the search committee in selecting approximately 6 to 9 semi-finalists for the first round of interviews. It is suggested the semi-finalist interviews be conducted using skype. Following the skype interviews, the search committee would narrow down the list to 3 or 4 finalists to come to Oklahoma City. Finalists would meet with staff and commission members, and possibly make presentations at a public forum. A public forum involves everyone and also allows the committee to see the candidate in a different venue. It will give you an idea of the candidates' presentation skills and how they interact with people. Discussion followed.

Item E: Discussion re: Overlap of outgoing and incoming Director

Mr. Bradbury suggested there be no overlap between the outgoing and incoming Executive Director. If you have an overlap, it can be very confusing to staff. It is recommended an Interim Director be put in place, if there is a time gap between the outgoing and incoming Executive Director. Bradbury also suggests a transition team be identified, composed of current Deputy Directors, Commission members, and library staff, who could then introduce and acquaint the incoming Executive Director with staff and various community partners. The outgoing Executive Director could be available on call for a possible off site visit, to answer any questions the incoming Executive Director may have. Discussion followed.

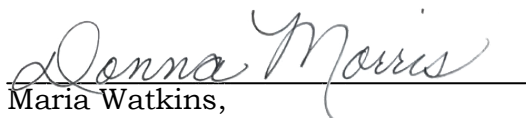
Item F: Parameters for Starting Salary and Benefits

Bradbury recommended a salary range be established once the committee begins to discuss the starting salary for the incoming Executive Director. Setting a salary range will give the commission more flexibility for potential candidates, relating to previous experience, etc.

Item G: Confidentiality: Reach consensus on the confidentiality of the applicants under Oklahoma Open Meeting/Records Law

Mr. Bradbury stated with the Oklahoma Open Records/Open Meeting Law, you have the ability to meet and review qualifications of specific candidates in Executive Session. Bradbury assures candidates of confidentiality at least through the point at which they are selected as a finalist. Finalists are asked to provide references for contact, at which time their names are made public. Discussion followed.

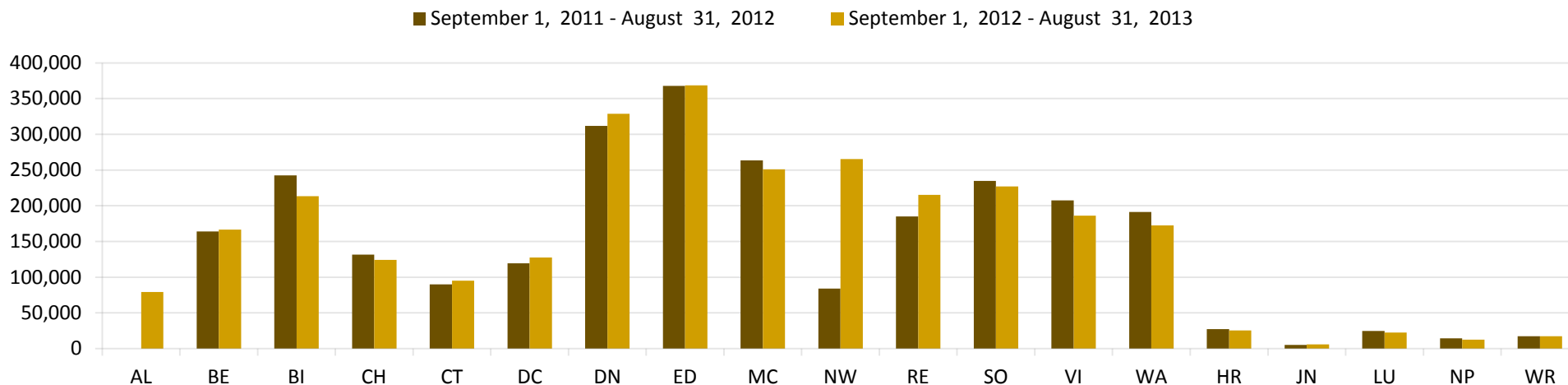
Mr. Rice called for any additional items to be discussed. There were none. The meeting was adjourned at 4:33 p.m.


Maria Watkins,
Executive Assistant

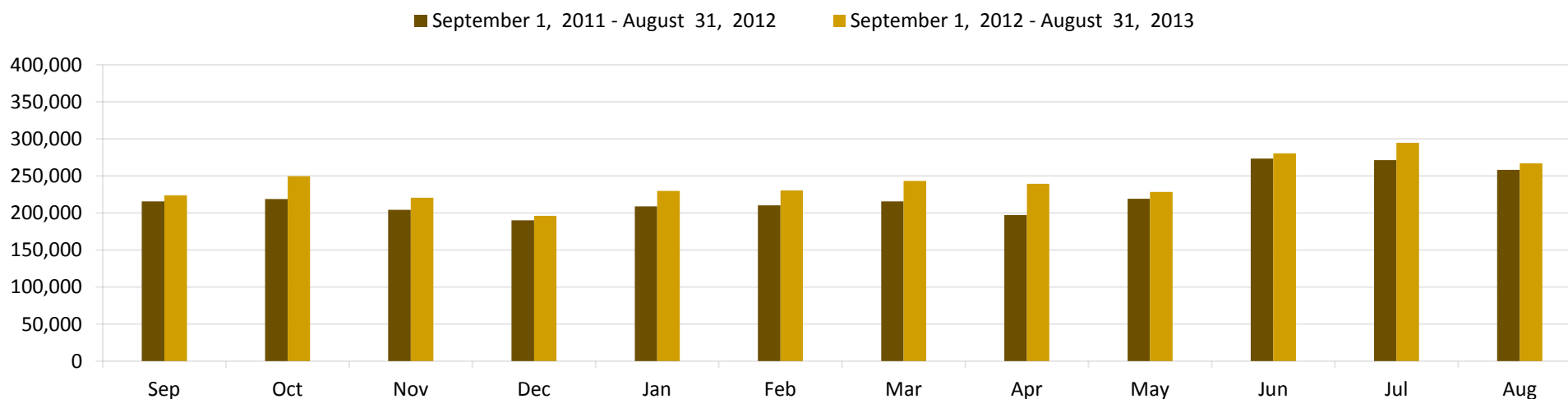
Library Visits Report

System Summary

Visits by Library



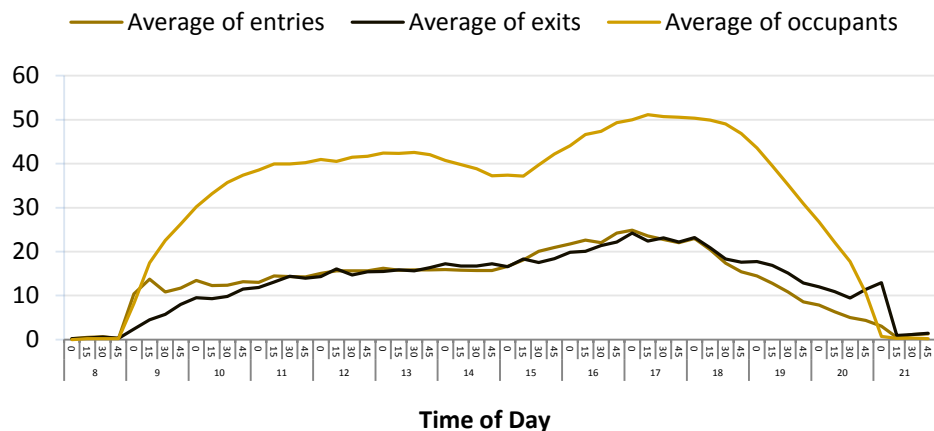
Visits by Month



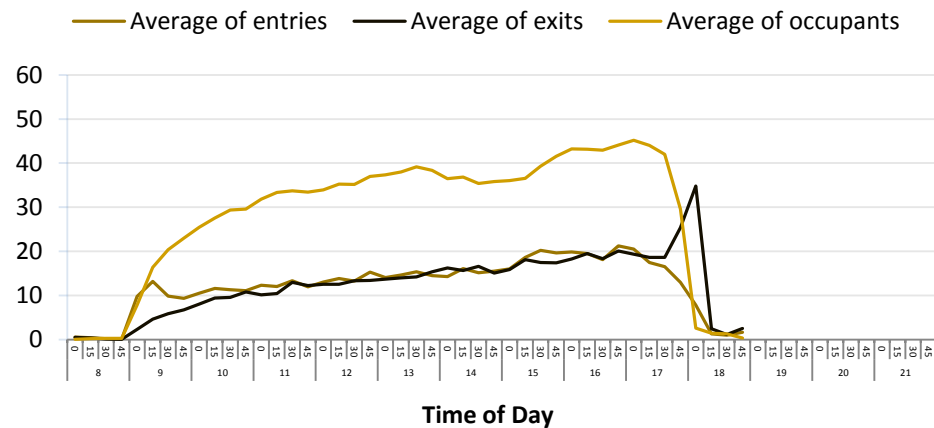
Library Visits Report

Visits Profile: RE

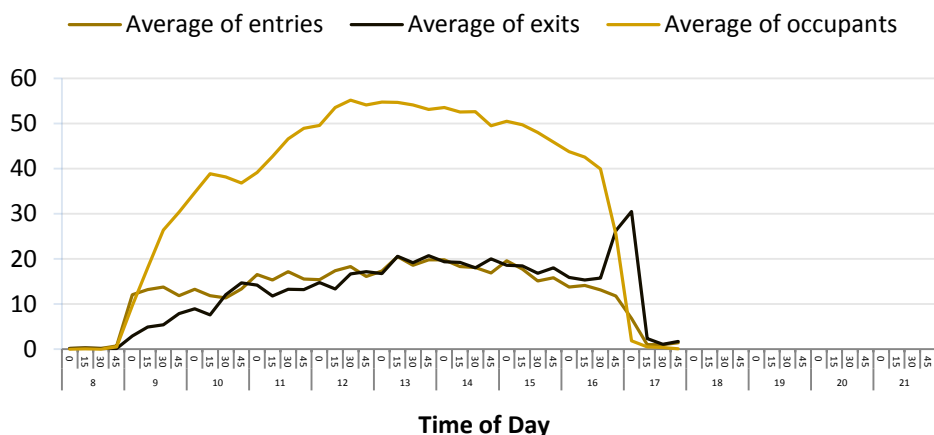
Monday - Thursday
(Trailing Twelve Months)



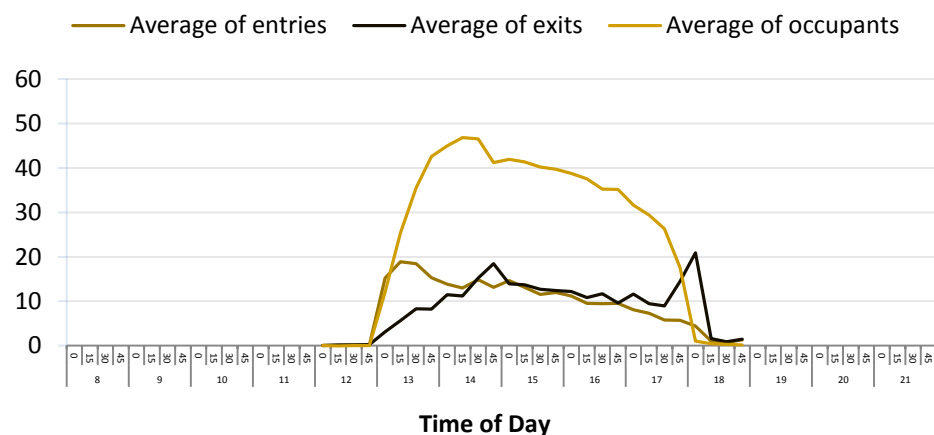
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2013 - August 31, 2013 (16.67% 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	13,775	-	-	-	-	-	-	-	-	-	-	28,138
	%													
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	40,201
	FY14	18,988	20,140	-	-	-	-	-	-	-	-	-	-	39,127
	%	-3.5%	-1.8%											-2.7%
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	30,991
	FY14	17,748	15,357	-	-	-	-	-	-	-	-	-	-	33,104
	%	8.2%	5.3%											6.8%
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	24,441
	FY14	10,265	9,942	-	-	-	-	-	-	-	-	-	-	20,207
	%	-12.7%	-21.7%											-17.3%
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	17,372
	FY14	9,711	8,344	-	-	-	-	-	-	-	-	-	-	18,055
	%	5.9%	1.7%											3.9%
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	23,539
	FY14	12,801	11,342	-	-	-	-	-	-	-	-	-	-	24,143
	%	4.1%	0.9%											2.6%
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	57,873
	FY14	30,922	30,590	-	-	-	-	-	-	-	-	-	-	61,512
	%	8.9%	3.8%											6.3%
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	71,209
	FY14	38,981	31,594	-	-	-	-	-	-	-	-	-	-	70,575
	%	2.0%	-4.3%											-0.9%
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	49,261
	FY14	24,588	22,569	-	-	-	-	-	-	-	-	-	-	47,157
	%	-1.8%	-6.8%											-4.3%
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	48,905
	FY14	28,307	24,059	-	-	-	-	-	-	-	-	-	-	52,366
	%	6.6%	7.6%											7.1%

Library Visits Report

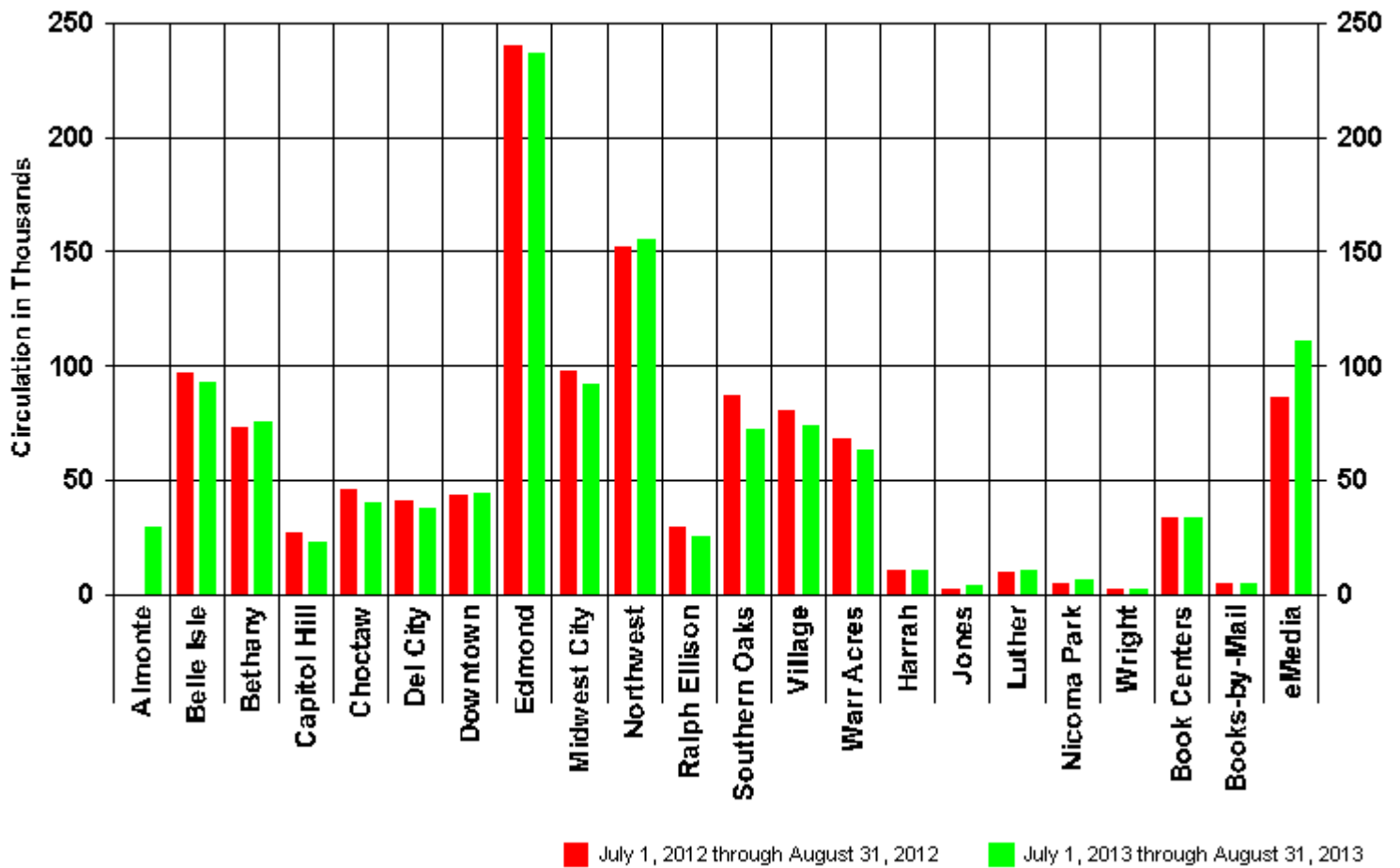
Data

July 1, 2013 - August 31, 2013 (16.67% 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	38,730
	FY14	22,402	17,426	-	-	-	-	-	-	-	-	-	-	39,828
	%	15.5%	-9.9%											2.8%
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	42,686
	FY14	22,592	21,941	-	-	-	-	-	-	-	-	-	-	44,533
	%	4.1%	4.5%											4.3%
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	36,181
	FY14	19,298	17,254	-	-	-	-	-	-	-	-	-	-	36,552
	%	2.5%	-0.6%											1.0%
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	33,020
	FY14	17,109	15,682	-	-	-	-	-	-	-	-	-	-	32,791
	%	2.4%	-3.9%											-0.7%
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	4,305
	FY14	1,959	2,102	-	-	-	-	-	-	-	-	-	-	4,061
	%	-2.6%	-8.4%											-5.7%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	983
	FY14	480	455	-	-	-	-	-	-	-	-	-	-	935
	%	-4.1%	-5.7%											-4.9%
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	4,561
	FY14	1,953	2,031	-	-	-	-	-	-	-	-	-	-	3,985
	%	-5.7%	-18.4%											-12.6%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	2,785
	FY14	1,023	949	-	-	-	-	-	-	-	-	-	-	1,972
	%	-30.9%	-27.3%											-29.2%
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	2,792
	FY14	1,326	1,384	-	-	-	-	-	-	-	-	-	-	2,710
	%	3.3%	-8.3%											-2.9%
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	529,838
	FY14	294,815	266,935	-	-	-	-	-	-	-	-	-	-	561,750
	%	8.6%	3.3%											6.0%

Circulation Gains and Losses

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

AUGUST 31, 2013		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Almonte	13	0	0	0	0	0	0	
	14	9022	18895	4987	10423	14009	29318	
		9022	18895	4987	10423	14009	29318	100.0
Belle Isle	13	35749	72435	11713	24510	47462	96945	
	14	32419	67567	10959	24825	43378	92392	
		-3330	-4868	-754	315	-4084	-4553	-4.7
Bethany	13	22965	48099	10799	24724	33764	72823	
	14	23746	49166	11576	26516	35322	75682	
		781	1067	777	1792	1558	2859	3.9
Capitol Hill	13	7965	15992	5395	10925	13360	26917	
	14	6577	13137	4381	9383	10958	22520	
		-1388	-2855	-1014	-1542	-2402	-4397	-16.3
Choctaw	13	13566	26755	8461	19179	22027	45934	
	14	10611	22399	7667	17908	18278	40307	
		-2955	-4356	-794	-1271	-3749	-5627	-12.3
Del City	13	13931	28170	5461	12466	19392	40636	
	14	11697	24430	5533	12939	17230	37369	
		-2234	-3740	72	473	-2162	-3267	-8.0
Downtown	13	15354	30972	5089	12176	20443	43148	
	14	15412	31659	5402	12510	20814	44169	
		58	687	313	334	371	1021	2.4
Edmond	13	61405	126595	48683	113886	110088	240481	
	14	57032	119170	49905	117656	106937	236826	
		-4373	-7425	1222	3770	-3151	-3655	-1.5
Midwest City	13	31914	66109	13580	31561	45494	97670	
	14	29747	60941	13450	31013	43197	91954	
		-2167	-5168	-130	-548	-2297	-5716	-5.9
Northwest	13	40240	84106	28256	68152	68496	152258	
	14	39228	82514	30455	72399	69683	154913	
		-1012	-1592	2199	4247	1187	2655	1.7
Ralph Ellison	13	10204	20718	3586	8383	13790	29101	
	14	7780	17143	3478	8092	11258	25235	
		-2424	-3575	-108	-291	-2532	-3866	-13.3
Southern Oaks	13	29294	59004	13342	27624	42636	86628	
	14	24454	49562	10808	22503	35262	72065	
		-4840	-9442	-2534	-5121	-7374	-14563	-16.8
Village	13	25820	53162	11742	26899	37562	80061	
	14	24197	49362	10742	24176	34939	73538	
		-1623	-3800	-1000	-2723	-2623	-6523	-8.1

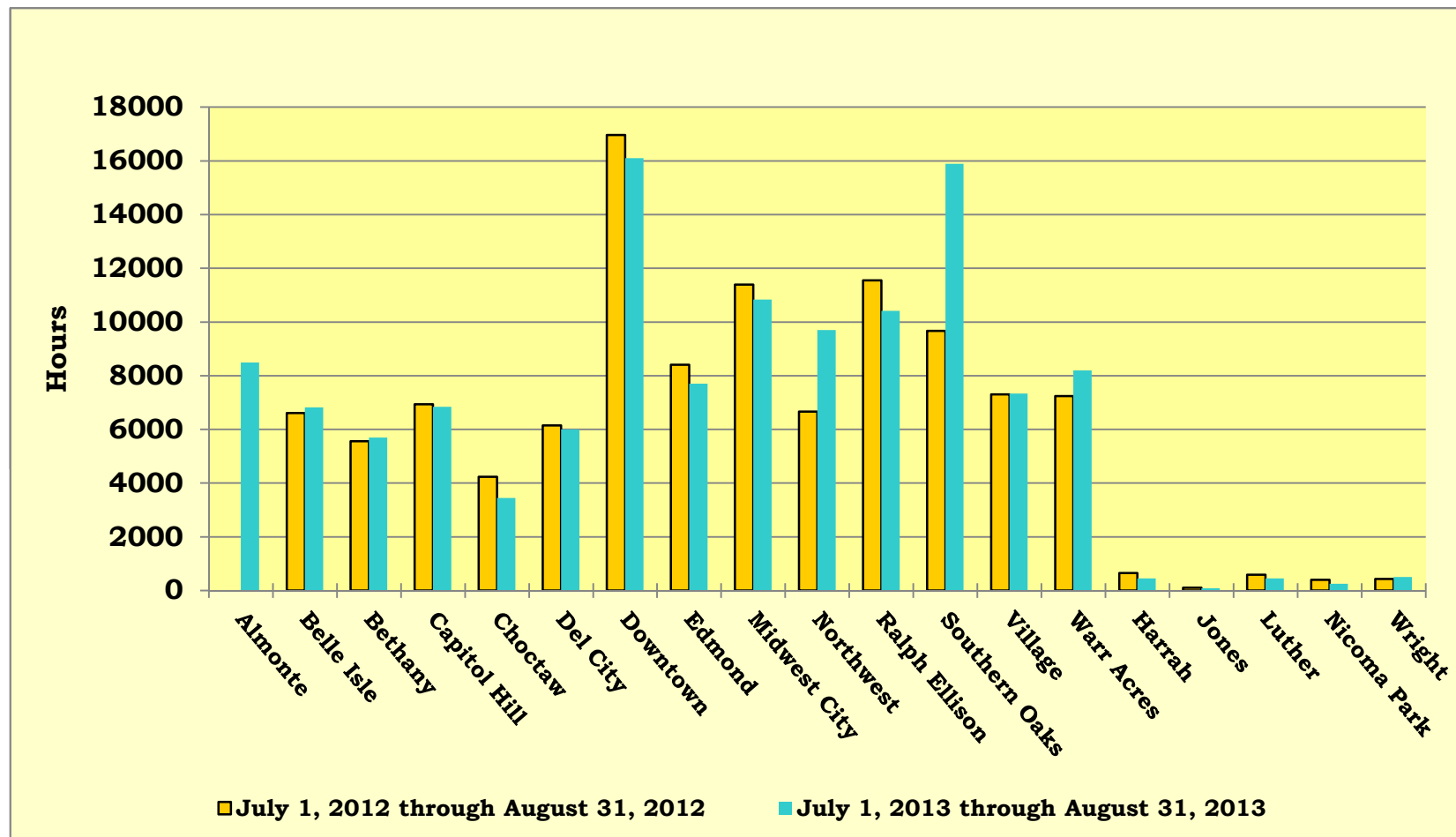
Circulation Gains and Losses

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

AUGUST 31, 2013		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	13	23437	48541	8190	19103	31627	67644	
	14	21493	44545	8168	18183	29661	62728	
		-1944	-3996	-22	-920	-1966	-4916	-7.3
EXTENSION LIBRARIES:								
Harrah	13	3790	7362	1487	3062	5277	10424	
	14	3480	6822	1386	3411	4866	10233	
		-310	-540	-101	349	-411	-191	-1.8
Jones	13	581	1327	267	1002	848	2329	
	14	1275	2438	443	944	1718	3382	
		694	1111	176	-58	870	1053	45.2
Luther	13	2658	5697	1338	3536	3996	9233	
	14	3453	6720	1692	3798	5145	10518	
		795	1023	354	262	1149	1285	13.9
Nicoma Park	13	1761	3421	508	1208	2269	4629	
	14	2366	4465	718	2103	3084	6568	
		605	1044	210	895	815	1939	41.9
Wright	13	608	1159	309	760	917	1919	
	14	646	1273	423	923	1069	2196	
		38	114	114	163	152	277	14.4
<u>OTHER:</u>								
Book Centers	13	10536	21098	6297	12627	16833	33725	
	14	10550	21277	6308	12478	16858	33755	
		14	179	11	-149	25	30	.1
Books-by-Mail	13	2369	4732	0	0	2369	4732	
	14	2353	4730	0	0	2353	4730	
		-16	-2	0	0	-16	-2	.0
eMedia	13	42398	85964	0	0	42398	85964	
	14	54953	111168	0	0	54953	111168	
		12555	25204	0	0	12555	25204	29.3
TOTALS	13	396545	811418	184503	421783	581048	1233201	
	14	392491	809383	188481	432183	580972	1241566	
		-4054	-2035	3978	10400	-76	8365	.7

Total Computer Hours Used by Library

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)



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Total Computer Usage

July 1, 2013 through August 31, 2013 (16.67% 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	438		4,711		4,200.94		1,423		10,249		8,493.03	
		438	100.0	4,711	100.0	4,200.94	100.0	1,423	100.0	10,249	100.0	8,493.03	100.0
BELLE ISLE	13	603		4,191		3,363.02		1,667		8,116		6,613.95	
	14	522		4,350		3,434.58		1,476		8,790		6,817.06	
		-81	-13.4	159	3.8	71.56	2.1	-191	-11.5	674	8.3	203.11	3.1
BETHANY	13	451		3,413		2,791.97		1,352		6,908		5,564.42	
	14	534		3,657		2,819.88		1,493		7,504		5,697.55	
		83	18.4	244	7.1	27.91	1.0	141	10.4	596	8.6	133.13	2.4
CAPITOL HILL	13	521		4,333		3,544.66		1,393		8,694		6,941.57	
	14	490		3,795		3,281.62		1,286		8,745		6,845.01	
		-31	-6.0	-538	-12.4	-263.04	-7.4	-107	-7.7	51	.6	-96.56	-1.4
CHOCTAW	13	251		1,823		2,132.55		714		3,613		4,236.42	
	14	274		1,859		1,750.99		803		3,635		3,449.52	
		23	9.2	36	2.0	-381.56	-17.9	89	12.5	22	.6	-786.90	-18.6
DEL CITY	13	464		3,916		3,143.13		1,308		7,960		6,151.22	
	14	452		3,655		3,025.26		1,379		7,547		6,007.21	
		-12	-2.6	-261	-6.7	-117.87	-3.8	71	5.4	-413	-5.2	-144.01	-2.3
DOWNTOWN	13	455		10,999		8,744.79		1,479		20,800		16,962.08	
	14	423		10,858		8,170.54		1,475		21,321		16,097.74	
		-32	-7.0	-141	-1.3	-574.25	-6.6	-4	-.3	521	2.5	-864.34	-5.1
EDMOND	13	588		4,569		4,330.67		1,672		8,954		8,403.92	
	14	610		4,160		3,886.60		1,736		8,234		7,709.43	
		22	3.7	-409	-9.0	-444.07	-10.3	64	3.8	-720	-8.0	-694.49	-8.3
MIDWEST CITY	13	877		7,658		5,837.24		2,410		15,068		11,396.82	
	14	844		6,538		5,393.76		2,417		13,696		10,832.11	
		-33	-3.8	-1,120	-14.6	-443.48	-7.6	7	.3	-1,372	-9.1	-564.71	-5.0
NORTHWEST	13	554		3,636		3,600.90		1,545		6,937		6,665.94	
	14	671		4,567		4,784.65		2,068		9,347		9,700.14	
		117	21.1	931	25.6	1,183.75	32.9	523	33.9	2,410	34.7	3,034.20	45.5

Total Computer Usage

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	689		7,615		6,034.69		2,040		14,782		11,551.49	
	14	591		5,591		4,812.27		1,947		12,682		10,415.54	
		-98	-14.2	-2,024	-26.6	-1,222.42	-20.3	-93	-4.6	-2,100	-14.2	-1,135.95	-9.8
SOUTHERN OAKS	13	685		6,286		4,948.69		2,024		12,493		9,668.30	
	14	849		8,793		7,550.95		2,504		19,070		15,890.67	
		164	23.9	2,507	39.9	2,602.26	52.6	480	23.7	6,577	52.6	6,222.37	64.4
VILLAGE	13	658		4,662		3,781.79		1,870		9,079		7,303.15	
	14	663		4,647		3,687.17		1,975		9,229		7,333.57	
		5	.8	-15	-.3	-94.62	-2.5	105	5.6	150	1.7	30.42	.4
WARR ACRES	13	529		4,770		3,732.92		1,460		9,207		7,237.42	
	14	487		5,156		4,032.00		1,434		10,710		8,195.91	
		-42	-7.9	386	8.1	299.08	8.0	-26	-1.8	1,503	16.3	958.49	13.2
HARRAH	13	75		461		402.78		178		818		656.63	
	14	57		320		255.15		165		605		447.67	
		-18	-24.0	-141	-30.6	-147.63	-36.7	-13	-7.3	-213	-26.0	-208.96	-31.8
JONES	13	9		49		52.27		27		108		106.73	
	14	14		72		44.76		32		124		81.34	
		5	55.6	23	46.9	-7.51	-14.4	5	18.5	16	14.8	-25.39	-23.8
LUTHER	13	53		370		293.76		175		720		590.44	
	14	62		319		217.01		167		597		452.53	
		9	17.0	-51	-13.8	-76.75	-26.1	-8	-4.6	-123	-17.1	-137.91	-23.4
NICOMA PARK	13	24		201		205.31		70		405		394.59	
	14	21		141		120.73		70		322		256.87	
		-3	-12.5	-60	-29.9	-84.58	-41.2		.0	-83	-20.5	-137.72	-34.9
WRIGHT	13	32		310		242.53		86		532		430.91	
	14	34		303		271.62		89		555		502.83	
		2	6.3	-7	-2.3	29.09	12.0	3	3.5	23	4.3	71.92	16.7
TOTAL	13	7,518		69,262		57,183.67		21,470		135,194		110,876.00	
	14	8,036		73,492		61,740.48		23,939		152,962		125,225.73	
		518	6.9	4,230	6.1	4,556.81	8.0	2,469	11.5	17,768	13.1	14,349.73	12.9

Computer Usage by Adult Customers

July 1, 2013 through August 31, 2013 (16.67% 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	343		3,065		2,845.17		1,026		6,024		5,265.03	
		343	100.0	3,065	100.0	2,845.17	100.0	1,026	100.0	6,024	100.0	5,265.03	100.0
BELLE ISLE	13	485		3,637		2,961.16		1,421		7,157		5,886.40	
	14	435		3,578		2,847.34		1,259		7,070		5,513.27	
		-50	-10.3	-59	-1.6	-113.82	-3.8	-162	-11.4	-87	-1.2	-373.13	-6.3
BETHANY	13	374		2,937		2,429.84		1,114		5,837		4,737.95	
	14	438		2,875		2,200.35		1,243		5,841		4,418.74	
		64	17.1	-62	-2.1	-229.49	-9.4	129	11.6	4	.1	-319.21	-6.7
CAPITOL HILL	13	353		2,323		2,048.55		862		4,282		3,648.52	
	14	318		1,842		1,733.14		794		3,795		3,197.04	
		-35	-9.9	-481	-20.7	-315.41	-15.4	-68	-7.9	-487	-11.4	-451.48	-12.4
CHOCTAW	13	186		1,306		1,473.40		516		2,573		2,969.66	
	14	201		1,209		1,016.03		572		2,369		2,068.55	
		15	8.1	-97	-7.4	-457.37	-31.0	56	10.9	-204	-7.9	-901.11	-30.3
DEL CITY	13	363		2,878		2,328.10		981		5,549		4,317.39	
	14	377		2,894		2,417.68		1,068		5,581		4,529.22	
		14	3.9	16	.6	89.58	3.8	87	8.9	32	.6	211.83	4.9
DOWNTOWN	13	399		10,447		8,306.55		1,330		19,774		16,174.30	
	14	374		10,414		7,830.76		1,323		20,411		15,410.89	
		-25	-6.3	-33	-.3	-475.79	-5.7	-7	-.5	637	3.2	-763.41	-4.7
EDMOND	13	496		3,854		3,526.19		1,410		7,524		6,914.52	
	14	494		3,536		3,251.29		1,429		6,983		6,440.68	
		-2	-.4	-318	-8.3	-274.90	-7.8	19	1.3	-541	-7.2	-473.84	-6.9
MIDWEST CITY	13	702		5,652		4,334.97		1,896		10,713		8,188.54	
	14	692		5,224		4,356.87		1,962		10,408		8,361.55	
		-10	-1.4	-428	-7.6	21.90	.5	66	3.5	-305	-2.8	173.01	2.1
NORTHWEST	13	449		3,112		3,141.20		1,228		5,775		5,673.62	
	14	525		3,908		4,060.46		1,658		8,058		8,461.12	
		76	16.9	796	25.6	919.26	29.3	430	35.0	2,283	39.5	2,787.50	49.1

Computer Usage by Adult Customers

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	534		5,078		4,104.31		1,477		9,232		7,390.18	
	14	454		4,008		3,363.57		1,460		8,515		6,972.60	
		-80	-15.0	-1,070	-21.1	-740.74	-18.0	-17	-1.2	-717	-7.8	-417.58	-5.7
SOUTHERN OAKS	13	546		4,510		3,615.87		1,516		8,232		6,529.07	
	14	620		4,736		4,406.92		1,789		9,570		8,439.14	
		74	13.6	226	5.0	791.05	21.9	273	18.0	1,338	16.3	1,910.07	29.3
VILLAGE	13	555		3,646		2,851.60		1,527		6,816		5,269.55	
	14	547		3,749		2,906.70		1,577		7,324		5,681.59	
		-8	-1.4	103	2.8	55.10	1.9	50	3.3	508	7.5	412.04	7.8
WARR ACRES	13	459		3,513		2,724.14		1,223		6,585		5,062.13	
	14	420		3,735		2,941.45		1,218		7,567		5,845.55	
		-39	-8.5	222	6.3	217.31	8.0	-5	-.4	982	14.9	783.42	15.5
HARRAH	13	53		359		284.75		133		662		495.88	
	14	49		283		220.18		136		522		370.81	
		-4	-7.5	-76	-21.2	-64.57	-22.7	3	2.3	-140	-21.1	-125.07	-25.2
JONES	13	6		45		51.29		21		98		102.35	
	14	9		61		41.96		23		109		77.55	
		3	50.0	16	35.6	-9.33	-18.2	2	9.5	11	11.2	-24.80	-24.2
LUTHER	13	20		194		143.93		92		383		288.38	
	14	34		210		135.35		92		366		272.06	
		14	70.0	16	8.2	-8.58	-6.0		.0	-17	-4.4	-16.32	-5.7
NICOMA PARK	13	21		185		192.27		57		364		366.04	
	14	18		119		102.81		51		237		188.07	
		-3	-14.3	-66	-35.7	-89.46	-46.5	-6	-10.5	-127	-34.9	-177.97	-48.6
WRIGHT	13	25		272		223.83		60		430		369.44	
	14	28		270		256.46		71		491		470.72	
		3	12.0	-2	-.7	32.63	14.6	11	18.3	61	14.2	101.28	27.4
TOTAL	13	6,026		53,948		44,741.95		16,864		101,986		84,383.92	
	14	6,376		55,716		46,934.49		18,751		111,241		91,984.18	
		350	5.8	1,768	3.3	2,192.54	4.9	1,887	11.2	9,255	9.1	7,600.26	9.0

Computer Usage by Minor Customers

July 1, 2013 through August 31, 2013 (16.67% 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	95		1,646		1,355.77		397		4,225		3,228.00	
		95	100.0	1,646	100.0	1,355.77	100.0	397	100.0	4,225		3,228.00	100.0
BELLE ISLE	13	118		554		401.86		246		959		727.55	
	14	87		772		587.24		217		1,720		1,303.79	
		-31	-26.3	218	39.4	185.38	46.1	-29	-11.8	761	79.4	576.24	79.2
BETHANY	13	77		476		362.13		238		1,071		826.47	
	14	96		782		619.53		250		1,663		1,278.81	
		19	24.7	306	64.3	257.40	71.1	12	5.0	592	55.3	452.34	54.7
CAPITOL HILL	13	168		2,010		1,496.11		531		4,412		3,293.05	
	14	172		1,953		1,548.48		492		4,950		3,647.97	
		4	2.4	-57	-2.8	52.37	3.5	-39	-7.3	538	12.2	354.92	10.8
CHOCTAW	13	65		517		659.15		198		1,040		1,266.76	
	14	73		650		734.96		231		1,266		1,380.97	
		8	12.3	133	25.7	75.81	11.5	33	16.7	226	21.7	114.21	9.0
DEL CITY	13	101		1,038		815.03		327		2,411		1,833.83	
	14	75		761		607.58		311		1,966		1,477.99	
		-26	-25.7	-277	-26.7	-207.45	-25.5	-16	-4.9	-445	-18.5	-355.84	-19.4
DOWNTOWN	13	56		552		438.24		149		1,026		787.78	
	14	49		444		339.78		152		910		686.85	
		-7	-12.5	-108	-19.6	-98.46	-22.5	3	2.0	-116	-11.3	-100.93	-12.8
EDMOND	13	92		715		804.48		262		1,430		1,489.40	
	14	116		624		635.31		307		1,251		1,268.75	
		24	26.1	-91	-12.7	-169.17	-21.0	45	17.2	-179	-12.5	-220.65	-14.8
MIDWEST CITY	13	175		2,006		1,502.27		514		4,355		3,208.28	
	14	152		1,314		1,036.89		455		3,288		2,470.56	
		-23	-13.1	-692	-34.5	-465.38	-31.0	-59	-11.5	-1,067	-24.5	-737.72	-23.0
NORTHWEST	13	105		524		459.70		317		1,162		992.32	
	14	146		659		724.19		410		1,289		1,239.02	
		41	39.0	135	25.8	264.49	57.5	93	29.3	127	10.9	246.70	24.9

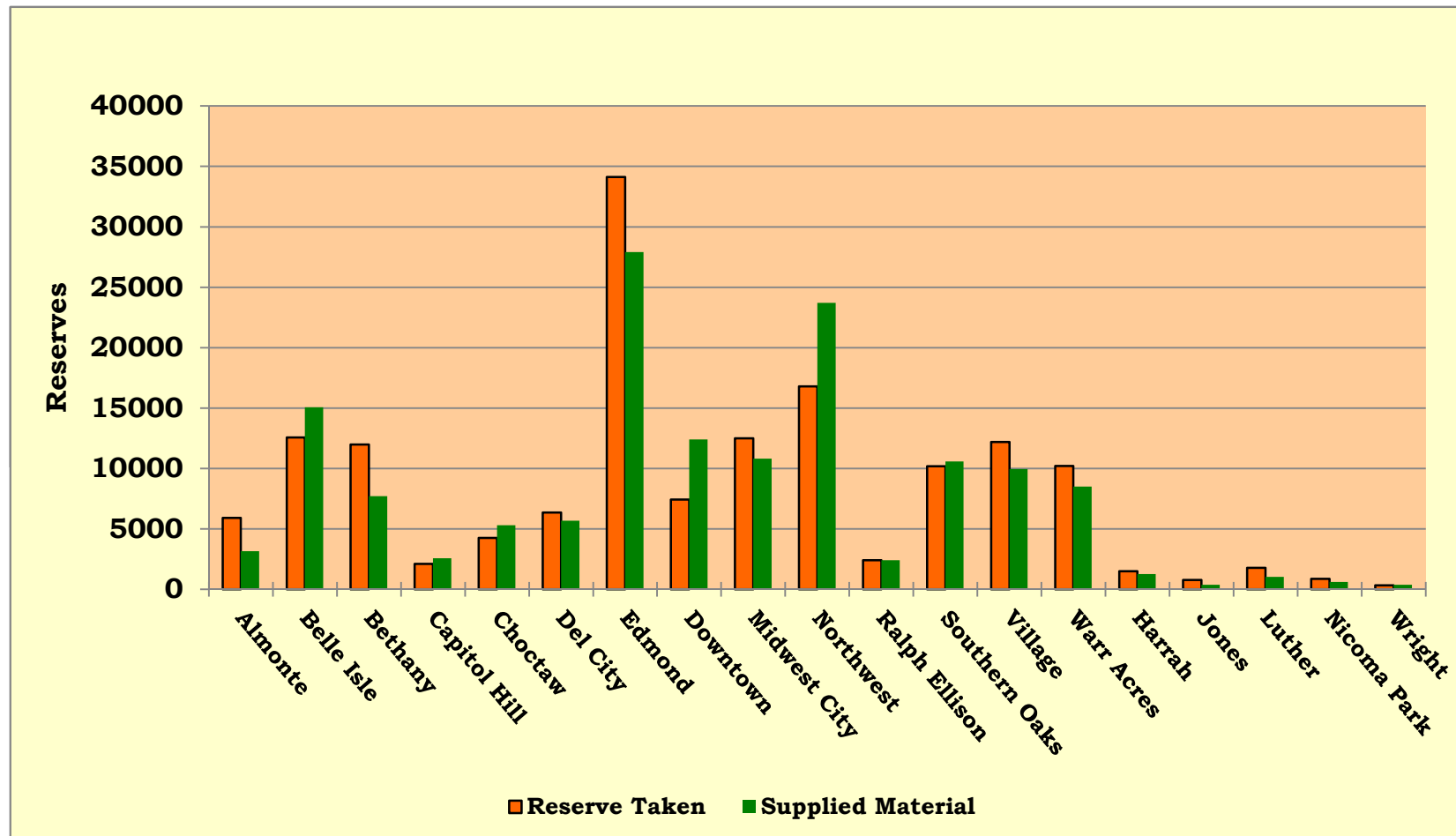
Computer Usage by Minor Customers

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	155		2,537		1,930.38		563		5,550		4,161.31	
	14	137		1,583		1,448.70		487		4,167		3,442.94	
		-18	-11.6	-954	-37.6	-481.68	-25.0	-76	-13.5	-1,383	-24.9	-718.37	-17.3
SOUTHERN OAKS	13	139		1,776		1,332.82		508		4,261		3,139.23	
	14	229		4,057		3,144.03		715		9,500		7,451.53	
		90	64.7	2,281	128.4	1,811.21	135.9	207	40.7	5,239	123.0	4,312.30	137.4
VILLAGE	13	103		1,016		930.19		343		2,263		2,033.60	
	14	116		898		780.47		398		1,905		1,651.98	
		13	12.6	-118	-11.6	-149.72	-16.1	55	16.0	-358	-15.8	-381.62	-18.8
WARR ACRES	13	70		1,257		1,008.78		237		2,622		2,175.29	
	14	67		1,421		1,090.55		216		3,143		2,350.36	
		-3	-4.3	164	13.0	81.77	8.1	-21	-8.9	521	19.9	175.07	8.0
HARRAH	13	22		102		118.03		45		156		160.75	
	14	8		37		34.97		29		83		76.86	
		-14	-63.6	-65	-63.7	-83.06	-70.4	-16	-35.6	-73	-46.8	-83.89	-52.2
JONES	13	3		4		.98		6		10		4.38	
	14	5		11		2.80		9		15		3.79	
		2	66.7	7	175.0	1.82	185.7	3	50.0	5	50.0	-.59	-13.5
LUTHER	13	33		176		149.83		83		337		302.06	
	14	28		109		81.66		75		231		180.47	
		-5	-15.2	-67	-38.1	-68.17	-45.5	-8	-9.6	-106	-31.5	-121.59	-40.3
NICOMA PARK	13	3		16		13.04		13		41		28.55	
	14	3		22		17.92		19		85		68.80	
			.0	6	37.5	4.88	37.4	6	46.2	44	107.3	40.25	141.0
WRIGHT	13	7		38		18.70		26		102		61.47	
	14	6		33		15.16		18		64		32.11	
		-1	-14.3	-5	-13.2	-3.54	-18.9	-8	-30.8	-38	-37.3	-29.36	-47.8
TOTAL	13	1,492		15,314		12,441.72		4,606		33,208		26,492.08	
	14	1,660		17,776		14,805.99		5,188		41,721		33,241.55	
		168	11.3	2,462	16.1	2,364.27	19.0	582	12.6	8,513	25.6	6,749.47	25.5

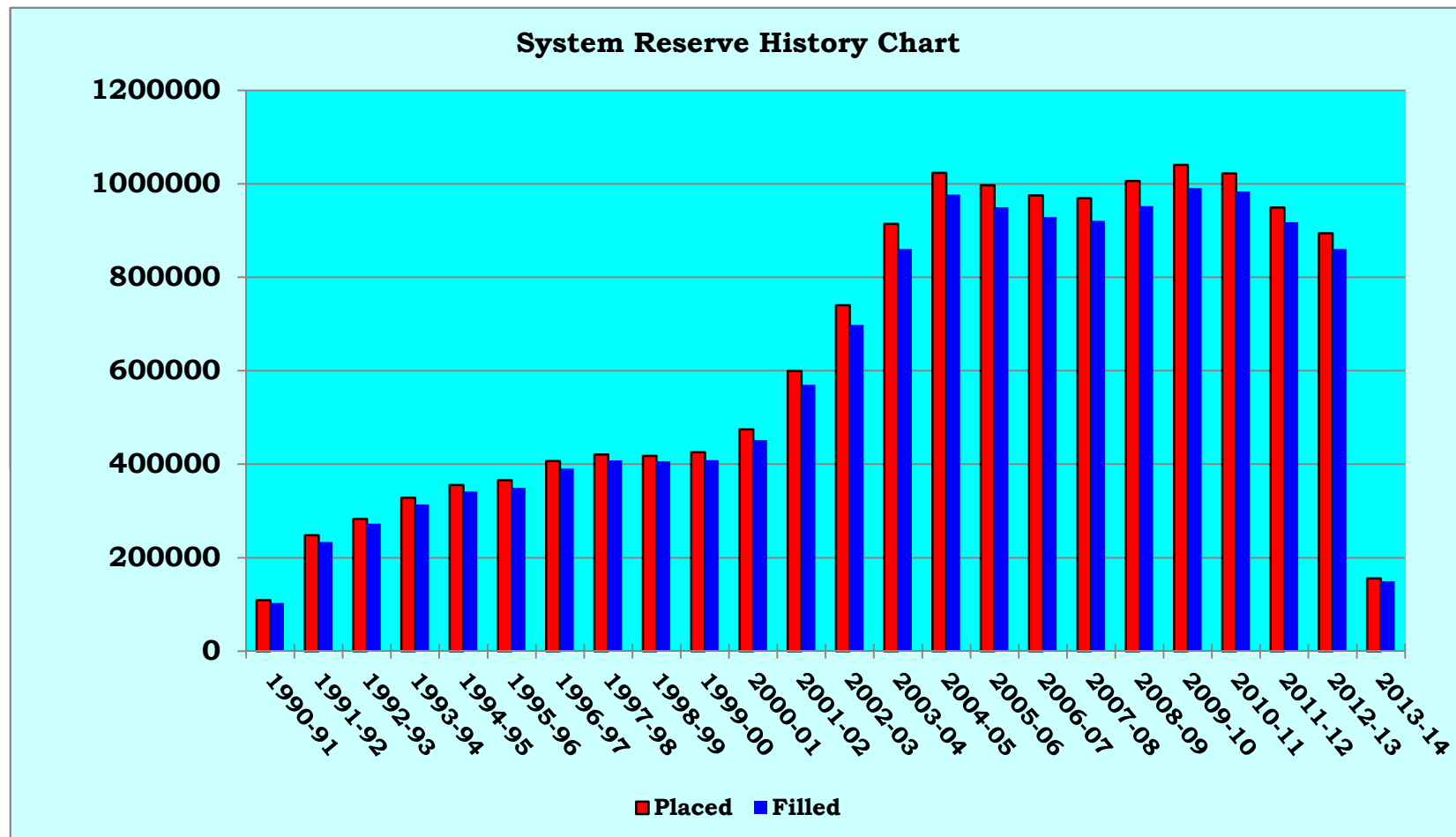
System Reserve Report

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)



System Reserves Report

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13						
	14	2,845	5,918		2,733	5,544	
		2,845	5,918		2,733	5,544	
BELLE ISLE	13	8,039	16,739		7,866	15,928	
	14	6,122	12,557		5,995	12,214	
		-1,917	-4,182	-25.0	-1,871	-3,714	-23.3
BETHANY	13	6,423	12,819		6,072	12,147	
	14	5,886	11,977		5,466	11,084	
		-537	-842	-6.6	-606	-1,063	-8.8
CAPITOL HILL	13	1,504	2,729		1,385	2,583	
	14	996	2,115		998	2,066	
		-508	-614	-22.5	-387	-517	-20.0
CHOCTAW	13	2,134	4,370		2,103	4,219	
	14	2,078	4,249		2,005	4,084	
		-56	-121	-2.8	-98	-135	-3.2
DEL CITY	13	3,977	7,919		3,751	7,339	
	14	3,207	6,365		3,107	6,191	
		-770	-1,554	-19.6	-644	-1,148	-15.6
EDMOND	13	18,199	36,769		17,930	35,430	
	14	16,491	34,127		16,183	33,089	
		-1,708	-2,642	-7.2	-1,747	-2,341	-6.6
DOWNTOWN	13	4,065	8,354		3,999	7,984	
	14	3,665	7,438		3,533	7,078	
		-400	-916	-11.0	-466	-906	-11.3
MIDWEST CITY	13	6,887	14,031		6,726	13,445	
	14	6,043	12,495		5,957	12,021	
		-844	-1,536	-10.9	-769	-1,424	-10.6
NORTHWEST	13	7,750	15,490		7,553	14,686	
	14	7,932	16,788		7,760	16,311	
		182	1,298	8.4	207	1,625	11.1
RALPH ELLISON	13	1,306	3,008		1,342	2,902	
	14	913	2,414		925	2,330	
		-393	-594	-19.7	-417	-572	-19.7
SOUTHERN OAKS	13	6,593	13,930		6,314	13,140	
	14	5,214	10,189		5,088	9,864	
		-1,379	-3,741	-26.9	-1,226	-3,276	-24.9

System Reserves Report

July 1, 2013 through August 31, 2013 (16.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	6,876	13,875		6,514	13,188	
	14	5,697	12,189		5,486	11,368	
		-1,179	-1,686	-12.2	-1,028	-1,820	-13.8
WARR ACRES	13	5,369	11,223		5,344	10,846	
	14	5,144	10,200		4,784	9,724	
		-225	-1,023	-9.1	-560	-1,122	-10.3
HARRAH	13	974	1,688		949	1,631	
	14	731	1,498		744	1,451	
		-243	-190	-11.3	-205	-180	-11.0
JONES	13	295	670		296	657	
	14	426	782		417	766	
		131	112	16.7	121	109	16.6
LUTHER	13	905	1,866		939	1,870	
	14	894	1,785		886	1,779	
		-11	-81	-4.3	-53	-91	-4.9
NICOMA PARK	13	704	1,255		648	1,187	
	14	465	876		455	850	
		-239	-379	-30.2	-193	-337	-28.4
WRIGHT	13	311	475		270	438	
	14	160	339		156	344	
		-151	-136	-28.6	-114	-94	-21.5
TOTAL	13	83,215	168,896		80,771	161,125	
	14	75,734	155,859		73,421	149,568	
		-7,481	-13,037	-7.7	-7,350	-11,557	-7.2

EXECUTIVE DIRECTOR'S REPORT

SEPTEMBER 2013

Commission Reappointments

We received notification of several commission reappointments. Jim Shonts, Nicoma Park; Alyne Strube, Choctaw; and Kim Patterson, Harrah were reappointed by their various municipalities to new 3 year terms. We are pleased that they will be here for another three years.

ILS Update

The RFP's are out and are due back to us on September 27th. Demos for staff will be held on October 22-24. We expect to hold a finance committee meeting following the demos and hope to award a contract at the November commission meeting. If any commission members are interested in viewing a portion of the demos; please let Maria or I know.

Capital Projects Update

The kick off meeting for the **Capitol Hill** project was held on Tuesday, September 10, 2013. Representatives from Oklahoma City, MLS, Guernsey and MS &R were in attendance. We discussed the scope of the project, budget and the roles of the various entities.

We met with **Del City** manager, Mark Edwards, last week to discuss progress on the new library. We hope to have details soon concerning land acquisition for the project

Goodbye to Francie

I hope you will all say goodbye to Fran Pendleton as she leaves the library system after 41 years of employment. For the last 10 years she has been the voice that most commission members hear when calling the director's office. Cheerful and eager to help, she has been a real asset to our office. On a personal note, she and I have worked together for over twenty years and I will miss her very much, but I do know she is eagerly looking forward to retirement!

Sad News

As I mentioned in my email this week, we were very saddened to learn of the unexpected passing of longtime MLS employee, Ernestine Clark. Over the years, Ernestine worked in a variety of positions in the system most recently as the Director of Development. She was instrumental in working with the Friends of the Library and the Library Endowment Trust as they were becoming established. We will miss her a great deal; she was an avid reader, writer and library advocate.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Legislative Meeting
- Attended Public Library Director's Council
- Attended Library Endowment Trust Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE:

Yu-Gi-Oh! Club

Thursday, October 10, 2013

Time: 10:00am-11:30am

Location: Bethany

Teens (Ages 12-18)

Bring your friends and your Yu-Gi-Oh! deck to trade, duel, or just talk Yu-Gi-Oh!

English Classes: Learn English as a Second Language

Thursday, October 3, 2013

Time: 9:30am-12:30pm

Location: Belle Isle

Adults

Improve your English speaking, reading, & writing skills in this free class for people who are new to the English language, with Oklahoma City Public Schools. For more information or to register, attend the class.

Capitol Hill Chess Club

Tuesday, October 1, 2013

Time: 4:00pm-5:00pm

Location: Capitol Hill

Kids/Teens

Play chess or learn to play chess one Tuesday a month.

Cimarron Opera presents A Grimm Affair

Thursday, October 10, 2013

Time: 1:00pm-2:00pm

Location: Choctaw

All Ages

Featuring three short operas based on Tales from the Brothers Grimm. You will hear the amazing voices of Cimarron Opera showcasing the beauty and comedy of opera. Audiences come away from Cimarron Opera performances exclaiming, "I didn't know how much I loved opera!" and you will too!

Mother Goose On the Loose

Tuesday, October 1, 2013

Time: 10:00am-10:30am

Location: Del City

Up to age 4

This award winning early literacy program, designed by Betsy Diamant-Cohen, is an interactive storytime for children and their caregivers. Nursery rhymes, music, movement, and more to help your child get ready to read!

Homework Help

Monday, October 21, 2013

Time: 4:00pm-6:00pm

Location: Del City

K-12

Need some extra help with your homework? Volunteers will be standing by to offer one-on-one homework help on a first come, first served basis. Sign up when you come in, and get ready to ace your classes this year!

Noon Tunes presents Savoy Trio

Thursday, October 10, 2013

Time: 12:00-1:00pm

Location: Downtown

All Ages

Early New Orleans Jazz

Writing for College Admissions

October 1, 2013

Time: 7:00pm-8:30pm

Location: Edmond

Teens

Meet with representatives from the University of Oklahoma who will provide tips and advice for your college application essay, admissions paperwork, and scholarship applications. Applicants to any college or university are welcome. High school seniors only. To register, call (405) 341-9282 or e-mail mhuntwilson@metrolibrary.org.

Cimarron Opera presents A Grimm Affair

Monday, October 7, 2013

Time: 7:00pm-8:00pm

Location: Northwest

All Ages

Featuring three short operas based on Tales from the Brothers Grimm. You will hear the amazing voices of Cimarron Opera showcasing the beauty and comedy of opera. Audiences come away from Cimarron Opera performances exclaiming, "I didn't know how much I loved opera!" and you will too!

The Black History Documentary Club

October 12, 2013

Time: 1:00pm-3:00pm

Location: Ralph Ellison

Ages 13 - older

The Black History Documentary Club meets monthly to screen thought-provoking films. October's selection will be about "The Tulsa Lynching of 1921"



Mothers hold up their children during a Baby Bounce session for children up to 2 years old at the Edmond Library. PHOTOS BY DAVID McDANIEL, THE OKLAHOMAN
Published: Aug 24, 2013, NewsOK



Raylee Skunda, 8 months, and her mom, Ashlee, play with bubbles during the Baby Bounce session for children from birth through 2 years old at the Edmond Public Library on Wednesday. Photo by David McDaniel, The Oklahoman Published: August 25, 2013



A small boy places his cap on the head of Felix Linden after Linden finished reading a story to children beneath a shade tree on the front lawn of the Governor's Mansion. Linden and others took turns entertaining children at the booth sponsored by the Metropolitan Library System. Linden is a teacher in the Oklahoma City Public Schools system. Children and adults crowded the lawns surrounding the Governor's Mansion on Saturday to enjoy a variety of activities aimed at young Oklahomans during the 17th Annual Septemberfest. Admission was free. Photos by Jim Beckel, The Oklahoman, Published: Sep 8, 2013

(Email from Dana Morrow to all correspondence)

This is the picture that appeared in Sunday's paper.

Here we are at September Fest. We didn't think we were going to make it with a high of 95+ temperature (I refused to check for sure) but you can see that our Come Read with Me teacher, Felix Linden wasn't affected at all.

We probably saw close to 2000 people in the education area. It was truly worth all the heat and effort.



Ernestine Hill Clark

February 28, 1944 - September 7, 2013

OKLAHOMA CITY

Ernestine Hill Clark passed away in Oklahoma City on September 7 after a short and intense illness. Ernestine retired from the Metropolitan Library System as Director of Development in 2009 after having served in various capacities for 33 years. Ernestine is survived by her son, Brian K. Clark, of Bellevue, Washington, his wife Pascale, grandchildren Elliot and Alice, sisters Helen Hill Fry and Nancy

Hill Lippens, partner Pete Burga, and close friends and relatives too numerous to mention.

Born in Price, Utah, February 28, 1944, Ernestine spent her formative years in New Mexico and moved to Oklahoma in 1960. Ernestine held the Bachelor of Arts from Oklahoma State University and the Master of Arts from the University of Oklahoma. In addition to her work in the Metro Library System, Ernestine also served as an English teacher in the Oklahoma City Public School System and was an agent with Prudential Insurance. At the Metro Library System, Ernestine was instrumental in building the Friends of the Library book sale into national prominence. Ernestine was a long-time and very active member of Mayflower Congregational Church UCC and served on its Board of Trustees.

When the Murrah Building was bombed in 1995, Ernestine had just turned away from the window in her Downtown Library office when the window was blown in from the blast. She was caught up in the horrific event and lost friends and acquaintances who worked in the Murrah Building. She recovered in part through journaling and writing, volunteering at the National Memorial, and traveling to Cameroon as part of a group to help weave international bonds of friendship between communities which had undergone adversity.

Ernestine loved family, friends, books, music, sunrises and full moons, movies, plays, animals, and flowers. Appearing to be very public, she often preferred solitude. She was a person of much laughter, but also quiet prayers. Her defining characteristics were both her fierce independence and her caring for others, demonstrated to countless individuals in need.

A celebration of Ernestine's life will be held at 2 p.m. on Saturday, September 14, 2013 at the Mayflower Congregational Church UCC, 3901 NW 63rd Street in Oklahoma City. In lieu of flowers, please give to the Ernestine Hill Clark Smart Start Foundation within the Oklahoma City Community Foundation (<https://www.occf.org/Ernestine>), to read about the fund, and <https://www.occf.org/onlinegiving.html> to give), to the Mayflower Congregational Church UCC, the Friends of the Library at the Metropolitan Library System, or to a [charity of your choice](https://www.occf.org/erne) . <https://www.occf.org/erne> <https://www.occf.org/onlinegiving.html>

See more at: <http://www.legacy.com/obituaries/oklahoman/obituary.aspx?n=ERNESTINE-CLARK&pid=166905275#fbLoggedOut>